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. 5th 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 8th 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 1st 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. *(Rampi, Nordland)*

Minutes of previous joint meetings uploaded to UNGEGN website. *(Choo, Gammeltoft, Rampi)*

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)*