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Introduction

Since its inception in 2002, the UN System
Staff College has continually adapted to
answer the learning, training and knowledge
management needs of UN staff and relevant
partners. Established as an inter-agency learning
institution, we have become a strategic partner.
Together we work towards the achievement of a
more peaceful and sustainable world, based on
the principle of human rights for all.

This brand book testifies to the College's enduring role and ethos. Reflecting interviews with UNSSC staff as well as external stakeholders, it demonstrates our commitment to putting the needs of our partners and clients at the centre of our work.

This brand book replaces the 2012 UNSSC *Branding Guidelines*. It puts forth a distinctive visual identity based on how our partners and

prospective clients perceive us, and how we perceive ourselves. In communicating a cohesive brand identity, this brand book clarifies the value that the organization brings, thus increasing the potential to build trust and expand partnerships.

Beginning with a look at what we do and how we work, this brand book encapsulates our uniqueness, our values, our voice, and our brand personality. It articulates guidelines for imagery. Furthermore, through examples it provides guidance for communicating our brand across products and channels.

All of UNSSC must follow this brand book under the supervision of the Communications Unit. In case of questions, please contact:

comms@unssc.org.



What we do

According to our statute and recent UN General Assembly resolutions, the Staff College provides high-quality system-wide knowledge management, training, and continuous learning for the personnel of the United Nations system and relevant partners in the areas of economic and social development, peace and security and internal management.

The Staff College has become a trusted goto learning institution for people who are working to support Member States to protect human rights, and support peace, security, and development.



How we work

Twenty-first century challenges require multisectoral approaches that harness whole-of-government and whole-of-society efforts. This reality underpins our learning offerings, many of which include diverse partners beyond the UN, such as governments, civil society organizations, non-governmental organizations, the private sector, and academic institutions.

Our approach to learning programmes is demand-driven. In addition to our fee-based and open-enrolment courses, we offer tailored learning and training suited to the needs of our partners and stakeholders. Our faculty consist of leaders with diverse backgrounds who help our learning participants become well-rounded problem-solvers.

Learning programmes are delivered through a combination of academic leaders, subjectmatter experts and trainers, and experienced practitioners, including senior UN officials.

Both individual clients and institutional representatives have highlighted the need to access tailored and hybrid services that support people as they develop in their careers. Our continuous learning, coaching and mentoring services address these needs; they are central aspects of our offerings.

What makes us unique?

- We belong to the United Nations and understand the needs of the UN system.
- We partner with organizations, governments, and the private sector to co-create learning solutions addressing defined learning goals.
- We serve as conveners, connecting personnel across the UN system as well as partners and stakeholders, to foster knowledge sharing and to drive action.
- We develop learning solutions to augment the knowledge and professional skills of participants through high-quality, inspiring experiences.
- Our learning experts and external speakers are leaders in their fields.

- By bringing together a range of actors and institutions, we facilitate and host unique dialogue spaces.
- We are knowledge brokers, facilitating the exchange of knowledge and making knowledge accessible and usable.
- Our learning experiences offer exceptional networking opportunities. Participants are immersed in a community of peers who share a commitment to understanding and solving global, regional, and national challenges.
- No matter the setting online, face-to-face or blended - our learning experiences inspire people to take action, thus putting their learning into practice.

What makes us unique?

OUR VALUES

- Empathy: Understanding the needs of our clients and partners is the core of how we work. Together we co-create bespoke solutions addressing their learning goals.
- Inspiration: We engage our clients and partners by facilitating inspiring energizing and empowering experiences.
- Agility: We deliver for our clients and partners the latest learning solutions addressing their on-the-go, continuous learning needs.

OUR BRAND PERSONALITY

- Caring: We provide bespoke learning experiences, ensuring that partners and clients receive the knowledge and skills that address their learning gaps.
- Inspirational: Our learning programmes explore some of the most pressing challenges of our time. We engage expert speakers working at the forefront of these issues, and we apply practical approaches to empower and inspire participants to action.
- Creative: Looking for original ways to provide learning, training and knowledge is a fundamental part of our DNA.
- Innovative: We continuously strive to offer fresh approaches. Whether it is a new topic or a new way of delivering our learning experiences, we deploy and inspire innovation.

Voice

Reflecting our brand personality and values, our brand voice has the following features:

- Uplifting: Our messaging should inspire current and future leaders as well as global citizens to take action and learn how they can do their part to bring about a more peaceful, secure and sustainable world, based on the principle of human rights for all.
- Simple: Our story should be simple and concise. Online and offline text should strive to avoid acronyms and abbreviations.
- Inviting: Messages should encourage audiences to learn more about the UNSSC and its initiatives.
- Optimistic: Underpinning our story is the idea that a more peaceful and prosperous world where human rights are protected is possible.



NAMING

The United Nations System Staff College is the brand name of the organization. The acronym, UNSSC, can also be used in all brand applications.

The following branding is built on two concepts: intersection and union. These are two features that characterize the place where knowledge meets for unity in action.





= "x" The logo is constructed based on the height of the letter "E," we will call this measurement "x"

10

11

Logo

APPLICATION

The United Nations System Staff College logo must be applied consistently across products to gurantee brand recognition. This logo should replace all previous versions of the UN System Staff College logo.

The UN System Staff College logo in blue on white background is the prefered version.

To guarantee legibility, the size of the logo on print materials should be a minimum of four centimeters in length.

As a general rule, the reserved space for the logo location should never be less than four times the height of the letter E. In that space, no external graphic elements will be placed. With partner logos, the same measurements are used, but a vertical dividing line is placed between the logos.



Cannot measure less than 4 cm





Logo

DOs

If possible, the logo should always be placed on a white or black background.

The black and white version of the logo will be used on backgrounds where, for reasons of legibility and contrast, it is not possible to use the versions above.

If placed on colour, the all-white version of the logo should be applied. And the black version should be applied when for reasons of contrast and legibility white can't be applied.



















Logo

DON'Ts



Do not change the UN blue to a different blue.



Do not change the kerning.



Do not enclose the logo in a box.



Do not change the alignment.



Do not change the typography.



Do not manipulate the typography of the logo.



Do not use the logo in its white version on backgrounds that do not guarantee sufficient contrast for legibility.

LOGO ON PHOTOGRAPHS AND IMAGES

When using the logo on photographs, its application must ensure sufficient contrast for the logo to be legible.

When applying the logo on photographs, try to guarantee that it is placed on a solid background.

Do not tilt the logo, and do not place it sideways.







DON'T

Logo

POSITION

The logo should be placed in the top right corner. Exceptions to this rule are: business cards, letterhead, course attendance certificate, badges, t-shirts and tote bags.

If the logo can't be positioned in the top right corner, please contact the Communications Unit to vet the request.





Typography

Montserrat is the UNSSC typeface. It offers a flexible range of weights, including light, regular, italics, semi-bold and bold. Montserrat should be used wherever possible to enhance consistency across the brand.

Montserrat is licensed under the Open Font License. It can be used freely in products and projects — print or digital.

Roboto can be used when Montserrat is not available. Roboto features friendly and open curves. It includes Thin, Light, Regular, Medium, Bold and Black weights as well as condensed styles in Light, Regular and Bold.

Montserrat or Roboto must be used for all print, web and social media communications, marketing collateral and learning resources.

In special cases where it is not possible to use either Montserrat or Roboto — e.g., select email communication or PowerPoint presentations — Arial can be used.

In case of questions, stakeholders are requested to contact the UNSSC communications unit at comms@unssc.org.

Montserrat

Download Here

Thing Thing Extralight Extralight Italic
Light Light Italic Regular Regular
Italic Medium Medium Italic SemiBold
SemiBold Italic Bold Bold Italic
ExtraBold ExtraBold Italic Black
Black Italic

Roboto

Thing Thing Italic
Light Light Italic
Regular Italic
Medium Medium Italic
Bold Bold Italic
Black Black Italic

Download Here

Colour palette

The UN blue is the primary colour of the UN System Staff College brand. The use of the UN blue highlights the organization's belonging to the system, a fundamental aspect of the institution's added value.

The UNSSC brand includes a set of secondary colours that complement the primary one to communicate the flexible, agile and innovative nature of the new visual identity.

The secondary palette is inspired by the Sustainable Development Goals colour palette.

PRIMARY COLOUR: UN BLUE



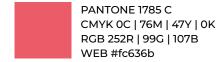
PANTONE 2925 CMYK 80C | 20M | 0Y | 0K RGB 0R | 158G | 219B WEB #009edb



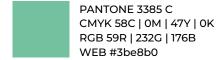
SECONDARY COLOUR PALETTE



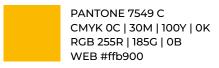








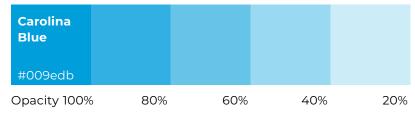




A colour palette for the web

UNSSC has a specific colour palette for products and materials to be displayed online. This colour palette and the recommended combinations below will ensure that UNSSC channels and content are accessible to all potential users, including people with disabilities.

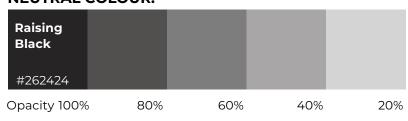
PRIMARY COLOUR:



INFORMATIVE COLOUR:

Error/ Warning #FC5F67

NEUTRAL COLOUR:



Success

#00A973

A colour palette for the web

SECONDARY COLOURS:



Accessibility of colours

PRIMARY COLOURS:



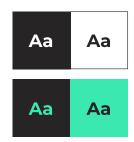
Text must be a minimum of 8pt. in regular and bold weight.



Text must be a minimum of 18pt. in regular weight and 14pt. in bold weight.

SECONDARY COLOURS:

Text must be a minimum of 8pt. in regular and bold weight.





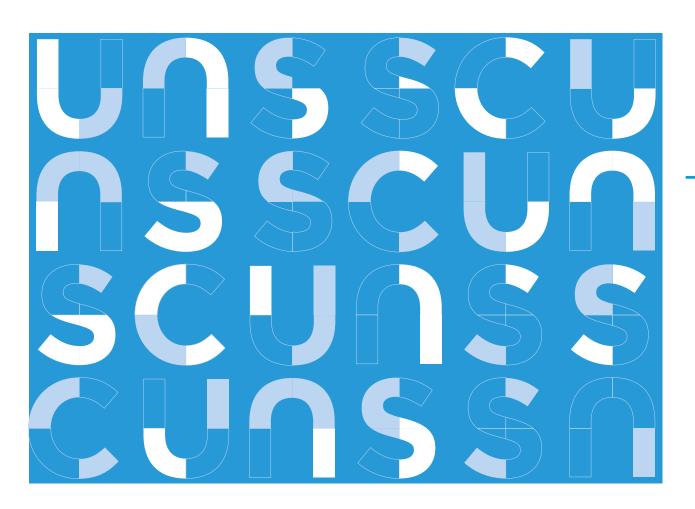


UN System Staff College pattern

To communicate a fresh and dynamic image, the logo has been used as a base to develop a corporate pattern to give vivacity to the brand applications.

The pattern is a deconstruction of the first letters of each word that make up the logo. It is an editable ornament that flows through the different applications, giving them cohesion. It is not a static element either in shape or location as the different parts can be "turned on or off," creating different patterns in a simple way.

The ultimate goal is to impregnate the brand with a dynamic and fresh look.

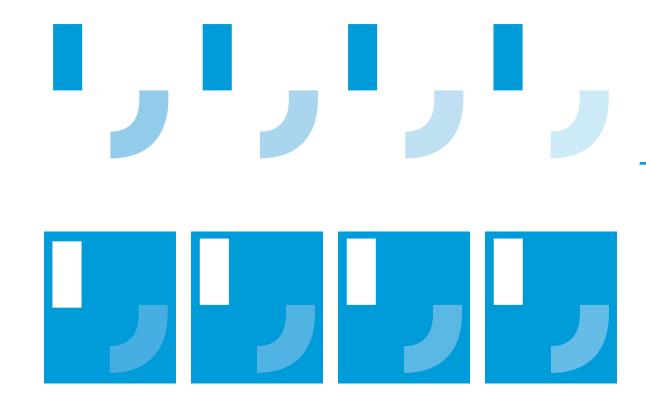


The corporate pattern can be applied in various colours and in different combinations. However, in order to guarantee the vividness of its use, certain combinations of colours will take precedence over others.

The colours to be used when applying the pattern will always be the institutional brand colours detailed in the previous section of this guide.

The following institutional applications will always use the pattern in a binary combination of white and blue: business cards, letterheads, badges, course certificates.

For all other institutional applications, all brand colours may be combined. The following is a series of recommended combinations that should be prioritized when applying the pattern. These recommendations aim to guarantee an adequate and aesthetic colour contrast.



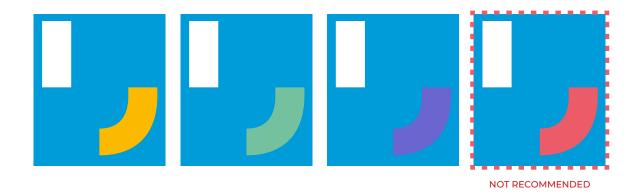
COMBINATIONS ON WHITE

UN blue should always be used with a secondary colour.



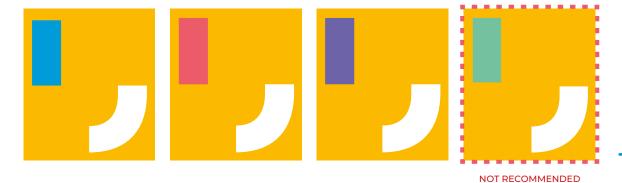
COMBINATIONS ON BLUE

White is always used with a secondary colour, except red.



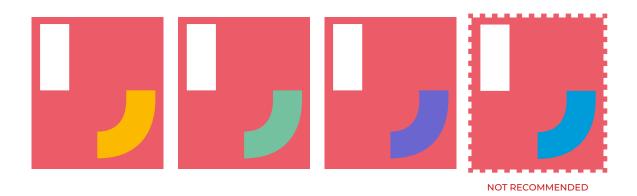
COMBINATIONS ON YELLOW

White should always be used with a secondary colour, except green.



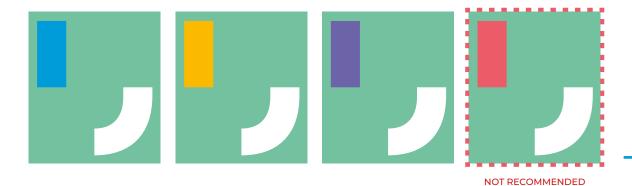
COMBINATIONS ON RED

White should always be used with a secondary colour, except blue.



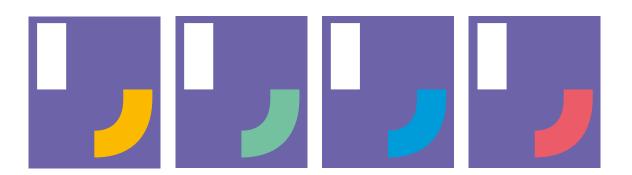
COMBINATIONS ON GREEN

White should always be used with a secondary colour, except red.



COMBINATIONS ON PURPLE

White should always be used with a secondary colour. With the use of purple as a background, all colours can be combined.



IMAGERY

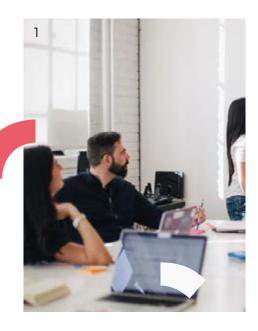
Imagery used in UNSSC offline and online products should be vibrant, inspiring, hopeful and optimistic. Featured photos to publicize learning experiences should capture real-world scenes, events, and people.

When our offering refers to more abstract issues that are difficult to capture we should use imagery that illustrates the topic in a metaphorical way.

Example: To present the concept of coordination, we can use an image that represents the idea in another arena. See image 4.

General photographs of groups and people in "classrooms" should be avoided when featuring specific learning offerings. These should be set aside, whenever possible, for more internal documents such as monitoring and evaluation documents. Please refer to *image 1*.

Close ups of course participants and speakers should be reflected in UNSSC products and services. Sharing their enthusiasm, commitment, and eagerness to learn should be at the core of the image. Photos can be augmented by quotes to bring content to the imagery.









STYLISTIC GUIDELINES ON HOW TO CHOOSE A GOOD PHOTO:

Use images that inspire participants to take action to bring about a more peaceful, secure and sustainable world.

Think about other fields of work and the planet when looking for inspiration to depict specific topics, i.e. to capture systems thinking we could use a set of gears.

Select the one issue/concept you want to communicate, not two or three, just one concept. Choose an image that depicts that concept. Ensure the background in the photo is free of distracting elements.

Embrace simplicity: use photographs that capture one action only. Use the UNSSC blue filter to highlight that specific action if needed. See *image 1*.

Be optimistic: Underpinning our story is the idea that a more peaceful and prosperous world is possible.

Choose a compelling image. Your post's main photo is often the first impression someone gets of your content. Make it memorable.

High quality is a must. If a photo is not high quality it can potentially lose credibility. Ensure that the image you choose is of high resolution.







IN COLOR

For posters, covers and other editorial elements, colour images are recommended. For added impact, apply a graphic treatment consisting of silhouetting the part of the image to be highlighted and placing it on a UNSSC blue monochrome background.

IN BLACK AND WHITE

For portraits, close-ups should be used with close framing that brings us closer to the people portrayed. These images should be in greyscale and silhouetted to unify backgrounds. A 20 per cent black is used as a background. Elements of the UNSSC pattern can be placed on top with a percentage of opacity that allows the features underneath to be seen.

MONOCHROME

Images should be changed to monochrome, following the UNSSC official colour palette.

USING THE UNSSC PATTERN

Elements of the UNSSC pattern should be placed on top with a degree of opacity that allows features underneath to be seen.









COPYRIGHTS AND CREDITS

Images that require attribution should be credited in all publication formats. Crediting should be in one of the following formats:

- © UNSSC/reference # /Smith; or,
- © UNSSC/2004/Smith (if there is no reference number); or,
- © UNSSC/2004 (if neither the reference number nor the photographer is known).

For print publications (books, brochures, flyers, posters, banners, etc.), photographs should be credited:

- · beneath the image, flush right; or,
- · vertically beside the image, flush left or right bottom; or,
- · on a separate 'credits' page.

Web photographs should be credited beneath the image, flush right, and in the 'Alt.Tab' image tag that appears when the mouse is 'rolled over' the image.

Photographs in PowerPoint presentations should be credited beneath the image, flush left, or on the last page of the presentation.



© Unsplas



Partnerships

When collaborating with other organizations, it is important to ensure that all partners are fairly represented. The UNSSC logo and the partner logo should appear to be the same size.

Where possible, the UNSSC logo will be placed to the left hand side of the partner logo. The two logos should be separated by a narrow vertical dividing line. The diving line should be centred and slightly shorter than the height of the logos.

In case the graphic representation of a partnership includes more than one partner, the UNSSC logo shall, as far as possible, always be placed to the far left of the grouping.

When partnering with other institutions or companies, it is not necessary to apply the UNSSC visual identity to partnership initiatives.







Brand architecture

Strategic UNSSC initiatives follow specific rules under the brand architecture of the organization. The branding of strategic initiatives is comprised of the UNSSC logo and the logo of the initiative, separated by a vertical line of similar height. In this way, the brand architecture highlights the initiative as well as its association with UNSSC. The architecture must be applied consistently across all related material; it cannot be altered.

Currently, two strategic initiatives follow specific rules under the UNSSC brand architecture: Blue Line and the UN Summer Academy. In the future, other initiatives may be may considered for inclusion. The following criteria will be used to assess eligibility: alignment with UNSSC strategic objectives, and scope of activities.





Please see additional guidelines on the use of the UN Summer Academy Logo





Brand applications - Stationery



Email signature & business card

- · Email signature specifications might vary.
- · Below is an ideal reference.



Name & Surname

Position

United Nations System Staff College Viale Maestri del Lavoro 10, 10127 Torino, Italy

e. emailaddress@unssc

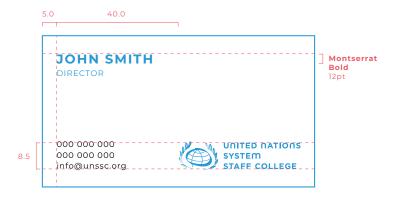
t. +39 011 65 35 911

w. unssc.org

Facebook | Twitter | Linkedin

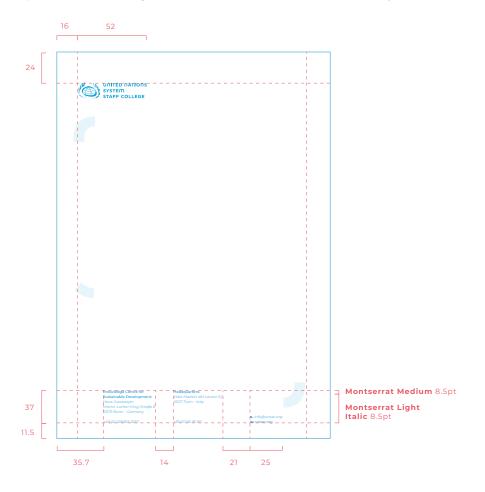
- · Business card specifications are for 90x50mm.
- · All measurements are in millimetres.
- · No other logos should be added to the card.

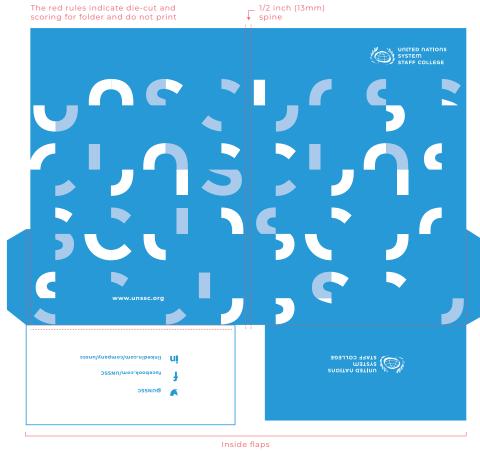




Letterhead & corporate folder

- · This is an A4 letterhead. All measurements are in millimetres.
- · There is a watermark background for brand consistency.
- · 8pt Montserrat Regular font should be used for the body text.





Certificate & course participant badges

- · This is a sample certificate of attendance.
- To view a certificate that includes partner logos, please contact the communications unit: <u>comms@unssc.org.</u>





Template for slide presentations

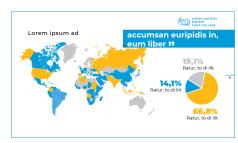






















Brand applications - Course/event kit

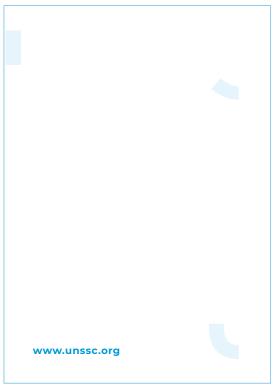
COURSE AGENDA COURSE POSTER NOTEPAD BAG ROLL-UP





Notepad





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notes

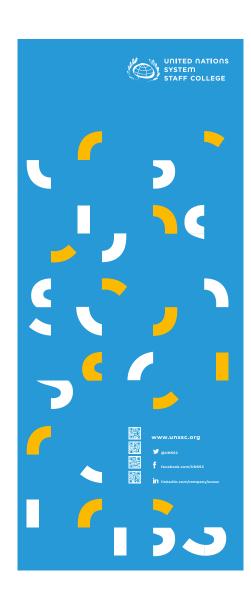
Course agenda



AGENDA



Roll up banner





Brand applications - Publications

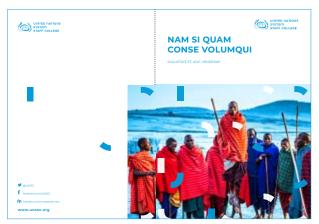
SHORT PUBLICATION



etur, onnia quòusciae pora, omnime sure.Rup tio. Nem facepedit prende altratum et gearner

Publications

SHORT PUBLICATION



COVER WITH PHOTO





CHAPTER PAGE DESIGN

Ped elluptio idionsendi Etur vel molecti rehendios ant alia perferum fugitat quo es nonsequo

volorrovid molorem auam. et rem vellenihit

quis quae

Ped elluptio idionsendi vel molecti rehendios perferum fugitat quo es

DOUBLE PAGE WITH TEXT

ant alia nonsequo

quias

volorrovid molorem quam, et rem

vellenihit

quis quae



CHAPTER PAGE DESIGN

DOUBLE PAGE WITH PHOTO

Brand applications - Videos



On-screen elements

SUBTITLES

Subtitles should be in white on UNSSC blue. To increase readability, text should be Montserrat Semibold, size 90, in Adobe Premiere.

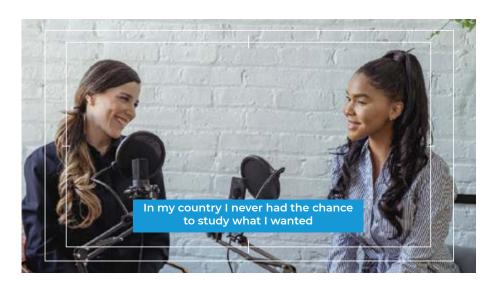
LOWER THIRDS

Lower thirds should consist of the person's name, written in white, in Montserrat Semibold title type. The person's name should be placed on a UNSSC blue background. The first letters of the name and surname should be uppercase. The following letters should be lowercase.

The person's title, will be placed underneath, in a white box. Within the white box the person's title should be written in UNSSC blue.

Always use UNSSC blue HEX Colour #009edb.

On certain occasions, the font size can be adjusted to avoid covering important elements of a moving image, including a face or other relevant visuals that help tell the story.





On-screen elements







TITLES OPTION 1

TITLES OPTION 2

BREAKTIME VIDEO



CLOSING - The video should end with the UNSSC video end tags appearing over a blue screen.



TRANSITIONS - there is a set of three transitions to be used when relevant.

Brand applications - Merchandising material

T-SHIRT BAG NOTEBOOK





