

24 January 2014

Original: English

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**United Nations Group of Experts on  
Geographical Names**  
**Twenty-eighth session**  
New York, 28 April-2 May 2014

## **Documentation for the session**

### **Note by the Secretariat**

#### **Deadline and language of documents**

1. The official languages of the twenty-eighth session of the United Nations Group of Experts on Geographical Names are Arabic, Chinese, English, French, Russian and Spanish. Since the facilities for the translation and reproduction of documents at the session site will be limited, Governments are asked to forward to the secretariat, at their earliest convenience but not later than 7 March 2014, digital documents prepared in support of items on the provisional agenda for the twenty-eighth session.

2. It is important that Governments and experts comply with the deadline for submission of documents so that their papers may be posted on the website of the Group of Experts and made accessible on the web page of the Statistics Division (<http://unstats.un.org/unsd/geoinfo/UNGEGN/sessions.html>) before the session.

#### **Formatting and presentation of documents**

3. Documents may be e-mailed to the secretariat of the Group of Experts (see addresses below) either in Microsoft Word or PDF format. It is essential that the documents be kept to a reasonable length; they should not exceed 10 pages. The item of the provisional agenda ([GEGN/28/1](#)) under which the documents are to be included should be indicated. The resolution(s) of the United Nations Conference on the Standardization of Geographical Names, to which the documents refer, should also be indicated. For documents longer than one page, a one- or two-paragraph summary should be provided at the beginning of the text. To meet the session schedule, some documents may need to be considered for information rather than for presentation. For those presented, it is recommended that core points be selected for oral delivery since time for this will be limited.



4. Prior arrangements should be made with the secretariat of the Group of Experts for any special presentation that requires a computer projector (for example, PowerPoint) or other audiovisual equipment.

### **Divisional reports**

5. Divisional reports pertaining to item 4 of the provisional agenda should include material of common interest to the divisions. National reports have not been allocated a separate agenda item, and pertinent information should therefore be provided within divisional reports. Some information may be more appropriately included under the activities of particular working groups (or other agenda items) than in divisional reports.

### **Report of the session**

6. A one-volume report of the session will be issued. Technical documents received by the deadline will be made available on the website of the Group of Experts.

7. The contact details for communications with the secretariat of the Group of Experts are as follows:

Cecille Blake  
Statistics Division  
United Nations Global Geospatial Information Management secretariat  
2 United Nations Plaza, DC2-1678  
New York, New York 10017  
United States of America  
E-mail: [blake1@un.org](mailto:blake1@un.org)

Courtesy copies of correspondence should also be addressed to Ms. Vilma Frani at [frani@un.org](mailto:frani@un.org).

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