

**UNGEEN Working Group on Evaluation and Implementation and
UNGEEN Working Group on Publicity and Funding**

East-West Center, Honolulu

January 22-24, 2007

MINUTES

Participants:

Mr. Ki-Suk Lee (Republic of Korea)

Convenor, Working Group on Evaluation and Implementation

Mr. David Munro (United Kingdom)

Convenor, Working Group on Publicity and Funding

Ms. Helen Kerfoot (Canada) Chair UNGEEN

Mr. Brahim Atoui (Algeria) Vice-Chair UNGEEN

Mr. Botolv Helleland (Norway) Rapporteur

Mr. Stefan Schweinfest (UN Statistics Division) on phone for part of the meeting

Mr. Amor Laaribi (UN Statistics Division) on phone for part of the meeting

Professor Sungjae Choo, Associate Professor, Department of Geography, Kyunghee University, Seoul (Republic of Korea)

Mr. Joern Sievers, Mr. Brian Goodchild and Mr. Peter Raper sent their regrets.

1. Welcome

Welcoming remarks were made by Ms. Kerfoot, UNGEEN Chairperson, and by Mr. Lee and Mr. Munro, Working Group Convenors. The participants were also welcomed to the East-West Center by Dr. Choong Nam Kim, Coordinator for the POSCO Scholarship Program.

Professor (Ms.) K. Kapa Oliveira gave a special presentation entitled "Na

Wahi Pana Hawai'i: Listening to the voices of Hawaiian Place”.

2. Administrative matters

It was agreed that Mr. Munro and Mr. Lee would chair alternate morning and afternoon sessions, and that Mr. Helleland would act as rapporteur.

3. Mandate, objectives, etc. of the two Working Groups

Mr. Munro and Mr. Lee stated the aims and activities of the two Working Groups and Ms. Kerfoot reported that updates had been submitted to the UNGEGN Secretariat for inclusion in the UNGEGN website.

4. Major issues

4.1. Secretariat staff changes

In the absence of Mr. Schweinfest, Ms. Kerfoot reported on the changes of staff at the UNGEGN Secretariat. Later by phone, Mr. Schweinfest outlined the current situation and assured Working Group members of the continued willingness of the Secretariat to support UNGEGN activities.

4.2. Brief review of the action items from the Working Groups 2005 meeting

The action items in the minutes of the joint Working Group meeting of November 2005 were reviewed and the following items were highlighted for further action:

- a. Invitations to Working Group and Division meetings via the Secretariat.

Action: Continue as needed; notice in UNGEGN Bulletin.

Responsibility: Secretariat

- b. Brief notes/guidelines to assist those wishing to create their own geographical names website.

Action: Create information sheet on developing a geographical names website, outlining the steps involved.

Responsibility: Working Group Chairs and Secretariat

- c. Templates for development of gazetteers, fieldwork collection, etc. should be developed.

Action: In progress; more work to be done.

Responsibility: Relevant UNGEGN Working Groups

- d. UNGEGN website – improve visibility of UNGEGN website.

Action: Include UNGEGN link on Statistics Division home page; include reference to UNGEGN website in UN Department of Economic and Social Affairs (DESA) Newsletter; other parts of UN to be encouraged to show link (e.g. UN Dag Hammarskjöld Library; UN Map Library; UN Geographic Information Working Group (UNGIWG)).

Responsibility: Secretariat

- e. Developing countries should be encouraged to contribute to the UNGEGN Bulletin.

Action: To contact others, e.g. Samoa.

Responsibility: UNGEGN Chair and Secretariat

- f. Evaluation forms for 2007 Conference. (Discuss with Secretariat how best to dovetail the Statistics Division and UNGEGN evaluation forms.)

Action: Text to be ready 6 months ahead for translation; form to be available in 6 languages.

Responsibility: Working Group Chair (Evaluation and Implementation) and Secretariat

- g. Maintain information on national names authorities.

Action: To update on an ongoing basis and put on the UNGEGN website.

Responsibility: Secretariat and UNGEGN Chair

- h. Publications for 2008-09. New publications identified should be supported by a resolution at the 2007 Conference.

*Action: Raise the subject in the Bulletin. **Responsibility: Mr. Munro***

- i. Invitations for the Conference to Surveyors General – by name.

Responsibility: Secretariat

- j. Use International Cartographic Association (ICA), etc. as means of reaching potential participants.

Responsibility: Secretariat/UNGEGN Chair

4.3. Follow up on UNGEGN evaluation

Based on responses to UNGEGN WP 55 and the Statistics Division questionnaire the following actions were suggested:

For 2007 Conference

Special presentations, plus time for discussions. Action items should be developed and followed up.

Possible approaches could include:

- a. synthesis of particular topics (e.g. minority group names);
- b. responses to recommendations of previous presentations (e.g. from Mr. Ulgen's presentation: S.E. Asia and S.W. Pacific Division map and gazetteer, UNGEGN Geographical Names Database, Norway/Croatia database development);
- c. presentations from outside user groups (e.g. UNOCHA/IHO/UNDP, Google Earth).

Audio-Visual use and availability should be improved.

Dealing with Country (oral) reports

- a. those meeting deadline will get priority for presentation;
- b. presentations limited to 5 minutes and should include a few of the most important highlights, emphasizing information not included under other agenda items;
- c. sessions allocated to country reports will be limited;
- d. a first time participating country may get priority for any additional time slots available later in the programme;
- e. a note should be included in the Bulletin.

Division reports

- a. oral presentations should focus on collective activities, not individual country activities.

Division meetings – 1 hour/quarter of a day should be made available.

Resolutions

- a. limit the number, and time should be made available for the development of resolutions;
- b. report on implementation of 2002 resolutions.

Workshops

Mini 10-minute presentations, followed by discussion (at 14:00–14:30). In the Bulletin we should ask for suggestions on topics, and for people who are interested in presenting. These presentations could be in any of the six UN languages (but without any official UN interpretation). A/V equipment to be available.

Participation of Member states

- Funding: summarize possible sources of funding for this (Action: Munro for Bulletin).
- Location: ask Secretariat to consider Africa for 2009 UNGEGN Session (resolution at the Conference for this).
- Contact Surveyors General etc, including new brochure (at least in the future).
- Resolutions at the next CODI* meeting in April 2007 to address the location of the 2009 UNGEGN Session and the need for geographical names standardization to be a CODI agenda item on a continuing basis.

(Action: Mr. Atoui)

(* Committee on Development Information/UN Economic Commission for Africa (CODI/ECA).)

Outreach to other organizations

- Extend invitations to UN and other agencies (e.g. Arab League – Mr. Atoui to provide contact addresses).
- Provide information about Conferences/Sessions on UNGEGN website.

Archiving documents

- Records to be kept up to date.

Other suggestions for the Conference

- Inclusion of a field trip on the Saturday. Invite USBGN to consider organizing this.
- Group photo.
- Welcome/ briefing for newcomers and a possible social event.

Future

- Perhaps Conference length should be reduced to 6 days.
- UNGEGN: No country reports, only as part of division reports (collective activities).
- Poster presentations might be considered.

Evaluation forms for 2007 Conference

- Mr. Schweinfest indicated that the standard Statistics Division form could be modified to address UNGEGN needs.

(Action: Convenor of the Working Group on Evaluation and Implementation to provide information required to the Secretariat in July.)

- Currently evaluation forms are circulated in English only.

(Action: Unless otherwise stated in 4.3., UNGEGN Chair, UNGEGN Secretariat and relevant parties to action as far as possible.)

4.4. Conference planning

Technical committees

The technical committees for the first eight conferences were reviewed and the following committees were recommended for the Ninth Conference:

- I. National standardization (9).
- II. Datafiles, websites (12, 13).
- III. Exonyms, pronunciation, writing systems, country names (10, 11, 16, 18).
- IV. Terminology, features beyond a single sovereignty, education, cooperation (14, 15,17).

(Action: UNGEGN Chair and UNGEGN Secretariat to put a note in the March Bulletin and wait for responses or suggestions. Insert the information on the website.)

Recommend that the position of Editor-in-chief, as used for the last three conferences, should continue.

Display panels for 2007 Conference (corridor by Vienna Café)

- Currently suggested items: brochure at life-size scale (in English – Action: Secretariat) plus handouts in other languages; working group posters (Working Group on Training so far agreed); USBGN panels for the late Mr. Meredith Burrill; ASEPSW Division map and gazetteer

- Additional suggestions: poster on Task Force for Africa.

(Action: Mr. Atoui.)

- Selected posters from Berlin exhibition (four on romanization from the Convenor of the Working Group on Romanization).

(Action: UNGEGN Chair to contact potential participants and UNGEGN Secretariat.)

4.5. UNGEGN items

Past resolutions

Action items:

- Working Groups should review resolutions relevant to their activities.
- Divisions to continue to review resolutions for their implementation.
- Secretariat to report on implementation of the resolutions from 2002.
- Working Group on Evaluation and Implementation to develop percentage of resolutions addressing different themes and obtain status of implementation of some of the most important themes (e.g. romanization, toponymic guidelines, names authorities, country names). Working Group Convenor to develop draft document to circulate to participants, with a view to submitting a working paper for item 7 of the Conference.
- The two manuals are a part of the implementation of the resolutions.

Future of current working groups

- The life cycle of working groups was discussed and it was suggested that the Working Group on Evaluation and Implementation and the Working Group on Publicity and Funding continue as separate groups.
- All working groups should consider whether they have fulfilled their mandates and whether they should continue.

Task Force for Africa

- Mr. Atoui reported on progress since the Vienna UNGEGN session:
 - He had communicated with CODI, which had responded favourably and decided to include material on geographical names standardization in their forthcoming conference to be held in Adis Abeba, April 30-May 5, 2007. An invitation had been sent to Mr. Laaribi requesting his participation to explain about UNGEGN; Mr. Schweinfest indicated that participation by the Secretariat will be considered.
 - A training course for African states will be held in Tunis in April 2007 (in English, French and Arabic).
 - He recommended that regional organizations should be involved.
 - He had unsuccessfully tried to contact Mr. Radwen in Ghana (originally appointed as Chair) about the task force.
 - He proposed that a working group be established for Africa, through a resolution at the 2007 Conference.

Further information:

- International Geographical Congress (IGC) will be held in Tunis in August 2008, so it was suggested that another names session be organized on that occasion.
(Action: Mr. Munro to provide contact to Mr. Atoui for follow up.)
- It was suggested that the Task Force report to the UN Conference under item 7 or 8 (and possibly 17).
- It was suggested that Divisions within Africa provide contact points (e.g. Ms. Akinyemi in Africa West).

Effectiveness of divisions

Several work efficiently, others are struggling; how do we improve the situation?

- Discussion centred around improving effective communications and identifying individual countries that might take a lead in facilitating activities. This emphasized the need for a database of contacts, provision of Conference invitations through mapping agencies, and the future targeting of countries through the new brochure.
- Possibly a new Portuguese-speaking Division will be proposed by interested countries at the 24th UNGEGN session.

Multinational companies: their use of geographical names and UNGEGN's outreach to them

- It was noted that private industry does not always use authorized names. What action can UNGEGN take to improve this situation?
- Some problems include: inaccurate use of names; unavailability of free access to some national databases; lack of awareness of geographical names issues.
- Suggestions: a proactive strategy might be to connect with providers of geospatial information with a large number of users, to encourage national names authorities to provide free data sets. Use media kit (when ready) to raise public awareness of the issues.

(Action: Working Group on Publicity and Funding and Working Group on Toponymic Data Files and Gazetteers.)

- A representative from Google Earth expressed interest in UNGEGN activities and, in response to complaints about misused names, hopes to use Finland as a pilot project for names correction and development of metadata. Also the country names file (both UN languages and endonyms) was of interest to Google Earth. A possibility of Conference presentation was entertained by Google if they could report on results of cooperation with UNGEGN.

(Action: UNGEGN Chair to follow up.)

- Possibly a working paper or note in the Bulletin to be considered on problems with multinational companies.

Suggestions for new material for the UNGEGN Information Bulletin

- Ideas for new approaches are welcomed.
- Possibility of articles by user groups, information on new publications, and information that individuals will not present as conference papers.

Relationship of UNGEGN to UNESCO

A short discussion took place on this subject, with respect to intangible cultural heritage. The importance of geographical names as part of cultural heritage was stressed, and member countries are encouraged to consider this when they respond to the UNESCO initiative.

5. Progress at UNGEGN Secretariat

(Mr. Schweinfest and Mr. Laaribi present on the phone)

5.1 Work on publications

- The Basic Manual will be translated into all UN languages before the 2007 Conference and will be available on the web. Hopefully the translations will also be in published form in time for the Conference.
- The text of the Technical Manual is complete, cover design is in progress and publication will follow shortly.

5.2 UNGEGN Geographical Names Database

Database design: This will include a clickable map to access data, and information in a searchable database (rather than spreadsheet format) which can be expanded to include many languages and a range of data.

Phases of implementation: Country names in the six UN languages plus endonyms; then capitals and cities, as endonyms and variants. The functionality of the database will be demonstrated at the 2007 UN Conference, following which additional data will be requested.

Management: A policy will be needed to manage the database, in terms of quality control. This will initially be handled by a small review group in March/April 2007, but in future may need to be more formalized (perhaps mandated by the Conference). Initial input of data will be by the Secretariat; management of subsequent additions and corrections is still to be discussed.

5.3 National names authorities database

Contact database – some 400 experts listed.

- Integrating the Excel files of national names authorities (from Ms. Kerfoot). A distinction will be maintained between officially designated names authorities and other agencies acting in this capacity where a names authority does not exist.
- A letter will shortly be sent to Permanent Missions requesting contact information on national names authorities.

- The listing of Surveyors General is not yet adequate, but will be further developed (UN-SALB* website to be checked for this information).

(* Secondary Administrative Level Boundaries.)

5.4 Ninth Conference

- The note verbale has been sent out and the Conference information will be e-mailed to experts in the near future.

- Conference Room 2 is reserved and will be available from 9:00 until 19:00.

- Exhibition space has been reserved in the Vienna Café corridor.

- Audio-visual equipment will be available and could be used to project the order of the day, documents for agenda items, and possibly draft resolutions, as well as being used for particular presentations, and also for lunchtime workshops.

- Arrangements will be looked into for a group photo.

- Country reports: the Secretariat supported limiting the time available for presenting the reports. If time permits later in the Conference additional country reports could be presented.

- Flexibility of time: Division meetings, drafting of resolutions and completing the report could replace plenary sessions/technical committee work. Workshops could be accommodated during the lunch period.

- If necessary, additional rooms could be booked for side meetings.

- Document processing: those received before the deadline will be edited by the UN and put on the website. Abstracts will be translated. A limited number of copies will be available at the Conference, and delegates are encouraged to bring their own copies.

- A reminder that Conference agenda item 4 should include a reference to former UNGEGN experts who had passed away since the 2002 Conference.

(Action: UNGEGN Chair and UNGEGN Secretariat should put a note in the Bulletin and on the website to provide information about distribution of documents and delegates' responsibilities.)

6. Publicity

6.1. New promotional leaflet

A draft of the leaflet was tabled and comments should be sent to Mr. Munro by the end of February, with a view to a final text being ready for late March. This might allow the final pamphlet in English to be prepared by the Secretariat in time for the Conference.

(Action: Working Group members, Mr. Munro, UNGEGN Secretariat.)

6.2. Media kit

The media kit is to be published in 2008. Suggestions of content and format were made. A draft will be considered by the Working Group on Publicity and Funding during the 2007 Conference.

6.3 Publication of technical manual

... see item 5

6.4 Publication of basic manual in other official UN languages

... see item 5

6.5 UNGEGN website

(Mr. Schweinfest and Mr. Laaribi present on the phone)

- Editorial changes supplied by Ms. Kerfoot are being implemented.
- Information for the Ninth Conference will be included.
- The home page will receive special attention and the design appeal will be upgraded.
- The visibility of the UNGEGN website on the Statistics Division will be re-considered.
- Suggestions for improvement of the website are always welcome.

6.6. Guidelines for those wishing to create their own website

The convenor of the Working Group on Publicity and Funding agreed to prepare a paper on this subject for the 2007 Conference.

6.7. Publicity since Vienna

Mr. Munro reported on media attention following the final Vienna press release and on various other activities in Scotland and the United Kingdom.

Mr. Helleland reported on the ICOS publication *Onoma*, volume 39, “Name research and teaching”, including articles on geographical names standardization issues. It will be published in early 2007.

6.8. UNGEGN Information Bulletin

(Mr. Schweinfest and Mr. Laaribi present on the phone)

Two Bulletins will be produced in 2007 – one in March and one in September. The call for articles for the March issue should be sent out to experts as soon as possible. Several of the items mentioned in these minutes will be included in a section on the Conference for the Bulletin.

(Action: UNGEGN Chair and UNGEGN Secretariat.)

6.9. Funding for publications

For major UNGEGN publications a resolution should be prepared. Smaller items can be included in the regular Secretariat plans.

6.10. Fellowships for trainees and funds for consultants for training

(Mr. Schweinfest and Mr. Laaribi present on the phone)

The Secretariat will assess airfare costs for trainees from Senegal, Guinea and Burkina Faso to Tunis in April and identify what financial support is possible. A similar cost analysis will be done for the training course to be offered in France in June. Courses to be held later in the year will be considered when further information is available (Turkey/Brazil?).

6.11. Support for Conference participation for trainees from non-participating countries

(Mr. Schweinfest and Mr. Laaribi present on the phone)

\$10,000 is available for Conference speakers and participants.

(Action: UNGEGN Secretariat and UNGEGN Chair.)

6.12. Identifying sources of funding for names standardization projects

Based on the paper presented at the Vienna UNGEGN session, Mr. Munro will prepare a summary (updated, if necessary) for the Bulletin.

6.13. UNGEGN brochures

(Mr. Schweinfest and Mr. Laaribi present on the phone)

Spanish brochures in hand were very low and reprinting of these and other language versions, as and when necessary, should be looked after by the Secretariat in a timely way.

7. Any specific recommendations of the Working Groups

Suggestions are included in the agenda items above.

(Action: Both Working Group Convenors will submit summary reports for the March Bulletin and will report to the 24th Session of UNGEGN and prepare appropriate 2007 Conference documents.)

8. Next meeting

Individual meetings of the Working Groups will be held during the 2007 Conference and a possible joint meeting will be considered after the Conference.

Mr. Botolv Helleland
Rapporteur

January 24, 2007