

MINUTES

Joint Meeting of Working Group on Evaluation and Implementation and
Working Group on Publicity and Funding

08:00-09:45, 30 April 2014

Conference Room D, UN, New York, United States

Present:

Mr. Sungjae Choo (Convenor, WG on Evaluation and Implementation, Republic of Korea)

Mr. Peder Gammeltoft (Convenor, WG on Publicity and Funding, Denmark)

Ms. Marie-Ève Bisson (Canada)

Ms. Helen Kerfoot (Honorary Chairperson, Canada)

Ms. Hyo Hyun Sung (Ewha Womans University, Republic of Korea)

Mr. Brahim Atoui (Coordinator, Task Team for Africa, Algeria)

Mr. Young-Hoon Kim (Korea National University of Education, Republic of Korea)

Mr. Takayuki Nakamura (Geospatial Information Authority, Japan)

Mr. Gerhard Rampl (Austrian Academy of Sciences, Austria)

Mr. Michel Simeu-Kamdem (National Institute of Cartography, Cameroon)

Mr. Pier-Giorgio Zaccheddu (Federal Agency for Cartography and Geodesy, Germany)

Mr. Yeon-Taek Ryu (Chungbuk National University, Republic of Korea)

Mr. Sang-Hyun Chi (Kyung Hee University, Republic of Korea)

1. Welcome

Mr. Sungjae Choo welcomed the 13 participants in the joint Working Group meeting between the Working Group on Evaluation and Implementation (WG-EvaImp) and the Working Group on Publicity and Funding (WG-PubFun). Mr. Choo delivered excuses from Mr. William Watt (Chairperson, Australia) and Mr. Ferjan Ormeling (Vice-Chairperson, The Netherlands)

2. Adoption of agenda and administrative matters (chairs, rapporteur, times, etc.)

The meeting was held from 08:00-09:55, 30 April 2014 in Conference Room D, UN Headquarters, New York, United States. Mr. Sungjae Choo was elected chair of Meeting Agenda items 1-5 and Mr. Peder Gammeltoft was elected chair of Meeting Agenda items 6-10.

Minor amendments were made to the provisional meeting agenda circulated through e-mail beforehand. See annex 1 for the agenda.

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

Mr Sungjae Choo referred to the mandate published on the webpage of the WG on Evaluation and Implementation. The information given on the WG website was considered to be satisfactory after Mr Choo's recent review of the website.

Mr Gammeltoft gave a short overview of the mandate and noted the need to update the webpage

in a couple of instances, particularly the list of previous meetings.

It was stated by both WG chairs that the tasks and thus the mandate of their two groups expressed on the respective WG websites would be sufficient for the moment. It was also agreed that the report of the 2014 joint WG-EvaImp/WG-PubFun meeting will be uploaded when completed.

The Chairs noted the following action points to be carried out under this item before the next meeting.

Action:

Make a review of the website information of the WG-PubFun and carry out the suggested revisions ([Mr Gammeltoft](#))

4. Report from the UNGEGN Secretariat

This item was deferred to the next joint WG-EvaImp/WG-PubFun meeting.

5. Progress Report of Working Group on Evaluation and Implementation

a. Completed items since last WG meeting

Mr Sungjae Choo noted that all the action items under WG-EvaImp had been completed, namely:

- Make a thorough review of the website information of the WG on Evaluation and Implementation and suggest revisions or additions, if any ([Mr Choo](#))
 - Report about Seoul meeting in the next UNGEGN Bulletin ([Mr Choo and Mr Gammeltoft](#))
 - Distribute UNGEGN brochures at the meeting of the Joint ICA/IGU Working Group/Commission on Toponymy in Kyoto, August 2013 ([Mr Choo](#))
 - Distribute UNGEGN brochures, delivered by Mr Choo, at the ICA Conference in Dresden, August 2013 ([Mr Y.-H. Kim](#))
 - Prepare a working paper on the survey result for the 28th UNGEGN Session ([Mr Choo and WG-EvaImp](#))
 - Elaborate questionnaire for the upcoming session (as the last questionnaire regarded a Conference, not a Session, some adaptations are advisable) ([Mr Choo and WG-EvaImp](#))
 - Provide the Secretariat with a sentence to be inserted in Documentation for the Session on relating working papers to resolutions; include a question in a new evaluation questionnaire regarding implementation of resolutions, and consider preparing a working paper on implementing resolutions ([Mr Choo and WG-EvaImp](#))
- Mr. Pier-Giorgio Zaccheddu recommended that questionnaires be commented on by WG convenors and stressed that the reference to resolutions in reports was a positive initiative. Mr. Zaccheddu further recommended that the same principle be introduced for Working Papers, as this could be used to pinpoint where there is a need for new resolutions..

b. Resolutions Database (English, French and others)

Mr. Sungjae Choo explained that the Resolutions database is now available in English and French. However, a problem with diacritical signs and the layout in general had been located with particularly the French language resolutions. This problem was in the process of being fixed.

Mr. Choo announced that Ms. Susana Rodriguez Ramos, Mexico, of the Latin America Division, had almost finished the translation of resolutions into

Spanish. When this work is completed, then the Spanish language resolutions would be uploaded to the database.

Mr. Brahim Atoui noted that the Arabic language translation of the resolutions is not yet ready. Mr. Choo also noted that a Portuguese language version of the resolutions had been prepared by the Portuguese-speaking Division. However, since Portuguese is not one of the official UN languages, no steps have been taken at this moment to include these in the Resolutions Database.

c. Evaluation Questionnaire

The Evaluations Questionnaire was dealt with under Item 5.a. in connection with reporting on action items completed. In addition, the idea of an online survey was discussed with the intention of increasing response rate. It was found that it would be easier to analyze the results, so steps should be taken to try and introduce an online survey for the 29th Session. It was suggested that the optimal solution would be a questionnaire that contains a few central compulsory questions accompanied by additional optional questions.

d. Implementing resolutions

It was decided that Mr. Sungjae Choo should look into how to collect the most substantial, critical resolutions to be used as a matrix for national implementations.

6. Progress Report of Working Group on Publicity and Funding

a. Completed items since last WG meeting

Mr. Peder Gammeltoft noted all the action items completed since the last meeting:

- a. The Media Kit was kindly been updated by Ms. Helen Kerfoot. (*Mr Gammeltoft*)
- b. Publish an invitation to countries / language communities to translate UNGEGN media material and publish it on the UNGEGN website, after consultation with the Secretariat (*Mr Gammeltoft*)
- c. Report about Seoul meeting in the next UNGEGN Bulletin (*Mr Choo and Mr Gammeltoft*)
- d. Stress in the UNGEGN Bulletin, that organizers of events regarding the standardization of geographical names should inform the UNGEGN secretariat about these events, so that they can be announced on the UNGEGN website (*Mr Gammeltoft*)
- e. Announce ICOS congress in next UNGEGN Bulletin (*Mr Gammeltoft*)
- f. Itemize the financial priorities for 2014 and submit the result to the UNGEGN secretariat in November 2013 (*Mr Gammeltoft*)
- g. Invite people via the UNGEGN Bulletin to apply for funding (*Mr Gammeltoft*)

It was pointed out that the “Events” page of the UNGEGN website should be continuously updated as a useful source, as should the front page with stacked-up events.

Mr. Gammeltoft explained how the funding process had gone through for this session. There were five applicants for funding (Sri Lanka (two), Botswana, Madagascar and Egypt). The Secretariat was able to help with the funding for participation from Botswana and Madagascar. He noted that an expert from Egypt was supported jointly by two Korean institutes; National Geographic

Information Institute and Korea Hydrographic and Oceanographic Administration. Mr. M. Simeu-Kamdem commented that French-speaking experts in Africa need to be supported.

b. Funding activities

With regards to financing the participants from developing countries at the UNGEGN sessions, Mr. Gammeltoft emphasized that a streamlining would be necessary to connect sponsoring bodies and applicants and make the procedure clear.

i. Toponymic Terminology database

Mr. Gammeltoft reported on the current status of the toponymic terminology database. Currently, five language versions (English, French, Spanish, Russian and Chinese) are in preparation, while one (Arabic) is not, due to technical problems. Overall, this task of database establishment was a funding issue.

ii. Translation of publicity material

It was emphasized that encouragements should be given to translate publicity materials in as many languages as possible, but pointed out that this related to funding matters.

c. Public outreach

i. Information Bulletin

There were some discussions on how to make improvements in the contents of the Information Bulletin, which has been set up to be published twice a year. It was agreed that collecting a few topic-oriented articles in each issue would be a good progress. Topics should be relevant to geographical names, i.e. administrative name changes or technical matters related to geographical names, but could also be opened to the issues indirectly related. The UNGEGN posters could also be used as short descriptions on the UNGEGN work. It was noted that IB is being sent to 330 recipients.

ii. UNGEGN website

This item was dealt with under Item 6.a.

iii. Wikipedia information

Mr. Gammeltoft informed that Hubert Bergmann (Austria) has been taking care of articles on UNGEGN in Wikipedia website. He is managing articles in German, French and Russian, as well as English Wikipedia.

iv. Media kit, stock taking of printed matter and wishes for translation

This item was dealt with under Item 6.b.ii.

v. IGU/ICA Joint Commission on Toponymy

Mr. Choo informed an IGU/ICA Joint Commission meeting would be held in Kraków, Poland, August 18-22.

vi. Onomastic fora
Mr. Gammeltoft informed that ICOS Conference would be held in Glasgow, U.K., August, 25-29.

vii. Cartographic fora
No report or discussion was given under this item.

Mr. Gammeltoft noted that the press release for this UNGEGN session had been provided on the previous day.

7. Future of the two Working Groups (membership, rapporteur, ongoing works)

It was confirmed again that it would be good to continue joint meetings of the two Working Groups. The rapporteur of the WGs is still to be sought.

8. Other business

It was pointed out that follow-ups to “Geographical Names Day”, which was scheduled to be proposed by Canada on the next day, should be made by the WG-PubFun. It could be connected to “International Map Day”.

Mr. M. Simeu-Kamdem commented that African countries need help for data collection, especially for students. Mr. B. Atoui noted that this could be included in the work of Task Team for Africa.

9. Next meeting

It was agreed that organizing a joint meeting before the next session would be a lot useful. The venue could be Denmark or Indonesia.

10. Closing

Annex 1. Agenda

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1. Welcome
2. Adoption of agenda and administrative matters (chairs, rapporteur, times, etc.)
3. Mandate, objectives, responsibilities, etc. of the two Working Groups
4. Report from the UNGEGN Secretariat
5. Progress Report of Working Group on Evaluation and Implementation
 - a. Completed items since last WG meeting
 - b. Resolutions database (English, French and others)
 - c. Evaluation questionnaire
 - d. Implementing resolutions (*including* outreach)
6. Progress Report of Working Group on Publicity and Funding
 - a. Completed items since last WG meeting
 - b. Funding activities
 - i. Toponymic Terminology database
 - ii. Translation of publicity material
 - c. Public outreach
 - i. Information Bulletin
 - ii. UNGEGN website (*including* completing archive of documents)
 - iii. Wikipedia information
 - iv. Media kit
 - v. IGU/ICA Joint Commission on Toponymy
 - vi. Onomastic fora
 - vii. Cartographic fora
7. Future of the two Working Groups (membership, rapporteur, ongoing works)
8. Other business
9. Next meeting
10. Closing