

The UN-Habitat
**PUBLICATIONS
POLICY**

ACRONYMS

AOC	Advocacy, Outreach and Communications Branch
EC-ESA	Executive Committee on Economic and Social Affairs
IPSAS	International Public Sector Accounting Standards
JIU	Joint Inspection Unit
OIOS	Office of Internal Oversight Services
PMS	Publications Management System
UNEP	United Nations Environment Programme

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PUBLICATIONS POLICY

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UN  HABITAT

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I. Introduction

The aim of this policy is to define and promulgate the basic principles governing publishing at UN-Habitat. It also provides guidance on the planning, monitoring, production, distribution and promotion of UN-Habitat's publications to ensure:

- The quality of the organization's publications is consistent and in keeping with UN-Habitat's image as the centre of excellence on urbanization issues.
- UN-Habitat sets an example on international copyright compliance.
- The profile and visibility of UN-Habitat in donor and programme/project countries is elevated.
- A balance, in coverage of the main thematic and operational issues pertaining to the organization's mandate, is achieved.
- The reach of UN-Habitat's publications is extended and targeted.
- The publication process is carried out efficiently and effectively to deliver information to key stakeholders in a timely and cost effective manner.
- UN-Habitat's publication policies are in line with the overall United Nations regulations on publications and, take into account the recommendations contained in the Joint Inspection Unit (JIU) report (A/52/685) submitted to the General Assembly by the Secretary General.
- Ensure compliance with the newly introduced accounting and inventory management standards, IPSAS (International Public Sector Accounting Standards).

The policy also responds to past reviews of UN-Habitat's publication programme, including the Office of Internal Oversight Services (OIOS) Audit report on UN-Habitat's publications of 2002 and compliance with the UN's new accounting and inventory management standards, IPSAS, which came into effect in 2014.

In particular, it addresses the recommendations in the JIU report to:

- Clarify the mandate of UN-Habitat's publication function and establish mechanisms to improve accountability, coordination, control and planning of publications for example, the UN-Habitat Board acts as the Publications Board.
- Utilize the benefits of new technology and modern publishing practices that contribute to increased effectiveness and efficiency by adopting digital publishing and localized printing (Print-on-demand).

In addition, the policy reflects the latest recommendations of the United Nations Publications Board included in *Decision No. 2011/9 – United Nations Strengthening and Reform of the Policy Committee* dated 28 April 2011. Section IX states that *“in order to improve service to Member States, improve use of staff resources, cut costs, and the United Nation’s carbon footprint, DGACM with the involvement of affected departments and offices will reduce (1) the number of publications by a minimum of 30% by consolidating multiple reports and by using the programme effectiveness review in recommendation (ii) to evaluate the impact and continued relevance of each report, including the status of the mandate; (2) and the hard copy distribution of reports, documents and publications by 50% (2010 baseline) by replacing them with electronic versions by 2013”*.

In 2012, the United Nations Publications Board recommended a continuous review of recurrent and nonrecurrent titles and language versions in order to ensure feasibility, relevance, efficiency and impact in publishing activities. The reviews will ensure outputs are of high quality and are produced in the most appropriate format. The Board also recommended the adoption of digital publishing and print-on-demand due to cost benefits and the increasing popularity of digital formats.

The policy has been approved by the Executive Director, in consultation with the UN-Habitat Board.

Basic Principles

For UN-Habitat publications to remain a source of high-quality, relevant and timely information for stakeholders, the following principles apply:

- UN-Habitat is a single, corporate publisher, although its outputs cover many different fields and activities and originates from different geographic locations.
- UN-Habitat publications must project the Organization and/or the Executive Director as its main voice (not units, branches or offices of the Organization).
- The quality of content appearing in publications prepared by a particular branch or office is the responsibility of the concerned coordinator or director.
- AOC is responsible for providing guidance to branches and offices on the policy matters, publishing formats, corporate identity standards and production of publications.
- This policy applies to all outputs planned for publication and produced by UN-Habitat’s branches and regional offices, regardless of location and source of funds.

A checklist of the main functions and responsibilities is reflected in Annex 3.

II. Scope

The policy covers **print** and **digital** publications produced for external audiences by UN-Habitat's branches and offices. The term publication(s) in this document refer to:

- Global reports (World Cities Report)
- Regional reports (State of African Cities Report)
- Monographs/Technical Reports
- Working papers
- Annual reports
- Proceedings (meeting, conference, workshop reports with a very limited audience)
- Guidelines, Manuals and Toolkits

Electronic publications shall follow the United Nations guidelines for electronic publishing as found in ST/AI/189/Add.28.

Where specific parts of the policy do not apply to any of the above categories, this will be indicated in the appropriate section.

The policy does not cover internal documents, documents pertaining to the UN-Habitat Governing Council or Committee of Permanent Representatives' meetings. Nevertheless, certain elements of the policy, such as corporate identity standards¹ apply to all UN-Habitat documents and information products. Also, the policy does not cover the design or content of UN-Habitat's public websites, which will be covered in a separate document².

All periodicals (magazines and newsletters) and promotional materials (brochures, flyers, posters, information kits and press kits), regardless whether they are in print or digital format, are considered as 'outreach and communications materials', and fall under the full responsibility of AOC.

¹ UN-Habitat Brand Manual.

² UN-Habitat On-line Identity.

Conformity with United Nations Publications Regulations

The policy has been cross-checked with the United Nations rules and regulations on publications as outlined in ST/AI/189 series. Annex 1 lists the United Nations instructions on publications. The policy also borrows ideas from UNEP's publications policy (DCP/0728/NA) as there is close collaboration between UNEP and UN-Habitat on a number of publishing initiatives.

Main Elements

The document has been structured to reflect the main phases of publishing, with each section outlining the rules, guidelines and principles for a particular phase. It also covers UN-Habitat's responsibilities within the wider United Nations Publications system and within the context of the work programme as approved by the UN-Habitat Governing Council.

The phases covered by the policy are:

- Budgeting for the production and dissemination process.
- Planning, approval, monitoring, reporting and evaluation.
- Content management: editing and translation.
- Corporate identity standards, design and layout.
- Production.
- Promotion and sales.
- Storage and distribution.

 For a detailed outline of the publishing process, read the Publications Guidelines on the UN-Habitat intranet

III. Roles and Responsibilities

In line with the General Assembly's objective to ensure that overall, United Nations' publications are coherent and agencies do not duplicate each other's work, UN-Habitat will share its publication programme with the Executive Committee on Economic and Social Affairs (EC-ESA) through the UN-Habitat representative (UN-Habitat's Spokesperson) at the United Nations Publications Board.

Within UN-Habitat, responsibilities are delegated as follows (see Annex 3):

- i. A Publications Board (UN-Habitat Board) whose main responsibilities will be to:
 - Approve the UN-Habitat annual publications plan.
 - Review and endorse the publications outlined in the biennial work programme before the latter is presented to the Governing Council.
 - Exceptional approve of publications not included in the annual plan.
 - Endorse new publication policies as well as amendments to existing policies.

The mandate of this body is to accelerate the approval process for and guarantee the quality of UN-Habitat's published output and to ensure that UN-Habitat projects are recognized and reflect a corporate image. The UN-Habitat Board acts as the UN-Habitat's Publications Board (see Annex 2 for Terms of Reference)

- ii. The Advocacy, Outreach and Communications Branch (AOC) will:
 - Coordinate the implementation of UN-Habitat's publication policies, proposing policy enhancements and ensuring that policies are in line with the overall UN policies on publications.
 - Monitoring the UN-Habitat annual publications plan.
 - Receive branches and offices annual plans and biennial publications plans.
 - Act as the focal point for EC-ESA and communicate with the body on other UN-wide publications issues.
 - Provide editorial and design services, verify the quality of publications, coordinate printing, distribution and promotion of publications.
 - Verify that all details regarding any given publication are supplied in the Publications Management System (PMS) before the publication is processed.

- Verify publications for copyright compliance.
 - Assign HS, ISBN and ISSN numbers.
 - Recruit design and editorial consultants to work on UN-Habitat publications.
 - Maintain a database of photographs, assist with selection of photos that may be used in publications.
 - Produce a consolidated annual report on publications, including titles produced, expenditure on publications and distribution statistics.
- iii. Branches/offices will:
- Submit their annual plan to the AOC Branch for approval by the UN-Habitat Board and forward it to United Nations Publications Board.
 - Submit their biennial publication plans to AOC for UN-Habitat Board approval.
 - Prepare and review manuscripts before editing.
 - If required, select and provide relevant high resolution photos, figures, maps and illustrations with copyright credits to AOC.
 - Send requests for editing, design, printing and distribution of approved publications to AOC via the Publications Management System; providing information on:
 - Publication details including title, subject categories, language, an abstract and estimated number of pages.
 - Planning information – date on which request for services submitted and required completion date, estimated number of copies for free distribution including the proposed mailing list.
 - Funding details – budget line and amount budgeted for publication, promotion and distribution.
 - In exceptional cases, submit to AOC any titles not included in the annual plan or work programme, for inclusion to the agenda of the UN-Habitat Board.

Branches and offices will be responsible for the quality of content appearing in their publications, ensuring that peer reviews are carried out. Only in case of a disagreement would the Executive Director be called upon to directly intervene on a particular publication.

IV. Managing the Publications Process

Planning and Budgeting

For the annual plan and the biennial work programme, UN-Habitat branches/offices will provide AOC with a list of publications in the last quarter of each year. The list will include the budget that should take into account the time and costs associated with content editing, production, promotion, distribution and evaluation.

AOC will compile a list of all publications submitted by the branches/offices for submission to the UN-Habitat Board (Publications Board) for approval.

For titles that are not in the annual publications plan, branches/offices will need to submit exceptional approval requests to AOC for subsequent submission to the UN-Habitat Board. For each new proposed title, branches/offices should include a reference to the specific purpose it is intended to serve and its anticipated audience or the legislative mandate for the publication, where applicable.

Branches/offices are to inform AOC of any title(s) they wish to delete from the approved annual publications plan.

Funding source for all publications has to be clearly identified right from the planning stage. This is particularly important for those publications funded by the regular budget of the UN, as these have to be approved by the UN Publications Board.

UN-Habitat has the authority to decide on publications covered by extra-budgetary funds. For the sake of expediency, the complete publications programme, regardless of funding source, will be submitted for approval to the UN Publications Board. UN-Habitat must comply with the General Assembly stipulation³ that we “ensure, *inter alia*, that each publication fulfills an identifiable mandate and need, is timely, does not duplicate other publications inside or outside the United Nations system, and is cost-effective...”. The United Nations Publications Board bears the responsibility for acting on information received from UN-Habitat. On its part AOC will act as UN-Habitat focal point for contacts with the United Nations Publications Board or any successor to that body.

³ GA Resolution 47/73B, paragraph 4.

AOC will publish a list or services cost in terms of editing, design, translation, printing and distribution in order to facilitate budget planning. These costs can only be indicative, but are useful for conveying a comprehensive picture of the likely total cost. Once the service is rendered, AOC will request reimbursement of the cost.

Approval

In summary, the approval process consists of the following steps:

1. Branches/offices prepare their annual publications plan, including the budget.
2. Branches/offices prepare their biennial publications programme, including the budget, at the beginning of the biennial period (for example, 2014-2015 work programme).
3. The proposed publication plan (annual and/or biennial) is submitted to AOC for consideration by the UN-Habitat Board.
4. The Executive Director approves the UN-Habitat annual and/or biennial publication plan/programme, in consultation with the UN-Habitat Board.
5. AOC submits the publications plan/programme to the United Nations Publications Board for action reflecting those publications funded by the United Nations Regular Budget and others funded by UN-Habitat branches/offices.
6. When a publication is ready for editing, the originating branch/office, in consultation with AOC, will ensure that all the preceding steps have been carried out and that the final content meets the criteria set out in the General Assembly stipulation on GA Resolution 47/73B, paragraph 4. In case of failure to reach an agreement, the publication will be reviewed either by independent reviewers or by the UN-Habitat Board, as considered appropriate.

Input to this approval process will include:

- The previous year's publications report produced by AOC, outlining planned versus unplanned publications, distribution statistics, an analysis of thematic coverage and feedback from stakeholders.
- The budget for each publication on the list, the target audience, print-run and language, provided by the author branch/office.

Output from this approval process will include:

- List of approved publications to be included in work programme (biennially).
- List of approved publications to be included in publications plan for the year.

AOC will only process publications that have been approved by the UN-Habitat Board. In this sense, branches/offices are requested to produce and publish only titles that have been reviewed and endorsed by the UN-Habitat Board.

From the publishing point of view, all the offices located away from Headquarters (regional, liaison or country offices) are part of UN-Habitat's corporate publishing enterprise; their publications bear the UN-Habitat logo and conform to the same standards of quality and relevance as those emanating from Headquarters. Geography and statutory regulations, however, will be taken into account in certain conditions.

Offices away from Headquarters will submit their publications plan for approval by the UN-Habitat Board, through AOC (same process for the whole programme). The offices will liaise with AOC to ensure that publications produced away from Headquarters conform to UN-Habitat's standards as outlined in this policy, the UN-Habitat Publications Guidelines and the UN-Habitat Brand Manual. Publications produced away from Headquarters will be submitted to AOC for quality checks on copyright compliance and corporate identity. The digital versions of all complete publications will be posted on the UN-Habitat website for free download.

 UN-Habitat publications financed by specific networks, partnerships, conventions or trusts also need to be approved by UN-Habitat Board.

Monitoring

Monitoring the progress of work on individual publications will be done through the Publications Management System. AOC will indicate in the system the status of work on every publication for example editing, layout/design, printing, and will record the actual cost of production in the system where cost is available. Branches/offices will have access to the Publications Management System to input new publications, view the progress and status of queued publications.

In summary, the purpose of the Publications Management System is to:

- Aid monitoring of the entire publishing process, including costs.
- Provide easy identification of published output.
- Ensure that all partners in the publishing process receive information concerning publications as soon as possible.

Reporting

In addition to the reporting provided by the Publications Management System on individual publications, AOC will provide an annual report to the UN-Habitat Board of the publications produced throughout the year. The report will enable the Board to:

- Determine how many publications have been processed through AOC.
- Assess the demand and outreach of published titles.
- Review the implementation rate of planned publications.
- Identify popular titles and themes based on downloads, searches and reads.
- Identify major issues that need to be addressed by the Board or the organization in general, including proposed improvements to publication policies and procedures.

Evaluation

Evaluation of the success and impact of publications will be undertaken by the author branches/offices with assistance from the Evaluation Unit and AOC.

V. Content Management

Editorial

It is important that UN-Habitat's publications are not only of the highest technical quality but also contain text that is intelligible and free from imprecision and ambiguity. This applies to all language versions and implies careful editing.

AOC provides an editorial service (covered by the branch/office requesting it) for all external information products with a priority given to flagship publications, followed by technical publications, feature stories on the website, the main pages of UN-Habitat's external website and promotional materials. Branches/offices can suggest qualified editors to be part of the AOC roster. This roster will be available electronically, kept and updated by AOC, yet open to input from all branches/offices.

In line with the United Nations Editorial directive on the United Nations practice in English (ST/CS/SER.A/40.Rev.1), authors should use the *Concise Oxford English Dictionary* as the authority for spelling and hyphenation, as well as the *UN-Habitat Editorial Style Guide* available in print and on the intranet⁴.

It is the responsibility of the Author branch/offices to provide a manuscript in editable format to the Editorial Unit for editing. This element must be addressed at the time of budgeting for a new publication.

Translation

In line with the United Nation's appeal to its departments, programmes and agencies to strive to provide information in United Nations languages, efforts will be made to translate global, regional and annual reports. Country-specific publications will be translated to local languages in order to reach the intended target audience. Budget for translation should be included in the planning of the publication.

Peer Review

With regard to quality, it is essential that UN-Habitat's major publications be submitted for peer review. The originating branch/office is responsible for undertaking peer reviews.

⁴ UN-Habitat Editorial Style Guide.

VI. Corporate Identity Standards

The United Nations provides instructions on publications, to which all United Nations organizations must conform. Additionally, UN-Habitat has developed corporate identity standards to improve the packaging of external communication products. All UN-Habitat publications must conform to the corporate identity standards as well as the overall United Nations regulations outlined below.

The UN-Habitat Brand Manual contains instructions on the organization's visual identity.

Design

Since publications (and other published outputs) form one of the first visual contacts for people outside UN-Habitat, it is important for this first glimpse to be positive and to reflect the image of UN-Habitat as a corporate publisher. In order to maintain consistency and acceptable "look" for UN-Habitat's publications, the following steps must be taken.

Logos (ST/AI/189/Add.21)

The following United Nations regulations apply regarding the use of UN logos:

- The UN-Habitat logo must appear on the cover page of publications, promotional materials and documents meant for external circulation.
- Where UN-Habitat is a joint publisher with another organization, the logos of both organizations should appear on the cover page of the publication.
- The UN-Habitat logo should not be altered under any circumstance.
- In the case of contributing or partner United Nations programmes, agencies and organizations, their names and emblems should appear on the cover and title page. The norm is that the United Nations or United Nations agencies emblems are placed first and others follow from left to right across the page.

The use of the UN-Habitat logo should be always cleared by AOC, and in some cases where applicable, in collaboration with the Legal Unit. Campaigns, conferences and partner-driven initiatives which may wish to develop separate logos will need guidance and approval from AOC.

Covers and Title Pages (ST/AI/189/Add.2/Amend.1)

AOC will design publication covers and will ensure compliance with United Nations regulations and UN-Habitat brand standards. In brief:

- Titles should be clearly legible and as short as possible. The series, sub-title and volume number shall also appear on the front cover. All titles must be approved by AOC, in collaboration with branches/offices.
- The front cover will bear the logo of UN-Habitat and tagline:
 - logos of organizations for co- published titles will appear on the cover page.
- The back cover will bear:
 - The logo of UN-Habitat without the tagline.
 - The full name of the organization.
 - A brief statement on the subject of the publication, provided by the branches/offices.
 - Contact details, including the UN-Habitat website address.
 - HS and ISBN numbers.
 - Month and year of publication.
- Attribution of authorship will not be made on the cover.
- Branches/offices may insert their own contact information on the back cover.
- If there is a spine, the spine will bear the title, logo, and volume number.
- The inside back cover may be used to list other publications in the same series or covering the same subject.
- Disclaimers, acknowledgements, attribution of authorship and copyright should always be placed on the legal page, after the title page and before the table of contents.
- At all stages, the brand manual must be referred to. Approval of the design of a publication and titles must be sought and acquired from AOC before the publication can be submitted for printing.

Maps (ST/AI/189/Add.25/Rev.1)

It is recommended to use maps from the United Nations Cartographic Section in New York [<http://www.un.org/Depts/Cartographic/english/htmain.htm>]. If not possible, all maps must include a disclaimer (see Annex 4) indicating that the boundaries shown in the maps do not imply official endorsement by the United Nations.

Copyright (ST/AI/189/Add.9/Rev.1 and Rev.2)

AOC handles all questions relating to copyright and the reproduction of UN-Habitat material. AOC will give advice to author branches/offices, in consultation with the Legal Unit, but the general rules regarding copyright apply:

- UN-Habitat publications must comply with international copyright law.
- Copyright protection needs to be sought for recurrent publications, studies and reports.
- Permission to reproduce or translate copyrighted UN-Habitat material, including photographs, should be referred to AOC. Permission is normally granted on provided that proper acknowledgment of the source is cited (See Annex 4).
- Staff using copyrighted material that does not belong to UN-Habitat must first seek written authorization from and acknowledge the copyright owner. Once copyright is granted, each image/graphic/map/text must bear a full scholarly citation (author/owner/source and title reference details).

Author Attribution (ST/AI/189/Add.6/Rev.4)

In line with the United Nations rules, author attribution is not permitted for records of proceedings, documents with a United Nations document symbol, public information materials or materials of a highly political nature. General rules relating to attribution are:

- Forewords and prefaces will only be signed by the Secretary General or the Executive Director. The Secretary General will only sign flagship publications.
- Where a Government has cooperated or is jointly responsible with UN-Habitat for preparation of a paper or a publication, it may be given appropriate mention on the cover and the title page in such terms as the following:

“Prepared in cooperation with [the Ministry of ... of the Government of ...] [the name of the foundation] [name of the entity]”.

- Alternatively, acknowledgement may be made on the legal page.
- Consultants engaged to prepare reports are not attributed as a rule but a reference can be made in a footnote.
- When other organizations are involved in the production of a publication, their logos should appear on the cover and title pages.
- Attribution of authorship on the legal page is permitted for publications of a technical nature.

Mention of Commercial Firms (ST/AI/189/Add.18)

The names of commercial firms, other than research organizations and government-operated undertakings may not be mentioned in UN-Habitat publications except where:

- The author of a paper or article is affiliated with a firm – in which case this should be mentioned on the legal page.
- Credit needs to be given for a photograph or figure – which has been used with permission from the firm.
- A study on a specific question must by its nature involve reference to specific firms.
- External firms have sponsored publications, or translations, or contributed to the publications process.
- These rules differ where a firm has signed the Global Compact and is working with UN-Habitat or funding a project. In case of doubt, please consult AOC.

Co-publishing (ST/AI/189/Add.14/Rev.1)

Co-publishing arrangements with external publishers will be reviewed by AOC and approved by UN-Habitat Board. Co-publishing will be considered favourable in cases where manuscripts are not part of the biennial publications programme and using an external publisher brings advantages to UN-Habitat such as greater dissemination of information or economy of resources. Important rules relating to co-published manuscripts include the following:

- UN-Habitat should publish well-established recurrent publications under its own imprint, where possible.
- Agreements with external publishers should incorporate a clause whereby UN-Habitat receives a number of free copies for internal use and for free distribution to key partners.

- Agreements with external publishers must include a clause which allows UN-Habitat to buy copies at a discounted price for sale through our official sales agent(s), including the United Nations bookshops.
- Agreements should include a clause on the amount of royalties on copies sold by the publisher, and on the frequency with which these should be remitted to UN-Habitat.
- Due credit must be given to UN-Habitat and where it is desirable to have the text protected by copyright, the publisher must obtain the copyright in the name of the UN-Habitat.
- Regularly review all co-publishing agreements and arrangements.

ISBN and ISSN Numbers (ST/AI/189/Add.24)

International Standard Book Numbers (ISBN) and International Standard Serial Numbers (ISSN) will be assigned to external publications by AOC depending on the publication category.

External publications that do not fall under the categories mentioned above will be assigned HS numbers but must also comply with UN-Habitat's quality control criteria.

Disclaimers

Disclaimers regarding the views of the authors or contributors to publications should not be made where the authors are staff members representing the views of the organization or where UN-Habitat has contracted consultants to write content on behalf of UN-Habitat. Where a disclaimer needs to be made, it should appear on the page inside or verso of the title page. In case there is a limitation in the number of pages, disclaimers may be placed on the inside front cover of the book (See Annex 4 for sample disclaimers).

Publishing Formats

UN-Habitat publications will be produced in appropriate formats depending on the budget and target audience. Advancements in publishing technology provide new avenues and formats for distributing digital content. AOC will advise author branches on the most suitable formats for specific publications.

VII. Printing

There is a need to coordinate printing of external publications in order to obtain accurate reports on the publication expenditure, cut excess printing and improve quality. All jobs ready for printing must pass through AOC.

To achieve better coordination and accurate reporting, author branches/offices at Headquarters will submit all printing requests pertaining to external publications through AOC and provide a budget for printing. Branches/offices producing publications are not under any circumstances to be involved in arranging tenders directly with any publishing/printing company, including the United Nations Office in Nairobi (UNON) Print shop. Only AOC will decide whether there can be exceptions to this.

AOC will:

- Verify conformity to corporate identity and publishing standards.
- Determine whether a publication will be published in print or digital format, in consultation with the originating branches/offices.
- Raise the necessary administrative and budgetary documentation (D1s) for the print jobs to be processed.
- Advise on the best company to handle the printing job taking into account factors such as the quality required, urgency of the job, the location(s) of the distributor, final destinations of publications, in liaison with UNON's Procurement Section.
- Monitor and follow up process to ensure that publications are produced on time according to specification, in consultation with the originating branch.

Size of Print Runs (ST/AI/189/Add.17)

There is no justification for hundreds of copies stored on a shelf month after month, year after year, a balance must be struck between print and digital distribution. In order to improve efficiency and reduce UN-Habitat's carbon footprint, localized printing (print-on-demand) will be adopted for publications that warrant hard copy distribution.

VIII. Promotion and Distribution

Promotion

A major goal of this policy is to significantly increase the visibility and access to publications in order to raise awareness on urbanization and UN-Habitat's work.

Distribution

Print distribution costs constitute a significant part of publication expenditure. To minimize these costs, publications will be distributed from a few key locations depending on proximity to the target audience. Distribution costs will be added to the sales price, and also be charged for free publications.

- UN-Habitat's contracted distributor will fulfill print-on-demand orders as well as undertake free distribution for flagship reports.
- AOC will coordinate the distribution of free publications at Headquarters and the East African Region while regional offices will distribute country-specific titles.

No publication will be printed without a distribution list signed by the branch coordinator or office director. The originating office will be encouraged to order reprints when a sufficient demand has been demonstrated.

Archives and the UNON Library

For legacy purposes, four copies of each printed publication will be submitted to the Knowledge Management Support Unit, Office of Management by AOC for archiving and inclusion in the UNON library inventory.

Free Distribution (ST/AI/189/Add.3/Rev.2; Add.11/Rev.2)

Publications will continue to be provided free in the following instances:

- Titles which have a global appeal can be disseminated to line ministries through members of the Committee of Permanent Representatives.
- Such titles can also be disseminated to all regional and country offices, but only if these are printed in a language appropriate to that country.
- Titles with a regional or national appeal shall only be distributed to that region or country, where possible, such publications will be printed locally to avoid shipment costs.
- All UN-Habitat titles will be distributed digitally through the UN-Habitat website and other platforms.

Unified Distribution Mailing List

Comprehensive and up-to-date mailing lists represent a valuable resource that requires constant maintenance to avoid duplication of work and outdated information. AOC will be responsible for consolidating the various existing divisional lists into a single database; branches/offices will provide up-to-date lists to AOC. AOC will ensure that:

- The list has a uniform format.
- Each label generated has a code identifying the user branch/office.
- All duplicate addresses have been deleted. This list would involve all UN-Habitat, whether at Headquarters or outside, and would be open to all UN-Habitat.

This database will also contain the names of all key stakeholders and other individuals and organizations that have expressed an interest in UN-Habitat's publications. The database will provide the following key features relating to publications:

- A facility for external clients to subscribe to particular publications and to specify their areas of interest so that they can be alerted of new publications in those areas.
- A facility to allow designated staff members to add names of partners to the contact database including the partners' thematic areas of interest so that partners can be alerted of new publications in those areas.
- A linkage between the publications order system and the contact database.

IX. Sales

Publications Sales (ST/AI/189/Add.17, Add.15/Rev.1)

Sale of publications is not a primary goal of the policy. However sales revenues will be used to support marketing activities such as maintenance and enhancements to the online publications catalogue, subscriptions to digital distribution platforms and participation in international book fairs.

The calculation of the unit price of a given publication will seek to cover production and shipment costs (where applicable), but also take into consideration the intellectual input, subject matter, quality and market appeal of the publication.

- Prices will be set by AOC in consultation with the main distributor and co-publishers.
- Prices of similar United Nations and industry publications will be taken into account.

Discounted sales

Persons and institutions from developing countries will be offered a 50 per cent discount on publications and the Least Developed Countries will be entitled to a 75 per cent discount. Depository libraries will be offered a 25 per cent discount. Libraries partnering with UN-Habitat on exchange programmes may receive publications free of charge. A trade discount of 50 per cent will be offered to UN-Habitat appointed sales agents. For publications produced jointly with other organizations (especially with a commercial publisher), decisions concerning the sales price will have to be made on case-by-case basis by AOC and the partners concerned.

Payment Methods

External clients may order publications from AOC via email (habitat.publications@unhabitat.org) and through the United Nations Publications website (unp.un.org). Payment can be made either by credit card, cash, cheque or bank transfer. UN-Habitat publications are also widely promoted and sold at key events.

X. Storage

Stock Review Disposal (ST/AI/189/Add.5/Rev.2)

AOC is responsible for managing a central publication inventory, in collaboration with the Office of Management. An accurate inventory of all publications will ensure optimal use of storage space and resources while providing accurate data for reporting purposes.

The adoption of IPSAS inventory and accounting standards by the United Nations dictates that publication stocks must be limited to quantities for immediate use.

AOC will undertake periodic assessments to determine which titles require disposal and those that require reprints based on demand. Dormant stocks will be disposed through donations and pulping.

UN-Habitat publication inventories will be managed as follows:

- New publication stocks will be consumed within one calendar year, additional copies can be printed as demand arises:
 - 4 copies of each title will be reserved for the records and archives.
 - 20 copies will be reserved for promotional purposes and ad-hoc requests.
 - The remaining copies will be sent to intended recipients.
- Bulk storage of new titles is prohibited;
- Dormant stocks will be disposed of biennially, with a limited number retained for legacy purposes.

XI. Follow-up

The implementation of UN-Habitat's publishing policy and guidelines will be reviewed annually.

Annex I United Nations regulations on publications against which UN-Habitat's Publications Policy has been cross-checked

United Nations regulations on publications against which UN-Habitat's Publications Policy has been cross-checked	
Attribution of authorship in United Nations documents, publications and other official papers ST/AI/189/Add.6/Rev.3	19/03/1990
Attribution of authorship in United Nations documents, publications and other official papers ST/AI/189/Add.6/Rev.4	12/02/1996
Copyright in United Nations publications: general principles, practice and procedure ST/AI/189/Add.9/Rev.1	26/03/1985
Copyright in United Nations publications: general principles, practice and procedure ST/AI/189/Add.9/Rev.2	17/09/1987
Copyright in United Nations publications: general principles, practice and procedure ST/AI/189/Add.9/Rev.3	25/02/1992
Covers and title pages of publications ST/AI/189/Add.2	15/09/1971
Covers and title pages of publications ST/AI/189/Add.2/Amend.1	30/04/1975
Criteria for the selection of material to be issued as United Nations publications ST/AI/189/Add.17	24/06/1975
Distribution of documents, meeting records, official records and publications ST/AI/189/Add.3/Rev.2	17/09/1985
External publishing of United Nations manuscripts ST/AI/189/Add.14/Rev.1	17/09/1979
Guidelines for digital publishing ST/AI/189/Add.26	25/09/1989
Guidelines for publication of maps ST/AI/189/Add.25	23/02/1987
Guidelines for publication of maps ST/AI/189/Add.25/Rev.1	20/01/1997
Guidelines for publishing in a digital format ST/AI/189/Add.28	14/08/1996
Initiation, approval and execution of the United Nations biennial publications programme ST/AI/189/Add.1/Rev.2	01/10/1990
Mention of names of commercial firms in United Nations Documents and publications ST/AI/189/Add.18	19/01/1976
Newsletters and other information materials in printed or digital format ST/AI/189/Add.19/Rev.1	11/02/1997
Newsletters ST/AI/189/Add.19	19/01/1976
Principles governing United Nations depository libraries ST/AI/189/Add.11/Rev.2	18/08/1995
Principles of pricing policy ST/AI/189/Add.15/Rev.1	30/06/1992
References and acknowledgements ST/AI/189/Add.27	08/11/1990
Regulations for the control and limitation of documentation ST/AI/189 (all the following instructions amend this main instruction)	07/11/1969
Re-issue of out-of-stock material ST/AI/189/Add.13/Rev.1	22/12/1973
Stock review and disposal of official records and publications ST/AI/189/Add.5/Rev.2	23/22/1987
Supply to the United Nations libraries of material not available through the regular distribution channels ST/AI/189/Add.12/	16/01/1973
Supply to the United Nations libraries of material not available through the regular distribution channels ST/AI/189/Add.12/Rev.1	20/01/1997
Use of ISBN and ISSN for United Nations publications ST/AI/189/Add.24	11/12/1984
Use of the United Nations emblem on documents and publications ST/AI/189/Add.21	15/01/1979

Annex 2 UN-Habitat Publications Board Terms of Reference

Purpose

1. The purpose of the Publications Board is to approve the UN-Habitat's publications programme and oversee its implementation. The Board will also endorse policy issues on publications. The UN-Habitat Board will act as UN-Habitat Publications Board.

Functions

2. The Board will undertake the following functions:
 - (a) Approve the publications programme that is outlined in the two-year work programme before its submission to the Committee of Permanent Representatives and the Governing Council. In approving this programme, the Board will take into consideration criteria outlined in the United Nations instructions contained in ST/AI/189/ series of instructions on publications and other relevant United Nations regulations.
 - (b) Approve each year's publications plan, including submissions from offices away from Headquarters. In doing this the Board will take into account:
 - The planned publication programme for the whole organization, which will be consolidated by AOC.
 - The list of publications pending from the previous year's approved publications programme.
 - The report on the previous year's publications, which will be prepared by AOC.
 - Availability of funds.
 - (c) Approve requests for:
 - all publications not approved by the Board with due justification.
 - (d) Monitor the implementation of the approved publications programme based on a progress report compiled by AOC
 - (e) Endorse new publications policies or amendments to existing ones.

Composition

The Publications Board is an inter-departmental body comprised of branches/offices. The Board will be organized as outlined below:

Chair: Executive Director

Alternate: Deputy Executive Director

Members: UN-Habitat Board

Secretariat of the Publications Board: AOC

Meetings

When necessary, AOC will request the UN-Habitat Board Secretariat to include publications as agenda item. Where possible, the last meeting of the year of the UN-Habitat Board should approve the following year's publications plan.

Annex 3 Main functions and responsibilities

Main functions and responsibilities	
Publishing Management	
Chair of UN-Habitat Board (UN-Habitat Publications Board)	Executive Director
Planning of biennial publications plans	Branches / Regional and Liaison Offices / Programmes
Compilation of biennial publications plans	AOC
Approval of biennial publications plans	Executive Director (in consultation with the UN-Habitat Board)
Submission of approved program to UN Publications Board	AOC
Focal point for UN Publications Board	AOC
Planning of annual publication plan	Branches / Regional and Liaison Offices / Programmes
Compilation of annual publication plan	AOC
Submission of approved annual plan to UN Publications Board	AOC
Coordination of UN-Habitat branding	AOC
Maintenance and modification of Publications Management System(Publications Management System)	AOC
Entering data in the Publications Management System	AOC / Branches / Regional and Liaison Offices / Programmes
Nominating Publication Focal Point	Branches coordinators / Offices directors
Management of UN-Habitat copyright	AOC
Focal point for joint publishing	AOC
Advice on matters relating to publishing	AOC
Production	
Publication content (quality and relevance)	Branches / Regional and Liaison Offices / Programmes
Submission of new Publication details	Branches / Regional and Liaison Offices / Programmes
Peer Review	Branches / Regional and Liaison Offices / Programmes
Editing and approval of edits	AOC
Translation	UNON (or equivalent) in consultation with AOC and Author/Publications' coordinator
Design and layout	AOC
Rosters of editors, designers, printers	AOC
Clearance of design (including covers)	AOC
Issuing HS, ISBNs and ISSN	AOC
Requesting permission for use of copyrighted material	AOC
Final check on submitted publication	AOC and Author/Publications' coordinator
Printing specifications	AOC

Main functions and responsibilities	
Production	
Printing specifications	AOC
Selection of printer and contract	AOC
Print-run and distribution list	AOC and Author/Publications' coordinator
Storage	
Storage at HQ	AOC
Limited storage in Offices away from HQ	Focal Points in Offices away from HQ
Bulk external storage	Non
Compilation and maintenance of mailing lists	AOC
Provision of Copies for libraries	AOC
Promotion and sales	
Pricing of sales publications	AOC
Sales point at HQ	AOC
Provide information on forthcoming titles to AOC	Branches / Regional and Liaison Offices / Programmes
Promotion	AOC
Off-line Sales	AOC, co-publishers and sales agents
Online Sales and Subscriptions	AOC and official distributor
Development, Maintenance and Modification of Online Sales and Subscription System	AOC
Catalogue of publications	AOC
Revolving fund	AOC income budget line
Follow-up	
Review after 24 months	AOC

Annex 4 Disclaimers and Permissions

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