

**Group of Experts on
Geographical Names**

Eleventh Session
Geneva, 15-23 October 1984

WORKING PAPER

No. 5

Item No.6(g) of the
Provisional Agenda*

REPORT

OF THE AD HOC WORKING GROUP ON THE DURATION
AND PROGRAMME OF THE FIFTH UN CONFERENCE

(Submitted by A. Rayburn, Chairman of the Ad Hoc Working Group)

Introduction

At the Tenth Session of UNGEQN an ad hoc working group on the duration and programme of the Fifth United Nations Conference on the Standardization of Geographical Names was set up under the chairmanship of the Rapporteur (A. Rayburn), with the following members: Mr. Randall, Mr. Lewis, Mr. Beaudin, Mr. Blok and the Secretary (Mr. de Henseler). The group was assigned two tasks: (1) to devise a provisional agenda; (2) to establish a time frame for the conference.

The Third and Fourth Conferences

The Third Conference in Athens met from August 17 to September 7, 1977, and embraced 15 working days. Plenary sessions were held from 8:00 a.m. to 2:00 p.m., allowing the various committees to meet informally in the afternoons.

The Fourth Conference met from August 24 to September 14 and required 14 working days. The committees each met in plenary session so that interpretation would be available to all participants. This practice resulted in considerable inefficiency because few persons served actively on more than two committees.

Schedule for the 1987 Conference

Arrangements have been made by Dr. Drolet to reserve the ICAO

facilities in Montréal from August 17 to August 31, for a total of 11 days, excluding Saturdays and Sundays. The shorter time is in accord with recommendations of the Fourth Conference.

The Group of Experts could meet on the morning of Monday, August 17 and on the afternoon of Monday, August 31. The first plenary session consisting of the review of credentials, election of the president and other officers and adoption of the agenda could be on Monday afternoon, August 17. August 18 could be devoted to division and national reports. Strict time frames would have to be put in effect to restrict report presentation to about 10 minutes each.

The Third and Fourth Conferences each had five committees, with five corresponding editorial groups. It is suggested that we restrict the committees and groups to three:

Committee I

1. National Standards/Guidelines
2. Education/Training Courses
3. Country Names/Exonyms

Committee II

1. Data Files (ADP/Gazetteers)
2. Beyond Single Sovereignty/Maritime
3. Terminology/Definitions
4. International Cooperation

Committee III

1. Writing Systems
2. Pronunciation

It is also suggested that the committee chairmen and chief editor be nominated at the Eleventh UNGEGN session. This would not only save time at the Fifth Conference, but would allow each person to prepare himself better for his role in Montréal.

Provisional Agenda

1. Opening of the Conference
2. Election of the President of the Conference
3. Organizational matters:
 - (a) Adoption of the rules of procedure
 - (b) Adoption of the agenda
 - (c) Election of officers other than the President
 - (d) Organization of work
 - (e) Credentials of representatives to the Conference
4. Reports by divisions and governments on the situation in their regions and countries and on progress in the standardization of geographical names since the Fourth UN Conference.
5. National standardization:
 - (a) Field collection of names
 - (b) Office treatment of names
 - (c) Treatment of names in multilingual areas
 - (d) Administrative structure of national names authorities
 - (e) Toponymic guidelines for map and other editors
6. Toponymic data files:
 - (a) Data collection procedures
 - (b) Data elements required
 - (c) ADP systems
 - (d) Compatibility and structure of systems
 - (e) National gazetteers
 - (f) Other publications
7. Terminology in the standardization of geographical names.
8. List of country names.
9. Exonyms:
 - (a) Categories and degree of use of exonyms
 - (b) Principles in reducing exonyms
 - (c) Provisional list of exonyms
10. Features beyond a single sovereignty:
 - (a) Policies, procedures and cooperative arrangements
 - (b) Features common to two or more nations
 - (c) Maritime features

- (d) Undersea features
- (e) Extraterrestrial features

11. Writing systems and guides to pronunciation:

- (a) Romanization
- (b) Conversion into non-Roman writing systems
- (c) Writing of names in unwritten languages
- (d) Research and experiments in assisting in name pronunciation

12. Toponymic education and practice, and international cooperation:

- (a) Existing education and practice
- (b) Training courses in toponymy
- (c) Exchange of advice and information
- (d) Exchange of personnel
- (e) Technical assistance
- (f) Cooperation with international organizations
- (g) Cooperation with public information media

13. Meetings and conferences

- (a) UNGEGN
- (b) Divisional and interdivisional meetings and programmes
- (c) National names meetings, conferences and symposia
- (d) International names meetings, conferences and symposia

14. Economic and social benefits of national and international standardization of geographical names.