# 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.
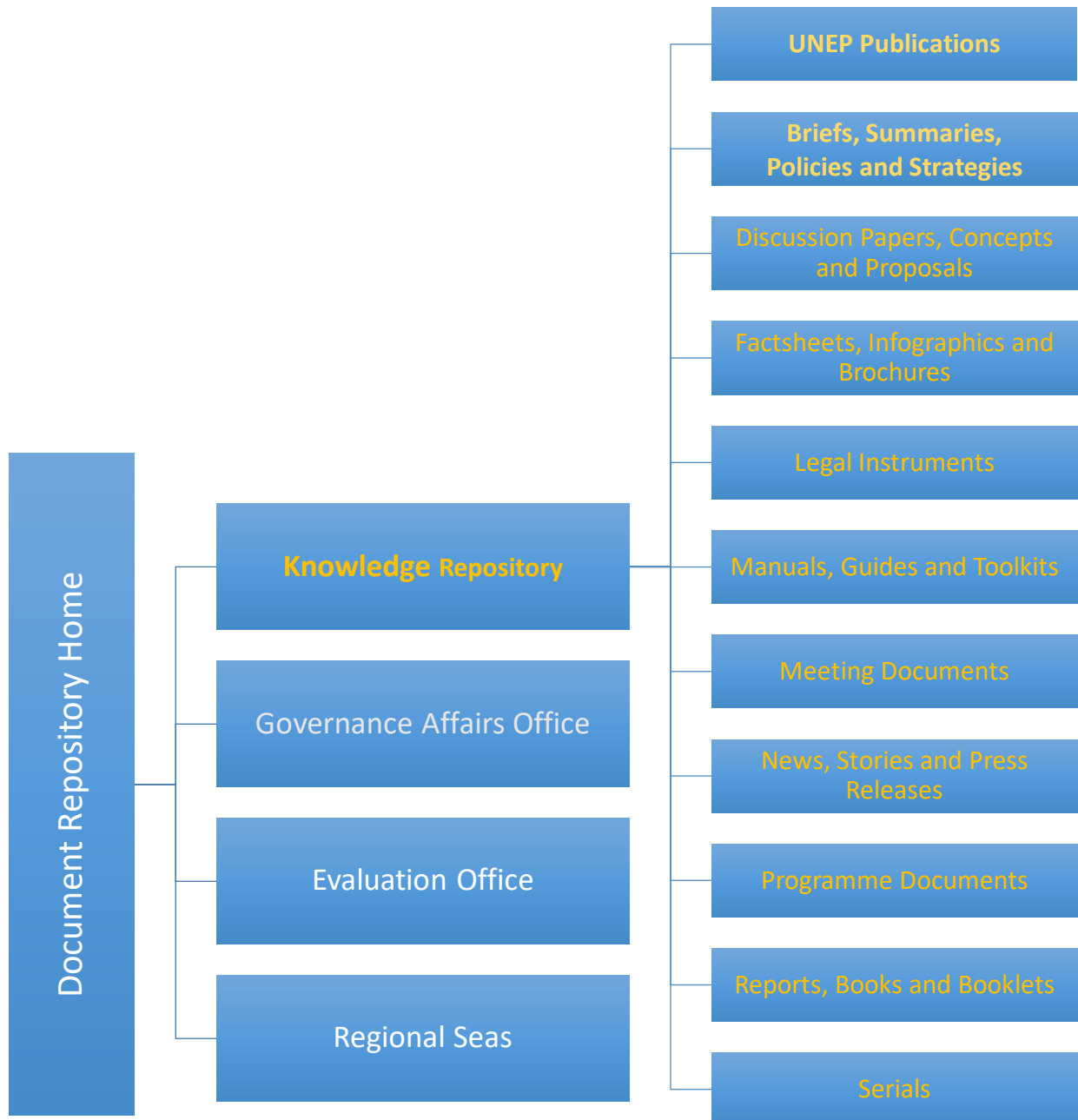
The objectives of the Document Repository are to:

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.

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## 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.

| Document Repository Home | Knowledge Repository | UNEP Publications |
| | | Briefs, Summaries, Policies and Strategies |
| | | Discussion Papers, Concepts and Proposals |
| | | Factsheets, Infographics and Brochures |
| | | Legal Instruments |
| | | Manuals, Guides and Toolkits |
| | Governance Affairs Office | Meeting Documents |
| | | News, Stories and Press Releases |
| | Evaluation Office | Programme Documents |
| | | Reports, Books and Booklets |
| | Regional Seas | Serials |

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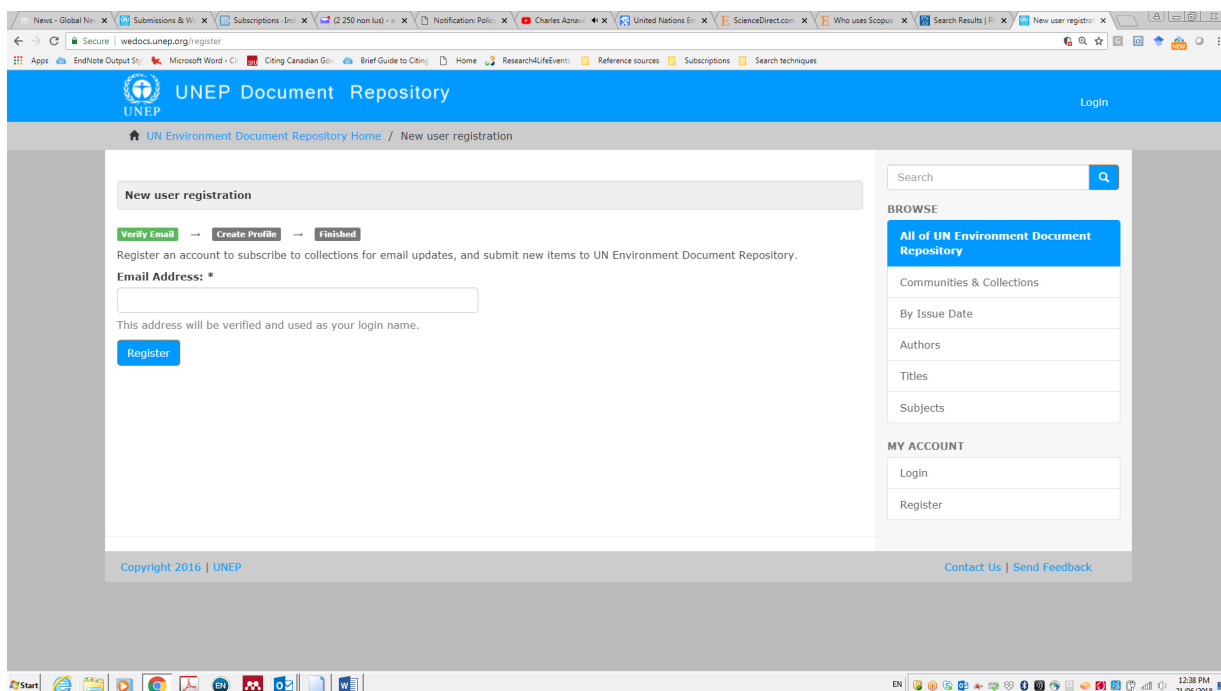
These procedures apply to the knowledge repository and the related collections.

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



- Enter your Official work email address: e.g. 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 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.
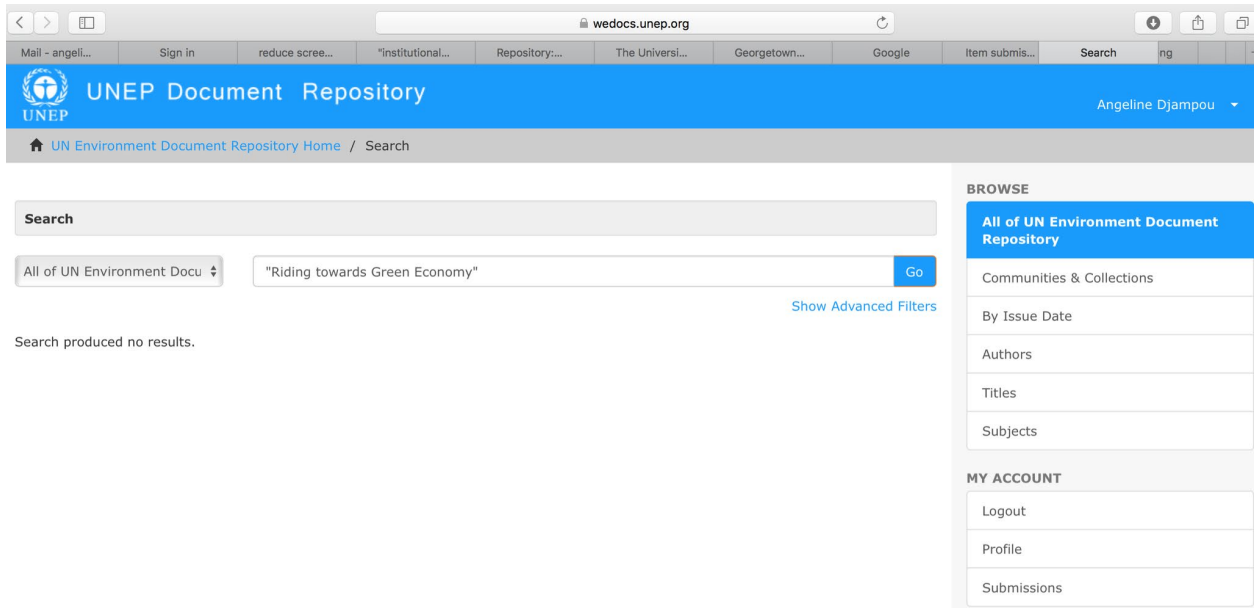


## *Naming the file*

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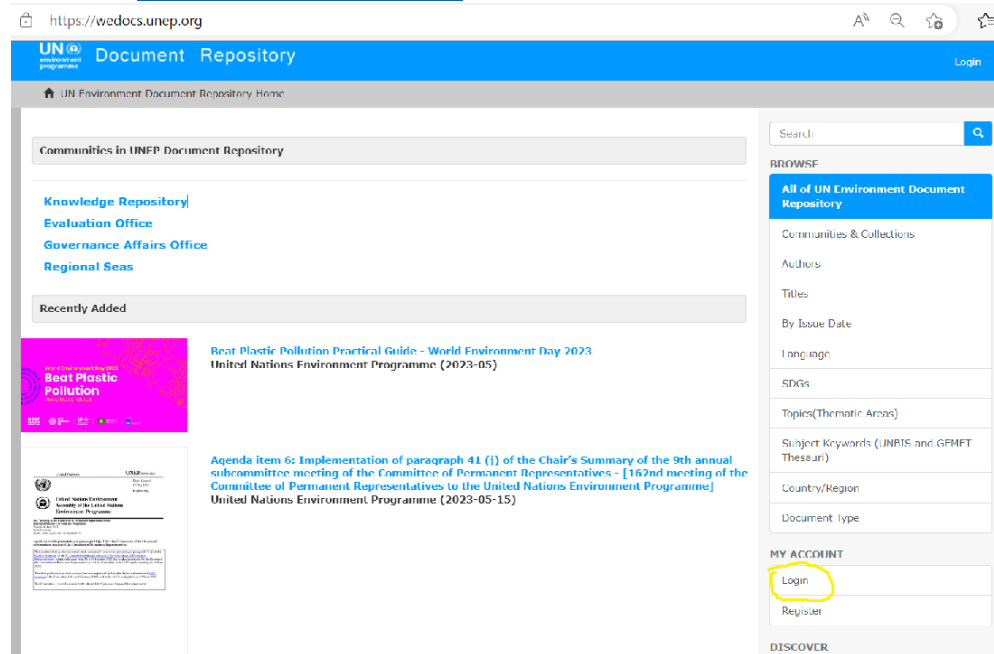
## *File size*
To enable Knowledge Repository files to open in a new tab instead of downloading, file size must be kept below 20Mb.

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



- 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

In this case Meeting Documents



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 **Add**ed one at a time. The names should be written in full, no acronyms.



- 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.

## 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 **Add**ed one at a time.

## 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. Naroibi, 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.

## Type

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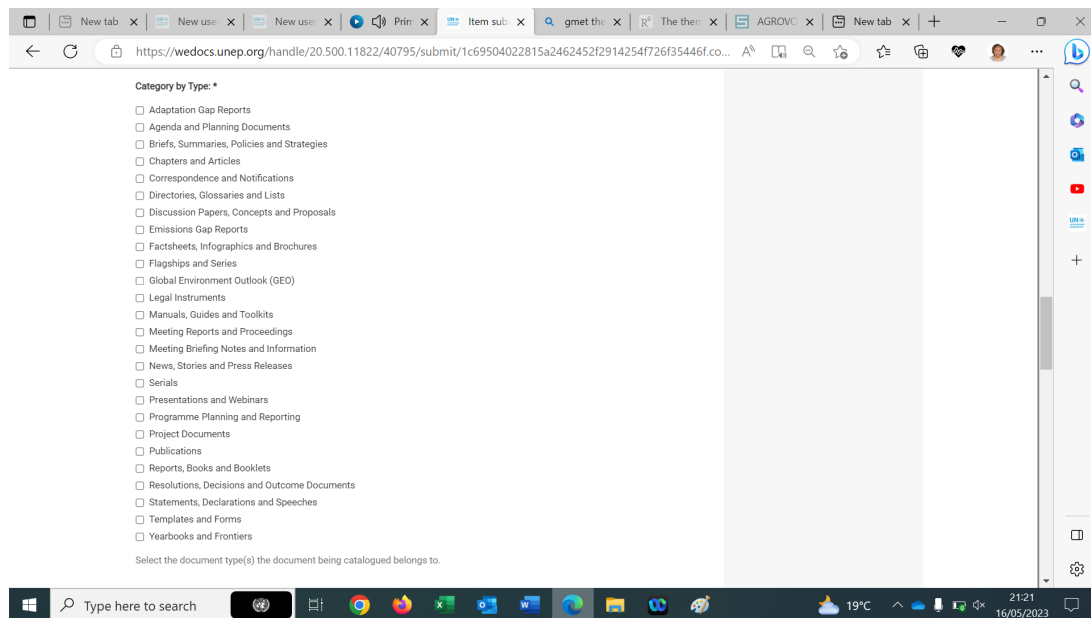


## Format
Select the relevant format from the list.

## 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.
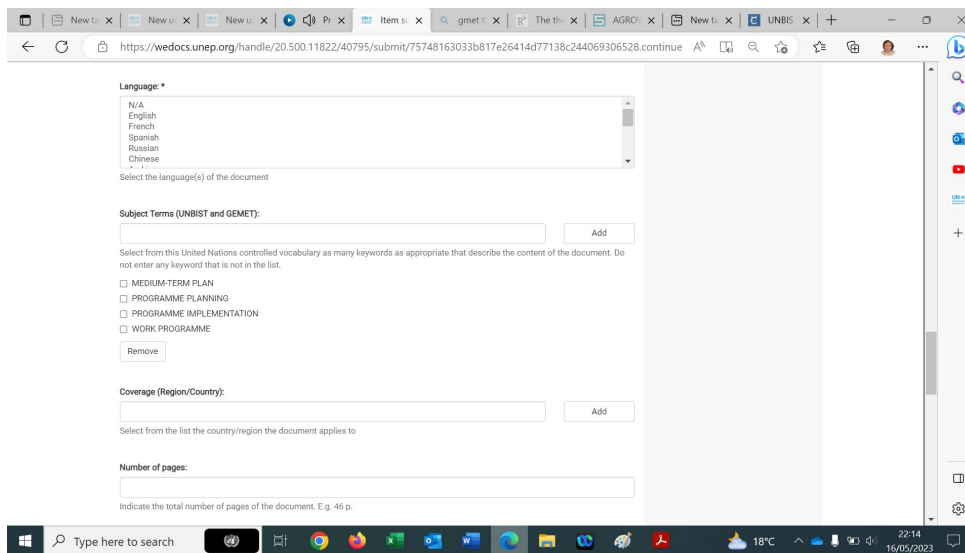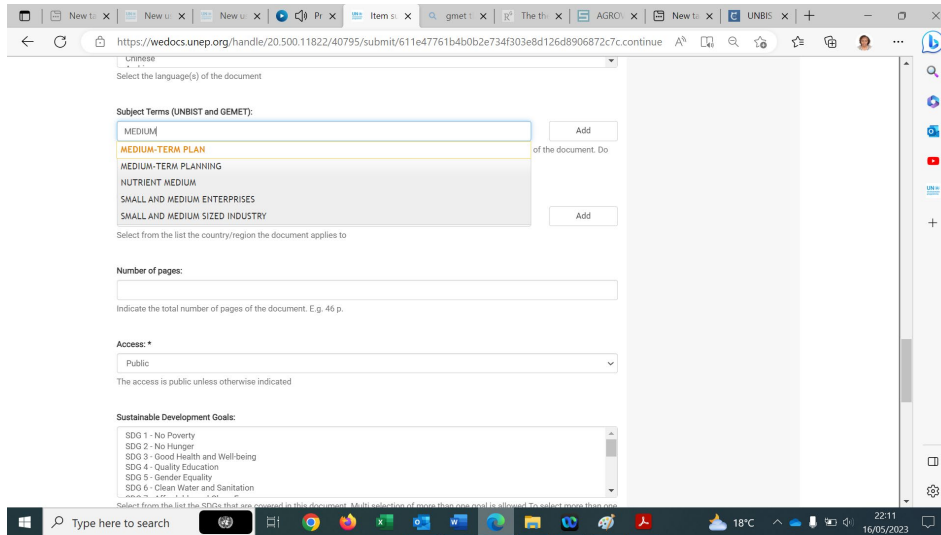
## Coverage (Country/Region)
Select the relevant country/region from the list. If the document is not about a specific country/region, select "Global".

## 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 **add**ed individually.



*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



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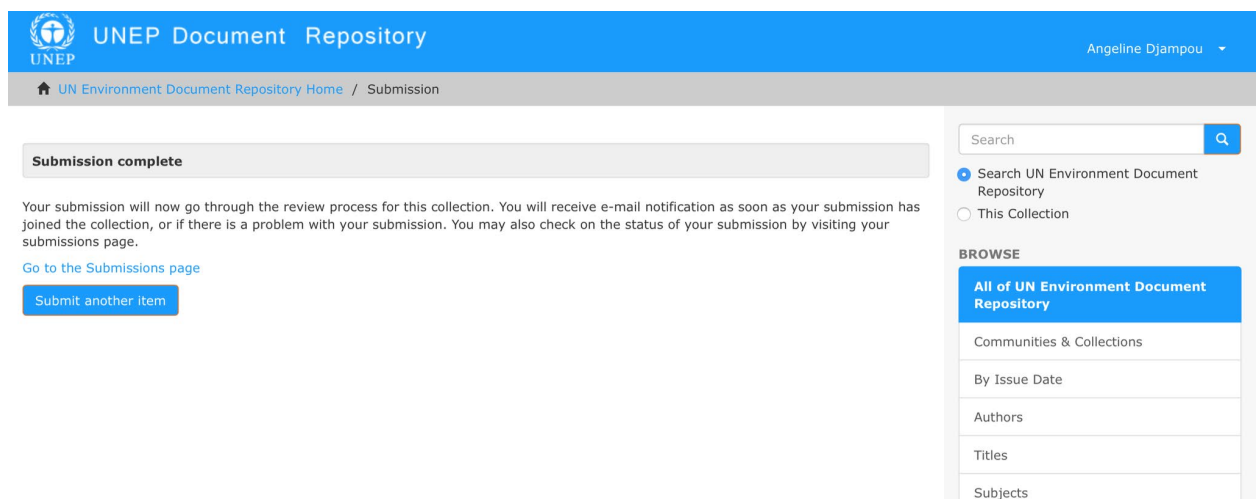


Click Next to go to the next page.

*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.



# 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.