

UNDP BRAND MANUAL

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Dear colleagues,

The **new corporate tagline** is part of our effort to strengthen the positioning of UNDP and better explain to external audiences our drive for transformational change, aimed at helping to build better lives for those we serve.

The new **tagline** of UNDP, which we unveiled earlier this year, is "Empowered lives. Resilient nations."

A tagline is not an all-encompassing explanation of our work. It is, however, a useful framework to explain UNDP's approach in working with people to build their skills and expand the knowledge they need to improve their own lives, as well as helping nations withstand crisis, and drive and sustain the kind of growth which improves the quality of life for each and every one.

By applying our logo and tagline correctly, we can help to demonstrate that we are indeed one organization offering a consistent level of quality and best practices around the world. And we are all committed to empowering lives and building more resilient nations.

Helen Clark

Administrator

December 2011

Helen Clack



Empowered lives. Resilient nations.

The UNDP Logo

The UNDP logo is the combination, in one fixed-size relationship, of the United Nations emblem and the letters "UNDP/PNUD". The UNDP logo is the keystone element of the identity programme and should be used to represent the entire organization.

In practical terms, the deep blue colour and solid rectangular shape make the logo strong and distinctive. It is designed for easy application to the variety of print and online materials that represent UNDP and its world of development experience.

The examples on p. 3 show the logo and tagline variations in the six UN official languages.

See p. 8 for colour specifications.

Note that the UN emblem and the UNDP letters appear in white in almost all uses. For photocopying, newspaper advertising and other situations where colour is not available, the logo can appear in black.

An outlined version is provided for use when a lighter, more delicate version is appropriate, and when the logo is placed on a UNDP blue background.

Whatever the application of the logo, the UNDP logo should always be reproduced from official artwork and should always incorporate the new tagline. DO NOT RE-DRAW THE LOGO. All language versions are available on the UNDP Tagline Portal: https://intranet.undp.org/unit/pb/communicate/tagline/SitePages/Home.aspx

About the new UNDP Tagline

The UNDP's new tagline is:

Empowered lives. Resilient nations.

Core branding messages

Core Concept

UNDP helps empower lives and build resilient nations.

Boilerplate description of UNDP:

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

Rationale for this tagline:

- Delivers a concrete, and emotionally resonant description of "human development."
- Focuses on the inspiring outcome of our work instead of the process.
- Underscores UNDP's brand differentiator: the sheer scale of the work, which has the
 power to create national-level transformation.
- Builds a bridge between individual, personal outcomes (empowered lives) and systems change required (resilient nations) for sustained improvements.
- "Empowered" means enlarging people's choices in life, including the range of all they can achieve.
- "Resilient" means the strength to resist shock, manage crisis and grow stronger.

Logo and tagline



Empowered lives. Resilient nations.

In different languages (French, Spanish, Arabic, Russian, Chinese)



Au service des peuples et des nations



Al servicio de las personas y las naciones



شعوب متمكنة أمم صامدة.



Полноправные люди. Устойчивые страны.



民强国盛

Preferred versions



on dark backgrounds



on photographs

Black and white version





When colour is not an option

optional white outline version can only be used over the UNDP blue or black.







on photographs

Incorrect Usage of the Logo and tagline

A well-established and consistently presented identity is a very valuable asset. In order to protect and strengthen the trademark status of the logo, the approved versions must not be altered, modified, changed or added to in any way.

The incorrect examples on this page illustrate some common errors that should be avoided. Such misuses will undermine UNDP's efforts to project a unified image.



Policy on UNDP Logo and tagline Use

- There are only two versions of the UNDP logo: UNDP (English) and PNUD
 (French/ Spanish). However, the tagline of "Empowered lives. Resilient nations." is
 available in all UN languages (French, Spanish, Russian, Arabic, Chinese) as well as
 Japanese for use by all UNDP offices. The UNDP tagline portal can be found here:
 https://intranet.undp.org/unit/pb/communicate/tagline/SitePages/Home.aspx
- **2.** The UNDP logo and tagline must always appear together in the appropriate language.
- Each UNDP Country Office will decide for itself which language version of the logo (UNDP or PNUD) and tagline to use, based on the country-specific circumstances.
- **4.** UNDP Country Offices should no longer place the name of the individual country under the logo. That space is now reserved for the new tagline.
- **5.** All Headquarters bureaux and units will use the UNDP logo and new tagline as their only logo. There should not be any separate or stand-alone logos used. The new tagline reinforces what UNDP stands for. There are no exceptions to this rule.

Publications and other Products:

- **6.** On all print publications, including brochures and flyers, the UNDP logo and tagline should be placed at the top right-hand corner on the front cover of the publication. (In the case of Arabic language publications, the logo would be placed on the upper left corner). The name of the organization must be spelled out in full in the appropriate languages (for e.g. United Nations Development Programme) and placed on the front cover of the publication/product.
- 7. UNDP Country Offices must write out the full name, "United Nations Development Programme," in any appropriate local language, on publications, stationery, signs or elsewhere, regardless of whether they use the "PNUD" or "UNDP" logo.
- **8.** When producing a publication with other partners, all logos must be placed on the same line either at the bottom or at the top of the front cover of the publication. All logos should be visually equal; no one logo should take precedence over the other logos of partnering agencies or organizations. There are no exceptions to this rule.
- 9. Logos of commercial publishing houses should be placed discreetly on the back cover of a publication, on the spine or on the inside pages of the publication e.g. the global Human Development Report. The use of commercial publishing houses is normally related to publications for sale.
- 10. For partnerships such as the Global Environment Facility and the Montreal Protocol, the UNDP logo and new tagline must be used with partner logos.

11. Any UNDP field project must carry the UNDP logo and new tagline as its only logo; use of any other logo will dilute the UNDP brand. If required, the name of the project should be spelled out in full and placed next to the logo (not under it because that space is reserved for the new tagline). If the project is managed with a partner, which needs to be acknowledged visually, the UNDP logo and new tagline should be used in conjunction with the logo of the other partner(s) only.

Stationary:

12. On UNDP Regional and Policy Bureau letterheads, the UNDP logo and tagline must always be on the right hand side of the page. The name of the bureau, regional office is spelled out in full and placed on the top left-hand side under the name of the organization, in the appropriate language. This protocol also applies to specialized offices such as the Oslo Governance Centre, Brazil's International Policy Centre for Inclusive Growth and UNDP Regional Centres. The branding font – Myriad Pro – is available for download in the tagline portal. The related templates can be downloaded also from the same portal.

In general, avoid crowding the name or any other element too closely around the logo and tagline: leave clear space around the logo and tagline to increase its impact.

Any request for exceptions to these rules should be made directly to the UNDP Communications Group, Bureau for External Relations and Advocacy, New York.

Communications.toolkit@undp.org;

Typography

The typeface family "Myriad Pro" has been selected for the lettering of the logo and the country name, and is also the typeface for all stationery and for headlines and titles on printed materials such as covers and posters. "Myriad" is available in a range of weights and works well in text and display sizes.

Extensive use of this typeface enhances and strengthens the UNDP identity and is an integral part of the corporate visual system. The "Myriad" family can be purchased online from the Adobe Type Library at www.adobe.com/type and is available for PC and Mac.

The Bureau of Management has purchased Myriad font licenses for UNDP use. See the UNDP Tagline portal on SharePoint to download the fonts required. When Myriad font does not have the characters required for your local language please use either Arial or Helvetica.

Myriad Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

Myriad Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefqhijklmnopgrstuvwxyz

Myriad Bold

ABCDeFGHIJKLMNoPQRstUVWXYZabcdefghijklmnopqrstuvwxyz

Myriad Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

samples of "Myriad" typeface family

20 Point Arial

سيصدر تقرير التنمية البشرية لعام ٢٠٠٢ يوم ٢٤ تموز ايوليه. والتقرير والملف الصحفي محظور نشرهما حتى الساعة الولحدة بتوقيت غرينتش من صباح ذلك اليوم.

20 Point Traditional

سيصدر تقرير التنمية البشرية لعام ٢٠٠٧ يوم ٢٤ تموز/يوليه. والتقرير والمُلف الصحفي محظور نشرهما حتى الساعة الواحدة بتوقيت غرينتش من صباح ذلك اليوم.

sample of recommended Arabic scripts

Colour specifications

Please refer to the chart for the colour specifications for UNDP blue when reproducing the logo.

Final printed colours can vary considerably depending upon paper stock, the amount of ink applied, and the printing process used.

While the formulas on this page serve as an important guide, whenever possible the printer should be given a colour sample to match.

JPEG and PNG files are typically specified RGB and are recommended for use in presentations including PowerPoint.

Printing inks	
Match colour	Pantone PMS (Pantone Matching System 293)
Match colour	Toyo lnk CF 0414
Four colour process printing	C100 M57 Y0 K2
Electronic	
RGB	R0 G51 B153
Websafe hexadecimal	#003399

■ Environmental Impact of Printing

All by-products of the printing process adversely affect the environment.

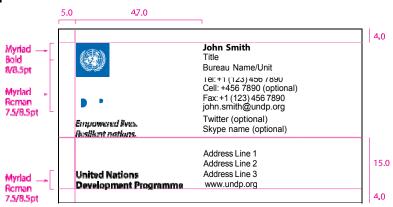
It is recommended that, when available and economically feasible, recycled papers and vegetable inks be used to lessen that impact.

Logo Applications

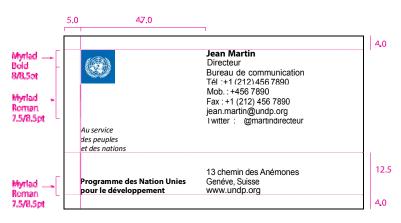
The basic stationery items shown were carefully developed into a system. The typing format is an integral part of the total design and, when followed, complements and completes the design of the stationery items. Templates for all stationery items are available in the UNDP Tagline Portal on Sharepoint.

Business card

In english



In French



Business card specifications are for 3.5" x 2" (89.0 x 51.0)

(shown here at 100% of actual size, all measurements in millimetres) The country name will appear in the address block. No other logos should be added to the card.

- Logo prints 100% PMs 293
- text prints 100% black
- · Printing process: offset printing, not thermography or engraving
- Magenta guides do not print

Letterhead: Headquarters



The address line has been developed in the template such that each Country Office, regional office or bureau may adapt it to meet their individual needs. This includes using the URL for their local UNDP website.

Please note: This section can also include the corporate twitter and/or Facebook account. However, Individual Country Offices, regional offices and bureaux are discouraged from using their local twitter and Facebook pages unless that page is updated regularly and meets the standards of the corporate accounts.

■ Letterhead: Regional and Policy Bureaux



Letterhead: Country office

Preferred version



The address line has been developed in the template such that each Country Office, regional office or bureau may adapt it to meet their individual needs. This includes using the URL for their local UNDP website.

Please note: This section can also include the corporate twitter and/or Facebook account. However, Individual Country Offices, regional offices and bureaux are discouraged from using their local twitter and Facebook pages unless that page is updated regularly and meets the standards of the corporate accounts.

Acceptable version



Salutation,

Empowered lives.

Resilient nations.

This A4 letter demonstrates the recommended typing format for all correspondence and is an integral part of the letterhead design.

The date is centered above the sender's signature at 52 millimetres from the top edge of the page and 135 millimetres from the left.

The body of the letter begins one line space below the salutation, using regullar spacing between lines and one line space between paragraphs. There are indentations at the beginning of each paragraph.

point Myriad or Times Roman fonts should be used for the body text.

The maximum line length should not exceed the alotted space situated between the dotted lines at the right and left.

A two-line space separates the body of the letter from the complimentary close, with four spaces to the name of the sender and the title

Complimentary close,

Name of sender Title of sender

Addressee's Name Addresee's Title Company or Office Address City, State, Zip Country

Various envelope sizes are available in the UNDP tagline Portal.

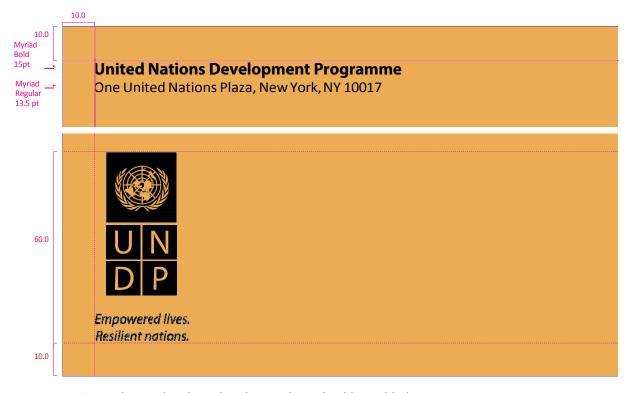
■ envelopes: sample #10 envelope and 6 x9 envelope - Blue



■ envelopes: sample #10 envelope and 6 x9 envelope - Black

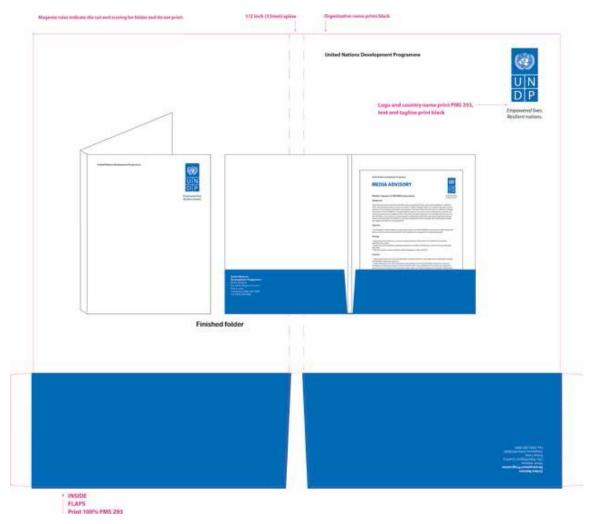


■ envelopes: sample 12 x 15 Kraft envelope - Black



On envelopes other than white, logo and text should print black.

■ Corporate folders



Since individual Country Offices are no longer listed underneath the logo, Country Offices can use the address section to highlight the country as well as the local address.

sticky Note



Compliment slips



Job Ad

United Nations Development Programme

Management for Development

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

An opportunity in UNDP's multi-cultural and dynamic headquarters in New York is that of Deputy Director of the Office of Finance and Administration (OFA). OFA is a dynamic and results-driven office which contributes to the global development agenda of UNDP by being a strong partner with other parts of UNDP, promoting clear and strong financial accountability, and monitoring compliance with UNDP's financial and administrative regulatory, framework. OFA has made strides reengineering financial processes and continues to seek opportunities for further alignment with best practices in the financial arena. The Deputy Director must be experienced, energetic and highly motivated to oversee UNDP's global financial operations with more than USS5 billion in annual income, provide oversight and support to financial accounting, budgetary, treasury and administrative operations, as well as being responsible for monitoring the management and automation of the financial and administrative resources of the organization and reengineering financial processes.

Interested candidates must have 12 years of managerial experience at a senior level and possess a Masters Degree in Business or Public Administration, Finance/Accounting or have an internationally recognized accounting designation (CPA or equivalent). Candidates with an internationally recognized accounting certification and audit experience in a large public auditing firm will have a distinct advantage.

To learn more and apply for this and other positions please visit our site at: http://jobs.undp.org/management



fingnoveres/liber

UNDP Boilerplate text

The new boilerplate text to describe UNDP is shown below, in the official UN languages. This one paragraph description should be included in media advisories, press releases and publications. Please check the UNDP Tagline Portal for any updates to this text.

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

texte standard du PNUD

• À utiliser dans les communiqués de presse, les avis aux médias et les publications

Le PNUD forge des partenariats à tous les niveaux de la société pour aider à construire des nations résilientes, afin de mener à bien une croissance qui améliore la qualité de vie de chacun. Présents dans plus de 170 pays et territoires, nous offrons une perspective mondiale et des connaissances locales au service des peuples et des nations.

texto estándar del PNUD

• Para utilizar en los boletines de prensa, avisos a los medios y las publicaciones

El PNUD forja alianzas con todos los niveles de la sociedad para ayudar a construir naciones que puedan resistir las crisis; promueve y sostiene un tipo de crecimiento que mejora la calidad de vida de todos. Presentes sobre el terreno en más de 170 países y territorios, ofrecemos una perspectiva global y un conocimiento local al servicio de las personas y las naciones.

Описанием ПРООН

ПРООН сотрудничает с представителями всех слоев общества, оказывая помощь в государственном строительстве стран, с тем чтобы они могли противостоять кризису, и поощряя и поддерживая рост, ведущий к улучшению качества жизни каждого человека. Работая на местах в более чем 170 странах и территориях, мы предлагаем глобальное видение и локальные решения, содействующие более полноправной жизни людей и повышающие жизнестойкость государств.

Boilerplate text in Chinese

联合国开发计划署(UNDP)与社会各阶层人士结成伙伴,协助世界各国应对危机,推动改善全民生活品质的可持续增长。我们立足于全球至少 170 个国家和地区,提供全球视野和当地洞察,协助实现"民强国安"之理想。

Boilerplate text in Arabic

يعقد برنامج الأمم المتحدة شراكات مع مختلف الشعوب وعلى جميع مستويات المجتمع من أجل تعزيز قدرتها لمواجهة الأزمات والتكيف معها، ويدفع ويحافظ على النمو بهدف تحسين نوعية الحياة للجميع.

نحن موجودون في أكثر من 170 بلداً وإقليماً، ونعمل على توفير منظور عالمي ورؤية محلية ثاقبة لتمكين الشعوب وبناء أمم صامدة.

Media Needs

The new boilerplate text to describe UNDP, at left, must be included at the bottom of all media advisories and press releases, in addition to the contact information of the respective office(s). As a general rule, media advisories should be different from press releases as shown below.

Media Advisory (with new boilerplate description)

United Nations Development Programme

MEDIA ADVISORY



Join the online Press Briefing on the 2011 African economic Conference: towards a Green economy

The annual African Economic Conference (AEC) is a major annual forum where high level officials, development actors, scholars and experts in economics and related subjects exchange knowledge and seek solutions for the challenges facing the African continent.

This year, the Conference takes place in Addis Ababa, Ethiopia, during 25-28 October, in the run up to next month's UN Climate change talks in Durban, South Africa and the 2012 Rio+20 Conference on sustainable development.

NWhat: Online Press Briefing on the 2011 African Economic Conference: Towards a Green Economy When: Friday 14 October 2011, 10:00am EST
What: Online Press Briefing on the 2011 African Economic Conference: Towards a Green Economy

When: Friday 14 October 2011, 10:00am EST

Who: Mthuli Ncube, Chief Economist, African Development Bank (ADB)

Pedro Conceiçao, Chief Economist, Regional Bureau for Africa, United Nations Development
Programme (UNDP)

Emmanuel Nnadozie, Director, Economic Development and NEPAD Division, United Nations Economic Commission for Africa (UNECA)

During the online press briefing the hosts will discuss the aims of the conference, specifically the continent's prospects for advancing sustainable development and boosting economic productivity by adopting greener growth paths.

To join the press briefing, participants are invited to register here: http://www.apo-opa.org/en/application?vc=AfDB; this service is FREE and only requires a computer connected to the internet.

Languages: English, French

Media contacts:

ADE: Penelope Pontet: Tel: +216 71 10 12 50; +216 24 66 36 96; p.pontetdefouquieres@afdb.org UNECA: Sophia Denekew: Tel: +251 11 54450 98; denekews@anca.org UNDP: Nicolas Douillet: Tel +1.212906.5937; nicolas.douillet@undp.org

###

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of file for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

One United Nations Plaza, New York, NY 10017 | Tel: (212) 906 5000 | www.undp.org

UNDP Press Release

United Nations Development Programme

PRESS RELEASE



Join the online Press Briefing on the 2011 African economic Conference: towards a Green economy

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Languages: English, French

Media Corracts.

ADB: Penelope Pontet: Tel: +216 71 10 12 50; +216 24 66 36 96; p.pontetdefouquieres@afdb.org

UNECA: Sophia Denekew: Tel: +251 11 54450 98; denekews@uneca.org

UNDP: Nicolas Douillet: Tel +1.212.906.5937; nicolas.douillet@undp.org

*** *** ***

 $\textit{UNDP partners with people at all levels of society to help build nations that can with stand \textit{crisis}, and \textit{drive and sustain the kind}$ of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

One United Nations Plaza, New York, NY 10017 | Tel: (212) 906 5000 | www.undp.org

Joint Press Release



*** *** ***

UNDP partners with people at all levels of society to help build nations that can withstand crists, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

One United Nations Plaza, New York, NY 10017 | Tel: (212) 906 5000 | www.undp.org

email signature

Headquarters



Sigrid A.M. Kaag Assistant Secretary-General and Assistant Administrator Bureau of External Relations and Advocacy United Nations Development Programme One United Nations Plaza, DC1-1928 New York, N.Y. 10017 sigrid.kaag@undp.org Tel: +1-212-906-5512, Cell: +1-917-288-6731,

Fax: +1-212-906-5307

www.undp.org Follow us:







Country office



Empowered lives. Resilient nations.

Supaporn (Pearl) Daophises

Knowledge Management Associate UNDP Asia-Pacific Regional Centre United Nations Development Programme < Required> 3rd Floor, UN Service Building Rajdamnern Nok Avenue, Bangkok, Thailand supaporn.daophises@undp.org

Tel: +66 (0) 2304 9100 ext 1826

Fax: +66 (0) 2280 2700

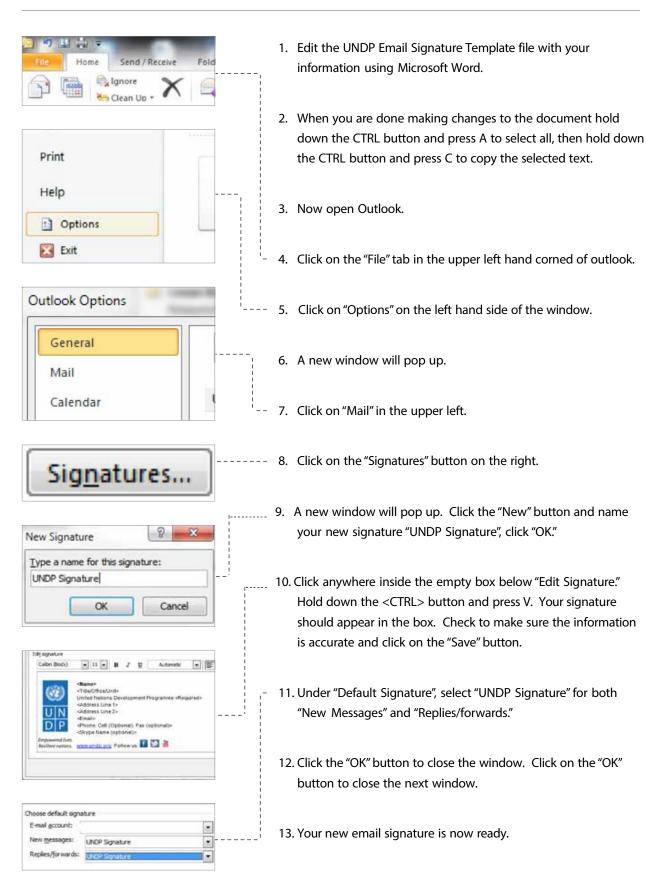
http://asia-pacific.undp.org Follow us:



Please consider the environment before printing this email.

Please note: The electronic signature currently includes the corporate twitter, Facebook and YouTube accounts. Individual Country Offices, regional offices and bureaus may use their local twitter and Facebook pages only if these pages are updated regularly and meet the standards of the corporate accounts.

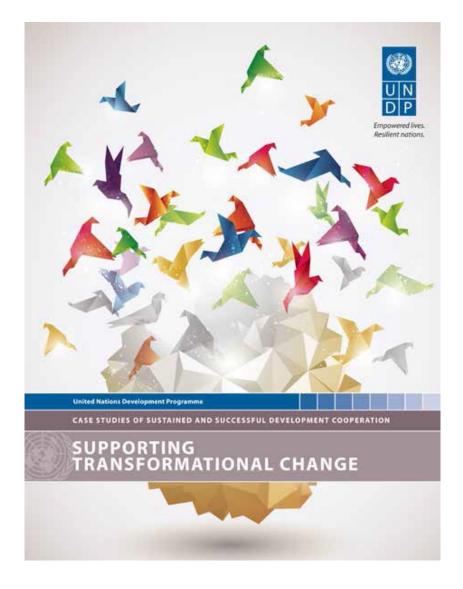
Creating an email signature for UNDP (outlook 2010)



Applying the Logo

Publications

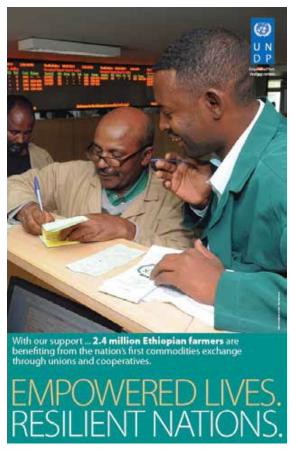
On magazines, reports, books, brochures and other publications, the UNDP logo should be placed at the top right-hand corner on the front cover of the publication. (In the case of Arabic language publications, logos would be placed on the upper left corner.) Placing the logo consistently in this position gives visibility to the logo; the publication will be easily identified as belonging to UNDP when placed on a rack; it will also be in keeping with the format adopted for press releases, media advisories and letterheads. (See examples on pages 17 & 18).

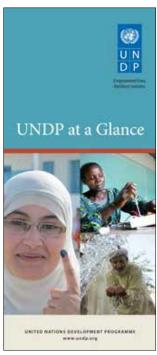


The layout of the sample publication above is based on the template developed by the Bureau for Development Policy for Knowledge products. More information on these templates and their use can be found at:

http://intra.undp.org/corporate-templates/

Additional products with correct logo placement





Corporate brochure

Poster



200 cm

200 cm

200 cm

200 cm

200 cm

200 cm

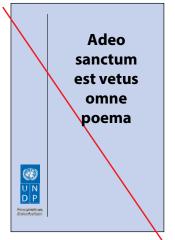
Stage backdrop with partner logo

Backdrop with partner logo

examples of incorrect logo placement



Do not place logo on the bottom centre



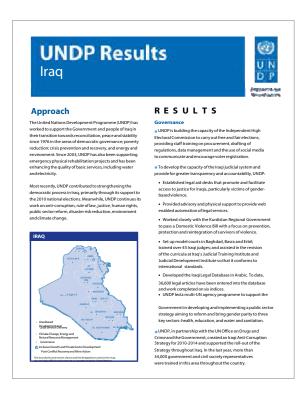
Do not place logo on lower left



Do not place logo on the top centre

Results sheet

This template/product is for use with donors and the quality control rests with the Office of Communications in NY



Fast Facts



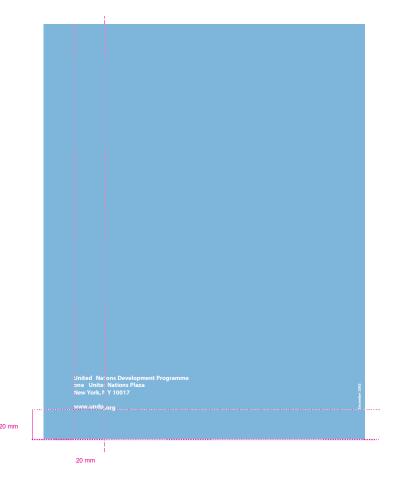
spine of publications



In recognition of the limited space presented by a publication's spine, it is not necessary to use the tagline in conjunction with the logo. If the spine is 40mm or larger it will accommodate the logo and tagline. If smaller, do not use the tagline.

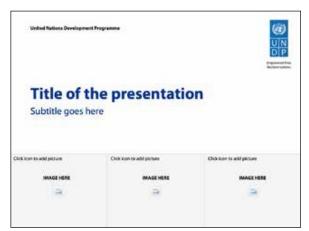
Logo position and contact information on back cover of publications

- Logo and address should be placed 20 mm from the edge of the cover
- The URL should be placed no lower than 20 mm from the bottom of the page.
- Logo should be 20 mm wide
- Font = Myriad 12 pt
- Background can be any colour
- Text can appear as black, white or any colour
- Date of the publication should be placed close to the spine
- Country office names should no longer be placed below the logo (that space is now reserved for the tagline). As such, please use the address section to highlight the country office or regional bureau.



PowerPoint presentations

templates are available on the UNDP tagline portal on sharepoint.

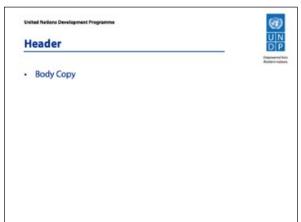




title slide



slide with text and images



slide with table

slide with text

sample presentation



Slide topic title here, Myriad bold Align at left

Slide text starts here and can extend across to edge of UNDP logo

• Myriad regular

• Align left

(1)

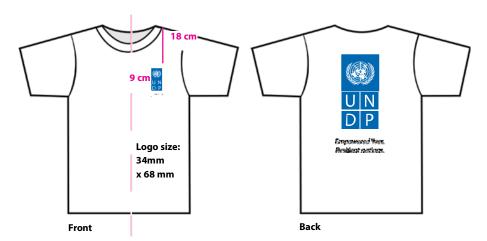
title slide

subject slide

elsewhere, i.e. on the back.

Promotional Items

The logo should be discretely placed on promotional items. *Not all items shown here have been produced.*



For stand alone or partnership advocacy events, it is recommended to produce T-shirts with a large logo on the back.

Note: Check with your local vendor as to size limits on the font for the tagline on the front as small text may not be possible, especially for embroidery.



signage

Using the UNDP logo in an attractive way at building and office entrances reinforces the UNDP identification.

The solid version of the logo should be used for signs and banners. The outlined version is an option for etching on glass and aluminium.

Signs should reflect the exact logo design, but can be made in materials appropriate to the architectural setting. Sample applications are shown here.



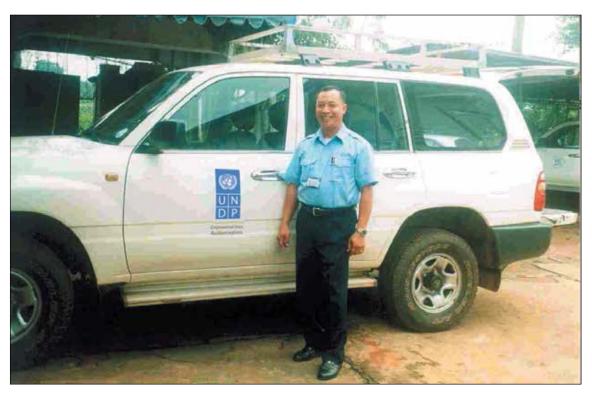
Individual enamel plaques



Background etched, colour-filled

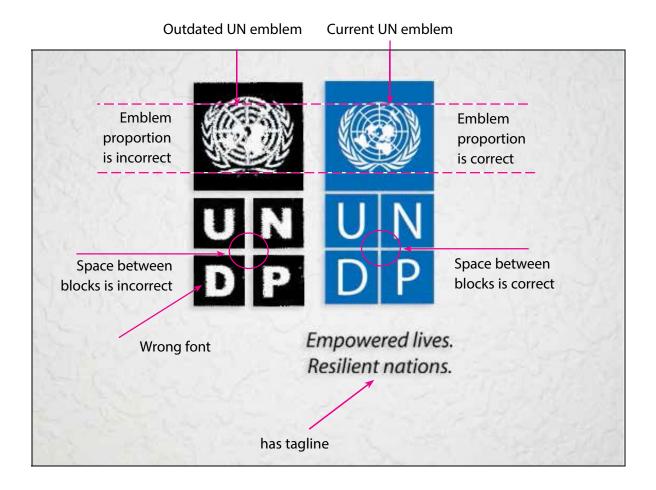


sandblasted



Decal on vehicle

Incorrect signage example



UN emblem

The UN blue official color is PMS 279, though the UN Emblem may be produced in any color. A variety of colors and formats are available on the UNDP Tagline Portal.





UN blue (PMS 279)

QR codes

A Quick Response Code (QR Code) is a type of barcode that is scanable by smart phones. They are widely used in advertising in many countries. In UNDP we are using the QR Code to link to our corporate or country office websites.

To create the QR code for your office, go to: http://qrcode.kaywa.com/

You will be asked to insert the URL which you want the QR Code to link to. Choose the size for the code and hit "Generate." Save the code to your desktop folder.



Links to www.undp.org



Links to

www.undp.org/french



Links to www.undp.org/spanish