DO:

- Always ask permission of persons before taking their photo. This ‘rule’ is exempt when persons are gathered for a large event; in more intimate settings, permission is warranted. You may advise them that the photos may be used in UNDP publications, social media or placed on the website.
- Where possible, use pictures of people interacting in their fields of work. Images are more engaging to the audience when the subjects are engaged with their environment. It is important to show people interacting with others and enjoying themselves (but not playful, unless the subject is a child).
- Tell a story. UNDP places an emphasis on human interest stories – the human element. Try to take photos that show results and advancements.
- Be aware of the light – whether natural light coming from the sun or artificial light like a lamp. Be mindful of shadows and use light to make your photos better. For example, using your flash during the day can sometimes reduce shadows in the shot.
- Take time to think about what is happening before taking the shot. What are the subjects doing? Is there any clutter within range of the shot? Is there any branding ( UNDP/J-CCCP/Japan) near-by which can be included?
- Take many photos of the same setting. When you sit later to examine your photos, you may regret not having more options to choose from.
- Take high resolution photos.

DON’T:

- Avoid having persons stand in a straight line. Sometimes, these shots are unavoidable but where possible, have your subjects interact with each other in an interesting setting.
- Avoid wasted space in your photos. Get close to the subject and fill the frame.
- Don’t spend too much time looking at your display screen immediately after taking the photo. By doing so, you could miss other shots. Just keep shooting; you can look at your photos later.