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This document updates and replaces previous United Nations Environment Programme (UN Environment) Graphic Standards and aims to establish a system for the consistent usage of the organization’s visual identity. Consistent usage ensures recognition and identification for UN Environment. The graphic standards laid out in this document must be used throughout all our visual outputs like publications, audio-visual materials, presentations, etc.

UN Environment communicates in all six of the official UN languages and, as such, we must emphasize the consistent use of approved elements from the visual identity system in all languages.

This manual establishes the basic rules of UN Environment’s visual identity system comprising of the logo, colour scheme, typeface, etc. It also explains various usage situations and includes stationery templates. Adhering to the principles and rules outlined in this manual will contribute to building a clear, simple, positive image of UN Environment across communication channels. Artwork files and templates are available to UN Environment staff on the intranet.

For clarifications and questions on any of the topics in this manual, please get in touch with Communication Division at headquarters or through the Regional Communication Specialists.

All artwork files and templates are available at http://bit.ly/2ibFGZI
Uses of UN Environment logo

UN Environment’s logo and associated elements of its visual identity are for the exclusive use of the organization and its graphic products.

Use of the UN Environment logo by third parties outside the UN system of organizations is governed by the rules of the United Nations and framed or limited by the terms and conditions of the relevant legal instrument establishing the relationship with a given third party.

In general, any UN Environment logo use by third parties requires the prior written consent of UN Environment. UN Environment staff are encouraged to seek legal counsel from Corporate Services Division ahead of authorizing such use. Staff may also seek branding and design support from Communication Division.
Contacts

For clarification or questions regarding the use of the UN Environment logo or any other topic in this manual, please reach out to the Communication Division at headquarters or through the regional offices.

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Basic Elements

Name
Logo
In English
In French
In Spanish
In Russian
In Arabic
In Chinese
Colour scheme
Typeface
Our official name is the United Nations Environment Programme.

The visual identity elements included in this document are designed to support the following simplified and clarified approach to communication:

• With a focus on public-facing communication, when we abbreviate "United Nations Environment Programme" we prefer to use "UN Environment" rather than the acronym "UNEP"

• All official General Assembly and Environment Assembly documentation, and all legal instruments, should continue to use "United Nations Environment Programme"

• All long-form documents (reports, papers, etc) with multiple references to the organization should use "United Nations Environment Programme (UN Environment)" in the first instance and "UN Environment" thereafter

The above principles should determine when and where the short or the full signature of the organization is used.
The English version of the UN Environment logo consists of a human figure confined in a circle and surrounded by a laurel crown and the name of the organization in English. Two versions of the logo are available: a “Short Signature” intended for all public-facing communication products, and a “Full Signature” for official and legal documents.

Applies to all language versions:
Consistent and correct usage of the logo is the key to recognition and identification, more or less in the same way one uses a signature; therefore it must be used with caution, dignity and diligence.

- Never separate elements of the logo
- Never modify or recreate the logo
- Always use approved artwork files

Download artwork
The French version of the UN Environment logo consists of a human figure confined in a circle and surrounded by a laurel crown and the name of the organization in French. Two versions of the logo are available: a "Short Signature" intended for all public-facing communication products, and a "Full Signature" for official and legal documents.

Applies to all language versions:

Consistent and correct usage of the logo is the key to recognition and identification, more or less in the same way one uses a signature; therefore it must be used with caution, dignity and diligence.

- Never separate elements of the logo
- Never modify or recreate the logo
- Always use approved artwork files

Download artwork

ONU
environnement

Programme des Nations Unies pour l’environnement
The Spanish version of the UN Environment logo consists of a human figure confined in a circle and surrounded by a laurel crown and the name of the organization in Spanish. Two versions of the logo are available: a “Short Signature” intended for all public-facing communication products, and a “Full Signature” for official and legal documents.

### Applies to all language versions:

Consistent and correct usage of the logo is the key to recognition and identification, more or less in the same way one uses a signature; therefore it must be used with caution, dignity and diligence.

- Never separate elements of the logo
- Never modify or recreate the logo
- Always use approved artwork files

**Short Signature**

**Full Signature**

Download artwork
The Russian version of the UN Environment logo consists of a human figure confined in a circle and surrounded by a laurel crown and the name of the organization in Russian. Two versions of the logo are available: a “Short Signature” intended for all public-facing communication products, and a “Full Signature” for official and legal documents.

Applies to all language versions:

Consistent and correct usage of the logo is the key to recognition and identification, more or less in the same way one uses a signature; therefore it must be used with caution, dignity and diligence.

- Never separate elements of the logo
- Never modify or recreate the logo
- Always use approved artwork files

Logo / In Chinese

The Chinese version of the UN Environment logo consists of a human figure confined in a circle and surrounded by a laurel crown and the name of the organization in Chinese. Two versions of the logo are available: a "Short Signature" intended for all public-facing communication products, and a "Full Signature" for official and legal documents.

---

Applies to all language versions:
Consistent and correct usage of the logo is the key to recognition and identification, more or less in the same way one uses a signature; therefore it must be used with caution, dignity and diligence.

- Never separate elements of the logo
- Never modify or recreate the logo
- Always use approved artwork files

Download artwork

Short Signature

Full Signature
The Arabic version of the UN Environment logo consists of a human figure confined in a circle and surrounded by a laurel crown and the name of the organization in Arabic. Two versions of the logo are available: a “Short Signature” intended for all public-facing communication products, and a “Full Signature” for official and legal documents.

Applies to all language versions:

Consistent and correct usage of the logo is the key to recognition and identification, more or less in the same way one uses a signature; therefore it must be used with caution, dignity and diligence.

- Never separate elements of the logo
- Never modify or recreate the logo
- Always use approved artwork files

Download artwork

Short Signature

Full Signature
The Portuguese version of the UN Environment logo consists of a human figure confined in a circle and surrounded by a laurel crown and the name of the organization in Portuguese. Two versions of the logo are available: a “Short Signature” intended for all public-facing communication products, and a “Full Signature” for official and legal documents.

Applies to all language versions:
Consistent and correct usage of the logo is the key to recognition and identification, more or less in the same way one uses a signature; therefore it must be used with caution, dignity and diligence.

- Never separate elements of the logo
- Never modify or recreate the logo
- Always use approved artwork files

Download artwork
Logo / In Other languages

UN Environment offices and divisions are not permitted to create any new versions of the logo.

If there is a pressing requirement for the logo to be made available in a language other than those provided in this manual, a request should be made through the relevant Regional Director to the Communication Director. Upon review, and clearance by the Executive Office, Communication Division will create and provide the necessary artwork files. Such requests should be made at least one month prior to any proposed release date.
Colour scheme

The UN Environment logo is cyan blue. This blue is obtained by printing with Process Cyan at 100%. This colour is widely used and well known around the world, as it is one of the four basic printing colours in the process colour printing system.

If the UN Environment logo appears in 100% Cyan, it should always be against either a white background or a 10% Cyan background. No other background colours are permitted.

If the logo appears in white, it is recommended to use 100% Cyan as the background colour. If any other background colours are used for unavoidable reasons, enough contrast between the logo and background should be maintained to achieve clear visibility and legibility.

Black & White usage

The UN Environment logo can appear in black only in exceptional cases (for example, when printing a whole document in grayscale or if the colour scheme of a specific campaign dictates such use). If it appears in black, it should always be against a white background or a light gray background. No other background colours are permitted.

Correct usage examples

- Cyan against white
- White against cyan
- Black against white
- White against black

Incorrect usage examples

- Bad contrast
- Wrong combination of colours
- 100% cyan against 10% cyan
- Good contrast

Colour values of the logo:

- CMYK (for print): C100, M0, Y0, K0
- RGB (for screen): R0, G174, B239
- HTML (for web): HEX #00AEEF
- Pantone® (for print): Process Cyan
Primary typeface

The typeface family "Roboto" has been selected as the new typeface for UN Environment for English, French, Spanish and Russian languages. It is an open-source typeface family developed by Google, and renders well in print, online, digital and mobile products. It is a clean, modern typeface, available in several weights, and should be used for all external and internal communication purposes in the above languages.

Noto Sans CJK is selected as the typeface for all communication in Chinese and Noto Kufi is selected for all communication in Arabic. Noto is also an open-source typeface family developed by Google, and renders well in print, online, digital and mobile products.

Secondary typeface

'Roboto Slab' is selected for English, French, Spanish and Russian languages as a secondary typeface. This is only to give more flexibility while designing communication products, and should be used sparingly, and only as a supporting typeface to the primary typeface.

There is no secondary typeface for Chinese and Arabic languages.

- Primary and secondary typefaces are available to download from UN Environment intranet
- Use only approved typefaces for all commercially printed as well as office-printed communication material
- Technical support is available at all relevant IT focal points
Using the logo

Minimum size
Clear space
Background images
With other logos
Incorrect usage
Minimum size

The minimum size ensures that the logo always presents itself in a clear and readable manner in print and digital media. Please note minimum sizes are not meant to be optimal sizes, and it is always advisable to present the logo in ways that guarantee maximum visibility in all communication products.

In extreme cases, it may be required to reduce the size of the logo even smaller than the minimum sizes mentioned here. In all such occasions, it is advisable to get guidance from Communication Division.

<table>
<thead>
<tr>
<th>Minimum Width</th>
<th>Minimum Width</th>
<th>Minimum Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 mm (Print collateral)</td>
<td>25 mm (Print collateral)</td>
<td>25 mm (Print collateral)</td>
</tr>
<tr>
<td>43 px (Digital collateral)</td>
<td>71 px (Digital collateral)</td>
<td>71 px (Digital collateral)</td>
</tr>
</tbody>
</table>

Minimum size

الأمم المتحدة للبيئة

Programme des Nations Unies pour l’environnement

Programo del Medio Ambiente

Programa das Nações Unidas para o Meio Ambiente

Programme de l’Organisation des Nations Unies pour l’Environnement

Programma dell’Ambiente

Programma dell’Ambiente

Programma dell’Ambiente
To ensure a unified and consistent presentation in all communication products, the UN Environment logo should always be surrounded by a clear space zone. The clear space zone varies according to the size of the logo, and should always equal 50 percent or more of the height of the emblem consisting of the human figure and the laurel as shown in the examples below. These measurements apply to all versions of the logo in all official languages.
Background images

UN Environment logo appears best against a clean background colour, not an image. However, if there is an occasion to use the logo against an image, extreme caution should be taken to ensure visibility, contrast and legibility. If used against a coloured image, the logo should always appear in white without exceptions.

Correct usage examples

- Good contrast

Incorrect usage examples

- Bad contrast / Cluttered
- Bad contrast / Not legible
With other logos

When the UN Environment logo is used in vertical alignment with third party logos, it should always be bigger or equivalent in width to the next biggest logo's width.

When the UN Environment logo is used in horizontal alignment with third party logos, it should always be bigger or equivalent in height to the next biggest logo's height.

The above rules are to ensure clear visibility for the UN Environment logo as well as other logos next to it. However, in special occasions where these rules cannot be implemented, it is always advisable to send the artwork to Communication Division for approval prior to release.

Correct usage examples

UN Environment's logo is equivalent in height to the next biggest logo's height

UN Environment's logo is equivalent in width to the next biggest logo's width
In order to protect and strengthen the status of the logo, the approved versions must not be altered, modified, changed or added to in any way. The incorrect examples shown below illustrate some common errors that should be avoided. Such misuses will undermine UN Environment’s efforts to project a unified image through all communication channels. The examples shown below are also applicable to all versions of the logo in all official languages.
Stationery

- Business Card
- Letterhead
  - Headquarters
  - Executive Office
  - Divisions
  - Regional Offices
  - Sub-regional Offices
- Memorandum
- Press Release
- DL Envelope
- C4 Envelope
- Email Signature
Business Card

- Size: 3.5" x 2" (89mm x 51mm)
- Printing process: Offset
- English version shown below as an example
- Other languages will follow the same design elements
- Master artwork template is available at UN Environment intranet

Typesetting order:

Full name only (no titles, honorifics, nor academic qualifications) (Roboto Bold, 6.5pt)
Designation in maximum 2 lines (Roboto Regular, 6.5pt)
(1 line space in 7.8pt leading)
Unit (if required) in maximum 2 lines (Roboto Regular, 6.5pt)
(1 line space in 7.8pt leading)
Division in maximum 1 line (Roboto Regular, 6.5pt)
(1 line space in 7.8pt leading)
Telephone 1 (Roboto Regular, 6.5pt)
Telephone 2 / Mobile (Roboto Regular, 6.5pt)
Official email (Roboto Regular, 6.5pt)
Skype ID (if required) (Roboto Regular, 6.5pt)
Twitter ID (if required) (Roboto Regular, 6.5pt)
(1 line space in 7.8pt leading)
Organization (Roboto Bold, 6.5pt)
Address, in maximum 3 lines (Roboto Regular, 6.5pt)
(1 line space in 7.8pt leading)
Website URL (Roboto Bold, 6.5pt)

Length measurements are in millimeters.

Do not alter the margins / layout of this template.
This is the letterhead template for Headquarters.

It is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and / or differentiation, you can either Bold the text or Underline as shown here or do both.

All text to be left aligned including salutation and sign-off.

Users are not supposed to alter the Header of this template. However, they can modify the address lines, telephone number, and email address in the footer as required. No more than 5 lines of text is permitted in the footer.

Shown below are two sample paragraphs.

To thrive in a connected world, businesses need common standards. That’s why we’re seeing such a proliferation of industry consortia: groups of companies working together to develop technical terms and protocols that can serve as the basis for shared processes. Because consortia require competitors to collaborate closely, they can be difficult to set up—and even more difficult to keep on track. Indeed, the mixed results of consortia to date reveal how hard it is to make these complex new forms of business work. I’ve recently been involved in a technology industry effort to develop specifications for what we call Universal Description, Discovery, and Integration, or UDDI. In essence, UDDI makes it possible for companies—or units within companies—to transact complex business using a shared electronic directory to describe their products and services, find suitable partners or applications, and integrate them.

Establishing the UDDI project

When we established the UDDI project, we were cognizant of the many risks and challenges involved, so we carefully examined the experiences of other consortia, both successful and unsuccessful. Our painstaking approach paid off. The UDDI effort has succeeded beyond almost anyone’s expectations. Thousands of companies are already using the directory as a foundation for electronic business, and many large enterprises are using the same technology internally.
Letterhead / Executive Office

- Size: A4 (210mm x 297mm)
- Printing process: Offset or Digital
- English version for Communication Division shown below as an example
- Other Divisions will follow the same design elements
- Master artwork templates are available at UN Environment intranet

---

**Executive Office**

This is the letterhead template for Executive Office.

It is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and / or differentiation, you can either Bold the text or Underline as shown here or do both.

All text to be left aligned including salutation and sign-off.

Users are not supposed to alter the Header of this template. However, they can modify the address lines, telephone number, and email address in the footer as required. No more than 4 lines of text is permitted in the footer.

Shown below are two sample paragraphs.

To thrive in a connected world, businesses need common standards. That’s why we’re seeing such a proliferation of industry consortia: groups of companies working together to develop technical terms and protocols that can serve as the basis for shared processes. Because consortia require competitors to collaborate closely, they can be difficult to set up—and even more difficult to keep on track. Indeed, the mixed results of consortia to date reveal how hard it is to make these complex new forms of business work. I’ve recently been involved in a technology industry effort to develop specifications for what we call Universal Description, Discovery, and Integration, or UDDI. In essence, UDDI makes it possible for companies—or units within companies—to transact complex business using a shared electronic directory to describe their products and services, find suitable partners or applications, and integrate them.

**Establishing the UDDI project**

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---

Download template
Letterhead / Divisions

- Size: A4 (210mm x 297mm)
- Printing process: Offset or Digital
- English version for Communication Division shown below as an example
- Other Divisions will follow the same design elements
- Master artwork templates are available at UN Environment intranet

Communication Division

This is the letterhead template for Communication Division.

It is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and / or differentiation, you can either Bold the text or Underline as shown here or do both.

All text to be left aligned including salutation and sign-off.

Users are not supposed to alter the Header and Footer of this template except for the telephone number and the email address. No more than 4 lines of text are permitted in the footer.

Shown below are two sample paragraphs.

To thrive in a connected world, businesses need common standards. That's why we're seeing such a proliferation of industry consortia: groups of companies working together to develop technical terms and protocols that can serve as the basis for shared processes. Because consortia require competitors to collaborate closely, they can be difficult to set up—and even more difficult to keep on track. Indeed, the mixed results of consortia to date reveal how hard it is to make these complex new forms of business work. I’ve recently been involved in a technology industry effort to develop specifications for what we call Universal Description, Discovery, and Integration, or UDDI. In essence, UDDI makes it possible for companies—or units within companies—to transact complex business using a shared electronic directory to describe their products and services, find suitable partners or applications, and integrate them.

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When we established the UDDI project, we were cognizant of the many risks and challenges involved, so we carefully examined the experiences of other consortia, both successful and unsuccessful. Our painstaking approach paid off. The UDDI effort has succeeded beyond almost anyone’s expectations. Thousands of companies are already using the directory as a foundation for electronic business, and many large enterprises are using the same technology internally.

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Length measurements are in millimeters.

Text is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and / or differentiation, ‘Bold’, ‘Underline’ or both may be used.

All text to be left aligned including salutation and sign-off.

Do not alter the Header in this template. However, address lines, telephone number, and email address in the Footer may be modified as required. Do not include more than 4 lines of text in the Footer.

Do not alter the margins in this template.
Letterhead / Regional Offices

- Size: A4 (210mm x 297mm) & Letter Size (216mm x 279 mm)
- Printing process: Offset or Digital
- English version for Asia and the Pacific Office shown below as an example
- Other offices and languages will follow the same design elements
- Master artwork templates are available at UN Environment intranet

Asia and the Pacific Office

This is the letterhead template for Asia and the Pacific Office.

It is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and / or differentiation, you can either Bold the text or Underline as shown here or do both.

All text to be left aligned including salutation and sign-off.

Users are not supposed to alter the Header of this template. However, they can modify the address lines, telephone number, and email address in the footer as required. No more than 5 lines of text are permitted in the footer.

Shown below are two sample paragraphs.

To thrive in a connected world, businesses need common standards. That’s why we’re seeing such a proliferation of industry consortia: groups of companies working together to develop technical terms and protocols that can serve as the basis for shared processes. Because consortia require competitors to collaborate closely, they can be difficult to set up—and even more difficult to keep on track. Indeed, the mixed results of consortia to date reveal how hard it is to make these complex new forms of business work. I’ve recently been involved in a technology industry effort to develop specifications for what we call Universal Description, Discovery, and Integration, or UDDI. In essence, UDDI makes it possible for companies—or units within companies—to transact complex business using a shared electronic directory to describe their products and services, find suitable partners or applications, and integrate them.

Establishing the UDDI project

When we established the UDDI project, we were cognizant of the many risks and challenges involved, so we carefully examined the experiences of other consortia, both successful and unsuccessful. Our painstaking approach paid off. The UDDI effort has succeeded beyond almost anyone’s expectations. Thousands of companies are already using the directory as a foundation for electronic business, and many large enterprises are using the same technology internally.

Download template [Link]
Letterhead / Sub-regional Offices

- Size: A4 (210mm x 297mm)
- Printing process: Offset or Digital
- English version for India Office shown below as an example
- Other offices and languages will follow the same design elements
- Master artwork templates are available at UN Environment intranet

India Office

This is the letterhead template for Sub Regional Offices.

It is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and / or differentiation, you can either Bold the text or Underline as shown here or do both.

All text to be left aligned including salutation and sign-off.

Users are not supposed to alter the Header of this template. However, they can modify the address lines, telephone number, and email address in the footer as required. No more than 5 lines of text is permitted in the footer.

Shown below are two sample paragraphs.

To thrive in a connected world, businesses need common standards. That's why we're seeing such a proliferation of industry consortia: groups of companies working together to develop technical terms and protocols that can serve as the basis for shared processes. Because consortia require competitors to collaborate closely, they can be difficult to set up—and even more difficult to keep on track. Indeed, the mixed results of consortia to date reveal how hard it is to make these complex new forms of business work. I've recently been involved in a technology industry effort to develop specifications for what we call Universal Description, Discovery, and Integration, or UDDI. In essence, UDDI makes it possible for companies—or units within companies—to transact complex business using a shared electronic directory to describe their products and services, find suitable partners or applications, and integrate them.

Establishing the UDDI project

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Memorandum

- Size: A4 (210mm x 297mm)
- Printing process: Digital
- English version shown below as an example
- Other languages will follow the same design elements
- Master artwork templates are available at UN Environment intranet

---

From: Executive Director  
Date: 05.01.2017  
To: All staff  
Reference: UN_899  
Subject: Members of Information To Access Panel

This is the Memorandum template.

It is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and/or differentiation, you can either Bold the text or Underline as shown here or do both.

All text to be left aligned including salutation and sign-off.

Users are permitted to alter the Header text as required. No more than 1 line of text is permitted in the header. Users are not permitted to alter the footer.

Shown below are two sample paragraphs.

To thrive in a connected world, businesses need common standards. That’s why we’re seeing such a proliferation of industry consortia: groups of companies working together to develop technical terms and protocols that can serve as the basis for shared processes. Because consortia require competitors to collaborate closely, they can be difficult to set up—and even more difficult to keep on track. Indeed, the mixed results of consortia to date reveal how hard it is to make these complex new forms of business work. I’ve recently been involved in a technology industry effort to develop specifications for what we call Universal Description, Discovery, and Integration, or UDDI. In essence, UDDI makes it possible for companies—or units within companies—to transact complex business using a shared electronic directory to describe their products and services, find suitable partners or applications, and integrate them.

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www.unep.org

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Download template  http://bit.ly/2iBFGZl
Press Release

This is the Press Release template. It is set in Roboto Regular, 10 pt., with 1.15 line spacing throughout the document.

For highlighting and / or differentiation, you can either Bold the text or Underline as shown here or do both.

All text to be left aligned including salutation and sign-off.

Users are permitted to alter the Header and Footer as required. No more than 1 line of text is permitted in the header for Division / Unit / Office information, and no more than 4 lines of text are permitted in the footer for address, telephone numbers etc.

Shown below are two sample paragraphs.

To thrive in a connected world, businesses need common standards. That’s why we’re seeing such a proliferation of industry consortia: groups of companies working together to develop technical terms and protocols that can serve as the basis for shared processes. Because consortia require competitors to collaborate closely, they can be difficult to set up—and even more difficult to keep on track. Indeed, the mixed results of consortia to date reveal how hard it is to make these complex new forms of business work. I’ve recently been involved in a technology industry effort to develop specifications for what we call Universal Description, Discovery, and Integration, or UDDI. In essence, UDDI makes it possible for companies—or units within companies—to transact complex business using a shared electronic directory to describe their products and services, find suitable partners or applications, and integrate them.

Establishing the UDDI project

When we established the UDDI project, we were cognizant of the many risks and challenges involved, so we carefully examined the experiences of other consortia, both successful and unsuccessful. Our painstaking approach paid off. The UDDI effort has succeeded beyond almost anyone’s expectations. Thousands of companies are already using the directory as a foundation for electronic business, and many large enterprises are using the same technology internally.
DL Envelope

- Size: DL (110mm x 220mm)
- Printing process: Offset / Silk Screen
- English version shown below as an example
- Other languages will follow the same design elements
- Master artwork templates are available at UN Environment intranet

Typesetting order:
- Organization (Roboto Bold, 8pt)
- Address, in maximum 3 lines (Roboto Regular, 8pt)
- Website address (Roboto Regular, 8pt)

Length measurements are in millimeters.

Do not alter the margins / layout of these templates.

Website address is always positioned in the centre of the flap.

Do not interchange the design elements (e.g., Black logo on a white envelope or 100% Cyan text on a brown envelope).

Download artwork
C4 Envelope

- Size: C4 (229mm x 324mm)
- Printing process: Offset / Silk Screen
- English version shown below as an example
- Other languages will follow the same design elements
- Master artwork templates are available at UN Environment intranet

Typesetting order:
- Organization (Roboto Bold, 10pt)
- Address, in maximum 3 lines (Roboto Regular, 10pt)
- Website address (Roboto Regular, 10pt)

Length measurements are in millimeters.

Do not alter the margins / layout of these templates.

Website address is always positioned in the centre of the flap.

Do not interchange the design elements (e.g., Black logo on a white envelope or 100% Cyan text on a brown envelope).

Download artwork
Email Signature

- Size: Standard setting available in the software
- English version shown below as an example
- Other languages will follow the same design elements

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**Normal**

Typesetting order:

- Full name only (no titles, honorifics, nor academic qualifications) (Roboto Bold, 10pt)
- Designation, in 1 line only (Roboto Regular, 10pt)
- Division / Unit, in maximum 2 lines (Roboto Regular, 10pt)
  (1 line spacing)
- Organization (Roboto Bold, 10pt)
- Address (optional), in maximum 2 lines (Roboto Regular, 10pt)
- Telephone 1 (Roboto Regular, 10pt)
- Mobile (Roboto Regular, 10pt)
- Official email (Roboto Regular, 10pt)
- Skype and/or Twitter IDs (Roboto Regular, 10pt)
- Website URL (Roboto Regular, 10pt)
  (1 line spacing)
- Facebook URL(s), in maximum 1 line (Roboto Regular, 10pt)
- Twitter URL(s), in maximum 1 line (Roboto Regular, 10pt)
- YouTube URL(s), in maximum 1 line (Roboto Regular, 10pt)
- Instagram URL(s), in maximum 1 line (Roboto Regular, 10pt)

**Campaign / Event / Occasion specific (Text based)**

Typesetting order to follow ‘Normal’, and:

- Campaign / Event / Occasion details in maximum 2 lines (Roboto Regular, 10pt)
- Colour values for the text: RGB (0, 174, 239)

**Campaign / Event / Occasion specific (Image based)**

Typesetting order to follow ‘Normal’, and:

- Campaign / Event / Occasion specific graphic
- Recommended size for the graphic: 300 x 100 pixels in 72 ppi

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Files & Templates

Artwork files for all the logos featured in this manual as well as stationery templates are available to download at UN Environment intranet at http://bit.ly/2ibFGZI

For clarification or questions regarding the files or templates, please reach out to the Communication Division at headquarters or through the regional offices.