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**National standardization:**

**Toponymic guidelines for map editors and other editors**

## Geographic Information – Guidelines for the Determination of Geographical Names

Submitted by Malaysia\*\*

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\* E/CONF.101/1.

\*\* Prepared by Datuk Prof. Sr. Dr. Abdul Kadir bin Taib, Chairman of the Malaysian National Committee on Geographical Names

**MALAYSIAN  
STANDARD**

**GEOGRAPHIC INFORMATION –  
GUIDELINES FOR THE DETERMINATION OF  
GEOGRAPHICAL NAMES**

**ICS: 35.240**

Descriptors: geographical name, gazetteer, toponymic, map

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**DEPARTMENT OF STANDARDS MALAYSIA**

## **CONTENTS**

	<b>Page</b>
Committee representation .....	ii
Foreword .....	iii
0.    Introduction.....	1
1.    Scope.....	1
2.    Normative References.....	2
3.    Terms and definitions.....	2
4.    Key naming principles.....	3
5.    Application and enquiries.....	9
Figure A1    Application procedures and process.....	14
Figure B1    Organisational structures of the National Committee on Geographical Names.....	16
Annex A    Application procedures and process.....	14
Annex B    Organisational structures of the National Committee on Geographical Names.....	16
Annex C    Enquiries.....	24

## **Committee representation**

The Industry Standards Committee on Information Technology, Telecommunication and Multimedia (ISC G) under whose authority this Malaysian Standard was developed, comprises representatives from the following organisations:

Association of Consulting Engineers Malaysia  
Department of Standards Malaysia  
Federation of Malaysian Manufacturers  
Institut Tadbiran Awam Negara, Malaysia  
Malaysian Administrative, Modernisation and Management Planning Unit  
Malaysian International Chamber of Commerce and Industry  
Malaysian National Computer Confederation  
Malaysian Technical Standards Forum Bhd  
MIMOS Berhad  
Ministry of Domestic Trade and Consumer Affairs  
Ministry of Energy, Water and Communications  
Ministry of International Trade and Industry  
Ministry of Science, Technology and Innovation  
Multimedia Development Corporation Sdn Bhd  
Multimedia University  
Science and Technology Research Institute for Defence  
SIRIM Berhad (Secretariat)  
Suruhanjaya Komunikasi dan Komunikasi Malaysia  
Telekom Malaysia Berhad  
The Institution of Engineers, Malaysia  
The National ICT Association of Malaysia  
Universiti Teknologi Malaysia

The Technical Committee on Geographic Information/Geomatics which developed this Malaysian Standard consists of representatives from the following organisations:

Department of Survey and Mapping Malaysia  
ESRI South Asia Sdn Bhd  
Geo-Info Services  
Jabatan Kerja Raya Malaysia  
Malaysian Agriculture Research and Development Institute  
Malaysian Centre for Geospatial Data Infrastructure  
Malaysian Access Centre and Remote Sensing  
SIRIM Berhad (Secretariat)  
Universiti Malaya  
Universiti Sains Malaysia  
Universiti Teknologi Malaysia  
Universiti Teknologi MARA

## FOREWORD

This Malaysian Standard was developed by the Technical Committee on Geographic Information/Geomatics under the authority of the Information Technology, Telecommunication and Multimedia Industry Standards Committee.

This Malaysian Standard was developed based on *Garis Panduan Penentuan Nama Geografi* published by the Department of Survey and Mapping Malaysia.

Compliance with a Malaysian Standard does not of itself confer immunity from legal obligations.

# **GEOGRAPHIC INFORMATION - GUIDELINES FOR THE DETERMINATION OF GEOGRAPHICAL NAMES**

## **0. Introduction**

Consistent use of accurate place names is an important element in effective communication worldwide. It also supports socio-economic development, conservation and national infrastructure. The United Nations Conference on the Standardisation of Geographical Names which convened in Montreal in 1987 discussed the need to develop toponymic guidelines by each member country. This document was prepared to represents Malaysia's effort to meet such a need and as part of national geospatial data infrastructure development initiative.

The handling of certain matters will become more orderly if one name is applied to a particular geographical entity. Nonetheless, misunderstandings and uncertainties sometimes occur when different names are applied to the same place, or when the same name is applied to different places, or when the name of a particular entity is spelled differently or when the name applied to a particular feature is improperly made.

Standardisation of geographical names has become more important because of reference needs associated with the development of the communications and transport systems, production of high precision charts and maps and others. Standard geographical names can also identify and reflect culture, heritage and landscape. Consistent and accurate use of geographical names can provide benefits to:

- a) trade and commerce;
- b) national population censuses and statistics;
- c) property rights and cadastre;
- d) urban and regional planning;
- e) environmental management - sustainable development and conservation;
- f) natural disaster relief - emergency preparedness and receipt of aid;
- g) security strategy and peacekeeping operations;
- h) search and rescue operations;
- i) production of maps and atlases;
- j) automatic navigation;
- k) tourism; and
- l) communications, including news dissemination and postal services.

## **1. Scope**

This Malaysian Standard provides guidelines to determine new geographical names or change existing names. It covers matters related to the selection, forms and application of geographical names in Malaysia.

## **2. Normative References**

The following normative references are indispensable for the application of this document.

For dated

references, only the cited edition applies. For undated references, the latest edition of the normative references (including any amendments) applies.

*Guidelines for the Standardisation of Undersea Feature Names* - International Hydrographic Organisation and Intergovernmental Oceanographic Commission (IHO/IOC Publication B-6)

## **3. Terms and definitions**

For the purposes of this standard, the following terms and definitions apply.

### **3.1 Geographical names**

A geographical name is the proper name, specific term or expression by which a particular geographical entity is, or was, known. A geographical entity is any relatively permanent part of the natural or artificial landscape or seascape that has a recognisable identity within a particular cultural context. A geographical name may refer to any place, feature or area on the earth's surface, or to a related group of similar places, features or areas.

Examples:

- places - Ipoh, Kuala Lumpur
- natural landscape - Sungai Perak (river), Bukit Fraser (hill)
- artificial landscape - Jalan Ipoh (road), Empangan Kenyir (dam)
- natural seascape - Terumbu Sahap (reef)
- artificial seascape - Tambak Johor (causeway)
- related group of similar places - Semenanjung Malaysia
- related group of similar features - Kepulauan Langkawi (island)
- related group of similar areas - Kompleks Sukan Bukit Jalil (sports facility)

### **3.2 Guidelines**

The information provided to assist implementers in understanding the principles, policies or procedures.

### **3.3 States**

States refer to the states in Malaysia including the Federal Territories.

### **3.4 Naming authority**

The authority with the power to determine the name of a geographical entity in the area within its jurisdiction.

### **3.5 Official name**

The geographical name, and its written form and application, which is agreed or declared as official by the committee for use within the federal and state governments. The official name is established by either policy or decision of the naming authority and gazetted.

### **3.6 Place name**

Same as geographical name.

### **3.7 Principle**

A fundamental doctrine that applies to all toponymic conditions that fall under its purview; used to guide and determine present and future decisions.

### **3.8 Procedures**

A set of instructions outlining steps to be taken to achieve an objective, such as submitting name proposals to naming authority or the application of a geographical name to maps, charts and other federal publications.

### **3.9 Toponymic**

A field of study or reference to geographical name.

### **3.10 Variant or unofficial name**

A name or spelling, once or presently used to refer to a particular geographical entity, other than the official name.

## **4. Key naming principles**

The following principles are intended to serve as guides for the standardisation of geographical naming process in Malaysia towards a more accurate and consistent use of geographical names. However, this does not mean that all existing geographical names should be reviewed and changed. Nevertheless, names that are offensive in terms of their pronunciation, meaning, or names with negative connotation are encouraged to be changed. In general, the determination of names should adhere to the following:

- a) principles that have been established by international agreements and treaties;
- b) policies and principles established and accepted by the National Committee on Geographical Names (NCGN); and
- c) policies and principles established and accepted in the area under statutory authority that are appropriate to local needs.

### **4.1 Principle 1: Official or approved names**

The spelling of a geographical name that has been approved by the naming authority at the federal, state, or local government level will be considered an official or approved name. The complete documentation of the approval process should include an alternative name, encompassing the original or historical name, and other variant forms. The final decision should be documented for future reference and for review by the relevant naming authority. All the names that have been agreed upon should be recorded and updated in the National Geographical Names Database.

#### **4.2 Principle 2: Names under statutory authority**

The names of local authorities, administrative areas, reserves, parks and other legal entities created by, or established by law by the relevant authorities shall be accepted.

#### **4.3 Principle 3: Names given by other agencies**

Names selected, through administrative order, by agencies that are responsible for the naming of geographical entities, such as facilities established by the postal authorities, railway companies and other major public facility providers shall be accepted, if they conform to these guidelines. The relevant agencies should submit the proposed names to the relevant naming authority for approval and gazetting.

#### **4.4 Principle 4: Official language**

The national language of Malaysia is Malay. Therefore, the naming practice may adopt the form, spelling and style of the Malay language that conform to the standard established by Dewan Bahasa dan Pustaka.

Nevertheless, in determining the spelling of names, the NCGN recognises that geographical names, like other proper names, are not necessarily subject to spelling rules that are applied to other words in Malay. Although this standard spelling generally conforms to the rules of the Malay language, the spelling may also reflect the historical spellings or forms commonly used or preferred by the local residents and, may therefore include words that are grammatically incorrect, misspelled, improperly combined, or clipped words.

In certain cases, the naming practice should take into consideration the language presently spoken by the local community and other languages in Malaysia.

#### **4.5 Principle 5: Language forms and translation**

A name should be adopted in a single language form, although other forms may be acceptable when in use and authorised by the relevant naming authority. A name should be written in the Roman alphabet and Jawi script, if necessary. A name derived from a language other than Malay should be written based on the views of linguistic experts and acceptable to the language community concerned and the relevant naming authority.

#### **4.6 Principle 6: Spelling and pronunciation**

A name should be spelled out in full and pronounced in accordance with the standard spelling and pronunciation system of the Malay language. If the name is in the form of a combination of words, it should be spelled out in full with capital and small letters, with the initial letter of each word capitalised, except for particles and prepositions in the name. Hyphenation and apostrophe may be used only when their usage have been well established.

#### **4.7 Principle 7: Forms and character of names**

The name of geographical entities should be recognisable words or an acceptable combination of words, and should be in good taste. Names that are formed from uncommon or an odd combination of words, including combination of words from different languages and combination of elements of the forename and surname or family name are generally not accepted.

A name should be easily pronounced, spelled and written; compact and not more than 50 letters; words or a combination of words that is easily recognisable; and in all respects, in accordance with the language habit of the community.

The naming authority cannot accept proposed names that are discriminatory or derogatory to a particular ethnic group, gender, or religion, or names with negative connotation. This principle is also applicable to names that are considered obscene or in conflict with the current cultural context.

The naming authority is encouraged to change names that are not in good taste in terms of their pronunciation, meaning or connotation.

#### **4.8 Principle 8: Uniformity in the spelling of names**

The names applied to various facilities within a community should conform in spelling with the official name of the community concerned. Names that are associated with the same geographical entity within a community should agree in form and spelling.

Names in derived form (such as Pasir Puteh and Bukit Pasir Puteh), or names derived from the same source (such as Lembah Bujok and Paya Bujok) should have the same spelling (not Pasir Puteh and Bukit Pasir Putih or Lembah Bujok and Paya Bujuk).

#### **4.9 Principle 9: Names in general public use**

Priority should be given to names with long-standing local usage by the general public in the place concerned. This principle should prevail, unless there are good reasons to the contrary.

#### **4.10 Principle 10: Use of personal names**

The application of personal names to a geographical entity is not encouraged unless such application is in the public interest. The person commemorated should have contributed

significantly to the country or to the area concerned; normally the proposal is made after the demise of the person concerned, except in extraordinary circumstances. Land ownership is not sufficient grounds for the application of the owner's name to a geographical entity. However, if the name already in common local use is derived from the name of a person, either living or deceased, then Principle 9 should prevail. Honorary titles (such as Tan Sri, Dato' Seri, Dato, etc.) need not be used except Tun.

#### **4.11 Principle 11: Naming a geographical entity based on identified geographical extend**

The decision to approve a proposed name for a geographical entity should be based on the identified geographical extend of the entity to which the name refers. Specific limits of the geographical entity must be recorded. If the geographical entity is located entirely within a state, then that state will determine the method by which the geographical entity is named.

If the geographical entity crosses state boundary, the name used to refer to the geographical entity should be similar on both sides of the boundary. The basis for selecting a name for such geographical entity should be an agreement between both naming authorities and the name should be properly published on the maps concerned. The use of the same generic term for part of the same geographical entity should be avoided.

This principle is aimed at avoiding the use of more than one name with the same generic term for different parts of the same geographical entity. When giving new names to rivers, highways, mountains, or other such geographical entities, the whole geographical entity to be named should be clearly identified on the best available maps or charts.

#### **4.12 Principle 12: Considerations in naming unnamed geographical entities**

In naming previously unnamed geographical entities, and where no local names are known to be in use, the following sources of names are recommended: names that are appropriate to the feature of the geographical entity, names of pioneers, names of national figures or heroes who have passed away; the history associated with the area; and names from a native language associated with the area.

#### **4.13 Principle 13: Duplication of names**

Generally, place names are created to provide accurate reference and navigation so that such geographical entities can be easily identified. Thus, duplication of names in the smallest administrative area should be avoided to prevent confusion and misunderstanding. Before new names are given, checks should be made to find out whether the names have already been used in the administrative area concerned.

The naming authority is encouraged to change or modify one or all the names if they tend to cause confusion.

#### **4.14 Principle 14: Name changes**

Geographical names, like other groups of proper names, perform an important reference or labelling function in language. Each name describes a particular geographical feature, place or area. This function requires a high degree of stability in the spoken and written forms of names and their applications. Consequently, changes to existing names should not be made without valid reasons.

The naming authority should examine all proposals involving a name change individually, and the merits of each case should be carefully evaluated before approving.

#### **4.15 Principle 15: Use of qualifying elements**

Qualifying words may be used to distinguish between two or more similar geographical entities with identical specific forms. Such words may be derived from other local names or geographical entities, or terms like ‘*baharu* (new)’, ‘*kecil* (small)’ or their antonyms. In addition, cardinal indicators may be used in geographical naming; however, new names should be distinctive. If a specific element of a name occurs too often, it is best that it is appended with the name of the area (e.g. Bota Kiri, Bota Kanan, Ulu Langat and Kuala Langat).

#### **4.16 Principle 16: Names of minor geographical entities**

A minor geographical entity may be named, depending on its significance and the scale of mapping available, unless the name has been used by the local community or recorded in history.

If a particular geographical entity is too small (e.g. Mahsuri Tomb and Hang Tuah Well), the name is usually not adopted for inclusion in gazetteers or shown on maps. Nevertheless, such name may be accepted depending on the status given by the naming authority for such geographical entity, and should be recorded in the National Geographical Names Database.

#### **4.17 Principle 17: Generic names**

A geographical name may contain generic and specific elements. The generic term in a geographical name that is to be approved should be appropriate to the feature of the geographical entity.

A generic term refers to the part of a place name that indicates the type of geographical entity being identified, e.g. ‘Parit’ in Parit Jawa, ‘Sungai’ in Sungai Siput. An appropriate generic term should become part of the name for a geographical entity when it is gazetted. The main reference is the Geography Terminology.

#### **4.18 Principle 18: Variant or unofficial names**

The use of variant or unofficial names in brackets, either after or under the official names for purposes of clarity and reference is allowed. However, the official names should be given priority at all times. The use of other names with the exclusion of the official name is not allowed.

Reasons variant names are allowed include the following:

- a) to show other names that are presently or were previously used by the local community;
- b) to show previous names before they were changed;
- c) to show foreign names for geographical entities that cross international borders;
- d) to show local names that are applied only to parts of a particular geographical entity; and
- e) to show the alternative English names.

#### **4.19 Principle 19: Names in the forms of abbreviations and numbers**

On maps, signboards and other illustrations, the generic part of names and several qualifiers may be shortened (e.g. ‘Sungai’, ‘Jalan’, ‘Bukit’, ‘Gunung’, ‘Sekolah Rendah Jenis Kebangsaan’, ‘Balai Polis’, etc.), but it is better to spell them in full if there is sufficient space. Numbers in names should be spelled out (for example ‘Batu Tiga’) except to indicate the symbol of figures (e.g. Jalan Perdana 3/6).

The use of abbreviations should be in conformity with the guidelines, published by Dewan Bahasa dan Pustaka.

#### **4.20 Principle 20: Off-shore hydrographic geographical entities**

The naming of high water geographical entities (geographical entities permanently above sea level), low water geographical entities (geographical entities that are visible during low tide) and seabed geographical entities within the territorial waters of a state is the responsibility of the state concerned. It should liaise with the Hydrographic Branch of the Royal Malaysian Navy for co-ordination purposes.

High water and low water geographical entities or undersea geographical entities located within Malaysia’s Exclusive Economic Zone or within Malaysia’s continental shelf area should be named in accordance with the guidelines for the Standardisation of Undersea Feature Names produced by the International Hydrographic Organisation and Intergovernmental Oceanographic Commission (IHO/IOC Publication B-6). The proposed name of an off-shore undersea geographical entity should be submitted to the Hydrographic Branch of the Royal Malaysian Navy for co-ordination purposes.

#### **4.21 Principle 21: Names of foreign countries**

Names of countries outside Malaysia should be spelled in Malay or translated if necessary. The names used should be based on the list of country names in English published by the United Nations. The list of names in Malay should be in accordance with the list published by Dewan Bahasa dan Pustaka.

##### **4.21.1 Names of sovereign countries**

Names of sovereign countries should be spelled in Malay or translated if necessary. The names used should be based on the list of country names in English published by the United

Nations. Names in Malay should be in accordance with the list published by Dewan Bahasa dan Pustaka.

#### **4.21.2 Names of populated places in countries outside Malaysia**

Names of populated places in countries outside Malaysia should adhere to the following:

- a) to be as decided in the gazetteer published by the naming authority of each country, as published in Romanised form;
- b) if no National Gazetteer exists, to be determined through reference to recent atlases and maps produced by each country;
- c) if no National Gazetteer exists, or no recent atlases and maps are available, to be determined by the NCGN Secretariat through reference to other sources deemed to reflect forms acceptable to each national authority concerned; and
- d) To include traditional English acronyms in brackets after the official names in the national form, or in smaller font in brackets on maps, as an option, if the names are deemed to be necessary to identify the place (e.g. Canton to accompany Guangzhou).

#### **4.21.3. Names of other geographical entities in sovereign countries**

Names of other geographical entities in sovereign countries should adhere to the following:

- a) to be as decided in the gazetteer published by the naming authority of each country, as published in Romanised form;
- b) if no National Gazetteer exists, to be determined through reference to recent atlases and maps produced by each country; and
- c) if no National Gazetteer exists, or no recent atlases and maps are available, to be determined by the NCGN Secretariat through reference to other sources deemed to reflect forms acceptable to each national authority concerned.

#### **4.21.4. Names of geographical entities adjacent or common to two or more sovereign countries**

Names of other geographical entities adjacent or common to two or more sovereign countries should adhere to the following:

- a) to be rendered in both Malay and English if the map or document is for the use of Malay and English readers (e.g. *Laut China Selatan* and South China Sea); and
- b) to be rendered in Malay only if the map or document is for the use of Malay readers only.

### **5.0 Application and enquiries**

Application procedures for applying new or changes to the existing geographical name are as specified in Annex A.

Information about committee involve in developing and processing the geographical name stipulated in Annex B.

Enquiries about the application and procedure could be made as specify in Annex C.

## **Annex A** (normative)

### **Application procedures and process**

#### **A1 Proposal**

##### **A1.1 Parties making proposal**

Parties which may forward application are as follows:

- a) developer;
- b) local Authority;
- c) State Executive Councils (SEC);
- d) related authority to the Federal Territory; or
- e) individuals or organisations.

##### **A1.2 Procedure for making proposal**

**A1.2.1** The proposal must be submitted in writing to the Local Authority with jurisdiction over the area where the geographical entity is located or to the District Office if the geographical entity is located outside the administrative area of the Local Authority, together with the following information:

- a) the full name proposed for the geographical entity;
- b) location according to its co-ordinates, and stating the map referred to;
- c) clear description of the geographical entity to be named or renamed and indication of its precise delineation;
- d) photographs, sketches or plans;
- e) reason for proposed name or name change;
- f) origin or meaning of the proposed name or name to be changed;
- g) for an unnamed geographical entity, the basis of knowledge as to why the geographical entity has remained unnamed should be stated; and
- h) names, addresses, and telephone numbers of long-time residents in the area who can confirm the well-established local usage.

NOTE: Only names that are not accepted at STCGN level and not endorsed need to be changed or amended in accordance with this standard.

**A1.2.2** If the name proposed is in commemoration of someone (more than one person), the following additional information is needed:

- a) full name of each person;
- b) birth and death dates of each person, if known; and

- c) brief biography of the person(s) to be commemorated, including a description of their association with the geographical entity.

**A1.2.3** Evaluation of the proposal will be expedited if the proposer furnishes evidence of local support for the proposed name. The evidence may be submitted in the following forms:

- a) letters from the Federal Authority, State Authority, ethnic groups or Local Authority;
- b) petition signed by the local residents in support of the name;
- c) newspaper clippings of articles and letters to the editor which indicate public awareness and support for the proposed name; and
- d) other publications which can support the application.

## **A2. Processing of proposal**

### **A2.1 Party processing the proposal**

The Local Authority (LA) or District Office (DO) processes the proposal shall ensure its conformity to this standard.

### **A2.2 Proposal processing procedure:**

The Local Authority (LA) or District Office (DO) shall:

- a) record proposals received for new names or name changes;
- b) investigate and confirm the supporting information received;
- c) conduct further research including consulting other government agencies if necessary (particularly Dewan Bahasa dan Pustaka); and
- d) prepare a summary of each proposal for the consideration of the State Technical Committee on Geographical Names (STCGN).

## **A3. Endorsement of proposal**

### **A3.1 Party endorsing the proposal**

The State Committee on Geographical Names (SCGN) will endorse proposed geographical names that conform to this standard.

### **A3.2 Endorsement procedure:**

- a) The State Technical Committee on Geographical Names shall record proposals received for new names or name changes;

- b) The SCGN shall endorse the proposals that conform to the guidelines for the approval of the State Executive Council/Top Management Meeting of the Ministry (SEC/TMMM);
  - c) The SCGN shall convey its recommendation to the LA or DO concerned; and
  - d) The LA or DO shall then inform the proposer of the SCGN's decision.
- e) If the proposal is not endorsed by the SCGN, the proposer may take the following actions:
    - i. make amendments and resubmit it; or
    - ii. make a new proposal.

#### **A4. Approval and Further Actions**

##### **A4.1 Approving authority**

The State Executive Council (SEC) or the Top Management Meeting of the Ministry (TMMM) of Federal Territories for the Federal Territories shall approve proposals for new names or name changes based on the SEC/TMMM papers prepared by the LA or DO.

##### **A4.2 Further actions after approval**

###### **A4.2.1 Gazetting process**

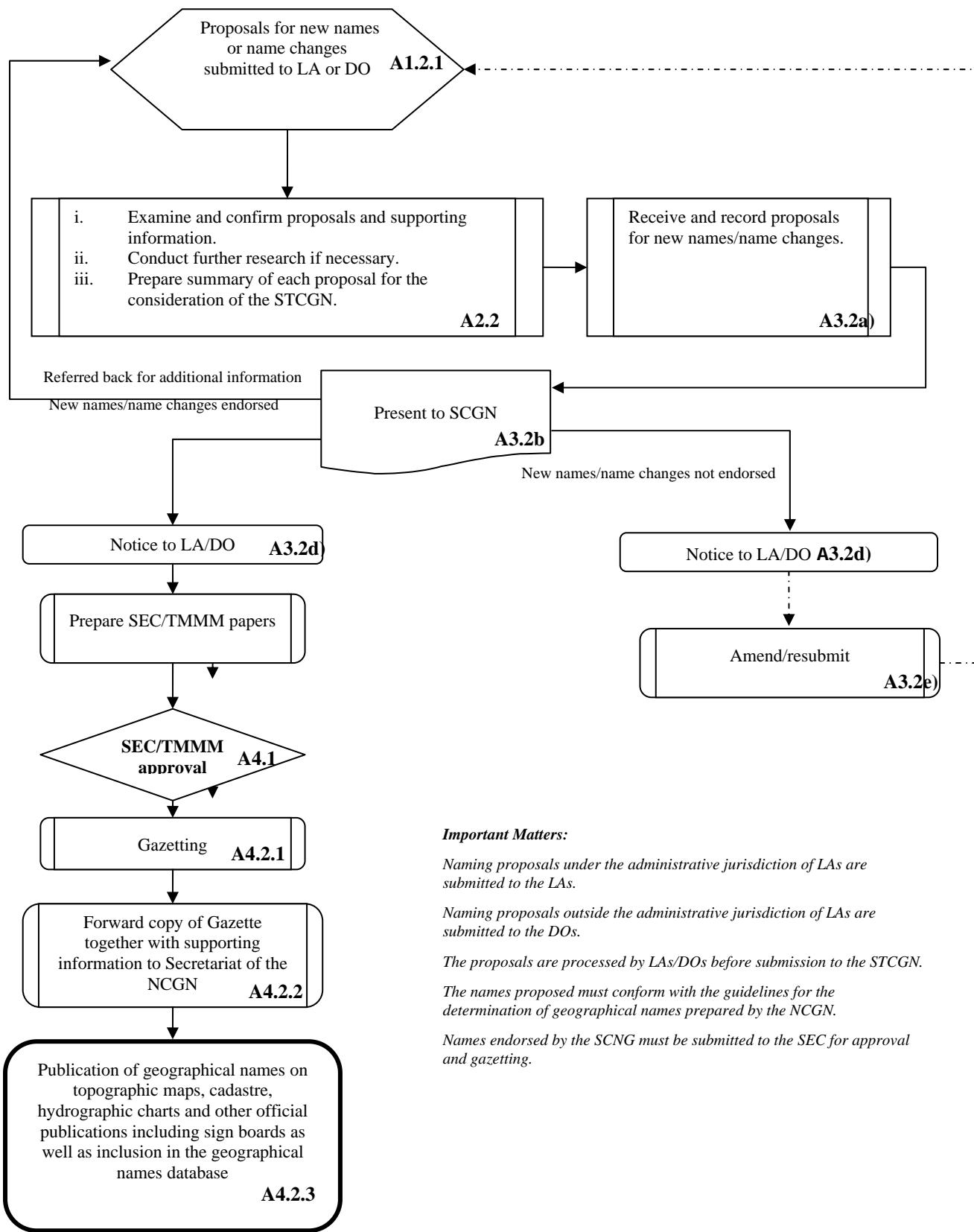
The gazetting process shall be handled by the State Secretary's Office.

###### **A4.2.2 Notice to NCGN**

The STCGN shall forward a copy of the gazette together with the information in para A1.2 above to the Secretariat of the NCGN.

###### **A4.2.3 Updating**

The NCGN shall initiate action to update the geographical names database and national gazetteer.



#### **Important Matters:**

Naming proposals under the administrative jurisdiction of LAs are submitted to the LAs.

Naming proposals outside the administrative jurisdiction of LAs are submitted to the DOs.

The proposals are processed by LAs/DOs before submission to the STCGN.

The names proposed must conform with the guidelines for the determination of geographical names prepared by the NCGN.

Names endorsed by the SCNG must be submitted to the SEC for approval and gazetting.

**FIGURE A1. Application procedures and process**

**Annex B**  
(Informative)

**ORGANISATIONAL STRUCTURES**

**B1. National Committee on Geographical Names (NCGN)**

**B1.1** Responsibilities of this committee encompass the following matters:

- a) formulating national guidelines for determination of geographical names;
- b) developing the National Geographical Names Database and the National Gazetteer;
- c) promoting the use of official names; and
- d) co-ordinating the input of national nomenclature activities with nomenclature activities at international level, including serving as liaison to the United Nations Group of Experts on Geographical Names (UNGEGN), particularly with the Regional Grouping.

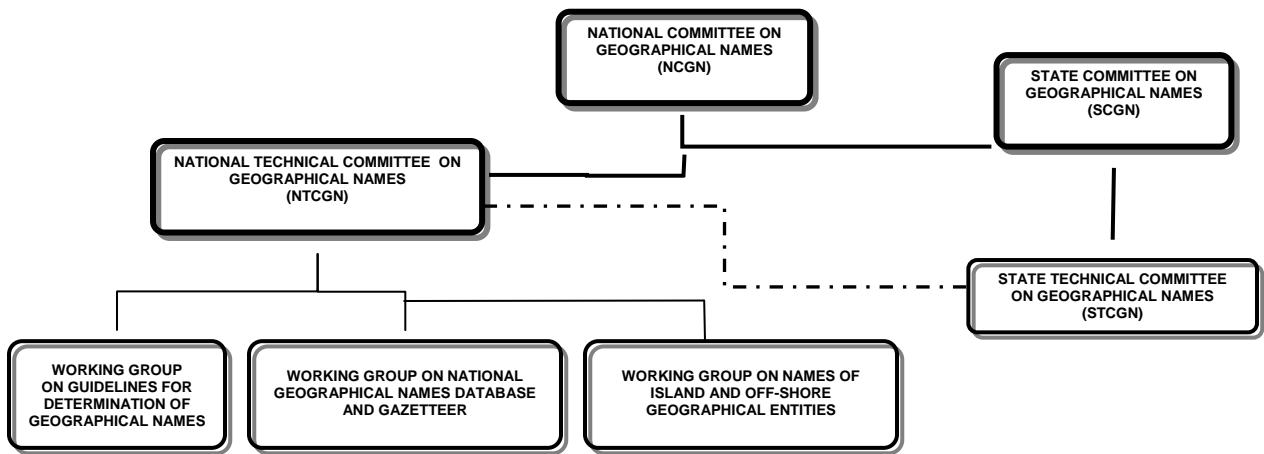
This NCGN is chaired by the Director-General of the Department of Survey and Mapping Malaysia with its members consisting of representatives from federal agencies and state governments.

At state level, the State Committee on Geographical Names (SCGN) is established to co-ordinate and implements the guidelines and procedures determined. This committee is chaired by the State Government Secretary or the Secretary-General of the Federal Territories Ministry (for Federal Territories) and its members comprise representatives from state or federal agencies.

One technical committee and three working groups are established to assist the NCGN:

- a) National Technical Committee on Geographical Names (NTCGN);
- b) Working Group on Guidelines for Determination of Geographical Names;
- c) Working Group on National Geographical Names Database and Gazetteer; and
- d) Working Group on Names of Island and Off-Shore Geographic Entities.

At state level, the State Technical Committee on Geographical Names (STCGN) is also established to assist the SCGN.



**Figure B1. Organisational Structure of the National Committee on Geographical Names**

## B1.2 Membership of the National Committee on Geographical Names

The LOA of members of the National Committee on Geographical Names are as follows:

- a) Director General of Survey and Mapping Malaysia, JUPEM as Chairman;
- b) Perlis State Secretary;
- c) Kedah State Secretary;
- d) Pulau Pinang State Secretary;
- e) Perak State Secretary;
- f) Selangor State Secretary;
- g) Negeri Sembilan State Secretary;
- h) Melaka State Secretary;
- i) Johor State Secretary;
- j) Pahang State Secretary;
- k) Terengganu State Secretary;
- l) Kelantan State Secretary;
- m) Sarawak State Secretary;
- n) Sabah State Secretary;
- o) Secretary-General of the Federal Territories Ministry;
- p) Director General, Malaysian Administrative Modernisation and Management Planning Unit;
- q) Director General, Town and Country Planning Department;
- r) Director General, Public Works Department;
- s) Director General, Dewan Bahasa dan Pustaka;
- t) Director, Malaysian Centre for Geospatial Data Infrastructure (MaCGDI);
- u) Director of Planning, Kuala Lumpur City Hall;
- v) Director General, Local Government Department ; and

w) Director General, National Hydrographic Centre of the Royal Navy.  
Secretariat: Department of Survey and Mapping

Note: This committee is authorised to appoint a secretary and invite representatives of any other departments or agencies to assist the committee.

### **B1.3 Terms of reference**

The terms of reference of the committee are as follows:

- a) to study and establish criteria used to determine official geographical names in the national interest;
- b) to study and formulate the Guidelines for the Formation of the National Geographical Names Database;
- c) to determine whether the objectives, functions and output of activities are in line with the requirements of the government and country;
- d) to study and establish the methodologies for the activities of the on-line Geographical Names, National Gazetteer, National Standard Document and other activities relating to geographical names; and
- e) to collaborate with the National Mapping and Spatial Data Committee (NMSDC) and other committees connected with the formation of the national geographical information infrastructure.

### **B1.4 Committees under the National Committee on Geographical Names**

There are three committees and three working groups at national and state levels as follows:

- a) Committees
  - i. National Technical Committee on Geographical Names;
  - ii. State Committee on Geographical Names; and
  - iii. State Technical Committee on Geographical Names.
- b) Working Groups
  - i. Working Group on Guidelines for Determination of Geographical Names;
  - ii. Working Group on National Geographical Names Database and Gazetteer; and
  - iii. Working Group on Names of Island and Off-Shore Geographical Entities.

## **B2. National Technical Committee on Geographical Names (NTCGN)**

## **B2.1 Responsibility**

The responsibilities of this committee encompass the following matters:

- a) to study and propose the guidelines for the determination of geographical names;
- b) to publish the National Gazetteer and Web Gazetteer (on-line geographical names); and
- c) to study and propose the design for the national geographical names database.

## **B2.2 Membership**

Membership of the committee consists of the following:

- a) Deputy Director General of Survey and Mapping Malaysia, JUPEM as Chairman;
- b) sectional Survey Director (Mapping Services), JUPEM;
- c) representative of Perlis State Secretary;
- d) representative of Kedah State Secretary;
- e) representative of Pulau Pinang State Secretary;
- f) representative of Perak State Secretary;
- g) representative of Selangor State Secretary;
- h) representative of Negeri Sembilan State Secretary;
- i) representative of Melaka State Secretary;
- j) representative of Johor State Secretary;
- k) representative of Pahang State Secretary;
- l) representative of Terengganu State Secretary;
- m) representative of Kelantan State Secretary;
- n) representative of Sarawak State Secretary;
- o) representative of Sabah State Secretary;
- p) representative of the Secretary General of the Federal Territories Ministry;
- q) representative of the Malaysian Administrative Modernisation and Planning Unit;
- r) representative of Town and Country Planning Department;
- s) representative of Public Works Department;
- t) representative of Dewan Bahasa dan Pustaka;
- u) representative of Malaysian Centre for Geospatial Data Infrastructure (MaCGDI);
- v) representative of Kuala Lumpur City Hall;
- w) representative of Local Government Department; and
- x) representative of National Hydrographic Centre of the Royal Navy

Secretariat: Mapping Services Section, JUPEM

NOTE. This committee is authorised to appoint a secretary and invite representatives of any other departments or agencies to assist the committee.

### **B2.3 Terms of reference**

The terms of reference of the committee are as follows:

- a) to assist the NCGN in co-ordinating and establishing plans for the implementation of geographical name standardisation activities;
- b) to propose guidelines to formulate the principles and procedures for the determination of geographical names;
- c) to propose the development method and design of the National Geographical Names Database, which take into consideration the requirements of MaCGDI and the electronic government generic data;
- d) to co-ordinate the development and publication of the National Gazetteer and Online Geographical Names (Web Gazetteer);
- e) to examine and comment on all papers before submission to the meeting of the National Committee on Geographical Names;
- f) to plan human resource training relating to the standardisation of geographical names; and
- g) to prepare regular reports on progress and activities to the NCGN.

## **B3. State Committee on Geographical Names (SCGN)**

### **B3.1 Responsibility**

The responsibilities of this committee encompass the following matters:

- a) to study, provide feedback and endorse drafts of policies, strategies and guidelines for the standardisation of geographical names;
- b) to coordinate and establish plans for the implementation of standardisation activities at state level in line with the plans of the National Committee on Geographical Names;
- c) to monitor the implementation of standardisation activities at state level;
- d) to establish the working committees required; and
- e) to encourage the use of official names

### **B3.2 Membership**

Membership of the committee consists of the following:

- a) State Secretary as Chairman;
- b) Director, State Economic Planning Unit;
- c) Director, Land and Mines;
- d) Director, State Computer/Information Centre;
- e) District Land Administrators;
- f) Secretaries of Local Authorities;
- g) Director, State Survey and Mapping Department;

- h) Director, Town and Country Planning Department; and
- i) other appropriate departments.

Secretariat: State Economic Planning Unit, Office of the State Government Secretary.

NOTE. This committee is authorised to appoint a secretary and invite representatives of any other departments or agencies to assist the committee.

#### **B4. State Technical Committee on Geographical Names (STCGN)**

##### **B4.1 Responsibility**

The responsibilities of this committee encompass the following matters:

- a) to study and provide feedback on drafts of proposed policies, strategies, and principles to the National Committee on Geographical Names in establishing standards relating to geographical names;
- b) to assist in the coordination and establishment of plans to implement standardisation activities of geographical names at state level;
- c) to study and provide feedback on drafts of proposed guidelines on principles and procedures for the determination of geographical names;
- d) to coordinate the development of the State Geographical Names Database based on the design and guidelines endorsed by SCGN; and
- e) to coordinate the publication of the State Gazetteer.

##### **B4.2 Members**

Membership of the committee consists of the following:

- a) Director, State Economic Planning Unit as Chairman;
- b) representative of the Land and Mines Director;
- c) representative of the State Computer/Information Centre;
- d) representative of District Land Offices;
- e) representative of Local Authorities;
- f) representative of the State Survey and Mapping Department;
- g) representative of the Town and Country Planning Department; and
- h) other appropriate departments.

Secretariat: State Economic Planning Unit, Office of the State Government Secretary

NOTE. This committee is authorised to appoint a secretary and invite representatives of any other departments or agencies to assist the committee.

## **B5. Working Group on Guidelines for Determination of Geographical Names**

### **B5.1 Responsibility**

The responsibilities of this committee encompass the following matters:

- a) to study and prepare drafts of guidelines on the principles and procedures for the determination of geographical names; and
- b) to be responsible for the submission of regular progress and activity reports to the NTCGN.

### **B5.2 Membership**

Membership of the committee consists of the following:

- a) Director of Survey (Mapping Services Section), JUPEM as Chairman;
- b) Director of Survey (Topographic Section, Peninsular Malaysia), JUPEM;
- c) Director of Survey (Data Acquisition Section), JUPEM;
- d) Director of Survey (Cartographic Section), JUPEM;
- e) Principal Assistant Director of Survey (Database Section), JUPEM;
- f) Principal Assistant Director of Survey (Map Printing Section), JUPEM;
- g) Principal Assistant Director of Survey (Cadastral Policy and Coordination), JUPEM;
- h) representative of Local Government Department ;
- i) representative of Dewan Bahasa dan Pustaka ;
- j) representative of National Hydrographic Centre, Royal Malaysian Navy; and
- k) representative of Malaysian Centre for Geospatial Data Infrastructure (MaCGDI).

Secretariat: Mapping Services Section, JUPEM

NOTE. This working group is authorised to appoint a secretary and invite representatives of any other departments or agencies to assist the group.

## **B6. Working Group on National Geographical Names Database and Gazetteer**

### **B6.1 Responsibility**

The responsibilities of this committee encompass the following matters:

- a) to produce the structural design and develop the National Geographical Names Database;
- b) to prepare the methodology for the updating of the National Geographical Names Database;
- c) to maintain the National Geographical Names Database hardware, software and network system;
- d) to develop the Web Gazetteer;

- e) to develop drafts of the National Gazetteer document and recommend procedures for the publication of the Geographical Names Gazetteer as well as application access;
- f) to prepare regular reports on the activities and status of this working group to the National Committee on Geographical Names (NCGN) and the Public Sector Dictionary Data (PSDD); and
- g) other activities as directed by the NCGN from time to time.

## **B6.2 Membership**

Membership of the committee consists of the following:

- a) Director of the Malaysian Centre for Geospatial Data Infrastructure (MaCGDI), as Chairman;
- b) representative of Federal Territories Ministry;
- c) representative of Peninsular Malaysia Town and Country Planning Department;
- d) representative of Local Government Department;
- e) representative of Hydrographic Branch, Royal Navy, MINDEF;
- f) representative of Public Works Department;
- g) representative of Planning and Building Control Department, KL City Hall;
- h) representative of Pos Malaysia Berhad;
- i) representative of Planning and Development Management Division, National Archives of Malaysia;
- j) representative of Cartographic Section, JUPEM;
- k) representative of Defence Mapping Branch, JUPEM;
- l) representative of Database Section, JUPEM; and
- m) representative of Mapping Services Section, JUPEM.

Secretariat: Malaysian Centre for Geospatial Data Infrastructure

NOTE. This working group is authorised to appoint a secretary and invite representatives of any other departments or agencies to assist the group.

## **B7. Working Group on Names of Island and Off-Shore Geographical Entities**

### **B7.1 Responsibility**

The responsibilities of this committee encompass the following matters:

- a) to carry out a research, identify and propose names of an island and off-shore hydrography entities which has no names, suitable with the characteristic of the related hydrographical entities;
- b) to identify and collecting relevant informations related to an island and off-shore hydrography entities including chart, gazette, gazette plan, map, treaty and any related document;

- c) to document all informations derived from the research carried out, in order to develop a database for names of an island and off-shore hidrography entities, officially. The documentation of informations will be integrated with the requirements of the existing database for geographical names of an island and off-shore hidrography entities;
- d) to suggest new name for existing island and off-shore hidrography entities with an appropriate name (if required) based on the characteristic of its hydrographical entities. The renaming must follow the guidelines of International Hydrographic Organisation (IHO); and
- e) to supply the updated database and information of an island and off-shore hydrography entities to the National Technical Committee on Geographical Names (NTCGN) in stages.

## **B7.2 Membership**

Membership of the committee consists of the following:

- a) representative of The National Centre for Hydrography,as Chairman ;
- b) representative of the Federal Territories Ministry
  - Division of Research and Technical Services;
- c) representative of The Dewan Bahasa dan Pustaka - Division of Terminology;
- d) representative of The Sabah Department of Land and Survey;
- e) representative of The Sarawak Department of Land and Survey;
- f) representative of The Data Acqusition Section, DSMM;
- g) representative of The Mapping Services Section, DSMM;
- h) representative of The Cartography Section, DSMM;
- i) representative of The Boundary Affairs Section, DSMM;
- j) representative of The Malaysian Centre for Geospatial Data Infrastructure (MaCGGI); and
- k) representative of any other related agencies.

Secretariat: National Centre for Hydrography

NOTE. This working group is authorised to appoint a secretary and invite representatives of any other departments or agencies to assist the group.

**Annex C**  
(Informative)

**Enquiries**

Although each state government naming authority has adopted the principles and procedures outlined in this standard, some of the authorities may develop their own particular set of rules and guidelines.

General enquiries about the committee and its guidelines and publications, including the National Gazetteer, may be addressed to:

The Secretariat,  
National Committee on Geographical Names,  
Department of Survey and Mapping Malaysia

Enquiries concerning the names of specific geographical entities in a state, proposals for new names, corrections and proposals for name changes may be directed to the Secretariat of the State Committee on Geographical Names in the respective states.

Any application for information on names of undersea geographical entities, guidelines for the naming of undersea geographical entities, and the gazetteer of the names of undersea geographical entities may be addressed to the secretariat.

## **Acknowledgements**

### **Members of Technical Committee on Geographic Information/Geomatics**

Y.Bhg. Dato' Prof Sr Dr. Abdul Kadir Taib (Chairman)	Department of Survey and Mapping Malaysia
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