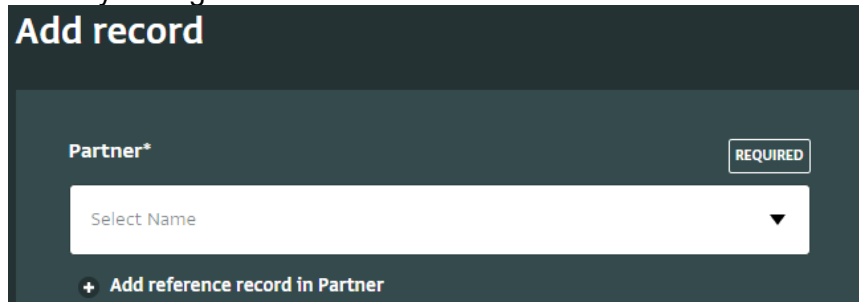


Guidance Note: Inter-Sector Photo Repository

Usage Terms, Copyright, and Credit:

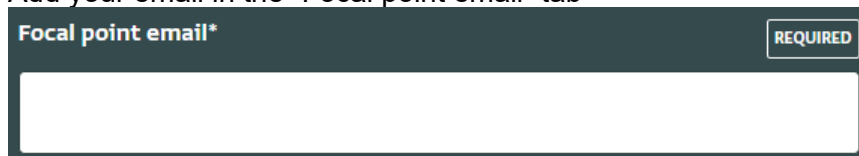
All uploaded images on this platform may only be used for Inter-Sector Products and only where the content of the media is accurately represented and captioned. A credit is always required in the format '© Name of Agency or Organization/Photographer' for photo images.

1. Access the [Collection Link](#)
2. Select your organization name in the “Partner” tab



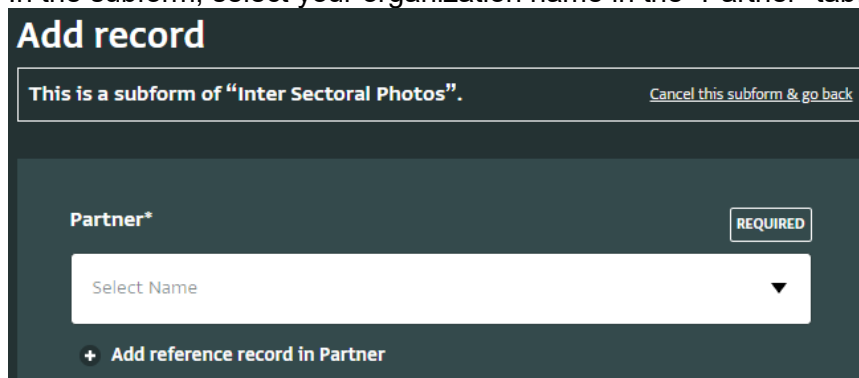
The screenshot shows a dark-themed form titled "Add record". At the top, the label "Partner*" is followed by a "REQUIRED" button. Below this is a white dropdown menu with the text "Select Name" and a downward arrow. At the bottom of the form, there is a link that says "+ Add reference record in Partner".

3. Add your email in the “Focal point email” tab



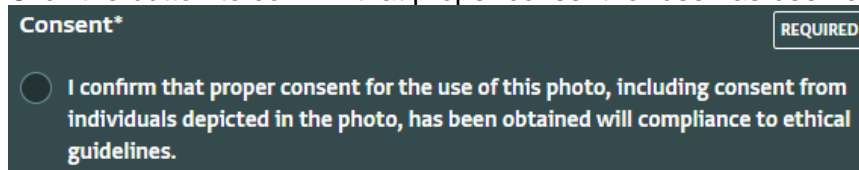
The screenshot shows a dark-themed form titled "Focal point email*". At the top right, there is a "REQUIRED" button. Below the title is a large, empty white text input field.

4. Scroll down and you will find a separate subform for each sector.
5. Find the sector you want to upload photo(s) within and click “**Add record in X Photo Repository**” to go to the subform (X represents the name of the sector).
6. In the subform, select your organization name in the “Partner” tab.



The screenshot shows a dark-themed subform titled "Add record". At the top, it says "This is a subform of 'Inter Sectoral Photos'." with a link "Cancel this subform & go back" to the right. Below this, the label "Partner*" is followed by a "REQUIRED" button. There is a white dropdown menu with "Select Name" and a downward arrow. At the bottom, there is a link that says "+ Add reference record in Partner".

7. Click the button to confirm that proper consent for use has been obtained.



The screenshot shows a dark-themed form titled "Consent*". At the top right, there is a "REQUIRED" button. Below the title is a radio button followed by the text: "I confirm that proper consent for the use of this photo, including consent from individuals depicted in the photo, has been obtained will compliance to ethical guidelines."

8. Upload high-quality photo(s).
Note: If you upload more than one photo in bulk, please number each photo so that the number is used as a reference in the caption section.

Upload Health Related Photo(s)* REQUIRED

Before uploading, please ensure that photo(s) are uploaded in high resolution and a number is added to the name of each photo.

The number is to be used as a reference in the caption section below.

Drag a file into this box or browse for the file.

9. Add a caption to each photo along with credit to acknowledge the photographer or organization's contribution.

Please add a caption and credit to each photo* REQUIRED

Please add the photo number corresponding to the related caption

10. Add a comment (if any – not mandatory).

Comment

11. Click "Save record".

12. If you wish to add photos to another sector subform, repeat steps 7 to 13.