UN
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UNEP PUBLICATIONS POLICY

2022

This document has been approved by UNEP's Senior Management Team and comes into effect from the date of signature.

Signed by UNEP Executive Director: Date:

Inger Andersen

_____   __17 Oct. 2022._____

Definitions of Commonly Used Terms

COPYRIGHT	The rights that creators have over their literary works i.e., publications.
FINAL DRAFT	The text has been finalised but no layout done
INFORMATION	"knowledge obtained from investigation, study, or instruction"
KNOWLEDGE	"the fact or condition of knowing something with familiarity gained through experience or association" Webster Dict
KNOWLEDGE REPOSITORY	The institutional repository for all UNEP information and knowledge documents (a.k.a WeDocs)
MANUSCRIPT	When a publication is still under development
OPEN ACCESS	refers to works protected by copyright but made publicly available by the author
PUBLICATION	Any written material with the UNEP logo intended for public use, falling within the UNEP Publication Types
PUBLICATION CONCEPT	Initial idea for a publication with clear rationale
PUBLICATION GUIDELINES	These guidelines provide detailed information on the publications process, content, production and quality control
PUBLICATIONS PLAN	Shows all publications approved for release in a year
PUBLICATIONS PROCESS	The complete publication administrative process, from concept and authoring through to release in the UNEP knowledge repository or hard copy distribution
PUBLICATIONS SYSTEM	The electronic dashboard which is used to perform and register the necessary approvals and quality checks taking a publication from concept to completion

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UNEP Publications Policy

Preface

The Publications Policy (2022), together with the 2022 UNEP Publications Guidelines, will replace all previous guidance. It applies to "publications" as defined in Annex 1 of this policy.

This document was approved by the Senior Management Team in their meeting on 3 October 2022 and will be revised as needed by the SMT Publications Board in their bi-annual meetings.

Inputs and suggestions are welcome and can be sent to unep-publications@un.org

1. UNEP Publications: Definitions

Publications are materials that are produced and made available to a public audience. In UNEP's case such publications communicate environmental, scientific, socio-economic and policy-relevant information, data and knowledge. They are commonly referred to as 'reports' and are available in print and/or electronic formats. They comprise reference works, popular reports or studies for the general public or a well-defined target audience as well as important technical reports.

1.1. Publications: What is a publication?

The term 'UNEP Publication' (or short, 'Publication') refers to any written material with the UNEP logo that is intended for public use, within the definitions of the typologies in section 1.4 and Annex 1.

The complete administrative process for publications, from concept and authoring to release in the UNEP knowledge repository or hard copy distribution, is referred to as the 'Publications Process'. Currently, UNEP is moving to a digital workflow for data collection and approvals in the publications process.

1.2. Examples of content that is not a publication

The following are examples of written content that is not considered a publication and therefore do not fall under the UNEP Publishing Guidelines:

- Communication materials such as web stories, blogs, press releases, official UNEP statements and notes for the media

- Information and promotional materials such as leaflets, flyers, brochures, newsletters, calendars and posters, which primarily include information about UNEP's work or interventions (as opposed to issues)

- Internal issuances such as official bulletins, instructions, memos or circulars addressed to members of staff

- UNEP documents[1], except those that are also issued as publications, such as governing bodies' documentation, official meeting records or other official documents.

1.3.   Publication Principles

All publications produced by UNEP should drive the organization's priorities and advance its mission to inspire, inform and enable nations, stakeholders and other people to live more sustainably.

Publications should be planned, co-ordinated and adequately resourced to ensure a high quality of research and writing as well as editing, design and lay-out, translations, printing and distribution. Whatever the topic or type, all publications should bring something new, reflect the state of science on (part of) the environment, broadcast the inextricable linkages between the environment and gender, human rights and socio-economic issues, and amplify UNEP's voice and convening role.

All UNEP publications, whether their primary form is printed or web-based, are subject to this UNEP Publications Policy and the UNEP Publications Guidelines. UNEP publications are copyrighted and bear a copyright notice indicated by the © character.

A publication can be a UNEP publication (UNEP copyright) or led by a partner with UNEP's name and/or logo included on the cover page or in the acknowledgements section. The UNEP publications policy only applies to UNEP Publications. For publications not led by UNEP, the Policy on the Use of the UNEP Name and Emblem/Logo (rev 2022) provides further instructions for using its name and logo on those publications.

All publications planned to have UNEP copyright should be included in the annual UNEP Publications Plan in a timely manner (see the UNEP Publications Guidelines for details around the process).

For the sake of clarity, a document becomes a publication only after final approval by the competent authorities at UNEP. A publication starts as a 'concept' (publication idea), then moves on to become a 'manuscript' (publication under production; this can be a zero, first or second order draft of the respective manuscript;); once the text is final, before layout, it is referred to as a 'final draft'. Once approved, no changes can be made to a publication without issuing a revised version.

All publications should meet UNEP's requirements in terms of:

- **Strategic relevance:** They should directly contribute to a strategic or corporate objective as set out in UNEP's medium-term strategy and work programmes, or be directly requested by Member States or other partners and stakeholders through, for example, the UN Environment Assembly or Committee of Permanent Representatives (CPR)..

- **Quality:** They should be based on, and present, robust, reliable and appropriate methods, approaches, evidence, data, analysis, results and conclusions that meet

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[1] As per UN Policy Manual: A United Nations document is a text submitted to a principal organ or subsidiary organ of the United Nations for consideration by it, usually in connection with item(s) on its agenda. United Nations documents are issued for or under the authority of intergovernmental bodies under a United Nations document symbol.

high scientific standards and can be used with confidence to inform options and guide choices.

- **Consistency:** They should build on and complement other streams of work at UNEP or its partners and collaborators, contributing new or additional evidence and insights and growing our collective knowledge base.
- **Accessibility:** They should be created, produced, designed, adapted and published to serve the needs and interests of intended audiences, paying attention to language, style, tone, presentation and digital accessibility.

1.4.   UNEP publication types and workflows

The various UNEP publication types (see Annex 1 for UNEP publication types and details) serve different audiences and purposes. All types should follow UNEP design principles, bear the UNEP logo, be submitted and planned through the Publications System, and be published through the UNEP knowledge repository.

Experience shows that a mix of products – long and short, visual or text-rich – adapted to different audiences seem to work better than a single publication. The development of various outputs based on one main product, with consistent messaging and similar look and feel, is therefore welcomed. These so called off-shoot products are captured in the Publications System under the main publication entry.

For more information about workflows, approval and requirements refer to the UNEP Publications Guidelines (2022).

1.5.   UNEP Publication Topics

UNEP has a list of key publication topics (see Annex 2) based on the Medium Term Strategy (MTS) and programme of work. Each publication should select one of the current 35 topics as a primary topic and can choose sub-topics as needed. At least one primary topic must be assigned in the concept phase. If a publication topic is not available in the list, Chief Scientist should be contacted for consideration and recommendations of whether the topic warrants inclusion on the list, the publication should be included under an existing topic, or the topic is outside of UNEP's scope of work.

1.6 UNEP publication platforms / systems

1.6.1 Publications System

The Publications System is an internal system for the planning, approval, production management and quality control of publications. It also includes capturing of documents and agreements, metadata and statistics and communicates directly with UNEP's repository for publishing of documents.

The Publications System is accessible to UNEP personnel of all contract types, and all have viewing and editing access. Due to the potentially sensitive nature of the documents and comments outsiders – including external authors and staff from other UN agencies - cannot get access either to edit or view.

1.6.2 Knowledge Repository

The UNEP Knowledge Repository (WeDocs) is the institutional repository for all UNEP documents. It fulfills the library mandate of the Organization. In addition to all publications, the repository contains other types of documents including meeting documents, internal memos and public domain materials such as factsheets. While publications under the purview of these guidelines can be accessed on WeDocs by anyone, other documents may be restricted to internal access only. The repository feeds other public sites including the UNEP website and the World Environment Situation Room (WESR).

1.6.3 UNEP website

The UNEP website is the public face of the Organization. It is accessible to everyone and features selected documents from the UNEP Knowledge Repository. Resource pages on the website are created for Flagship, Spotlight and Technical reports with UNEP copyright.

1.6.4 UNEP Social Media Channels

The UNEP Social Media Channels are the public face of the organization. They are accessible to everyone and feature selected documents from the UNEP Knowledge Repository.

1.6.5 Transparency

The entire Publications Process will be transparent and all meetings of the Publications Committee and SMT Publications Board will be open to UNEP personnel as observers to the meetings. This is to ensure everyone in the organization can understand why decisions are made.

2. UNEP Publications Governance

The SMT Publications Board and the Publications Committee are the governing bodies for publishing within UNEP. Their work is facilitated by the Publishing Focal Points situated in offices and divisions.

2.1 Publications Board

Chaired by: Executive Director, UNEP

Secretariat: Office of the Chief Scientist

Members: Senior Management Team (SMT)

The SMT (Publications Board) is responsible for strategic guidance with regards to UNEP's planned publications, including key moments and topics. The SMT sets the Organization's institutional topics for Spotlight and Series publications and decides on the release calendar for the next year(s), including identifying the key moments for advocacy and influence.

Responsibilities of the Publications Board:

- Sets the strategic direction for the Organization in terms of selecting institutional priority topics and priority moments that are key advocacy opportunities for UNEP to advance the environmental agenda and provide Member States with the information they need to further discussions on environmental issues.

- Provides final approval for the annual publications plan put forward by the Publications Committee, and for the mid-year revision specifically for the Flagship, Spotlights, Institutional Series, technical reports, working papers and policy briefs (See Annex 1).

- Approves, amends or rejects changes to UNEP's Publication Policy and Publications Guidelines.

- Considers, through the Chair of the Publications Board, any out of session submissions that cannot wait for the next call for inputs, as verified by the responsible Division Director and the chair of Publications Committee (Chief Scientist supported by Communication Division Director).

- Reviews the system annually and makes decisions on system improvements

- Holds themselves accountable to set a high standard for UNEP publications, including scientific rigor and speaking with a common voice and ensures to allocate necessary (staff, financial or other) resources if needed, or to reject publications even late in the production process if the necessary standards are not met.

2.2 Publications Committee

Chaired by: Chief Scientist

Secretariat: Managing Publisher

Members: Communication Division Director, Policy and Programme Division Director, Sub-programme Coordinators, Gender Advisor and Managing Publisher. Observers: Publications Focal Points, and Gender Focal Points for Publications.

The Publications Committee has three primary functions:

- Reviews the publishing system and process ensuring its efficiency and efficacy

- Recommends a consolidated draft annual publications plan via review of concept publications for approval by the SMT Publications Board, for the types Flagship, Spotlight, Institutional Series, technical reports, working papers and policy briefs

- Approves Concepts of the Publication types: Technical Guideline or manual, handbook, toolkit; Non technical guidelines or manuals, handbook, toolkit; and Educational Materials.

Project reports and Yearbooks, Annual and Biennial Reports are approved directly by the relevant Director, although the Publications Committee can still review them in their meetings if needed.

2.2.1 Publications Committee meeting to review concept proposals

In reviewing the concepts, the Publications Committee is responsible for:

- Review and assess a concept publications' strategic and scientific relevance

- Ensure relevance to the Organization's Programme of Work and corporate priorities as well as cross-cutting issues such as gender

- Consider concept publications for main events and flag if too few/too many or not the right products/topic

- Address gaps and overlaps in the publications plan, e.g., by requesting publications on important topics/moments, rejecting publications and decisions to merge publications on similar topics

- Identify proposals that may merit broader attention as spotlights or generally to be proposed for news and communications attention

The Committee regularly reviews the efficiency of the processes and overall system, and will provide the Publication Board any recommendations to improve the system.

The outputs from the Publications Committee meetings are twofold:

- Recommended publications plan for approval by the SMT Publications Board for Flagship, Spotlight, Institutional series, technical reports, working papers and policy briefs. The Committee may submit a note to the Publications Board with additional information/concerns and may provide comments for individual publications.
- Approved publications plan for Technical Guideline or manual, handbook, toolkit; Non-technical guidelines or manuals, handbook, toolkit; and Educational Materials.

2.3 Other key people and their role in the UNEP Publishing Process

2.3.1 Chief Scientist

The Chief Scientist will fulfill the following functions in the publications process:

- Provide advice on the scientific credibility of institutional publications submitted for approval

- Ensure that all publications submitted for the approval of the Publications Board adhere to the guidelines and standards for ensuring scientific credibility of UNEP publications

- Provide ad hoc scientific guidance on the correct approach to developing publications, including the relevant timelines of data to be used in publications

- Review all Flagship and Spotlight publications, and undertake a random review of other publications to ensure guidelines and quality aspects are being considered

- Provide guidance on peer review to improve scientific rigor

- Review of the System and process to ensure it meets quality and efficiency requirements

2.3.2 Publishing Unit (Communication Division)

The Managing Publisher is the head of the Publishing Unit, which will fulfil the following functions in the publications process:

- Monitors the implementation of the plan and guides the UNEP releases throughout the year to ensure a common voice and strong message for maximum science-policy impact

- Communicate information regarding publications and planning to the Publishing Focal Points as well as the gender focal points for publications, as relevant

- Manage quality for publications in relation to publications guidelines and quality control process

- Manage the Publications System and request Corporate Services Division technical team for any technical assistance where needed

- Respond to use of UNEP copyrighted materials as per UNEP Guidelines

- Coordinate translation, editing and layout for publications

- Coordinate implementation of the plan and monitor publications releases

The Publishing Unit tracks implementation of the annual publishing plan, including release dates. It also reviews publications drafts, designs and distribution plans before sign off by Executive Office and/or divisions/offices. The Publishing Unit tracks production and flags if key publications are at risk of being delayed. It convenes key people for quarterly meetings to discuss the annual publication plan, key moments and planned releases.

2.3.3 Publishing Focal Points

Each division and office should designate one focal point for publications and provide those details to the publishing unit.

The role of the Publications Focal Point of each division and office is to:

- Serve as an independent party in the coordination around publications, ensuring the quality and timeliness of submissions and publication releases

- Act as the first point of contact for colleagues on any questions related to publications, before escalating to the Managing Publisher if needed

- Have full understanding of UNEP's Publications process, policy and guidelines to ensure they are adhered to throughout their division/office

- Coordinate publications planning and submissions of concepts within their respective division/office

- Oversee the overall flow of the publishing process, from the submission of proposal forms through to final distribution, for their respective office/division; this also includes liaising with the gender focal points early and factoring sufficient time for a gender review to ensure clearances are obtained in a timely manner

- Advise colleagues on citations styles, agreements such as co-publication or translation agreements, and copyright requests

- Perform similarity checks to confirm there is no risk of plagiarism in any publications

- Disseminate information in their respective division/office to keep colleagues informed and ensure decisions and deadlines are announced to everyone

- Monitor implementation of the annual publications plan for their respective division/office and ensure periodic updates are made

- Participate in the Publications Committee as an observer

2.3.4 Library Unit

In the publications process, the library unit:

- Ensures proper citations following the UNEP citation guidelines

- Reviews the preliminary tagging performed in the Publication system

- Digitally captures, stores, indexes the publications in Knowledge Repository using the relevant metadata elements

- Communicate the publications URLs to the Web team for communication purposes.

- Advises on the suggested citation of the publication

2.3.5 Division Director / Deputy Director and Branch Heads

Their responsibility in the publications process includes:

- Communication of spotlight topics to the division staff
- Approval of publication concepts
- Sign-off of publication manuscripts
- Approval for inclusion of UNEP logo in non-UNEP copyright publications
- Approval for contributions by staff members to external publications

2.3.6 Gender Advisor

Gender clearance for publications is the responsibility of the Gender Advisor who may delegate the role to a suitable colleague within the Gender and Safeguards Unit in the Policy and Programme Division. Gender reviews are the responsibility of gender focal points in divisions/regional offices. The Gender Advisor or the delegatee(s) remain responsible for both gender reviews and clearance for those divisions/offices without a gender focal point. The Gender Advisor will ascertain that all publications have:

- a balanced pool of authors and reviewers, both in terms of gender and geographic representation, with the aim to have a balanced and equally distributed set of authors/reviewers

- use of gender-sensitive language and images and follow the *UNEP Checklist and guidelines for gender mainstreaming in publications*.

- a balanced diversity of voices and visions, between women and men from various backgrounds. Depending on the type of publication, geographical representation will also be assessed.

2.3.7 World Environment Situation Room (WESR) / Maps Unit

The WESR unit provides clearance for all maps used in UNEP publications to ensure they follow UN practices with respect to representation of borders and boundaries, and country names used (see also section on Map Approval and Guidelines).

2.3.8 Peer Reviewers

Peer review is designed to assess the validity and quality of the evidence base, as well as the clarity and originality of publications. As much as possible, gender and geographic considerations should be taken into account when selecting reviewers.

All publications must go through peer review. It is important that all feedback is considered and incorporated into an updated draft as appropriate. Further details are available in the Publications Guidelines (2022) Part C, section 6.1

2.3.9 Communication Division

The Communication Division team fulfils the following functions:

- Advise on optimal opportunities to launch publications from a media and outreach perspective and in line with UNEP's overall pipeline of media, stories and campaign activities

- Provide input regarding the news-value of submissions, and how to enhance the visibility and impact of UNEP publications from a general public communication perspective

- Facilitate the interface between the production of UNEP publications and publicizing the publications to the media and the general public

- Advise which publications merit press and media support, and what supporting communication products and activities are recommended to maximize dissemination

See Annex for Roles and Responsibilities of People in the Publications Process, including checklists.

3. Copyright, Agreements and Licensing

3.1 COPYRIGHT

3.1.1 Definition of Copyright in Publications

According to the UN Manual, Copyright is a legal concept giving the author of an original work exclusive rights to it for a defined period. The intent of copyright is to promote the creation of new works by giving authors control and profit from them.

3.1.2 UNEP Approach to Copyright

Typically, copyright is owned by the party providing the most resources. If there is no clear lead, shared copyright can be considered. Copyright should be agreed from the outset. UNEP always decides on copyrights in legal agreements.

If UNEP contracts another entity to carry out (some of) the work for a publication, copyright will typically remain with UNEP. Only if there is good reason to not have the copyright with UNEP, but quality control and consistency with UNEP messaging can still be guaranteed, should it be explicitly agreed in the agreement that copyright is with the other party.

UNEP retains copyright on all the publications issued in any format and medium presently known or later devised. Assertion of copyright allows UNEP to retain control over the use of its intellectual property content.

UNEP Publications are work-made-for-hire, i.e., they are prepared by an employee and/or a consultant within the scope of his/her employment. As such, the employer (UNEP) and not the employee/consultant is considered to be the author and, therefore, the copyright owner. It is particularly important that staff and consultants are made aware of this before they commence work on a publication.

For works made-for-hire, the duration of copyright is 95 years from the year of first publication, or 120 years from the year of creation, whichever expires first.

3.1.3 Copyright Notice in UNEP Publications

When UNEP solely owns the copyright, the copyright notice reads as follows:

The suggested citation is identical to the copyright holder of the publication

Copyright protection is automatic upon creation. The copyright notice and copyright registration are no longer required to secure copyright protection. The United Nations requires that publications issued by the Secretariat, including UNEP, bear the copyright notice.

3.1.4 Joint Copyright within the UN System

Joint copyright is allowed between UNEP and an entity of the UN System (such as a specialized agency or a fund or programme) provided that all parties sign a co-publication agreement outlining the contribution(s) and obligations of each partner.

When UNEP jointly owns the copyright with another entity within the UN system, the copyright notice reads as follows:

© YEAR United Nations Environment Programme and (name of the other entity / entities]

The suggested citation is identical to the copyright holder(s) of the publication.

The order in which the different entities are listed in the copyright notice is to be agreed upon among the parties in the co-publishing contract. If an agreement cannot be reached, the alphabetical order is adopted.

In co-publications among entities of the UN system, the lead is the partner that contributes the most – in terms of content and /or production costs. The lead establishes the co-publishing contract, handles subsidiary rights and, if so decided, registers the copyright.

The co-publishing contract is to be approved by the Publishing Unit and Corporate Services Division/Legal Unit and then should be signed by the Director of Communications Division.

3.1.5 Joint Copyright with external entities / publishers

Because of the United Nations' privileges and immunities, copyright may not normally be shared between the United Nations and external partners. Exceptions, if any, may only be granted on a case-by-case basis by the UN Office of Legal Affairs (OLA) in New York. Corporate Services Division/Legal Unit handles the correspondence with OLA for all UNEP entities and should be contacted for the latest guidance and facilitation of submitting the request.

3.1.6 Open Access

Open Access (OA) refers to works protected by copyright but made publicly available by the author via the internet subject to proper attribution of authorship. Open access includes a range of rights such as the right to read, copy, distribute, sell, adapt and make derivative works.

Creative Commons is a global community advocating universal access to research. Content created under a Creative Commons license enable their creators to retain copyright while allowing others to copy, distribute and even in certain cases make commercial uses of their

work. Creative Commons has released several copyright licenses that authors use to indicate which rights are reserved and which are waived.

Open Access does not replace copyright. It replaces individual negotiations for specific rights between copyright owner (licensor) and licensee via standardized licenses for re-use cases where no commercial compensation is sought by the copyright owner.

The United Nations has adopted a Creative Commons license specifically for Intergovernmental Organisations that facilitates the reuse of non-sales publications, and UNEP as an extension allows the use of Creative Commons License Attribution 3.0 IGO (CC BY 3.0 IGO) for non-sales publications.

3.1.7   Non-sales publications with standard UNEP copyright notice and UNEP copyright

The standard UNEP copyright notice reads:

"This publication may be reproduced in whole or in part and in any form for educational or non-profit services without special permission from the copyright holder, provided acknowledgement of the source is made. The United Nations Environment Programme would appreciate receiving a copy of any publication that uses this publication as a source.

No use of this publication may be made for resale or any other commercial purpose whatsoever without prior permission in writing from the United Nations Environment Programme. Applications for such permission, with a statement of the purpose and extent of the reproduction, should be addressed to unep-publications@un.org"

In line with this copyright notice, permission from UNEP is not needed for requests if the content is used for educational and non-profit purposes, as long as proper acknowledgement to the source is made.

For requests for commercial use, this can be granted provided that granting permission would not pose reputational risk to UNEP. The authorisation is granted by Publishing Unit or the lead division/office. The requester should confirm by email that:

- The UNEP logo will not be used

- There will be proper and full attribution to the specific information used, with credit to UNEP as per the suggested citation.

3.1.8 Non-sales publications applying Creative Commons License 3.0
No permission is necessary to reproduce excerpts from a non-sales publication under the Creative Commons License 3.0 provided that proper credits be given.

3.1.9 Sales publications
Permission is necessary to reproduce excerpts from a sales publication. Permission will be granted if this would not pose reputational risk to UNEP. The authorisation is granted by Publishing Unit or the lead division/office. In addition, the requester should confirm by email that:

- The UNEP logo will not be used

- There will be proper and full attribution to the specific information used, with credit to UNEP as per the suggested citation.

3.1.10 UNEP Copyright publications with custom copyright notice / disclaimer page
When changes are made to the copyright and disclaimers page, including for co-publications or joint copyright, permissions will be given on a case-by-case basis.

3.1.11 Content in the public domain
Content published by UNEP that is in the public domain includes:

- Information and promotional material such as brochures, flyers, and newsletters

- Press releases

- Official documents, except those that are also issued as publications

No permission is required to reproduce, translate, distribute, sell or otherwise use UNEP content that is in the public domain.

With regards to treaties and conventions, while each individual text is in the public domain, the online UN Treaty Collection is proprietary and cannot be reproduced, translated, distributed, sold or otherwise used without prior written permission. Permission is required to reuse content from any UNEP online platforms and legal and statistical databases.

3.1.12 Articles and papers contributed by external authors
When UNEP wants to include in a publication (1) article(s) contributed by external authors, or (2) paper(s) presented at seminars or other meetings by external authors, UNEP should upload in the Publications System a document, signed and dated by each author that grants permission to UNEP to include the content in all editions, in all languages and formats for the duration of the copyright, including in all editions prepared by third parties. This can be included in the Declaration of Interest form (Annex 5, UNEP Publications Guidelines).

The signed document should also specify if and when the authors may publish elsewhere the content prepared for UNEP. As a rule, if UNEP doesn't pay the authors, UNEP cannot withhold permission for them to publish elsewhere the same content. However, UNEP should request exclusivity for twelve months after publication if the content is included in a sales publication and for six months after publication if the content is included in a non-sales publication.

If the authors wish to publish elsewhere the content before the UNEP publication is released, UNEP should only agree to the inclusion of an overview on the authors' website.

If the authors of the articles or papers transfer the copyright to UNEP, the written, signed and dated proof of copyright transfer should be uploaded in the Publications System.

If an external author (i.e., an individual) is the co-author of a UNEP publication, the author should transfer in writing the copyright to UNEP or allow UNEP to use and sublicense the content for the duration of the copyright in all languages, media, and formats. UNEP should keep in the Publications System the written, signed and dated contract and/or Declaration of Interest form with the external author(s).

If the external co-author is an entity, the first step is to determine whether the entity is simply a co-author of a UNEP publication or whether the entity could also be a co-publisher of the publication (in this case, the external entity would have to be a trade publisher or major international organization and/or a research institute with a relevant publishing programme).

- Upon determination that the external entity is a co-author of a UNEP publication, the entity would have to transfer the copyright to UNEP in a co-publishing agreement. The entity would be acknowledged in the publication either with the logo on the cover, or in the acknowledgement section: "Prepared in collaboration with [name of the entity]."

- Upon determination that the external entity is a co-publisher, the publication is jointly published (i.e., a co-publishing agreement is required including explicit agreement around copyright).

3.1.13 Articles, Papers and books prepared by consultants

According to the conditions for consultants, UNEP is the copyright owner of any content drafted by a consultant under their contract for UNEP. This also means the citation cannot mention the consultant's name. If articles are submitted to external journals or websites, the affiliation with UNEP should be clearly stated and Director's approval is needed, to be recorded in the Publications System.

3.1.14 Text prepared by Staff Members

Contributions by Staff Members as part of normal course of duty

Articles or papers prepared by staff members for inclusion in a United Nations publication, or as a contribution to a conference or seminar, or entire manuscripts drafted by staff members as part of their official duties are work made-for-hire. The United Nations holds the copyright to such content.

Contributions by Staff Members to external publications

Contributions to external publications should be unique and should not have been published before in part or in whole, in any media (including on the UNEP website). If a contribution to an external publication has already been published previously by UNEP or an external publisher, or will be published by UNEP, the publisher should be informed accordingly at the time of submission.

Such contributions include journal articles, book chapters, letters, commentaries, journal editorials, prefaces, reviews or forewords that relate to the work of UNEP staff members and identify those people as employees of UNEP. A contribution to an external publication is defined as:

- A text prepared in the normal course of duty and attributed to a UNEP staff member, and published externally; or

- A text prepared outside the normal course of duty but related to the work of UNEP and attributed to a UNEP staff member and published externally.

Responsibility for the content of the text contributed to external publications as outlined above lies with the Division Director. The Division Director should approve the final draft in the Publication System, and the final hyperlink to the article should be uploaded into the digital publications database within one month of publication.

The UNEP personnel should include its affiliation to UNEP and include the *Attribution to individual authors* disclaimer (see Publications Guidelines), while UNEP logo use should only be pursued in line with the UNEP Policy on use of Name and Logo. The author should ensure the journal article does not conflict with UNEP position on issues and does not cover any findings not yet released by the organization.

Contributions by Staff Members as part of an outside activity

If staff members wish to submit articles, papers or books for external publication in their own personal capacity as an outside activity, prior permission is required if the content relates or may be perceived to relate to the purpose, activities or interests of UNEP and the UN. Conditions may apply in other circumstances and prior permission may be required.

When permission is required, staff members should submit their request in writing to their supervisor who will handle it as per procedure in place. Ultimately, the decision should be made by the Head of the Department/Office. The staff member should not include their affiliation with UNEP nor use the UNEP logo in any way for all outside activities. If the publisher requires the author to indicate their affiliation, the following disclaimer should be included: "The views expressed herein are those of the author(s) and do not necessarily reflect the views of the United Nations Environment Programme."

It is understood that a staff member should not seek outside publication for any content that is substantially similar to an upcoming or existing UNEP publication.

Administrative instruction for outside activities ST/AI/2000/13 can be found here.

Annex 1. UNEP Publication Types

Full Production Workflow: Plagiarism check in iThenticate, Gender, Maps and Country Names, Peer Review, Science Review by Chief Scientist, costing, comms and launch plans, science editing, citations, cover page and title/subtitle.

Technical Production Workflow: Plagiarism check in iThenticate, Gender, Maps and Country Names, Peer Review, costing, dissemination plans, citations, cover page.

Partial Production Workflow: Gender, Maps and Country names, internal review for consistency.

	Type	Description	Examples	Approval process
1	Flagship	Single Institutional Global Environment Outlook report supported by an intergovernmental process which provides the most up to date data, information and knowledge on environmental topics of concern.	GEO-6 full report	Concept approval: October only Director Publications Committee Publications Board **Full Production Workflow** Publication final approval: Director/ Chief Scientist Executive Director
2	Spotlight	SMT agreed institutional priority issue report reflecting the strategic priorities and expertise of UNEP in areas in which it wishes to achieve or sustain leadership. It is a unique report which is deemed an (emerging) issue of concern and requires global attention in a given year. Would usually be an organization-wide effort aimed at amplifying impact.	Global Food Systems	Concept approval: October only Director Publications Committee Publications Board **Full Production Workflow** Publication final approval: Director/ Chief Scientist Executive Director for some spotlights
3	Institutional Series	SMT agreed institutional priority topic-based reports which are produced periodically that outline the changes in an issue/sector	Emissions Gap Report Adaptation Gap Report	Concept approval: October only Director

		over time. These types of reports aim to reach a wider audience outlining new insights and the most up to date information signaling environmental issues and solutions for effective and timely responses. The periodicity will be determined by SMT annually. Can be full-fledged reports or electronic platforms with background information and methodology accompanied by targeted pieces/models with updated statistics and trends analysis.	Frontiers	Publications Committee Publications Board **Full Production Workflow** Publication final approval: Director/ Chief Scientist Executive Director for some series
4	Technical Reports	Specialized, in-depth studies on specific topics drawing on the latest data and information. Technical reports are typically focused on narrow problem statements and/or regional angles and describe progress or results arising from technical or scientific research or a specific research project. It would typically include the rationale for the work, methods including analysis details, results, discussion and conclusions.	Economics of Peatlands Conservation, Restoration and Sustainable Management Walking and Cycling in Africa Used Vehicles and the Environment	Concept approval: 2x per year Director Publications Committee Publications Board **Technical Production Workflow** Publication final approval: Director
5	Technical Guideline or manual, handbook, toolkit	Focus of a technical guidance or manual includes technical details of how to progress and process an issue for example sampling, assessing and managing environmental issues, processes and analyses. It is aimed at a well-defined target audience and includes methods and/or approach.	Water Quality Monitoring and Assessment of Groundwater Lead Paint Reformulation Technical Guidelines Guidelines on the management of desalination activities (in Annex)	Concept approval: 2x per year Director Publications Committee **Partial Production Workflow** Publication final approval: Deputy Director/Branch Head
6	Non technical guidelines or manuals, handbook, toolkit	Non-technical guidelines, manuals, and/or materials on specific subjects for practitioners and policy makers. These publications typically outline how to approach a problem or implement plans to improve environmental management or decision making.	Wild Life, Wild Livelihoods: Involving communities in sustainable wildlife management and combating illegal wildlife trade	Concept approval: 2x per year Director Publications Committee **Partial Production Workflow**

				Publication final approval: Deputy Director/Branch Head
			Coral Reef Restoration Guidelines for Tourism Sector	
7	Educational materials	Publications developed for teaching and learning or training purposes. These can include unique formats such as a comic books and are tailored for dissemination and education, to teach a well-defined target audience specific knowledge or skills. The teaching materials are typically structured in lessons or modules to build up the student's knowledge of the topic area.	Keepers of the Land: The Curious Case of the Contaminated River	Concept approval: 2x per year Director Publications Committee **Partial Production Workflow** Publication final approval: Deputy Director/Branch Head
8	Project Reports	Report describing a UNEP project or intervention and details the activities undertaking in that project for the funding body/partner. It may outline results, but these would not be in a form for general consumption and would be for the funder/partner with the purpose of outlining the key achievements and deliverables of a project. If a substantive technical publication is required by the project this is different and would be expected to be a Technical Report, Technical or Non-technical Guideline or Manual or other type.	Lessons Learned: Ecosystem-based Adaptation and an Integrated Resilient Rice Model in Madagascar	Concept approval: any time Director **Partial Production Workflow** Publication final approval: Deputy Director/Branch Head
9	Working Paper	Preliminary studies or that present the initial findings/ analyses of an ongoing research by one or more experts or by an expert group in a specific area and are often used to elicit feedback. Often called "grey literature," they may later become a full-fledged publication. These are sometimes external publications.	See for example working papers on UN-DESA	Concept approval: 2x per year Director Publications Committee Publications Board **Technical Production Workflow** Publication final approval: Director
10	Policy Briefs	A policy brief is a concise summary of a particular issue, the policy options to deal with it, and some recommendations on the response options. It is aimed at government policymakers and others who are interested in formulating or influencing policy (FAO 2022). Policy briefs are for both internal and external audiences.	See for example policy brief series on UN-DESA	Concept approval: 2x per year Director Publications Committee Publications Board **Technical Production Workflow**

				Publication final approval: Director
11	Yearbooks, annual and biennial reports	A report which provides an annual (or biannual) overview of the progress of an organization, partnership or programme covering its work plan and deliverables. It can cover key topics of interest on a periodic basis.	UNEP Annual Report Playing for the Planet: Annual Report 2021	Concept approval: all year Director **Partial Production Workflow** Publication final approval: Deputy Director/Branch Head
12	Serial Publications	A series of outputs produced on single or multiple topics over a specified period. Generally, publications for public consumption on issues of interest or a short report delivered on a series of topics over time.	Foresight briefs WASP Science for Adaptation Policy Briefs	Concept approval: 2x per year Director Publications Committee **Partial/Full Production Workflow (depending on type in series)** Publication final approval: Deputy Director/Branch Head OR Director (depending on type in series)