

## Summary of actions

### UNGEGN 2019

- Include in the note verbale for UNGEGN 2019 to mention that one person is head of delegation who has the right to vote if a vote is required. *(Watt, Secretariat)*
- Draft an article for upcoming Bulletin with information for possible new delegates (get nominated by foreign office, how to get credentials, necessity to check UNGEGN-website for note verbale etc.) and paper submission (deadlines, final submission to the Secretariat as a collection of papers etc.). The article should also inform about the status “for information” of country and division reports. *(Gammeltoft)*
- Send comments on document “UNGEGN Matrix of Working Groups Objectives and Activities” to Secretariat: 1) add 3<sup>rd</sup> column “work plan” that specifies which activities are actually in focus of WG. 2) Synchronize information on matrix with actual information at the UNGEGN homepage. 3) Send request for updates to the WG-Conveners. *(Gammeltoft, Secretariat)*
- Draft a new version of Documentation for the Session merging guidelines for country reports and Division reports, and circulate it to Bureau members for review before handing it on to Secretariat. *(Choo)*
- Update documents on national names authorities (summary list, map, spreadsheet with contact information). Note in the bulletin about updates. Ask secretariat if a wiki format is a possibility as it might improve update feedback. *(Choo, Gammeltoft, Secretariat)*
- Give Secretariat information about the documents to be translated in all UN-languages (six conference documents, summaries of WG-, Chair-, Secretariat, UNGGIM-, UNECA-reports, document on item 7 of draft agenda). Together these are 22 documents which leaves a buffer. *(Choo)*
- Design a commemorative postcard/bookmark for new UNGEGN by modifying current New York material. *(Gammeltoft, Secretariat)*
- Set up matrix to book time slots for side events for UNGEGN 2019 (availability of rooms after 6pm, possibility of split lunch slots). *(Choo)*
- Provide secretariat with proposal for Special Presentations. Ideas so far: UNESCO – intangible heritage, Hasanuddin on disaster relieve management, NZ-presenter on communication protocols between indigenous groups and organizations, update on SALB, Unicode – also possible as WP, further idea on the evaluation form). *(Choo)*
- Talk with Secretariat on optimizing time usage: Request made to WG conveners to sort out information-only papers, and group presentation papers so that discussion be made for each group of papers together.. *(Choo)*
- Discuss with Secretariat the seating arrangement (by country or by Division) in consideration of the sequence of agenda items and timeframe *(Watt, Secretariat)*
- Write a WP on draft agenda item 7; summary will be translated into all languages. *(Watt)*
- Talk with secretariat on how to get nominators at the beginning of the meeting. *(Watt)*
- Communicate suggestion to skip exhibition this time. Include feedback on exhibition in the evaluation form (is an exhibition wanted?). *(Choo)*
- Elaborate/modify the evaluation questionnaire for the upcoming session (adapted to the new UNGEGN Session). Suggest that the online survey should be adequately prepared in terms of technical completeness and timing. Keep off-line survey together with an online survey. *(Choo)*

## UNGGIM

- Discuss liaison with UNGGIM (who, how) with Mr. Schweinfest. (*Watt*)

## Bulletin

- Draft a call for applications for participation-funding in the upcoming Bulletin (deadline 1<sup>st</sup> of January 2019). Set up an online application form. (*Gammeltoft*)
- Draft article on new UNGEGN structure for upcoming Bulletin. (*Watt*)

## UNGEEN publications and media

- Media releases for UNGEGN 2019. (*Gammeltoft*)
- Revise UNGEGN publications, especially the media kit, for information that has to be updated to new UNGEGN structure. Find out which artwork (logos, etc.) is still available for existing publications. (*Gammeltoft, Cheetham, Dollimore*)

## Internet

- Explore other conference tools than WebEx. (*Choo, Secretariat*)
- Ask the secretariat to put a link to the videos of the last Conference on the UNGEGN-page (<https://unstats.un.org/UNSD/geoinfo/UNGEEN/ungeenConf11.html>) like it was done for the 30<sup>th</sup> Session. Prepare the possibility to jump to important parts of videos of UNGEGN 2019 by time stamps. (*Gammeltoft*)
- Prepare guidelines/instructions for website update (one main requirement is that all documents must stay accessible). Also upgrade the map interface for the UNGEGN World Geographical Names Database, so that updates are correctly displayed. Explore if posting rights to update UN-pages are available for outside contributors. (*Gammeltoft, Cheetham, Dollimore, Watt*)
- Provide to Rampl in format other than pdf, the Arabic and Russian versions of 2007 Glossary of Terms revision to be included in the online Glossary of Terms. (*Cheetham, Dollimore*)
- Add 2007 revision of Glossary of Terms to online Glossary of Terms. (*Rampl*)
- Add other language versions to online Glossary of Terms (Korean, Swedish, German, and Portuguese). These languages should be kept on the same site but separate from UN-languages since they might be different in actuality. (*Rampl*)
- Update Wikipedia entries. (*Rampl*)

## Miscellaneous

- Invite to the next joint WG on E-I and WG on P-F meeting in NY 2019. (*Choo*)
- Exploring third party funding possibilities. (*Gammeltoft, Etensel*)

## Notes

- It was taken note that the Coordinator of Task Team for Africa, Mr. Brahim Atoui, would draft two resolutions for UNGEGN 2019: 1) Creating a new WG on Unwritten Languages and Pronunciation. 2) Creation of a new North Africa Division (in accordance with the UNECA and African Union divisions.).
- Furthermore it was supported that the Coordinator of Task Team for Africa, Mr. Brahim Atoui, would establish a liaison between UNGEGN and UN-GGIM: Arab States.