



## Economic and Social Council

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### **Eighth United Nations Conference on the Standardization of Geographical Names**

Berlin, 27 August-5 September 2002

Item 3 (b) of the provisional agenda

**Organizational matters: adoption of the agenda \***

### **Annotations to the provisional agenda**

#### **Annotations**

#### **1. Opening of the Conference**

In accordance with Economic and Social Council decision 1998/221 of 23 July 1998, the Eighth United Nations Conference on the Standardization of Geographical Names will be convened for eight working days beginning on Tuesday, 27 August 2002, in the Conference Centre of the Ministry of Foreign Affairs of Germany in Berlin.

#### **2. Election of the President of the Conference**

Rule 6 of the provisional rules of procedure of the Conference (E/CONF.94/2 and Corr.1) provides that the Conference shall elect a President from among the representatives of the States participating in the Conference.

#### **3. Organizational matters:**

##### **(a) Adoption of the rules of procedure**

The Conference will have before it for adoption the provisional rules of procedure.

##### *Documentation*

Provisional rules of procedure (E/CONF.94/2 and Corr.1)

##### **(b) Adoption of the agenda**

As provided in rule 5 of the provisional rules of procedure, the Conference will have before it for adoption the provisional agenda for the Eighth United Nations Conference on the Standardization of Geographical Names, which was endorsed by

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\* E/CONF.94/1.

the Seventh Conference in January 1998.

*Documentation*

Provisional agenda (E/CONF.94/1)

**(c) Election of officers other than the President**

Under rule 6 of the provisional rules of procedure, the Conference shall elect, in addition to the President, two Vice-Presidents, a Rapporteur and an Editor-in-Chief from among the representatives of the States participating in the Conference. It is proposed that the Eighth United Nations Conference on the Standardization of Geographical Names follow the standard practice of United Nations conferences and elect the candidates for the posts by acclamation.

**(d) Organization of work**

Rule 39 of the provisional rules of procedure provides that the Conference may establish such committees as may be necessary for the performance of its functions.

It is proposed that the Conference organize its work around a plenary and three technical committees, which should meet consecutively and not simultaneously. In order to expedite the work of the three committees, the Bureau of each committee, namely the Chairman, Vice-Chairman and Rapporteur, will be elected by the Conference in accordance with rule 40 of the provisional rules of procedure of the Conference. It is recommended that agreement be reached on the slate of candidates for the posts before the opening of the Conference, thus permitting election by acclamation.

It is further proposed that items on the provisional agenda (E/CONF.94/1) for the Conference be allocated as follows:

- Items 1,2,3,4,5,6,7,8,19,20,21 and 22 would be considered in plenary meetings;
- Items 9 and 10 would be allocated to Technical Committee I;
- Items 12,13 and 14 would be allocated to Technical Committee II;
- Items 11,15,16,17 and 18 would be allocated to Technical Committee III.

The proposed organization of work for plenary and the three technical committees will be submitted to the Conference for consideration in document E/CONF.94/MISC.2. It is understood that the Conference may adjust the organization of work as required.

Upon the conclusion of their work, the technical committees will report back to the plenary.

The interpretation resources available to the Conference allow for a maximum of one meeting in the morning and one in the afternoon. Meetings will normally be scheduled from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. To ensure the most efficient use of available resources, it is essential that all meetings start promptly at the time scheduled.

**(e) Credentials of representatives to the Conference**

Rule 3 of the provisional rules of procedure provides that a Credentials Committee of five members shall be appointed at the beginning of the Conference on the proposal of the President. It shall examine the credentials of representatives and report to the plenary without delay.

As has been the practice during previous conferences on the standardization of geographical names, it is proposed that the Credentials Committee be composed of the President, the two Vice-Presidents, the Rapporteur and the Deputy Executive Secretary of the Conference.

**4. Reports by Governments on the situation in their countries and on the progress made in the standardization of geographical names since the Seventh Conference**

*Documentation*

E/CONF.94/CRP. and addenda

**5. Reports by divisions of the United Nations Group of Experts on Geographical Names on the situation in their divisions and on the progress made in the standardization of geographical names since the Seventh Conference**

*Documentation*

E/CONF.94/CRP. and addenda

**6. Meetings and conferences:**

**(a) United Nations Group of Experts on Geographical Names**

*Documentation*

Statute and rules of procedure of the United Nations Group of Experts on Geographical Names (E/CONF.94/CRP. 2)

**(b) Divisional and interdivisional meetings and programmes**

*Documentation*

E/CONF.94/CRP. and addenda

**(c) National names meetings, conferences and symposia**

*Documentation*

E/CONF.94/CRP. and addenda

**(d) International names meetings, conferences and symposia**

*Documentation*

E/CONF.94/CRP. and addenda

**7. Measures taken and proposed to implement United Nations resolutions on the standardization of geographical names**

*Documentation*

E/CONF.94/CRP. and addenda

**8. Economic and social benefits of the national and international standardization of geographical names**

*Documentation*

E/CONF.94/CRP. and addenda

**9. National standardization:**

**(a) Field collection of names**

*Documentation*

E/CONF.94/CRP. and addenda

**(b) Office treatment of names**

*Documentation*

E/CONF.94/CRP. and addenda

**(c) Treatment of names in multilingual areas**

*Documentation*

E/CONF.94/CRP. and addenda

**(d) Administrative structure of national names authorities**

*Documentation*

E/CONF.94/CRP. and addenda

**(e) Toponymic guidelines for map editors and other editors**

*Documentation*

E/CONF.94/CRP. and addenda

**10. Exonyms**

*Documentation*

E/CONF.94/CRP. and addenda

**11. Reports on programmes to assist with pronunciation of names**

*Documentation*

E/CONF.94/CRP. and addenda

**12. Toponymic data files:**

**(a) Data collection procedures**

*Documentation*

E/CONF.94/CRP. and addenda

**(b) Data elements required**

*Documentation*

E/CONF.94/CRP. and addenda

**(c) Toponymic data transfer standards and formats**

*Documentation*

E/CONF.94/CRP. and addenda

**(d) Automated data-processing (ADP) systems**

*Documentation*

E/CONF.94/CRP. and addenda

**(e) Compatibility and structure of systems**

*Documentation*

E/CONF.94/CRP. and addenda

**(f) National gazetteers**

*Documentation*

E/CONF.94/CRP. and addenda

**(g) Other publications**

*Documentation*

E/CONF.94/CRP. and addenda

**13. Toponymic web sites**

*Documentation*

E/CONF.94/CRP. and addenda

**14. Terminology in the standardization of geographical names**

*Documentation*

E/CONF.94/CRP. and addenda

**15. Features beyond a single sovereignty:**

**(a) Policies, procedures and cooperative arrangements**

*Documentation*

E/CONF.94/CRP. and addenda

**(b) Features common to two or more nations**

*Documentation*

E/CONF.94/CRP. and addenda

**16. Writing systems:**

**(a) Romanization**

*Documentation*

E/CONF.94/CRP. and addenda

**(b) Conversion into non-Roman writing systems**

*Documentation*

E/CONF.94/CRP. and addenda

**(c) Writing of names in unwritten languages**

*Documentation*

E/CONF.94/CRP. and addenda

**17. Toponymic education and practice and international cooperation:**

**(a) Existing education and practice**

*Documentation*

E/CONF.94/CRP. and addenda

**(b) Training courses in toponymy**

*Documentation*

E/CONF.94/CRP. and addenda

**(c) Exchange of advice and information**

*Documentation*

E/CONF.94/CRP. and addenda

**(d) Exchange of personnel**

*Documentation*

E/CONF.94/CRP. and Addenda

**(e) Technical assistance**

*Documentation*

E/CONF.94/CRP. and addenda

**(f) Cooperation with national organizations**

*Documentation*

E/CONF.94/CRP. and addenda

**(g) Cooperation with international organizations**

*Documentation*

E/CONF.94/CRP. and addenda

**(h) Cooperation with public information media**

*Documentation*

E/CONF.94/CRP. and addenda

**18. Country names**

*Documentation*

E/CONF.94/CRP. and addenda

**19. Arrangements for the Ninth Conference**

The provisional agenda for the Ninth Conference will be submitted to the Eighth Conference for consideration and endorsement.

**20. Adoption of resolutions drafted during the Conference**

The Conference will adopt the resolutions drafted during the Conference.

**21. Adoption of the report of the Conference**

The Conference will adopt a report on its activities, a draft of which will be prepared by the Rapporteur and the Editor-in-Chief and submitted to the Conference for approval.

**22. Closing of the Conference**

The official closing ceremony of the Conference will be held on Thursday, 5 September 2002.