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ORIGINAL: ENGLISH

REPORT OF THE UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL  
NAMES ON THE WORK OF ITS NINETEENTH SESSION

(United Nations Headquarters, 12 and 23 January 1998)

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#### TERMS OF REFERENCE

1. In pursuance of Economic and Social Council decision 1997/213, the Secretary-General invited the United Nations Group of Experts on Geographical Names (UNGEGN) to convene its nineteenth session at United Nations Headquarters on 12 January 1998 and 23 January 1998.

#### ATTENDANCE

2. The session was attended by 108 participants from 46 countries, representing 21 of the 22 geographical/linguistic divisions of the United Nations Group of Experts on Geographical Names. In addition, three observers were present. The list of experts who participated in the session is given in annex I below.

#### OFFICERS OF THE SESSION

3. The officers for the session were as follows:

Chairman: Mr. P. E. Raper

Vice-Chairperson: Ms. H. Kerfoot

Rapporteur: Mr. R. L. Payne

#### OPENING OF THE SESSION

4. The Chairman opened the session and welcomed the experts. He reflected on the eighteenth session and noted some of the activities undertaken since August 1996.

#### ADOPTION OF THE AGENDA

5. The agenda was adopted as presented, as follows:

1. Opening of the session.
2. Adoption of the agenda.
3. Reports of the Working Groups.
4. Organizational matters concerning the Seventh 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 Seventh United Nations Conference on the Standardization of Geographical Names.
8. Working groups needed in future.
9. Provisional agenda for the twentieth session of the United Nations Group of Experts on Geographical Names.
10. Other business.

#### REPORTS OF THE WORKING GROUPS

##### Romanization systems

6. Mr. Quinting, the Convenor, reported on the progress of various systems (working paper No. 1).
7. No further progress had been made between the Republic of Korea and the Democratic People's Republic of Korea regarding the establishment of a joint romanization system.
8. In 1997, a copy of the revised romanization system for Thai was received, and while there was no change in the consonant inventory of the system adopted at the First Conference on the Standardization of Geographical Names, there were seven differences in the vowel inventory. As a result, the 1:50,000-scale maps already produced would have to be revised. The new system was scheduled to be presented for adoption by the Seventh Conference.
9. Extensive work had been undertaken on a new romanization system for Ukrainian (working paper No. 78 of the eighteenth UNGEGN session). Additional work had been done over the past two years, and it was anticipated that the new system would be presented to the Seventh Conference.
10. Potential modifications to the romanization system for Hebrew had been outlined at the eighteenth UNGEGN session (working paper No. 5 of that session) and comments solicited. It was noted that the modified system was at the proposal stage.
11. It was reported that there was no information available regarding the romanization system for Belorussian.
12. Contact had been made with the International Organization for Standardization (ISO) regarding romanization - specifically ISO/TC46 for transliteration - and there was a request for formal liaison with UNGEGN.
13. The Convenor announced the publication in 1996 of a useful reference book, entitled The World's Writing Systems, by Peter T. Daniels and William Bright (New York, Oxford University Press).

#### Toponymic data exchange and formats

14. Mr. Marsden, the Convenor, presented working paper No. 5. He recalled that the Working Group had been formed in 1996, at the eighteenth UNGEGN session, and noted the need for it, highlighting the recent proliferation of toponymic data files and citing the need for standard means of coding and exchange.

15. Since 1996, the Group had met four times and would make a full report to the Seventh Conference. Highlights of its work were referenced. A world survey of most languages, writing systems, and romanization systems had been completed, and findings indicated that the existing ISO and UNICODE standards were comprehensive and met almost all requirements.

16. The Working Group proposed the development of digital gazetteer standards, based upon existing UNGEGN standards for conventional gazetteers and including approved romanization systems. Data exchange was achievable by all member States, using existing, low-cost hardware and software.

#### Country names

17. Ms. Lejèune, the Convenor, indicated that a full report would be presented at the Seventh Conference.

#### Publicity and funding

18. Mr. Parker, the Convenor, reported that a draft of an information leaflet, designed to appeal to the general public and the business community, had been completed and would be finalized at the current session. A private business concern had designed the leaflet specifically to convey the message of UNGEGN without toponymic jargon and to emphasize the practical applicability of a standardization programme for geographical names. It was noted that the same general layout could be used for other information, such as training announcements (see also para. 31 below).

#### Toponymic terminology

19. Mr. Kadmon, the Convenor, indicated progress on the glossary of terminology (formerly, the dictionary of terminology).

20. The Working Group had met four times since the Sixth Conference in 1992. Some additions, deletions and modifications had been made to the definitions of "endonym" and "exonym" (finalized at the eighteenth UNGEGN session in 1996). Translation into Chinese and French had been completed, but the last modifications needed to be translated. The Spanish version had been received in July 1997, but thus far, there was no version in Russian or Arabic. The translated versions required collating and distribution. It was recommended that the glossary be used in all training courses.

Training courses in toponymy

21. Mr. Ormeling, the Convenor, said that a full report would be presented at the Seventh Conference.

ORGANIZATIONAL MATTERS CONCERNING THE SEVENTH CONFERENCE  
ON THE STANDARDIZATION OF GEOGRAPHICAL NAMES

22. The Secretary and Chairman suggested the following officers for the Seventh Conference (13-22 January 1998): two Vice-Presidents, an Editor, and a Rapporteur; each of three committees would have a Chairman, a Vice-Chairman, and a Rapporteur. The Committees would be National Standardization; Technical Programmes; and International Programmes and Exchange.

23. The Chairman noted that the compendium of United Nations documents on geographical names prepared by Peter E. Raper, had been widely distributed; a small number of copies would be available at the Conference. Mr. Tazi reported that Mr. Nasser Al-Harthy had completed translation of the documents into Arabic, and Mr. Wang added that the translation into Chinese was in progress. Ms. Lejeune indicated that translation into French of those documents not already translated was under way. It was hoped that efforts could be made to translate the documents into Spanish and Russian.

REVIEW OF THE STATUTE OF THE UNITED NATIONS GROUP  
OF EXPERTS ON GEOGRAPHICAL NAMES

24. The Chairman reviewed the statute with UNEGN members (information paper No. 1), section by section. Mr. Kadmon suggested the following change in section II. Principles, paragraph 2:

Original version - The decisions of the Group of Experts shall be of a recommendatory character.

Suggested version - The decisions of the Group of Experts shall be submitted as recommendations to the United Nations Conferences on the Standardization of Geographical Names and, if approved, shall be submitted to the Economic and Social Council, in the form of a resolution or resolutions, for final endorsement, with the request that member States give them the broadest possible publicity and exposure through appropriate means and channels such as professional organizations, research and scientific institutions, and institutions of higher learning.

25. Mr. Raper suggested, without opposition from the experts, that, since divisions might be added or deleted (see sect. IV. Composition, para. 3), it was not necessary for the list of Divisions to be part of the statute. It would be preferable as an annex. The revised statute and Rules of Procedure are attached as annex V.

#### ELECTION OF OFFICERS

26. It was suggested that a second Vice-President of UNGEGN would be appropriate. However, the Chairman noted that, under the present rules of procedure, adding such an officer would not be possible. The following officers were re-elected for a five-year term:

Chairman: Mr. Peter E. Raper (South Africa)

Vice-Chairperson: Ms. Helen Kerfoot (Canada)

Rapporteur: Mr. Roger L. Payne (United States of America)

#### PLANNING FOR IMPLEMENTATION OF THE RECOMMENDATIONS OF THE SEVENTH UNITED NATIONS CONFERENCE ON THE STANDARDIZATION OF GEOGRAPHICAL NAMES

27. Due to the shortage of time available, it was agreed to postpone the consideration of the item to the twentieth session of UNGEGN.

#### WORKING GROUPS NEEDED IN FUTURE

28. The activities of each working group were discussed, and the Convenor was appointed or reconfirmed. Mr. Marsden (United Kingdom), Convenor of the Working Group on Electronic Data Exchange, established in 1996, presented forthcoming activities for the Group. Specifically, they included a newsletter on the Web; maintaining data exchange standards; establishing liaison with Unicode; exchanging information with the International Organization for Standardization (ISO); assisting with practical programmes between and within countries; and establishing a UNGEGN workshop on electronic data exchange.

29. Mr. Marsden further suggested that, since initial work was complete, it would be practical for the Working Group on Electronic Data Exchange to be merged with the established Working Group on Automation and Gazetteers. He also noted that the Convenor of that Group, Mr. Lewis (United Kingdom) had retired and that he (Mr. Marsden) could not assume the position. He proposed Mr. Flynn (United States) as Convenor of the Working Group on Automation and Gazetteers. There was consensus on the merger and on the appointment of Mr. Flynn as Convenor.

30. Mr. Quinting (United States) announced that he would not be able to continue as Convenor of the Working Group on Romanization Systems, and he nominated Mr. Päll (Estonia), who was accepted by consensus.

31. The Convenor of the Working Group on Publicity and Funding, Mr. Parker (Australia), made a presentation on the prototype and recently edited version of the brochure developed from the UNGEGN information leaflet. The effort was applauded by the experts, who thanked the Convenor. Mr. Malmirian of Iran asked how soon the leaflet would be distributed. Since almost all the work except printing had been completed, it was hoped that distribution would start by the

end of the first quarter of 1998. Mr. Ormeling (Netherlands) expressed pleasure with the leaflet and indicated that it should be part of the Web site. Ms. Kerfoot asked about translation into other languages (see also para. 18 above).

32. The following were reaffirmed, by consensus, as Convenors of their respective working groups:

Toponymic Terminology: Mr. Kadmon (Israel)

Training Courses in Toponymy: Mr. Ormeling (Netherlands)

Publicity and Funding: Mr. Parker (Australia)

Country Names: Ms. Lejeune (France)

33. The Secretary indicated that the names of the core members of each working group would be published in the UNGEGN Newsletter, along with a synopsis of mission and terms of reference.

PROVISIONAL AGENDA FOR THE TWENTIETH SESSION OF THE UNITED  
NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES

34. The Secretary presented the proposed agenda for the twentieth session of UNGEGN. After some discussion, the provisional agenda was approved (see annex IV).

OTHER BUSINESS

35. In its resolution 14, the Seventh United Nations Conference on the Standardization of Geographical Names addressed the issue of access to and archiving of technical papers created in connection with the previous Conferences and with the sessions of UNGEGN. The Secretariat sadly reported that many documents were missing, especially from UNGEGN sessions. Several experts, in conjunction with the secretariat and the Vice-Chairman, agreed to check their files so that a complete set might be assembled. The results would be reported in a forthcoming newsletter and to the Group of Experts at its twentieth session.

36. Mr. Helleland (Norway) announced that he was no longer directly associated with the International Council on Onomastic Sciences (ICOS), and, therefore, could no longer serve as liaison. He nominated Ms. Hausner (Austria), who was accepted by consensus.

37. The Chairman also indicated that a letter from Mr. Grant Smith, President of the Place Name Survey of the United States (PLANSUS), had asked that Mr. Payne (United States), Vice-President of PLANSUS, serve as liaison with that organization. He was approved by consensus.



38. The following liaisons were reaffirmed by consensus:

Scientific Committee for Antarctic Research (SCAR)	Mr. Sievers (Germany)
Pan American Institute of Geography and History (PAIGH)	Mr. Payne (United States)
International Hydrographic Office (IHO)	Mr. Flynn (United States)
International Cartographic Association (ICA)	Mr. Ormeling (Netherlands) Mr. Morrison (United States)
International Organization for Standardization (ISO)	Mr. Marsden (United Kingdom)

39. Ms. Lejeune presented working paper No. 4, calling for the establishment of a French-speaking division. Such a division, it was noted, would be of benefit as a common forum where developing countries could be assisted in French with a variety of toponymic problems.

40. It was noted that numerous countries supported the idea; there were short statements of support from the representatives of Canada, Switzerland, Monaco, Luxembourg, Belgium, Romania, the Lao People's Democratic Republic, Benin, Côte d'Ivoire and Mali. A long and lively exchange was held among various experts regarding the need for the division and the potential implications of its establishment. Several experts expressed concern for the status of the Romano-Hellenic Division. Ms. Lejeune assured the experts that, once France and other members had given their assurance not to abandon the Romano-Hellenic Division, it had given its full approval. Several experts expressed concern that the establishment of a French-speaking division could lead to the establishment of an Anglophone division, which would lead to polarization within UNGEEN, thereby defeating the original concept and intent of the founders. There was also reference to the lack of common toponymic problems in the widely separated countries in which French was spoken or used. Some experts feared that such a division, with at least 46 members, would be unwieldy. It was also noted that it was not practical to have as many divisions as there were languages, and that the concept was contrary to the original intent of UNGEEN. Finally, numerous concerns were raised regarding the political implications of such a division. It was suggested that perhaps semantics might be at issue. Apparently, to some, the term "Francophone" had political connotations, while to others it was a cultural reference only. There was real concern expressed by some experts that creating such a large division would negate and eventually render useless certain geographical divisions. In the discussion, it was pointed out that many countries belonged to more than one division and that linguistic and geographical divisions already functioned simultaneously.

41. Ms. Lejeune emphasized that a French-speaking division would have a positive impact on UNGEEN and applied toponymy, since much of the world would benefit from a forum for solving problems linked by the French language. Avenues for funding to assist many developing countries could be opened. A Francophone division would provide the means for more timely distribution of

concepts, problems, and documents (in French) so that the French-speaking community could comment and participate more effectively.

42. The Chairman indicated that there appeared to be a consensus for creating a Francophone division and that UNGEGN would submit a recommendation on the matter to the Seventh Conference on the Standardization of Geographical Names. It was agreed that although the name in French would be "Division francophone", the English-language name would be "French-speaking Division". The text of the recommendation is attached below as annex III.

43. The Seventh Conference endorsed the recommendation in its resolution 1. Creation of a French-speaking division. Subsequently, at its meeting on 23 January, UNGEGN agreed that its statute would be revised accordingly (see also para. 25 above).

Annex I

LIST OF EXPERTS

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)

Mr. Joseph Yvon NIAMATHE  
(Central African Republic)

Ingenieur principal geographe, Chef de service de la cartographie

Africa East Division

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

Mr. B. B. H. MOREBODI  
(Botswana)

Director of the Department of Surveys and Mapping

Mr. Luis ABRAHAMO  
(Mozambique)

Chief of Cartography Division, National Directorate of Geography and the Cadastre

Mr. Alexandre CHIDIMATEMBUE  
(Mozambique)

Head of Aerial Photography, Cartography Department

Africa South Division

(Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa,<sup>b</sup> Swaziland, Zambia, Zimbabwe; Chairman of the Division: Mr. P. E. Raper)

Mr. Peter E. RAPER  
(South Africa)

Director, National Place Names Committee, Names Research Institute

Ms. Lucie MÖLLER  
(South Africa)

Chief Researcher, Names Research Institute, Human Sciences Research Council

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)

Mr. M. N. YAHAYA  
(Nigeria)

Surveyor-General, Federal Surveys Department, Federal Ministry of Works and Housing

Mrs. E. O. ADEBIYI  
(Nigeria)

Deputy Surveyor-General, Federal Surveys Department

Mr. G. A. OYENEYE  
(Nigeria)

Assistant Director, Federal Surveys  
Department

Arabic Division

(Algeria, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libyan Arab Jamahiriya, Morocco, Oman, Saudi Arabia, Sudan, Syria Arab Republic, United Arab Emirates, Yemen;  
Chairman of the Division: Mr. A. Tazi)

Mr. Brahim ATOUI  
(Algeria)

Chef du laboratoire de toponymie, Institut  
national de cartographie

Eng. Mohamed M. IBRAHIM  
(Egypt)

Chairman, Egyptian General Authority for  
Topography

Mr. Mohamed A. ABDULMONEIM  
(Egypt)

Director-General, Topographic Maps  
Department, Egyptian Survey Authority

Mr. Abdelhadi TAZI  
(Morocco)

Membre de l'Academie du Royaume du Maroc

Mr. Mohamed ALAHIAN  
(Morocco)

Chef de service de la documentation  
cartographique, Division de la  
cartographie

Col. Nasser Sultan AL-HARTHY  
(Oman)

Director of the National Survey Authority,  
Ministry of Defence

Dr. Abdulaziz AAL-SHEIKH  
(Saudi Arabia)

Professor of Geography at the King Saud  
University

Mr. Mohammed Hassan IDRIS  
(Syrian Arab Republic)

Director-General, General Directorate of  
Topography

Eng. Marwan SOKAR  
(Syrian Arab Republic)

Director of Public Relations, General  
Directorate of Topography

Asia East Division (other than China)

(Democratic People's Republic of Korea, Japan, Republic of Korea; Chairman of  
the Division: to be determined)

Mr. Dae Won SUH  
(Republic of Korea)

Director-General, United Nations Systems  
Bureau, Ministry of Foreign Affairs

Mr. Yeong Moo CHO  
(Republic of Korea)

Assistant Director, United Nations  
Economic Affairs Division, Ministry of  
Foreign Affairs

Mr. Jin Hyun KIM  
(Republic of Korea)

President, Seoul City University

Mr. Ki Suk LEE  
(Republic of Korea)

Professor, Department of Geography  
Education, Seoul National University

Mr. Takekazu AKAGIRI  
(Japan)

Director, Cartographic Department,  
Geographical Survey Institute  
Ministry of Construction

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; Chairman of the Division: Mr. J. R. Parker)

Mr. John PARKER  
(Australia)

Surveyor-General for Victoria, Chairman  
of Geographical Names

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: Mr. N. H. Malmirian)

Mr. Hamid MALMIRIAN  
(Islamic Republic of Iran)

Director of the National Geographical  
Organization

Mr. Medhi MODIRI  
(Islamic Republic of Iran)

Deputy Director, National Geographical  
Organization

Mr. Asad ARDALAN  
(Islamic Republic of Iran)

Expert, Legal Department, Ministry of  
Foreign Affairs

Mr. Nasser MOHAMMADI  
(Islamic Republic of Iran)

Director, Geography Department, National  
Geographical Organization

Mr. Ali Reza JAHANGIRI  
(Islamic Republic of Iran)

Expert, Legal Department, Ministry of  
Foreign Affairs

Mr. M. H. ABDOLLAHY NIKABADY  
(Islamic Republic of Iran)

Expert, Geographical Names, National  
Geographical Organization

Mr. Metin TUNCEL  
(Turkey)

Department of Geography, Istanbul  
University

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

Baltic Division

(Estonia, Latvia, Lithuania; Chairman of the Division: Mr. P. Päll)

Mr. Peeter PÄLL (Estonia)	Institute of the Estonian Language, Estonian Academy of Sciences
Ms. Elvi SEPP (Estonia)	Ministry of Internal Affairs, Secretary of the Place Names of Estonia
Ms. Malle HUNT (Estonia)	Estonian National Maritime Board, Head of the Editing and Publishing Division, Lighthouse and Hydrographic Department
Mr. Jurgis KAVACS (Latvia)	Chief, Specialist of Toponymic Section of State Land Service of Latvia, Researcher, University of Latvia
Ms. Vita STRAUTNIECE (Latvia)	Head of Toponymic Division, State Land Service
Ms. Zinta GOBA (Latvia)	Researcher, Scientific Laboratory of Regional Geography and Toponymy, University of Latvia

Celtic Division\*

(France,<sup>3</sup> Ireland; Chairman of the Division: to be determined)

Mr. D. MAC GIOLLA EASPAIG (Ireland)	Higher Placenames Officer, Ordnance Survey
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\* For France, see also French-speaking Division.

China Division

(China; Chairman of the Division: Mr. WANG Jitong)

Mr. WANG Jitong (China)	Director, China Institute of Toponymy
Ms. ZHAO Xiaoyang (China)	Researcher, China Institute of Toponymy
Mr. DU Xiangming (China)	Expert, Honorary Director, Research Institute of Toponymy, National Bureau of Surveying and Mapping
Mr. CHEN Genliang (China)	Civil servant, Division of Administrative and Geographical Names, Ministry of Civil Affairs

Mr. JIN Ergang (China)	General Director of Administration and Geographical Names Management, Division of Ministry of Civil Affairs
Mr. XING Weilin (China)	Senior Editor, China Cartographic Publishing House
Ms. GOU Haibo (China)	Civil servant, Division of Rule and Law, Ministry of Foreign Affairs

Dutch and German-speaking Division\*

(Austria, Belgium,<sup>k</sup> Germany, Netherlands, South Africa,<sup>b</sup> Suriname,<sup>1</sup> Switzerland;<sup>j</sup>  
Chairman of the Division: Mr. J. Sievers)

Ms. Isolde HAUSNER (Austria)	Chair of Arbeitsgemeinschaft für Kartographische Ortsnamen-kunde (AKO)
Mr. Jörn SIEVERS (Germany)	Chairman of Permanent Committee on Geographical Names, Bundesamt für Kartographie und Geodäsie
Mr. Ferjan ORMELING (Netherlands) (see also under Observers)	Professor of Cartography, University of Utrecht

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

East Central and South-East Europe Division\*

(Albania, Bulgaria, Croatia, Cyprus,<sup>g</sup> Czech Republic, Greece,<sup>h</sup> Hungary, Poland,  
Slovakia, Slovenia, The Former Yugoslav Republic of Macedonia, Turkey,<sup>j</sup> Ukraine,<sup>n</sup>  
Yugoslavia; Chairman of the Division: Mr. B. Pokoly)

Mrs. Jadranka BULJAT (Croatia)	Editor, Lexicographical Institute in Zagreb
Mr. Pavel BOHAC (Czech Republic)	Secretary-in-Chief, Commission on Geographical Names, Czech Office for Surveying, Mapping and Cadastre
Mr. Béla POKOLY (Hungary)	Secretary of the Hungarian Commission on Geographical Names, Department of Lands and Mapping, Ministry of Agriculture
Mr. Jerzy KONDRACKI (Poland)	President of the Commission on the Standardization of Geographical Names outside Poland

Ms. Izabela KRAUZE-TOMCZYK (Poland)	Secretary of the Commission on the Standardization of Geographical Names outside Poland; Head Office of Geodesy and Cartography
Mr. Jerzy OSTROWSKI (Poland)	Member of the Commission on the Standardization of Geographical Names outside Poland, Polish Academy of Sciences
Mrs. Maria KOVACOVA (Slovakia)	Geodetic and Cartographic Institute, Bratislava, Secretary of the Geographical Names Commission
Mr. Imrich HORNANSKY (Slovakia)	President of Geodesy, Cartography and Cadastre Authority
Mr. Blagoja MARKOVSKI (The Former Yugoslav Republic of Macedonia)	Chairman of the National Commission for the Standardization of Geographical Names

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

Eastern Europe, Northern and Central Asia Division

(Armenia, Azerbaijan,<sup>5</sup> Belarus, Bulgaria, Kyrgyzstan, Russian Federation, Ukraine,<sup>2</sup> Uzbekistan; Chairman of the Division: Mr. V. Boginskiy)

Mr. Vladimir BOGINSKIY (Russian Federation)	Chief of Cartographic Department, Central Research Institute of Geodesy, Air Survey and Cartography
Mr. Dmitry SUBBOTIN (Russian Federation)	Third Secretary, Legal Department, Division of Boundary and Cartography, Ministry of Foreign Affairs
Mr. Anatoly BONDAR (Ukraine)	Head of National Council on Geographical Names
Ms. Natalia KONDRATSOVA (Ukraine)	Third Secretary, Ministry of Foreign Affairs



East Mediterranean Division (other than Arabic)\*

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

Mr. Naftali KADMON  
(Israel)

Emeritus-Professor of Cartography,  
Geography Department, Hebrew University of  
Jerusalem

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

French-speaking Division\*

(Belgium,<sup>k</sup> Benin,<sup>c</sup> Cameroon,<sup>a</sup> Canada,<sup>o</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)

M. Pierre PLANQUES  
(France)

Président de la commission de toponymie de  
l'Institut géographique national (IGN) et  
Chef du service de la documentation  
géographique

Mme Sylvie LEJEUNE  
(France)

Expert auprès de la Commission de  
toponymie de l'Institut géographique  
national (IGN)

Mr. Nicole RENE  
(Canada)

Président, Commission de toponymie du  
Québec

Mr. Alain VALLIERES  
(Canada)

Directeur-General, Commission de toponymie  
du Québec

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

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)

Mr. H. Estaban AVILA  
(Argentina)

Director del Instituto, Geográfico Militar

Mr. Hector José PEÑA (Argentina)	Jefe de la División, Geografía del IGM
Mr. Cristóbal MORALES Béjar (Mexico)	Subdirector de Operacion, INEGI, Direccion General de Geografía
Mr. Jose HERRERA (Peru)	Jefe del Instituto Geográfico Nacional del Perú
Mr. Juan QUÍNE (Peru)	Director-General de Geografía, Instituto Geográfico Nacional

Norden Division

(Denmark, Finland, Iceland, Norway, Sweden; Chairman of the Division:  
Mr. B. Helleland)

Ms. Sirkka PAIKKALA (Finland)	Senior Researcher, Research Institute for the Languages of Finland
Mr. Jorma MARTTINEN (Finland)	Chief Engineer, National Land Survey of Finland
Mr. Kerkko HAKULINEN (Finland)	Chief Editor, Geographical Society of Finland
Mr. Botolv HELLELAND (Norway)	Senior Lecturer/State Name Adviser, Department of Name Research
Mr. Hans RINGSTAM (Sweden)	Principal Administrative Officer, National Land Survey of Sweden, Gävle
Mr. Leif NILSSON (Sweden)	Place Name Consultant, Institute for Swedish Language and Folklore Research, Uppsala

Romano-Hellenic Division\*

(Belgium,<sup>k</sup> Canada,<sup>o</sup> Cyprus,<sup>s</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: Ms. S. Lejeune)

Ms. Kathleen VAN DOREN (Belgium)	Director, Training Centre, National Geographic Institute
Mr. Prodromos VASILEIOU (Cyprus)	President, Cyprus Permanent Committee for the Standardization of Geographical Names
Mr. M. N. CHRISTODULOU (Cyprus)	Secretary of the Cyprus Permanent Committee for the Standardization of Geographical Names

Mr. Vassilios MOUTSOGLOU (Greece)	First Counsellor, Ministry of Foreign Affairs
Ms. Alexandra IOANNIDOU (Greece)	Scientific consultant, Ministry of Foreign Affairs
Mr. Georgios MAKRDIS (Greece)	Lt. Col., Hellenic Military Geographical Service
Mr. Athanasios PALLIKARIS (Greece)	Head, Hydrographic Division, Hellenic Navy Hydrographic Service
Mr. Ioannis PAPAIONNOU (Greece)	Hellenic Navy Hydrographic Service, Hydrographic Division, Geographic Policy Section
Mr. Nikolaos ALEXOPOULOS (Greece)	Adviser, Ministry of the Interior, Public Administration and Decentralization
Mr. Sabato RAINONE (Italy)	Chief, Cartographic Section, Italian Defence General Staff
Mr. Maurizio PAMPALONI (Italy)	Chief of Research, Italian Defence General Staff
Mr. Serban DRAGOMIRESCU (Romania)	Scientific Secretary, Romanian Academy (alternate)
Mr. N. T. CONSTANTINESCU (Romania)	Inspector of the National Office of Cadastre, Geodesy and Cartography

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\* For 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).

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)

Mr. Paul WOODMAN (United Kingdom)	Secretary, Permanent Committee on Geographical Names
Ms. Juliette MOORE (United Kingdom)	Research Assistant, Permanent Committee on Geographical Names

Mr. Roger MARSDEN  
(United Kingdom)

Head, Geography and Geodesy Division,  
Military Survey, Permanent Committee on  
Geographical Names

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\* For South Africa, see also Africa South Division.

United States of America-Canada Division\*

(Canada,° United States; Chairpersons of the Division: Ms. H. Kerfoot and  
Mr. R. L. Payne)

Ms. Helen KERFOOT  
(Canada)

Executive Secretary, Canadian Permanent  
Committee on Geographical Names

Mr. Anthony PRICE  
(Canada)

Chairman, Canadian Permanent Committee on  
Geographical Names

Mr. Andre LAPIERRE  
(Canada)

Director, Canadian Studies Programme,  
University of Ottawa

Ms. Jocelyne REVIE  
(Canada)

Secretariat, Canadian Permanent Committee  
on Geographical Names

Ms. Kathleen O'BRIEN  
(Canada)

Secretariat, Canadian Permanent Committee  
on Geographical Names

Mr. Roger L. PAYNE  
(United States)  
(See also Observers)

Executive Secretary of the United States  
Board on Geographic Names, United States  
Geological Survey

Mr. Randall FLYNN  
(United States)  
(See also Observers)

Executive Secretary for Foreign Names,  
United States Board on Geographic Names,  
National Imagery and Mapping Agency

Mr. Charles M. HEYDA  
(United States)

Scientific Linguist, National Imagery and  
Mapping Agency

Mr. Gerd QUINTING  
(United States)

Scientific Linguist, National Imagery and  
Mapping Agency

Mr. Louis A. YOST IV  
(United States)

Chief, Research Domestic Names, Geographic  
Names Office, United States Geological  
Survey

Mr. Joel L. MORRISON  
(United States)

United States Board on Geographic Names,  
Bureau of the Census

Mr. Richard WITMER  
(United States)

Chief Geographer, United States Board on  
Geographic Names, United States Geological  
Survey

Ms. Angela BOTTOM  
(United States)

State Department

Mr. Leo DILLON  
(United States)

Cartographer, State Department

Mr. Ronald GRIN  
(United States)

Chairman, United States Board on  
Geographic Names, Library of Congress

Observers

Mr. Ferjan ORMELING  
(See also Dutch and  
German-speaking Division)

Chair, Standing Commission on Education of  
the International Cartographic Association

Mr. Roger L. PAYNE  
(See also United States of  
America-Canada Division)

Pan American Institute for Geography and  
History

Mr. Randall FYLNN  
(See also United States of  
America-Canada Division)

International Hydrographic Organization

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

Secretariat of the United Nations

Mr. K. Hans STABE

Secretary of the United Nations Group of  
Experts on Geographical Names, Department  
of Economic and Social Affairs, United  
Nations

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 and 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.

Annex II

LIST OF DOCUMENTS BEFORE THE EXPERT GROUP

No.	Information papers	Agenda item
INF.1	Statute and Rules of Procedure of the United Nations Group of Experts on Geographical Names	5
INF.2	Provisional agenda	2
INF.3	Provisional list of working papers	
INF.4	Provisional list of addresses of experts on geographical names	
INF.5	Draft provisional agenda for the twentieth session of the United Nations Group of Experts on Geographical Names	9
Working papers		
WP.1	Report by the Convenor of the Working Group on Romanization Systems	3
WP.2	Withdrawn	
WP.3	Report of the Chairman of the United Nations Group of Experts on Geographical Names	3
WP.4	Création d'une division francophone	5
WP.5	Summary report of the Working Group on Toponymic Data Exchange Formats and Standards	3

Annex III

RECOMMENDATION OF THE GROUP OF EXPERTS TO THE SEVENTH  
UNITED NATIONS CONFERENCE ON THE STANDARDIZATION OF  
GEOGRAPHICAL NAMES CONCERNING THE CREATION OF A FRENCH-  
SPEAKING DIVISION WITHIN THE UNITED NATIONS GROUP OF  
EXPERTS ON GEOGRAPHICAL NAMES

DRAFT RESOLUTION FOR THE SEVENTH UNITED NATIONS CONFERENCE ON THE  
STANDARDIZATION OF GEOGRAPHICAL NAMES CONCERNING THE CREATION OF  
A FRENCH-SPEAKING DIVISION WITHIN THE UNITED NATIONS GROUP OF  
EXPERTS ON GEOGRAPHICAL NAMES

Context

The proposal for the creation of a French-speaking division within the United Nations Group of Experts on Geographical Names was discussed at the latter's eighteenth session (Geneva, August 1996). This proposal was contained in working paper No. 76 which was submitted by France. Subsequently, it was submitted to various forums of French-speaking countries where it received considerable support, including from the Conseil permanent de la francophonie which invited the French-speaking countries to facilitate its creation (twenty-fifth session, March 1997). The establishment of such a division would have the advantage of promoting the transfer of expertise by bringing together countries whose toponymic know-how has a sound foundation and others which are just embarking on the task of standardizing their geographical nomenclature.

The Conference,

Considering that the French-speaking countries have a common problem in terms of toponymy and culture,

Considering that the French-speaking countries are currently scattered among various divisions according to geographical criteria that have little to do with the French language,

Considering that placing these countries in a single division would be likely to encourage their participation in the work of the United Nations Group of Experts on Geographical Names,

Recommends the addition of the following division: French-speaking Division.



Annex IV

PROVISIONAL AGENDA FOR THE TWENTIETH SESSION OF THE UNITED  
NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES

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

Annex V

REVISED STATUTE AND RULES OF PROCEDURE OF THE UNITED NATIONS  
GROUP OF EXPERTS ON GEOGRAPHICAL NAMES

STATUTE OF THE UNITED NATIONS GROUP OF EXPERTS  
ON GEOGRAPHICAL NAMES\*

The United Nations Group of Experts on Geographical Names was 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 1854th meeting, on 4 May 1973, to further the standardization of geographical names at both the national and international levels.

I. AIMS.

The basic aims of the Group of Experts are:

- (a) To emphasize the importance of the standardization of geographical names at the national and international levels and to demonstrate the benefits to be derived from such standardization;
- (b) To collect the results of the work of national and international bodies dealing with the standardization of geographical names and to facilitate the dissemination of those results to Member States of the United Nations;
- (c) To study and propose principles, policies and methods suitable for resolving problems of national and international standardization;
- (d) To play an active role, by facilitating the supply of scientific and technical help, in particular to developing countries, in creating mechanisms for the national and international standardization of geographical names;
- (e) To provide a vehicle for liaison and coordination among Member States and between Member States and international organizations on work associated with the standardization of geographical names;
- (f) To implement the tasks assigned as a result of the resolutions adopted at United Nations Conference on the Standardization of Geographical Names.

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\* Adopted by the Group of Experts at its fifteenth and sixteenth sessions, endorsed by the Sixth United Nations Conference on the Standardization of Geographical Names, approved by the United Nations Economic and Social Council at its substantive session of 1993.

## II. PRINCIPLES

1. The Group of Experts shall act as a collegiate, consultative body; accordingly, agreement on non-procedural matters shall be reached by consensus and not by voting.
2. The decisions of the Group of Experts shall be submitted as recommendations to the United Nations Conferences on the Standardization of Geographical Names and, if approved, shall be submitted to the Economic and Social Council, in the form of a resolution or resolutions, for final endorsement, with the request that member States give them the broadest possible publicity and exposure through appropriate means and channels such as professional organizations, research and scientific institutions, and institutions of higher learning. The decisions of the Group of Experts shall be of a recommendatory character.
3. Questions involving national sovereignty shall not be discussed by the Group of Experts.
4. The Group of Experts in its activities shall adhere to the principles of the Charter of the United Nations and to the following provisions:
  - (a) The standardization of geographical names must be based on the achievements of science in relation to both language treatment and the technical means of processing and generating toponymic data;
  - (b) International standardization of geographical names must be carried out on the basis of national standardization.

## III. FUNCTIONS

The functions of the Group of Experts are:

- (a) To develop procedures and establish mechanisms for standardization in response to national requirements and particular requests;
- (b) To undertake preparatory work for the periodic United Nations Conferences on the Standardization of Geographical Names; to provide continuity for activities between Conferences; and to provide leadership in the implementation of resolutions adopted at the Conferences;
- (c) To encourage the discussion and study of practical and theoretical steps directed towards standardization;
- (d) To coordinate the activities of linguistic/geographical divisions formed to further the work at the national level; to encourage the active participation of countries and divisions; and to promote a degree of uniformity in the work undertaken;
- (e) To create any necessary structure to supplement the work of divisions and to deal with issues beyond the scope of a division;

(f) To develop appropriate programmes to assist with training, in individual countries and groups of countries, to achieve standardization where it is lacking;

(g) To make mapping organizations aware of the importance of using standardized geographical names;

(h) To maintain liaison with international organizations dealing with related subjects and to encourage UNGEGN divisions to participate in the United Nations regional or other cartographic conferences;

(i) To work at the highest possible national and international levels to interrelate toponymy and cartography;

(j) To make standardization principles and standardized geographical names available as practical information for as wide a user community as possible, through all appropriate media.

#### IV. COMPOSITION

##### 1. Linguistic/geographical divisions

1. The Group of Experts shall be composed of experts from linguistic/geographical divisions designated by Governments. The Group of Experts shall be headed by elected officers who shall guide the activities of the Group during and between its sessions.

2. The Group of Experts shall be supported in its activities by the linguistic/geographical divisions listed in the annex to this Statute.

3. The number of linguistic/geographical divisions and their compositions may be revised, if necessary.

4. A country shall decide for itself the division to which it wishes to belong. A country may be a member of another division provided the nature of its participation does not change the linguistic/geographical character of the division(s) concerned. An expert may be invited to attend meetings of other divisions in the capacity of observer or consultant.

5. Each division, if composed of more than one sovereign State, shall select, by methods of its own choosing, an expert to represent the division (Division Chairman) as a whole at the meetings of the Group of Experts.

6. In order to guarantee the continuity of its work, each division having more than one sovereign State shall select an alternative representative; the divisional representative shall act in close contact with his or her alternate.

7. The divisional representative shall stimulate activities in the standardization of geographical names within his or her division by all appropriate means (correspondence with national bodies on the standardization of

geographical names and national surveying and mapping agencies; organization of meetings of the divisional experts).

8. The divisional representative shall be responsible for ensuring that the work of the Group of Experts and its potential for technical assistance are brought to the attention of the individual countries in his or her division and for reporting to the United Nations any special problems in the division.

9. To discuss technical and procedural matters, a division may organize regional meetings during United Nations Conferences on the Standardization of Geographical Names and meetings of the Group of Experts, or at any other appropriate time.

## 2. Officers

1. The Group of Experts shall elect the following officers: a Chairman, a Vice-Chairman and a Rapporteur.

2. All provisions regarding the election and functioning of the officers are given below, in the rules of procedure of the Group.

## 3. Working groups

1. Working groups shall be disbanded upon completion of their appointed tasks. The expediency of extending the term of their activities shall be considered at the sessions of the Group of Experts. If necessary, new working groups may be appointed and their tasks determined.

2. The convenor and the co-convenor of a working group shall be elected at the meetings of the working group by methods of its own choosing.

## Annex

### LINGUISTIC/GEOGRAPHICAL DIVISIONS OF THE UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES

Africa Central Division;  
Africa East Division;  
Africa South Division;  
Africa West Division;  
Arabic Division;  
Asia East Division (other than China);  
Asia South-East and Pacific South-West Division;  
Asia South-West Division (other than Arabic);  
Baltic Division;  
Celtic Division;  
China Division;  
Dutch- and German-speaking Division;  
East Central and South-East Europe Division;

Eastern Europe, Northern and Central Asia Division;  
East Mediterranean Division (other than Arabic);  
French-speaking Division;  
India Division;  
Latin America Division;  
Norden Division;  
Romano-Hellenic Division;  
United Kingdom Division;  
United States of America/Canada Division.

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 times 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 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 or 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 question. 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 re-submission.
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 votes

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. Submission 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

Sessional bodies

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 convenor 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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