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National standardization: field collection of names

Guidelines for Natural Geographical Names Collection

Submitted by Indonesia**

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

Summary

This paper presented the guidelines for collecting the names of natural geographic features that will be implemented starting in 2012 to 2014, as one of the national programs of Indonesian national names authority. It will be a guidance the stages of names collection survey in the field for the local committee for the standardization of geographical names in collecting the names of natural geographic features.

Introduction

Indonesia as an archipelagic state consisting of land and includes the territorial sea of 13,466 islands. On the islands there are approximately 726 local languages. It is very influential in the manner of naming geographic features, which would result in a lack of uniformity writing of geographic features on the map. Therefore, the National Team for the Standardization of Geographical Names responsible for managing the procedures for standardization of geographical names. This is in accordance with Resolution No. 1 United Nations Conference on the Standardization of Geographical Names in Geneva 1967, recommends that the international standardization as a first step, each state institution should establish a national names authority in charge of setting policy on standardization of geographical names in the region.

The collection of geographical names are divided into 5 stages, it is intended to be more focused and careful when surveys is carried out in the field. Phasing is as follows:

1. Collecting on island names (2003 – 2007)
2. Collecting on administrative area names (years 2008 to 2011)
3. Collecting on natural geographical names features (2012 - 2014)
4. Collecting on names of topographical of man-made features (years 2015 to 2017)
5. Collecting on names of topographical of culture (years 2018 to 2020)

Aim

The purpose of Guidelines for collecting natural geographical names elements is to assist or guide the Committee for Topographical Names Standardization of provinces, regencies / municipalities in implementing the standardization of topographical names in their respective administrative areas. In the preparation of this guidelines based on the provisions and the relevant UN resolutions, so the results are expected in accordance with international rules and regulations.

Scope

The scope of the Guidelines for Collecting Natural geographical Names Elements includes such of background, objectives, scope, terms, phases of the collection, national language and local languages, writing procedure, standard procedures for naming, publications, standardization of abbreviations, exonyms and closures

Understanding / definitions

Understanding or definition is to understand the terminology used in the collection of natural topographical names features, such as hills, mount-range, mountains, swamps, rivers, capes, straits, peninsula, etc.

The stages of collecting the names of natural geographical features

In the implementation of collecting the names for natural geographic features comprising several stages, as follows:

1. Preparation, includes recognizing of survey area, administrative preparation, providing of data, equipment and survey plan;
2. Implementation, is to carry out the survey carefully and thoroughly, and in accordance with the procedures that have been prepared, in order to obtain optimal results. This includes such as follows:

    a. Getting permits from local government
        - Going to the local government and tells them the survey objectives and obtain permits and submit a letter of assignment to the local government. If the survey will be carried out across the district, it needs to obtain permission from the provincial government, while surveying the village level, or simply obtain the consent of the local government;
        - Convey the purpose of the survey to be carried out, and dig up other relevant information to the survey;
        - Ask for assistance to local government to obtain a guide who knows the field and controlled conditions of the local field;
        - Preparing the informant, preferably elders or community leaders who can be trusted at least 2 peoples in the field.

    b. Going to field survey
        - A final check of materials, data, and equipments to be used. If not possible return to base camp / lodge, needs to prepare clothes and bathing purposes
        - Briefing to the survey team, about the beginning and end of the implementation plan of the survey, then plan a gathering place again with another team after the survey ended.

    c. Field surveying
        - Work maps
          Each team prepared a work map that has been marked by a grid squares in the preparation stage, names form, stationery, and GPS. Then conducted a survey in accordance with the already planned at this stage of preparation. Function of the guide at this stage was decisive in the tracing of natural topographic features, as well as the function of the informant will determine whether the element is valid, and in the writing and pronunciation of names in local languages.

        - Conduct a systematic survey

First, do a survey on the natural topographic features of the elements located in marine waters of the sea, such as straits, bays, capes, estuary, and river (mouth);

Second, by tracing upstream along the river on the ground, then do a survey of other features such as swamps, lakes, mountains, valleys, hills, mountains, and if there is a natural element that has not been detected can be recorded, for examples caves, ground rivers, etc;

Third, each time to record topographic features include the names of the features on a single sheet form (one form for one topographic features), then input the data such as position coordinates after reading the following GPS altitude, and other data related to, and taking pictures if possible ;

Fourth, when asked the name needs to consider ways of writing and the pronunciation is correct, here the voice recorder function lets you record the correct pronunciation from local peoples.

- Coordinates determination
  Determining the geographical coordinates of the geographic features based on the rules set up by the national authority of topographical names, such as follows:
  a. The features having breadth or elements such as lakes and swamps are determined in the middle of the features (centroid)
  b. The length of elements such as roads, rivers, etc., are set at both ends
  c. The features that are dispersed, first to be set the boundaries and then determined in its midpoint
  d. Elements of a point, set the coordinates at that point.

- Filling the data validation form
  The topographical names of natural features that has been collected, then grouped by the types of the features into the validation form which will be endorsed by the local government officials.

3. Field data verification
   After field survey team leader should submit the results to Field Coordinator. The examination of the data from the field includes spelling, pronunciation, writing, and relevant history to the topographical names. Validity of the data will be evaluated on their relevance to current conditions.
   The doubts data will be recorded and be corrected, while the data is already passed the examination will be further processed to be verified by the National Team for the Standardization of Topographic names to determine whether the data is valid

4. Data transfer from the field into a verification tables of topographic names
   After the data collected have been through examination and can be responsible for their validity, and then transferred to verification table. This removal process must be done carefully and cautiously, because if something goes wrong at the time of citation data, it will cause an error chain.

Form or verification tables are prepared for the verification and validation of natural topographical names that will be conducted by the National Teams for the Standardization of Topographic Names gradually to each province to be set within a period of 3 years.

5. Verification and validation of natural topographical names
   In carrying out the data collection of topographical names the important steps must be done to get a valid result through verification and validation process. Verification and validation will be conducted by the National Team in cooperation with the Provincial Committee for the Standardization of Topographical Names.
6. Conclusion
   As the cover can be summarized as follows :
   - Phasing in the collection of topographical names are very effective and more focused as divided into five stages, rather than do a thorough check of all geographic features
   - This guide will be very beneficial to local government apparatus involved in the Local Committee for the Standardization of Geographical Names to guide them in carrying out the collection of geographical names of natural features
   - Needs to improve the ability of local government apparatus about the understanding of standardization of topographical names. It is important for the National Team to socialize, training and guidance to local government apparatus. Also, do not often to make rotation or replace the people who in charge of the standardization. It is also important to increase funding to local governments to accelerate the implementation of the national standardization.