



REGIONAL TRAINING PROGRAMME IN TOPONYMY, INCLUDING MARINE TOPONYMY



March 19-24, 2018

at the DUSIT THANI MANILA
Ayala Center, 1223 Makati City, Metro Manila, Philippines.

Course Outline

Monday, 19 March 2018	
8:00-9:00	Registration
9:00-10:00	<p>Opening and introduction</p> <p>Welcome, and opening remarks delivered by:</p> <ul style="list-style-type: none"> • Dr. Peter N. Tiangco, Administrator National Mapping and Resource Information Authority of the Philippines (NAMRIA) • Cecille Blake, United Nations Statistical Division • Helen Kerfoot (Honorary UNGEGN chair)
10:00-11:00	<p>Naming principles</p> <ul style="list-style-type: none"> • The purpose of naming the objects around us is explained, and • The difference between the semantic meaning of a name as well as its connotation. • The nature of names • Historical aspects of names • Role of names <p>Discussion, summary and conclusions</p>
11:00-12:00	<p>Terminology, the UNGEGN web course</p> <ul style="list-style-type: none"> • The technical terms deemed necessary for this course are explained. • An examination is done on geographical terminology, linguistic terms, technical terms related to pronunciation, to writing systems, to toponymy proper, to maps and charts. • The descriptive or generic terms that describe terrestrial and submarine topography are also examined. • Access and demonstration is done on the UNGEGN web course • The contents of the UNGEGN Toponymy Training Manual (accessible on-line) is described <p>Discussion, summary and conclusions</p>
12:00 – 14:00	LUNCH
14:00-15:00	<p>Standardization of geographical names</p> <ul style="list-style-type: none"> • Clarification of “standardization” and “geographical names” • How names can be confusing • Practical advantages of standardization – technical, economic, social, cultural <ul style="list-style-type: none"> ○ Examples (including Canada, China, UNOCHA and others) • Some comments on crowd-sourcing • Geographical names as part of NSDI • National / international standardization <p>Discussion, summary and conclusions</p>
15:00-16:00	<p>National agencies, functioning of geographical names bureaus</p> <ul style="list-style-type: none"> • Some basic premises and justifying a national programme • Supporting resolutions of UN • Different types of national agencies with examples • Name decisions to give official recognition are part of a process: gathering, office processing, official recognition and dissemination



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	<ul style="list-style-type: none"> • Aims and responsibilities of a names authority; impact of decisions • Board members; mandate • Legal framework; Secretariat • Principles of naming • Names authorities around the world <p>Discussion, summary and conclusions</p>
16:00-	<p>Status of National standardization of geographical names</p> <ul style="list-style-type: none"> • The Philippines - NAMRIA • Cambodia – Ministry of Land Management, Urban Planning and Construction • Indonesia – Geospatial Information Agency Indonesia (BIG) • Laos -National Geographic Department, Ministry of Home Affairs • Malaysia – Department of Survey and Mapping Malaysia • Sri Lanka – Survey Department • Vietnam- Department of Surveying, Mapping and Geoinformation <p>Discussion, summary and conclusions</p>
Tuesday, 20 March 2018	
9:00-10:00	<p>Support provided by UNGEGN in standardizing geographical names</p> <ul style="list-style-type: none"> • What is UNGEGN? When did it start? What are its aims? • UN Conferences on the Standardization of Geographical Names • How countries participate • How does UNGEGN function ... divisions (note: Asia South-East), working groups - various • Materials available through the website <ul style="list-style-type: none"> ○ Publications, resolutions, world database • New structure for UNGEGN and new developments <p>Discussion, summary and conclusions</p>
10:00-11:00	<p>Tagalog and the Local Language of Mabini, Batangas</p> <p>Discussion, summary and conclusions</p>
11:00-12:00	<p>Place name history in South east Asia</p> <p>Discussion, summary and conclusions</p>
12:00 – 14:00	LUNCH
14:00-15:00	<p>Names collecting techniques</p> <ul style="list-style-type: none"> • The purpose of geographical names fieldwork. • Sources for relevant literature • The steps necessary in the preparation of fieldwork, - the office preparation, geographical study of the area, the production of lists of generic terms, the production of a list of doubtful names to be checked in the field. • How to identify and select informers during field work • The preparation and use of special forms (paper and tablet) for fieldwork are explained and demonstrated. • Supporting attribute information to be collected and recorded is shown and explained including the location, the extent and the pronunciation and meaning of the named object • An overview is given of the types of instructions for field work staff <p>Discussion, summary and conclusions</p>



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15:00-16:00	<p>Name Forms</p> <ul style="list-style-type: none"> • “Preparing for fieldwork: what should we collect and what forms should we use?” <ul style="list-style-type: none"> ○ Aims of field collection ○ Different users require different data ○ What do we need to collect? Data fields needed for a record (in field or back in office); pronunciation; basic fields to enable use for a gazetteer ○ Various forms used for recording the information – in different countries and for different purposes ○ Form for use in the Philippines <p>Discussion, summary and conclusions</p>
16:00-17:00	<p>Description of the fieldwork area</p>
17:00-	<p>GPS demonstration</p>
Wednesday, 21 March 2018	
8:00-17:00	<p>Fieldwork</p>
Thursday, 22 March 2018	
9:00-10:00	<p>Processing geographical names (here the names collected are prepared for presentation to a Board meeting)</p> <ul style="list-style-type: none"> • Gathering all the appropriate fields of information for some examples collected in the field • Resolving problems that arise before names can be submitted to the Board (duplicates, spelling, generics and feature types, variant names, location/application, previous names, etc.) <p>Discussion and summary</p>
10:00-11:00	<p>Name bureau meeting simulation</p> <ul style="list-style-type: none"> • This is a practical exercise that simulates the convening and discussion that occurs during a geographical names body/bureau/committee meeting. The data and information used are from the field exercise. It entails the involvement of trainers and participants playing the roles of Chair, Board members and Secretariat with a sample board/committee meeting agenda. • Submission of a few names collected and discussion of problems that could arise for their approval - first approvals/name changes/rescissions/spelling corrections. <p>Discussion, summary and conclusions</p>
11:00-12:00	<p>Database creation</p> <p>The focus will be put on the steps in designing a database, determining the purpose of a database and the tables needed in the database.</p> <ul style="list-style-type: none"> • Preparing the names database – general issues <ul style="list-style-type: none"> ○ What are the purposes of a database ○ Names database and geographic information systems ○ Names database and web ○ Use cases of web applications • Description of database characteristics – database management <ul style="list-style-type: none"> ○ Characteristics of databases ○ Realization of databases: open source vs. proprietary ○ Data model vs. database modelling <p>Discussion, summary and conclusions</p>



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12:00 – 14:00	LUNCH
14:00-16:00	<p>Building the database</p> <ul style="list-style-type: none"> • First steps before processing the names collected <ul style="list-style-type: none"> ○ Structure of storing the data, maintaining records ○ Feature categories/classification • Demonstration of the processing of names collected <ul style="list-style-type: none"> ○ Spreadsheet or database ○ Create main tables and enter names into a database ○ Database queries and reports (e.g. gazetteers as printouts) • Hand on exercise is database creation
16:00-17:00	<p>Developing derived products from the database: gazetteers</p> <ul style="list-style-type: none"> • The exercise with the database application software will demonstrate how the database table structure can be defined and the data from the field collection can be typed in. By example it will be explained how to perform queries and how to use the software to create and print a gazetteer. <p>Discussion, summary and conclusions</p>
17:00-	Update of the UNGEGN database of the Philippines
Friday, 23 March 2018	
9:00-10:00	<p>Labelled maps</p> <p>The focus will be put on the publication and dissemination of geographical names data using open web map applications.</p> <ul style="list-style-type: none"> • Import and display of the database content in a GIS <ul style="list-style-type: none"> ○ Import and display data using Esri ArcGIS and QuantumGIS ○ Map creation using Esri ArcGIS • Verification, entering names in GoogleMaps/Earth <ul style="list-style-type: none"> ○ Export of kml-file directly from Esri ArcGIS and QuantumGIS ○ Export of a shapefile GIS and convert to open source tools ○ Publish data in GoogleMaps/Earth <p>Discussion, summary and conclusions</p>
10:00-11:00	<p>Names servers</p> <p>The focus will on a number of national websites, web services and applications to get an overview of the way they operate, their functionality and their content.</p> <ul style="list-style-type: none"> • Comparison of selected examples of: <ul style="list-style-type: none"> ○ Global ○ Regional and ○ National servers/databases <p>according to common criteria</p> <p>Discussion, summary and conclusions</p>
11:00-12:00	Special aspects of marine naming



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12:00 – 14:00	LUNCH
14:00-15:00	Special aspects of underwater topography naming
15:00-16:00	<p>Canada’s experience with undersea feature names</p> <ul style="list-style-type: none"> • Undersea naming vs. land naming: similarities, differences • Canada in relation to seas – and also large lakes • The Geographical Names Board of Canada and the process for undersea feature naming Advisory Committee on Undersea Features Names <ul style="list-style-type: none"> ○ Members; responsibilities; Gazetteer • Some examples of name decisions – languages, used by fishermen, commemorative • Principles of naming • Name submission form • Status today and problems encountered ... generics/feature types; difficulties in identifying land vs. underwater; overlaps in database entries (provincial vs. undersea); links to work of SCUFN <p>Discussion, summary and conclusions</p>
16:00-17:00	Naming objects beyond a single sovereignty
17:00-	<p>Sea and coastal naming through time</p> <ul style="list-style-type: none"> • History of sea and costal naming • The evolution of sea naming to present • steps that had to be taken to decolonize the hydronyms imposed by colonial states up to the 1950s <p>Discussion, summary and conclusions</p>
Saturday, 24 March 2018	
9:00-10:00	Philippine charting program
10:00-11:00	<p>Names Positioning</p> <ul style="list-style-type: none"> • The function of map lettering • Differentiating between different categories of named objects • The arrangement of the names on the map, for point symbols, linear features or areal features • Special guidelines for lettering charts • Differentiating qualitatively compared differentiating quantitatively within name categories • The presentation is concluded by a lettering exercise <p>Discussion, summary and conclusions</p>
11:00-12:00	<p>Names dissemination programmes</p> <ul style="list-style-type: none"> • Lack of familiarity with the process of standardization; but more understanding of names and origins • Some ways of disseminating names information – government interests differ from public <ul style="list-style-type: none"> ○ Government – informing management; maps; gazetteers; databases ...



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	<ul style="list-style-type: none">○ Public – data access, internet, media, in the news, brochures, presentations, displays ...● Are approved names used by the public?● Need to promote the programme as well as the names themselves● Toponymic Guidelines <p>Discussion, summary and conclusions</p>
12:00 – 14:00	LUNCH
14:00-15:00	National standardization of geographical names
15:00-16:00	Presentation of ASE Division Names Database
16:00-17:00	Toponyms as cultural heritage
17:00-	Presentation of Diplomas Closing