



Executive Council

100th session
Rovinj, Croatia, 27-29 May 2015
Provisional agenda item 3(g)

CE/100/3(g)
Madrid, 21 April 2015
Original: English

Report of the Secretary-General

Part I: Current situation and activities

(g) UNWTO publications policy

I. UNWTO Publications Policy

1. The Secretariat presents to the 100th session of the Executive Council for information the UNWTO Publications Policy, a document aimed at defining the principles guiding the work of the Secretariat in the area of Publications.

II. Actions to be taken by the Executive Council

2. The Executive Council is invited to take note of the UNWTO Publications Policy.



Annex I. UNWTO Publications Policy

I. Introduction**1. UNWTO Mission**

The World Tourism Organization (UNWTO) is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism. As the leading intergovernmental organization in the field of tourism, UNWTO offers leadership and support to the sector in advancing knowledge and tourism policies worldwide.

One of UNWTO's purposes is to serve as a permanent source of knowledge for its Members and the tourism sector at large. The following document sets the principles of the operation of UNWTO Publications. This policy applies to all publications and data, whether in print or electronic format, produced and disseminated through the UNWTO Publications and Communications Programme.

2. The UNWTO Publications Programme

The UNWTO Publications and Communications Programme is responsible for:

- Design and production of printed and electronic publications
- Dissemination of publications and data to Members States by mail (printed copies) and electronically through the UNWTO Elibrary (www.e-unwto.org).
- Distribution of printed publications and data through the UNWTO Infoshop (www.unwto.org/infoshop), directly to distributors and depositary libraries (a library located in an educational external institution officially designated by UNWTO for access to all the achieved knowledge and information) and of electronic publications and data through the Elibrary.

The UNWTO Elibrary was launched in 2003 and is the biggest online collection of publications and data in the field of tourism. It includes some 1,200 titles and 900 data sets published by UNWTO since 1970 (UNWTO Publications, official documents from the General Assembly and the Executive Council and statistical data). Every year this list is extended by some 30 new titles.

3. The Research and Publications Committee

The Research and Publications Committee was created by Circular NS/778 on the Structure of the Secretariat for 2014-2017. Its function is to act as the main instrument of the UNWTO Secretariat for:

- i. Designing research activities, in line with the main objectives of UNWTO's Programme of Work;
- ii. Identifying research items that can potentially contribute to the agenda-setting and the normative function of the Organization; and
- iii. Providing inputs to the Secretaries of the Technical Committees on their respective agenda.

II. CONTENT DEVELOPMENT

4. Editorial process

Research priorities are defined by the Research and Publications Committee in line with the UNWTO Programme of Work.

Research is developed by each UNWTO Programme. The Publications and Communications Programme is responsible for revising research manuscripts to ensure consistency in line with UNWTO Author's Guidelines.

5. Authorship and Author Guidelines

External authors developing research for UNWTO do so under the terms and conditions of a Collaborator Contract by which they commit to vest all rights to UNWTO as well as follow UNWTO terminology and Author's Guidelines.

6. Internal approval process

Before printing and dissemination, publications are approved by the Authorizing Officer of the Corresponding Programme in charge of the research, the Chief of Publications and Communications, and, the Secretary-General, as Authorizing Officer of the Communications and Publications Programme.

Once finalized, publications are assigned an International Standard Book Number (ISBN) and/or International Standard Serial Number (ISSN), both printed and electronic. For manuscripts not requiring an ISBN/ISSN, such as internal documents, an ISSN for internal management purposes is assigned.

7. Translations rights

UNWTO can grant external entities translation rights of its publications, according to the rules and procedures defined by the Organization.

III. PRODUCTION

8. Graphic design and layout

Publications layout (internal and cover) is done in accordance with UNWTO Institutional Image Guidelines and the Publications Guide.

IV. RIGHTS AND LICENSING

9. Copyright

All UNWTO publications and data are protected by copyright.

UNWTO owns the copyright to any work produced by staff and consultants within the scope of their employment and retains the right to publish, reproduce, adapt or disseminate the work in any form. In the case of a Co-edition Contract, this right can be shared within the conditions set in the Contract.

Copyrights are administered by the UNWTO Publications and Communications Programme.

10. **Reproduction of UNWTO material**

Permission to photocopy part of UNWTO material in Spain must be obtained through CEDRO Centro Español de Derechos Reprográficos (Calle Miguel Ángel, 23, 28010 Madrid, Spain, Tel.: (+34) 91 308 63 30, Fax: (+34) 91, 308 63 27, cedro@cedro.org, www.cedro.org). For authorizations outside Spain, permissions must be obtained through CEDRO's partner organizations, with which bilateral agreements are in place (see: <http://www.cedro.org/en/aboutus/functions/international>).

Permission to use, transfer, reprint, make single and multiple integral copies, print and reprint publications and/or data, needs previous UNWTO written approval. Permission should be requested to the World Tourism Organization, Publications and Communications Programme (pub@unwto.org).

Elibrary subscribers' permissions are regulated in the Elibrary Terms and Conditions.

11. **Co-edition**

For joint publications with third parties, a Co-edition Agreement shall be signed according to the existing UNWTO Co-edition Agreement Template. The agreement establishes, among others, intellectual property, rights and responsibilities of each party in terms of content, design, printing and dissemination.

V. **DISSEMINATION**

12. **Distribution**

The electronic versions of all UNWTO Publications, as well as UNWTO statistics, are available to Member States and Affiliate Members through the Elibrary. Each Member State is entitled to 20 accesses (IP addresses/multiple users) and each Affiliate Member to one user access.

A printed copy of each new publication is sent by mail to the first contact person of the Protocol Database of the UNWTO Members States.

Global distribution of printed publications and data sets is done through the UNWTO Infoshop (www.unwto.org/infoshop), through official distributors and the UNWTO depositary libraries - a library located in an educational external institution officially designated by UNWTO for access to all the achieved knowledge and information.

Global distribution of electronic publications and data is done through the UNWTO Elibrary.

13. **Dissemination control**

Notwithstanding the fact that the company managing the Elibrary is in charge of the integrity and security of the platform and has blocking systems and detection of improper use, every user is encouraged to report to UNWTO for dissemination misconduct. Automatic IP codes are generated into individual manuscripts when downloaded from the Elibrary.

Madrid, April 2015

For questions please contact pub@unwto.org