

Responsibilities of Divisional Chairs and Executive Group

The Chair of an UNGEGN Division is the main contact point with the countries of the Division, with other Divisions, and with the UNGEGN Secretariat, and is the primary representative of the Division at UNGEGN Sessions.

Responsibilities of a Division Chair can generally be viewed as providing leadership, in the following ways:

1. Providing a focal point for information flow both ways between UNGEGN/UNGEGN Secretariat and the countries of the division and where necessary representing the division at UNGEGN sessions
2. Participating in virtual meetings with the UNGEGN Bureau, or in-person meetings during UNGEGN sessions
3. Passing information to countries of the division, for example:
 - a. from meetings with the UNGEGN Bureau
 - b. about both UNGEGN and any regional activities
 - c. about UN-GGIM, UNESCO in relation to activities associated with UNGEGN
4. Providing leadership to countries of the division to achieve national standardization of geographical names, for example by:
 - a. stimulating the concepts of national geographical names standardization in countries of the division
 - b. encouraging non-participating countries to consider aspects of names standardization
 - c. working with those countries that are wishing/endeavouring to establish names authorities
 - d. encouraging countries to provide authoritative data to the UNGEGN World Geographical Names Database
5. Providing leadership to the division to expand knowledge of geographical names standardization through activities, for example by:
 - a. organizing some form of forum for discussion of common linguistic/geographical naming issues (in-person or zoom meetings, symposia, webinars, etc.), with notifications to the UNGEGN Secretariat for inclusion on the UNGEGN website

- b. co-ordinating (or overseeing) any projects on common aspects of toponymic activities of the countries that make up the division
 - c. discussing, assisting, etc. with follow up within the division of UN Conference resolutions, UNGEGN decisions, and implementation of the UNGEGN Strategic Plan and Programme of Work
6. Coordinating activities within the division, for example by:
- a. ensuring the continuity of geographical names standardization activities at the divisional level in future years
 - b. maintaining a list of contacts for names authorities, experts, etc. within the division
 - c. encouraging divisional participation at UNGEGN sessions
 - d. contributing pertinent information from the division for UNGEGN Information Bulletins and, if appropriate, recommending Bulletin themes of relevance to the division
 - e. preparing and submitting a divisional report to UNGEGN sessions
 - f. maintaining a website for division information, or providing such information for upload to divisional pages of the UNGEGN website
7. Providing a bridge to other activities of UNGEGN and to other groups involved with toponymy, for example by:
- a. forging links with other UNGEGN divisions and/or Working Groups, as appropriate
 - b. promoting the concepts of geographical names standardization to relevant government bodies, academia, private businesses, special interest groups, the media, etc.