



NATIONS UNIES
COMMISSION ÉCONOMIQUE
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ
ЭКОНОМИЧЕСКАЯ КОМИССИЯ
ДЛЯ ЕВРОПЫ

UNITED NATIONS
ECONOMIC COMMISSION
FOR EUROPE

TERMS OF REFERENCE

UNECE Committee for Trade, Industry and Enterprise Development Multiplier Point Programme

At its 1999 session, the Committee on Trade, Industry and Enterprise Development decided to take specific actions in order to increase awareness of its recommendations, norms and standards at the national level by both the public and the private sector. Among the actions approved was the establishment of a network of “multiplier points” that would receive regular information on the Committee’s work for distribution at a national level.

These “multiplier points institutions” will be provided with regular information on the activities of the Committee, including copies of documents and publications. Participating institutions will be selected based on their ability to reach potential users of the Committee’s work. The status of “multiplier points institution” will not be exclusive within any country or industry and may be revoked at the request of the Committee or at the discretion of the secretariat. Such revocation will not be subject to appeal. The amount and kind of documentation distributed will depend upon the work programme of the Committee and the resources available for this work.

Multiplier-point institutions will have the right to:

- I. Translate the documents* they receive from the UN/ECE, provided that they:
 - Have verified that no official translation of the document into that language exists;
 - Include on the front cover, a disclaimer (see annex A);
 - Indicate that the UN is the source of the material;
 - Clearly differentiate between any text that may be added locally (such as introductions, local contact information) from that provided by the UN;
 - Deposit a copy of the translation with the secretariat;
 - Charge recipients an amount for copies of documents that allows the multiplier point organization to recuperate their costs, including a reasonable amount for overhead costs;
- II. Purchase from the Sales and Marketing Section (LPD/DPI), UN Office in Geneva (hereafter: the UN sales section), UN publications** and products*** at a reduced rate (for minimum quantities to be agreed with the UN sales section) which multiplier point institutions will then be able to sell **locally** (but not internationally) for prices to be agreed with the UN sales section.

III. Translate UN publications** from a list that will be provided to them into local languages, provided that no translation already exists and they sign a standard contract with the UN sales section under the purview of the Publications Working Group – Geneva for each publication to be translated. This standard contract will set out the rules under which the multiplier point must:

- Include on the inside front cover, a disclaimer (see annex A);
- Indicate that the UN is the source of the material;
- Clearly differentiate between any text that may be added locally (such as introductions, local contact information) from that provided by the UN;
- Deposit a copy of the translation with the secretariat.
- Charge recipients an amount for copies of UN publications** which they have translated that allows the multiplier point organizations to recuperate their costs, including a reasonable amount for overhead costs.

The multiplier point organization will then share the copyright for that language translation with the UN, although that does not prevent other organizations from also undertaking translations into the same language.

Multiplier points will have the following responsibilities:

- I. To report, on an annual basis, the number of copies of documents and publications that they have distributed and/or sold.
- II. To publicise, free of charge, UN events of relevance to their members/clients/audience.

Multiplier points may also be asked, from time to time and on a voluntary basis, to provide information about their country/industry in support of specific UN/ECE projects.

In order to take advantage of making purchases from the UN Sales section, a bank or trade reference, or a ministry level statement confirming a guarantee with regard to money owed to the UN shall be presented by the multiplier point. Details should to be established directly with the UN sales section.

As appropriate, multiplier point organizations will be listed in the official listing of distributors of the United Nations, in the publications catalogue as well as in information fliers.

In countries where there are official sales agents, the United Nations reserves the right not to enter into a sales agreement involving different prices than those printed in its catalogue.

Multiplier point organizations cannot claim exclusive rights for translation or distribution of UN documents, publications or products.

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* “Documents” refer to informative and/or working papers that have been prepared for official inter-governmental meetings, seminars, conferences and workshops, including reports coming out of such meetings. Documents may represent an official point of view, but most often do not. Documents are not sold by the UN sales section. Documents of a confidential nature will not be made available.

** “Publications” refer to books, brochures and other printed material that are sold by the UN sales section.

*** “Products” refer to CD-ROMs, diskettes, subscriptions to on-line databases, microfiches and UN gift items, books, brochures and other printed material that are sold by the UN sales section.

ANNEX A

Translation Disclaimer

(to be in the language into which the translation has been made)

“This [document/publication] has been translated into [language] with the permission of the United Nations by [name and address of multiplier point organization]. However, this is **not** an official translation and the UN does not take any responsibility for the accuracy of the translation made”.

The above should appear on the front cover of translated documents and on the inside front cover of publications.