

DRAFT REPORT OF THE WORKING GROUP ON
TRAINING COURSES IN TOPONYMY

Terms of Reference

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1. The Working Group was organized to investigate the possibility of organizing a training course in Toponymy on the basis of resolution 18 adopted by the London Conference 2/ and of Working Paper No. 24 3/ submitted by Dr. Blok and Dr. Ormeling to the fifth session of the Group of Experts.

Recommendation

2. The Working Group strongly recommended the organization of a Pilot Training Course in Toponymy of four weeks duration in Spring 1975 in accordance with the guidelines laid down in Working Paper No. 24.
3. The Working Group authorized Messrs. Blok and Ormeling to act as a task force and to carry out the preparation of the first course in Toponymy. The task force was invited to keep the members of the Working Group regularly informed on the progress being made by correspondence.
4. General outline of programme of work
 - a) The training course, which should be ~~run~~ ^{conducted} in English, should be concentrated on national standardization, particularly on the Field Collection of Names and on the Office Treatment of Names. It should cover the following subjects:
 - a. Toponymy Terminology
 - b. Functions of Geographical Names
 - c. Report of United Nations activities on Standardization of Geographical Names

1/ Members of the Working Group: F.J. Ormeling, (Netherlands) convenor; W.J. Absaloms (Kenya), Rapporteur; D.P. Blok (Netherlands); G.F. Delaney (Canada); Per Hovda (Norway); F.A. Kattan (Saudi Arabia); H.A.G. Lewis (U.K.); E. Meynen (F.R.G.); and K. Vadiie (Iran).

2/ See resolution 18, Training Courses, Volume 1, Report of the Second United Nations Conference on the Standardization of Geographical Names, page 1, (Sales No.)

3/ A copy of this Working Paper is available on request from the Cartography Section of the United Nations.

- d. Field collection of names (1. General Problems, 2. Specific problems encountered in the various language areas)
- e. Office treatment of names (1. General Problems, 2. Specific problems encountered in the various language areas, 3. Automatic Data Processing)
- f. New Names - Changing of names --- Commemorative names --- Repetition of names
- g. Treatment of names in multilingual areas
- h. Generics and glossaries
- i. National Gazetteers, designation of names
- j. Names on Maps

b) The Working Group recommended the organization of practical exercises towards the end of the course under the guidance of lecturers to evaluate the quality of names on maps against available documents and to evaluate information collected by tape recorders.

Lecturers

5. The Working Group recommended to invite the various experts of the United Nations Group of Experts on Geographical Names according to their experience and capabilities to act as the lecturers of the Course.

Requirements for participants of the Course

6. Though in general students with higher educational standards should be preferred the Working Group proposed that the minimum requirements of the participants of the course should be the equivalent of secondary school education with some linguistic and field experience on geographical names.

7. The Working Group strongly recommended that guarantees should be sought for an adequate command of the English language of the students. The command of English should not only be the general English usage but also the technical field on Toponymy. To ensure that the selected students will be familiar with the technical terminology in toponymy the Working Group recommended the circulation of introductory literature (including definitions of toponymical terms) to the selected students in advance.

Certificate of attendance

8. The Working Group recommended that some assessment will be made on the performance of the students and that a special certificate of attendance may be issued signed by the two Directors of the course (United Nations Director and Host Country Director).

Follow up Work

9. The Working Group noted the desirability that follow up courses should be hosted by other countries or linguistic/geographic divisions.

It welcomed the intentions of Mr. Delaney to investigate the possibility of a second course in toponymy in Canada. This second course may be in both French and English if possible.

It has further noted similar intentions of Dr. Hovda to propose to the Norden governments to host another follow up course and of Dr. Vadiie to investigate similar possibilities in Iran.

Finally the Working Group particularly welcomed the intentions of Mr. Kattan (Saudi Arabia) and of Dr. Gall (Guatemala) to investigate the possibility of courses in toponymy in their respective linguistic/geographic divisions. Mr. Kattan also proposed to prepare a film on the practice of field collection of geographical names in Saudi Arabia.