

PUBLICATIONS BY WHO STAFF MEMBERS

130 The provisions of paragraphs [140](#)-180 apply to texts in the form of professional and technical papers, books or articles, or in any other form prepared by regular or temporary WHO staff members for publication.

Professional or technical texts prepared in the normal course of duty

140 The Organization reserves the right to publish any professional or technical text specifically commissioned by the Organization that is the result of work or studies performed by the author in the course of duties as a WHO staff member. The text should be sent to the Office of Publications through (a) the regional director, (b) the assistant director-general concerned, or (c) the Director-General. If the text has been prepared jointly by a project staff member and the national counterpart, it should be cleared with the government concerned before being sent through the appropriate officer mentioned above to the Office of Publications.

150 Should the Organization's right of publication not be exercised, the author is notified, and the text may then be submitted elsewhere for publication, provided that the conditions set out in paragraphs [160](#) and 170 below are fulfilled.

Texts prepared outside the normal course of duty but related to the work of WHO

160 If it is intended to submit for outside publication a text that has not been specifically commissioned by the Organization but nevertheless relates directly to a staff member's present or former WHO responsibilities or describes or interprets the Organization's work, it must be cleared with the regional director or assistant director-general concerned or with the Director-General before being sent to a publisher. The Division of Health Promotion, Education and Communication and the Office of Publications should be informed (see para. [170](#)). This provision is not intended to discourage staff members from contributing material to the general or technical press on their own work or on that of the Organization. On the contrary, it is recognized that it is in the interest of the Organization that knowledge of its work should be spread in this way. When a text is so published after clearance, the affiliation or connection of the author with WHO should be given after the name.

170 When a text of this kind has been accepted for publication the staff member concerned is requested to send an advance copy or a description to the Division of Health Promotion, Education and Communication (or regional public information officer), with a note giving the approximate date of publication, the address of the publisher and, for an article, the title of the publication in which it is to appear. This provides an opportunity of considering whether all or part of the material might, with the full approval of all concerned, be suitable as a basis for further use in public information or education for health periodicals and enables the Division to obtain reprints of articles for distribution to outside persons requesting information about the work of WHO.

Texts prepared outside the normal course of duty and not related to the work of WHO

180 Texts written by staff members in a personal capacity and in their spare time on subjects having no direct relationship to the work of the Organization do not have to be cleared and are the personal responsibility of the author. In exercising this responsibility, staff members should give full weight to the implications of Staff Regulation 1.5. Such texts should bear no indication that the author is or was a staff member of the World Health Organization.

PUBLISHING TEXTS OUTSIDE WHO

190 Information concerning a WHO activity may be published in book form by an outside commercial or non-commercial publisher with the permission of the Organization. Guidelines on such outside publishing, including a model agreement, are obtainable from the Office of Publications.

200 Where the originating unit considers that a publication may be suitable for issue outside WHO, the unit submits to the Secretary of the Publications Committee (Chief of the Office of Publications), as early as possible in the planning stage of the publication, a completed Data Sheet on Proposed Publications, suggesting outside publication under item 19 of the Data Sheet. The Secretary submits the proposal to the Committee for consideration.

210 If the Publications Committee agrees with the suggestion of outside publication, the Office of Publications, in consultation with the originating unit and the Legal Counsel, selects a publisher,

negotiates with the publisher, and finalizes an agreement, which the Director of the Division of Publishing, Language and Library Services signs on behalf of WHO.

220 Such publications are not disseminated through the WHO distribution and sales network.

230 Permission to use the WHO emblem on outside publications may be granted by the Director of the Division of Publishing, Language and Library Services in accordance with the provisions of [I.1.480](#).

240 The originating technical unit may request or purchase copies of external publications in support of its own activities. In making provision for such a purchase, it should include in its estimate the postal costs of any distribution envisaged.

250 Where the unit is planning a free distribution of the nature described in paragraph [240](#), it may arrange with the publisher for the following notice to be inserted on the reverse of the title page:

"A limited number of copies of this publication are available from [name of unit], World Health Organization, 1211 Geneva 27, Switzerland."