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Item 8(d) of the Provisional Agenda*

**National standardization: Administrative structure of
national names authorities, legislation, policies and procedures**

Ministry of Home Affairs Regulation Number 39 – 2008 on the Guidance for the Standardization of Topographical Names

Submitted by Indonesia**

* E/CONF.101/1.

** Prepared by the Secretariat of National Team for the Standardization of Geographical Names

MINISTRY OF HOME AFFAIRS REGULATION NUMBER 39 – 2008
ON
THE GUIDANCE FOR THE STANDARDIZATION OF TOPOGRAPHICAL NAMES

Considering:

- a. that to establish principles, guidelines and procedures for the standardization of topographical names, that the regulation on standardization of topographical names is still needed ;
- b. that for the conduct of orderly administration of the region, there is need to embark on the standardization of topographical names;
- c. that on the basis of the above-mentioned considerations as referred to a and b, there is a need to enact a Ministry of Home Affairs Regulation on The Guidance of Standardization of Topographical Name.

Recall:

- a. Law No. 32 – 2004 on Regional Governments (Republic of Indonesia Gazette No.125-2004; Additional Gazette No. 44437 – 2004, as modified by Law No. 12 - 2008 on Determining Government Regulation as Law Substitute No.32 – 2004 (Republic of Indonesia Gazette No. 59 – 2008, Additional Gazette No. 4844);
- b. Presidential Regulation No. 112 – 2006 on The National Team for The Standardization of Topographical Names.

DECIDE

Enact: A Ministry of Home Affairs the Guidance of Standardization of Topographical Names

CHAPTER I
GENERAL PROVISIONS

Article 1

In This Ministry of Home Affairs Regulation, what it determines with:

- a. Standardization is a process to determine standard names of topographical features by the respective authority on a national as well as international standard;
- b. Topographic features are part of the earth's surface with known identity, being natural as well as man-made, such as rivers, lakes, mountains. villages, dams, etc.;
- c. Topographic names are names given to topographic features;
- d. Gazetteer is a list of standardized names with information on its types (of features), (geographical) position, location in administrative unit, and other information as required.
- e. National Gazetteer is a list of standardized names by the respective authority on a national
- f. Principle is the basis which forms the fundamentals of thinking and acting from naming topographic features;
- g. Procedures is step of activities or algorithm to carry out the task from beginning until the end;
- h. Topographic features is the features that found on the surface of the earth and below the surface of the sea (underwater features);

- i. The National Team is standardization topographical names teams which established by The President;
- j. Provincial committee is the committee on standardization topographical names in province which established by The Governor;
- k. District/Municipality committee is the committee on standardization topographical names in District/Municipality which established by The Regent/Mayor;

CHAPTER II STANDARDIZATION

Article 2

Standardization of topographical names is aiming for:

- a. creating orderly administration on the standardization of topographic features' names in Indonesia;
- b. securing orderly regional administration in the frame of Unitary Republic of Indonesia;
- c. publishing national gazetteers to provide a common understanding on topographical names in Indonesia;
- d. providing accurate data and information on topographical names of the Unitary Republic of Indonesia for national development as well as international interests.

Article 3

- (1) Topographical features consists of:
 - a. Physical features, and
 - b. man-made features.
- (2) Physical features referred to in paragraph (1) letter a, a naturally occurring, such as islands, archipelagic, mountains, hills, plateaus, caves, canyons, cape, peninsula, oceans, seas, mountains under the sea, trough, straits, bays, lakes, rivers, and estuaries.
- (3) Man-made features referred to in paragraph (1) letter b, created by humans, such as airports, dams, reservoirs, bridges, tunnels, lighthouse, residential areas, industrial zones, the management of land / sea, temples, and monument, as well as the administrative area.

Article 4

- (1) Topographical features referred to in Article 3 should be named.
- (2) Topographic features names referred to in paragraph (1) shall contains:
 - a. generic elements, and
 - b. specific elements.
- (3) Generic element referred to in paragraph (2) letter a, explaining and describe the general form of a topographic features in Indonesian or local languages, among others, the river (in Indonesian), *Krueng* (river in Aceh), *Bulu* (a mountain in Bugis), *Dolok* (mountains in Batak).
- (4) Specific elements referred to in paragraph (2) letter b, explain the proper name of a generic element that has been previously mentioned, among others *Merapi* specific name of a generic

element in the form of a mountain, Malang specific name of the generic elements of the administration area of the city.

Article 5

- (1) Standardization of topographical names referred to in Article 2 is based on the principles and procedures for naming topographic features.
- (2) Standardization of topographical names referred to in paragraph (1) include the adoption and validation of the name, spelling, writing, and pronunciation.

CHAPTER III PRINCIPLES

Article 6

- (1) Topographical naming principles referred to in Article 5 paragraph (1) includes:
 - a. The use of Roman alphabet;
 - b. Topographic features one of the name;
 - c. The use of local names;
 - d. Under the legislation;
 - e. Respecting the existence of ethnic, race, religion, and class;
 - f. Avoid the use of proper names or names of people who are still alive;
 - g. Indonesian language and regional languages, and
 - h. Maximum of three words.

Article 7

- (1) The principle of using the Roman alphabet referred to in Article 6 letter a, to facilitate communication.
- (2) The principle of using the Roman alphabet referred to in Article 6 letter a, does not use diacritics.
- (3) In the event that the topographic features in the form of symbols, formulas, signs, should be written in the Roman alphabet.
- (4) In the name of the topographic features using a typical writing and pronunciation, the International Phonetic Spelling described using (International Phonetic Alphabet).
- (5) Topographic features name use repetitive words written in one word.

Article 8

- (1) The principle of the topographic features one of the names referred to in Article 6 letter b, for certainty and clarity in a topographical name of *desa / kelurahan* or other designation.
- (2) In the event of topographic features have multiple names, and then assigned an official name and other names are recorded in the gazetteers as a variant name.
- (3) In the event that more than one name to the naming of topographic features rearranged by adding differentiator.

Article 9

The principle of using local names referred to in Article 6 letter c, to preserve and respect the local communities.

Article 10

- (1) The principle is based on the legislation referred to in Article 6 letter d, for the implementation of legislation.
- (2) Legislation referred to in paragraph (1), set the authorized institution.

Article 11

The principle of respect for the existence of ethnic, religious, racial, and class as referred to in Article 6 letter e, to maintain harmony, avoid conflict, and the offense in the communities.

Article 12

- (1) The principle of avoiding the use of proper names or names of people who are still living as referred to in Article 6 letter f, to avoid the cult of the individual or private institutions/governments.
- (2) The names of those who had died at least 5 (five) years and meritorious to the state and local residents can be used as a topographical name.

Article 13

The principle of using the Indonesian language and regional languages referred to in Article 6 letter g, to respect cultural diversity and national unity.

Article 14

The principle of a maximum of three words referred to in Article 6 letter h, to facilitate and simplify the pronunciation.

CHAPTER IV PROCEDURE AND DETERMINATION

PART ONE PROCEDURE

Article 15

- (1) Head sub District or other designation to inventory the names of topographic features names in the region.
- (2) An inventory of topographic features names referred to in paragraph (1) made to the topographic features that do not have name yet and have name.
- (3) In the event of topographic features have not been named and who is not named in accordance with the principle of topographical features names, naming proposed by *Kepala*

Desa / Lurah or other designation to the Head sub District or other designation after considering the proposed name of the community.

- (4) The inventory of the names of topographic features referred to in paragraph (2) delivered by the Head sub District or other designation to the Committee of the District / Municipality.

Article 16

- (1) Committees of District / Municipality to conduct an inventory and review of the proposed standardization of the names of topographic features of the proposed sub-district or other designation in the region.
- (2) The inventory and the review referred to in paragraph (1) be submitted to the Provincial Committee.
- (3) Provincial Committee to conduct an inventory and review of the proposed standardization of the names of topographic features of the proposed Committee of District / Municipality in the region.
- (4) The inventory and the review referred to in paragraph (3) submitted to the National Team.
- (5) The National Team to verification of the proposal standardization of the names of topographic features of the proposed Provincial Committee.

Part Two Determination

Article 17

- (1) The National Team standardize names, spelling, writing, and pronunciation of topographic features names in the national gazetteers Indonesia based on proposal from the Provincial Committee.
- (2) A national gazetteer referred to in paragraph (1) is based on a database that has been verified.
- (3) The National Team in verifying and building a database supported by Implementation Team and the Secretariat.
- (4) Standardization of topographical names referred to in paragraph (1) stipulated by Government Regulations.

Article 18

Topographic features that do not have name yet in stages must be named in accordance with the principle of naming topographic features.

Article 19

At the time this regulation is set, the name of topographic features that are not in accordance with the principle of naming topographic features do change the name.

CHAPTER V
CLOSING STIPULATION

Article 20

Ministerial Regulation will commence at the date of its issuance.

Issued in Jakarta
On the 15th of September 2008
Minister of Home Affairs

Signed,
Mardiyanto