

*The Knowledge Management Services Unit (KMS) at UNESCO's Regional Office in Dakar is responsible for ensuring the visibility of our activities and facilitating learning and sharing among colleagues.*

## RESEARCH CENTRE

The Research Centre at UNESCO Dakar is open to the public and offers a rich collection of publications published by UNESCO in general and UNESCO Dakar specifically. The Centre is open by appointment on Tuesday and Wednesday. Please contact [ml.diop@unesco.org](mailto:ml.diop@unesco.org) to make an appointment.



- ✓ Free access to 6000 shelved collections, periodicals and 400 CD-ROMs and DVDs
- ✓ New acquisitions on display
- ✓ Online access to UNESCO and related databases
- ✓ Bibliographies/lists of references to enrich your work

## PUBLICATIONS MANAGEMENT

The KMS is responsible for communication, information and the sharing of knowledge resources of the Office both internally among staff, and externally to the media, public and private sector, academic establishments and the wider public. It ensures publications procedures are respected. All publications by UNESCO Dakar are available online on the website.

## EXTERNAL COMMUNICATION



The website: [www.unesco.org/dakar](http://www.unesco.org/dakar) provides news on UNESCO Dakar's activities in both English and French.

An **electronic newsletter** is regularly sent out to subscribers to inform them of the latest news, publications and events. Sign up on the Dakar website and consult our [previous issues](#).

### Social media:

- ✓ A **video channel on YouTube** [www.youtube.com/unescodakar](http://www.youtube.com/unescodakar)
- ✓ An **photo gallery** of UNESCO events and activities in Africa <http://www.flickr.com/unescoafrica>

**Media relations:** KMS mobilizes the media to cover UNESCO Dakar events and monitors press coverage. It maintains an updated database of media organisations. A special focus is on the **commemoration of international days**.

**Promotional materials:** KMS coordinates the writing, design, printing and distribution of UNESCO Dakar's annual report, as well as posters, folders and other promotional materials. Check out our latest [brochure](#)

## INTERNAL COMMUNICATION

**Records management** facilitates the efficient sharing of information and knowledge produced by UNESCO staff. An internal filing system (**Dakar Filesharing**) provides a space for each staff member and each section to store documents, as well as a public space for easy access to briefings, mission reports, templates, circulars, as well as a roster of consultants. Old documents are archived according to UNESCO's guidelines.

**Skill sharing sessions** provide opportunities for staff to share knowledge and skills with other staff on a wide array of topics, from technical computer skills, to organisational skills and personal wellbeing.

**Open Dialogue events** are knowledge sharing sessions organized to help staff keep up to date with the latest developments relating to UNESCO projects or other issues of interest. They are led by a staff member and include a presentation followed by discussion.

**CONNECT-U** is a knowledge sharing tool developed to improve programme delivery throughout UNESCO's regional offices across Africa. It's developed by UNESCO Dakar and launched globally.



## WE ARE HERE TO ASSIST YOU

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