

11 January 2019

Original: English

**United Nations Group of Experts on
Geographical Names**
2019 session
New York, 29 April–3 May 2019

Documentation for the session

Note by the Secretariat

Languages of submission and deadlines

1. The six official languages of the United Nations, namely, Arabic, Chinese, English, French, Russian and Spanish, will be the official languages of the session. Governments are requested to email the Secretariat, at their earliest convenience, but not later than 18 March 2019, the full-length documents prepared in support of items on the provisional agenda of the 2019 session (GEGN.2/2019/1). The full-length documents should not exceed 3,300 words (approximately 10 pages). Any document that exceeds 330 words (approximately 1 page) should be submitted with a summary. The summaries, which should not exceed 500 words, should be submitted before 28 January in order for them to be translated and issued in the six official languages.

2. It is vital that Governments and experts comply with the above-mentioned deadlines so that their papers may be issued and made accessible, before the convening of the session, on the website of the United Nations Group of Experts on Geographical Names (https://unstats.un.org/unsd/geoinfo/UNGEGN/1st_session_UNGEGN.html).

Formatting and presentation of documents

3. Documents should be emailed to the Secretariat (see para. 10 below) in Microsoft Word. The related resolution and the item of the provisional under which the document is to be considered must be indicated. Governments should be aware that, in order for the work of the session to be completed within the scheduled meetings, some documents may be considered for information and not for presentation purposes.

4. The full-length documents will be distributed in the original official language(s) of submission. Governments should ensure that acronyms and abbreviations are spelled out the first time they appear. If numerous acronyms and abbreviations are used, they should be set out in a list at the beginning of the document.



5. Prior arrangements must be made with the Secretariat for any special presentation that requires a computer projector (e.g., PowerPoint) or other audiovisual equipment.

**National reports
(Item 5 (a) of the provisional agenda)**

6. In accordance with the provisions set out in resolution V/7 of the Fifth United Nations Conference on the Standardization of Geographical Names (available at www.ngii.go.kr/portal/ungn/mainEn.do), Governments are requested to adhere to the guidelines below when drafting their national reports on progress made since the Eleventh United Nations Conference on the Standardization of Geographical Names. National reports should include the following:

- (a) A summary, of not more than 500 words, outlining the main issues discussed;
- (b) Background information or a historical sketch (only for countries that did not present national reports at previous conferences);
- (c) A discussion of goals and national programmes;
- (d) A discussion of problems, solutions and achievements during the reporting period;
- (e) Conclusions and recommendations.

7. Some information on national standardization may be more appropriately submitted as separate papers for discussion under other agenda items.

**Division reports
(Item 5 (b) of the provisional agenda)**

8. Reports submitted by the division of the Group of Experts should include material of common interest to the divisions. Some information may be more appropriately included in national reports or under the activities of particular working groups (or other agenda items) than in divisional reports.

Report of the session

9. A report on the session will be issued. Technical documents received by the deadlines will be made available on the website of the Group of Experts.

10. Correspondence should be addressed to Cecille Blake (blakel@un.org), secretariat of the Group of Experts. Courtesy copies should also be addressed to Vilma Frani (frani@un.org).