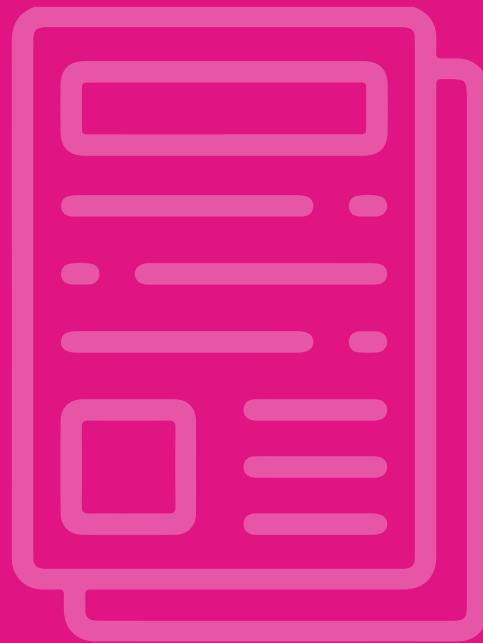


Publications

All publications produced by UNEP should drive our priorities and advance our mission to inspire, inform and enable nations and peoples to live more sustainably.





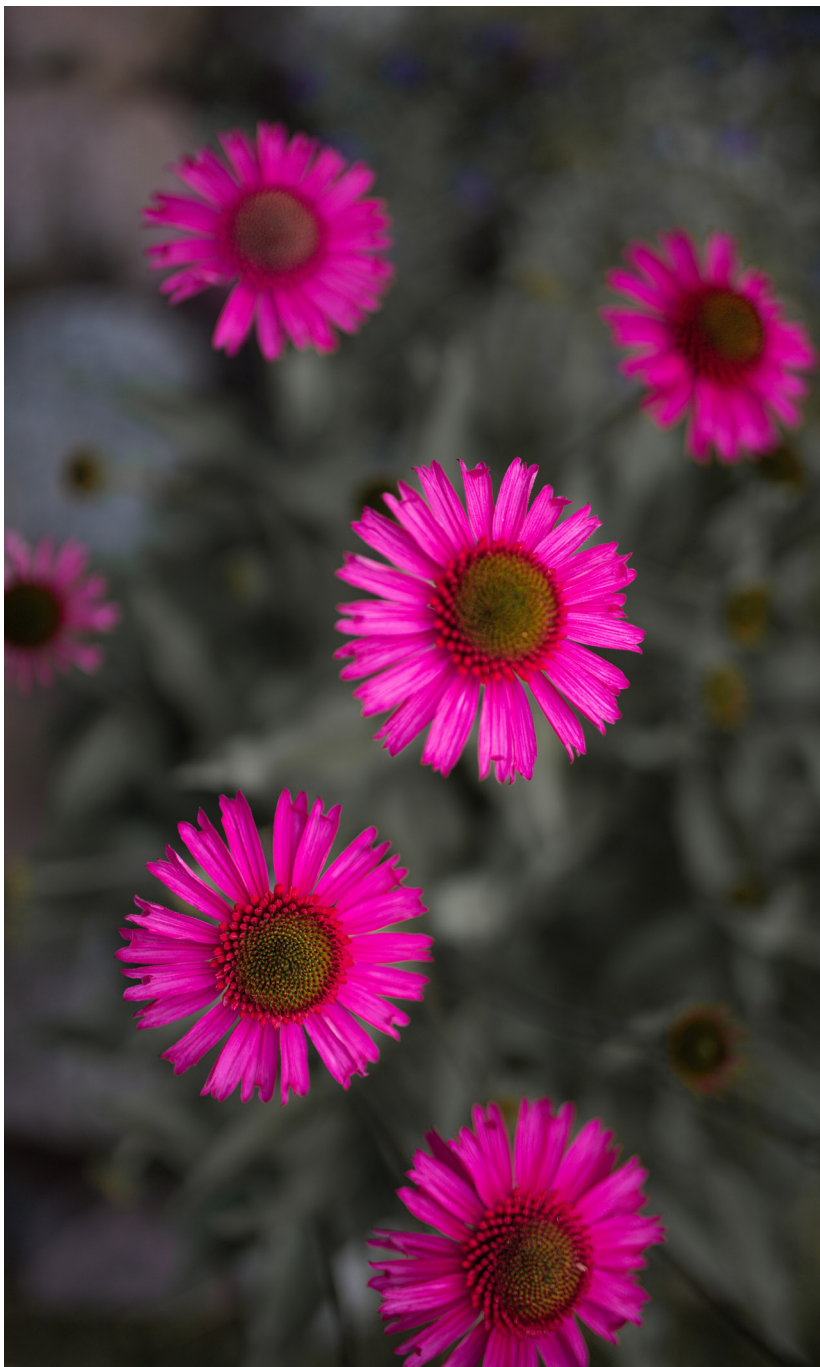
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Focal Point: Nicolien Delange

Version: May 2023



Approach

Publications should be planned, coordinated, and adequately resourced to ensure a high quality of writing and research as well as editing, translation, design, printing, and distribution.

Whatever the topic or type, all publications should reflect the state of the science on the environment and amplify UNEP's voice and convening role. The [UNEP Publication Types](#) document explains the UNEP publication types. Publications do not include communication material such as press releases, official UNEP statements, notes for the media, or governing bodies' documentation. These have their own processes.

UNEP publications are published under UNEP copyright, and authorship is with UNEP. Authors may only be acknowledged in the "acknowledgements" section. Further information and exceptions, see Section 2.2 Attribution of authorship in United Nations Publications of the [UNEP Referencing and Style Guide](#). If a staff member wishes to publish anything in personal capacity, as per [ST/AI/2000/13](#), this is viewed as an outside activity and the relevant guidance needs to be followed.

Consistent with UNEP's commitment to protect the environment, printed publications should be

few in number, as short as possible, produced in limited print runs and printed on sustainable materials. More information on procurement is available on the procurement chapter. The electronic dissemination of publications, reports and materials should be used as much as possible.

Rules and Regulations

In the UN Secretariat publications are guided by the [UN Policy Manual for Publications](#). The UN Policy has been institutionalized in the UNEP context in the [UNEP Publishing Policy](#), which determines the approach used within the organization towards the development of publications.

The [UNEP Publishing Guidelines](#) provide further information to guide UNEP personnel through the publishing process. Further information, including around maps, similarity checks, gender guidelines and disclaimers, and publications quality control can be found on the [Publishing and Governance Essentials](#) page in WeCollaborate.

Roles and Responsibilities

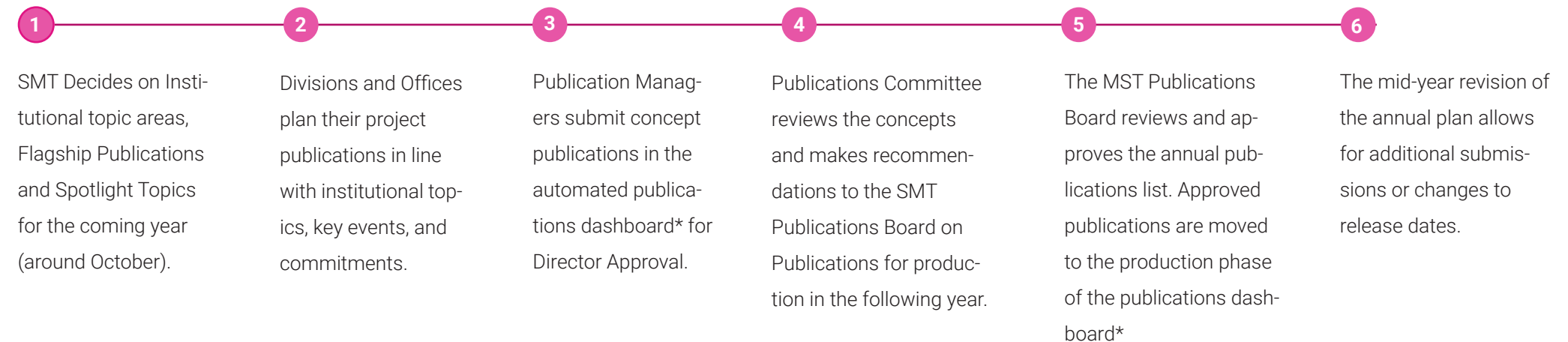
The Senior Management Team (SMT - Publications Board), Publications Committee and the Publishing Secretariat are the governing bodies for publishing within UNEP. Their work is facilitated by the Publishing Focal Points. Information on the current members of publishing governing bodies and identification of publishing focal points can be found on the [Publishing and Governance Essentials](#) page in WeCollaborate.

ROLE	RESPONSIBILITY
Staff members engaging in publication development	<ul style="list-style-type: none">• Adhere to UNEP's publication systems, processes, and guidelines. Further information can be found on the Publishing and Governance Essentials page in WeCollaborate..• Coordinators of publications must complete publication concept proposals in the electronic publications system when submitting publications for review.
Publishing Committee	<ul style="list-style-type: none">• Co-chaired by the Director of Communication Division and Chief Scientist, the Publishing Committee also includes the Policy & Programme Division Director, sub-programme coordinators, gender advisor, heads of news, social media, and design, and managing publisher.• The Publishing Committee is responsible for reviewing the concepts before a consolidated draft annual publications plan is sent to the SMT for final approval. In reviewing the concepts, the Publishing Committee assesses their strategic and scientific relevance; media and advocacy opportunities; compliance with gender guidelines; and relevance to the organization's Programme of Work and corporate priorities.• The Committee addresses gaps and overlaps in the publications plan and identifies proposals that may merit broader attention as major advocacy products.
SMT (Publications Board)	<ul style="list-style-type: none">• The SMT is responsible for setting the organization's strategic priorities with regards to communication and advocacy, including publications; determining the content of the year's flagship publication as well as the annual spotlight topics• The SMT Reviews and approves the publishing plan put forward by the Publishing Committee.

ROLE	RESPONSIBILITY
Publishing Secretariat	<ul style="list-style-type: none"> • The Publishing Secretariat is chaired by the Chief, Content and Client Services and its members consist of the Managing Publisher, Publishing Assistant, Head of Graphic Design, Publishing Focal Points from Divisions / Offices. • The Publishing Secretariat is responsible for overseeing the overall flow of the publishing process, from the submission of proposal forms through to final distribution. • The Secretariat is also responsible for quality control, including adherence to publishing guidelines. • It reviews publications drafts, designs, and distribution plans, ahead of sign off by Executive Office and/or divisions/offices. The Secretariat meets once a month.

Publication Process

UNEP's publication process includes annual priority setting, prioritization of publications as well as their review and approval. The diagram below provides a simplified representation of UNEP's publications process:



*At the time of writing the publication's dashboard is in a trial phase. Further information will be provided to staff once the dashboard is finalized.



Translation

The language team in the UNEP Communications Division provides translation services. Any request for translation of UNEP information materials must be sent to the client services account manager assigned to your division. Requests for translations may not be submitted directly to an individual member of the language team. The procedures described on the [translations page](#) of WeCollaborate should be followed to ensure high quality translations. This applies strictly to information materials. It excludes official documents such as Secretary-General statements, official papers to UNEP governing bodies, policy notes and briefings, which are translated by UN Conference Services.