

## Summary of actions (draft version, 25/04/2017)

### Conference

- Create a guide to exhibitions. (*Secretariat, Gammeltoft - in progress*)
- Side events: identify chairs for workshops etc. Send in ideas for special presentations to UNGEGN chair. (*Watt*)
- Contact candidates for special presentations (google on open data, delegates from Africa on new changes, UNESCO, NY City on urban naming). (*Watt, Choo, Cheetham, Atoui*)
- Elaborate/modify the evaluation questionnaire for the upcoming session (adaptations especially regarding comments are advisable). (*Choo*)
- At the joint Bureau meeting scheduled on Aug. 5<sup>th</sup> strongly recommend the inclusion of geographical names on the agendas of GGIM-Africa meetings and a regular invitation be sent to the UNGEGN coordinator of the Task Team for Africa. A similar situation would apply to all UNGGIM regional bodies. (*Watt, Atoui, Friha*)
- Prepare alternatives of operational models. (*Watt*)
- Write an article in Bulletin and/or do a WP on how experts can contribute to promoting the UNGEGN brand. (*Gammeltoft*)
- Revise provisional agenda for new UNGEGN Session. (*Kerfoot*)
- Tabulation of the revision of the Statute and Rules of Procedures. (*Watt*)
- Announce newcomers-briefing via Bulletin article and e-mail. (*Gammeltoft - done, Secretariat*)
- Organise funding for developing countries; call for applications in Bulletin. (*Gammeltoft - done*)
- Forward Helen's logo proposal to Secretariat for design consideration. (*Gammeltoft - done*)
- Put brand (and logo) on all Conference related material. (*Gammeltoft, Secretariat*)

### Bulletin

- Send ideas for Bulletin themes. (*Gammeltoft*)
- Call in Bulletin for nominating people who have contributed significantly to UNGEGN. Call for pictures from conferences. Call for contributions to 50 years anniversary display (deadline 8<sup>th</sup> of June). (*Gammeltoft - done*)
- Create an index of bulletin articles (at least the topic related articles). (*Secretariat, Gammeltoft - done*)
- Compile a draft resolution for the Conference. (*Watt, Secretariat*)
- Organise Australia to promote the resolution for ECOSOC. (*Watt*)
- Contact countries for hosting a reception. (*Watt*)
- Coordinate WPs on (national) geographical names day (Quebec, Algeria, Jamaica, Latvia). (*Torensjö*)
- Call in Bulletin for posters and maps, also make clear that approval from UN is necessary. Deadline for maps 1<sup>st</sup> of July (dropbox). (*Gammeltoft - done*)

### Homepage

- Add Arabic to resolutions database (in progress). (*Choo, Orieby*)
- Make past events visible at the events page on website (2016/17). (*Secretariat, Gammeltoft*)

- Send emails to working groups and divisions to get update on activities and personnel for the website. (*Secretariat*)
- Update wikipedia entries and social media like twitter and facebook. (*Rampl, Nordland*)
- Minutes of previous joint meetings uploaded to UNGEGN website. (*Choo, Gammeltoft, Rampl*)

#### Various

- Get funding for delegations at UN-GGIM. (*Gammeltoft, Watt*)
- Webinar on how to use WebEx. (*Choo, Secretariat*)
- Update media kit after Conference to suit new UNGEGN structure. (*Gammeltoft, Kerfoot*)
- Eventually update Korean and Portuguese media kit. (*Choo*)
- Distribute UNGEGN information material at IGU/ICA conferences. (*Choo, Ormeling*)
- Distribute UNGEGN information material at ICOS Debrecen conference (in addition to paper and poster). (*Gammeltoft*)
- Update the reply charts on modalities (esp. *Strengthening Collaboration and Coordination between UN-GGIM and UNGEGN*). (*Choo, Secretariat*)