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## Report of the United Nations Group of Experts on Geographical Names on the work of its twentieth session

(United Nations Headquarters, 17-28 January 2000)

### Contents

	<i>Paragraphs</i>	<i>Page</i>
I. Terms of reference.....	1	4
II. Attendance.....	2	4
III. Officers of the session.....	3	4
IV. Opening of the session.....	4–5	4
V. Adoption of the agenda.....	6–7	5
VI. Report of the Chairman.....	8–11	5
VII. Report of the Secretary.....	12	6
VIII. Reports of the divisions.....	13–45	6
A. French-speaking Division.....	13–14	6
B. Asia South-East and Pacific South-West Division.....	15–16	6
C. East Central and South-East Europe Division.....	17–20	6
D. United Kingdom Division.....	21	7
E. China Division.....	22	7
F. Arabic Division.....	23–26	7
G. Baltic Division.....	27	8
H. Norden Division.....	28–29	8
I. United States of America/Canada Division.....	30	8
J. Asia East Division (other than China).....	31	8
K. Latin America Division.....	32	9
L. Dutch- and German-speaking Division.....	33	9



M.	Africa South Division . . . . .	34–35	9
N.	East Mediterranean Division (other than Arabic) . . . . .	36	9
O.	Eastern Europe, Northern and Central Asia Division . . . . .	37–38	9
P.	Romano-Hellenic Division . . . . .	39–41	10
Q.	Celtic Division . . . . .	42	10
R.	Asia South-West Division (other than Arabic) . . . . .	43	10
S.	Other Divisions . . . . .	44	10
T.	Work of all divisions . . . . .	45	11
IX.	Reports of the liaison officers, regional meetings and international organizations	46–54	11
X.	Reports of the working groups . . . . .	55–62	12
	A. Publicity and funding . . . . .	56	12
	B. Romanization systems . . . . .	57	13
	C. Toponymic data files and gazetteers . . . . .	58	13
	D. Training courses in toponymy . . . . .	59	13
	E. Toponymic terminology . . . . .	60	13
	F. Country names . . . . .	61	13
	G. Proposal for a working group on evaluation and implementation . . . . .	62	13
XI.	Meeting of the Working Group on Training Courses in Toponymy . . . . .	63–72	13
XII.	Meeting of the Working Group on Toponymic Data Files and Gazetteers . . . . .	73–92	14
XIII.	Meeting of the Working Group on Toponymic Terminology . . . . .	93–100	18
XIV.	Meeting of the Working Group on Romanization Systems . . . . .	101–111	19
XV.	Meeting of the Working Group on Country Names . . . . .	112–115	20
XVI.	Meeting of the Working Group on Publicity and Funding . . . . .	116–123	20
XVII.	Toponymic guidelines for map editors and other editors . . . . .	124–135	21
XVIII.	Exonyms . . . . .	136–139	22
XIX.	Standardization in multilingual areas . . . . .	140–144	23
XX.	Progress made on archiving documents . . . . .	145–146	23
XXI.	Implementation of resolutions and the aims and functions of the United Nations Group of Experts on Geographical Names . . . . .	147–160	23
XXII.	Eighth United Nations Conference on the Standardization of Geographical Names	161–162	25
XXIII.	Twenty-first session of the Group of Experts . . . . .	163–165	25
XXIV.	Other matters . . . . .	166	25
XXV.	Adoption of the report . . . . .	167	25
XXVI.	Vote of thanks . . . . .	168	25

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**Annexes**

I. List of documents .....	26
II. List of participants .....	32
III. Provisional agenda for the twenty-first session of the United Nations Group of Experts on Geographical Names .....	46
IV. Statute and rules of procedure of the United Nations Group of Experts on Geographical Names .....	47
V. Provisional agenda for the Eighth United Nations Conference on the Standardization of Geographical Names .....	53
VI. Rules of procedure of the United Nations Conference on the Standardization of Geographical Names .....	55

## I. Terms of reference

1. In pursuance of Economic and Social Council decision 1999/9, the Secretary-General invited the United Nations Group of Experts on Geographical Names (UNGEGN) to convene its twentieth session at United Nations Headquarters from 17 to 28 January 2000.

## II. Attendance

2. The session was attended by 131 participants from 52 countries, representing 18 of the 22 geographical/linguistic divisions of the Group of Experts. In addition, 31 observers were present. The list of documents is contained in annex I, the list of participants in annex II, the provisional agenda for the twenty-first session of the Group of Experts in annex III, the statute and rules of procedure of the Group of Experts in annex IV, the provisional agenda for the Eighth United Nations Conference on the Standardization of Geographical Names in annex V, and the rules of procedure of the United Nations Conference on the Standardization of Geographical Names in annex VI.

## III. Officers of the session

3. The officers for the twentieth session were:

*Chairperson:*

Helen Kerfoot (in the absence of UNGEGN Chair Peter Raper)

*Vice-Chairman:*

Botolv Helleland

*Rapporteurs:*

Roger Payne  
Randall Flynn

For the names of the Chairmen of the divisions, see the list of participants (annex II). The officers of the Working Groups were:

Working Group on Training Courses in Toponymy

*Convenor:*

Ferjan Ormeling

*Rapporteur:*

Louis Yost

Working Group on Toponymic Data Files and Gazetteers

*Convenor:*

Randall Flynn

*Rapporteur:*

Velma Brown

Working Group on Toponymic Terminology

*Convenor:*

Naftali Kadmon

*Rapporteur:*

Gerd Quinting

Working Group on Romanization Systems

*Convenor:*

Peeter Päll

*Rapporteur:*

Caroline Burgess

Working Group on Country Names

*Chairperson:*

Helen Kerfoot (in the absence of the Convenor,  
Sylvie Lejeune)

*Rapporteur:*

Randall Flynn

Working Group on Publicity and Funding

*Convenor:*

John Parker

*Rapporteur:*

Randall Flynn

## IV. Opening of the session

4. The twentieth session of the Group of Experts was opened at 10.40 a.m. on 17 January 2000. Since Peter Raper, Chairman of UNGEGN, could not attend the session, Helen Kerfoot, Vice-Chairman, assumed the duties of Chairperson. The Group of Experts agreed that Botolv Helleland would serve as Vice-Chairman for the twentieth session.

5. The Chairperson reminded the Group of the aims and goals of UNGEGN, and noted that the session was technical in nature. UNGEGN's work is to follow up the resolutions of the United Nations Conference on the Standardization of Geographical Names

(UNCSGN), and recommendations of the twentieth session would be directed to the Eighth United Nations Conference on the Standardization of Geographical Names, to be hosted by Germany in 2002.

## V. Adoption of the agenda

6. The provisional agenda (information paper No. 2) was adopted without change as follows:

1. Opening of the session.
2. Adoption of the agenda.
3. Report of the Chairman.
4. Report of the Secretary.
5. Reports of the Divisions.
6. Reports of the liaison officers, regional meetings and international organizations.
7. Summary reports of the Working Groups.
8. Meeting of the Working Group on Training Courses in Toponymy.
9. Meeting of the Working Group on Toponymic Data Files and Gazetteers.
10. Meeting of the Working Group on Toponymic Terminology.
11. Meeting of the Working Group on Romanization Systems.
12. Meeting of the Working Group on Country Names.
13. Meeting of the Working Group on Publicity and Funding.
14. Toponymic guidelines for map editors and other editors.
15. Exonyms.
16. Standardization in multilingual areas.
17. Progress made on archiving documents pertaining to the United Nations Conference on the Standardization of Geographical Names and to the sessions of the United Nations Group of Experts on Geographical Names.
18. Implementation of resolutions and the aims and functions of the Group of Experts.

19. Eighth United Nations Conference on the Standardization of Geographical Names.
20. Twenty-first session of the Group of Experts.
21. Other matters.
22. Adoption of the report.

7. The Group of Experts noted that while there was no item specifically addressing the use and development of the Internet, the topic would naturally arise in several agenda items and special cognizance should be taken of the Internet as a phenomenon exerting significant influence on the work of UNGEGN and a major opportunity for making its work more widely available.

## VI. Report of the Chairman

8. The Chairperson read the report submitted by the Chairman. While the Group of Experts could point to many positive accomplishments, it had also to recognize the slow pace of toponymic standardization activity in developing areas. The report urged UNGEGN to use all means, especially emerging technological capabilities, to reach developing countries and support the establishment of programmes of national toponymic standardization.

9. The recently released UNGEGN promotional brochure highlighted the benefits of standardizing geographical names.

10. The Chairperson remarked on the value placed on the work of the Group of Experts by other organizations. She noted the election of Ferjan Ormeling (Dutch- and German-speaking Division) to the position of Secretary-General of the International Cartographic Association (ICA), and the election of Isolde Hausner (Dutch- and German-speaking Division) and Botolv Helleland (Norden Division) to the positions of President and Vice-President, respectively, of the International Council on Onomastic Sciences (ICOS).

11. An opportunity for furthering the aims of UNGEGN would come with the next International Geographical Congress, to be hosted by the Republic of Korea in August 2000. The Congress would include a special session devoted to geographical names standardization.

## VII. Report of the Secretary

12. The Secretariat described internal structural changes occurring since 1998 leading to the placement of cartographic, toponymic and geographical information systems (GIS) support services in the United Nations Statistics Division. Though the specifics of toponymy were new to the Division, the concept of standardization was understood and supported. The Division had recently filled a full-time position allocated to cartography, geographical information systems, toponymy and liaison with the International Organization for Standardization (ISO), and the incumbent would soon report for duty. The Secretariat announced that it would continue to support the periodic publication of the *UNGEGN Newsletter* and would provide assistance with the issuance of the Group of Experts' promotional brochure and the glossary of terminology. A significant backlog in editorial work had delayed the publication of volume II of the report of the Seventh United Nations Conference on the Standardization of Geographical Names. Alternatives to the publication of a conventional volume II included incremental electronic dissemination of edited papers and the release of unedited papers. The Secretariat announced that future UNGEGN and conference reports would conform to Economic and Social Council standards of reporting, with a summary narrative of major points, observations, recommendations and conclusions, and the avoidance of verbatim testimony.

## VIII. Reports of the divisions

### A. French-speaking Division

13. The report (working paper No. 79) highlighted the work of the Division, created in January 1998 at the Seventh United Nations Conference on the Standardization of Geographical Names. Provisional administrative information and membership of the Division was provided with details regarding the Division's bulletin and web site.

14. The Division presented working paper No. 5, summarizing the new two-tiered Commission de toponymie put in place at the Institut géographique national (IGN) of France in November 1997. The Commission, at the decision-making level, dealt with matters involving institutional relationships (such as

with UNGEGN), quality, promotional activities, setting of priorities and control of the operational structure. At the operational level, a cadre of experts and technicians were carrying out activities associated with the production of toponymic products including internal instructions and guides, provision of training and advisory services, and database administration. The Division noted that another toponymic commission operated in France at the national level, and was composed of representatives of various state agencies; its role was strictly consultative, while the IGN's Commission de toponymie was obliged to decide the spelling of geographical names appearing on IGN products.

### B. Asia South-East and Pacific South-West Division

15. The Division presented working paper No. 10, reporting that little activity had occurred in the Division since the previous session. Financial problems thwarted attempts to hold a divisional meeting in 1998 and a toponymic training course in 1997. Despite the fiscal situation, the Division reported continued interest in toponymic standardization among member countries. Chairmanship of the Division recently passed to the newly appointed Chairman of the Committee for Geographical Names in Australasia.

16. Working paper No. 50 highlighted activities in Malaysia, including the establishment of the State Geographical Names Committee. The Group of Experts noted Malaysia's national gazetteer, a component of the national computer-assisted mapping system. Aspects of the national spatial data infrastructure were noted, and it was announced that a regional cartographic conference would be convened at Kuala Lumpur from 11 to 14 April 2000.

### C. East Central and South-East Europe Division

17. The Division presented working paper No. 11 and reported on a divisional meeting held in April 1999 in Slovenia where many topics were discussed relevant to UNGEGN. The Division also reported on the use of two systems of romanization in Bulgaria and efforts in that country to establish a unified system for romanization of geographical names. The recent death

of Jerzy Kondracki, a distinguished expert from Poland, was noted.

18. The Division also presented working paper No. 12 and reported developments furthering toponymic standardization in Slovenia. The treatment of geographical names in multilingual border regions was of particular interest. The issue of non-standard names in various national names sources was noted as problematical.

19. Working paper No. 55 covered changes of names of populated places and the creation of a new regional structure in Hungary. It was noted that the seven regions were created to advance Hungary's aims in achieving membership in the European Union. The existing system of counties would be retained.

20. The Group of Experts noted working paper No. 72, report of the former Yugoslav Republic of Macedonia. No expert was available to present the paper.

#### **D. United Kingdom Division**

21. The Division presented working paper No. 13. The working paper included a tabulation of the administrative divisions of England, effective 1 April 1998. The paper included a statement of function of the Permanent Committee on Geographical Names for British Official Use (PCGN) and PCGN contact information. Information on the role of the Ordnance Survey in standardizing names in the United Kingdom was also provided. The Division noted that a new Ordnance Survey draft policy statement regarding Gaelic place names was in review, as was the policy for the provision of gazetteer services at the Ordnance Survey web site.

#### **E. China Division**

22. The China Division presented working paper No. 16, reporting accomplishments since the previous session. Technical standards had been formulated for rendering geographical names from foreign languages into Chinese. The UNGEGN Glossary of Toponymic Terminology, Version 4 (E/CONF.91/L.13) had been translated into Chinese, and the Standard Administrative Regions Names Atlas had been edited. Much activity had been focused on establishing an automated geographical names database for China. The

State Bureau of Surveying and Mapping had established a relief map database at a scale of 1:250,000. In 1998, a technical national committee for the standardization of geographical names had been established to address technical needs associated with national toponymic standardization, including orthography, name changes, coding in information systems and the presentation of names on signs. It was noted that the China Institute of Toponymy had been established in 1995 to formulate standards, identify software requirements and create a toponymic database.

#### **F. Arabic Division**

23. Working paper No. 93 contained an overview of activity in nine member nations of the Arabic Division: Algeria, Jordan, Libyan Arab Jamahiriya, Morocco, Oman, Saudi Arabia, Sudan, Syrian Arab Republic and United Arab Emirates. The Division reported that a divisional meeting would be organized in 2000 or 2001 at the invitation of the United Arab Emirates with the aim of preparing the Division for the Eighth UNCSGN in 2002.

24. Working paper No. 17 concentrated on developments in Jordan since the last UNGEGN session, and included a presentation of the historical legacy of cartography in Jordan. The paper included descriptions of the geographical publications in production in Jordan, including an encyclopaedia of towns and two gazetteers, and noted the publication of *Basics of Geographical Names* by the Royal Jordanian Geographical Centre in 1997. The work of the geographical names committee was mentioned and the national atlas of Jordan was described. The paper contained an annex with the romanization system used in Jordan for Arabic geographical names.

25. Working paper No. 19 was a survey of Nubian place names conducted in conjunction with a new project to build a dam on the Nile River at Kajbar in the vicinity of the Third Cataract of the Nile. The project had been funded to survey the geographical names of the area. The paper addressed three salient points: how the place names collected should be written, how they should be interpreted and how they should be integrated into community life. Of particular interest to UNGEGN were the technical challenges associated with rendering geographical names in standard Arabic and English orthographies when the

names are in languages not genetically related to either Arabic or English. The paper presented compelling points regarding the cultural and historical significance of geographical names and their potential use in historical reconstruction. The Group of Experts agreed that this project presented a unique opportunity to implement many of the procedures recommended by UNGEEN, especially relating to names standardization in multilingual areas. The Experts complimented the author of the paper and it was indicated that the contents of the paper would be discussed further under other agenda items.

26. Working paper No. 88 addressed cartographic and toponymic activities in Morocco since the last session of UNGEEN. The toponymic gazetteer currently included approximately 120,000 entries. The field collection of geographical names by private sector surveyors was reported, as was a national conference of topographical surveyors held in October 1998.

### **G. Baltic Division**

27. The Division presented working paper No. 25 highlighting the activities of each of the member States of the Division, with particular attention to national authorities, field collection, mapping programmes, gazetteers and toponymic data files and training courses. The Division reported progress in standardization in multilingual areas, and provided lists of recent publications. The Group of Experts noted that the place name decisions of the State Committee of the Lithuanian Language have legal status. The Division reported that in Latvia the Place Names Commission has recommendatory rights, and in Estonia the Place Names Act provides for the legal status of domestic names.

### **H. Norden Division**

28. Working paper No. 22 included a report of activities involving European heritage days in Finland 1999, at which the theme was "Place names: the memory of places". The heritage days activity was used as a means to educate the public regarding the importance of standardizing geographical names without losing their historical value. Workshops, seminars, publications and television programmes were developed to educate the public on the cultural value of place names and the importance of place name

planning as a component in regional and economic planning. The Group of Experts viewed a video entitled "Place names: the memory of the place", produced by the Research Institute for Languages in Finland and broadcast twice on Finnish television.

29. The Division presented working paper No. 39, highlighting the activities of the Division's members in the fields of national standardization, office treatment of names, training courses, toponymic data files and standardization in multilingual areas. It was noted that the Norwegian Saami Language Council had decided to use Saami as the English language term for the former Sami (and before that Lappish). Dual Saami and Norwegian place names had been noted in a recently published road atlas; the Division reported that both forms could be used and that primacy of position did not imply preference.

### **I. United States of America/ Canada Division**

30. The Division reported in working paper No. 44 continued close cooperation. Areas of increased activity for both Division members included collection of names of indigenous origin and enhancement of Internet capabilities. Both countries were also involved in reviewing elements of their respective standardization principles, policies and procedures. The new Canadian territory of Nunavut will have representation on the Canadian Permanent Committee on Geographical Names (CPCGN). The Group of Experts noted that the issue of acronyms as geographical names had been a topic for policy decision in the United States, citing the new name Mount POW/MIA in Alaska as an example.

### **J. Asia East Division (other than China)**

31. The Division submitted working paper No. 48 concerning, *inter alia*, toponymic activities in the Republic of Korea. The topic of the romanization of Korean, included in the working paper, was referred to the meeting of the Working Group on Romanization Systems. Experts within the Division expressed different views on the choice and use of the name of the body of water separating the Korean peninsula and the Japanese archipelago. The liaison officer representing the International Hydrographic



Organization (IHO) explained the structure and activities of that organization in the context of names of maritime features. He further indicated that the revision of the International Hydrographic Bureau's publication S-23 *Limits of Oceans and Seas* is proceeding. The liaison officer noted that the IHO is a purely technical and consultative body; its decisions do not have binding legal status.

### **K. Latin America Division**

32. The Group of Experts noted working paper No. 56 on the origin of the name Perú, but no representative of the Latin America Division was present to discuss its content.

### **L. Dutch- and German-speaking Division**

33. The Division presented working paper No. 58 covering divisional meetings, toponymic guidelines, training courses and databases involving the seven member nations. The Group of Experts noted in particular the orthographic reform of the German language and the concept of a European geographical names database, a complex project that would integrate the separate national names databases, concentrating specifically on names of non-administrative features. With regard to German orthography, the Division pointed out that the same alphabet was now used throughout the German-speaking community, with a double s (ss) used instead of ß if it is preceded by a short vowel. The ß remains if it is preceded by a long vowel or a diphthong. Theoretically, the orthography in Germany should be the same because all *Länder* (federal states) signed an agreement on orthography, but in practice some differences would remain. The recent death of Josef Brey, a founding member of the Group of Experts, was noted.

### **M. Africa South Division**

34. Representatives of the Division chose not to address working paper No. 2 (activities of Mozambique, Namibia and South Africa) but introduced working paper No. 89. It was reported that in South Africa, the National Place Names Committee has been abolished and replaced by the South African Geographical Names Council within the Ministry of

Arts, Culture, Science and Technology. The authority of the Council had been expanded from deciding names for administrative entities, towns, and streets to include names of physical features. The Council would also supervise the application of names in the official languages of South Africa and the development of a digital database of geographical names that would be freely available.

35. Working paper No. 64 highlighted recent activities in Mozambique. Accomplishments included field collection activities to support large-scale mapping in Niassa Province. Collection of geographical names based on mapping at smaller scales continued within the National Directorate of Geography and Cadastre. Specially noted was the establishment of a working group with the goal of establishing a national names authority. It was expected that a national committee on geographical names would be established in the year 2000.

### **N. East Mediterranean Division (other than Arabic)**

36. Working paper No. 76 covered recent activities in Israel, including work on transliteration systems, duality of orthography in official maps and the work of the Government Names Commission. The Commission was currently concentrating its efforts primarily on features associated with transportation and communication networks, and on environmental features. It was noted that a decision by the competent national authorities was pending concerning revised rules for the romanization of Hebrew, to replace those ratified in 1956 and adopted by the Third United Nations Conference on the Standardization of Geographical Names in 1977.

### **O. Eastern Europe, Northern and Central Asia Division**

37. The Division presented working paper No. 80, covering the activities of national names authorities and mapping organizations within the Division. National geographical names authorities had been established in some form in all countries of the Division except Armenia and Tajikistan. The report of the Division also covered the status of systems of romanization in the member countries and the status of

compilation of catalogues and files of standard geographical name spellings. The conversion to a Roman-alphabet orthography in Azerbaijan was noted; name changes were being processed and accommodated as best as possible, but help would be needed from the Group of Experts, especially with regard to technical assistance. The status of local official spellings in use in the Russian Federation was raised, with the use of the Tatar language in Tatarstan as an example. The Group of Experts noted that the Russian Federation has numerous locally official languages, and local name spellings may be used within a Republic. At the federal level, the Russian name spelling was the official form for standardization purposes.

38. Working paper No. 82 provided a classification of populated localities by district as shown on the official map of Azerbaijan at a scale of 1:600,000 dated 1994. The spellings of the locality names in the paper had been adapted to the English language and were not strict Azeri spellings. Name changes since 1994 were included in the paper.

### **P. Romano-Hellenic Division**

39. The Division delivered working paper No. 85, and reported that Mr. Arca (Italy) had succeeded Ms. Lejeune (France) as Chairman of the Division. The working paper prioritized the work within the Division, including development of toponymic guidelines, compilation of concise catalogues of names, maintenance of national lists of exonyms and the publication of a multilingual glossary of geographical terms.

40. The Group of Experts discussed the status of name spellings in Greece. The Division reported that according to the established procedures for the standardization of geographical names in Greece, geographical names are determined through appropriate legal procedures and can be in any form of the Greek language (*katharevousa* or *dimotiki*, not excluding even the ancient form), regardless of the adoption of only one form (*dimotiki*) for official use in the administration.

41. The Division also presented working paper No. 87, a summary of geographical names activity in Cyprus, including notes on the historical and geographical background of Cypriot toponymy. The

creation of the Geographical Names Advisory Committee, to work in conjunction with the Permanent Committee on the Standardization of Geographical Names, was announced. The paper described the treatment of street names (odonyms) in Cyprus. Works in progress included draft toponymic guidelines and a booklet containing principles for the standardization and romanization of place name spellings. It was noted that the ELOT 743 standard for the romanization of Greek had been fully implemented in official geographical names. Future programmes include furthering the work towards improved, concise and complete gazetteers, including a gazetteer of odonyms, glossaries of undersea features and generic terms and the preparation of a new administrative map of Cyprus.

### **Q. Celtic Division**

42. The Division reported that English spellings of place names in Ireland had been effectively standardized by the Ordnance Survey. The Place Names Commission advised on policy regarding Irish language spellings for place names, and the Place Names Branch carried out the practical aspects of the Commission's work. In the last year, both the Place Names Commission and the Place Names Branch were transferred from the Ordnance Survey to the Department of Arts, Heritage, Gaeltacht and the Islands. The Division looked forward to renewing its work within the Group of Experts following this transfer.

### **R. Asia South-West Division (other than Arabic)**

43. The Division reported in working paper No. 40 that the Islamic Republic of Iran had initiated field work in the province of Yazd in 1997 and collection of geographical information in the province of Kerman in 1998. This work would contribute to the national gazetteer and mapping programme. Revised toponymic guidelines of the Islamic Republic of Iran would be presented to the UNGEGN under agenda item 14.

### **S. Other Divisions**

44. There were no reports from the Africa Central, Africa East, Africa West and India Divisions.

## T. Work of all divisions

45. At the conclusion of the Division reports, the Chairperson reviewed the organization and structure of UNGEGN. The Group of Experts observed the growing gap between developed and developing countries regarding implementation of programmes for standardizing geographical names. The lack of representation from developing countries, particularly in the southern hemisphere, continued to be troubling, with lack of adequate funding universally recognized as a chronic problem. New York as the venue for sessions of the Group of Experts may have inhibited attendance for reasons of cost. It was also noted that funding may not be the sole issue, and a survey of those experts frequently absent might provide insight. Shortening the length of sessions and using electronic meeting methods were also suggested to improve the level of participation. It was suggested that more use could be made of various regional meetings to more effectively bring together experts from developing countries. The Group of Experts noted that regional meetings of other organizations could be additional vehicles for furthering standardization work. It was considered critical, however, that UNGEGN continue to pursue its unique aims and functions, independent of other regional organizations that depended upon the work of the Group of Experts in their respective countries to achieve names standardization. It was further noted that UNGEGN had a vehicle for smaller meetings and seminars everywhere through the programmes of the Working Group on Training Courses in Toponymy. The Group agreed that there should be an expanded use of digital media, especially the Internet, on behalf of UNGEGN aims and functions. Specifically, the Group of Experts strongly recommended the elaboration of a thorough and professionally managed UNGEGN web site under the auspices of the Secretariat. Electronic distribution of United Nations papers either by the Secretariat or the Divisions was also considered a priority. Other suggestions to improve the effectiveness of the Group of Experts included sponsoring a geographical names day to increase public awareness and more positive local education, as exemplified by the television programme presented as a video by Finland. It was also noted that a statement emphasizing the importance of the organization should accompany the invitation to attend UNGEGN sessions and the United Nations

Conference on the Standardization of Geographical Names.

## IX. Reports of the liaison officers, regional meetings and international organizations

### Pan American Institute of Geography and History (PAIGH)

46. The Group of Experts noted two specific accomplishments of the Pan American Institute of Geography and History reported in working paper No. 37. First, the Diccionario Geográfico de América Central, a joint endeavour sponsored by PAIGH, the National Geographic Institute of Honduras and the National Geographic Institute of Spain, had been published in 1999. Second, the PAIGH course on applied toponymy had been conducted twice since 1998, once at Lima and once at Guatemala City. It was noted that the course materials, in the Spanish language, had been distributed at the eighteenth session of the Group of Experts and could be obtained from the liaison officer.

### Council of Geographic Names Authorities (COGNA)

47. The Liaison Officer introduced working paper No. 42, noting that in the United States, the Council of Geographic Names Authorities had grown out of the Western States Geographic Names Council and had since expanded membership throughout the United States. The Council's aims included the promotion of geographical names standardization and cooperation among United States state and federal agencies involved in naming activities.

### International Hydrographic Organization (IHO)

48. The Liaison Officer presented working paper No. 57 (and corrigendum) and reported on undersea feature naming activity sponsored by IHO in support of the production of the General Bathymetric Chart of the Oceans. A list of undersea feature generic terms had also been under review. A new edition of the IHO publication S-23 *Limits of Oceans and Seas* is in progress.

### **Second International Symposium on Geographical Names “GeoNames 2000”**

49. The Dutch- and German-speaking Division announced in working paper No. 59 that the symposium GeoNames 2000 would be held at Frankfurt am Main in March, 2000. Organized by the Ständiger Ausschuss für geographische Namen, the symposium would address issues associated with exonyms, romanization, toponymic databases, national standardization, orthographic reform, and pronunciation.

### **Scientific Committee on Antarctic Research (SCAR)**

50. The Liaison Officer introduced working paper No. 60 and reviewed SCAR activity relating to the development of recommendations on toponymic guidelines for Antarctica and the compilation of a composite gazetteer through the collation of existing gazetteers and names lists that had been created by authorities in several countries. The printed version of the composite gazetteer had been available since 1998 and is also searchable online.

### **International Council on Onomastic Sciences (ICOS)**

51. The Liaison Officer presented working paper No. 70, reporting that 20 experts in geographical names had participated in a section of the Twentieth International Congress of Onomastic Sciences devoted to standardization of place names. The Congress had been held at the University of Santiago de Compostela, Spain, in September 1999. It was further reported that volume 35 of the ICOS journal *Onoma* would be a thematic volume covering aspects of names standardization. Papers were invited and could be submitted to the UNGEGN expert from Austria. It was noted that the official languages of ICOS and *Onoma* were English, French and German. The Twenty-first International Congress of Onomastic Sciences will be held at Uppsala, Sweden from 19 to 24 August 2002.

### **International Cartographic Association (ICA)**

52. The Liaison Officer for ICA reported in working paper No. 84 that several activities associated with standardization of geographical names had taken place at the ICA international conference held in Ottawa in August 1999. These included a workshop, a database

presentation and an exhibit by the Canadian Permanent Committee on Geographical Names. Similar activities were being planned for future ICA conferences.

53. The Group of Experts considered working paper No. 51, describing a major cartographic exhibit organized by Canada and held in Ottawa as part of the ICA conference. The exhibit, in which 44 countries participated, had been organized around nine major themes and included many items of a toponymic nature. A bilingual catalogue (in French and English) had been prepared for conference participants. The Group of Experts then discussed the exhibition in the context of the United Nations Conference on the Standardization of Geographical Names scheduled for 2002 at Berlin. The presenter of the working paper recommended in this regard that organizers be mindful of the complexity and amount of work required in mounting such an exhibition.

### **International Map Trade Association (IMTA)**

54. The representative of IMTA gave a brief presentation on the aims and functions of the association, noting in particular that association members are important customers of the Group of Experts and of national toponymic authorities. The representative also highlighted the IMTA role in developing markets for cartographic information and products, promoting cartographic literacy and advising members on issues associated with copyright and intellectual property rights inherent in cartographic products.

## **X. Reports of the working groups**

55. The Chairperson noted the importance of the work of the UNGEGN working groups in addressing specific issues facing national and international standardization that cut across UNGEGN division lines.

### **A. Publicity and funding**

56. The Convenor of the Working Group introduced working paper No. 9 and reported that the UNGEGN promotional brochure had finally been published in English. Still to be determined were distribution strategies and the means to translate the brochure text into the other United Nations official languages. The

Convenor noted that the brochure was available for downloading and reuse in digital portable document format. In addition, compact disks containing the printing version of the brochure were available, enabling easy republication of the brochure in other languages.

## **B. Romanization systems**

57. The Convenor presented working paper No. 15 and reported on the membership and activity of the group since 1998. The major accomplishment was the preparation of a summary report clarifying the status of romanization systems in a United Nations context. He further reported on news and developments regarding the romanization of Byelorussian and Bulgarian Cyrillic, the phonological romanization of the Dzongkha script, and rules for transliteration of place names of the Russian Federation. Developments regarding Thai, Hebrew, Turkmen and Uzbek were also noted.

## **C. Toponymic data files and gazetteers**

58. The Convenor referred to working paper No. 46 and reviewed the work plan for the Working Group established at the nineteenth session of UNGEGN, in 1998. Some progress had been made in furthering the aims of the Working Group, including participation in a digital gazetteer information exchange workshop in October 1999, and the emergence of a draft standard for spatial referencing through geographical identifiers from the International Organization for Standardization (ISO).

## **D. Training courses in toponymy**

59. The Convenor reported that some progress had been made in the maintenance of the toponymic training web site and in the development of a web-based toponymic training course. Efforts were also devoted to preparation for the training course to be held in conjunction with the United Nations Conference on the Standardization of Geographical Names scheduled for 2002.

## **E. Toponymic terminology**

60. The Convenor reported that the principal focus of the Working Group was now the translation of the English language glossary of toponymic terms into the other official languages of the United Nations. Versions of the glossary in five out of the six languages were now in hand, but several points, including format, remained to be addressed. The Convenor noted that version 4 of the glossary was the latest version but that three minor amendments had been made to the version issued at the seventh United Nations Conference on the Standardization of Geographical Names. These changes do not affect the version's number.

## **F. Country names**

61. In the absence of the working group's Convenor, there was no summary report.

## **G. Proposal for a working group on evaluation and implementation**

62. The Group of Experts discussed the revival of the working group in the context of working paper No. 24. The Group concluded that a review of reports to UNGEGN at its fifteenth session, in 1991, and to the Sixth Conference held in 1992 was necessary before decisions could be reached on the future of the working group.

## **XI. Meeting of the Working Group on Training Courses in Toponymy**

63. The Convenor opened the meeting of the Working Group and reviewed its membership. He noted that working papers Nos. 25, 37, 39 and 58, discussed under other agenda items, also contained information on toponymic training of interest to the working group.

64. The Convenor presented working paper No. 83, describing the purposes of international toponymic training, and listing the courses that had been conducted since the nineteenth session of UNGEGN. The paper also addressed training courses planned for the future and the establishment of a web-based training course in conjunction with the Commission on

Education and Training of the International Cartographic Association.

65. The working group then discussed the most effective ways to conduct training courses and to make training material available to divisions that require it. The group encouraged actions to attempt to secure United Nations funds for training, and to train small groups of individuals as instructors for toponymic training courses. The toponymic training web site, organized by the Convenor of the Working Group and to be accessible in April 2000, will include references to toponymic training material.

66. The working group then discussed the training course to be held in conjunction with the Eighth United Nations Conference on the Standardization of Geographical Names at Berlin in 2002. Between 20 and 25 students would participate in the course, and their lodging and transportation costs would be defrayed by the conference organizers. Ideally, candidates would be from developing countries, under 35 years of age, and possessing:

- (a) A degree in cartography, geography or linguistics;
- (b) A basic knowledge of toponymy;
- (c) Practical experience in field work;
- (d) Adequate knowledge of database or geographical information system computer technology;
- (e) Adequate command of the English language;
- (f) An ability to transfer the knowledge learned to others in their home countries.

67. It was noted that candidates should also be eligible to be future members of their country's delegation to a United Nations geographical names conference, and that female candidates should be encouraged to apply. Countries with potential candidates should contact the course organizer, whether or not candidates meet all of the criteria. The course curriculum, when finalized, would be made available to experts through the *UNGEGN Newsletter*.

68. The working group took note of the annual training course conducted by China. Each course includes from 80 to 100 young trainees, underscoring the complexity of geographical names in China, the size of the population and the vastness of its territory.

69. The feasibility of conducting courses in other divisions, including the Asia South-East and Pacific South-West Division, the Arabic Division and the East Central and South-East Europe Division was discussed.

70. Working paper No. 26, summarizing the workshop conducted at the ICA conference in Ottawa in August 1999, was presented. The Convenor urged that training material used during that workshop, as well as any other toponymic course material, be sent to him for incorporation in the toponymic training web site.

71. The publication of Mr. Kadmon's "Toponymy: the laws, lore and language of geographical names" had been delayed, but it was hoped that an updated manuscript of this training literature would be published in the near future.

72. The Convenor announced that ICA would meet at Budapest in February 2000 to address a web-based cartography course, a module of which would be devoted to toponymy.

## **XII. Meeting of the Working Group on Toponymic Data Files and Gazetteers**

73. The Convenor opened the meeting by noting that almost all of the two dozen reports of the divisions made reference to toponymic databases and gazetteers. While this indicated that these topics were now being dealt with on a routine basis, it was clear that the Working Group needed to make a concerted effort to address emerging issues, especially in the area of exchange of digital toponymic information.

74. The United States of America/Canada Division presented working paper No. 28, describing the toponymic products based on the Canadian Geographical Names Data Base (CGNDB) and information from provincial names authorities. These included hard copy, microfiche and digital versions of gazetteers. Standard digital data files of populated places and administrative areas, all places and features, hydrographic features and regional files of all places and features were available. In addition, customized digital files could be created upon request. The "GeoNames" web site had both English and French addresses and gave public access to the 500,000 names of CGNDB. Database searches and map requests on the

web site exceeded 3,500 hits per day. The Canadian Permanent Committee on Geographical Names and its constituent members had produced a variety of toponymic publications, including glossaries, guides to field collection and naming and a guide to toponymic databases of Canada. There were no plans to discontinue production of hard copy gazetteers. The Working Group noted that the working paper included appropriate points of contact and e-mail addresses for experts to make further contact with authorities regarding the numerous products available.

75. The United States of America/Canada Division presented working paper No. 36, giving an account of the development of the Digital Gazetteer of the United States of America on compact disk. Five editions have been produced, with over 200,000 entries added to each new version of the Gazetteer; the most recent release was in October 1999. It contains approximately 2 million names in the United States, its commonwealths and territories, and 13,000 names in Antarctica standardized by the United States Board on Geographic Names (US BGN). The compact disk can be purchased from the Earth Sciences Information Center of the United States Geological Survey. Producing subsequent editions of the Digital Gazetteer in digital video disk format, which would incorporate spatially enabled searches, is being explored.

76. The Dutch- and German-speaking Division presented working paper No. 61 describing the Concise Gazetteer of Germany. Following resolution II/35 of the United Nations Conference on the Standardization of Geographical Names, a concise version of the national gazetteer of Germany was completed in 1999. Approximately 1,600 of the most important geographical names of Germany are represented, including populated places with over 10,000 inhabitants, rivers and canals longer than 100 kilometres, and other features based on their regional importance. Main entries contain the official spelling, a gender indicator as needed for clarity, feature category, geographical coordinates and the German State (*Land*) in which the feature is located. Cross-referenced variant names, including Sorbian names, also appear in the Concise Gazetteer. The Division reported that this data is available in hard copy, free of charge and without copyright or licensing restrictions. An Internet version is planned in the near future. The more comprehensive Gazetteer of Germany at the 1:200,000 scale and including the five eastern *Länder* (federal

states) is available in digital form only. During discussion of the working paper it was explained that coordinates presented in the Concise Gazetteer were taken at the centroid of a feature, with the exception of those taken at the mouth of a stream. The working group noted the importance of documenting the method of assigning coordinates when describing toponymic data files and gazetteers.

77. The Romano-Hellenic Division presented working paper No. 91 on the publication of the Concise Gazetteer of Greece. As a first stage in the development of this gazetteer, a concise catalog of geographical names has been prepared. This catalog contains approximately 2,500 geographical names with Greek and romanized spellings in accordance with ELOT 743, and geographical coordinates. The next stage in the development of the gazetteer will be the inclusion of additional data elements identifying feature type and cross references to previously used names.

78. Working paper No. 92, submitted by the Romano-Hellenic Division, addressed toponymic data files and gazetteers prepared by the Hellenic Navy Hydrographic Service to comply with relevant United Nations and IHO resolutions and recommendations. Over a 12-year period, a 10,000-entry toponymic data file had been prepared, collecting information from Greek nautical charts, sailing directions, hydrographic survey materials and other sources. The data file would be used in computer-assisted nautical chart production and to produce a bilingual gazetteer. The gazetteer is in the final stages of production.

79. The Romano-Hellenic Division also introduced working paper No. 95, a revised listing of the administrative divisions in Greece. The revision was necessitated by the abolition of the provinces (*eparchies*) and most communities (*koinotites*).

80. The United States of America/Canada Division presented working paper No. 43 describing the conventional National Gazetteer of the United States. The trend in gazetteer production away from hard copy towards digital form had resulted from a decline in requests for these products. An increased rate of retrieval of digital gazetteers from the Internet site of the US BGN Geographic Names Information System (GNIS) contributed to this trend. The GNIS web site includes digital data files of the National Gazetteer that may be downloaded by individual state, commonwealth

or territory. Paper gazetteers will be produced on a print-on-demand basis only; the US BGN should be contacted for further information. US BGN toponymic data files are available without copyright or licensing restrictions. The Convenor commented on the need for division reports to incorporate more detailed information concerning the compilation of gazetteers, their availability, how they might be obtained and an explanation of copyright and other use restrictions.

81. The United States of America/Canada Division presented working paper No. 29 describing recent changes in the content of the Canadian Geographical Names Database (CGNDB). The 1998-1999 re-engineering of CGNDB incorporated substantial revisions of the system data model, the database design and an upgrade of the Oracle Server to Oracle 8.0.4. The ISO 8859-1 text encoding standard continued to be used. Extensive database content changes and entry recoding have also been made. More general changes to the CGNDB include populating all administrative location fields, upgrading coordinates to seconds and replacing dual format Indian Reserve records with single record double (English/French language) generic entries. The publication *Toponymic Databases of Canada 1998* compiles information on CGNDB and provincial databases and provided web site addresses. Procedures for data base entry are documented in the CGNDB records manual. Although the manual is currently an internal operational document, it could be distributed to the Group of Experts in several months when its revision is complete. The Convenor emphasized that the working group should assume the task of compiling information on database specifications for toponymic databases already implemented and under development. This collection of data would serve as a resource for countries and organizations initiating database development. The Working Group on Toponymic Data Files and Gazetteers would act as a clearing house for the collection and dissemination of these materials.

82. The Arabic Division presented working paper No. 77 describing the development of the toponymic database of Algeria. The work began with an inventory and analysis of former and current toponymic information in three domains: sources of toponyms, geographical names and administrative breakdown. The demands on the database include serving as a cartographic database; managing toponymic information, including querying the database; and

dissemination of toponymic information. The overall conceptual model was organized using the Hypergraph Based Data Structure. The final plan integrated all the domains showing the different relationships between database elements. The Microsoft Access database management system provided the application tools for querying and sorting. The Division reported that this project is in the early stages of data capture from some 2000 maps, and it was estimated that the database will eventually contain over one million Algerian place names in French and Arabic. A database specification document is not yet available. In the future, the database will be shifted to the Oracle database management system to achieve interoperability with other databases of the Institut national de cartographie et de télédétection.

83. The Norden Division presented working paper No. 1 describing the National Geographic Names Register of Finland. The register contains approximately 800,000 geographical names found in the National Topographic Database (TDB). This database contains features and attributes presented on Finnish basic maps at 1:20,000 scale. The National Geographic Names Register comprised the National Place Name Register (PNR) and the Map Name Register (MNR). PNR contains data on feature type, feature location, and the spelling and language of geographical names. An extended ISO 8859-10 character set accommodates the five languages of Finland (Finnish, Swedish, North Saami, Inari Saami and Skolt Saami). MNR contains cartographic product-dependent data, such as position and alternate spelling, text font, spacing and size characteristics of place name spellings keyed to specific map products. MNR manages place name representations for products ranging from 1:20,000 in scale to 1:4,500,000. The working paper also covered topics related to the maintenance of the register and applications for generating map names files, querying the register and generating output reports. The Working Group noted that the register is a unique example of a unified toponymic database serving the needs of both national standardization and map production.

84. The Asia East Division (other than China) presented working paper No. 3 discussing the development of Digital Map 25000 (Geographical Names and Public Facilities). It was reported that the database derived from 4,352 digitized map sheets of the Geographical Survey Institute (GSI) 1:25,000



topographic map series of Japan. The database included geographical names over the entire country and was available on one CD-ROM. The main part of the database served as a gazetteer containing a digital file of 381,700 geographical names and 100,700 named public facilities. Each feature was assigned a key point representing the feature position, with coordinates referenced to the Tokyo Datum. Place names were rendered in the standard Japanese Industrial Standards Kanji character set, with an additional font package for Gaiji characters. The data would undergo annual revision. Users would require a Japanese-language operating system (e.g., Windows 98) and a Japanese-language word processor to use Digital Map 25000. There were no immediate plans to publish a romanized version. In its discussion, the Working Group noted that identification of information, such as required computer platforms, character encoding and datums, was a prerequisite for the promotion of international data exchange. It was noted that the cost of the data set would be approximately US\$ 70, and although the data was copyrighted permission to use the data file would be easily obtained by contacting GSI of Japan.

85. The United States of America/Canada Division presented working paper No. 27 describing the Canadian Geographical Names Data Base (CGNDB). This national repository contained geographical names officially approved by the Canadian Permanent Committee on Geographical Names (CPCGN) and other "unofficial" names. CGNDB supported production of 1:50,000 and 1:250,000 topographic maps, the toponymy layer of the National Topographic Data Base, the Gazetteer of Canada series, and standard and customized digital data files. CGNDB was connected to Statistics Canada 1991 population data via the matching of names records in both data sets. The regular import of records into CGNDB from the Canadian Hydrographic Service Undersea Feature Names Data Base was being planned. CGNDB contained over 500,000 geographical names, of which approximately 14 per cent were populated places or administrative areas. Each name record had over 30 associated attributes, such as unique identifier, name status codes, feature type, region or territory data and historic notations. The Internet version of CGNDB serviced over 3,000 hits per day. Internet access was free of charge and prices on other products would be reduced in April 2000.

86. The East Europe Northern and Central Asia Division presented working paper No. 81 regarding developments in the Russian Federation in the creation of an automated state catalogue of geographical names. The catalogue would include geographical names of the Russian Federation, foreign countries, world oceans and Antarctica, and would serve a variety of cartographic and information processing needs. A preliminary registration form for collection of names information was presented. The catalogue is being developed by the Federal Service on Geodesy and Cartography during 2000, and performance tests will be conducted in 2001.

87. In response to a request from the Asia South-West Division (other than Arabic), the Working Group would prepare recommendations on standard easily obtainable software packages for digital data collection and toponymic database management, as well as text encoding standards and fonts. These recommendations would benefit countries just beginning work on national standardization of geographical names and database development.

88. The Convenor requested that the Group of Experts and the working group review the International Organization for Standardization (ISO) document ISO/CD 19112, "Geographical information: spatial referencing by geographical identifiers," paying particular attention to table 3, "Properties of a gazetteer", and table 4, "Data to be recorded in a gazetteer of location instances". Proposals in this draft standard were to be reviewed in connection with United Nations resolutions on gazetteer content. Experts' comments to ISO would be forwarded through their national standardization organizations or through the Working Group Convenor by the end of February 2000.

89. The agenda for a digital gazetteer information exchange workshop, organized by the Alexandria Digital Library and held at Washington, D.C., in October 1999, was also available for review. The expert of the United Kingdom Division who had participated in the workshop reported that a wide range of end-users with an extremely high demand for authoritative geographical names information was combined with a regrettably poor understanding of the work of the United Nations in standardization of geographical names and the process of national and international standardization. He saw an urgent need to educate end-users, publish proceedings of pertinent

United Nations sessions and conferences in a timely fashion, ensure properly based encoding of geographical names and the creation of specifications. There is an urgent need to ensure that the presentation of toponymic data on the Internet conforms to UNCSGN resolution VII/9.

90. The Convenor concluded the meeting of the Working Group by outlining a work plan to be accomplished before the Berlin Conference in 2002:

- (a) Develop a Working Group newsletter;
- (b) Liaise with ISO on draft standard 19112;
- (c) Collaborate with organizers of the digital gazetteers exchange workshop to conduct additional sessions on digital gazetteer requirements and technical aspects of data exchange.

91. The Convenor closed the meeting with the announcement of a three- or four- day Working Group meeting to be held in one year's time. The following topics will be reviewed at the meeting:

- (a) Toponymic data files;
- (b) Design and creation of databases;
- (c) Toponymic data exchanges.

92. Findings of the Working Group will be presented at the Eighth United Nations Conference on the Standardization of Geographical Names.

### **XIII. Meeting of the Working Group on Toponymic Terminology**

93. The Convenor opened the meeting of the Working Group. He stated that the Working Group has consisted of a total of 22 members but that some are no longer participating in UNGEGN activities. He noted that two working papers were submitted to the meeting, working papers Nos. 20 and 52. No discussion of working paper No. 20 took place due to the absence of its author. The Convenor announced that the United Nations Statistics Division viewed favourably the translation and publication of the Glossary of Toponymic Terminology, Version 4, in the six official languages of the United Nations. A Polish translation of the Glossary (the subject of working paper No. 20) was now available in addition to the German and Slovene translations that had been produced earlier.

94. The following minor amendments to the Glossary were made at the Seventh Conference, in 1998:

(a) 079 (p.6): the phrase "The French equivalent term is 'ethnonyme'" was added to this entry;

(b) 284 (p.17): the word "(Hangül)" was deleted from this entry;

(c) 294 (p.18): the word "(Hangül)" was deleted from this entry.

Because these changes were minor, it was decided to retain the 1998 edition number of the English text (Version 4) as the final version.

95. The Convenor presented working paper No. 52, the report of the Working Group. He said that translations of the glossary into French, Spanish, Chinese and Russian had been accomplished but that all four translations had to be updated to the (new) Version 4. The translation into Arabic had been misplaced, and he therefore requested that the expert from the Arabic Division who had previously volunteered to provide the translation confer with the Secretariat to resolve this matter in a timely fashion.

96. The Secretariat provided details regarding the issuance of a United Nations publication. The final English text, including any alterations, needed to be reviewed by United Nations editors, who would forward the text for translation and reproduction. Disagreements between United Nations translators and experts in a given technical field needed to be resolved. The reproduced text should be sent back to the original translator and to the Convenor to ascertain if any changes had been made.

97. The Group discussed publication procedures and how to publish/organize the various translations of the glossary, i.e., whether all six language versions should appear separately or whether they should be combined into one multilingual glossary with each term translated into the other five languages in the same entry. The working group favoured publication of six separately edited glossaries, with an index of all terms appended to each version.

98. The Convenor noted the possible necessity of reordering entries in the various glossaries, i.e., whether the English numbering system should be adhered to as a standard or whether the sequencing of terms should be based on the alphabetic order of the

particular language. The China Division stated that the Chinese translation followed the English numbering system. Experts from other divisions proposed, for example, that a cross-referencing numbering system for all languages other than English would be beneficial to the user. In case an English term was not translatable into another language, it was suggested that rather than leaving a blank in that particular glossary, an annotation like “not translatable into Spanish” would be advisable.

99. The Convenor proceeded by stating that several translations of the English version had omitted non-Roman script examples. It was agreed that all of them should be retained in the translated glossary versions. The Convenor offered to collate and proofread all non-Roman script examples in all the versions.

100. Finally, the Convenor suggested the following production schedule:

(a) All existing versions would be updated to Version 4, including the amendments (*vide supra*);

(b) All existing versions would be submitted to the Translation and Editorial Division to verify that they conformed to United Nations format specifications;

(c) All versions would be returned to the translators; production should be accomplished in one month’s time thereafter.

He also stated that the final document should contain the translators’ names since the translations were performed voluntarily. Regarding the copyright issue, it was pointed out that only *pro forma* United Nations approval would be necessary and that it would be easy to obtain.

#### **XIV. Meeting of the Working Group on Romanization Systems**

101. The Convenor named the members of the Working Group and presented a preliminary report on the current status of United Nations romanization systems (working paper No. 34 and corrigenda). The contents and aims of the paper were outlined and the guidelines for the establishment of romanization systems and the prerequisites for their adoption were briefly explained.

102. The paper listed non-Roman script languages as identified primarily in the Report of the Working Group on Toponymic Data Exchange Formats and Standards Submitted to the Seventh United Nations Conference on the Standardization of Geographical Names (E/CONF.91/CRP.11). The first part of the report contained the 28 languages covered by the systems adopted by the United Nations Conference on the Standardization of Geographical Names and a second part incorporated other languages and scripts. A brief characterization of the individual romanization systems and information about the perceived degree of their implementation was also included alongside the tables.

103. Future versions of the document would take into account systems being discussed for Georgian and Korean (working paper No. 48) and proposed revisions of existing systems for Bulgarian (working paper No. 11) and Thai. In addition, the treatment of Arabic names in Algeria would be examined (working paper No. 78) and the system of romanization for Persian would be amended (working paper No. 41). The Working Group was planning a web site and it was envisaged that this document would be included in portable document format (pdf).

104. An expert from the Arabic Division asked how the romanization system for Arabic, which had already been adopted by the United Nations, might be amended. The Convenor explained that any suggested revisions would have to be presented in written form to UNGEGN as the basis of a resolution of the United Nations Conference on the Standardization of Geographical Names.

105. An expert from the Eastern Europe, Northern and Central Asia Division explained that the many changes taking place within the countries represented by the Division prevented any significant progress in the area of romanization systems for such languages as Tajik. It was hoped that information would be presented to the Group of Experts in the future.

106. The Arabic Division suggested that the list of languages, countries and romanization systems indicate instances where a cited language was not the first language of a country.

107. An expert from the Asia East Division (other than China) drew attention to working paper No. 48, which included details of a proposed revision of the

romanization system within the Republic of Korea to be finalized over the coming year.

108. The Convenor confirmed that information contained in a paper prepared by the Asia South-West Division (other than Arabic) regarding the romanization of Persian (working paper No. 41) would be taken into consideration when revising the report on romanization systems.

109. Regarding future plans for the Working Group, the Convenor anticipated that a revised version of the report would be published on the Working Group's web site and would also be presented to the forthcoming Eighth United Nations Conference on the Standardization of Geographical Names.

110. Providing further information on the digital presentation of the report, the Convenor explained that as a pdf file the document could be viewed and printed in its entirety without the need for special fonts. The basic text could also be edited if pasted into a word-processed document. The Working Group had agreed that existing font sizes would be increased to improve the legibility of the characters and each language would be displayed on a separate Internet page.

111. Members of the Group of Experts were encouraged to contact the Convenor or other members of the Working Group with further suggestions.

## **XV. Meeting of the Working Group on Country Names**

112. The Working Group expressed regret that the Convenor could not be in attendance. A member of the Working Group noted that the task of compiling and maintaining an up-to-date and integral list of country names was daunting, and that the Convenor's expertise in this regard was indispensable. It was the wish of the Working Group that its Convenor continue her very valuable work in that capacity.

113. In the Convenor's absence, the Chairperson of the Groups of Experts presided over the meeting. Working paper No. 33 was introduced, containing approximately 40 changes to the composite list of country names issued at the 7th Conference. A newer version of the composite list is now available, containing the Russian language versions of country names, which will require verifying against United Nations *Terminology Bulletin* No. 347/Rev.1.

114. The Working Group noted working paper No. 73, which highlighted the complexity of maintaining the country name listing.

115. The Chairperson recommended that the work plan for the group include:

(a) Continued maintenance of an up-to-date country name list;

(b) Comparison of extant lists to pinpoint and resolve discrepancies;

(c) Expansion of the list to include country names in other official United Nations languages;

(d) Review of mechanisms to disseminate effectively the composite list and associated updates.

## **XVI. Meeting of the Working Group on Publicity and Funding**

116. The Convenor of the Working Group reviewed its membership and reminded the Group of Experts of the importance of the promotion of the benefits of consistent naming achieved through active programmes of national and international standardization.

117. The Working Group reviewed working paper No. 74, containing concrete suggestions for linking commemorative naming activities with key United Nations commemorative focal points. Such linkage was envisaged as a means of garnering greater visibility of the work of the Group of Experts and national naming authorities. The expectation was also noted that such a programme of commemorative naming in association with key United Nations activities would attract respect and prestige and eventual financial support.

118. The Working Group went on to discuss strategies for the distribution of the promotional brochure. The following were among the points that were noted:

(a) ICA would distribute the brochure with its newsletter;

(b) The United Nations note verbale announcing sessions of UNGEGN and conferences should include a copy of the brochure;

(c) Chairs of each UNGEGN division would supply copies of the brochure to division members, by mail or at divisional meetings;

(d) The Institut national de cartographie et de télédétection (INCT Algeria) would distribute the brochure with its other publications;

(e) Experts associated with academic institutions would provide copies to students to help educate the next generation of experts;

(f) Copies would be distributed at the International Geographical Congress to be held at Seoul, Republic of Korea, in August 2000;

(g) The International Council on Onomastic Sciences would distribute the brochure with its next newsletter;

(h) The United Nations would take steps to distribute the brochure internally to relevant United Nations offices;

(i) The brochure would be distributed to members of regional cartographic organizations and consortia;

(j) The National Geographical Organization of the Islamic Republic of Iran would publish the brochure in its four geographical periodicals.

119. The Working Group discussed the posting of the brochure in digital form on toponymic web sites. The brochure was available in digital portable document format and no obstacles to its electronic dissemination were noted.

120. The Working Group also discussed the prospect of translating the English text of the brochure into other languages. The Secretariat reported that a request for formal United Nations translation could be submitted, but no commitment could be made at this time. The Secretariat further noted that unofficial translations were permitted, as long as a disclaimer was included stating that the United Nations was not responsible for the translation. The Secretariat would cooperate with experts to ensure the appropriate wording of such disclaimers.

121. The drafting and publication of other promotional brochures were discussed and encouraged. Other working groups with ideas for promotional material, including videos, were advised to submit their requirements to the Working Group on Publicity and Funding, who would then formulate funding strategies.

122. The possibility of activity sponsorship with external organizations as a means to secure funding was also broached. The Secretariat informed the

Working Group that funding arrangements are normally internal to the United Nations. The Convenor requested that the Secretariat follow up on this point and provide the Working Group with the United Nations guidelines on sponsorship when they become available.

123. At the conclusion of the Working Group meeting, the Convenor announced that Mr. Munro, expert of the United Kingdom Division, had agreed to be Convenor of the Working Group. Mr. Munro expressed thanks to Mr. Parker on behalf of the Group of Experts for his outstanding contributions.

## **XVII. Toponymic guidelines for map editors and other editors**

124. The United States of America/Canada Division presented working paper No. 6, a joint effort of experts in Canada and Finland. The paper was a digest of a larger document submitted for publication in *Nomina Africana*. It contained a brief history of toponymic guidelines in the work of UNGEGN, and a summary listing of countries that have issued toponymic guidelines. The co-author of the paper requested that Experts provide her with corrections and updates to the summary listing.

125. The United States of America/Canada Division presented working paper No. 30, an update on the status of features in Canada, with official names standardized in both English and French for use in federal government maps. The original version of the paper was issued as working paper No. 36 at the eighteenth session of UNGEGN, in 1996. The paper covered updates for each category in Canada for which dual names might be approved, and included a list of features of pan-Canadian significance. It was noted that the use of both names in federal government cartography depended on map scale and whether the map was bilingual.

126. Working paper No. 21 was presented by the East Central and South-East Europe Division, and included revised toponymic guidelines for Poland, necessitated by the new territorial-administrative structure in that country.

127. The Asia South-West Division (other than Arabic) presented working paper No. 41, revised toponymic guidelines issued by the Islamic Republic of Iran. The revision constituted the second edition of the

guidelines. The Group of Experts expressed appreciation for the inclusion in the guidelines of the system of romanization for Persian script.

128. The new toponymic guidelines of Italy were presented by the Romano-Hellenic Division in working paper No. 86. The new version was the second formal edition of the guidelines, the first having been issued in 1998 and a preliminary version in 1987. The status of Ladin as one of three subgroups of the Rhaeto-Romansch language was noted.

129. The Romano-Hellenic Division also presented working paper No. 90, a revision of the toponymic guidelines of Greece. The new edition included improvements in presentation; incorporation of a new section on the use of the romanization system ELOT 743 that included three different tables for transliteration, transcription and reversible transcription; an expanded list of generic terms and abbreviations; and other minor changes, particularly on the new administrative divisions of the country. A corrigendum was issued to correct a typographical problem in the romanization table.

130. Working paper No. 47, presented by the East Central and South-East Europe Division, described the third edition of Slovakia's toponymic guidelines. The new edition included the new territorial-administrative structure of the country. A limited number of copies had been distributed at the current session, but Slovak and English versions of the guidelines are available on the Internet.

131. In working paper No. 14, the Baltic Division noted that the Estonian Place Names Act of January 1997, presented at the Seventh UNCSGN, is currently available in official English translation. The Act has been amended twice since its entry into force. The Group of Experts noted in this context the general notion of the legal status of place name spellings and of national names authorities. It was recommended that this subject be considered as a future agenda item and as a topic to be treated in toponymic training courses.

132. The Arabic Division presented working paper No. 78 covering the draft toponymic guidelines of Algeria. Of particular concern to the commission on toponymy currently in place in Algeria are issues of romanization and consistent name spelling. The Group of Experts discussed at length the use of Arabic script for the representation of non-Arabic place names and agreed that the topic deserved the attention of the Arabic

Division. Hitherto, there have been no difficulties transliterating non-Arabic place names into Arabic script.

133. In concluding the agenda item, the Group of Experts generally agreed on the recommendations set out below.

134. UNGEGN Division chairs should actively engage Division members in the drafting of national toponymic guidelines and their submission to UNGEGN.

135. UNGEGN should encourage the publication and dissemination of toponymic guidelines in conventional booklet form, and even more actively promote the posting of toponymic guidelines on Internet web sites.

## **XVIII. Exonyms**

136. The East Central and South-East Europe Division presented working paper No. 4, a concise list of exonyms used by the Czech Republic for places in the former USSR, and working paper No. 65, a list of selected exonyms used in Hungary.

137. The Norden Division introduced working paper No. 75, summarizing a conference on foreign names held at Oslo in May 1997, noting that several of the conference speakers argued strongly in favour of the use of exonyms in certain contexts as a means of easing communication.

138. The East Mediterranean Division (other than Arabic) submitted working paper No. 53, containing a list of donor-recommended English exonyms for places in Israel. The Division reported that these exonyms were noteworthy because of their use in Israel on road signs erected by the Public Works Department.

139. Working paper No. 31 from the French-speaking Division contained a general overview of the contemporary state of the use of exonyms and stimulated discussion among the Group of Experts about trends of exonym usage. The Group of Experts reached general consensus that the use of exonyms in cartographic applications ought to be reduced. In broader contexts, members of UNGEGN identified situations (e.g., humanitarian relief assistance, safety of navigation) where use of exonyms could be of critical value. UNGEGN concluded that creation of new exonyms (e.g., through casual translation of foreign

place names) was to be discouraged, and that there was continued utility in drafting lists of exonyms in use.

### **XIX. Standardization in multilingual areas**

140. The United States of America/Canada Division introduced working paper No. 49, covering the topic of place name translation and regulation in the bilingual environment of Ontario. In accordance with federal and provincial statutes, three categories of place name spellings could evolve in Ontario: the official name, the officially recognized alternate name and the French text equivalent. The working paper addressed issues associated with the latter category of name spellings, arrived at through the application of translation rules, for text purposes. The Group of Experts contrasted the practice in Ontario with the practice in Finland, where translations of traditional place names are avoided.

141. The East Mediterranean Division (other than Arabic) presented working paper No. 54 on proposals within Israel on the transliteration of Hebrew place names into Arabic. Phonological distinctions between Hebrew and Arabic led to certain innovative recommendations (involving the use of Persian and Malay letters) that have been submitted to the Academy of the Hebrew Language for consideration.

142. Working paper No. 66, submitted by the Norden Division, summarized the situation regarding the Saami orthographies already covered in the division's respective toponymic guidelines. It was noted that application of Saami names on maps might differ among the constituent members of the Norden Division, but that the new common orthographies for North Saami and Lule Saami are being introduced gradually.

143. The Africa South Division reported that in South Africa it would be the responsibility of the South African Geographical Names Council to advise on the process of identifying, regulating, and applying place names in that multilingual country. It identified local indigenous usage as a key criterion for place name selection.

144. The Group of Experts encouraged the use of its newsletter, web sites, and national toponymic guidelines as means of publicizing national rules for application of names in multilingual areas.

### **XX. Progress made on archiving documents**

145. Working paper No. 8 was presented, containing a summary of results of a two-phase inventory of documents related to the United Nations Conference on the Standardization of Geographical Names and the United Nations Group of Experts on Geographical Names. The project resulted in the creation of a spreadsheet file identifying relevant papers and their locations within United Nations Headquarters in New York. Assistance would be needed from experts in keeping the file updated and locating missing documents.

146. Working paper No. 23 presented a summary of papers available at the Research Institute for the Languages of Finland. The Group of Experts considered but did not resolve questions related to the digitization of United Nations papers; however, there was a consensus that the objective of the Group of Experts ought to be the rapid and widespread dissemination of new and important UNGEGN and Conference papers. The role of the Secretariat in assisting in information dissemination, both electronically and in hard copy, was deemed essential.

### **XXI. Implementation of resolutions and the aims and functions of the United Nations Group of Experts on Geographical Names**

147. The United Nations Cartographic Section presented working paper No. 71, describing its efforts to implement a United Nations geographical database to support a variety of United Nations requirements for representation of geospatial information on a global basis. The Section had established partnerships in the private sector to assist with concept development, and a proposal to the United Nations Foundation was in the evaluation stage. The Section had noted the importance of standard and authoritative place name spelling, and sought to establish a formal relationship with the Group of Experts. The Cartographic Section also described its web site and offered to post information on it promoting the work of the Group of Experts.

148. Working paper No. 32, presented by the French-speaking Division, outlined information available at the web site of the Commission de toponymie du

Québec. In addition to the Quebec geographical names database, there were approximately 8,000 items relating to the origin of specific place names and numerous other documents and information resources.

149. Working paper No. 63 was presented by the United States of America/Canada Division and summarized documentation concerning UNGEGN and its activities available at the web site of the Canadian Permanent Committee on Geographical Names.

150. Working paper No. 94, also submitted by the United States of America/Canada Division, included a list of web site addresses identified in papers submitted to the twentieth session of UNGEGN.

151. The United States of America/Canada Division presented working paper No. 35, updating the status of the United States Board on Geographic Names domestic data compilation programme. The second phase of the programme was nearing completion, and a third phase was contemplated to bring all state files to the same comprehensive level.

152. The Division also presented working paper No. 38, providing status of state names authorities in the United States. It was noted that state boards provided advice to the federal Board on Geographic Names (BGN). The Division reported that names appearing in the US BGN Geographic Names Information System are considered official and proposals to change names could be submitted to BGN.

153. The Group of Experts considered again working paper No. 24 submitted by the Africa South Division and the Asia East Division (other than China). The Group looked over the findings of the former Working Group on Evaluation, submitted to the fifteenth session of UNGEGN, in 1991. Several experts expressed the view that continued evaluation of the work of UNGEGN was necessary and the working group should be re-established. Other experts noted that the tasks of the proposed working group in working paper No. 24 needed modifying. The Chairperson concluded that reviving the working group would be appropriate at this time to determine whether the Group of Experts is functioning effectively and to identify improvements. Experts from the Africa South Division, Asia East Division (other than China) and the Asia South-West Division (other than Arabic) agreed to take part in the working group (an Expert from Japan did not concur with the text of this paragraph, stating that the working

group is not in existence until its mandate is fully determined).

154. The Dutch- and German-speaking Division presented working paper No. 67 and explained that in Austria, names standardization activities occurred at several levels in the national administrative hierarchy. To improve coordination, a working group of the Board on Geographical Names of Austria and the Conference of Spatial Planning had been formed. It has made formal recommendations on name spelling in the gazetteer of the Austrian Statistical Office and the maps of the Federal Office of Metrology and Surveying. These names are now obligatory for use on official products.

155. Working paper No. 69, which was presented by the Dutch- and German-speaking Division, summarized the implementation to date of the orthographic reform of the German language in the context of place names in Austria.

156. The United States of America/Canada Division presented working paper No. 7, describing an innovative project involving the use of standardized toponyms as a starting point for students to learn about the history and culture of Canada. A CD-ROM is being developed that will dovetail social studies curriculum needs across Canada and 150 toponyms were selected for the development of information "postcards" on the disk. English, French and Aboriginal heritage would be considered. The disk would be made available to schools, libraries and museums. Experts noted that the project could serve as a model for an educational tool to promote the study of toponymy.

157. The Division introduced working paper No. 45, which described a recent review and update of the policy of the United States Board on Geographic Names regarding the naming of undersea features in United States territorial waters.

158. The Dutch- and German-speaking Division presented working paper No. 68 covering a revised edition of Josef Breu's 1975 *Gazetteer of Austria*. The new version has been completely updated and contains names from the 1:500,000 scale maps of Austria. Its publication on CD-ROM is expected in the year 2000.

159. The Asia East Division (other than China) presented working paper No. 96. It was noted that divergent views existed within the Group of Experts regarding the interpretation of Conference resolution



III/20. In particular, views of the group were sought on whether this resolution would be applied to maritime features, and if so to what extent. The Chairperson agreed to discuss the matter with the UNGEGN Secretariat and to seek their assistance to clarify its interpretation (an expert from Japan disagreed with the text of this paragraph).

160. In other matters, the Group of Experts agreed that at least two issues of the *Newsletter* should be published before the Eighth Conference. The question of the publication of volume II of the report of the Seventh Conference was also discussed. The Group agreed that the essential point was the urgency in disseminating Conference material, and the Chairperson would discuss with the Secretariat how best to carry this out.

## **XXII. Eighth United Nations Conference on the Standardization of Geographical Names**

161. The expert from Germany, the host country of the Eighth Conference, presented working paper No. 62, summarizing the arrangements being made in Germany in preparation for the conference. The conference would be held from 27 August to 5 September 2002 at the Conference Centre of the German Ministry of Foreign Affairs Berlin. A technical exhibition on the theme of GIS, cartography and geographical names would be held in conjunction with the conference. A toponymic training course organized by the host country would be held during the two weeks preceding the conference. Administrative and logistical arrangements for the conference would be announced through the *UNGEGN Newsletter*.

162. The Group of Experts expressed appreciation to the representative of Germany for the reception held at the German House during the twentieth session and for the informative video presentation about the Conference and its venue.

## **XXIII. Twenty-first session of the Group of Experts**

163. The Chairperson drew the attention of the Group of Experts to information papers No. 2 (the current

session agenda) and No. 9 (the draft agenda for the next session).

164. The Group concluded that the twenty-first session of UNGEGN would bracket the Eighth Conference and would be held on 26 August and 6 September 2002. The meeting on 26 August 2002 would be devoted to organization of the conference; the meeting of 6 September would focus on the evaluation of the constitution of working groups. The United Kingdom Division recommended that at its next session the Group of Experts consider the election of two rapporteurs in recognition of the complexity of daily minute-taking and the drafting of session reports. The Chairperson agreed to follow up on the recommendation.

165. The Group of Experts touched briefly on the proposed agenda for the twenty-second session of UNGEGN, the next full session. There was no objection to shortening the session to eight days. It was agreed that an agenda item be added on the legal status of geographical names.

## **XXIV. Other matters**

166. The expert from the East Central and South-East Europe Division presented a demonstration of a scanned version of the National Atlas of Slovenia and the Digital Atlas of Slovenia (working paper No. 97).

## **XXV. Adoption of the report**

167. The Group of Experts accepted the report as amended during its reading (two expressions of dissent were noted; see paras. 153 and 159).

## **XXVI. Vote of thanks**

168. Thanks were variously expressed to the Chairperson, Vice-Chairman, Rapporteurs, Working Group Chairs and Rapporteurs, the Secretariat and conference services staff for their contributions to the session.

## Annex I

### List of documents

<i>No.</i>	<i>Title/country/division/working group</i>	<i>Agenda item</i>
WP.1	Finnish National Land Survey's Geographic Names Register (submitted by Finland)	9
WP.2	Report of the Africa South Division (submitted by South Africa)	5
WP.3	Development of "Digital Map 25,000 (Geographic names and public facilities)" (submitted by Japan)	9
WP.4	A concise list of the new Czech exonyms concerning the former USSR (submitted by the Czech Republic)	15
WP.5	Nouvelle commission de toponymie pour L'Institut géographique national (submitted by France)	5
WP.6	Toponymic guidelines for map and other editors for international use: an overview of existing guidelines and UNGEGN work to date (submitted by Canada)	14
WP.7	Standardized Canadian geographical names: a backbone for a new educational CD-ROM (submitted by Canada)	18
WP.8	Creating a compendium of technical papers submitted to the United Nations Conference on the Standardization of Geographical Names and UNGEGN (submitted by Canada)	17
WP.9	Working Group on Publicity and Funding Report (submitted by the Working Group on Publicity and Funding)	7
WP.10	Asia South-East and Pacific, South-West Division report (submitted by the Division)	5
WP.11	Report on the fifteenth session of the East Central and South-East Europe Division of UNGEGN (submitted by Slovenia)	5
WP.12	Report of Slovenia on the fifteenth session of the East Central and South-East Europe Division of UNGEGN (submitted by Slovenia)	5
WP.13	Report of the United Kingdom Division (submitted by the United Kingdom)	5
WP.14	Legislation in Estonia concerning geographical names (submitted by Estonia)	14
WP.15	Report by the Convenor of the Working Group on romanization systems (submitted by Estonia)	7
WP.16	The work report by China language/geography Division (submitted by China)	5
WP.17	Country report/Jordan (submitted by Jordan)	5
WP.18 (withdrawn)	Place names as evidence of history: the case of historic Nubia (submitted by the Sudan)	5
WP.19 and Corr.1	Survey of Nubian place names (submitted by the Sudan)	5
WP.20	Glossary of terminology used in the standardization of geographical names (submitted by Poland)	10

<i>No.</i>	<i>Title/country/division/working group</i>	<i>Agenda item</i>
WP.21	Toponymic guidelines of Poland for map editors and other users (submitted by Poland)	14
WP.22	Place names: the memory of places (theme of European Heritage Days in Finland 1999) (submitted by Finland)	5
WP.23	Report of Finland (submitted by Finland)	17
WP.24	Working Group on Evaluation and Implementation (submitted by the Republic of Korea and South Africa)	7, 18
WP.25	Report of the Baltic Division (submitted by Latvia)	5
WP.26	Geographical names workshop (submitted by Canada)	8
WP.27	Presentation to the International Cartographic Association on the Canadian Geographical Names Data Base (submitted by Canada)	9
WP.28	Products available from the Canadian Geographical Names Data Base and from provincial names authorities (submitted by Canada)	9
WP.29	Recent development concerning the content of the Canadian Geographical Names Data Base (submitted by Canada)	9
WP.30 and Corr.1	Update on Canadian features with official names standardized in both English and French and their portrayal on Canadian federal government maps (submitted by Canada)	14
WP.31	Les exonymes: des objectifs à préciser (submitted by Canada)	15
WP.32	Les ressources d'Internet au service de la normalisation des noms géographiques (submitted by Canada)	18
WP.33 and Rev.1	List of country names (submitted by the Working Group on Country Names)	12
WP.34 and Corr.1	United Nations romanization systems for geographical names: preliminary report on their current status (submitted by the Working Group on Romanization Systems)	11
WP.35	National Standardization Office Treatment of Names: geographical names data compilation programme of the United States of America (domestic) (submitted by the United States of America)	18
WP.36	Toponymic data files national gazetteers: digital gazetteer of the United States of America (submitted by the United States of America)	9
WP.37	Pan American Institute of Geography and History report (submitted by the Institute)	6
WP.38	Measures taken and proposed to implement United Nations resolutions on the standardization of geographical names: State names authorities of the United States of America (submitted by the United States of America)	18
WP.39	Report of the Norden Division (submitted by Sweden)	5
WP.40	Report of the Islamic Republic of Iran (submitted by the Islamic Republic of Iran)	5

<i>No.</i>	<i>Title/country/division/working group</i>	<i>Agenda item</i>
WP.41	Toponymic guidelines for map and other editors, revised edition, 1998 (submitted by the Islamic Republic of Iran)	14
WP.42	Council of Geographic Names Authorities (submitted by the United States of America)	6
WP.43	Conventional gazetteer of the United States of America (submitted by the United States of America)	9
WP.44	Report of the United States/Canada Division (submitted by the United States of America)	5
WP.45	National standardization office treatment: off-shore features (submitted by the United States of America)	18
WP.46	Report of the Working Group on Gazetteers and Toponymic Data Files for the Period 1998-1999 (submitted by the United States of America)	7
WP.47	Edition of toponymic guidelines for map and other editors (submitted by Slovakia)	14
WP.48	Recent changes in geographical names of Korean cities and other developments (submitted by the Republic of Korea)	5
WP.49	From English to French: new trends in the translation of geographical names in Canada (submitted by Canada)	16
WP.50	Country Report: Malaysia (submitted by Malaysia)	5
WP.51	International Cartographic Exhibition, Ottawa, ICA 1999 (submitted by Canada)	6
WP.52	Report of the Working Group on Toponymic Terminology (submitted by Israel)	10
WP.53 and Corr. 1	New list of donor-recommended exonyms in Israel (submitted by Israel)	15
WP.54	A new transliteration system from Hebrew into Arabic (submitted by Israel)	16
WP.55	Changes in geographical names in Hungary affecting populated places and administrative divisions between 1 January 1996 and 1 January 2000 (submitted by Hungary)	5
WP.56	Origen de la palabra "Perú" (submitted by Peru)	5
WP.57 and Corr. 1	Report of the International Hydrographic Organization (submitted by IHO)	6
WP.58	Report of the Dutch- and German-speaking Division for the period 1998-1999 (submitted by Germany)	5
WP.59	Second International Symposium on Geographical Names: "GeoNames 2000", Frankfurt am Main, 28-30 March 2000 (submitted by Germany)	6
WP.60	Report on UNGEGN liaison with the Scientific Committee on Antarctic Research (submitted by Germany)	6
WP.61	Concise gazetteer of Germany (submitted by Germany)	9
WP.62	Organizational measures taken by the host country for preparing the Eighth United Nations Conference on the Standardization of Geographical Names, Berlin, 27 August-5 September 2002 (submitted by Germany)	19

<i>No.</i>	<i>Title/country/division/working group</i>	<i>Agenda item</i>
WP.63	UNGEGN documentation available on the Canadian Geographical Names Web Site, Natural Resources Canada (submitted by Canada)	18
WP.64	Report of Africa East Division (submitted by Mozambique)	5
WP.65	Selected exonyms used in Hungary (submitted by Hungary)	15
WP.66	Saami languages in Norden (submitted by Sweden)	16
WP.67	Recommendation No. 46 of the Austrian Conference of Spatial Planning (submitted by Austria)	18
WP.68	Geographical Names Data Base: Austria (submitted by Austria)	18
WP.69	Implementation of orthographic reform in Austrian cartographic products and gazetteers (submitted by Austria)	18
WP.70	Report of the International Council of Onomastic Sciences (submitted by Austria)	6
WP.71	United Nations geographic database (submitted by the Cartographic Section of the United Nations Secretariat)	18
WP.72	Report of the former Yugoslav Republic of Macedonia (submitted by the former Yugoslav Republic of Macedonia)	5
WP.73	Liste de noms de pays (submitted by Canada)	12
WP.74	Pour une meilleure visibilité du Groupe d'Experts: Nations Unies programme de commémoration toponymique valorisante le calendrier des célébrations des Nations Unies	13
WP.75	Report of Norden Division (submitted by the Division)	5
WP.76 and Add.1	Report of Israel (submitted by Israel)	5
WP.77 and Corr.1	Realisation d'une base de données des noms géographiques (submitted by Algeria)	9
WP.78	Projet de directive: les écritures sur une carte (submitted by Algeria)	14
WP.79	Rapport de la division francophone (submitted by France)	5
WP.80	Report of the Eastern Europe, Northern and Central Asia Division (submitted by the Russian Federation)	5
WP.81	Status report on development of the Russian Federation's State catalogue of geographical names (submitted by the Russian Federation)	9
WP.82	Classification of the populated localities on the 1:600,000 scale map of the Azerbaijan Republic (submitted by Azerbaijan)	5
WP.83 and Corr.1	Report of the Convenor of the Working Group on training courses in toponymy, 1998-2000 (submitted by the Working Group)	8
WP.84	Report of the International Cartographic Association (submitted by the Association)	6
WP.85 and Corr.1	Report of the Romano-Hellenic Division (submitted by the Division)	5

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<i>No.</i>	<i>Title/country/division/working group</i>	<i>Agenda item</i>
WP.86	National standardization: toponymic guidelines for map and other editors, Italy (second edition, 1999) (submitted by Italy)	14
WP.87	Report of the Republic of Cyprus (submitted by Cyprus)	5
WP.88	Rapport: activités du Maroc, 1998-2000 (submitted by Morocco)	5
WP.89	Report of the Africa South Division (submitted by South Africa)	5
WP.90 and Corr.1	Toponymic guidelines of Greece (submitted by Greece)	14
WP.91	Publication of a concise gazetteer of Greece (submitted by Greece)	9
WP.92	Coastal and maritime toponymic data files and gazetteers of the Hellenic Navy Hydrographic Service (submitted by Greece)	9
WP.93	Report of the Arabic Division (submitted by the Division)	5
WP.94	Web sites mentioned working papers presented to the twentieth session of UNGEGN, January 2000 (submitted by UNGEGN)	18
WP.95	Administrative division of Greece (submitted by Greece)	9
WP.96	Implementation of UNCSGN resolution III/20 on geographical features beyond a single sovereignty (submitted by the Republic of Korea)	18
WP.97	National atlas of Slovenia and digital atlas of Slovenia (first edition, 1999) (submitted by Slovenia)	5

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### **Unnumbered documents**

Survey of the Libyan Arab Jamahiriya: a summary (submitted by the Libyan Arab Jamahiriya)

Closing remarks from the Chair of the twentieth session

Press releases: opening and closing of the session

## Information papers

<i>No.</i>	<i>Title</i>
INF.1	Statute and rules of procedure of the United Nations Group of Experts on Geographical Names
INF.2	Provisional agenda
INF.3	Provisional list of documents
INF.3	List of documents
INF.4 and Rev.1	Provisional list of participants and list of documents
INF.5 (a) (English)	Resolutions adopted at the Seven United Nations Conferences on the Standardization of Geographical Names (1967, 1972, 1977, 1982, 1987, 1992, 1998)
INF.5 (b) (French)	Résolutions adoptées par les sept conférences des Nations Unies sur la normalisation des noms géographiques (1967, 1972, 1982, 1987, 1992, 1998)
INF.6 (update)	Names and addresses of UNGEGN experts
INF.7	Report of the Chairman
INF.8 (E/F)	Provisional agenda for the Eighth Conference
INF.9 (E/F)	Provisional agenda for the twenty-first session of the Group of Experts
INF.10	List of documents by agenda item

## Annex II

### List of participants

#### Africa Central Division

(Angola, Burundi, Cameroon,<sup>a</sup> Central African Republic, Chad, Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Rwanda, Sao Tome and Principe)

(Absent)

#### Africa East Division

(Botswana, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique,<sup>r</sup> Seychelles, Swaziland, Uganda, United Republic of Tanzania, Zambia, Zimbabwe)

(Absent)

#### Africa South Division

(Botswana, Lesotho, Malawi, Mozambique,<sup>r</sup> Namibia, South Africa,<sup>b</sup> Swaziland, Zambia, Zimbabwe)

**P. W. Mthembeu**  
(South Africa)

Head, Place Names Unit

**Lf. Mathenjwa**  
(South Africa)

Chairperson, South Africa Geographical Names Council

**Luis Abrahamo**  
(Mozambique)

Chief of Cartography Division, Direcção Nacional de Geografia e Cadastro, Ministério da Agricultura e Pescas

**Tomás Bernardino**  
(Mozambique)

National Director, Direcção Nacional de Geografia e Cadastro, Ministério da Agricultura e Pescas

**Alexandre Uisse Chidimatembue**  
(Mozambique)

Head of Geomatic Department, Direcção Nacional de Geografia e Cadastro, Ministério da Agricultura e Pescas

#### Africa West Division

(Benin,<sup>c</sup> Burkina Faso, Cape Verde, Côte d'Ivoire,<sup>c</sup> Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali,<sup>c</sup> Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo)

(Absent)



## Arabic Division

(Algeria, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libyan Arab Jamahiriya, Morocco, Oman, Saudi Arabia, Sudan, Syrian Arab Republic, United Arab Emirates, Yemen)

Nasser Sultan <b>Al-Harthy</b> (Oman)	Head of the National Survey Authority, Ministry of Defense
Ibrah M. <b>Zoqurti</b> (Jordan)	Chairman of Geographical Names Committee, Royal Jordanian Geographical Centre
Saliem <b>Khalifeh</b> (Jordan)	Director-General, Royal Jordanian Geographic Centre
Morreaya <b>Al-Shaharani</b> (Saudi Arabia)	
Abdullah <b>Al-Oraini</b> (Saudi Arabia)	Research and Development Manager, Military Survey Dept.
Eid Moosa <b>Al-Motairi</b> (Saudi Arabia)	Field Edit Manager, Military Survey Department
Mohammed <b>Al-Shaharani</b> (Saudi Arabia)	Geographic Names Manager, Military Survey Department
Yousif Alkalifa <b>Abu Bakr</b> (Sudan)	Chairman, Sudanese National Committee for Geographical Names, Ministry of Survey and Physical Development
Nasr Ibrahim <b>Hassanein</b> (Sudan)	General Secretary, Sudanese National Committee for Geographical Names, Ministry of Survey and Physical Development
Herman <b>Bell</b> (Sudan)	Consultant
Mohamed Ebrahim <b>Al-Mansoori</b> (United Arab Emirates)	Deputy Vice-Chancellor for Student Affairs, United Arab Emirates University, Head of Gazetter Research Project
Khalifa <b>Al-Romaithi</b> (United Arab Emirates)	GIS Expert, Survey Department
Khalid <b>Al-Malahi</b> (United Arab Emirates)	Geomatics, Survey Department
Abdulla <b>Saleh Al-Saleh</b> (United Arab Emirates)	Geographical Planner (Head of Zoning Updating Unit)
Brahim <b>Atoui</b> (Algeria)	Chef du laboratoire de toponymie, Institut national de cartographie
Abdelaziz <b>Medjrab</b> (Algeria)	Directeur de le cartographie, Service géographique et de télédétection de l'armée

<b>Abdelhadi Tazi</b> (Morocco)	Membre de l'Académie du Royaume du Maroc et Président de la Commission nationale de toponymie
<b>Mohamed Alahian</b> (Morocco)	Chef du service de la documentation cartographique, Cartothèque et photothèque nationale, Direction de cadastre et la cartographie
<b>Hamid Ouzzine</b> (Morocco)	Chef du service de topographie générale, Direction de cadastre et la cartographie
<b>Marwan Soukar</b> (Syrian Arab Republic)	Manager, Public Relations, General Establishment of Surveying
<b>Mohamed Hasan Idris</b> (Syrian Arab Republic)	General Director, General Establishment of Surveying
<b>Ebrahim Yousuf</b> (Qatar)	Head of Street and Area Naming Department
<b>Anwar Siala</b> (Libyan Arab Jamahiriya)	Director-General, Research and Planning Surveying Department of the Libyan Arab Jamahiriya
<b>Abdulrhman Zanbila</b> (Libyan Arab Jamahiriya)	Popular Committee for Foreign Liaison and and International Cooperation
<b>Alhaddi Ali Daba</b> (Libyan Arab Jamahiriya)	Surveyor Department, Office of Cartography Section

### **Asia East Division (other than China)**

(Democratic People's Republic of Korea, Japan, Republic of Korea)

<b>Kim, Joo-seok</b> (Republic of Korea)	Deputy Director-General for International Organizations, Ministry of Foreign Affairs and Trade
<b>Min, Tae-jung</b> (Republic of Korea)	Director, Geodetic Division, National Geographic Institute
<b>Choi, Seok-young</b> (Republic of Korea)	Counsellor, Permanent Mission of the Republic of Korea to the United Nations
<b>Lee, Ki-suk</b> (Republic of Korea)	Professor, Dept. of Geography Education, Seoul National University
<b>Kim, Jin-hyun</b> (Republic of Korea)	President, Munwha Daily News
<b>Kim, Chang Guk</b> (Democratic People's Republic of Korea)	Ambassador, Deputy Permanent Representative to the United Nations

<b>Choe</b> , Myong Nam (Democratic People's Republic of Korea)	First Secretary, Permanent Mission to the United Nations
Nobuo <b>Nagai</b> (Japan)	Director, Topographic Department, Geographical Survey Institute, Ministry of Construction
Yoko <b>Yanagisawa</b> (Japan)	Official, United Nations Administration Division, Ministry of Foreign Affairs
Yuji <b>Kumamaru</b> (Japan)	Minister, Permanent Mission to the United Nations
Yoshitaka <b>Kitazawa</b> (Japan)	First Secretary, Permanent Mission to the United Nations

### **Asia South-East and Pacific South-West Division**

(American Samoa, Australia, Brunei Darussalam, Cambodia, Commonwealth of the Northern Mariana Islands, Indonesia, Lao People's Democratic Republic,<sup>d</sup> Malaysia, Myanmar, New Zealand,<sup>e</sup> Nauru, Papua New Guinea, Philippines, Singapore, Thailand, Viet Nam; Chair: Brian Goodchild)

John <b>Parker</b> (Australia)	Registrar of Geographic Names for Victoria Post Chairman, Committee for Geographical Names for Australasia
Mohamed A. <b>Majid</b> (Malaysia)	Director-General, Department of Survey and Mapping

### **Asia South-West Division (other than Arabic)\***

(Afghanistan, Azerbaijan,<sup>f</sup> Cyprus,<sup>g</sup> Islamic Republic of Iran, Pakistan,<sup>h</sup> Turkmenistan, Turkey,<sup>i</sup> Yugoslavia;<sup>i</sup> Chairman of the Division: N. H. Malmirian)

Hamid <b>Malmirian</b> (Islamic Republic of Iran)	Head, Iranian National Geographical Organization
Nasser <b>Mohammadi</b> (Islamic Republic of Iran)	Director, Iranian National Geographical Organization
Abbas Safarian <b>Nematabad</b> (Islamic Republic of Iran)	Director, Boundaries Department, Ministry of Foreign Affairs
Behrooz <b>Yadgari</b> (Islamic Republic of Iran)	Expert, Iranian National Geographical Organization

### **Baltic Division**

(Estonia, Latvia, Lithuania)

Peeter <b>Päll</b> (Estonia)	Head, Department of Grammar, Institute of the Estonian Language
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\* For Cyprus, see also Romano-Hellenic Division.

**Elvi Sepp**  
(Estonia) Senior Official, Department of Local Government and Regional Development, Ministry of Internal Affairs; Secretary of the Estonian Place Names Board

**Vita Strautniece**  
(Latvia) Head of Laboratory of Toponymy, State Land Service of the Republic of Latvia

**Zane Cekula**  
(Latvia) Senior Desk Officer, Laboratory of Toponymy, State Land Service of the Republic of Latvia

### **Celtic Division\***

(France,<sup>j</sup> Ireland)

**Donall MacGiola Easpaigh** Chief Place Names Officer, Place Names Officer  
(Ireland)

### **China Division**

(China)

**Du Xiangming** Honorary Director, Research Institute of Toponymy,  
(China) State Bureau of Surveying and Mapping

**Wang Jitong** Chairman, China Language/Geography Division,  
(China) General Director, China Institute of Toponymy

**Jin Ergang** General Director of Administrative Regions and  
(China) Geographical Names Management, Department of the Ministry of Civil Affairs

**Fan Yi** Senior Editor, China Cartography Publishing House  
(China)

**Liu Lianan** Researcher, China Institute of Toponymy  
(China)

**Zhu Jian** Officer, Ministry of Foreign Affairs  
(China)

### **Dutch and German-speaking Division\*\***

(Austria, Belgium,<sup>k</sup> Germany, Netherlands, South Africa,<sup>b</sup> Suriname,<sup>i</sup> Switzerland;<sup>j</sup>  
Chairman of the Division: J. Sievers)

**Isolde Hausner** Chair, Academy of Sciences, Oesterreichische  
(Austria) Akademie der Wissenschaften, Institut fuer Oesterreichische Dialekt-und Namenlexika

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\* For France, see also French-speaking Division.

\*\* For Belgium, see also Romano-Hellenic Division; for South Africa, see also Africa South Division.

Martin <b>Lutz</b> (Germany)	Minister Plenipotentiary, Permanent Mission to the United Nations
Dietmar <b>Grünreich</b> (Germany)	President of the Federal Agency for Cartography and Geodesy
Christian <b>Schleithoff</b> (Germany)	Counselor, Permanent Mission to the United Nations
Jörn <b>Sievers</b> (Germany)	Chairman, Permanent Committee on Geographical Names
Bernd Edwin <b>Beinstein</b> (Germany)	Secretary, Permanent Committee on Geographical Names
Ferjan <b>Ormeling</b> (Netherlands)	Professor, Utrecht University, Faculty of Geographical Sciences, Cartography Department
L. Ch. J. D. <b>Schillings</b> (Netherlands)	First Secretary, Permanent Mission to the United Nations
A. P. <b>Valkenburg</b> (Netherlands)	Second Secretary, Permanent Mission to the United Nations
Monika Rühl <b>Burzi</b> (Switzerland)	First Secretary, Permanent Mission to the United Nations

### **East Central and South-East Europe Division\***

(Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus,<sup>g</sup> Czech Republic, Greece,<sup>m</sup> Hungary, Poland, Slovakia, Slovenia, the former Yugoslav Republic of Macedonia, Turkey,<sup>j</sup> Ukraine,<sup>n</sup> Yugoslavia; Chairman of the Division: Milan Orošen Adami.).

Milan Orošen <b>Adami...</b> (Slovenia)	President of the Commission for Standardization of Geographical Names, Geographical Institute Scientific Research, Center for the Slovene, Academy of Sciences and Arts
Imrich <b>Horvánskv</b> (Slovak Republic)	President of the Geodesy, Cartography and Cadastre Authority
Igor <b>Vencel</b> (Slovak Republic)	Second Secretary, Permanent Mission to the United Nations
Béla <b>Pokoly</b> (Hungary)	Senior Official, Department of Lands and Mapping, Ministry of Agriculture and Regional Development
Nikola <b>Jankovic</b> (Yugoslavia)	Assistant Federal Minister for Economics

\* For Cyprus and Greece, see also Romano-Hellenic Division; for Turkey, see also Asia South-West Division (other than Arabic); for Ukraine and Bulgaria, see also Eastern Europe, Northern and Central Asia Division.

<b>Dragan Markovic</b> (Yugoslavia)	Director, Military Geographical Institute
<b>Jovan Mirilovic</b> (Yugoslavia)	Counsellor, Permanent Mission to the United Nations
<b>Goran Stevceviski</b> (the former Yugoslav Republic of Macedonia)	Second Secretary, Permanent Mission to the United Nations

### **Eastern Europe, Northern and Central Asia Division**

(Armenia, Azerbaijan,<sup>f</sup> Belarus, Bulgaria, Kyrgyzstan, Russian Federation, Ukraine,<sup>n</sup> Uzbekistan; Georgia, Tajikistan; Chairman of the Division: V. Boginsky)

<b>V. Postnov</b> (Russia)	Chief of Section, Legal Department, Ministry of Foreign Affairs
<b>V. Boginsky</b> (Russia)	Chief of Section, Central Scientific Research Institute of Geodesy, Aerial Survey and Cartography
<b>Adil Sultanov</b> (Azerbaijan)	Chairman, State Committee for Geodesy and Cartography
<b>Serik Zhanibekov</b> (Kazakhstan)	First Secretary of the Permanent Mission to the United Nations

### **East Mediterranean Division (other than Arabic)\***

(Cyprus,<sup>g</sup> Israel; Chairman of the Division: N. Kadmon)

<b>Naftali Kadmon</b> (Israel)	Emeritus Professor of Cartography, Geography Department, Hebrew University of Jerusalem
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### **French-speaking Division\*\***

(Belgium,<sup>k</sup> Benin,<sup>c</sup> Cameroon,<sup>a</sup> Canada,<sup>c</sup> Côte d'Ivoire,<sup>c</sup> France,<sup>j</sup> Lao People's Democratic Republic,<sup>d</sup> Luxembourg,<sup>j</sup> Mali,<sup>c</sup> Monaco,<sup>j</sup> Romania,<sup>j</sup> Switzerland;<sup>k</sup> Chairman of the Division: to be determined)

<b>Pierre Planques</b> (France)	Président de la Commission de toponymie de l'Institut géographique national
<b>André Lapierre</b> (Canada)	Chair, Advisory Committee on Toponymy Research, Canadian Permanent Committee on Geographical Names
<b>Helen Kerfoot</b> (Canada)	c/o Geographical Names, Geomatics Canada, Natural Resources Canada

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\* For Cyprus, see also Romano-Hellenic Division.

\*\* For Canada, see also United States of America-Canada Division; for Belgium and Romania, see also Romano-Hellenic Division.

<b>Henri Dorion</b> (Canada)	Geography Department
<b>Kathleen O'Brien</b> (Canada)	Secretariat, Canadian Permanent Committee on Geographical Names
<b>Jocelyne Revie</b> (Canada)	Secretariat, Canadian Permanent Committee on Geographical Names
<b>Christian Bonnelly</b> (Canada)	Commission de toponymie du Québec
<b>Denis Chouinard</b> (Canada)	Permanent Mission to the United Nations

### **India Division**

(Bangladesh, India, Pakistan<sup>h</sup>)

(Absent)

### **Latin America Division**

(Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Spain,<sup>p</sup> Suriname, Uruguay, Venezuela; Chairman of the Division: to be determined)

<b>Mario Lenin Leiva</b> (Ecuador)	Subdirector del Instituto Geográfico Militar
<b>Cristobal Morales Béjar</b> (Mexico)	Subdirector de Operación INEGI, Dirección General de Geografía

### **Norden Division**

(Denmark, Finland, Iceland, Norway, Sweden; Chairman of the Division: Hans Ringstam)

<b>Sirkka Paikkala</b> (Finland)	Special Advisor, Name Planning and Guidance Research Institute for the Languages of Finland
<b>Teemu Leskinen</b> (Finland)	Development Centre, National Land Survey of Finland
<b>Ruth Jacoby</b> (Sweden)	Ambassador, Permanent Mission to the United Nations
<b>Hans Ringstam</b> (Sweden)	Principal Administrative Officer, National Land Survey
<b>Leif Nilsson</b> (Sweden)	Place Name Consultant, Institute of Place Name Research

Botolv **Helleland** Senior Lecturer-Place Name Consultant, University of  
(Norway) Oslo

### **Romano-Hellenic Division\***

(Belgium,<sup>k</sup> Canada,<sup>o</sup> Cyprus,<sup>g</sup> France,<sup>j</sup> Greece,<sup>m</sup> Holy See, Italy, Luxembourg,<sup>j</sup> Moldova, Monaco,<sup>j</sup> Portugal, Romania,<sup>j</sup> Spain,<sup>p</sup> Switzerland,<sup>k</sup> Turkey;<sup>q</sup> Chairman of the Division: S. Arca)

Prodromos **Vasileiou** President, Cyprus Permanent Committee for the  
(Cyprus) Standardization of Geographical Names

Menelaos **Christodoulou** Director, Thesaurus Linguae, Cypriae Graecae;  
(Cyprus) Secretary, Cyprus Permanent Committee for the Standardization of Geographical Names

Dimitris **Chatziargyroui** Second Secretary, Permanent Mission to the United  
(Cyprus) Nations

Anatol **Eremia** Toponymy Research Coordinator, Department of  
(Moldova) Cartography and Toponymy Research, Institute of Linguistics

Juan Luis **Flores** Representante Permanente Adjunto, Permanent  
(Spain) Mission to the United Nations

José G. **Lopez de Lemos** Jefe de Servicio del Nomenclátor, Instituto  
(Spain) Geográfico Nacional

Francisco **Rabena** Consejero de Cooperación, Permanent Mission to  
(Spain) the United Nations

Silvia **Cortes** Consejera de Embajada, Permanent Mission to the  
(Spain) United Nations

Metin **Tuncel** Professor of Geography, Istanbul University  
(Turkey)

Gabriel **Popescu** Secretary of State, President of the Romanian  
(Romania) National Office of Cadastran, Geodesy and Cartography

Ovidiu **Ierulescui** Third Secretary, Permanent Mission to the United  
(Romania) Nations

Sabato **Rainone** Chief, Cartographic Section, Italian Defence  
(Italy) General Staff, Ministry of Defence

Salvatore **Arca** Director, School of Geodesy, Topography and  
(Italy) Cartography, Italian Military Geographic Institute

Maurizio **Pampalona** Geographer; Consultant, Ministry of Defence  
(Italy)

\* Canada, see also French-speaking Division and United States of America-Canada Division; for France, see also French-speaking Division; for Turkey, see also Asia South-West Division (other than Arabic).



Emmanouil <b>Gounaris</b> (Greece)	Minister Plenipotentiary and Expert, Ministry of Foreign Affairs
Athanasios <b>Palikaris</b> (Greece)	Head of Digital Cartography Division, Hellenic Navy, Hydrographic Service
Georgios <b>Makridis</b> (Greece)	Director of Geographical Publications Division Hellenic Military Geographical Service
Ioannis <b>Papaioannou</b> (Greece)	Digital Cartography Division, Geographical Names Section, Hellenic Navy Hydrographic Service
Nuno <b>Brito</b> (Portugal)	Deputy Permanent Representative to the United Nations
Catulina <b>Guerreiro</b> (Portugal)	Technical Counsellor, Permanent Mission to the United Nations
Ricardo <b>Moura</b> (Portugal)	Adviser, Permanent Mission to the United Nations
André <b>Lapierre</b> (Canada)	Chair, Advisory Committee on Toponymy Research, Canadian Permanent Committee on Geographical Names
Helen <b>Kerfoot</b> (Canada)	c/o Geographical Names, Geomatics Canada Natural Resources Canada
Henri <b>Dorion</b> (Canada)	Geography Department
Kathleen <b>O'Brien</b> (Canada)	Secretariat, Canadian Permanent Committee on Geographical Names
Jocelyne <b>Revie</b> (Canada)	Secretariat, Canadian Permanent Committee on Geographical Names
Christian <b>Bonnely</b> (Canada)	Commission de toponymie du Québec
Denis <b>Chouinard</b> (Canada)	Permanent Mission to the United Nations

### **United Kingdom Division**

(Guyana, South Africa,<sup>b</sup> United Kingdom of Great Britain and Northern Ireland, New Zealand;<sup>c</sup> Chairman of the Division: to be determined)

D. M. <b>Munro</b> (United Kingdom)	Chairman, Permanent Committee on Geographical Names
P. J. <b>Woodman</b> (United Kingdom)	Secretary, Permanent Committee on Geographical Names
C. A. <b>Burgess</b> (United Kingdom)	Research Assistant, Permanent Committee on Geographical Names

**R. Marsden** Military Survey  
(United Kingdom)

### **United States of America-Canada Division\***

(Canada,<sup>o</sup> United States; Chairperson of the Division: R. L. Payne)

**Roger L. Payne** Executive Secretary, United States Board on Geographic  
(United States) Names, Executive Secretary, Domestic Names Committee,  
Chief, Geographic Names, United States Geological Survey

**Randall Flynn** Head Geographer, National Imagery and Mapping Agency,  
(United States) Executive Secretary, Foreign Names Committee

**Lou Yost** Deputy Chief, Geographic Names, United States Geological  
(United States) Survey

**Gerd Quinting** Linguist, National Imagery and Mapping Agency  
(United States)

**Richard Witmer** Chairman, United States Board on Geographic Names  
(United States) Chief, National Mapping Program, United States Geological  
Survey

**Leo Dillon** Vice-Chairman, United States Board on Geographic Names  
(United States) State Department

**Ronald Grim** Past Chairman, United States Board on Geographic Names  
(United States) Library of Congress, Geography and Map Division

**Karen Wood** Public Relations Officer, United States Geological Survey  
(United States)

**André Lapierre** Chair, Advisory Committee on Toponymy Research  
(Canada) Canadian Permanent Committee on Geographical Names

**Helen Kerfoot** c/o Geographical Names, Geomatics Canada  
(Canada) Natural Resources Canada

**Henri Dorion** Geography Department  
(Canada)

**Kathleen O'Brien** Secretariat, Canadian Permanent Committee on Geographical  
(Canada) Names

**Jocelyne Revie** Secretariat, Canadian Permanent Committee on Geographical  
(Canada) Names

**Christian Bonnelly** Commission de toponymie du Québec  
(Canada)

**Denis Chouinard** Permanent Mission to the United Nations  
(Canada)

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\* For Canada, see also French-speaking Division.

## Observers

<b>G. Ah-Fong</b>	Administrative Officer, External Relations Office, Legal Affairs and External Relations Division, International Maritime Organization
<b>Ferjan Ormeling</b>	Secretary-General, International Cartographic Association
<b>Jörn Sievers</b>	Liaison Officer, Scientific Committee on Antarctic Research
<b>Roger Payne</b>	Pan American Institute for Geography and History
<b>Chris Andreassen</b>	United States Board on Geographic Names, Foreign International Hydrographic Organization Liaison, Chief Hydrographer, United States National Imagery and Mapping
<b>William Tefft</b> (United States)	Director, International Map Trade Association
<b>Juan Valdes</b> (United States)	National Geographic Society
<b>Wayne Furr</b> (United States)	Oklahoma Geological Survey, University of Oklahoma
<b>Charles Heyda</b> (United States)	United States Board on Geographic Names staff (foreign)
<b>Jennifer Runyon</b> (United States)	United States Board on Geographic Names staff (domestic)
<b>Velma Brown</b> (United States)	United States Board on Geographic Names staff (foreign)
<b>Claire Devaughan</b> (United States)	United States Board on Geographic Names staff (domestic)
<b>Ray Milefsky</b> (United States)	United States Board on Geographic Names staff (foreign)
<b>Laura Downey</b> (United States)	United States Board on Geographic Names staff (domestic)
<b>Mark Brooks</b> (United States)	United States Board on Geographic Names staff (domestic)
<b>Eve Edwards</b> (United States)	United States Board on Geographic Names staff (domestic)
<b>Bonnie Gallahan</b> (United States)	American Indian Affairs, United States Geological Survey
<b>Elizabeth Banas</b> (United States)	United States Forest Service

<b>Dan Holderfield</b> (United States)	United States Board on Geographic Names staff
<b>Richard Randall</b> (United States)	Retired expert
<b>Moon, Myung-ho</b> (Republic of Korea)	Chief-in Editorial Writer, Hankyoreh Daily News
<b>Lee, Young-duk</b> (Republic of Korea)	Editorial Writer, Chosun Daily News
<b>Lee, Won-sup</b> (Republic of Korea)	Chief-in, Editorial Writer, Hankyoreh Daily News
<b>Nam, Chan-soon</b> (Republic of Korea)	Editorial Writer, Hankyoreh Daily News
<b>Nam, Chan-soon</b> (Republic of Korea)	Editorial Writer, Dong-A Daily News
<b>Jeong, Byung-cheol</b> (Republic of Korea)	General Manager of International Team, Korea Press Foundation
<b>Rhysc Gray</b> (Holy See)	Attache
<b>Miklos Pinther</b> (United Nations)	Chief, Cartographic Section Library and Publications Division, Department of Public Information
<b>Nigel Cassar</b> (United Nations)	Chief of Section, Terminology and Reference Section, Department of General Assembly Affairs and Conference Services
<b>Madmud Suqi</b> (United Nations)	Chief, Arabic Translation Service
<b>Lixian Xiong</b> (United Nations)	Chief, Documentation, Planning and Meeting Unit, Department of General Assembly Affairs and Conference Services

### **Secretariat of the United Nations**

<b>Hermann Habermann</b>	Director, United Nations Statistics Division, Department of Economic and Social Affairs
<b>Jennifer Javier</b>	United Nations Statistics Division

#### *Notes*

<sup>a</sup> Member of the Africa Central Division and the French-speaking Division.

<sup>b</sup> Member of the Dutch and German-speaking Division, the Africa South Division, and the United Kingdom Division.

<sup>c</sup> Member of the Africa West Division and the French-speaking Division.

- <sup>d</sup> Member of the Asia South-East and Pacific South-West Division and the French-speaking Division.
- <sup>e</sup> Member of the Asia South-East and Pacific South-West Division and the United Kingdom Division.
- <sup>f</sup> Member of the Asia South-West Division (other than Arabic) and the Eastern Europe, Northern and Central Asia Division.
- <sup>g</sup> Member of the East Mediterranean Division (other than Arabic), the Asia South-West (other than Arabic) Division and the Romano-Hellenic Division.
- <sup>h</sup> Member of the Asia South-East and Pacific South-West Division and the India Division.
- <sup>i</sup> Member of the Asia South-West Division (other than Arabic) and the East Central South-East Europe Division.
- <sup>j</sup> Member of the Celtic Division and the Romano-Hellenic Division, and the French-speaking Division.
- <sup>k</sup> Member of the Dutch and German-speaking Division and the Romano-Hellenic Division, and the French-speaking Division.
- <sup>l</sup> Member of the Dutch and German-speaking Division and the Latin America Division.
- <sup>m</sup> Member of the East Central and South-East Europe Division and the Romano-Hellenic Division.
- <sup>n</sup> Member of the East Central South-East Europe Division, and the Eastern Europe, Northern and Central Asia Division.
- <sup>o</sup> Member of the Romano-Hellenic Division, the United States of America-Canada Division, and the French-speaking Division.
- <sup>p</sup> Member of the Latin America Division and the Romano-Hellenic Division.
- <sup>q</sup> Member of the Asia South-West (other than Arabic) Division, East Central and South-East Europe Division and the Romano-Hellenic Division.
- <sup>r</sup> Member of the Africa East Division and the Africa South Division.

## **Annex III**

### **Provisional agenda for the twenty-first session of the United Nations Group of Experts on Geographical Names**

1. Opening of the session.
2. Adoption of the agenda.
3. Reports of the working groups.
4. Organizational matters concerning the Eighth United Nations Conference on the Standardization of Geographical Names.
5. Review of the statute of the United Nations Group of Experts on Geographical Names.
6. Election of officers.
7. Planning for implementation of the recommendations of the Eighth Conference.
8. Working groups for future requirements.
9. Provisional agenda for the twenty-second session.
10. Other business.

## Annex IV

# Statute and rules of procedure of the United Nations Group of Experts on Geographical Names

## I. Definitions

### Meaning of terms

#### Rule 1

For the purposes of these rules, the following terms shall have the meanings indicated:

(a) “Group” or “Group of Experts” means the United Nations Group of Experts on Geographical Names, established in pursuance of Economic and Social Council resolutions 715 A (XXVII) of 23 April 1959 and 1314 (XLIV) of 31 May 1968, and the decision taken by the Council at its 1,854th meeting, on 4 May 1973;

(b) “Member” means an expert participating in a session of the Group, whether or not he or she represents a division;

(c) “Division” means one of the major linguistic/geographical divisions of the world, as defined in section IV of the statute of the Group;

(d) “Secretary-General” means the Secretary-General of the United Nations.

## II. Membership and composition

#### Rule 2

1. The Group of Experts shall consist of experts in the field of cartography/linguistics, designated by Governments of States Members of the respective divisions.

2. The expert who represents a division shall be a full member of the Group, with voting rights. In addition, States Members of the divisions may appoint national experts who may participate, without the right to vote, in the discussions at meetings of the Group. Attendance at Group meetings by the latter experts shall be coordinated with the expert representing the division in question, who shall have the right to vote on behalf of the division.

3. All experts participating in sessions of the Group shall serve in their personal capacity as individuals of recognized competence and experience in their respective fields.

## III. Sessions

#### Rule 3

The Group shall normally hold one session every two years, at such time as it determines; in years when a United Nations Conference on the Standardization of Geographical Names is held, the Group shall meet, as required, on dates immediately preceding the opening date of the Conference and immediately following the closing date of the Conference.

## IV. Agenda

#### Rule 4

The provisional agenda drawn up by the Group at its previous session and communicated to the Governments invited by the Secretary-General to send experts to participate in the session shall constitute the provisional agenda for the session. Experts participating in the session may propose additional items for inclusion in the provisional agenda.

## V. Officers

### Election and term of office

#### Rule 5

The Group shall elect the following officers from among the experts representing divisions: a Chairman, a Vice-Chairman and a Rapporteur.

#### Rule 6

The officers shall be elected immediately following the closing date of the respective United Nations Conference on the Standardization of

Geographical Names. The officers shall serve until their successors are elected immediately after the next Conference.

## **Replacement**

### **Rule 7**

1. If the Chairman is to be absent from a meeting or part thereof or if he or she ceases to be able to perform his or her functions, the Vice-Chairman or, in his or her absence, the Rapporteur shall act as a Chairman.
2. The Vice-Chairman or Rapporteur, when acting as Chairman, shall have the same powers and duties as the Chairman.
3. If either the Vice-Chairman or the Rapporteur is unable to perform the functions of office, the Chairman shall appoint an expert to complete the unexpired portion of either term of office.

## **VI. Secretariat**

### **Duties of the Secretariat**

#### **Rule 8**

The Secretary of the Group, appointed by the Secretary-General, shall act in that capacity in all meetings of the Group. He or she may designate a member of the Secretariat to take his place at any meeting.

#### **Rule 9**

The Secretary shall as far as possible provide and direct such staff as is required by the Group. He or she shall be responsible for making all necessary arrangements for meetings and generally shall perform all other work which the Group may require.

### **Statements by the Secretariat**

#### **Rule 10**

The Secretary or his or her representative may at any meeting make either oral or written statements concerning any questions under consideration.

## **VII. Conduct of business**

### **Quorum**

#### **Rule 11**

A majority of the representatives of divisions participating in the session shall constitute a quorum.

### **General powers of the Chairman**

#### **Rule 12**

In addition to exercising the powers conferred upon him or her elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Group, direct the discussion at such meetings, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on the points of order and, subject to these rules, shall have complete control over the proceedings of the Group and over the maintenance of order of its meetings.

#### **Rule 13**

The Chairman may, in the course of the discussions, propose to the Group the closing of the list of speakers or the adjournment of closure of the debate. He or she may call a speaker to order if his or her remarks are not relevant to the matter under discussion. The Chairman may also propose the suspension or the adjournment of the meeting.

#### **Rule 14**

The Chairman, in the exercise of his or her functions, remains under the authority of the Group.

### **Points of order**

#### **Rule 15**

During the discussion of any matter, a member may at any time raise a point of order, which shall be immediately decided by the Chairman in accordance with these rules. A member may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the Chairman's ruling shall stand, unless overruled by a majority of the representatives of divisions present and voting.



A member may not, in raising a point of order, speak on the substance of the matter under discussion.

### **Time limit on speeches**

#### **Rule 16**

The Group may limit the time allowed to each speaker and the number of times a member may speak on any questions. When the debate is limited and a member exceeds his or her allotted time, the Chairman shall call him or her to order without delay.

### **Closing of list of speakers**

#### **Rule 17**

During the course of a debate, the Chairman may announce the list of speakers and, with the consent of the Group, declare the list closed. The Chairman may, however, accord the right of reply to any member if, in his or her opinion, a speech delivered after he or she had declared the list closed makes this desirable. When there are no more speakers, the Chairman shall, with the consent of the Group, declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 19.

### **Adjournment of debate**

#### **Rule 18**

During the discussion of any matter, a member may move the adjournment of the debate on the item under discussion. Any such motion shall have priority. In addition to the proposer of the motion, one member shall be allowed to speak in favour of, and one member against, the motion, after which the motion shall be immediately put to the vote.

### **Closure of debate**

#### **Rule 19**

A member may at any time move the closure of the debate on the item under discussion, whether or not any other member has signified his or her wish to speak. Permission to speak on the motion shall be accorded to only two speakers opposing the closure,

after which the motion shall be immediately put to the vote.

### **Withdrawal of proposals or motions**

#### **Rule 20**

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any member.

### **Reconsideration of proposals**

#### **Rule 21**

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Group, by a two-thirds majority of the representatives of divisions present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded to only two speakers opposing the motion, after which it shall be immediately put to the vote.

### **Invitations to specialists (technical advisers)**

#### **Rule 22**

A person with specialized knowledge of particular aspects of the standardization of geographical names may be invited to place before the Group of Experts his or her specialized knowledge. Such a person will be invited only when official approval of the invitation has been obtained from his or her Government.

## **VIII. Decision-making**

### **Consensus**

#### **Rule 23**

1. On all except procedural matters, the Group of Experts, its linguistic/geographical divisions and its working groups shall arrive at decisions by consensus. In the event that a consensus is not achieved, the matter shall be deferred for reworking and resubmission.

2. In the absence of a consensus on procedural matters, the Chairman may and, at the request of any member, shall put the proposal to the vote.

### **Voting rights and majority required**

#### **Rule 24**

1. Each expert representing a division shall have one vote, and decisions of the Group shall, subject to rule 23, be taken by a majority of the divisional representatives present and voting.

2. If a vote is equally divided, a second vote shall be taken after an adjournment of the meeting for 15 minutes. If this vote is also equally divided, the proposal or motion shall be regarded as rejected.

### **Meaning of the phrase “representatives of divisions present and voting”**

#### **Rule 25**

For the purpose of these rules, the phrase “representatives of divisions present and voting” means representatives of divisions casting an affirmative or negative vote. Representatives of divisions who abstain from voting shall be considered as not voting.

### **Roll-call vote**

#### **Rule 26**

A roll-call vote, if requested, shall be taken in the English alphabetical order of the names of the divisions, beginning with the division whose name is drawn by lot by the Chairman.

### **Conduct during voting**

#### **Rule 27**

After the Chairman has announced the commencement of voting, no member shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. Explanations of their votes by members may, however, be permitted by the Chairman either before or after the voting. The Chairman may limit the time to be allowed for such explanations.

### **Division of proposals**

#### **Rule 28**

Parts of a proposal shall be voted on separately if a member requests that the proposal be divided. Those parts of the proposals that have been approved shall then be put to the vote as a whole; if all the operative parts of the proposals have been rejected, the proposal shall be considered rejected as a whole.

### **Order of voting on amendments**

#### **Rule 29**

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Group shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote. When, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal.

### **Order of voting on proposals**

#### **Rule 30**

1. If two or more proposals relate to the same question, they shall, unless the Group decides otherwise, be voted on in the order in which they are submitted. The Group may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall have priority over that proposal.

## **Elections**

### **Rule 31**

1. All elections shall be held by secret ballot unless the Committee decides otherwise.
2. When candidates are to be nominated, each nomination shall be made by only one member, after which the Group shall immediately proceed to the election.

## **Balloting**

### **Rule 32**

1. When one or more elective places are to be filled at one time under the same conditions, each member may cast a vote for as many candidates as there are places to be filled, and those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes shall be elected.
2. If the number of candidates so elected is less than the number of places to be filled, additional ballots shall be held to fill the remaining places. From such ballots the candidates obtaining the least number of votes in the previous ballot may be eliminated on the proposal of the Chairman.
3. In the case of a tie among candidates obtaining a majority of the votes cast, a second ballot shall be held among them. If the votes remain equally divided, the elder or eldest candidate shall be elected.

## **IX. Languages**

### **Official and working languages**

#### **Rule 33**

Arabic, Chinese, English, French, Russian and Spanish shall be the official languages, and English, French and Spanish shall be the working languages of the session. Working papers shall be submitted in one of the working languages.

## **Interpretation**

### **Rule 34**

1. Speeches made in an official language shall be interpreted into the other official languages of the session.
2. Any member may make a speech in a language other than an official language of the session if he or she provides for interpretation into one such language. Interpretation into the other official languages of the session by the interpreters of the Secretariat may be based on the interpretation given in the first such language.

## **X. Documents**

### **Rule 35**

1. The secretariat of the Group of Experts circulates copies of working papers submitted by linguistic/geographical divisions and experts to the participants of the session.
2. Submissions of a working paper for consideration by the Group of Experts does not mean that the document has received the approval of the Group of Experts or that the working paper has been endorsed by it.
3. Consideration of a working paper by the Group of Experts is without political significance.
4. Consideration and discussion of a working paper by the Group of Experts must not be interpreted as support of, or opposition to, any political view or issue.
5. Subsequent reference to the working papers in the report of the Group of Experts on the session likewise shall have no political significance.

## **XI. Records**

### **Records of meetings and of the session**

#### **Rule 36**

Sound recordings of the plenary meetings of the session shall be made and kept by the Secretariat. The Group shall prepare a final report in English as the record of the session. This report shall be distributed

by the Secretariat as soon as possible after the closing of the session.

## **XII. Privacy of meetings**

### **Rule 37**

The meetings of the Group of Experts and meetings of its working groups shall be held in private.

## **XIII. Sessional bodies and working groups**

### **Rule 38**

During sessions of the Group, ad hoc study groups may be appointed to deal with particular issues. Upon completion of their appointed tasks, such groups shall be automatically disbanded before the end of the session, unless especially directed to remain in existence.

### **Inter-sessional working groups**

#### **Rule 39**

The Group of Experts may establish working groups of specialists under the chairmanship of one of the national experts referred to in rule 2, to study particular problems between sessions of the Group.

### **Rules of procedure**

#### **Rule 40**

So far as they are applicable, the rules of procedure of the Group of Experts shall apply to the proceedings of the sessional bodies and working groups. These bodies may, however, dispense with certain language interpretations.

## **XIV. Participation by non-members of the Group**

### **Rule 41**

1. Representatives designated by the specialized agencies and observers designated by other intergovernmental organizations and by non-

governmental organizations invited to the session may participate, without the right to vote, in the deliberations of the Group and its working groups, on the invitation of the Chairman or the convener of a working group, on questions within the scope of their activities.

2. Written statements submitted by these representatives or observers shall be distributed by the Secretariat to all participants in the session.

## **XV. Amendments**

### **Rule 42**

These rules of procedure may be amended by a decision of the Group, taken by a two-thirds majority of the divisional representatives present and voting. No amendment shall become effective until it has been approved by the Economic and Social Council.

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**Annex V****Provisional agenda for the Eighth United Nations  
Conference on the Standardization of Geographical Names**

1. Opening of the Conference.
2. Election of the President of the Conference.
3. Organizational matters:
  - (a) Adoption of the rules of procedure;
  - (b) Adoption of the agenda;
  - (c) Election of officers other than the President;
  - (d) Organization of work;
  - (e) Credentials of representatives to the Conference.
4. Reports by Governments on the situation in their countries and on the progress made in the standardization of geographical names since the Seventh Conference.
5. Reports by divisions of the United Nations Group of Experts on Geographical Names on the situation in their divisions and on the progress made in the standardization of geographical names since the Seventh Conference.
6. Meetings and conferences:
  - (a) United Nations Group of Experts on Geographical Names;
  - (b) Divisional and interdivisional meetings and programmes;
  - (c) National names meetings, conferences and symposia;
  - (d) International names meetings, conferences and symposia.
7. Measures taken and proposed to implement United Nations resolutions on the standardization of geographical names.
8. Economic and social benefits of the national and international standardization of geographical names.
9. National standardization:
  - (a) Field collection of names;
  - (b) Office treatment of names;
  - (c) Treatment of names in multilingual areas;
  - (d) Administrative structure of national names authorities;
  - (e) Toponymic guidelines for map editors and other editors.
10. Exonyms.
11. Reports on programmes to assist with pronunciation of names.
12. Toponymic data files:

- (a) Data collection procedures;
  - (b) Data elements required;
  - (c) Toponymic data transfer standards and formats;
  - (d) Automated data-processing systems;
  - (e) Compatibility and structure of systems;
  - (f) National gazetteers;
  - (g) Other publications.
13. Toponymic web sites.
14. Terminology in the standardization of geographical names.
15. Features beyond a single sovereignty:
- (a) Policies, procedures and cooperative arrangements;
  - (b) Features common to two or more nations.
16. Writing systems:
- (a) Romanization;
  - (b) Conversion into non-Roman writing systems;
  - (c) Writing of names in unwritten languages.
17. Toponymic education and practice and international cooperation:
- (a) Existing education and practice;
  - (b) Training courses in toponymy;
  - (c) Exchange of advice and information;
  - (d) Exchange of personnel;
  - (e) Technical assistance;
  - (f) Cooperation with national organizations;
  - (g) Cooperation with international organizations;
  - (h) Cooperation with public information media.
18. Country names.
19. Arrangements for the Ninth Conference.
20. Adoption of the report of the Conference.
21. Adoption of resolutions drafted during the Conference.
22. Closing of the Conference.

## **Annex VI**

# **Rules of procedure of the United Nations Conference on the Standardization of Geographical Names**

## **Chapter I Representation and credentials**

### **Rule 1**

Each State participating in the Conference shall be represented by an accredited representative. If more than one representative is appointed, one of them shall be designated as head of the delegation. Each delegation may also include such alternate representative, advisers and experts as may be required.

### **Rule 2**

The credentials of representatives, and the names of alternate representatives, advisers and experts shall be submitted to the Executive Secretary, if possible not later than 24 hours after the opening of the Conference. The credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs.

### **Rule 3**

A Credentials Committee shall be appointed at the beginning of the Conference. It shall consist of five members who shall be appointed by the Conference on the proposal of the President. It shall examine the credentials of representatives and report without delay.

### **Rule 4**

Pending a decision of the Conference regarding an objection to the participation of a delegation, the latter shall be entitled to participate provisionally in the Conference.

## **Chapter II Agenda**

### **Rule 5**

The provisional agenda drawn up by the Secretariat and communicated to the Governments invited to the Conference by the Secretary-General of the United Nations shall form the provisional agenda for the Conference. Any representative of a State participating in the Conference may propose any item for inclusion in the provisional agenda.

## **Chapter III Officers**

### **Rule 6**

The Conference shall elect a President, two Vice-Presidents, a Rapporteur and an Editor-in-Chief from among the representatives of the States participating in the Conference.

### **Rule 7**

The President shall preside over the plenary meetings of the Conference. He shall not vote but may designate another member of his delegation to vote in his place.

### **Rule 8**

If the President is absent from a meeting or any part thereof, a Vice-President designated by him shall preside. A Vice-President acting as President shall have the same powers and duties as the President.

## **Chapter IV Secretariat**

### **Rule 9**

The Executive Secretary of the Conference appointed by the Secretary-General of the United Nations shall act in that capacity in all meetings of the

Conference. He may appoint a deputy to take his place at any meeting.

**Rule 10**

The Executive Secretary or his representative may at any meeting make either oral or written statements concerning any questions under consideration.

**Rule 11**

The Executive Secretary shall provide and direct such staff as is required by the Conference. He shall be responsible for making all necessary arrangements for meetings and generally shall perform all other work which the Conference may require.

**Chapter V**  
**Conduct of business**

**Rule 12**

A majority of the representatives participating in the Conference shall constitute a quorum.

**Rule 13**

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the Conference, shall direct the discussion at such meetings, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings.

**Rule 14**

The President may, in the course of the discussions, propose to the Conference the closure of the list of speakers or the closure of the debate. He may also propose the suspension of or the adjournment of the meeting or the adjournment of the debate on the item under discussion. He may also call a speaker to order if his remarks are not relevant to the matter under discussion.

**Rule 15**

The President, in the exercise of his functions, remains under the authority of the Conference.

**Rule 16**

During the discussion on any matter, a representative may at any time raise a point of order, and the point of order shall be immediately decided by the President in accordance with these rules of procedure. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote and the President's ruling shall stand unless overruled by a majority of representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

**Rule 17**

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. Any such motion shall have priority. In addition to the proposer of the motion, one representative shall be allowed to speak in favour of, and one representative against, the motion.

**Rule 18**

During the course of the debate, the President may announce the list of speakers and with the consent of the Conference declare the list closed. The President may, however, accord the right of reply to any representative if, in his opinion, a speech delivered after he has declared the list closed makes this desirable. When the debate on an item is concluded because there are not other speakers, the President shall declare the debate closed. Such closure shall have the same effect as closure by the consent of the Conference.

**Rule 19**

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote.



**Rule 20**

The Conference may limit the time allowed for each speaker.

**Rule 21**

Proposals and amendments shall normally be introduced in writing and handed to the Executive Secretary of the Conference, who shall circulate copies to the delegations. As a general rule, no proposal shall be discussed or put to the vote at any meeting of the Conference unless copies of it have been circulated to all delegations not later than the day preceding the meeting. The President may, however, permit the discussion and consideration of amendments or motions as to procedure even though those amendments or motions have not been circulated or have only been circulated the same day.

**Rule 22**

A proposal or a motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by any representative.

**Rule 23**

When a proposal has been adopted or rejected, it may not be considered unless the Conference, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on the motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

## **Chapter VI Voting**

**Rule 24**

Each State represented at the Conference shall have one vote, and the decisions of the Conference shall be made by a majority of the representatives of States participating in the Conference present and voting.

**Rule 25**

For the purpose of these rules, the phrase “representatives present and voting” means representatives present and casting an affirmative or negative vote. Representatives who abstain from voting shall be considered as not voting.

**Rule 26**

The Conference shall normally vote by show of hands, but any representative may request a roll-call. A roll-call shall be taken in the English alphabetical order of the names of the delegations at the Conference, beginning with the delegation whose name is drawn by lot by the President.

**Rule 27**

After the President has announced the beginning of the vote, no representative shall interrupt the vote except on a point of order in connection with the actual conduct of the voting. Explanations of their votes by representatives may, however, be permitted by the President either before or after the voting. The President may limit the time to be allowed for such explanation.

**Rule 28**

Parts of a proposal shall be voted on separately if a representative requests that the proposal be divided. Those parts of the proposal which have been approved shall then be put to the vote as a whole; if all the operative parts of a proposal have been rejected the proposal shall be considered rejected as a whole.

**Rule 29**

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Conference shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote. When, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the proposal shall then be voted upon. A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

**Rule 30**

If two or more proposals relate to the same question, the Conference shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

**Rule 31**

All elections shall be decided by secret ballot unless otherwise decided by the Conference.

**Rule 32**

1. If, when one person or one delegation is to be elected, no candidate obtains the required majority in the first ballot, a second ballot shall be taken, which shall be restricted to the two candidates obtaining the largest number of votes. If, in the second ballot, the votes are equally divided, the President shall decide between the candidates by drawing lots.

2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot shall be held; if a tie results among more than two candidates, the number shall be reduced to two by lot.

**Rule 33**

If a vote is equally divided upon matters other than elections, a second vote shall be taken after an adjournment of the meeting for 15 minutes. If this vote also results in equality, the proposal shall be regarded as rejected.

## **Chapter VII Official and working languages**

**Rule 34**

Arabic, Chinese, English, French, Russian and Spanish shall be the official languages and English, French and Spanish shall be the working languages of the Conference.

**Rule 35**

Speeches made in an official language shall be interpreted into the other official languages of the Conference.

**Rule 36**

Any representative may make a speech in a language other than an official language of the Conference. In this case, he shall himself provide for interpretation into one of the official languages of the Conference.

## **Chapter VIII Records**

**Rule 37**

1. There shall be neither verbatim nor summary records of meetings.
2. Sound recording of meetings of the Conference and of any committees shall be made and kept in accordance with the practice of the United Nations.

## **Chapter IX Publicity and meetings**

**Rule 38**

The plenary meetings of the Conference and the meetings of its committees shall be held in public unless the body concerned decides that exceptional circumstances require that a particular meeting be held in private.

## **Chapter X Committees**

**Rule 39**

The Conference may establish such committees as may be necessary for the performance of its functions. Items relating to the same category of subjects shall be referred to the committee dealing with that category of subjects. Committees shall not introduce any item on their own initiative.

**Rule 40**

Each committee shall elect its own Chairman, Vice-Chairman and Rapporteur.

**Rule 41**

So far as they are applicable, the rules of procedure of the Conference shall apply to the proceedings of the committees. A committee may dispense with certain language interpretations.

## **Chapter XI Other participants and observers**

**Rule 42**

Representatives designated by organizations that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices have the right to participate as observers, without the right to vote, in the deliberations of the conference and its committees.

**Rule 43**

Representatives designated by national liberation movements invited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference and its committees on any matter of particular concern to those movements.

**Rule 44**

Representatives designated by the specialized agencies<sup>a</sup> may participate, without the right to vote, in the deliberations of the Conference and its committees on questions within the scope of their activities.

**Rule 45**

Representatives designated by other intergovernmental organizations invited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference and its committees on questions within the scope of their activities.

**Rule 46**

1. Non-governmental organizations invited to the Conference may designate representatives to sit as

observers at public meetings of the Conference and its committees.

2. Upon the invitation of the presiding officer of the Conference body concerned, and subject to the approval of that body, such observers may make oral statements on questions in which they have special competence.

**Rule 47**

Written statements submitted by the designated representatives referred to in rules 42 to 46 shall be distributed by the Secretariat to all delegations in the quantities and in the languages in which the statements are made available to the Secretariat for distribution, provided that a statement submitted on behalf of a non-governmental organization is on a subject in which it has a special competence and is related to the work of the conference.

## **Chapter XII Amendments**

**Rule 48**

These rules of procedure may be amended by a decision of the Conference.

*Notes*

<sup>a</sup> For the purpose of these rules, the term "specialized agencies" includes the International Atomic Energy Agency and the General Agreement on Tariffs and Trade.