Food and Agriculture Organization of the United Nations

International Treaty on Plant Genetic Resources for Food and Agriculture

Easy-SMTA user manual

Making the Standard Material Transfer Agreement easy to use

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FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
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Foreword

We are proud to present this user manual for Easy-SMTA, a system that enables users of the Standard Material Transfer Agreement (SMTA) to generate SMTAs and report them to the Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture (International Treaty). As a key component of the Multilateral System of Access and Benefit-sharing (Multilateral System) under the International Treaty, we hope this manual will help you to explore the exciting opportunities the system offers.

This user manual provides a practical overview of Easy-SMTA's functionality. The first chapter covers the system's scope, how to access it and the basic concepts of the SMTA. Chapters two and three guide users through the registration and log-in processes, detailing the main functions of Easy-SMTA with practical use cases. The final section offers user assistance, including frequently asked questions (FAQs) and contact details.

The Governing Body adopted the SMTA in 2006, creating obligations for both providers and recipients. To help providers with their reporting duties, the Secretariat launched an online system in November 2010. The main scope was to facilitate reporting at the accession level for all Annex I crops transferred within the Multilateral System. Indeed, the system was originally created to implement the Procedures for the Operation of the Third Party Beneficiary. In 2012, it was updated and rebranded as 'Easy-SMTA' in response to requests from users. The current version enables users to generate SMTAs for signature and to conclude agreements online, with the advantage of reporting to the Governing Body without any additional effort. Additionally, the system was able to connect to third-party gene bank information systems to facilitate automated reporting.

Since its deployment, thousands of providers and recipients have benefited from Easy-SMTA. Up to mid-2024, nearly 7 million accessions had been transferred globally using the SMTA and reported to the Governing Body through Easy-SMTA. In this period, the Secretariat has supported users with direct training, capacity building, and a dedicated helpdesk, in collaboration with many partner organizations, including the Consultative Group on International Agricultural Research (CGIAR) and various national institutions. The updated version of this manual represents an additional step in enhancing the set of tools available to users.

The successful implementation of the Multilateral System has been made possible by the commitment, dedication and continued efforts of all Contracting Parties, as well as by the support of international and regional organizations, stakeholders and diverse partners. Easy-SMTA is also the backbone of the Data Store. It is critical in producing aggregated statistics for the consideration of the Governing Body at each Session and for the elaboration of studies and reports.

This manual is designed to assist users in navigating and utilizing the Easy-SMTA system effectively. Whether they are new to the system or seeking to deepen their understanding, the manual provides step-by-step instructions and practical examples to ensure that users can confidently generate and report SMTAs.

We hope that this resource will enhance their experience and support their contributions to the Multilateral System of Access and Benefit-sharing.

Kent Nnadozie
Secretary, International Treaty on Plant Genetic Resources for Food and Agriculture

Acknowledgements

This user manual was drafted by the Secretariat of the International Treaty. However, it would not have been possible without the contributions of many people over the years who have worked to make the Multilateral System and the associated Standard Material Transfer Agreement a success. Through their efforts and experiences, they all helped to lay the foundation upon which this user manual has been built. We would therefore like to thank, first and foremost, all those who helped to envision, design, develop, implement, use, explain, discuss and improve Easy-SMTA.

The *Easy-SMTA user manual* has greatly benefited from the experiences documented and shared by users of the SMTA and by national focal points for the International Treaty, as well as from those shared by users of the previous version of the manual.

Our thanks go to our colleagues, Marco Marsella, Gerardo Francione and Zakia Slimane Taleb for their valuable input and contributions. Special thanks are extended to Emma Cimino for her insightful feedback, which greatly enhanced the 2024 user manual update.

The lead author and coordinator of this manual was Francisco López. Editing was carried out by Clare Pedrick.

Kent Nnadozie, Secretary of the International Treaty, had overall responsibility.

Abbreviations

CIRAD	Centre de coopération internationale en recherche agronomique pour le développement (French Agricultural Research Centre for International Development)
FAO	Food and Agriculture Organization of the United Nations
Governing Body	Governing Body of the International Treaty on Plant Genetic Resources for Food and Agriculture
International Treaty	International Treaty on Plant Genetic Resources for Food and Agriculture
ORF	Online Reporting Form
OSGR	Online SMTA Generating and Reporting tool
PGRFA	plant genetic resources for food and agriculture
PID	permanent unique identifier
Secretariat	Secretariat of the International Treaty on Plant Genetic Resources for Food and Agriculture

Chapter 1: Introduction to the Easy-Standard Material Transfer Agreement

1.1 Overview of the system

This user manual is for the Easy-SMTA system, a voluntary online tool launched by the Secretariat of the International Treaty. Since 2012, Easy-SMTA has assisted users of the Standard Material Transfer Agreement (SMTA) in managing the operations of the Multilateral System of Access and Benefit-sharing under the International Treaty. Before diving into the details of how to use Easy-SMTA, we will begin with a brief overview of its main features:[1]

The **Online SMTA Generating and Reporting (OSGR) tool** allows users to generate, revise and accept new SMTAs and to report them to the Governing Body in line with the requirements set by the Governing Body.

The Online Reporting Form (ORF) allows users exclusively to report concluded SMTAs to the Governing Body, without generating them. It has certain similarities to the generating tool.

To facilitate their use, both tools are available in the six official languages of the United Nations: Arabic, Chinese, English, French, Russian, and Spanish.

Most of the SMTA transfers are reported using Excel tables formatted in a specific way. However, the tools also support connections with other gene banks and reporting systems using a system-to-system integration, for which specific technical guidelines are available.

In this manual, we will first explore use of the OSGR, when the user acts as a provider and as a recipient, before looking at the ORF as an isolated component. But first, let's become more familiar with some of the basic concepts of the SMTA.

1.2 Basic concepts

The **Standard Material Transfer Agreement (SMTA)** is a private contract with standard terms and conditions ensuring that the relevant provisions of the International Treaty are followed by individual providers and recipients of plant genetic material. The basic concepts involved in preparing a SMTA are explained below.

The **Multilateral System of Access and Benefit Sharing (Multilateral System)** of the International Treaty can be thought of as a global pool of plant genetic resources for food and agriculture (PGRFA) shared and managed jointly by all Contracting Parties. Users can be either 'Providers' or 'Recipients', as described below.

- **Provider:** The party to the contract shipping the plant genetic resources. This can be an individual or an organization. The provider must be registered in the system to be able to use the tools.

[1] Easy-SMTA is available at mls.planttreaty.org

- **Recipient:** The party to whom the material is sent. This can be an individual or an organization. The OSGR requires the Recipient to also be registered in the system. When the Provider initiates the compilation of an SMTA, they can also send an e-mail invitation to Recipients who are not listed as users of the system.

For simplicity, given that they have now been defined, the terms Provider and Recipient will no longer be capitalized in the rest of this user manual. The following points will guide the user through additional tools and functionalities of the Easy-SMTA website.

- **PID:** The PID is the permanent unique identifier, a unique 6-character code assigned by the system upon user registration. Each user account is forever identified by the same PID. It is used to distinguish between users who may have the same name. Providers' and recipients' PIDs are incorporated in the SMTA Symbol generated by the system for each SMTA.

- **Samples:** The plant genetic material being transferred with the SMTA. It is identified by the Sample ID and the crop name. It may be ‘’PGRFA under Development" according to the terminology of Article 2 of the SMTA, in which case ancestry information is also required.

- **Sample ID:** This is an identifier assigned to the sample being transferred to uniquely identify it within the material belonging to the provider. Usually it is the accession number, but it can be also a breeding number or another identifier.

- **SMTA Symbol**: For the OSGR, this is the code that the system assigns to each new SMTA being compiled, which includes the provider’s PID, the recipient's PID and the date in which the SMTA was first registered in the system in YYMMDD format. For the ORF, you will have to provide your own symbol, keeping in mind that it can be any text, but needs to be unique and you cannot use the same symbol for two different SMTAs. As a suggestion, you could use a format such as ‘YYYY-xxx’, where YYYY is the year in which the SMTA was prepared and xxx is the number of SMTAs compiled that starts from 1 every year. This format also helps you to keep track of how many SMTAs you prepare each year.

- **Crop name:** This is the name of the crop that the sample belongs to. It is usually one of the crop names listed in Annex I to the International Treaty on Plant Genetic Resources for Food and Agriculture.

- **Ancestry information:** If the sample being transferred is "PGRFA under Development", the Governing Body requires the provider to specify the crop and Sample ID received under the Multilateral System, from which the sample has been derived during the development process.

- **Associated information:** This refers to all available passport data for the sample and, subject to applicable law, other associated available non-confidential descriptive information to be made available with the plant genetic resources for food and agriculture in the SMTA.

- **SMTA Type**: According to Article 10 of the SMTA, there are three types:

Click-wrap (online SMTA): The document is prepared by the provider who makes it available to the recipient for acceptance by electronic means. The recipient accepts the SMTA online, without any need for signing and mailing back the document. The system registers and witnesses' acceptance of the agreement.

Shrink-wrap (SMTA attached to the parcel): The document is shipped along with the material. By accepting the parcel, the recipient accepts the terms of the agreement. No signature is required.

Signed (paper SMTA): The document is signed, and the material is shipped when the signed document is received by the provider. This type of SMTA is the traditional way of doing things. The acceptance method should be agreed upon between the provider and recipient.

- **Document language:** The user can generate SMTAs in any of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). The language used in the document should be agreed between the provider and the recipient, so that both parties understand its text and provisions.

1.3 How to access Easy-SMTA

Easy-SMTA can be found online at https://mls.planttreaty.org/. At any point, you will be able to access the help pages by clicking on the troubleshooting link at the bottom of the **Easy-SMTA Homepage**.

On the website of the International Treaty, you can find additional information and guidance on the Multilateral System and the Standard Material Transfer Agreement: https://www.fao.org/plant-treaty/.

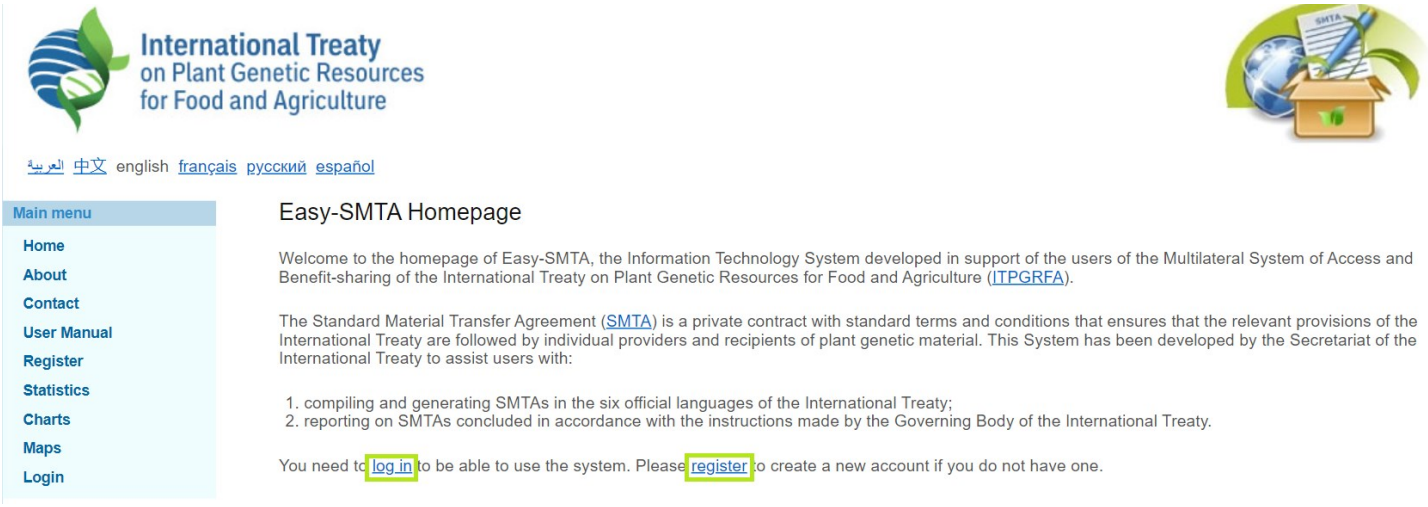
In addition to this manual, the Secretariat has also developed a set of presentations, brochures and other materials to facilitate training and promotion of Easy-SMTA. These resources can be downloaded from the website of the International Treaty linked above. A virtual helpdesk for how to use the Multilateral System is also available at **pgrfa-treaty@fao.org** to answer users' questions.

Chapter 2: Getting started

2.1 The homepage of Easy-SMTA

The homepage welcomes users and provides a short description of the system's main tools and how it helps users to generate SMTAs and to report to the Governing Body.

You can also find the links to the login and to the registration pages which are available on the left-hand menu and at the bottom in the text, as shown below.



2.2 Registration

The system requires users to sign up to access the tools, a simple process that only takes a couple of minutes. ***Asterisks indicate a required field.**

By clicking on **Register** in the main menu of the homepage, the user is taken to a form with the following fields:

- **Username***: This can be any text, up to 20 characters. The user must remember this entry as there is no way to recover it.

- **Password***: This must be at least 8 characters, include at least one upper case and one lower case letter, and at least one digit.

- **Email*** (to be entered twice to reduce chances of typos): This is the primary email account that will be receiving all system notifications and password resets.

- **User status:** For reporting, as well as for statistical reasons, users are categorized as individuals and organizations. The fields required vary according to this choice. Please select the appropriate one from the dropdown list.

  For **individuals,** the following fields are required:
  - Name*
  - Surname*
  - Address*: Use multiple lines as in *123, Some Street/Ave* or *12345 Some City*
  - Country*: Choose from the dropdown list
  - Telephone

  For **organizations**, the following fields are required:
  - Type of organization*: Choose from dropdown list
  - FAO/WIEWS institute code
  - Organization*: Enter the name of the organization
  - Address*: Do not repeat the name of the organization, but use multiple lines as in *123, Some Street/Ave* or *12345 Some City*
  - Country*: Choose from the dropdown list

  The following contact details of the Official authorized to accept SMTA contracts on behalf of the organization are required:
  - Name*
  - Surname*
  - Email
  - Telephone

The system checks that at least one field, either email or telephone, has been entered.

- **Shipping address to receive material:** This is the physical address where you will be receiving the material shipped by the provider when you act as recipient. You can choose from:

- **None:** You will not be receiving material (because you plan to act only as a provider).

- **Same as above**: You agree to use the same address indicated above as an individual or as an organization.

- **Different:** In this case, a new sub form is displayed, where you can choose:

    - Shipping address: Use multiple lines as in *123, Some Street/Ave* or *12345 Some City*

    - Shipping country: Choose from the dropdown list

    - Contact telephone

- **Language interface***: This is the language you want to use when interacting with the system. It is independent of the language of the SMTA document. In other words, you can choose to use the system in Spanish, while producing SMTA documents in French.

- **Preferred tool***: This lets you choose the tool that will be proposed to you by default upon login (the OSGR or the ORF). This is just for your convenience and you can change the tool freely by using the corresponding link in the left-hand menu once you are logged in.

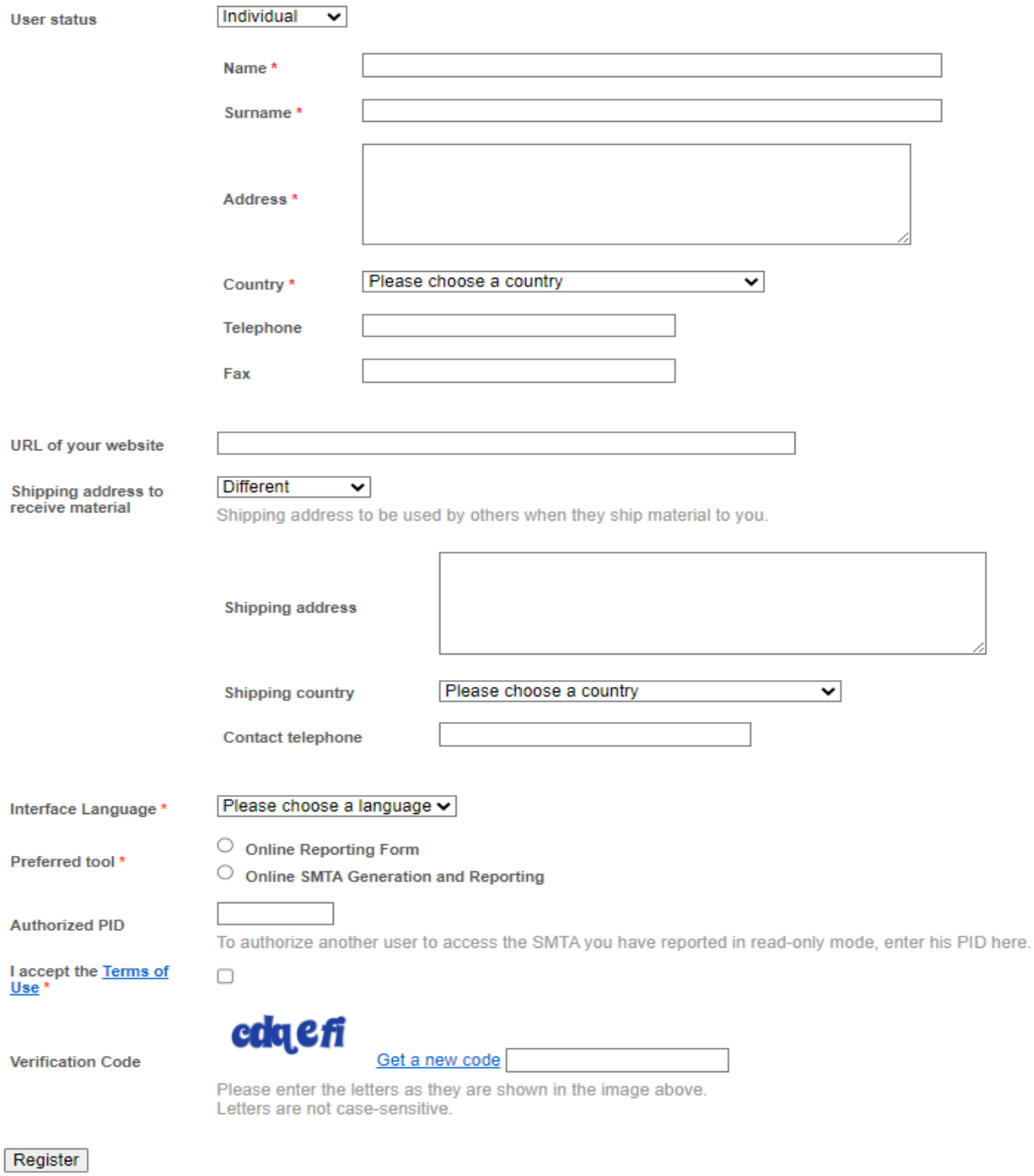
- **Authorized PID**: Enter the user's PID to authorize them to access the SMTA you have reported in read-only mode.

- **I accept the terms of use***: The tools are available under specific terms and conditions. You must accept them to register. Please make sure you read them by clicking on the link before accepting them.

- **Verification code**: This is a way to prevent malicious systems from registering fake accounts automatically. You are requested to enter the **verification code** shown at the bottom of the page (letters are not case sensitive). If you cannot read it properly, please click on the **Get a new code** link and try again.

When the form is complete, click on **Register**. If there is any error, you will be notified at the top of the page and the field(s) needing correction will be highlighted in red.

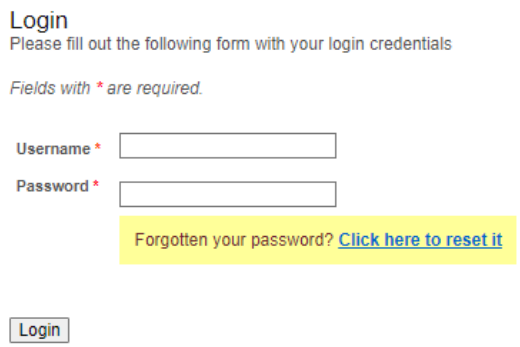
To view and update the information provided during the registration: Please log in, click on **View Profile** from the main menu, and **Edit profile** at the bottom of the page. The profile page is also where you can see your **PID code**.



2.3 Login

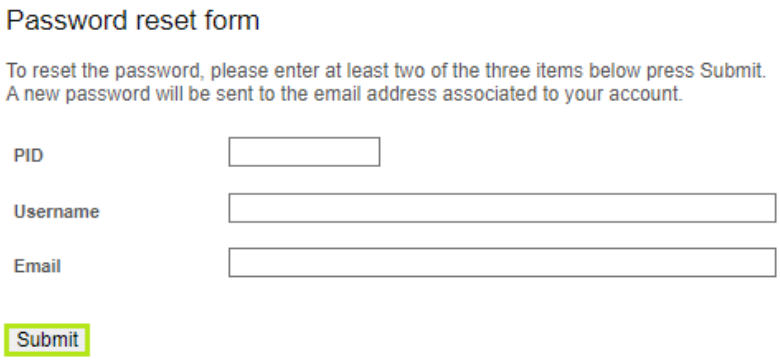
Throughout this user manual, you will find links that will direct you to specific sections of the Easy-SMTA platform. To access these, please **Login** by following the steps below.

Be sure to enter the correct Username and Password (upper case and lower case letters, as well as digits).



If the system indicates that the information you have entered is incorrect, please wait at least 10 seconds before re-entering your username and password. Otherwise, it may not work.
This feature has been set up for security reasons to prevent and limit any attempts at impersonation. However, if you still cannot log in, please close the log-in browser, then open it again and try to log in once more. If the problem persists, please contact us at **SMTA-Support@fao.org**.

If you have forgotten your password, please enter your username and then select **Click here to reset it**. This link will lead you to a new page where the system will ask you to submit at least two items: your PID and either your username or your email address. Then click on **Submit**.



Once you have clicked on the **Submit** button, the page will display the following message confirming that your Password has been reset.

Password reset confirmation

Your password has been reset and the new password has been sent to the email address associated to your account.
When you receive the email with the new password, we recommend you login and immediately change your password.

WARNING

If you do not receive the password reset email within a few minutes, please send a request to

SMTA-Support@fao.org

indicating your PID.

We apologize for the inconvenience.

As indicated in the above message, **you will receive an email containing your new password** to the email address associated with your account.

From: SMTA-Support
To: User
Subject: Password Reset

''Your password has been reset as requested.
Here are your new account details:

Username: username2
Password: Password***

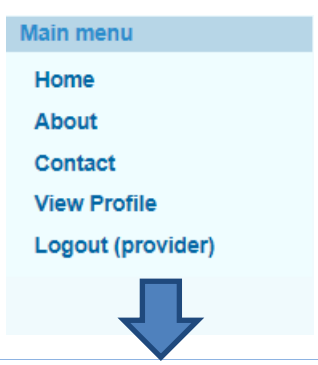
Please note that the password is case-sensitive, i.e. upper case, and lower case letters must be entered exactly as shown above.

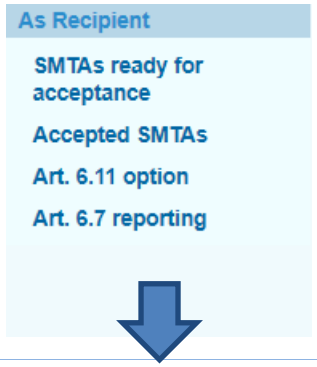
Please login into the Information Technology System in support of the Multilateral System of Access and Benefit-sharing of the International Treaty on Plant Genetic Resources for Food and Agriculture using the above credentials and change the password at your earliest convenience."

As soon as you receive your new password, we recommend that you change it immediately. To do so, please log in with your new password, click on **View Profile** from the Main Menu on the left and then click on **Edit Profile**.

After that, a new page will appear entitled **Update Profile**, where you can enter a new password of your choice in the appropriate field. Please make sure your new password complies with the system's requirement (it must be at least 8 characters, include at least one upper case and one lower case letter, and at least one digit). Then click on **Save** at the bottom of the page.

2.4 Main menu and dashboard panel





	Main Menu	As Provider	As Recipient
PURPOSE	The **Main Menu** contains information about the SMTAs and your profile.	The **As Provider** section is reserved for the SMTAs of users providing accessions to one or more recipients.	The **As Recipient** section is reserved for the SMTAs received by recipients for approval, in line with International Treaty guidelines.
USE CASE	Use this section to learn about Easy-SMTA, to find out who to contact, how to access this user manual, and to view and update your profile.	Use the first four subsections to generate SMTAs, view and amend them, and report them to the Secretariat. The last subsection is reserved for users who have their own SMTA generated outside the Easy-SMTA system.	Use this section to accept SMTAs, view accepted SMTAs, and for more information on the International Treaty's Articles relative to payments and reporting obligations.
DETAILS	**Home** allows you to access the login page. **About** gives you more information on the history of the SMTA and **User Manual** gives you access to this manual. **Contact** allows you to get in touch with the International Treaty Secretariat. **View Profile** and **Edit Profile** allow you to update your contact details. **Logout** allows you to exit the Easy-SMTA platform.	**Generate New SMTA** allows you to create a new SMTA document. **Pending SMTAs** are SMTA drafts that you can amend. **SMTAs ready for reporting** are SMTAs that can be reported to the International Treaty Secretariat. **Reported SMTAs** are SMTAs that the International Treaty Secretariat is already aware of. The **Online Reporting Form** allows you to upload, review and amend your own SMTA, created outside of Easy-SMTA.	**SMTAs ready for acceptance** are SMTAs that you have received from your provider and that await your approval. **Accepted SMTAs** are SMTAs that you have approved. **Art. 6.11 option** displays alternative payment options arising from the transfer of accessions. **Art. 6.7 reporting** displays the accessions through which you have generated a profit and allows you to report them to the International Treaty Secretariat.

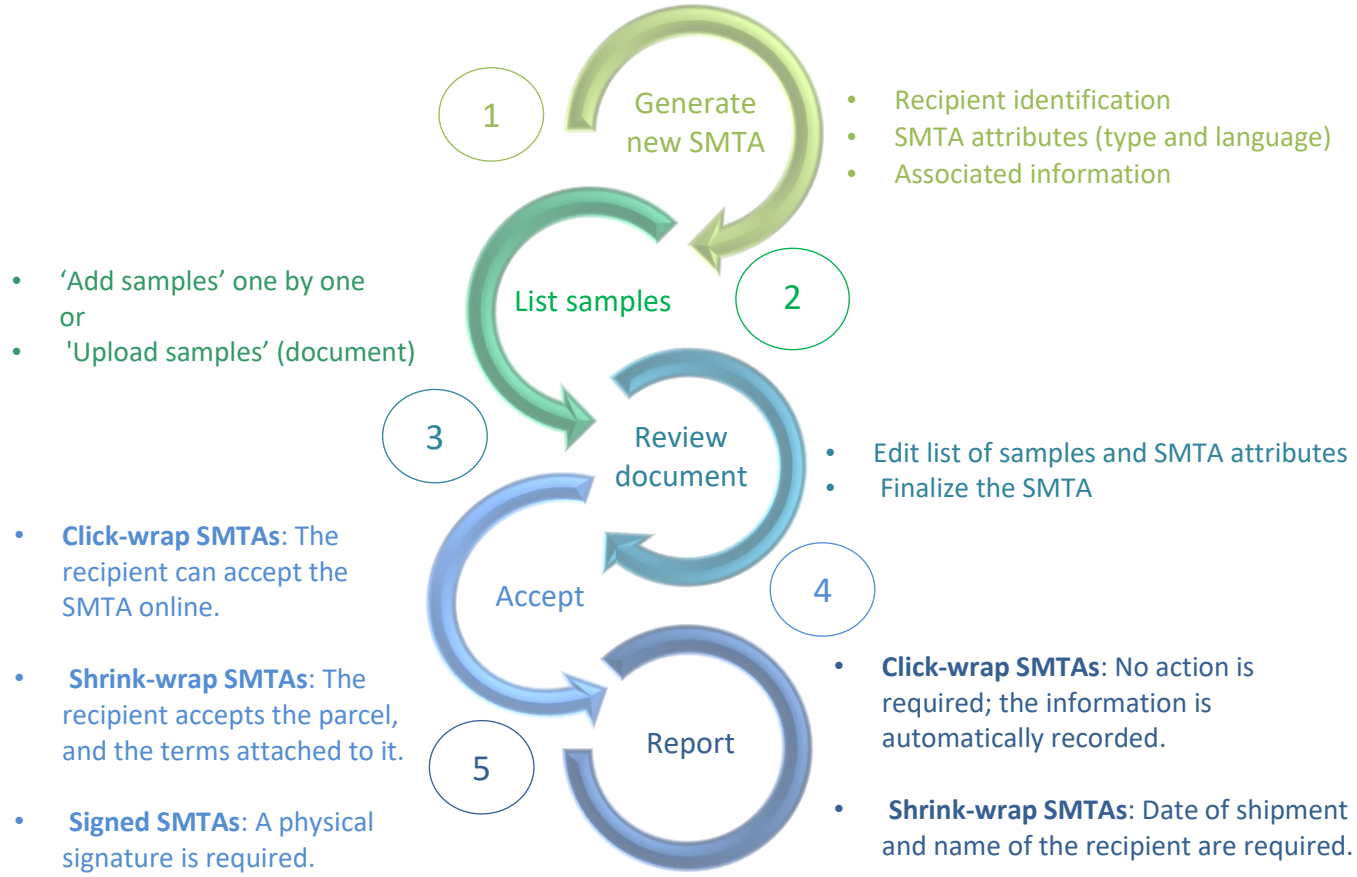
Chapter 3: Using Easy-SMTA as a provider

Please note that, **for each step** presented in the workflows below (illustrated by green and blue arrows), there is a matching **section further on in the manual** where you can find a detailed explanation, which takes the form of a dialogue, outlining what you will see and do during each task.

3.1 Online SMTA Generating and Reporting tool (OSGR) workflow

This section will give you a practical feel for how the Online SMTA Generating and Reporting tool (OSGR) works, to be used if you **need to generate an SMTA and report it** to the Secretariat. If you already have an SMTA and only wish to report it, please go to **page 17**.

The following diagrams present the **five major steps** involved in using the OSGR tool, as well as the corresponding basic tasks for each step.



Easy-SMTA sends email messages to the recipient or to the provider as appropriate, for the

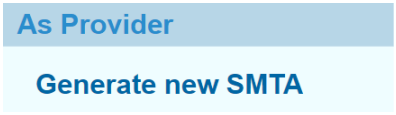
following events:

- Opening an SMTA for recipient's acceptance
- Recipient's acceptance of an SMTA
- Recipient's request for amendments

Below is a hypothetical dialogue that illustrates how the SMTA workflow is implemented in the OSGR, from the point of view of the provider.

''I am the new head of a gene bank and am required to send a few accessions to a recipient in another country, but I do not know how to generate an SMTA. What should I do?''

''It is very simple. The **Online SMTA Generating and Reporting tool (OSGR)** allows you to transfer material by following just a few simple steps. You first need to generate a new SMTA contract by clicking on **Generate new SMTA** in the side menu. Then select your recipient, the type of acceptance and language of your SMTA, and any associated information.

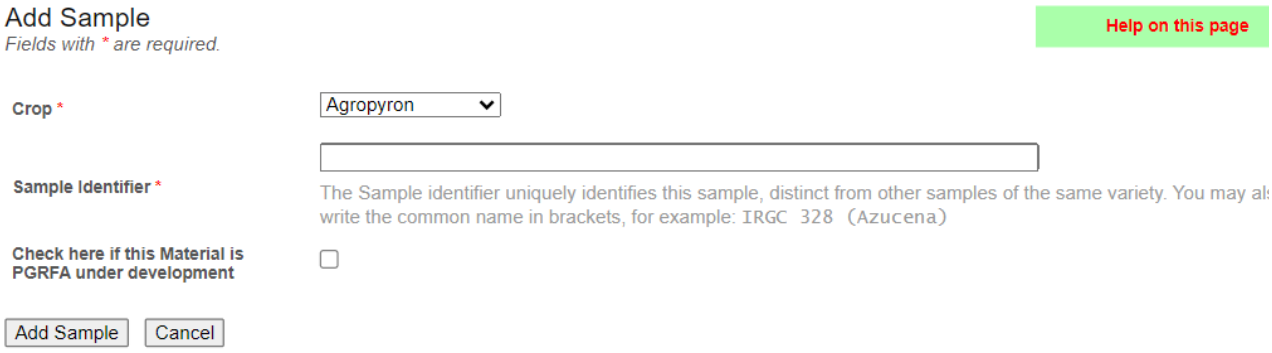


Once you are done with this step, click on **Save and Continue**.''

''How can I upload the material I wish to transfer?''

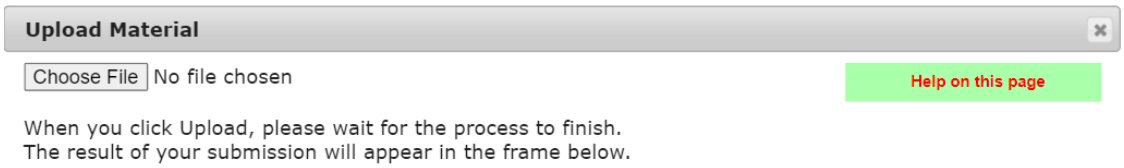
''Click on **Add Sample** to add your samples one by one, by selecting them from the dropdown list and providing their sample identifiers. If your material is ''PGRFA under development'', check the appropriate box and enter the ancestry information associated with it, and confirm.

If you need help with this step, please click on the green **Help on this page** button.''



''Is there a way for me to upload my own samples?''

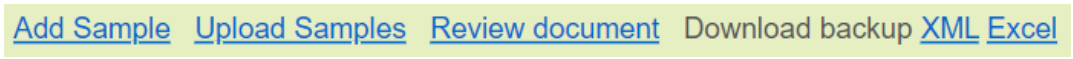
''Certainly, however it is important to follow certain guidelines to upload your samples, which you can find by clicking on **Help on this page**. To upload your samples, click on **Upload Samples** and the following dialogue box will appear:



Once you have selected your file, click on **Upload** to confirm.''

''I have uploaded all my samples. What should I do next?''

''When the list of materials is complete and includes at least one sample, new options will be available: **Review document**, and **Download backup** in **XML** or **Excel** format.



Review document displays the actual SMTA document generated by the system. The text at the top of the page will guide you through how to review it. At the bottom of the page, you will find a grey box with available options, depending on the type of SMTA acceptance.''

''I would like to add something to my SMTA. How can I amend it?''

''To do so you can click on one of the two **Edit** options in the grey box, depending on what you need to modify:
Edit the list of Material shown in Annex 1 of the document above
Edit other attributes such as the Recipient, the type or the language''.

''I am happy with the SMTA and wish to open it for my provider's acceptance. How should I proceed?''

''The first option listed in the grey box allows you to do this in different ways, depending on the type of SMTA acceptance:

If the SMTA is **click-wrap**, the first option will read **Open this SMTA for click-wrap acceptance**. Once you accept, a confirmation dialogue will appear and, once you click it:

- The recipient is sent an email notification that the SMTA is ready for acceptance.

- To avoid confusion, you will no longer be able to modify the SMTA.

- The SMTA is listed in the **Click-wrap SMTAs awaiting Recipient acceptance** section of the **Pending SMTAs** list.

Click-wrap SMTAs awaiting Recipient acceptance

Symbol	Type	Language
SMTA-00RF69-00AA33-240701	Click-wrap	English

For **shrink-wrap** SMTAs, you need to print the SMTA, sign it, and add it to the parcel with your samples.

For **signed** SMTAs, you will need to print the SMTA, and get it signed by the recipient.

Because shipment and signatures can take time, for shrink-wrap and signed SMTAs you will need to provide additional information that usually becomes available at a later stage.''

''I see, and how can I add this information to my SMTA at a later stage?''

''To do so, you will need to click on **Pending SMTAs** from the **As Provider** menu. You will find the SMTA in the **SMTAs being compiled** section at the top of the page.

To edit the shrink-wrap or signed SMTA, select the editing pencil on the right, click on **Save** on the first page, and **Review document**. Now click on the first option that reads: **Fill in additional information required for reporting to the Secretariat**. Now you are required to enter:

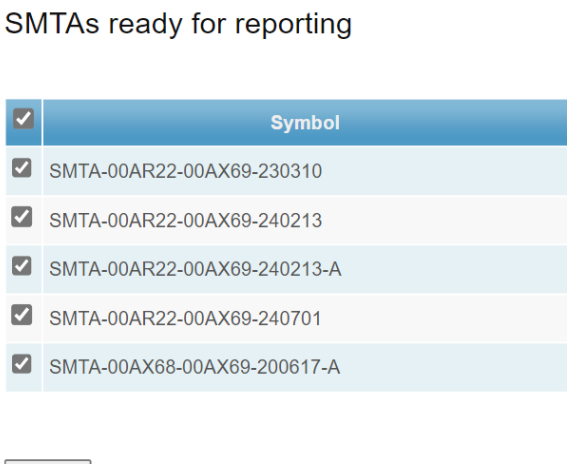
- The name of the person to whom the shipment is being made and the date of shipment for **shrink-wrap** SMTAs.

- The name of the signatory and the date of signature for **signed** SMTAs.

When you click on **Save**, the SMTA will no longer show up in the **SMTAs being compiled** list but will be listed in the **SMTAs ready for reporting** option under the **As Provider** menu. This option also lists any click-wrap SMTAs that have been accepted by the recipient.''

''Is that all I need to do?''

''There is one final step, which is to **report your SMTA to the Secretariat**. Tick the checkbox for each SMTAs you wish to report. You can also select all the SMTAs on the page by clicking on the checkbox in the title row of the table. Please be sure to click on the **Report** button to report the selected SMTAs.''



''I have received an email from the system informing me that the recipient would like to modify the SMTA. How should I proceed?''

''Click on **Pending SMTAs** from the **As Provider** section in the side menu. You will find the SMTA that your recipient wishes to modify in the **SMTAs with pending amendment requests** section, along with the reason for the change or deletion. To the right of the SMTA, you will find:

A **magnifying glass** to review the SMTA and change the list of materials.

An **editing pencil** to make the changes to other SMTA information, such as the acceptance type and the language.

A **red deletion icon** to cancel the SMTA altogether.

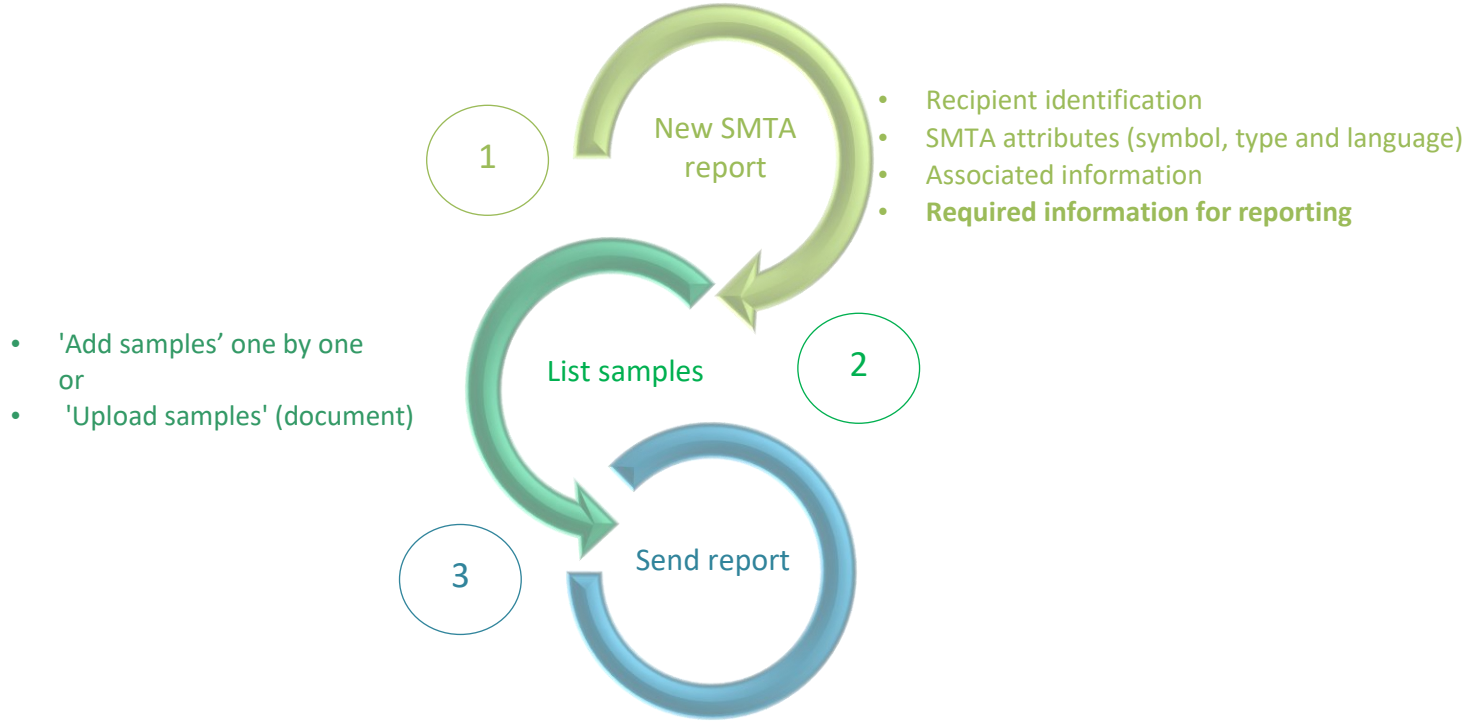
When you make any change, the SMTA will move from the **SMTAs with pending amendment requests** section to the **SMTAs under revision** section. This is so you that can validate the modified SMTA before reopening it for the recipient's acceptance.

Once the SMTA has been validated, please follow the same procedure described above to review it and reopen it for the recipient's acceptance.''

3.2 Online Reporting Form (ORF) workflow

This section will give you a practical feel for how the ORF works, to be used if you **already have a completed SMTA and only wish to report it** to the Secretariat. If you do not already have an SMTA to report, please refer to **page 11**.

The following diagrams present the three major steps involved in using the Online Reporting Form tool, with the corresponding basic tasks and processes for each step.



Below is a hypothetical dialogue that illustrates how the SMTA workflow is implemented in the ORF, from the point of view of the provider.

''I have generated my own SMTA using a system other than Easy-SMTA and I wish to report it to the Secretariat. How can I do this?''

''If you did not already select ORF as your Preferred tool in your **User profile**, you can click on **Go to Online Reporting Form** under the **As Provider** section in the side menu, and select **New SMTA report**.

From here, select your recipient, specify the SMTA Symbol, the type of acceptance and language of your SMTA, and enter, at the bottom of the page:

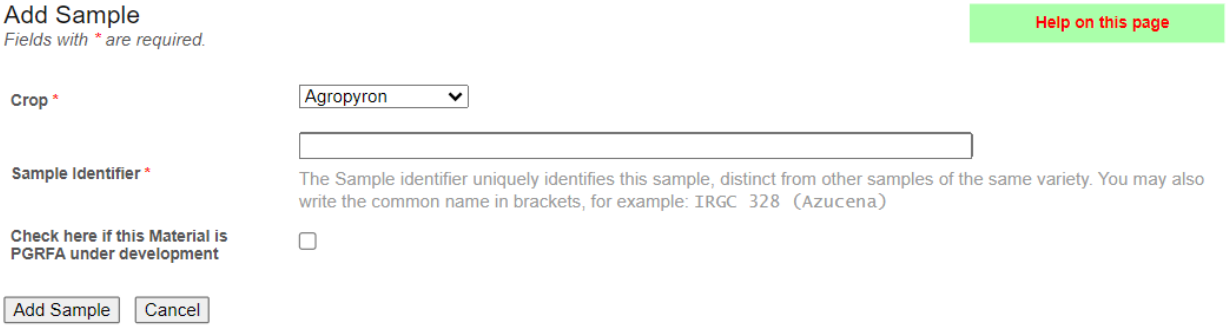
The acceptance date of your SMTA if it is a **click-wrap**.
The date of shipment and person to whom the shipment is made if your SMTA is a **shrink-wrap**.
The signature date and name of the signatory if your SMTA is **signed**.

Once you are done, click on **Save and Continue** to proceed to listing the materials transferred through this SMTA.''

''What next?''

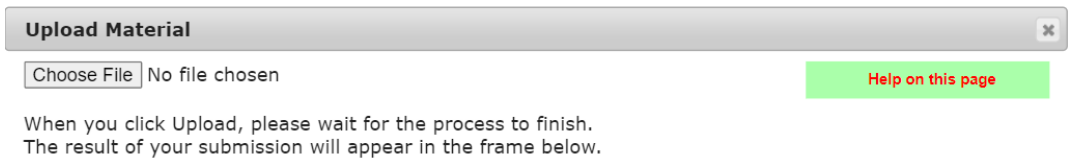
''From here, click on **Add Sample** to add your samples one by one, by selecting them from the dropdown list and providing their Sample Identifiers. Otherwise, you can click on **Upload Samples** to upload the file with your samples.

If you need help with this step, please click on the green **Help on this page** button.''



''I like having the option to upload my files in batches to save time. Is there a specific format I should follow?''

''It is important to follow certain guidelines to upload your samples, which you can find by clicking on **Help on this page**. To upload your samples, click on **Upload Samples** and the following dialogue box will appear:



Now click on **Choose File** to add your material, and when you are done with the upload, click on **Upload** to save it. When you add or upload samples, they will appear in the **List of PGRFA** table or in **List of PGRFA under development**. Click on the **magnifying glass** to the right of

the table to view the details associated with your PGRFA.''

''I would like to modify some information related to my sample. How can I do this?''

''You have two options:

The **editing pencil** to the right of the table allows you to edit any information related to your sample. Once you are happy with the changes, click on **Save**.

The **red deletion icon** allows you to delete material altogether.''

''Given that I generated my SMTA outside of Easy-SMTA, how can I upload my document to the system?''

''The ORF also allows you to upload the SMTA that you created outside of Easy-SMTA. To do so, click on **Upload document,** then on **Choose File** to upload your document, and then on **Upload** to confirm. Once you have uploaded your document, you can download it by clicking on **Download document**.''

''Now how can I now report my SMTA?''

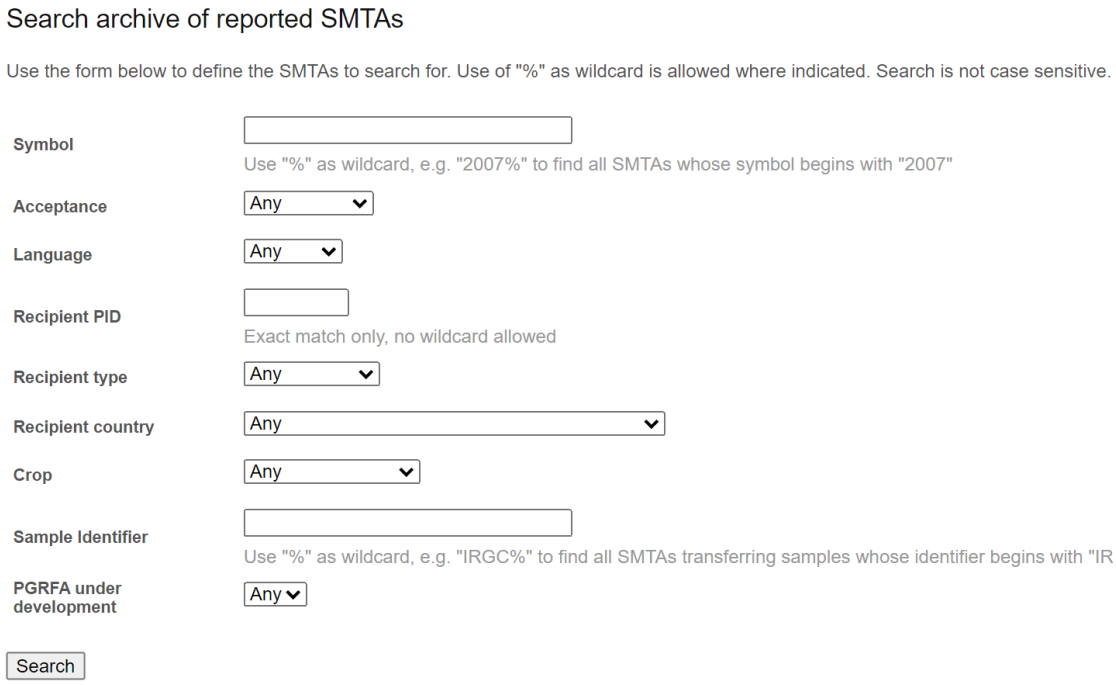
''Please make sure that you have added or uploaded your samples. Otherwise, you will not be able to report your SMTA. Once you have done so, click on **Send report** and confirm. You have nothing left to do.''

3.3 The archive of reported SMTAs

All the SMTAs you reported are accessible through the **Reported SMTAs** option of the **As Provider** menu of **both the OSGR and the ORF**. You can also use this option to amend a reported SMTA.

''How can I access the list of SMTAs that I have already reported?''

''You can do so by clicking on the **Reported SMTAs** option of the **As Provider** menu. You will be taken to a search form where you can specify your search criteria. Then click on **Search**.

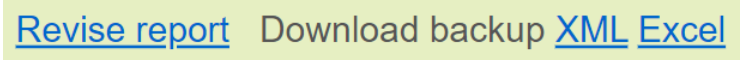


In the page that appears, you can export the list of found SMTAs as an Excel document or as a CSV text file. To review a specific SMTA, click on the **magnifying glass** to the right.''

''I forgot to include some accessions in an SMTA that I have already reported. What can I do?''

''Click on the **Reported SMTAs** option of the **As Provider** menu and enter the SMTA Symbol in the corresponding text box to search for a specific SMTA (as shown in the screenshot above), or just click on **Search** to see a list of all of them.

Click on the **magnifying glass** next to the SMTA in the list. In the page that appears, you will find the option **Revise report**, which allows you to make changes to the SMTA information, as well as to the list of materials. After clicking on **Revise report**, click on **Save** on the page that appears.



You can now make any changes to the material using the **magnifying glass** to view, the **editing pencil** to modify, and the **red cross** to remove an item. When you are done with the changes, you can click on the option **Confirm revision**, enter the reason for your modification, and confirm.

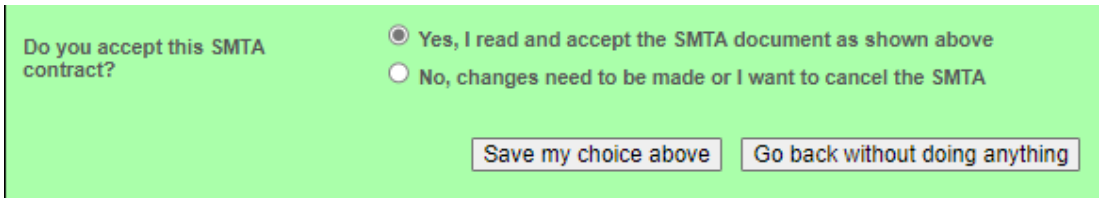
If you open a reported SMTA that has been amended as described here, you will find a new option titled **Previous versions,** where which you can view all the changes that have been made to that SMTA.''

Chapter 4: Using Easy-SMTA as a recipient

Easy-SMTA can not only be used as a provider, but also as a recipient, to **accept and review SMTAs** that have been addressed to you.

''In the SMTAs ready for acceptance option under the As Recipient menu, I see that I have some SMTAs waiting for my approval. How can I confirm that I agree with what my provider sent me?''

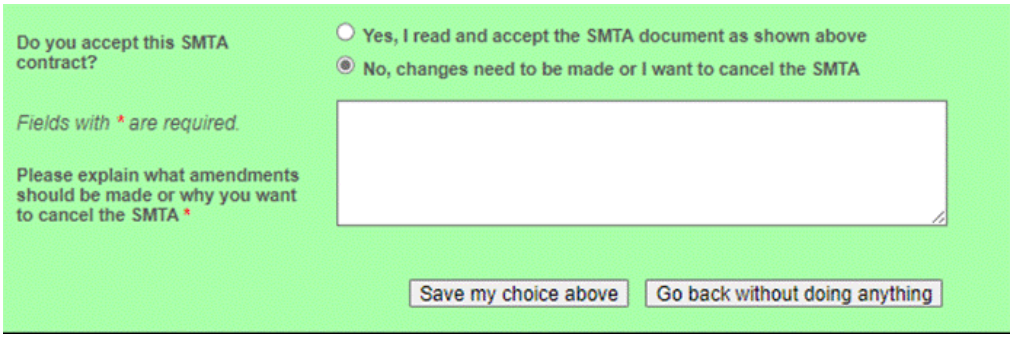
''It is very simple. Just click on the **magnifying glass** to the right of the SMTA in the list, review the SMTA details, and click on **Acceptance**. Once you have read the SMTA preview and/or downloaded it, you can accept the SMTA contract in the green box below and click on **Save my choice above**.



By doing so, you accept the SMTA and have nothing left to do.''

''What should I do if there is any issue with the SMTA as I review it?''

''You can ask the provider to change the SMTA or delete it altogether. To do so, select the second option that reads **No, changes need to be made, or I want to cancel the SMTA,** and a new text box will appear where you can specify the changes you want, or why you wish to cancel the SMTA. When done, click on **Save my choice above**.



This information will then be sent to the provider, who will make the changes or delete the SMTA. The provider will then reopen the modified SMTA for your acceptance.

Then follow the same procedure described above for the acceptance. Once you accept the SMTA, it will show up in the **Accepted SMTAs** option of the **As Recipient** menu.''

''Sounds good. And what does this page allow me to do?''

''When you click on **Accepted SMTAs**, you will be directed to a page that displays the **click-wrap** SMTAs that you have accepted. Shrink-wrap and signed SMTAs are excluded, as the recipient does not necessarily need to be registered to Easy-SMTA in these cases.

The **Accepted SMTAs** page contains a table with the SMTA Symbol, acceptance date, PID and provider details for all the SMTAs that you have accepted.''

''Is there a way to review my accepted SMTAs or download them?''

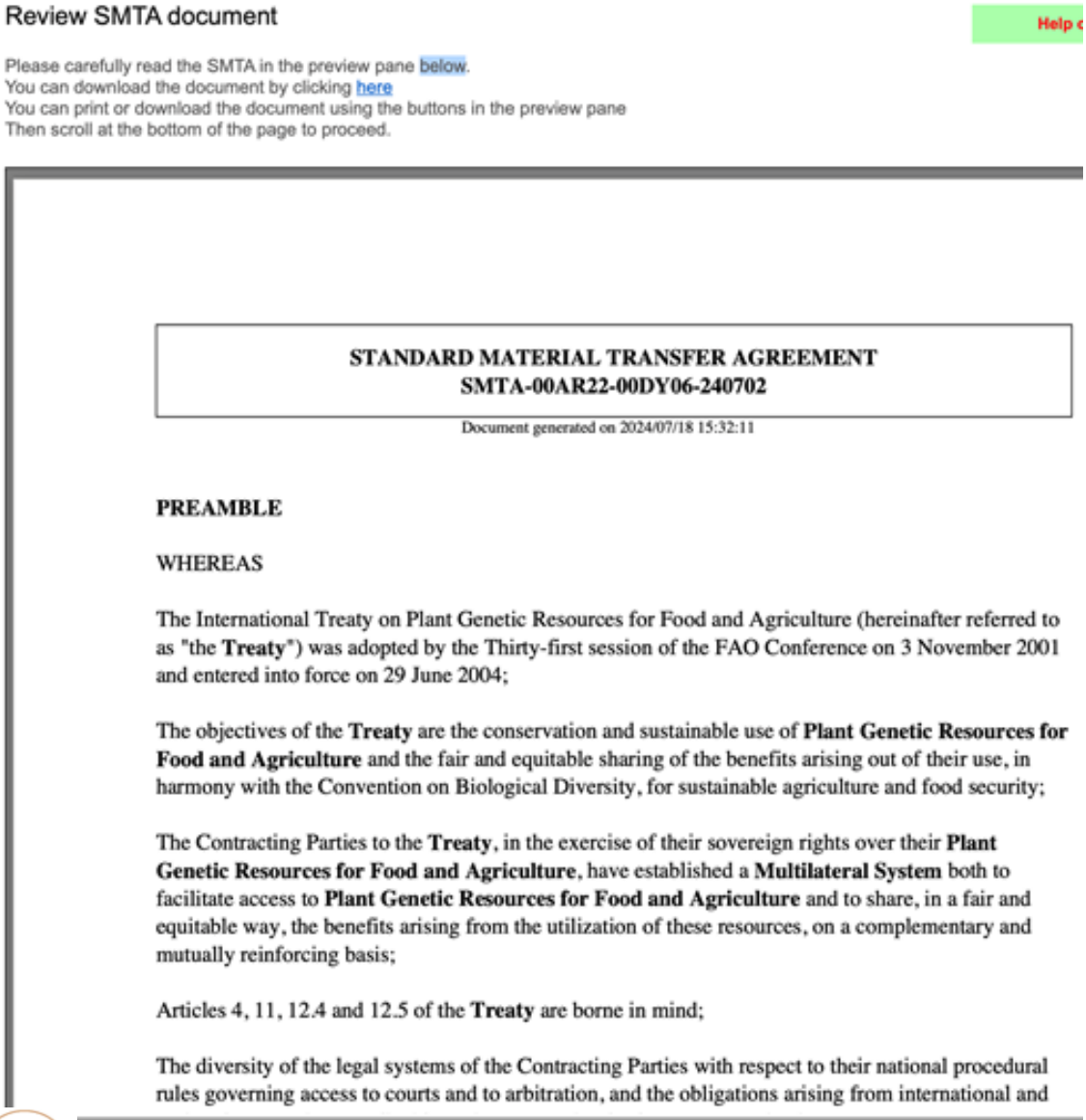
''Certainly. You can click on the **magnifying glass** to view the details of your SMTA, or on the **MCPD** icon to download a list of all the data associated with each material (such as the PID, genus, species, and name) in that SMTA. This is to allow you to enter the correct accession name and details next time you generate a new SMTA through the OSGR.''

Chapter 5: User assistance

5.1 Frequently asked questions

''What do I do if I am not able to view the SMTA document in the preview pane window?''

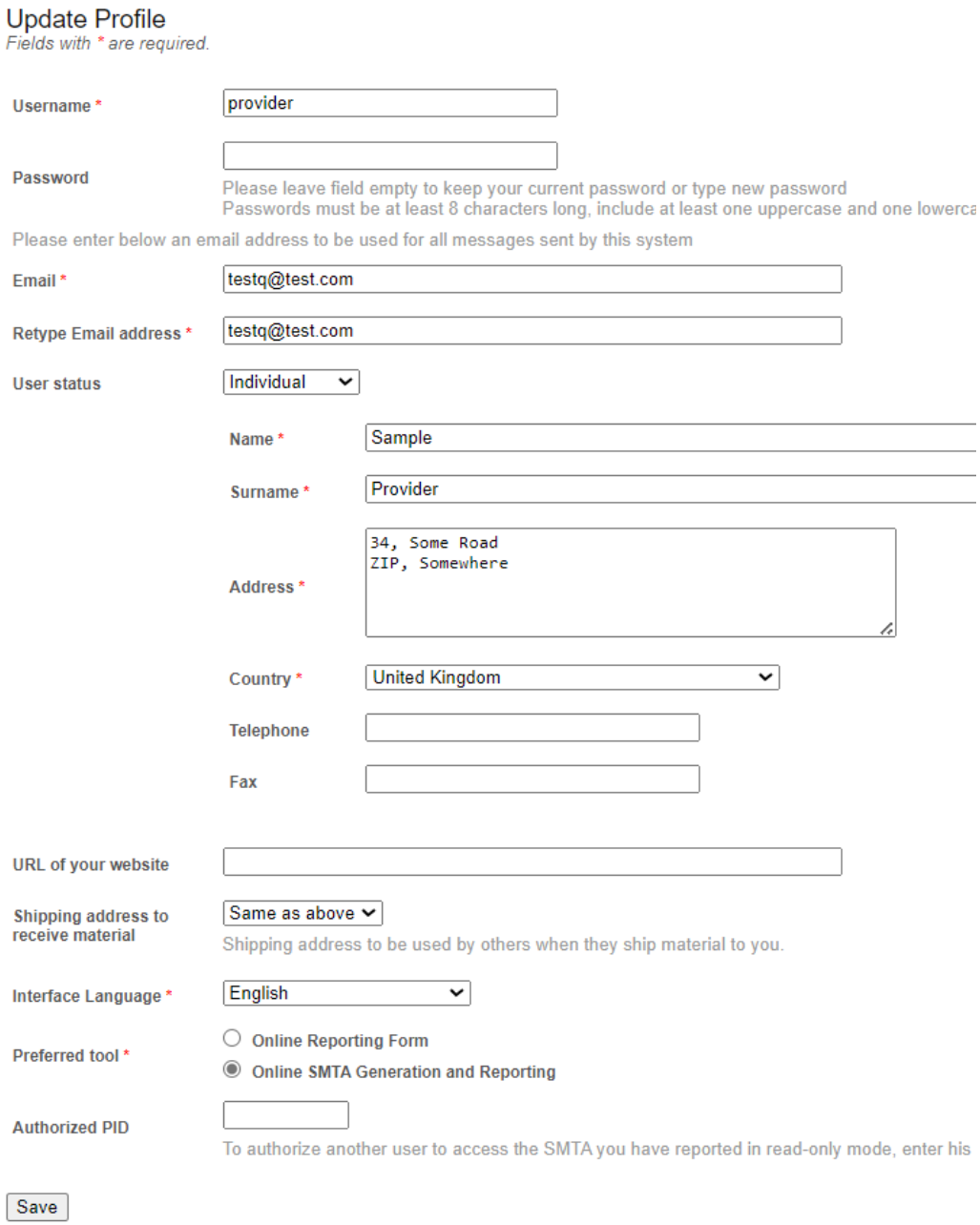
''If you have problems viewing this pane, please make sure you have the appropriate updated plug-ins installed in your Internet browser to read the document (Adobe PDF reader or other).''



''As a recipient, how can I change the address recorded in my profile?''

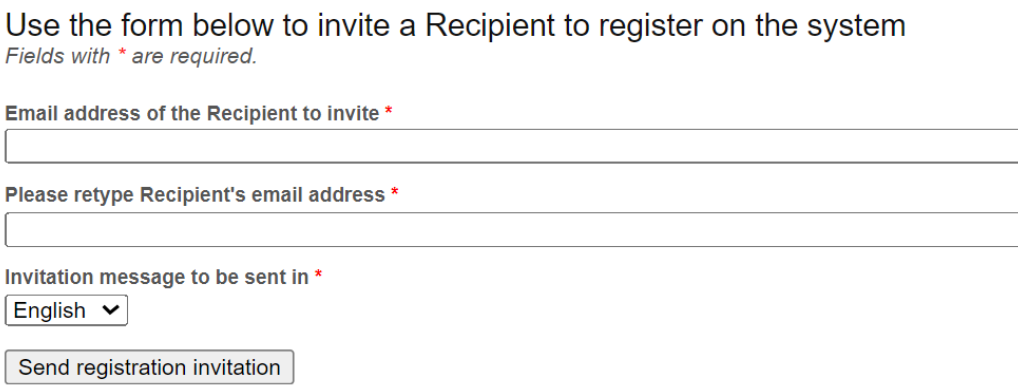
‘’You can view and update the information provided during registration, such as your username, email address, postal address or any other information.

To do so, please log in, click on **View Profile** from the main menu, and then click on **Edit profile** at the bottom of the page. The profile page is also where you can see your **PID code**.’’



‘’How do I make sure that the recipient I am looking for is registered in the system?’’

''Both the **Online SMTA Generating and Reporting (OSGR)** tool and the **Online Reporting Form (ORF)** benefit from a search engine that allows users to find the recipient among other registered users. If the system does not find the details of a particular user, it allows you to invite the potential user to register electronically.''



''How do I change the language of the interface?''

To change the language of the interface, you must go to **View Profile**, where you will be able to choose the language you prefer under **Edit Profile**.

5.2 Security and confidentiality

Security, integrity and confidentiality have always been and continue to be a top priority for Easy-SMTA. Please make sure that every website you visit has an 'https' format, to ensure authenticity and that all the information you share is kept confidential to Third Party Beneficiaries.

The identifiable information collected by the System for the provision of services will be used by FAO acting as a Third Party Beneficiary of the SMTA and will not otherwise be shared.

For further protection, the Easy-SMTA website has been certified by **GeoTrust Company**. This means that the Easy-SMTA website now benefits from an *SSL certificate*, which is a security layer installed in the web server ensuring the identity and ownership of the site and the security of the connection.

Additionally, Easy-SMTA benefits from the hosting services of the United Nations International Computing Centre, a United Nations specialized agency that applies high-security standards and monitors the servers constantly to prevent potential risks.

Moreover, the content of the system is protected against loss, misappropriation, unauthorized access by any third party, disclosure, alteration or destruction.

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ANNEX 1: Selected online resources

International Treaty on Plant Genetic Resources for Food and Agriculture official versions – PDF and HTML
Here you can download the official text of the International Treaty in different languages. The International Treaty aims to: recognize the enormous contribution of farmers to the diversity of crops that feed the world; establish a global system to provide farmers, plant breeders and scientists with access to plant genetic materials; and ensure that recipients share the benefits they derive from the use of these genetic materials.

Website of the Multilateral System
The website of the Multilateral System is developed and maintained by the Secretary of the International Treaty. It provides easy-to-navigate and user-friendly information on the main components, functions, practical tools, available material and policy processes of the Multilateral System.

Data Store statistics
In addition to the information contained in the reports provided to the Governing Body, the Secretary makes information on germplasm flows in the Multilateral System available online. This includes general statistics on germplasm flows, pie charts on the distribution of SMTA and PGRFA, and maps by source and recipient countries.

Material available in the Multilateral System and the GLIS Portal
The notifications sent to the Secretary of material available can be found on the website of the International Treaty. With the setting up of the Global Information System (GLIS) and the use of Digital Object Identifiers (DOIs), users now have access to a standardized global mechanism to identify their PGRFA and a set of key standard descriptors. These can be searched through the GLIS Portal.

Opinions and advice on the Multilateral System
A compilation of the opinions and advice developed by the Ad Hoc Technical Advisory Committee on the Multilateral System and the Standard Material Transfer Agreement.

Decision-making tool for the national implementation of the Multilateral System
The tool was developed under the Joint Capacity Building Programme by Bioversity International and the Secretariat of the International Treaty, in collaboration with other partners. It aims to assist national policymakers and other stakeholders in identifying appropriate measures to implement the Multilateral System in their countries.

Online Introductory Course to the International Treaty on Plant Genetic Resources for Food and Agriculture
This online course has been developed in collaboration with InforMEA and comprises six short units, including videos and additional reading materials. At the end of the course, you may take a quiz to test your knowledge. It will take you around two hours to complete the course, excluding additional training materials. At the end of the course you will be awarded a certificate if you pass the quiz (80 percent of correct responses).

The International Treaty on Plant Genetic Resources for Food and Agriculture – Learning Module (Bioversity International)

The aim of this learning module produced by Bioversity International is to develop knowledge and skills to implement the Multilateral System of Access and Benefit-sharing of the International Treaty and to use its Standard Material Transfer Agreement (SMTA).

Online certified course: The Multilateral System of Access and Benefit-sharing

This course, developed with the Fao elearning Academy, provides an overview of the legal and historical perspectives that led to the development of the Multilateral System of Access and Benefit-sharing (Multilateral System). It emphasizes the importance of the exchange and transfer of plant genetic resources to feed a growing global population. It also outlines the principles required to effectively plan, implement and operate the Multilateral System within a national context. The course is available in English, French and Spanish.

ANNEX 2: List of crops in Annex I of the International Treaty

Food crops

Crop	Genus	Observations
Breadfruit	*Artocarpus*	Breadfruit only.
Asparagus	*Asparagus*	
Oat	*Avena*	
Beet	*Beta*	
Brassica complex	*Brassica et al.*	Genera included are: Brassica, Armoracia, Barbarea, Camelina, Crambe, Diplotaxis, Eruca, Isatis, Lepidium, Raphanobrassica, Raphanus, Rorippa, and Sinapis. These genera include oilseed and vegetable crops such as cabbage, rapeseed, mustard, cress, rocket, radish and turnip. The species Lepidium meyenii (maca) is excluded.
Pigeon pea	*Cajanus*	
Chickpea	*Cicer*	
Citrus	*Citrus*	Genera Poncirus and Fortunella are included as root stock.
Coconut	*Cocos*	
Major aroids	*Colocasia, Xanthosoma*	Major aroids include taro, cocoyam, dasheen and tannia.
Carrot	*Daucus*	

Crop	Genus	Observations
Yams	*Dioscorea*	
Finger millet	*Eleusine*	
Strawberry	*Fragaria*	
Sunflower	*Helianthus*	
Barley	*Hordeum*	
Sweet potato	*Ipomoea*	
Grass pea	*Lathyrus*	
Lentil	*Lens*	
Apple	*Malus*	
Cassava	*Manihot*	Manihot esculenta only.
Banana / Plantain	*Musa*	Except Musa textilis.
Rice	*Oryza*	
Pearl millet	*Pennisetum*	
Bean	*Phaseolus*	Except Phaseolus polyanthus.
Pea	*Pisum*	

Crop	Genus	Observations
Rye	*Secale*	
Potato	*Solanum*	Section tuberosa included, except Solanum phureja.
Eggplant	*Solanum*	Section melongena included.
Sorghum	*Sorghum*	
Triticale	*Triticosecale*	
Wheat	*Triticum et al.*	Including Agropyron, Elymus and Secale.
Faba Bean / Vetch	*Vicia*	
Cowpea et al.	*Vigna*	
Maize	*Zea*	Excluding Zea perennis, Zea diploperennis and Zea luxurians.

Forages

Genera	Species
LEGUME FORAGES	
Astragalus	*chinensis, cicer, arenarius*
Canavalia	*ensiformis*
Coronilla	*varia*
Hedysarum	*coronarium*
Lathyrus	*cicera, ciliolatus, hirsutus, ochrus, odoratus, sativus*
Lespedeza	*cuneata, striata, stipulacea*
Lotus	*corniculatus, subbiflorus, uliginosus*
Lupinus	*albus, angustifolius, luteus*
Medicago	*arborea, falcata, sativa, scutellata, rigidula, truncatula*
Melilotus	*albus, officinalis*
Onobrychis	*viciifolia*
Ornithopus	*sativus*
Prosopis	*affinis, alba, chilensis, nigra, pallida*
Pueraria	*phaseoloides*
Trifolium	*alexandrinum, alpestre, ambiguum, angustifolium, arvense, agrocicerum, hybridum, incarnatum, pratense, repens, resupinatum, rueppellianum, semipilosum, subterraneum, vesiculosum*

Genera	Species
GRASS FORAGES	
Andropogon	*gayanus*
Agropyron	*cristatum, desertorum*
Agrostis	*stolonifera, tenuis*
Alopecurus	*pratensis*
Arrhenatherum	*elatius*
Dactylis	*glomerata*
Festuca	*arundinacea, gigantea, heterophylla, ovina, pratensis, rubra*
Lolium	*hybridum, multiflorum, perenne, rigidum, temulentum*
Phalaris	*aquatica, arundinacea*
Phleum	*Pratense*
Poa	*alpina, annua, pratensis*
Tripsacum	*Laxum*
OTHER FORAGES	
Atriplex	*halimus, nummularia*
Salsola	*vermiculata*

FOR MORE INFORMATION CONTACT:

International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)
Office of Climate Change, Biodiversity and Environment (OCB)
SMTA-support@fao.org and PGRFA-Treaty@fao.org

www.fao.org/plant-treaty/
www.linkedin.com/in/plant-treaty/
x.com/planttreaty

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