

# UNEP Knowledge Repository Policy and Standard Operating Procedures

May 2023

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## Acknowledgements

These standard operating procedures are compiled by Angeline Djampou, Librarian, UN Environment.

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## 1. Presentation of the UNEP Document Repository

UNEP uses DSpace, an open-source repository system to digitally capture, store, index, and disseminate its collective intellectual and research output including flagships, technical reports, policy briefs and many more for long-term preservation and access. DSpace is the most widely used institutional repository in the world and within the United Nations system libraries. DSpace 6.3 is the version currently used in UNEP.

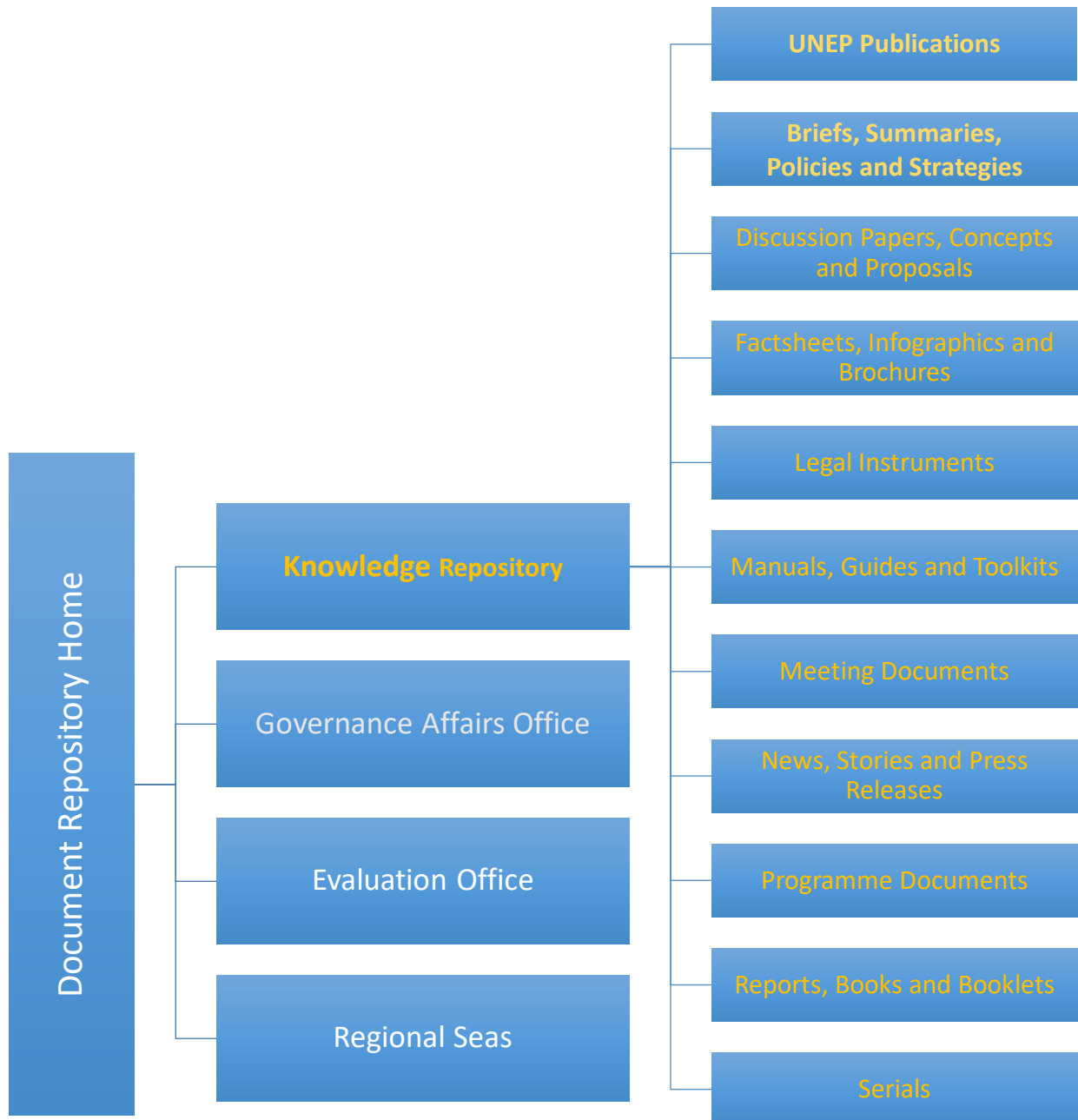
The objectives of the Document Repository are to:

1. Increase the visibility of UNEP publications for easy access and reuse;
2. Ensure the long-term preservation of UNEP intellectual and research output; and
3. Support the 2030 Sustainable Development Agenda by providing Member States access to relevant knowledge to influence policy at national, regional and global levels.

The UNEP Document Repository provides a single point of access UNEP institutional knowledge output.

## 2. Structure of the UNEP Document Repository

The Repository is currently organized in four communities: i) The Knowledge Repository community, the Governance Affairs Office community, iii) the Evaluation Office community and iv) the Regional Seas community.



Although all communities contribute to the Document Repository, it is important to note that the only the Knowledge Repository is the official repository of UNEP content, and there is a move to merge all communities with the Knowledge Repository.

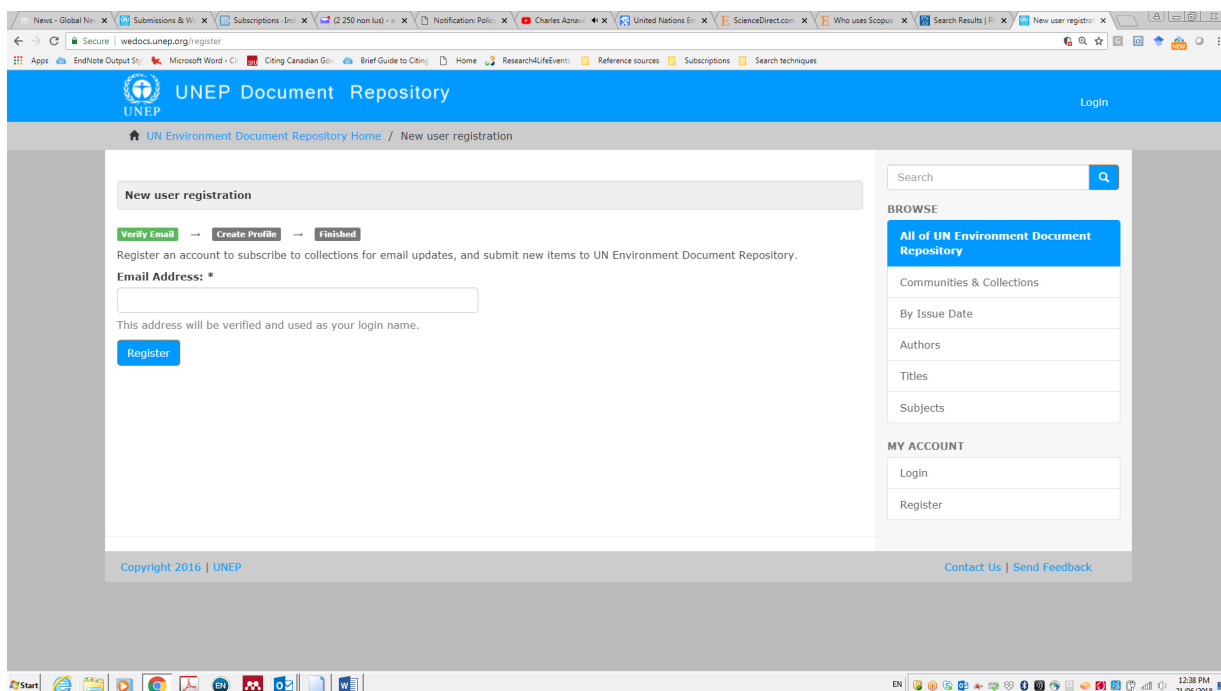
These procedures apply to the knowledge repository and the related collections.

## Workflow

The Knowledge Repository provides a single entry point to UNEP knowledge output. In fact, uploading documents to the knowledge repository is a prerequisite to showcase them on other platforms, including the corporate website and the World Environment Situation Room. In this context, in order to safeguard the credibility and reputation of the organization, it is important that all documents submitted to all collections of the knowledge repository before they are published. Quality control is performed by the Library team pre-publishing. It may be done post-publishing provided the submitters strictly follow all procedures laid down in this document.

### 3. Registering to the Knowledge Repository

- Go to <https://wedocs.unep.org/register>

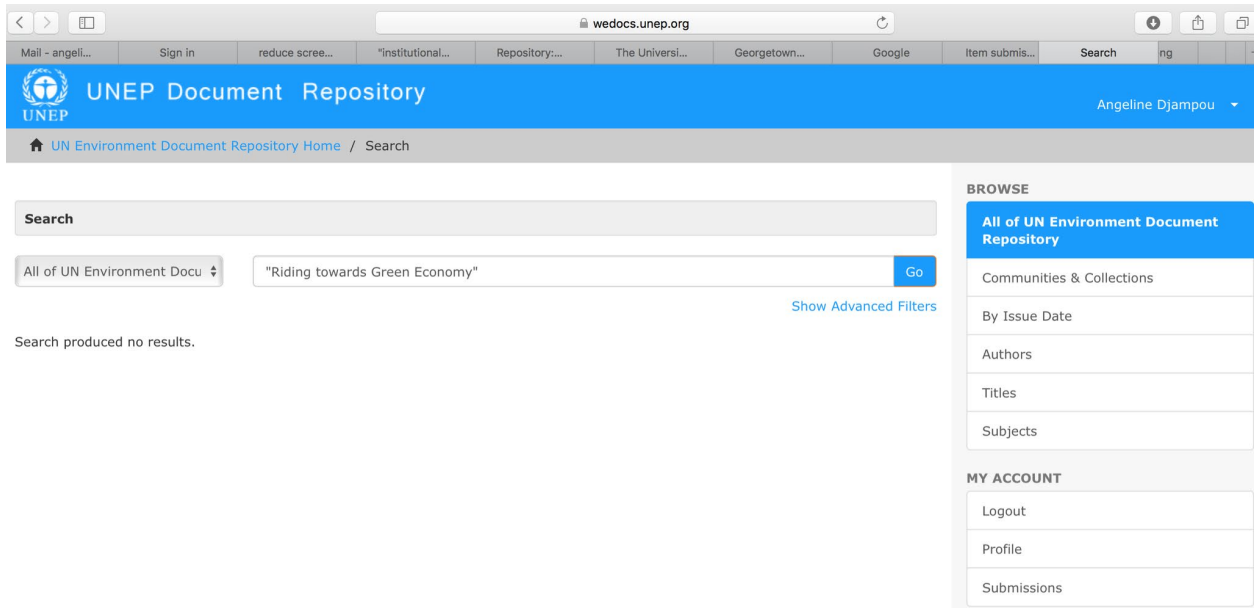
The screenshot shows a web browser window displaying the 'New user registration' page of the UNEP Document Repository. The page has a blue header with the UNEP logo and the text 'UNEP Document Repository'. Below the header, there is a navigation bar with 'UN Environment Document Repository Home / New user registration'. The main content area is titled 'New user registration' and features a progress bar with three steps: 'Verify Email' (active), 'Create Profile', and 'Finished'. Below the progress bar, there is a text box for 'Email Address: \*' and a 'Register' button. The right sidebar contains a search bar, a 'BROWSE' section with links to 'All of UN Environment Document Repository', 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects', and a 'MY ACCOUNT' section with 'Login' and 'Register' links. The footer includes 'Copyright 2016 | UNEP' and 'Contact Us | Send Feedback'.

- Enter your Official work email address: e.g. [firstname.lastname@un.org](mailto:firstname.lastname@un.org)
- An email will be sent containing a special URL and further instructions to register the account. Click the link in the email, it will bring out the section to fill in your profile.
- After completing registration, one must notify the administrator: Angeline Djampou at [angeline.djampou@un.org](mailto:angeline.djampou@un.org) to book a training and be assigned permissions to upload to a collection of the knowledge repository.
- After the training the relevant rights will be assigned to allow submission of new documents to the knowledge repository.

## 4. Preliminary Steps before Submission

### Checking for Duplicates

This version of DSpace does not detect duplicates. Therefore, before making a new submission, one should always run a search to ensure that the document at hand has not previously been uploaded to the repository. This precaution prevents duplicates entries.



### Naming the file

The file should be saved in a location on your computer with two or three meaningful words not exceeding 25 characters. If the file name has more than a word, the words should be separated by an underscore. **There should not be any space between words.**

Example 1: Document title: *The impact of water scarcity on food security in kenya.*

**File name:** `water_kenya` or `water_scarcity_kenya`.

Example 2: Document title: Emissions Gap Report 2019 – Executive Summary (available in all official languages)

**File names:** `EmissionsGap19_ESEN`, `EmissionsGap19_ESAR`, `EmissionsGap19_ESCH`, `EmissionsGap19_ESFR`, `EmissionsGap19_ESRU`, `EmissionsGap19_ESSP`.

**Note:** *It is crucial that the naming convention be complied with. Because the file name is part of the document link, any change in the file name during review necessitated by non-compliance will result in the change in the document link and broken links.*

### File size

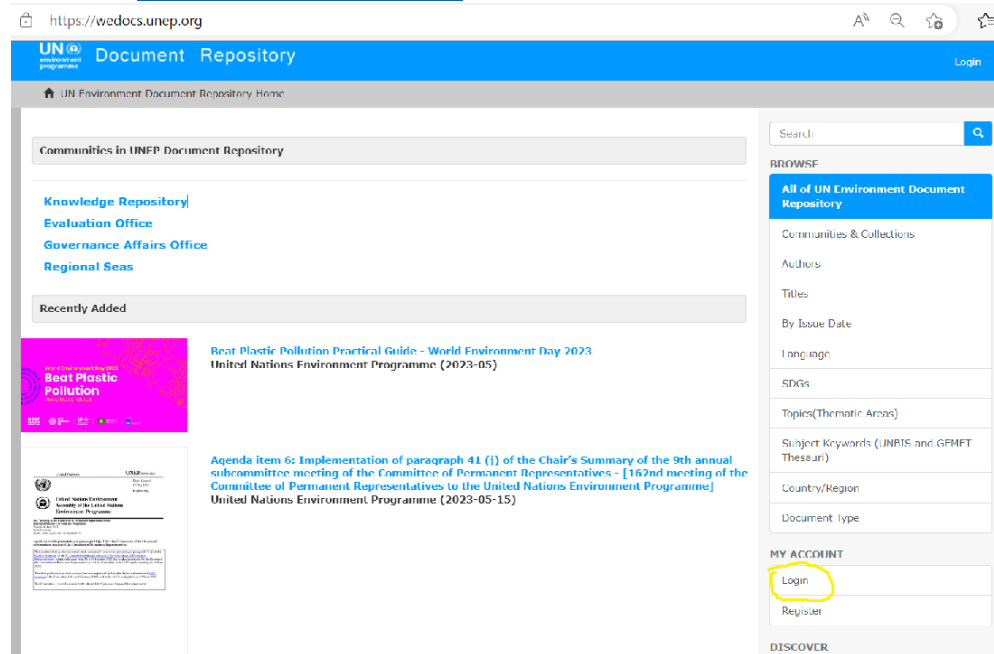
To enable Knowledge Repository files to open in a new tab instead of downloading, file size must be kept below 20Mb.

Having confirmed that the report has not yet been uploaded, one can proceed to make a new submission to the Repository.

## 5. Submitting Documents to the Repository

### Login to the Knowledge Repository

- Go to <https://wedocs.unep.org>



The screenshot shows the homepage of the UN Environment Document Repository. The page features a blue header with the UN logo and the text 'UN Environment Document Repository'. Below the header, there is a search bar and a 'Login' button. The main content area is divided into two columns. The left column contains a 'Communities in UNEP Document Repository' section with links to 'Knowledge Repository', 'Evaluation Office', 'Governance Affairs Office', and 'Regional Seas'. Below this is a 'Recently Added' section with two document entries: 'Beat Plastic Pollution Practical Guide - World Environment Day 2023' and 'Agenda item 6: Implementation of paragraph 41 (j) of the Chair's Summary of the 9th annual subcommittee meeting of the Committee of Permanent Representatives - [162nd meeting of the Committee of Permanent Representatives to the United Nations Environment Programme]'. The right column contains a 'BROWSE' section with a list of categories: 'All of UN Environment Document Repository', 'Communities & Collections', 'Authors', 'Titles', 'By Issue Date', 'Language', 'SDGs', 'Topics (Thematic Areas)', 'Subject Keywords (INRIS and GEMET Thesauri)', 'Country/Region', and 'Document type'. Below the 'BROWSE' section is a 'MY ACCOUNT' section with a 'Login' button highlighted in yellow, and a 'Register' button. At the bottom of the page, there is a 'DISCOVER' section.

- Click on **Login** in the right pane
- Fill in your **email address, password** and **Sign in**

### Collection Selection

Determine which of the collections below the document belongs to:


- UNEP publications (publications having gone through the formal publishing process)
- Briefs, Summaries, Policies and Strategies
- Discussion Papers, Concepts and Proposals
- Factsheets, Infographics and Brochures
- Legal Instruments
- Manuals, Guides and Toolkits
- Meeting Documents
- Reports, Books and Booklets
- News, Stories and Press Releases
- Serials
- Programme Documents



UN Environment Document Repository Home / Knowledge Repository

The UNEP knowledge repository digitally captures, stores, indexes, and disseminates UNEP's collective intellectual and research output including...  
[Read more](#) [Read terms of use...](#)

Flagships and Series



Collections in the Knowledge Repository

UNEP Publications

Including

- Adaptation Gap Reports
- Emissions Gap Reports
- Frontiers Reports
- Global Environment Outlook Reports

Other Collections

- Briefs, Summaries, Policies and Strategies
- Discussion Papers, Concepts and Proposals
- Factsheets, Infographics and Brochures
- Legal Instruments
- Manuals, Guides and Toolkits
- Meeting Documents
- Reports, Books and Booklets
- News, Stories and Press Releases
- Serials
- Programme Documents

BROWSE

- All of UN Environment Document Repository
- Communities & Collections
- Authors
- Titles
- By Issue Date
- Language
- SDGs
- Subject Keywords (UNBIS and GEMET Thesauri)
- Country/Region
- Document Type

## In this case Meeting Documents

UN Environment Document Repository Home / Knowledge Repository / Meeting Documents

Meeting Documents

BROWSE BY

Authors	Titles	By Issue Date	Language	SDGs	Topics(Thematic Areas)
Subject Keywords (UNBIS and GEMET Thesauri)	Country/Region	Document Type			

Search within this collection:



All documents stored here are displayed to the public through the link: <http://www.unep.org/publications>  
[Submit a new item to this collection](#)

BROWSE

- All of UN Environment Document Repository
- Communities & Collections
- Authors
- Titles
- By Issue Date
- Language
- SDGs
- Subject Keywords (UNBIS and GEMET Thesauri)

Click on *Submit a new item to this collection*.

## Document submission principles

- One document only per submission. However, if there are two or more language versions of the same document, these should be uploaded together.
- Only documents of the same type can be uploaded together. This means if a report has a separate summary, the report and the summary should be uploaded separately as they are separate document types, one belonging to the type “Reports and Books” and the other to the type “Summaries”.

## Metadata fields

Fill in relevant fields of the metadata form. The fields with an asterisk (\*) are mandatory.

### Division / Office

Select from the list the division/office responsible for the document. Examples: Ecosystems Division, Governance Affairs Office, etc.

### Author

The author is **United Nations Environment Programme**. Please note that the name should be written in full. UNEP and UN Environment **are not accepted**.

- United Nations Environment Programme is prefilled so that the submitter does not have to type when it is a UN Environment publication.
- If, as is the case there are co-authors, they should be **Added** one at a time. The names should be written in full, no acronyms.

The screenshot shows the 'Item submission' form on wedocs.unep.org. The 'Describe Item' section is active, showing a dropdown for 'Division/Office: \*' with 'Ecosystems Division' selected. Below it is the 'Author: \*' field with a text input containing 'United Nations Economic Commission for Europe' and an 'Add' button. A 'Remove' button is also visible. The right sidebar shows search options and browse filters.

- There are three authors for the report being captured: United Nations Environment Programme, United Nations Economic Commission for Europe, and World Health Organization.
- **Exception:** For some document types including presentations, correspondence, statements, etc, the author is the individual or entity issuing the document.

Item submission

Describe
Describe
Upload
Review
Complete

### Describe Item

**Division/Office: \***

Communications Division  
 Corporate Services Division  
**Economy Division**  
 Ecosystems Division  
 Governance Affairs Office  
 Law Division

Multi selection of more than one division is allowed. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

**Author: \***

Add

In principle with a few exceptions, the author is United Nations Environment Programme Institutional authors: Spell out the full name in Title case e.g. World Health Organization Individual authors: SurnamecomspaceFirstname e.g. Wilson, Mick

United Nations Environment Programme  
 United Nations Economic Commission for Europe  
 World Health Organization

Remove

Q

Search UN Environment Document Repository

This Collection

**BROWSE**

All of UN Environment Document Repository

Communities & Collections

By Issue Date

Authors

Titles

Subjects

This Collection

By Issue Date

Authors

Titles

Subjects

### Title

Copy the title from the document, do not shorten or make up a title. If there is any to add any text to the title to provide context, this should be in square bracket.

- If there is a subtitle, a colon (: ) space should be inserted between the title and the subtitle.
- A dash (-) should separate the title and subtitles from the description or the nature of the report.
- The source of information for the title is the title page.

### Alternative Title

This is for language versions of the document. In this example this is where the title in Russian is entered.

If there are many language versions, they are **Added** one at a time.

The screenshot shows the 'Item submission' form on wedocs.unep.org. The 'Author' field is empty. The 'Title' field contains: "Riding Towards Green Economy: Cycling and Green Jobs. A Joint Report by UN Environment-WHO-UNECE". Below it, the 'Alternative Titles' field is filled with: "Едем к зеленой экономике: езда на велосипеде и зеленые рабочие места. Совместный доклад ЮНЕП-ВОЗ-ЕЦП". The 'Add' button next to it is highlighted in green. The right sidebar shows navigation options like 'Authors', 'Titles', 'Subjects', and 'MY ACCOUNT'.

### Meeting Name/Session. Location, Date Range

Enter in Title Case: Meeting Name space dash Session Name Example: African Ministerial Conference on the Environment – Twelfth Session. Nairobi, Kenya, 10-15 November 2019

### Description

Copy from relevant sections (summary, foreword, introduction, etc.) a short paragraph (maximum 150 words) that summarizes the content of the document.

### Is Part Of

This applies when the document being described is part of a larger document. For a book chapter, enter the title of the book here.

### Has Part

This applies when the document being described is a book, journal or series which has several parts or chapters.

### Publisher

The publisher is in most of the case the United Nations Environment Programme. However, if both author and publisher are the United Nations Environment Programme, this field should be left blank.

### Date of issue

Only enter the four-digit year and select the month from the drop-down list. Select the day where appropriate.

https://wedocs.unep.org/handle/20.500.11822/40795/submit/1c69504022815a2462452f2914254f726f35446f.co...

**Date of Issue: \***

Year: 2020    Month: November    Day: 11

Enter four-digit year. E.g. 2018 If it is a document that is issued more than once a year, include the specific date of issue in the title field (after a dash).

**Category by Type: \***

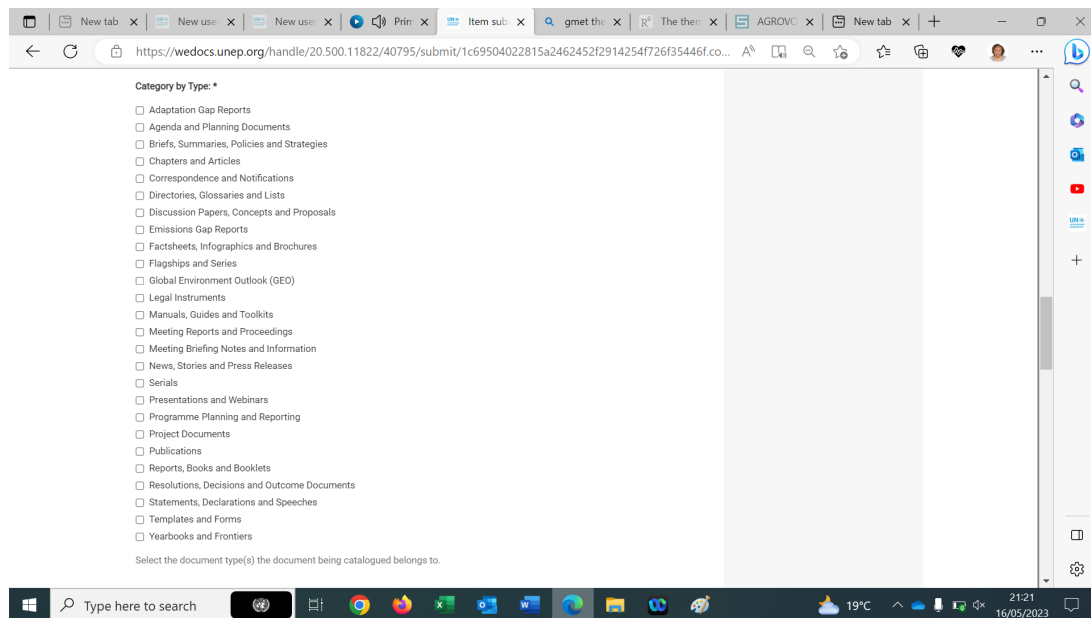
- Adaptation Gap Reports
- Agenda and Planning Documents
- Briefs, Summaries, Policies and Strategies
- Chapters and Articles
- Correspondence and Notifications
- Directories, Glossaries and Lists
- Discussion Papers, Concepts and Proposals
- Emissions Gap Reports
- Factsheets, Infographics and Brochures
- Flagships and Series
- Global Environment Outlook (GEO)
- Legal Instruments
- Manuals, Guides and Toolkits
- Meeting Reports and Proceedings
- Meeting Briefing Notes and Information
- News, Stories and Press Releases
- Serials
- Presentations and Webinars
- Programme Planning and Reporting
- Project Documents

Select the document type(s) the document being catalogued belongs to.

21:28 16/05/2023

## Type

Select the document type(s) the document being catalogued belongs to. The document at hand belongs to Reports and Books



## Format

Select the relevant format from the list.

## Language

Select the language from the list. If the document has more than one languages, hold the Control key and select as many as relevant.

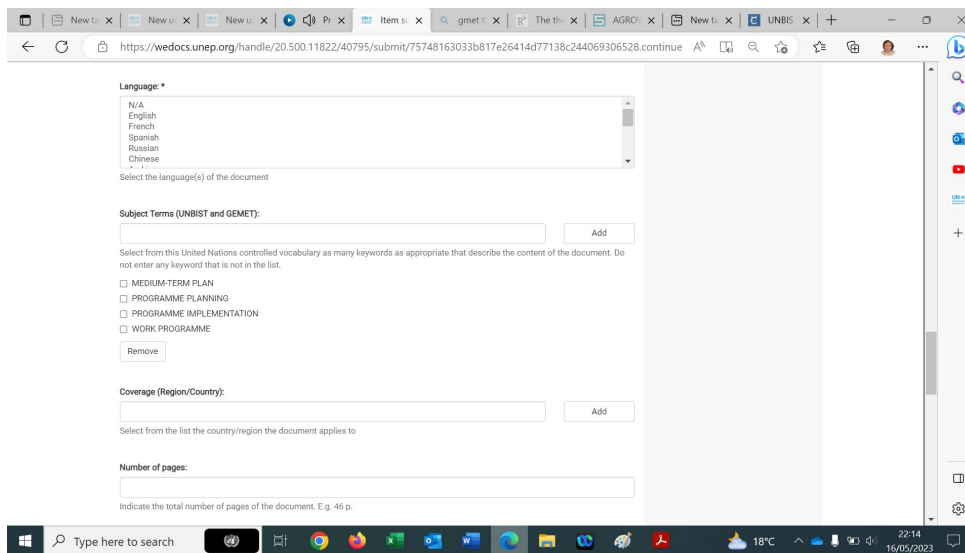
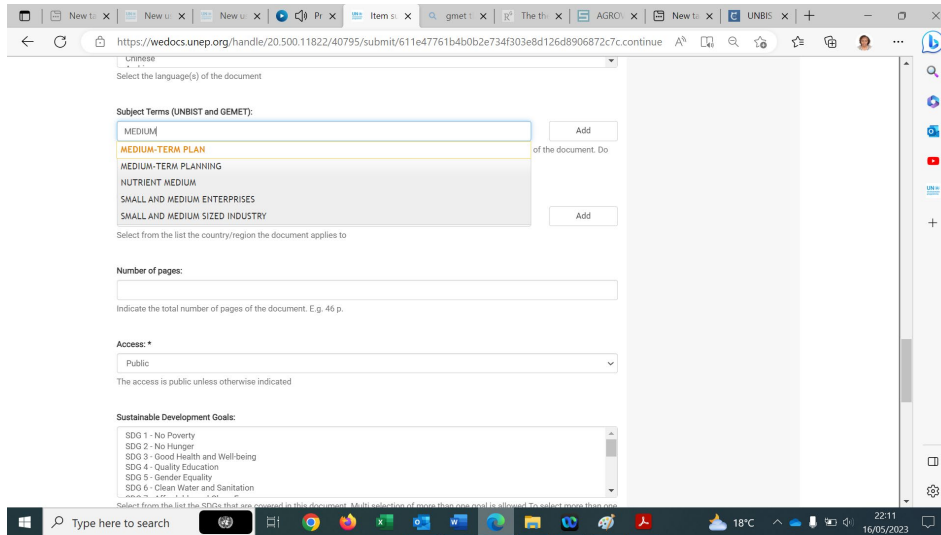
## Subject terms (UNBIS and Gemet Thesauri)

The Repository uses a combination of controlled the United Nations Bibliographic Information System (UNBIS) and Gemet controlled vocabulary list to assign subject terms to its content. These vocabularies have been integrated into the metadata form and must be the sole source for subject term.

Start typing your subject and a list of suggestions will pop-up. Select from the suggestions. Leave blank if your preferred term does not appear. Do not assign any subject outside the integrated lists.

## Subject Class/Domain

Select from the list.



### Coverage (Country/Region)

Select the relevant country/region from the list. If the document is not about a specific country/region, select “Global”.

### Number of pages

Indicate the total number of pages of the document. E.g. 46 p.

### Access

Prefilled. No need to provide any information.

### Sustainable Development Goals

Select from the list the SDGs that are covered in this document.

### Topics (Work Areas)

Select relevant topics from the list.

Click on Next to go to the next page of the form

### *Other Contributors*

This is where to acknowledge individual and corporate entities who have contributed to the intellectual content of the work

- Institutional: Name should be written in full. **Example: World Health Organization**
- Individual: SurnamecommaspaceFirstname. **Example: Wilson, Mick**
- Each contributor should be **added** individually.

Item submission

Describe Describe Upload Review Complete

Describe Item

Other contributors:

Add

Institutional: Spell out the full name in Title case e.g. World Health Organization Individual: SurnamecommaspaceFirstnamespacerole e.g. Wilson, Mick, editor

Skinner, Ian

Tsutsumi, Rie

Schweizer, Christian

Remove

Search

Search UN Environment Document Repository

This Collection

BROWSE

All of UN Environment Document Repository

Communities & Collections

By Issue Date

Authors

Titles

Subjects

### *ISBN*

Transcribe from the document being catalogued if available.

### *Job number/Symbol*

Transcribe from the document being catalogued if available.

### *Table of Contents*

If you wish to use this fill, add one item at a time.

### *Institution*

Select the relevant institution.

### *Relation*

Any title, if any, the document is related to.

### *Website*

URL of the website of the division/report, etc., if available

Click Next to go to the next page

## File

Select the file from the location where it is saved.

## File Description

The file description should be the language of the document, e.g. English, Arabic, Russian, etc.

Upload file and add another

**Item submission**

Describe Describe Upload Review Complete

Upload File(s)

**File: \***  
Choose File GE\_cycling\_EN.pdf  
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

**File Description:**  
English  
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

< Previous Save & Exit Next >

Search

Search UN Environment Document Repository

This Collection

**BROWSE**

All of UN Environment Document Repository

Communities & Collections

By Issue Date

Authors

Titles

Subjects

This Collection

By Issue Date

Authors

Add all the language versions, if any, and provide the language in the file description field.

**File: \***  
Choose File no file selected  
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

**File Description:**  
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

**Files Uploaded**

Primary	File	Size	Description	Format	
<input type="checkbox"/>	<input type="checkbox"/> GE_cycling_EN.pdf	39104634 bytes	English	application/pdf (Supported)	Edit
<b>File checksum:</b> MD5:9810b93d456c56ffd51ff35622156739					
<input type="checkbox"/>	<input type="checkbox"/> GE_cycling_RU.pdf	39583411 bytes	Russian	application/pdf (Supported)	Edit
<b>File checksum:</b> MD5:0ac61864f993acd2b8aa1b2556131605					

Remove selected files

< Previous Save & Exit Next >

All of UN Environment Document Repository

Communities & Collections

By Issue Date

Authors

Titles

Subjects

This Collection

By Issue Date

Authors

Titles

Subjects

**MY ACCOUNT**

Logout

Profile

Submissions

**CONTEXT**

Edit Collection

Item Mapper

Click Next to go to the next page.



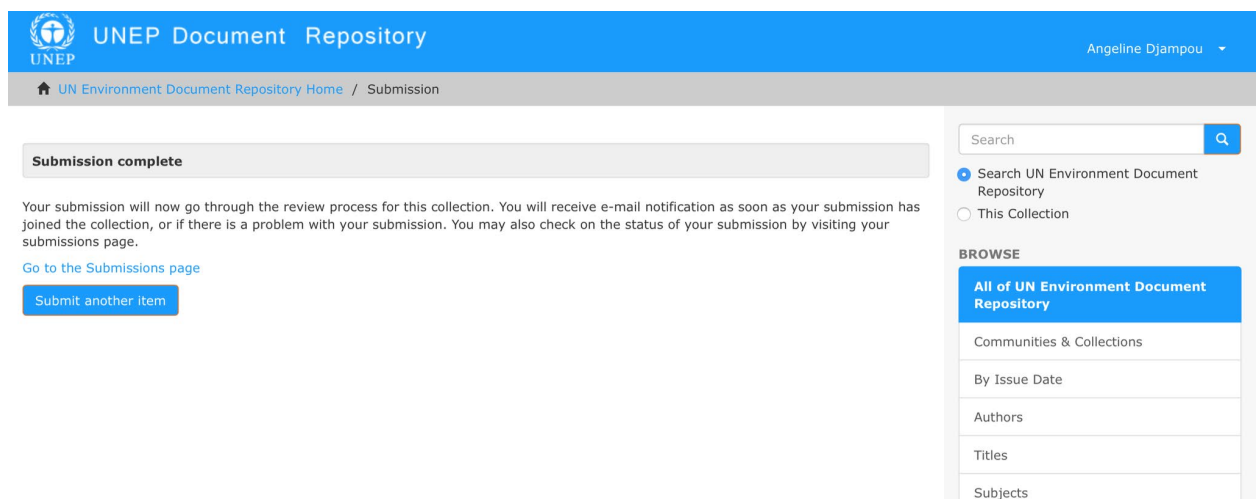
## Review submission

- Click Previous to go back and correct any mistake.
- If satisfied, click **Complete Submission**

Click Next to go to the next page.

- Check the box *I Grant the License*
- Complete submission

At this stage, the submission is complete as per the screenshot below. The administrator will receive an alert to review the submission.



The screenshot shows the UNEP Document Repository interface. The header is blue with the UNEP logo and the text 'UNEP Document Repository'. The user 'Angeline Djampou' is logged in. The breadcrumb trail is 'UN Environment Document Repository Home / Submission'. The main content area has a grey box titled 'Submission complete' with the following text: 'Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.' Below this text are two links: 'Go to the Submissions page' and a blue button 'Submit another item'. On the right side, there is a search bar and a 'BROWSE' section with a blue button 'All of UN Environment Document Repository' and a list of categories: 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'.

## 6. Making changes after submissions

The current version of DSpace does not allow submitters to modify their own submissions. Hence, if after completing a submission there are changes that need to be implemented, these must be brought to the attention of the librarians who are the administrators. This includes situations where:

- Languages versions of the document after the original document has been submitted.
- The document initially added has been updated. Only the file should be replaced in the original submission, no new submission should be made to accommodate the updated version.