

International Day of Forests Logo Guidelines & Waiver of Liability



I. Design

The International Day of Forests (IDF) logo (the “IDF logo” hereafter) is designed by the United Nations to celebrate the central role of people in the sustainable management, conservation and sustainable development of our world’s forests. The design is based on the International Year of Forests (Forests 2011) logo.

The iconographic elements in the design depict many of the multiple values of forests and the need for a 360-degree perspective: forests provide shelter to people and habitat to biodiversity; are a source of food, medicine and clean water; and play a vital role in maintaining a stable global climate and environment.

All of these elements taken together reinforce the message that forests are vital to the survival and well being of people everywhere, all 7 billion of us.

i. Translation of the logo

The IDF logo is available in the six official United Nations languages: Arabic, Chinese, English, French, Russian, and Spanish.

Member States, UN offices, and interested entities are encouraged to translate the text for “*International Day of Forests*” and “*21 March*” into local languages and send the translated text only in EPS (graphic) file format via email to the UN Forum on Forests Secretariat at forests@un.org.

II. Uses of the logo

i. Use of the logo by United Nations offices, Funds and Programmes and other subsidiary organs and organizations of the United Nations System

United Nations offices, Funds and Programmes and other subsidiary organs and organizations of the United Nations System may use the IDF logo without obtaining prior approval from the UN Forum on Forests Secretariat. However, for reporting purposes, the UN Forum on Forests Secretariat should be informed of events and information materials and items for which the logo is used including, *inter alia*, publications, posters, brochures, videos, pins, T-shirts, etc.

The IDF logo must be used only in its entirety. Moreover, if the UN office, Fund and Programme or other subsidiary organ has its own specific logo, the latter will be displayed side by side with the IDF logo. The IDF logo and the logo of an organization of the United Nations System should be displayed side by side with the IDF logo.



ii. Use of the logo by non- United Nations entities

Entities outside the UN system, including Governments, intergovernmental organizations, not-for-profit organizations, and private sector entities, may use the IDF logo after obtaining approval from the UN Forum on Forests Secretariat in accordance with the requirements outlined below.

The IDF logo is primarily intended for two kinds of promotional use: a) information, and b) fundraising.

a. Information uses of the logo

Information uses of the IDF logo are those which are:

- Primarily illustrative; and
- Not intended to raise funds.

The IDF logo must be used only in its entirety. Moreover, it cannot be used alone but must be displayed side by side with the logo of the entity. The logo of the entity must be given preeminence *via-à-vis* the IDF logo and the following sentence must be included below or in the proximity of the entity's logo: "[*the name of the entity*] supports the *International Day of Forests*." The authorization is limited to the use of the IDF logo, and the United Nations emblem cannot be used by the entity.

The authorization to use the IDF logo does not permit the user of the logo to sub-license or to further authorize the use of the logo to any other entities. Therefore, any non-UN entity interested in using the IDF logo must apply for approval directly from the UN Forum on Forests Secretariat.

All entities interested in using the IDF logo for information purposes must apply for approval to the UN Forum on Forests Secretariat. When requesting approval, the entities must provide:

- A short statement of identity (nature of the entity and its objectives).
- An explanation of how and where the logo will be used, including the names of countries/territories where the logo will be used.
- A waiver of liability (please see page 6) signed by the entity requesting to use the logo.

b. Fundraising uses of the logo

Fundraising uses of the logo are those intended to raise resources to cover costs of activities in support of celebrations for the IDF.

The IDF logo must be used only in its entirety. Moreover, it cannot be used alone but must be displayed side by side with the logo of the



entity. The logo of the entity must be given preeminence via-à-vis the IDF logo and the following sentence must be included below or in the proximity of the entity's logo: "[the name of the entity] supports the International Day of Forests." The authorization is limited to the use of the IDF logo, and the United Nations emblem cannot be used by the entity.

The authorization to use the IDF logo does not permit the user of the logo to sub-license or to further authorize the use of the logo to any other entities. Therefore, any non-UN entity interested in using the IDF logo must apply for approval directly from the UN Forum on Forests Secretariat.

All entities interested in using the IDF logo for fundraising purposes must apply for approval to the UN Forum on Forests Secretariat. When requesting permission to use the logo for fundraising purposes, the entities must provide:

- A short statement of identity (nature of the entity and its objectives).
- An explanation of how and where the logo will be used.
- An explanation of how, when and where the fundraising will take place.
- A summary budget.
- An explanation of how the proceeds would be allocated to cover costs of activities in support of the IDF, including any proposed contributions that the entity would make to the United Nations and/or to local, national or international organizations in support of the IDF.
- A waiver of liability (please see page 6) signed by the entity requesting to use the logo.

III. Length of use of logo

The IDF logo may be used on 21 March every year. Furthermore, in preparation for the annual IDF celebration, the logo may be used from 20 February to 20 March every year to promote the International Day of Forests.

IV. Liability

All entities whose request to use the IDF logo has been approved for the purposes specified herein must agree to the following provisions on waiver of liability:

- The entity is responsible for ensuring that the activities are carried out in accordance with the applicable law and for ensuring that the appropriate insurance is maintained to cover the risks arising out of such activities.
- The United Nations does not assume any responsibility for the activities of the entity.
- The entity shall hold harmless and defend the United Nations and its officials against any action that may be brought against the United Nations or its officials as a result of the use of the logo by the entity.



The waiver of liability form, signed by the entity, must be submitted with the request to use the logo. The entity will not carry out the proposed activities until the request is approved and the duly signed waiver of liability is received by the UN Forum on Forests Secretariat.

V. Disclaimer

- The IDF logo is property of the United Nations and the United Nations owns all rights thereto, including its use.
- The IDF logo can only be used to identify events and activities related to the International Day of Forests.
- The IDF logo may only be used after a Waiver of Liability for the Use of the Logo of the International Day of Forests has been received by the UN Forum on Forests Secretariat and the request to use the logo has been approved.
- By using the IDF logo, the entity agrees to provide information to the UN Forum on Forests on the events or activities for which it is used. This information will be used for reporting purposes on the International Day of Forests.
- The authorization to use the IDF logo or the publication of an event organized by an outside entity on the UN International Day of Forests website, does not imply United Nations' endorsement of the planned activities or the outside entity.
- The IDF logo may not be reproduced for the purpose of self-promotion, or obtaining any commercial or personal financial gain, nor may it be used in any manner that implies United Nations endorsement of the products or activities of a commercial enterprise.
- The United Nations will not assume any responsibility or liability arising from the translation of the text of the logo into non-UN official languages.
- Please give credit to the United Nations when using the IDF logo.

VI. Inquiries

Please send inquiries related to the International Day of Forests to:

United Nations Forum on Forests Secretariat
Department of Economic and Social Affairs (DESA)
1 United Nations Plaza, DC 1 - 1245,
New York, NY 10017, USA
Fax: +1 917 367 3186
Email: forests@un.org



Waiver of Liability

for Use of the Logo of the “International Day of Forests”

The undersigned acknowledges that, in using the logo for the International Day of Forests as explained in its submission dated _____ to the UN Forum on Forests Secretariat:

- a. The undersigned is responsible for ensuring that the activities are carried out in accordance with the applicable law and for ensuring that the appropriate insurance is maintained to cover the risks arising out of such activities;
- b. The United Nations does not assume any responsibility for the activities of the undersigned; and
- c. The entity named below will hold harmless and defend the United Nations and its officials against any action that may be brought against the United Nations or its officials as a result of the use of the logo.
- d. If the entity translates the text of the logo into non-UN official languages, the entity will state clearly that it takes sole responsibility for the accuracy of the translation. The United Nations does not assume any responsibility or liability arising from the translated text.
- e. The entity will use the logo only after this Waiver of Liability has been received by the UN Forum on Forests Secretariat and the request to use the logo has been approved.

Signed _____

Full Name (block letters) _____

Affiliation (block letters) _____

Name of Organization _____

Email _____

Date _____

Please send the signed waiver form to:

United Nations Forum on Forests Secretariat
Department of Economic and Social Affairs (DESA)
1 United Nations Plaza, DC 1 - 1245,
New York, NY 10017, USA
Fax: +1 917 367 3186 Email: forests@un.org

