



IICA PUBLICATIONS POLICY

1. Introduction

The effective dissemination of information and knowledge relevant to the development of agriculture and the rural milieu in the Americas is a key aspect of the cooperation IICA provides to its member countries. It is essential in enabling the Institute's personnel to better perform their duties, demonstrating the results of cooperation actions and preserving the institutional memory.

Through the dissemination of information, the Institute constantly renews itself as the specialized agency for agriculture and rural development of the Inter-American System.

It is necessary, therefore, that the production of publications be considered one of the main responsibilities of IICA's professionals, so that our knowledge will be available to all those interested in promoting rural prosperity in the hemisphere.

The goal of this policy is to ensure sound management in the production of publications, as a contribution to achieving IICA's mission of supporting the Member States in their pursuit of progress and prosperity in the hemisphere through the modernization of the rural sector, the promotion of food security and the development of an agricultural sector that is competitive, technologically prepared, environmentally managed and socially equitable for the peoples of the Americas.

The publications policy is aimed at IICA personnel, consultants and external authors responsible for producing publications characterized by technical and informational content of the highest quality, the use of appropriate language and strict adherence to Article 23 of the Rules of Procedure of the General Directorate, which states that "Staff members shall not act or express themselves publicly in any way that might be detrimental to the Member States or to the Institute."

2. Guiding Principles

As part of its commitment to foster technical excellence, the Institute will publish and disseminate the results of its cooperation actions at the national, regional and hemispheric levels.

To this end, the Institute will encourage its professionals, and provide them with the means, to produce official and technical information, as well as information

publicizing the Institute and its activities, in accordance with the policies and regulations established for that purpose.

IICA publications will always:

- * Reflect the vision, mission and overarching objectives of the Institute
- * Enhance our image as an institution of excellence specialized in agriculture and rural development in the Americas.
- * Focus on a specific readership
- * Offer useful information or knowledge
- * Meet high standards in terms of intellectual content and design and layout

The subjects addressed in IICA publications will be related to those areas of competence defined for the Institute in the Convention and, preferably, to the strategic actions called for in the Medium Term Plan, although consideration will also be given to other topics related to emerging fields of interest to IICA.

Aware that one of the most effective means of disseminating information and knowledge is the Internet, the Institute will attach priority to the dissemination of knowledge through its Web site, taking full advantage of the newest information and communication technologies (ICTs), while continuing to use the traditional means available in the member countries.

In order to regulate the production, marketing and distribution of publications, the necessary regulations will be drafted.

3. Purpose and target audience of IICA publications

The main purposes of IICA publications are:

- a. To add value to the cooperation services provided by the Institute
- b. To disseminate the results of technical events and the meetings of the Institute's governing bodies
- c. To disseminate the technical knowledge of IICA and non-IICA authors
- d. To disseminate information on Institute projects, programs and activities, and their results
- e. To project a solid and single institutional image
- f. To disseminate the results of ministerial summits, forums or meetings
- g. To contribute to preserving the institutional memory

IICA publications will be aimed primarily at the following audiences:

- a. Authorities in the Member States, Associates and Permanent Observers; diplomatic missions; international, national and other organizations

- b. Professionals from institutions in the public and private sectors, enterprises, NGOs, trade associations and organizations of rural communities, and non-IICA specialists and professionals.
- c. Producers (farmers, livestock breeders, agroindustry operators, managers of rural enterprises, etc.)
- d. Students and professors in universities and vocational schools
- e. IICA personnel
- f. Others interested in agriculture and the rural milieu in the Americas.

4. Management of the publishing process

Publishing is a complex process that begins with the planning of a manuscript and concludes with the inclusion of the publication in an institutional repository (Web site, library), and includes reviews for technical and philological accuracy, design and layout, proofreading, printing and/or digitization, registration, publicity, marketing and distribution.

The processes involved in producing the different categories of publications will be defined in detail in the corresponding regulations.

Directors, Unit Heads and Representatives are responsible for ensuring that anything they publish under IICA's name meets all pertinent requirements.

Those units that cannot comply with this policy must seek support and advice from the Documentation and Publications Unit in order to ensure the quality of their publications.

At any stage in the process, IICA may enter into strategic partnerships with other institutions for the purpose of producing, reviewing, editing, printing, sharing electronically, publicizing, marketing and distributing publications of interest to the member countries.

5. Responsibility for management of the publishing process at IICA

IICA will have a Publications Committee, which must prepare, review and update the publications policy.

The Documentation and Publications Unit will be responsible for implementing the publications policy and its regulations.

The Committee and the Unit, jointly and with support from the Representatives, Directors and Unit Heads, will ensure that the Institute's publications are of the highest caliber, and that this policy and its regulations are properly applied.

The Publications Committee, which will be appointed by the Director General, will comprise:

- * One representative of the Technical Secretariat
- * One representative of the Directorates of Strategic Areas
- * One representative of the Directorates of Regional Operations
- * One representative of the Documentation and Publications Unit
- * One representative of the Unit of Public Information and Institutional Image

At the operational level, the Unit producing the publication, be it at Headquarters or in the Offices, will be responsible for verifying compliance with all necessary policies.

6. Categories of institutional publications

IICA publications will be all those printed, audio, audiovisual, electronic or multimedia materials produced for wide distribution and prepared in accordance with this policy and its regulations.

Documents that do not fit the above description will not be considered IICA publications, such as: *a) documents and reports for limited circulation (administrative reports, working documents, periodic reports, etc.); b) documents in the preparation stage; c) draft versions of a document; and d) papers prepared for a congress, seminar or other activity or which have already been presented, but have not yet been published, etc.*

Publications are the principle vehicle for disseminating institutional and technical information and the results of cooperation activities. Also, they are an important input for the work of the Offices in the Member States, and play an vital role in projecting IICA's image.

There are four categories of publications:

6.1 Official publications

Publications produced to present the results of official meetings (Inter-American Board of Agriculture or Executive Committee), institutional policies such as area guidelines, Medium Term plans, technical cooperation agendas and annual reports. The Rules of Procedure, documents on procedures, conventions and other regulatory documents also belong in this category.

6.2 Technical publications

These are IICA publications that disseminate technical knowledge related to the thematic or inter-thematic areas. This category includes books, journals, briefing papers, technical notes, multimedia materials, pamphlets or articles.

6.3 Institutional projection publications

These are informational products published at the request of the General Directorate for the purpose of projecting the institutional image. These include newsletters (non-technical), press releases, posters, pamphlets, videos, audio tapes and other dissemination materials.

6.4 Publications on ministerial forums

These are publications that present the results of Ministerial Forums or Meetings on agriculture and rural life, including documents generated by the Summit of the Americas process or Ministerial Forums such as CORECA, CAS and the Caribbean Alliance for Sustainable Development in which IICA serves as Secretariat.

Other printed or digital materials not included in these four categories must be submitted to the consideration of the Publications Committee, which will study the case and decide what measures to take based on the Institute's policies and regulations.

7. Recognition of the Director General for the best publication

Each year, the Director General will recognize the IICA professional who, by passing on his/her knowledge, has contributed directly to rural and agricultural development in the hemisphere, with a publication that is of the highest technical quality, contains important innovations, or addresses very relevant topics.

8. Copyright

IICA will comply with the Universal Copyright Convention (Geneva), the Bern Convention for the Protection of Literary and Artistic Works (amended in 1979), the WIPO Copyright Treaty (1997), and the laws of the country in which a copyrighted IICA work is to be published.

The Institute will hold the copyright on any work created by its staff members while they are in the employ of the Institute, as established in its Staff Rules. Also, it reserves the right to authorize or deny permission for reproduction and/or distribution of same by other entities or individuals.

In the case of publications prepared by non-IICA authors, IICA may pay royalties, in accordance with the terms of the contract signed between the parties.

Note: When the male pronoun is used in this policy, it should also be understood to include women unless the context clearly shows this to be inappropriate.