

Release Procedures for Horticultural Cultivars and Germplasm from the Minnesota
Agricultural Experiment Station

Revised April 9, 2003

The Horticulture Variety Review Committee is established by the Director of the Minnesota Agricultural Experiment Station (MAES) for the purpose of assuring the quality of horticultural plant germplasm and related plant materials released by the MAES/COAFES. The operation of the committee is generally governed by procedures in the document "**Policy and Procedures Statement on Distribution and Release of Plant Germplasm and Related Plant Materials of the Minnesota Agricultural Experiment Station**" (hereinafter referred to as "**P and P**"). Additional procedures regarding the composition and operation of the committee are contained in the following sections.

- A. In accordance with Procedures Section II, Subd. 3 of the **P and P**, the Horticulture Variety Review Committee is responsible to recommend to the Director i) whether to approve a release, and ii) whether the germplasm should be released exclusively, non-exclusively, or in a restricted manner.
- B. The Horticulture Variety Review Committee is appointed by the Director of the MAES. The director of the MAES or his/her designee shall preside at all meetings and in all affairs of the Committee. Membership shall be minimally comprised of the following functional representatives.

Voting members

1. The Director of the MAES or designated representative.
2. Head, Department of Horticultural Science.
3. Secretary of the Committee (a faculty member from the Department of Horticultural Science).
4. One entomologist
5. One plant pathologist
6. Two horticulturists

The Director of the MAES and the Head of the Dept. of Horticultural Science are permanent members of the committee. Other members are appointed at the discretion of the Director of the MAES.

Ex-officio members

1. Representative of the University Office of Patents and Technology Marketing (PTM) (nonvoting member according to P and P).
2. President and/or designees of the Minnesota Nursery Research Corporation. (Other industry representatives may be invited to meeting depending on nature of germplasm to be discussed.)
3. Investigators making release proposals to the committee (according to the P and P, investigators may not vote on their own proposed releases).

- C. Other interested University personnel are welcome to attend meetings as guests.
- D. At the discretion of the Director or his/her designee, individuals from outside the University may be invited to a committee meeting, including appropriate representatives of horticulture industry groups. These individuals are not voting members of the committee but may be asked to provide information related to specific releases.
- E. All persons who receive disclosure information on releases or proposed releases and/or participate in the review process agree to maintain the confidentiality of the disclosure, except that responsible persons may make disclosures to external persons as needed to satisfy external obligations or to protect or commercialize the material disclosed. Persons not employed by the University of Minnesota will be required to sign a nondisclosure agreement prior to receiving disclosure information or attending a meeting of the committee.
- F. Recommendations on releasing and protecting of new cultivars are to be made, insofar as possible, at a meeting scheduled between December and February. Members shall receive 30 days advance notice of meeting dates from the secretary. Additional meetings can be arranged at other times if necessary.
- G. Supporting data from the project leaders should be supplied to the committee secretary early enough to permit distribution to and receipt by committee members one week before the actual meeting. Supporting data shall include items and information described in Procedures Section I, Subd. 4 of the P and P that are available and relevant to the proposed release.
- H. The secretary of the committee shall record the actions and deliberations of the committee in written minutes that shall be distributed to all committee members within 30 days after the meeting.

Appendix I

Documentation for Disclosure of Horticultural Plant Germplasm Releases from Section I, Subd. 4 of the **Policy and Procedures Statement on Distribution and Release of Plant Germplasm and Related Plant Materials of the Minnesota Agricultural Experiment Station**

- Background and nature of discovery and development of the germplasm
- Origin, pedigree, and description of characteristics
- Suggested name or appropriate identification
- Rationale for release
- Projected release date
- Proposed timetable and methods and procedures for commercialization
- Relevant data on the evaluation of the material to be released including comparisons to appropriate public and private materials already available commercially
- Other documentation to support the release such as: field and laboratory data, unique characteristics, or existing contracts or agreements, etc.
- Source[s] of funding