



Economic and Social Council

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Tenth United Nations Conference on the Standardization of Geographical Names

New York, 31 July-9 August 2012

Documentation for the Conference

Note by the Secretariat

I. Deadline and language of documents

1. The official languages of the United Nations, Arabic, Chinese, English, French, Russian and Spanish, will be the official languages of the Conference. Governments are asked to forward to the secretariat of the Group of Experts on Geographical Names, at their earliest convenience but not later than 21 May 2012, digital documents prepared in support of items on the provisional agenda of the Conference.
2. It is vital that Governments and experts comply with the above deadline so that their papers may be officially issued and made accessible before the convening of the Conference on the website of the United Nations Group of Experts on Geographical Names (<http://unstats.un.org/unsd/geoinfo/UNGEGN/default.html>).

II. Formatting and presentation of documents

3. Documents may be e-mailed to the secretariat of the Group of Experts (see addresses below) either in Microsoft Word or portable document format (PDF). It is essential that documents be kept to a reasonable length, not exceeding 10 pages. The item of the provisional agenda (E/CONF.101/1) under which the paper is to be considered should also be indicated. To meet the session schedule, some documents may need to be considered for information rather than for presentation.
4. Each document should be accompanied by a summary, which should not exceed half a page. Documents will be distributed in the official language(s) of the United Nations in which they are received, and summaries will be translated and distributed in the other official languages. Please note that acronyms and abbreviations must always be spelled out the first time they appear: in cases where a large number of acronyms and abbreviations are used, they should be presented in a list at the beginning of the document.
5. Prior arrangements must be made with the secretariat for any special presentation that requires a computer projector (for example, PowerPoint) or other audio-visual equipment.



III. National reports

(Item 4 of the provisional agenda)

6. In accordance with resolution 7 of the Fifth United Nations Conference on the Standardization of Geographical Names, Governments are requested to adhere to the following guidelines in drafting their national reports on progress made since the Ninth United Nations Conference on the Standardization of Geographical Names. National reports should include the following:

- (a) A one-page summary outlining the main issues discussed;
- (b) Background information or a historical sketch (only for countries that did not present national reports at previous conferences);
- (c) A discussion of goals and national programmes;
- (d) A discussion of problems, solutions and achievements during the reporting period;
- (e) Conclusions and recommendations.

7. Some information on national standardization may be more appropriately submitted as separate papers for discussion under other agenda items.

IV. Measures taken and proposed to implement United Nations resolutions on the standardization of geographical names, including the economic and social benefits

(Item 7 of the provisional agenda)

8. Governments are encouraged to submit documents under item 7 of the provisional agenda on implementation of United Nations resolutions.

V. Report of the Conference

9. A one volume report of the Conference will be issued. Technical documents received by the deadline will be made available on the website of the United Nations Group of Experts on Geographical Names.

10. Correspondence should be addressed to the following official in the secretariat of the United Nations Group of Experts on Geographical Names:

Sabine Warschburger
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2 United Nations Plaza, DC2-1682
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11. Courtesy copies of correspondence should also be addressed to Vilma Frani at frani@un.org.