

UNGEEN Working Group on Evaluation and Implementation and UNGEEN Working Group on Publicity and Funding

Seoul National University, Seoul

November 28-30, 2005

MINUTES

Participants:

Mr. Ki-Suk Lee (Republic of Korea)

Convenor, Working Group on Evaluation and Implementation

Mr. David Munro (United Kingdom)

Convenor, Working Group on Publicity and Funding

Ms. Helen Kerfoot (Canada) Chair UNGEEN

Mr. Brahim Atoui (Algeria) Vice-Chair UNGEEN

Mr. Botolv Helleland (Norway) Rapporteur

Mr. Amor Laaribi (UNGEEN Secretariat)

Agenda (see Annex 1)

Summary Headings used in the Minutes

1. Welcome
2. Administrative matters
3. Mandate, objectives, etc. of the two Working Groups
4. Some "issues" of UN/UNGEEN
 - a) Developing (and other) countries
 - b) Communication/outreach
 - c) Recognition and dissemination of UNGEEN work
 - d) Ongoing UN support
 - e) Publicity
 - f) Effective meetings
 - Participation
 - Documentation
 - Date and location of meetings

- Organization of Conferences

- g) Effective structures of UNGEGN
- h) Funding issues
- i) Resolutions

5. Reporting of the Working Groups
 6. Next meeting
 7. Acceptance of the report of the meeting
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1. Welcome

Mr. Lee, as host, welcomed participants to the joint Working Group meeting. Mr. Munro thanked Mr. Lee for organizing this joint meeting and commented on the value to UNGEGN of combining the efforts of the two Working Groups. Ms. Kerfoot thanked all organizers and sponsors and provided a short background to the work of UNGEGN, its Divisions and Working Groups.

2. Administrative matters

It was agreed that Mr. Munro would chair the first day and Mr. Lee the second day of the meeting, and that Mr. Helleland would act as rapporteur.

3. Mandate/objectives of the two Working Groups

Mr. Munro summarized the background to the formation and evolution of the two Working Groups, noting relevant resolutions, some achievements to date, and work in progress. The aims and objectives of the two Working Groups, as laid out on the UNGEGN website, were reviewed and revised to reflect more accurately the roles and tasks of each Working Group, as currently in hand (see Annex 2).

Action: Secretariat to make revisions to website.

Responsibility: UNGEGN Chair/Secretariat

4. Some “issues” of UNGEGN

(a) Developing (and other) countries

Issues from item 2F of the minutes of the Working Group on Evaluation and Implementation, December 2-4, 2003 were reviewed and assessed.

- i. Invitations to Working Group and Division meetings via the Secretariat

Action: Continue as needed; notice in UNGEGN Bulletin.

Responsibility: Secretariat

- ii. Divisions encouraged to invite participants from neighbouring developing countries to meetings
*Action: To be continued. **Responsibility: Division Chairs***
- iii. Fellowships for trainees and funds for consultants for training courses
*Action: To be continued. **Responsibility: Secretariat***
- iv. Support for trainees from non-participating regions to be available again for 23rd UNGEGN session
Responsibility: UNGEGN Chair/ Secretariat
- v. Basic documents (e.g. resolutions, statutes and rules) are on the UNGEGN website and should continue to be supplied as Session and Conference documents
Responsibility: Secretariat
- vi. Brief notes/guidelines to assist those wishing to create their own geographical names website
Action: Create information sheet on developing a geographical names website, outlining the steps involved.
Responsibility: Working Group Chairs and Secretariat
- vii. Send experts to developing countries to help set up national authorities, databases, etc.
Action: Requests will be assessed as received.
Responsibility: Secretariat
- viii. Help identify funding for names projects by adopting an integrated approach with other disciplines and by suggesting application to charitable trusts, foundations, bilateral aid programmes, etc.
Action: Some pointers towards these sources of funding.
Responsibility: Working Group Chairs prepare paper for 23rd UNGEGN
- ix. For 23rd UNGEGN Session, invite speakers from UNDP, World Bank, etc. regarding funding for projects
*Action: Try UNDP for 23rd UNGEGN. **Responsibility: Secretariat***
- x. Templates for development of gazetteers, fieldwork collection, etc. should be developed
Action: In progress; more work to be done.
Responsibility: Relevant UNGEGN Working Groups
- xi. Africa initiative and document received from Peter Raper (South Africa) on November 26
The initiative and paper were discussed and it was decided that one way of

advancing issues concerning Africa would be to invite Mr. Atoui, as Vice-Chair of UNGEGN, together with Mr. Radwan (Ghana), Chair of the Africa initiative, to present a paper to prompt discussion and further action. Action: Contact Mr. Radwan and submit paper for 23rd UNGEGN Session, for full presentation (approximately 15 minutes presentation plus 20 minutes discussion). **Responsibility: Mr. Atoui**

(b) Communication/outreach

Issues from item 2G of the minutes of the Working Group on Evaluation and Implementation, December 2-4, 2003 were reviewed and assessed.

- i. UNGEGN Bulletin – should contain Working Group and Division summaries; could go by e-mail, web, mail; continue to send paper copy to permanent missions.
- ii. UNGEGN website – improve visibility of UNGEGN website
Action: Include UNGEGN link on Statistics Division home page; include reference to UNGEGN website in UN Department of Economic and Social Affairs (DESA) Newsletter; other parts of UN to be encouraged to show link (e.g. UN Dag Hammarskjöld Library; UN Map Library; UN Geographic Information Working Group (UNGIWG)).
Responsibility: Secretariat
- iii. UNGEGN brochure – ensure adequate stock in all UN languages and that the brochures are made available and promoted at Sessions, Conferences, and other venues.
Responsibility: Secretariat
- iv. Developing countries should be encouraged to contribute to the UNGEGN Bulletin. Mongolia and Nigeria have done this. Experts who are unable to take part in UNGEGN Sessions/Conferences could be encouraged to contribute.
Action: To contact others, e.g. Samoa.
Responsibility: UNGEGN Chair and Secretariat
- v. More effort to have UNGEGN Chair/Bureau members present at meetings in less represented regions. No UN funds are available for this purpose. Continue to address this whenever possible.
- vi. Evaluation forms for 2007 Conference.
Action: Text to be ready 6 months ahead for translation; form to be available in 6 languages.

Responsibility: Working Group Chair (Evaluation and Implementation) and Secretariat

- vii. List of all experts and their contact addresses to be distributed at the 23rd UNGEGN Session and updates collected.

Responsibility: Secretariat

- viii. Maintain information on national names authorities.

Action: To update on an ongoing basis and put on the UNGEGN website.

Responsibility: Secretariat and UNGEGN Chair

(c) Recognition and dissemination of UNGEGN work

- i. Publications of basic and technical manuals (2004-05)

It is hoped that the English language version of the UN-edited basic manual (or at least the UN-edited draft) can be made available for UNGEGN 2006. Texts should be returned to authors for final checking before publication. The translated versions of this manual should be ready for the 2007 Conference, together with the technical manual (to be published in English only). After publication of the basic manual, a .pdf file should be made available on the UNGEGN website, with later development as a web-based learning resource.

Initial responsibility: Secretariat

- ii. Publications for 2006-07 – new promotional leaflet aimed at GIS and mapping organizations; press kit

- Promotional leaflet. Could be smaller than existing brochure. Toponymic guidelines might be a source of material and ideas.

Action: Attempt first draft for circulation before UNGEGN 2006, following receipt of existing available notes from UNGEGN Chair.

Responsibility: Mr. Munro

- Press kit – aimed at the media and for use of experts dealing with the media. Should include interesting material, such as name changes, with examples from around the world. Possibility of sleeve for original UNGEGN brochure and new material.

Action: Call on other experts for advice and examples for the preparation of a draft text. Responsibility: Mr. Munro

- iii. Publications for 2008-09. New publications identified should be supported by a resolution at the 2007 Conference.

Action: Raise the subject in the report of the Working Group on Publicity

and Funding for UNGEGN 2006. **Responsibility: Mr. Munro**

- iv. UNGEGN Geographical Names Database. This multilingual database, to include country names, capitals, and cities over 100,000, is being developed by the UNGEGN Secretariat. (See <http://blog.zugaldia.org/google/google.php> for initial stages.) Feedback should again be sought on the database design and also on the content, particularly the cities as listed on the Statistics Division website. A presentation will be made at UNGEGN 2006, and a resolution should be considered for the 2007 Conference.

Responsibility: Secretariat and UNGEGN Chair

(d) Publicity

- i. Mr. Munro reported on media interest associated with the toponymy session held as part of the 30th International Geographical Congress (IGC) in Glasgow, 2004. He also noted other publicity activities pertaining to place name societies, schools and other organization- these sorts of activities could be cited in the Working Group report as examples of publicity.

Action: Include this in WG report for UNGEGN 2006.

Responsibility: Mr. Munro

- ii. Experts should be encouraged to publicize UNGEGN activities and aspects of geographical names whenever possible. Recent examples discussed include:
- Press coverage arising from the 30th IGC; publication of IGC session papers in The Cartographic Journal;
 - Two recent publications edited by Mr. Atoui and Mr. Benramdane Farid « Des noms et des lieux et des tribus » and « Recueil bibliographique » (Oran, Algeria);
 - Mr. Hans Ringstam's publication about the UN, UNGEGN and geographical names, "Ortnamn och namnvård" (Gävle, Sweden); and
 - ONOMA 39, "Name research and teaching", edited by Mr. Helleland, to be published in 2006 by the International Council of Onomastic Sciences (ICOS).

(e) Ongoing UN support

- i. Funding for training courses and publications to be continued

- ii. Personnel in the UNGEGN Secretariat. Concern expressed that the personnel at the Secretariat be maintained, and if possible augmented.

Action: Visit to the UN Statistics Department in January 2006.

Responsibility: UNGEGN Chair

(f) Effective meetings

Issues from items 2A-2D of minutes of the Working Group on Evaluation and Implementation, December 2-4, 2003 were reviewed and assessed.

● **Participation**

- i. More effort to invite special agencies to Conferences, including
- Committee on Development Information/UN Economic Commission for Africa (CODI/ECA)
 - African Organization for Cartography and Remote Sensing (AOCRS)
 - Africa for Africa (through the ICA)
 - Africa GIS
 - UN Geographic Information Working Group (UNGIWG)

Responsibility: Secretariat

- Provide a current list of NGOs, agencies, etc. to whom UNGEGN invitation/Bulletins are circulated, for review and update by Working Groups.

Action: To send list to all participants at Seoul meeting.

Responsibility: Secretariat

- ii. Some ways of increasing participation in UNGEGN activities by countries who have rarely taken part:
- personal invitations within divisions and to neighbouring countries
 - distribution of brochures at UN meetings (e.g. UN Statistical Commission – hand distributed as needed); reprint brochure, as needed.

Responsibility: Secretariat

- invitations to Surveyors General – by name

Responsibility: Secretariat

- use International Cartographic Association (ICA), etc. as means of reaching potential participants.

Responsibility: Secretariat/UNGEGN Chair

● **Documentation**

- i. Putting documents on UNGEGN website ahead of Conference/Session.

Action: Guarantee that documents received by the deadline are available

on the UNGEGN website ahead of the Session/Conference.

Responsibility: Secretariat

- ii. Creating indexes of documents under particular topics of interest

Action: As required. **Responsibility: UNGEGN Working Groups**

● **Dates and locations of meetings**

- i. Locations of Conferences/Sessions – alternate between North America and Europe (plus other UN locations, if applicable), plus host countries.

Action: Verify viability of Adis Abeba, etc. **Responsibility: Secretariat**

- ii. Conference 2007.

Action: Date and location to be announced in Vienna.

Responsibility: Secretariat

● **Organization of Conferences**

- i. Rejuvenating Conferences – thoughts to UNGEGN 2006

Action: Working Paper at UNGEGN 2006 outlining some possible new approaches for future conferences and questionnaire inviting suggestions, with a view to presenting the results to the 9th Conference.

Responsibility: UNGEGN Chair and Working Group participants

- ii. Inclusion of some presentations at UNGEGN 2006 e.g. database work.

Action: Request Johnny Andersen (Norway) to file a paper and make a presentation on development of interoperable geographical names databases (approximately 15 minutes presentation plus 20 minutes discussion).

Responsibility: Mr. Helleland and UNGEGN Chair

Other presentations proposed for UNGEGN 2006 (see elsewhere in the Minutes) were:

- Africa Initiative (Mr. Atoui)

- UNDP (Secretariat)

- UNGEGN Geographical Names Database (Secretariat)

- iii. Holding Division meetings during Conference hours

Action: Free 1 hour in schedule on Friday before lunch.

Responsibility: Secretariat

- iv. Country reports should have summaries and should have a limited time for presentation at Conferences.

- v. To avoid political issues:

- restate that work is by consensus

- official Conference documents (L documents) are only accepted before deadlines (allowing for UN editing)

- schedule small group meetings with relevant parties ahead of Conference/Session **Responsibility: Secretariat**
- vi. In Conference schedule allow adequate “free” time for development of resolutions.
Action: Free 1 hour near end of Conference for drafting.
Responsibility: Secretariat
- vii. Setting up schedules, planning agenda items
Action: Prepare rough draft in January 2006.
Responsibility: Secretariat and UNGEGN Chair
- viii. Information for new participants at UNGEGN Session/Conference to go on UNGEGN website.
Action: Check against sample Vienna document and compile necessary information.
Responsibility: UNGEGN Chair to submit to Secretariat for inclusion on the website
- ix. Every effort will be made to control presentation of Division reports (item 5 on the provisional agenda of UNGEGN) and to make “Country” reports as annexes to Division reports. Information from Divisions, needing fuller discussion, should be presented separately under other appropriate agenda items.
Action: Contact Division Chairs to clarify this procedure.
Responsibility: Secretariat and UNGEGN Chair

(g) Effective structures of UNGEGN

- i. Working Groups – concern about the less active Working Groups.
Action: E-mail Convenors to note that a written report of their Working Group should be the first item of their part of the agenda at UNGEGN 2006, and should be filed with the Secretariat before February 15. If they cannot participate in Vienna they should provide the name of their replacement.
Responsibility: UNGEGN Chair (To be followed up later, as needed)
- ii. Divisions – concern about less active or non-functional divisions
Action: To provide every encouragement in any way possible.
- iii. Guidelines for tasks and responsibilities of Working Group Convenors and Division Chairs
Action: Have guidelines in hand to respond to requests.

Responsibility: UNGEGN Chair

(h) Funding issues

See elsewhere in the minutes

(i) Resolutions

- i. Discussion took place on some of the difficulties involved with following up the implementation of resolutions, and the varying nature of the types of resolutions.

Action: Cut and paste the “action” parts of the resolutions; look into types of resolutions and possibility of assessing their implementation.

Responsibility: UNGEGN Chair

- ii. In future there should be more discussion as to what constitutes meaningful resolutions.
- iii. Encourage divisions to include implementation of resolutions as an agenda item in their meetings.

Responsibility: Division Chairs and UNGEGN Chair

- iv. To get geographical names on the agenda of Committee on Development Information/Economic Commission for Africa (CODI/ECA)

Action: Contact CODI re their 2006 agenda, send brochure and UNGEGN 2006 information, and indicate that Mr. Atoui, Vice-Chair of UNGEGN, will be the UNGEGN representative at the meeting.

Responsibility: Secretariat

5. Reporting of the two Working Groups

Both Working Group Chairs will prepare individual reports for UNGEGN 2006 and will divide the content of the minutes of this meeting, as appropriate.

Action: Short summary report to be provided to the UNGEGN Bulletin, January 2006.

Responsibility: Working Group Chairs

6. Next meetings

Working Groups to meet individually after their agenda item in Vienna, and endeavour to recruit participants. A joint meeting might also be considered before the 2007 conference.

Responsibility: Working Group Chairs

7. Acceptance of report

The report was accepted.

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ANNEX 1

Joint meeting of the UNGEGN Working Group on Evaluation and Implementation and the UNGEGN Working Group on Publicity and Funding

Seoul National University

November 28-30, 2005

AGENDA

(Points to follow up from the action items of the meeting of December 2-4, 2003 are shown in brackets against appropriate agenda items.)

1. Welcome
2. Administrative matters (chairs, rapporteur, times, etc.)
3. Mandate, objectives, etc. of the two Working Groups
4. Some “issues” of UN/UNGEGN
 - a. Developing (and other) countries (see minutes 2F)
 - *Work to be undertaken*
 - *Participation*
 - *“Africa initiative”*
 - b. Communication/outreach (see minutes 2G)
 - *UNGEGN Bulletin*
 - *With experts, etc.*
 - *Materials for self-training*
 - c. Recognition and dissemination of UNGEGN work
 - *Publications (basic and technical manuals) – now in hand*
 - *Publications (new UNGEGN leaflet and press kit) – 2006-07*
 - *Publications – 2008-09*
 - *UNGEGN Geographical Names Database*
 - *UNGEGN website*
 - *Other – e.g. toponymic guidelines; dissemination of standardized*

names

- d. Publicity
 - *Current and future activities*
 - *Issues to address*
 - e. Ongoing UN support
 - *Funding*
 - *Personnel*
 - f. Effective meetings (see minutes 2A-2D)
 - *UNGEFN*
 - *UN Conferences*
 - g. Effective structures (see minutes 2E)
 - *Working Groups*
 - *Divisions*
 - *Other*
 - h. Funding issues
 - i. Resolutions (see minutes 1)
 - *Implementation*
 - *Future resolutions*
 - j. Other items for discussion
5. Reporting of the two Working Groups
 - a. What reports to present
 - b. Recommendations of the Working Groups
 6. Next meeting
 7. Acceptance of the report of the meeting

ANNEX 2

Updating of Mandates of the Working Groups for the UNGEGN website

Working Group on Publicity and Funding

... replace paragraph 1 with:

This Working Group was set up following the Sixth UN Conference on the Standardization of Geographical Names in 1992. Its aims are to make the activities of UNGEGN more visible and, where appropriate, to seek or help identify funds to support:

- publication and dissemination of material relevant to the advancement of geographical names standardization;
- provision of training for the development and management of geographical names administration;
- establishment of names authorities;
- participation of delegates in UNGEGN events and activities.

Replace first line of 4th paragraph, with:

Current tasks of the Working Group include:

Working Group on Evaluation and Implementation

Replace 3rd paragraph with:

The work plan includes an evaluation of the functioning and efficacy of UNGEGN and the implementation of resolutions; finding ways to involve member states not currently participating in UNGEGN; looking at the needs of developing countries to achieve national standardization of their geographical names; and proposing actions to increase the effectiveness of the UN Conferences, UNGEGN and its Divisions and Working Groups.