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**11th United Nations Conference on the
Standardization of Geographical Names**
New York, 8 -17 August 2017
Item 16 of the provisional agenda*
Toponymic Education

**Toponymic Training Project
Indicative Action Plan**

Submitted by Madagascar **

*E/CONF.105/1

** Prepared by Nivo Ratovoarison, Secretary of National Committee on Geographical Names, Madagascar

TOPONYMIC TRAINING PROJECT INDICATIVE ACTION PLAN

SUMMARY

Following the requests made during the training course organized in Antananarivo, Madagascar, in June 2013, this document was prepared on the basis of the experience at that occasion. Its purpose is to give practical assistance in organizing training on toponymy.

It gives the steps to be considered from the very beginning of the project till after the end of the training.

Since each country has its own structures as well as financial and organizational capacity, the different phases of organization are given only as a rough guide.

**INTERNATIONAL TRAINING OF TRAINERS
ON TOPONYMY**

17th to 21st June 2013

Antananarivo - MADAGASCAR



**FORMATION INTERNATIONALE DE FORMATEURS
SUR LA TOPONYMIE**

17 au 21 Juin 2013

Antananarivo - MADAGASCAR

Hôte et Organisateur :



En collaboration avec :

**UNGEGN
UNECA**

Pays Participants :



TOPONYMIC TRAINING PROJECT

INDICATIVE ACTION PLAN

The purpose of this document is to give practical assistance in organizing training on toponymy, similar to the one held in Antananarivo, Madagascar in June 2013.

It gives the steps to be considered from the very beginning of the project till after the end of the training.

Since each country has its own structures as well as financial and organizational capacity, the different phases of organization are given only as a rough guide.

Most of all, several factors may condition the delay of project realization such as political problems that began in 2009 in Madagascar and the change of structure and DG within the National Institute FTM in 2010.

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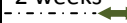
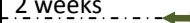



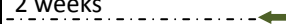





The first phase consists mostly on the concept of the project. The “Expert” is the concerned country representative who is discussing with the UNGEGN.

PHASE 1 : CONCEPTION		
Action	Approximate duration	Responsible(s)
Declaration of intent to UNGEGN’s Chair and Working Group on Training Course Convener	during 25 th UNGEGN session in Nairobi, May 2009	Expert
Project proposal to the decision maker (= DG) - Feasibility study - Decision	1 year	Expert + DG
Confirmation of decision to Convener of Working Group on Training Course (= UNGEGN)	during 27 th UNGEGN session in New York, August 2012	DG + UNGEGN

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The second phase involves the Technical and Supervisory Committee (TSC) composed by the Director of Public Service Control, the Assistant of DG and the Expert.

PHASE 2 : PROJECT LAUNCH (≈8 months)		
Action	Approximate duration	Responsible(s)
- Determination of UNGEGN conditions (Appendix 1)	Instant T	Expert - UNGEGN
- Determination of the venue according to UNGEGN conditions and convenience (distance, ...)	3 months	Expert - DG
- Preparation of Terms Of Reference (TOR)	1 month	Expert
- Identification of potential funding partners	1 month	TSC - DG
- Determination of the invitation’s recipients list	2 weeks	Expert - UNGEGN
- Preparation and launch of a first call for participation	2 weeks	Expert
- Request of confirmation letter and details of support from UNSD	2 weeks	Expert - DG - UNSD
- Conception and correction of agenda	2 months	Expert - UNGEGN

- Budgeting of the Project	2 weeks 	TSC
- Finalization of TOR including agenda and budget	2 weeks 	TSC
- Conception of official invitation and submission to authority for signature	2 months 	TSC - DG
- Conception of Application Form	1 week 	TSC
- Launch of invitations and Application Form ⁽¹⁾		Expert
- Collection of applications	2 weeks 	Expert
- Re-sending invitations to some AED		Expert
- Sending applications to UNSD for selection		Expert
- Receipt of results	2 weeks 	Expert
- Sending letter for non-selected applicants ⁽²⁾		Expert
- Launch of funding application	1 month 	DG


⁽¹⁾ with specified deadline




⁽²⁾ to encourage them to participate anyway: no fee, free transfer from/for airport, daily transportation to venue and lunches taken in charge

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For the next steps of the project, commissions listed below were created to carry out the tasks according to the distribution proposed by TSC:

- Commission for Logistics (CLO), led by Administrative and Financial Director
- Commission for Call for Tenders (CCT), led by the Responsible of Publics Contracts
- Commission for Relations et Communication (CRC), led by Director of Public and Institutional Relations
- Commission for Reception Service (CRS), led by TSC

PHASE 3 : PREPARATION (≈4 months)		
Action	Approximate duration	Responsible(s)
<p>Collection of informations</p> <ul style="list-style-type: none"> - Hotels (distance from venue, rate, facilities) - Immigration requirements, badge issue, Border Police, ... - General information (Appendix 5) - Information on participants: Itinerary, Food restriction, photo for badge - Sending information 	3 months 	TSC – CAC - CRC

<p><u>Travel arrangements</u></p> <ul style="list-style-type: none"> - Assistance for visa application when needed - Confirmation flight plan - Booking hotels - Facilities for Entry formalities - Airport fetching and transfer 	<p>2 months</p> 	<p>TSC - CAC - CRC</p>
<p><u>Launch of Call for Tender and orders</u></p> <ul style="list-style-type: none"> - Transportation: Airport-hotels, hotels-DLC, Field trip - Food services: Lunches, coffee breaks, cocktail - Accommodation during field trip - Customized training kits: briefcase bag, pen, notebook - Gift basket, folkloric animation, ... 	<p>2.5 months</p> 	<p>TSC - CCT - CLO</p>
<p><u>Training organization</u></p> <ul style="list-style-type: none"> - Collecting and Packaging UNGEGN brochures and documents sent by UNSD via UNDP - Preparing photo identity badge - Packaging kits - Preparation of the list of participants - GPS, site maps for each participant - Preparing fieldwork : selection of place ⁽³⁾, meeting with Mayor ⁽⁴⁾, accommodation ⁽⁵⁾ - Verification of the room, facilities, equipment - Contact interpreters ⁽⁶⁾ for providing information about GN 	<p>4 months</p> 	<p>TSC - CCT – CRC - CLO</p>

⁽³⁾ Choice: join the business and pleasure

⁽⁴⁾ for briefing and organizing the visits: circuit, timing, request for the presence of elders named “Tangalamena” and Chief during meeting in each village

⁽⁵⁾ about 3 hours of travel so the team composed of about 40 persons had to spend a night at the village = hotel room, two dinners, breakfast, a picnic basket for lunch

⁽⁶⁾ Informative documentation and Terminology were given in advance to both competent interpreters used to work for the World Bank and international meetings.

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The fourth phase began since the day of early arrivals to the last departure of guests.

PHASE 4 : REALISATION		
Action	Approximate duration	Responsible(s)
<p><u>Guests arrival</u></p> <ul style="list-style-type: none"> - Facilitating entry at airport, exchange - Transfer to and installation at the hotel - Town visit for the early arrivals 	3 days	CRS
<p><u>Training</u></p> <ul style="list-style-type: none"> - Transfer from hotel to the venue - Secretariat - Registration, Distribution of kits - Verification of electrical installations - Opening Speeches: DG, UNGEGN, Vice Prime Minister - GPS 	4h	All
<p><u>Side events</u></p> <ul style="list-style-type: none"> - City tours, souvenir shop - Visit FTM 	After courses	
<p><u>Field trip</u></p> <ul style="list-style-type: none"> - Departure : Transport by 2 bus - Installation at hotel, - Meetings - Forest Tour - Back 	1,5 day	CRC - CLO -CRS
<p><u>Closing Session</u></p> <ul style="list-style-type: none"> - Distribution of Certificate, CD⁽⁷⁾, pack souvenir - Cocktail dinner - Folkloric animation 		All

⁽⁷⁾ Contains all the lecturers presentations

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APPENDIX 1: UNGEGN CONDITIONS FOR HOLDING THE TRAINING

(PROVIDED BY UNGEGN WORKING GROUP ON TRAINING COURSE CONVENER)

The training must be international otherwise there will not be UN support.

Participants: about 25 coming from Africa and the hosting country

As an example of distribution:

- 7 from African countries, some of them will be taken in charge by UNSD.
- 18 from Madagascar : 6 from FTM, the remaining from other organizations

Trainers:

- 3 from UNGEGN
- 3 to 4 from Madagascar
 - geographer (to describe the site of practice),
 - linguist (to describe the local language and its characteristics),
 - historian (to describe the local cultural heritage)

A - Requests for theoretical Program (3):

- Air-conditioned classroom for 30 persons, projection system, blackboard, photocopier, ...
- Course materials must be reproduced in advance
- Interpret for trainers who are not French speaking (simultaneous translation to be considered to avoid waste of time)
- Participants must have a minimum of practical knowledge of English, and some experience on databases, data management software such as Access
- Coffee break and lunch for participants

B – Requests for Fieldwork (1)

- Place situated at 1 to 2 h from Antananarivo, where one can visit the Mayor and interview the inhabitants
- Appropriate transportation
- Lunch at a local restaurant
- GPS, at least 5
- Site maps

C – Data Processing (1)

- computer room with 5 computers at least
- projection system
- Coffee break and lunch for participants

D - Other infrastructure aspects

- Accommodation (reservation) and meals for trainers
- Transportation from the airport to the city for trainers

APPENDIX 2: CALL FOR PARTICIPATION

First Circular - Call for Participation

INTERNATIONAL TRAINING OF TRAINERS IN TOPONYMY

organized by

**the Foiben-Taosarintanin'I Madagasikara (FTM)
National Geographic and Hydrographic Institute of Madagascar**

with the collaboration of

**the United Nations Group of Experts on Geographical Names
(UNGEGN)**

June 17-21, 2013

Antananarivo, MADAGASCAR

Dear Colleagues,

As part of the implementation of the Gaborone Action Plan (2011) on Geographical Names activities related to Africa and following those already performed by other African countries (Tunis 2007, Ouagadougou-2008 Nairobi-2009, Yaoundé-2010), a training of trainers is jointly organized by the FTM and the UNGEGN, from 17 to 21 June 2013, in Antananarivo Madagascar.

The training will be provided by three (3) UNGEGN Experts and aims to strengthen the capacity and ability to respond appropriately to national and international requirements in terms of toponymy within African and Indian Ocean countries.

The United Nations Statistics Division will take in charge five (5) of African participants.

Formal invitations and the related detailed information will be provided shortly.

APPENDIX 3: APPLICATION FORM

(to return to the Secretariat at ftm@moov.mg, with mention "Training Course on Toponymy", before 3rd May 2013)

APPLICANT'S DATA		
1	Country of residence/Nationality	
2	Family Name	
3	First Name	
4	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
5	Date of birth (year-month-day)	_/_/____
6	Place and country of birth	
7	Passport number	
8	Passport issued at (place) on (date)	
9	Passport expiration date	
10	Current title/position	
ORGANIZATION'S DATA		
11	Name of Organization	
12	Mailing Address	
13	e-mail address	
14	Fax number	
15	Phone number (with country and city code)	
EDUCATION		
16	Highest graduation and subject(s)	
17	School/University	
18	Language skill: French English	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair
OTHER INFORMATION		
19	Are your current activities related to toponymy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please describe briefly	
20	What are your motivations in attending this training?	
21	After the training, how do you intend to make the transfer of knowledge in your country?	
22	Computer skills: - Word processing - Data processing - Geographic Information System - Digital Cartography	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair
23	What do you plan about toponymic work for the next 3 years?	

APPENDIX 4: AGENDA

Monday, 17 th June 2013	
Lundi , 17 Juin 2013	
08h30 - 09h00	<ul style="list-style-type: none"> • Registration Accueil des participants
09h00 - 09h30	<ul style="list-style-type: none"> • Opening Session Séance d'ouverture: Discours des responsables locaux et internationaux Housekeeping announcements Annonces sur les organisations
09h30 - 10h00	<ul style="list-style-type: none"> • Coffee Break Pause-café
10h00 - 10h15	<ul style="list-style-type: none"> • Introduction of Participants (Trainers and Trainees) Présentation des participants (Instructeurs et Stagiaires)
10h15 - 12h45	<ul style="list-style-type: none"> • Session 1 : Functions of geographical names, Terminology Fonctions des noms géographiques, Terminologie
12h45 - 13h45	<ul style="list-style-type: none"> • Lunch Break Pause-Déjeuner
13h45 - 15h15	<ul style="list-style-type: none"> • Session 2 : The naming process, Advantage of standardization, Role UNGEGN Processus de nomination des lieux, avantage de la normalisation, Rôle du GENUNG
15h15 - 15h30	<ul style="list-style-type: none"> • Break Pause
15h30 - 17h00	<ul style="list-style-type: none"> • Session 3 : National Names Authorities, Operating models, Function and duties Autorité Nationale pour les noms géographiques, Modèle de gestion, Fonction et devoirs
Tuesday, 18 th June 2013	
Mardi, 18 Juin 2013	
09h00 - 10h30	<ul style="list-style-type: none"> • Session 4: Office processing of geographical names, Conception of Training process Séquence de traitement des noms, Conception de Formation
10h30 - 10h45	<ul style="list-style-type: none"> • Coffee Break Pause-café
10h45 - 12h45	<ul style="list-style-type: none"> • Session 5: Field work preparation Préparation aux travaux de terrain
12h45 - 13h45	<ul style="list-style-type: none"> • Lunch Break Pause-Déjeuner
13h45 - 15h15	<ul style="list-style-type: none"> • Session 5 (cont./suite)
15h15 - 16h00	<ul style="list-style-type: none"> • Session 6: Field work forms Les questionnaires
16h15	<ul style="list-style-type: none"> • Departure to Andasibe/Départ pour Andasibe

Wednesday, 19th June 2013 Mercredi, 19 Juin 2013	
08h00 - 13h00	<ul style="list-style-type: none"> • Field work in Andasibe and surrounding areas Travaux de terrain à Andasibe et ses environs
13h00 - 14h00	<ul style="list-style-type: none"> • Lunch Déjeuner
14h00 - 16h00	<ul style="list-style-type: none"> • Visit Andasibe Parks, Moramanga Visite de parcs à Andasibe, Moramanga
16h00 - 17h00	<ul style="list-style-type: none"> • To Moramanga Vers Moramanga
17h00 - 18h00	<ul style="list-style-type: none"> • Supper in Moramanga Souper à Moramanga
= 20h00	<ul style="list-style-type: none"> • Back in Antananarivo De retour à Antananarivo
Thursday, 20th June Jeudi, 20 Juin 2013	
09h00 - 10h00	<ul style="list-style-type: none"> • Session 7: Data processing, database characteristics Traitement des données, Logiciels de bases de données
10h00 - 10h15	<ul style="list-style-type: none"> • Coffee Break Pause-café
10h15 - 12h45	<ul style="list-style-type: none"> • Session 7 (cont./suite)
12h45 - 14h00	<ul style="list-style-type: none"> • Lunch Break Pause-Déjeuner
14h00 - 16h30	<ul style="list-style-type: none"> • Session 8: GEONYMS special for Africa, Gazetteers GEONYMS spécial pour l'Afrique, Nomenclatures toponymiques
Friday, 21st June 2013 Vendredi, 21 Juin 2013	
09h00 - 10h30	<ul style="list-style-type: none"> • Session 9: Small-scale application, Inventory method for Madagascar Application à petite échelle, Méthode d'inventaire toponymique pour Madagascar
10h30 - 10h45	<ul style="list-style-type: none"> • Coffee Break Pause-café
10h15 - 12h45	<ul style="list-style-type: none"> • Diffusion of the results, Cooperation within Africa Diffusion des résultats, Coopération interafricaine
12h45 - 14h00	<ul style="list-style-type: none"> • Lunch Break Pause-Déjeuner
14h00 - 16h00	<ul style="list-style-type: none"> • Visit at FTM Visite au FTM
16h00 - 17h00	<ul style="list-style-type: none"> • Session 10: The UNGEGN webcourse on toponymy Le cours de toponymie en ligne du GENUNG
17h00 - 17h15	<ul style="list-style-type: none"> • Certificate issuance Délivrance de certificats
17h15	<ul style="list-style-type: none"> • Closing Session – cocktail dinner and folklore events Séance de clôture – cocktail dînatoire avec animations folkloriques

*Training of Trainers in Toponymy
17-21 June 2013, Antananarivo Madagascar
General Information*

*Formation de Formateurs en Toponymie,
17-21 Juin 2013, Antananarivo Madagascar
Informations générales*

1. Madagascar

Fourth largest island in the world with an area of 592,000 square kilometers and 21,281,844 inhabitants, Madagascar is located in the heart of the Indian Ocean and is separated from Africa by the Mozambique Channel.

Some of its characteristics: It has a great diversity of landscapes, an exceptional flora and fauna, ethnic groups with their ancestral customs and moreover a welcoming population.

Quatrième plus grande île du monde avec une superficie de 592 000 km² et 21 281 844 habitants, Madagascar se situe au cœur de l'Océan Indien et est séparée du continent africain par le Canal du Mozambique.

Quelques uns de ses caractéristiques : Elle est dotée d'une grande diversité de paysages, d'une richesse exceptionnelle en flore et faune, de groupes ethniques aux coutumes ancestrales et par-dessus tout, d'une population accueillante.

The official languages are Malagasy and French. English is spoken by young people. Several dialects are spoken throughout the island.

Les langues officielles sont le Malagasy et le Français. Plusieurs dialectes sont également parlés dans toute l'île.

2. Antananarivo

Antananarivo is the capital of Madagascar. Located at 1,200 meters above sea level, it is surrounded by 12 hills. It has about 1.5 million inhabitants. Meaning "city of a thousand", its name has several interpretations whatsoever, you will find anyway thousand attractions, and thousand treasures.

Antananarivo est la capitale de Madagascar. Elle est située à 1200 m d'altitude, et est entourée de douze collines. Elle compte environ 1,5 million d'habitants. Signifiant « ville des mille », son nom a plusieurs interprétations : quelle qu'elle soit, vous y découvrirez de toute façon mille attraits, et mille trésors.

3. The Ivato International Airport/L'Aéroport International d'Ivato

Ivato International Airport is located about 16km from the centre of Antananarivo.

L'aéroport international d'Ivato est situé à 16 km du centre ville.

4. The venue/Le lieu de formation

The venue is located nearby many ministries and within few minutes of walk from some hotels.

Le lieu de formation est situé au centre ville, aux environs de plusieurs ministères et à quelques minutes de grands complexes hôteliers.

Madagascar Development Learning Center (MDLC)
Làlana Andriamifidy, Anosy
Antananarivo (101) Madagascar
Phone: +261 20 22 337 89
Email: mdg_mdmc@gdnmail.org

5. **The official languages of the training/ Les langages officiels de la formation**

French and English, translation will be provided.

Le français et l'anglais, la traduction est prévue.

6. **Practical organization/ Organisation pratique**

The Secretariat will be provided by FTM

Le secrétariat sera assuré par *le FTM*.

The address during the training will be the following:

L'adresse pour la durée de la formation est la suivante :

Foiben-Taosarintanin'i Madagasikara (FTM)
PoBox 323
Lalàna Dama-Ntsoha, Ambanidia
Antananarivo 101
Madagascar
Phone (261) (0) 34 11 229 02/21

7. **Inscription/Inscription**

The registration will be done by sending the duly completed form.

L'inscription se fera en envoyant le formulaire dûment rempli.

8. **Accommodation/Hébergement**

The list joint at the end of this document gives the name of the hotels situated in the vicinity of the venue with the estimated cost per day. Booking can be made by the committee of organization if required. It is recommended to choose a hotel not too far from the MDLC to avoid the problems of intense traffic jams.

La liste jointe à la fin de ce document fait état des hôtels situés à proximité du lieu de formation avec leur coût indicatif par jour. La réservation peut être effectuée à la demande par le comité d'organisation. Il est recommandé de choisir un hôtel pas trop éloigné du DLC pour éviter les problèmes d'embouteillages.

9. **Transport/Transport**

A shuttle service will provide transportation:

- between the airport and hotel upon arrival and departure of participants
- between the hotels and the MDLC, within the morning and evening after course

Un service transport assurera la navette :

- entre l'aéroport et les hôtels, à l'arrivée et au départ des participants
- entre les hôtels et le MDLC, à une distance de 10km maximum, le matin et le soir après les cours

10. Immigration formalities/Formalités d'immigration

Visa/Visa

The visa may be issued free of charge upon your arrival at the airport (for a stay of less than 30 days).

Le visa peut être délivré à titre gracieux à votre arrivée à l'aéroport (pour un séjour de moins de 30 jours).

Health regulations/Réglementation sanitaire

No vaccinations are required to stay in Madagascar.

You will, however, be obliged to present your international vaccination upon your arrival at the airport.

Aucun vaccin n'est obligatoire pour séjourner à Madagascar.

Vous serez cependant dans l'obligation de présenter votre carnet de vaccination international à votre arrivée à l'aéroport.

11. Currency, exchange and customs formalities/Monnaie, change et formalités de douane

The currency is *Ariary (Ar)*. Rates on 16 May 2013 are below.

La monnaie courante est l'*Ariary (Ar)*. Ci-après le taux de change en date du 16 Mai 2013.

ARIARY	EURO	USD
1	2 843,59	2 197,06

12. Climate/Climat

Antananarivo's climate is very mild because of its location.

During June, the temperature ranges from 11° to 22°; the weather is variable but no rain is expected.

Le climat est très tempéré à Antananarivo à cause de sa situation géographique.

En mois de Juin, la température varie de 11° à 22° ; la météo est variable mais aucune pluie n'est prévue.

13. Electricity/Courant électrique

The current is 220 volts. Plugs are two-pin. An adapter may be required for some outlets.

Le courant est de 220 volts. Les prises sont à deux fiches. Un adaptateur peut être nécessaire pour certaines prises.

The listed hotels are within 2 km from MDLC. Please check the location on the map.
Advertising Websites announcing more hotels and giving more details are also available.

Les hôtels listés se trouvent à moins de 2 km du MDLC. Veuillez vérifier l'emplacement sur la carte.

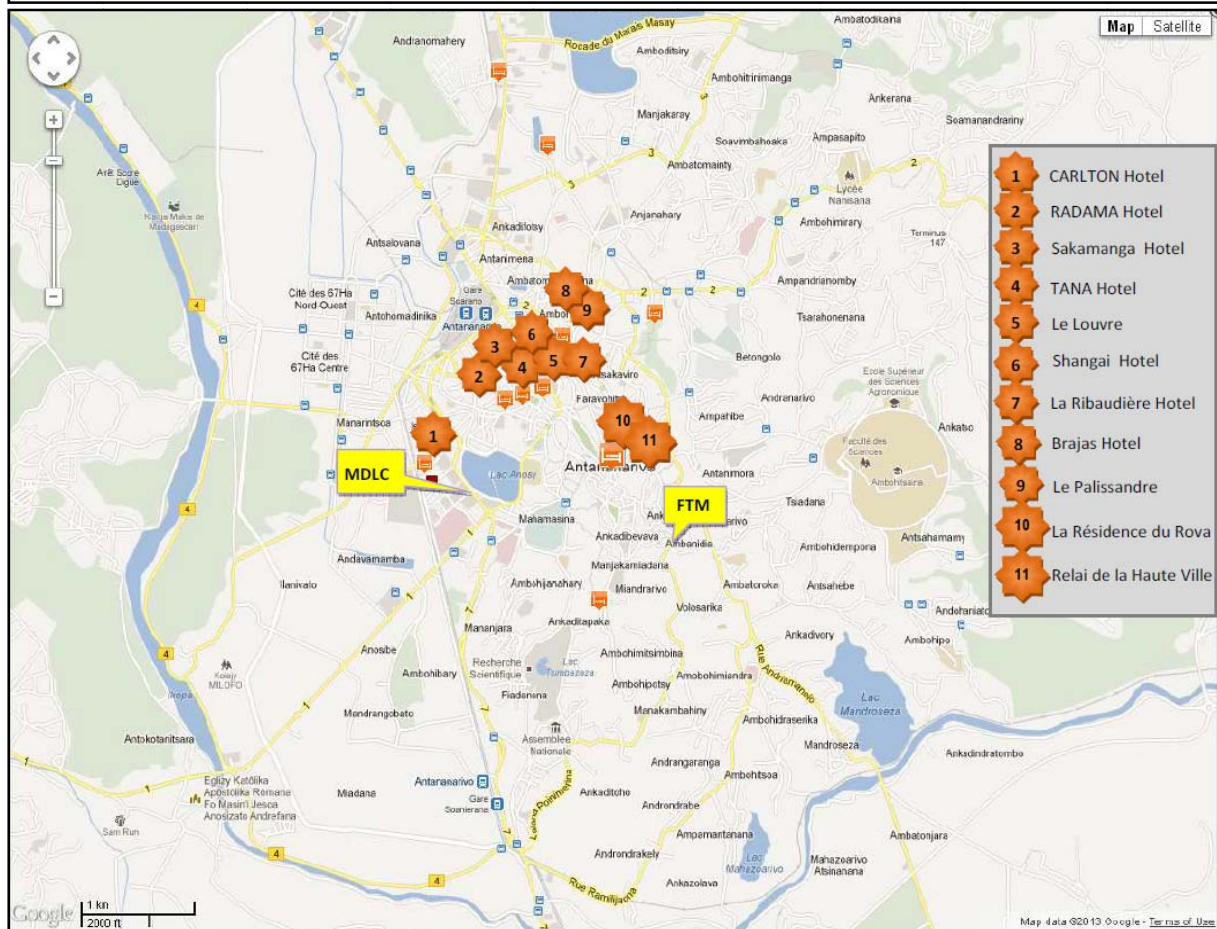
Les sites publicitaires annonçant plus d'hôtels et donnant plus de détails sont aussi disponibles.

Hotel	Rate (Euro)	Comments
Carlton Madagascar www.carlton-madagascar.com	177	*****, B
Radama Hotel www.radama-hotel.com	25	Bs (12500Ar)
Hôtel Sakamanga www.sakamanga.com	20	Bs (buffet , 12500Ar)
Tana Hôtel www.tana-hotel-madagascar.com	70	***, B (buffet)
Hôtel Brajas www.hotelbrajas.com	42	***, B (buffet)
Shangai Hotel www.shangai-hotel.com	20	Bs (continental , 7000Ar)
Le Louvre www.hotel-du-louvre.com	90	B/pool,hammam, fitness, sauna, jaccusi
Hôtel Restaurant La Ribaudière hotel-laribaudiere.com	28	***, Bs (13000 Ar)
Le Palissandre www.hotel-palissandre.com	80	B/Hammam, pool, gym
La Résidence du RoVa residence-antananarivo.com	36	K
Relais de la Haute Ville www.relaisdelahauteville.com	30	B

B = breakfast included

Bs = breakfast available (surcharge)

K = kitchenette



APPENDIX 6: SOME PHOTOS



Madagascar Development Learning Center (MDLC) - Trainees





Small Groups for learning to use GPS



Visiting FTM, Sales Office



Visiting FTM, Printing house





Visiting FTM, “Cartothèque Nationale”



In the field, with elders at Andasibe



Enjoying dinner in Andasibe



Certificates distribution - Cocktail dinner with Folkloric animation - Basket gift distribution