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STANDARDIZATION OF GEOGRAPHICAL NAMES
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Item 13 (b) of the provisional agenda*

MEETINGS AND CONFERENCES

DIVISIONAL AND INTERDIVISIONAL MEETINGS AND PROGRAMMES

Rules of procedure for the activities of the Dutch-
and German-speaking Division

Paper submitted by the Dutch- and German-speaking Division,
United Nations Group of Experts on Geographical Names**

* E/CONF.79/1.

** Adopted at the DGSD Meeting on 13 October 1986 in Geneva. English version.

The United Nations Group of Experts on Geographical Names (UNGEGN) is supported in its activities by regional linguistic-geographical Divisions. One of these is the Dutch- and German-speaking Division (DGSD). At present experts from the following countries belong to the DGSD: Austria, Belgium, Federal Republic of Germany, German Democratic Republic, the Netherlands, South Africa, Suriname and Switzerland. In accordance with the rules of procedure of the UNGEGN experts of other countries may also become members.

The DGSD endorses the aims and supports the functions of the UNGEGN, contributes to the implementation of the resolutions of the United Nations Conferences on the Standardization of Geographical Names, and ensures the continuation of the work on the standardization of geographical names in the intervals between sessions of the UNGEGN and between United Nations Conferences on the Standardization of Geographical Names. In addition it co-ordinates and deals with questions and problems arising within the DGSD itself.

For the period between two conferences (as a rule, five years) a Chairman and Deputy Chairman are elected by the experts of the DGSD from among themselves. Nominations for Chairman are based on a rotation principle of the short titles, in the respective national languages, of the member countries of the DGSD. At present the alphabetical sequence is: België, Bundesrepublik Deutschland, Deutsche Demokratische Republik, Nederland, Österreich, Schweiz, Suid-Afrika, Suriname. Should the nominated Chairman for any reason not take up the chairmanship, the expert from the next country will be nominated in accordance with the above-mentioned principle of rotation. As a rule the Chairman whose term of office has just ended will be nominated as Deputy Chairman. The Chairman and Deputy Chairman are elected by simple majority of DGSD members present at the meeting held immediately after the conference.

Meetings of the DGSD are held periodically, as a rule once a year. A provisional agenda is distributed in written form by the Chairman to reach the members at least six months prior to the opening of the meeting.

The final agenda will be determined at the divisional meeting. During the meeting proposals for the provisional agenda of the following meeting may be discussed.

Experts may work out contributions in accordance with the provisional agenda and forward them at least one month before the beginning of the meeting to the Divisional Chairman, who will copy them and transmit them to the experts.

The Divisional Chairman forwards reports of UNGEGN sessions to those experts of the DGSD who were not present at the particular session.

Observers to meetings of the DGSD may be invited by the Chairman or delegated by member countries.

The working languages of the meetings are German and English.

Minutes will be kept of each meeting of the Division, incorporating a list of participants, the accepted agenda, a summary of the proceedings, and resolutions and recommendations appertaining to the items of the agenda.

Material on the standardization of geographical names will be exchanged between experts.

Summary

The paper contains the English version of the rules of procedure of the Dutch- and German-speaking Division (DGSD) of UNGEGN. The Division endorses the aims and supports the functions of UNGEGN, contributes to the implementation of the resolutions of the United Nations Conferences on the Standardization of Geographical Names, and ensures the continuation of the work on the standardization of geographical names in the intervals between sessions of the UNGEGN and between United Nations Conferences on the Standardization of Geographical Names. In addition it co-ordinates and deals with questions and problems arising with the Division itself.
