



UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES

Geographical Names Supporting Sustainable Development and
Management of the Pandemic

2021 Session UNGEGN | 3 - 7 May 2021 | @UNSD_GEGN #2021UNGEGN



INFORMATION BULLETIN

No. 60 APRIL 2021

Special 2021 Session Edition





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The *Information Bulletin of the United Nations Group of Experts on Geographical Names* (formerly UNGEGN Newsletter) is issued twice a year by the Secretariat of the Group of Experts. The Secretariat is served by the Statistics Division (UNSD), Department for Economic and Social Affairs (DESA), Secretariat of the United Nations. Contributions and reports received from the Experts of the Group, its Linguistic/Geographical Divisions and its Working Groups are reviewed and edited jointly by the Secretariat and the UNGEGN Working Group on Publicity and Funding. Contributions for the Information Bulletin can only be considered when they are made available digitally in Microsoft Word or compatible format. They should be sent to the following address:

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Previous issues of the Bulletin (formerly Newsletter) can be found at

<https://unstats.un.org/unsd/ungegn/pubs/#bulletin>



NOTE FROM THE SECRETARIAT

We are a few days away from the start of the 2021 session of the United Nations Group of Experts on Geographical Names

Dear Colleagues,

We are now only a few days away from the start of the 2021 session of the United Nations Group of Experts on Geographical Names (UNGEGN), and I am pleased to report that preparations are proceeding full speed ahead, to begin the first virtual meeting on Monday 3 May 2021, at 9:00 am eastern daylight time.



We trust that all delegations wishing to participate have been registered and your speakers have completed their onboarding session on the Interprefy platform, which took place on Wednesday 28th April 2021. We are aware that the registration process for some delegations was not as smooth as was expected and we thank you for your patience and cooperation in this matter. Should you have missed your onboarding session on Interprefy, there is no need to be worried, the platform will be opened one hour prior to the scheduled start of each meeting and speakers will then be able to check their connection and equipment. In addition, to assist delegates in the use of Interprefy, guidelines were circulated in your platform connection email. These guidelines have also been uploaded to the UNGEGN 2021 session webpage on the "other documents" tab.

As you may be aware, your reports and technical papers constitute the basis of the substantive discussions during the session. As of 29 April, we have received 81 written statements for 15

agenda items. Thank you for taking the time to document your combined positions, views, questions, concerns and suggestions. All of your written statements will be uploaded on the UNGEGN website and will be part of the official records for the 2021 session and for posterity. The UNGEGN secretariat, its Bureau and Working Group Conveners have been working diligently to collate and review your statements and are preparing succinct summaries and draft decisions, to be shared with you next week during the course of the virtual session. We acknowledge that the stated deadline to submit written statements has passed. Therefore, to ensure inclusivity and allow all delegations the opportunity to contribute to the deliberations, the continued submission of your written statements is encouraged and welcomed. Please note however that these written statements will be uploaded to the session's webpage in a gradual manner.

Given that the time to take the floor next week will be limited, we encourage delegations wishing to take the floor to advise the UNGEGN secretariat by email in advance of the meetings. In your email we kindly ask that you include the name, division and country of the speaker, and the agenda item to be addressed. In addition, we urge speakers to make their interventions succinct, focused, directly address the agenda item, and should be no more than three minutes.

Please note that you will be able to use the "chat-function" in Interprefy to express your views. We certainly expect rich participatory discussions, particularly on Friday 7 May when we will jointly review the draft report of the session. We are confident that our usual cooperative spirit toward



finding consensus language to move the global geographical names standardization programme forward will prevail

I would also like to take this opportunity to update you on a few administrative matters. During the intersessional period a few of our Bureau and Working Group Members retired. On behalf of the Group, I acknowledge the sterling contributions of Ms. Élisabeth Calvarin (France) and Mr. Leo Dillon (USA), both co-convenors of the Working Group on Country Names, who have retired and are unable to serve in their national capacities. Mr. Hasanuddin Abidin (Indonesia), Vice-Chair of UNGEGN elected in 2019, has recently resigned given competing responsibilities.

In accordance with Rule 9 (3) of the Rules of Procedure of UNGEGN, which states that "If a Vice-Chair or Rapporteur is unable to perform the functions of office, the Chair, with the support of the Group, shall appoint a member of the Group to complete the unexpired portion of the term of office." The Chair, after consultation and having taken the advice of the members of the Bureau, appointed Ms. Susan Birtles (Australia) to replace Mr. Hasanuddin Abidin (Indonesia) as Vice-Chair for the remaining term, until the 2023 session of UNGEGN. Ms. Birtles has provided expert support in the preparation of the draft strategic plan and programme of work 2021-2019, which will be

introduced for discussion and adoption during the session. We thank Ms. Birtles and the Australian Government for making her services and expertise available to the global geographical names standardization community.

We acknowledge that arrangements for this year's UNGEGN session are very different than in previous years, and we are committed to keeping you abreast of session requirements and the latest developments. You will also find relevant practical information continually being made available on the UNGEGN website, please do consult regularly for updates.

Should you have any questions or need any assistance regarding the forthcoming UNGEGN session, please contact Ms. Cecille Blake (blake1@un.org) or Ms. Vilma Frani (frani@un.org). Procedural questions should be addressed to the Secretary of the session, Mr. Irfan Soomro (soomroi@un.org), with copy to Mr. Vincent Wilkinson (wilkinsonv@un.org).

While my staff and I cannot welcome you this year into our UN home, given the challenging circumstances, we are looking forward to joining together around the world for the 2021 session; and then, hopefully meet in person for the third session in 2023.

Stefan Schweinfest
Director UN Statistics Division



TABLE OF IMPORTANT DATES

Session Dates and Times

DATE: Monday 3 to Friday 7 May 2021

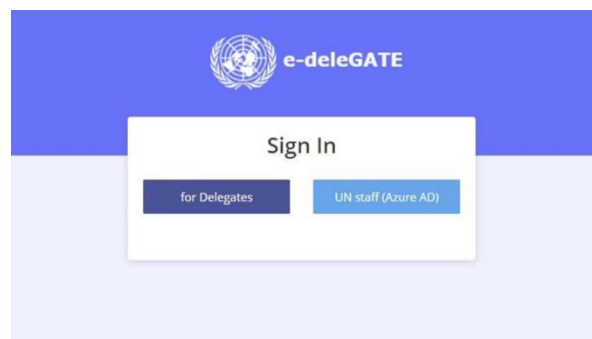
TIMES: morning 9:00 -11 and afternoon 15:00 – 17:00 (EDT/New York Time)

There will be 10 informal meetings. Each virtual meeting will be of two hours; 9 -11 a.m. and 3 - 5 p.m. scheduled for 3 - 7 May 2021.

MODE: The Interprefy virtual platform, with remote simultaneous interpretation in six official languages.

Activities	Time / Due date
Registration for observers (extension)	Due by Friday, 16 April
Secretariat begins to accept written statements	Thursday, 14 April
UNGE GN Global Conversation	Thursday, 15 April 8:00 -9:30
Last day to submit written statements	Due by Friday, 23 April
Newcomers orientation session	Tuesday, 27 April
UNGE GN Day 1 (Opening)	Monday, 3 May: 09:00 – 11:00 & 15:00 – 17:00
UNGE GN Day 2	Tuesday, 4 May: 09:00 – 11:00 & 15:00 – 17:00
UNGE GN Day 3	Wednesday, 5 May: 09:00 – 11:00 & 15:00 – 17:00
UNGE GN Day 4	Thursday, 6 May: 09:00 – 11:00 & 15:00 – 17:00
UNGE GN Day 5 (Closing)	Friday, 7 May: 09:00 – 11:00 & 15:00 – 17:00

Registration



In the two weeks prior to the UNGE GN session, there will be “onboarding” provided which will be facilitated by conference services. All delegates who would be actively participating in the session will receive onboarding training. Additional information will be provided in due course. Delegations must be registered through their Permanent Mission in New York to receive access information.

Country delegations must register through their Permanent Missions in New York. Please refer to the Note Verbale sent to all Permanent Missions to the United Nations in New York on 3 February 2021 located under Other Documents at: https://unstats.un.org/unsd/ungegn/sessions/2nd_session_2021/

Failure to register means no connection to the virtual platform for the 2021 UNGE GN session



THEME FOR THE SESSION AND RELEVANCE

Geographical Names Supporting Sustainable Development and Management of the Pandemic

Someday is suddenly here

Almost every participant described the pandemic as a catalyst for his or her agency. "It has accelerated our roadmap," one said. Although the technical tools were already in place, workplace habits had not yet caught up — until COVID-19 forced the change. "The pandemic took us to a place in the course of 30 to 60 days where I thought we would probably be in two to three years.... A lot of the cultural and policy changes really accelerated."

Session Objectives

The theme for the second session is "**Geographical names supporting sustainable development and management of the pandemic**". It is aligned to the theme of the 2021 high-level political forum on sustainable development as defined by the General Assembly in resolution 74/298, "Sustainable and resilient recovery from the COVID-19 pandemic that promotes the economic, social and environmental dimensions of sustainable development: building an inclusive and effective path for the achievement of the 2030 Agenda in the context of the decade of action and delivery for sustainable development". The alignment of themes supports General Assembly resolution 70/1, in which it called for Economic and Social Council intergovernmental bodies and forums to reflect the integrated nature of the Sustainable Development Goals as well as the interlinkages between them.

UNEGN sessions provide a forum where experts are able to learn and share best practices and norms, new developments in geographical names administration and standardization. The session also highlights the Group's role as an enabler in preserving cultural heritage and where appropriate support relevant aspects of the 2030 Agenda for Sustainable Development.



United Nations
Group of Experts
on Geographical Names



UNEGN
**Encouraging the creation of
national names authorities**

Work Programme

The session agenda has 21 items, 10 of which are substantive items on their work programme. The following are some major topics to be addressed during the session:

- [2021 - 2029 Strategic Plan and Work Programme](#),
- place names supporting sustainable development,
- National standardization of geographical names
- toponymic data files and gazetteers,
- toponymic education
- romanization systems,
- and geographical names as cultural heritage.

Other Activities

A series of side events consisting of working groups and divisional meetings, special workshops and an orientation session for new attendees will be held in the weeks prior to the session. We are committed to keeping you, our national representatives, observers and special interest groups informed on the progress of session arrangements. Therefore, we encourage you to continue to monitor this website for updates and announcements.



Side Events

List of Side Event to the 2021 UNGEGN Session

25 MARCH (THURSDAY)

07:30 - 09:00am EDT

UNEGN Draft Strategic Plan and Programme of Work 2021-2029

Organizer: UNGEGN Secretariat

Contact person: UNGEGN

Secretariat (geoinfo_unsd@un.org)

[Flyer](#) [Agenda](#) [Presentation material](#)

15 APRIL (THURSDAY)

08:00 - 09:30am EDT

UNEGN Global Conversation

Organizer: UNGEGN Secretariat

Contact person: UNGEGN

Secretariat (geoinfo_unsd@un.org)

[Flyer](#) [Meeting link](#) [Presentation material](#) [Recording](#)

21 APRIL (WEDNESDAY)

02:00 - 3:30pm CET / 08:00-09:30am EDT

virtual meeting of the Working Group on Geographical Names Data Management

Organizer: Working Group on Geographical Names Data Management

Contact person: Mr. Pier-Giorgio.Zaccheddu (Pier-Giorgio.Zaccheddu@bkg.bund.de)

[Agenda](#) [Meeting link](#)

27 APRIL (TUESDAY)

08:00 - 09:00am EDT

New Comers Orientation Session

Organizer: UNGEGN Secretariat

Contact person: UNGEGN

Secretariat (geoinfo_unsd@un.org)

[Flyer](#) [Meeting link](#) [Presentation material](#) [Recording](#)

28 APRIL (WEDNESDAY)

8:00-9:00 EDT/14:00-15:00 CET

East Central and South - East Europe Division meeting

Organizer: East Central and South-East Europe Division

Contact person: Ms. Darina

Porubčanova (darina.porubcanova@skgeodesy.sk)

[Meeting link](#) [Presentation material](#)

4 MAY (TUESDAY)

8:00 - 9:00 am (EDT)

Working Group on Exonyms Business Meeting

Organizer: Working Group on Exonyms

Contact person: Mr. Kohei

Watanabe (kw10004@cam.ac.uk)

5 MAY (WEDNESDAY)

1:00 - 2:00pm (EDT)

Business meeting of the Joint ICA/IGU Commission on Toponymy

Organizer: Joint ICA/IGU Commission on Toponymy

Contact person: Mr. Peter

Jordan (peter.jordan@oeaw.ac.at)

[Agenda](#) and [Meeting link](#)

07:30 - 8:45am (EDT)

COVID-19 and Inclusion in Geographical Names Standardization

Organizer: UNGEGN Secretariat

Contact person: UNGEGN

Secretariat (geoinfo_unsd@un.org)

6 MAY (THURSDAY)

08:00 - 09:00am (EDT)

Working Group meeting

Organizer: Working Group on Geographical Names as Cultural Heritage

Contact person/s: Ms. Annette

Torensjö (annette.torensjo@isof.se) and Ms. Leila

Mattfolk (leila.mattfolk@isof.se)

[Agenda](#)



How to Complete a Statement Template

Given that the session will be virtual, with reduced meeting times, delegates are provided the opportunity to contribute to the discussions through written statements. These statements constitute the interventions delegations would normally make from the floor during the session. Therefore, delegations are encouraged to read the papers for agenda items 3 to 15 and submit your corresponding written statements.

It is vital that Governments and experts comply with the above-mentioned deadlines so that their documents may be issued and made accessible on the website of the Group of Experts of Experts (https://unstats.un.org/unsd/ungegn/sessions/2nd_session_2021/), before the convening of the session.

- a. Written statements referring to specific agenda items can be submitted by the Heads of Delegation or designated officials on their behalf (as provided in formal notification to the Secretariat).
- b. Under each agenda item, a template for statements will be available on the UNGEKN 2021session’s website.
- c. Delegates are invited to submit the form, preferably as a pdf file, to the Secretariat (blake1@un.org and frani@un.org).
- d. All forms received will be time-stamped and uploaded to the UNGEKN 2021 session website, in the language received, as soon as feasible (except over weekends).
- e. Please use a separate form for each agenda item. The submission of written statements will help facilitate discussions and general debate.
- f. Due to the potential volume of submissions in a condensed period, we encourage written statements to be brief, provided in English if possible, focused on the main discussion items for the Group of Expert.

Further information on the written statements, including the templates for each agenda item, can be found at:

https://unstats.un.org/unsd/ungegn/sessions/2nd_session_2021/#statements



Written Statements are still being accepted

Statement template can be downloaded by clicking below:

[Template \(Word document\)](#)



STATEMENT/INTERVENTION

Item Number: Click or tap here to enter text.	
Item Name: Click or tap here to enter text.	
Statement/intervention provided by: Click or tap here to enter text.	
Statement/intervention: Click or tap here to enter text.	
Submitted on:	Click or tap to enter a date.

Written statements may be submitted by the following:

- Member States: by the Head of Delegation, Representative or Lead Member or Permanent Missions to the UN in New York;
- UNGEKN Geographical and Linguistic Divisions: by the Chair/President; and
- Observers: by the designated Lead Person of the entity



Virtual Meeting Rules

General meeting rules are important

UNEGN sessions provide a forum where experts are able to learn and share best practices and norms, new developments in geographical names administration and standardization. The session also highlights the Group's role as an enabler in preserving cultural heritage and where appropriate support relevant aspects of the 2030 Agenda for Sustainable Development. The second session will address the theme "Geographical Names Supporting Sustainable Development and Management of the Pandemic", which supports General Assembly resolution 70/1, which called for ECOSOC inter-governmental bodies and forums to reflect the integrated nature of the sustainable development goals (SDGs) as well as the interlinkages between them.

VIRTUAL MEETING CHECKLIST

- Be punctual

- Read the meeting agenda

- Ensure your mic and camera are working

- Join from a quiet, distraction-free area

- Mute your mic when you're not speaking

- Turn off your phone

- Pay attention to the meeting host

- **Be punctual.** Just because it's a virtual meeting, doesn't mean you can join or leave at your preferred timings.
- **Make sure you read the meeting agenda** and come prepared to save everyone's time.
- **Ensure your mic and webcam are working** and check the link prior to the meeting to make sure you've downloaded any software required.
- **Try to select a quiet, distraction-free area** to join the meeting.
- **Mute your mic** if you aren't speaking to prevent any background noise from seeping into the online meeting.
- **Turn off your phone** or put it to silent mode to reduce the odds of interruption.
- **Pay attention to the meeting.** Refrain from checking your phone or inbox, surfing the web or the like.

WEB CONFERENCE NETIQUETTE

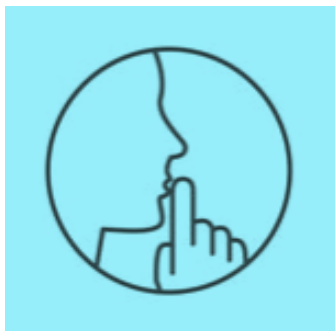
 Ensure proper lighting	 Mute yourself	 Ambient noise
<p>Make sure you have light around your face. Too much light from behind (such as from a window) will make you look like a shadow.</p>	<p>If you are not actively talking or preparing to talk, then make sure you are muted.</p>	<p>Be mindful of the sound which may emanate from your surroundings and adjust accordingly. Mute notifications from your computer, phone, or other devices.</p>
 Adjust the angle	 Dress to impress	 Avoid typing
<p>If you have a webcam, place it on top of a monitor. If you are conferencing from a laptop, make sure it is bolstered to eye level. Invest in a wireless keyboard and mouse.</p>	<p>You want to make a good impression. At minimum, have an appropriate top on, even if you are wearing house slippers</p>	<p>Typing during a meeting can be very distracting. Not only does it make a lot of noise, but it signals that the attendee is not attentive.</p>
 Refrain from eating	 Monitor chat	 Maintain "eye" contact
<p>Rule of thumb: if you wouldn't bring food into a meeting or classroom, then don't eat during a web conference.</p>	<p>Make sure to check the chat window periodically throughout the meeting.</p>	<p>Be mindful that your audience is the webcam. As awkward as it may be, look at the webcam lens when talking or listening.</p>
 Check your tech	 Keep background professional	 Stay seated and focus
<p>Test your equipment before your web conference. Familiarize yourself with your webcam and mic, and with the functionality of GoToMeeting. Log in a few minutes before the call.</p>	<p>Be mindful that your background will reflect on you. Make sure that your surroundings are tidy and not distracting.</p>	<p>Avoid checking email, using your phone, or moving around during your web conference. If you need to excuse yourself, notify in chat and turn off your webcam.</p>

Created by: Dr Sean Nufer | Department of Educational Technology | TCS Education System



What is Silence Procedure

The silence procedure provides UN Member States with at least 72 hours to raise objections on a draft resolution or decision, and allows for explanations of position. Voting is not currently possible in this scenario for technical reasons. If the silence is not broken, the decision should be considered adopted. Upon expiration of 72 hours, the Chair will inform all UN Member States whether the silence was passed or broke.



the subsidiary organs of the Economic and Social Council during the coronavirus disease (COVID-19) pandemic at the 2021 session of the Council”) have utilized the silence procedure modality for their decisions making.

On 24 February 2021, ECOSOC in accordance with its decision 2021/213, entitled “Procedure for taking decisions of the sessional bodies and subsidiary organs of the Economic and Social Council during the coronavirus disease (COVID-19) pandemic at the 2021 session of the Council” authorized its sessional bodies and subsidiary organs to apply the decision-making (silence) procedure set out in ECOSOC decision 2020/205 of 3 April 2020.

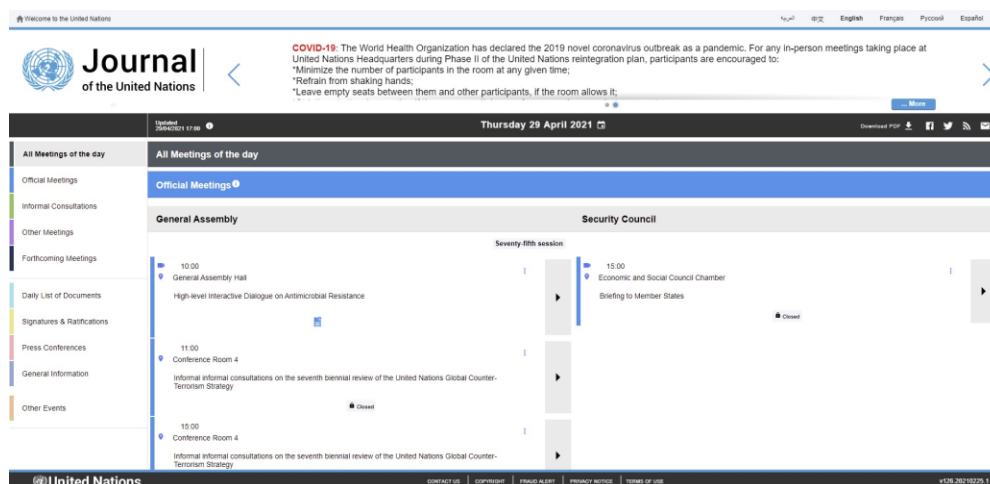
The draft report of 2021 session of the Group of Experts including the text of the draft decisions should be adopted under silence procedure on the basis of the special approval from ECOSOC bearing in mind the specificity of UNGEKN and its inability of taking action at in-person meetings

UN Daily Journal (New York)

The [Journal of the United Nations](#) provides current information about meetings of UN bodies, including:

- Location and time of formal **meetings** scheduled for the day
- **Symbols** of documents to be considered at the meeting
- **Summaries** of the previous day's meetings

Consultations, informal meetings, side events, and other announcements may also be listed in the Journal.





UN Document Symbols—What do they mean

UN Document Symbols

Each UN document has a **unique symbol** at the top right of the document or on the cover page.

All **language versions** of a document have the same symbol.



Symbols include both letters and numbers. Some elements of the symbol have meaning, while other elements do not.

In general, the symbol **does not indicate the topic** of the document. Some publications have both a symbol and a sales number.

Structure of the Symbols

First component

The first component indicates the **organ to which the document is submitted** or the organ that is issuing the document.

- A/- General Assembly
- S/- Security Council
- E/- Economic and Social Council
- ST/- Secretariat

Some bodies have a special series symbol that does not reflect the parent organ. For example:

- CRC/C/- Committee on the Rights of the Child
- DP/- United Nations Development Programme
- TD/- United Nations Conference on Trade and Development
- UNEP/- United Nations Environment Programme



Second component

Secondary and tertiary components indicate **subsidiary bodies**:

. .../-	Commission
-/CONF. .../-	Conference
-/GC. .../-	Governing council
-/PC/. .../-	Preparatory committee

Special components

Special components reflect the **nature of the document**:

CRP. ...	Conference room paper
-/INF/-	Information series (e.g., lists of participants)
-/L. ...	Limited distribution (generally draft documents)

Final component

The final component reflects **modifications** to the original text:

/Add....	Addendum
-/Amend....	Amendment: Alteration by decision of a competent authority, of a portion of an adopted formal text
-/Corr....	Corrigendum (which may not apply to all language versions)
-/Rev....	Revision (replacing texts previously issued)

Session or year component

Many document symbols include **sessional or year components** following the body elements.

General Assembly	session	31st sess. (1976)-	A/ 31 /99
Security Council	year	1994-	S/ 1994 /99
Economic and Social council	year	1978-	E/ 1978 /99



Important Weblinks for the 2nd/2021 UNGEKN Session



1. UNGEKN 2021/ 2nd Session webpage

https://unstats.un.org/unsd/ungekn/sessions/2nd_session_2021/

2. Session modalities and arrangements:

https://unstats.un.org/unsd/ungekn/sessions/2nd_session_2021/documents/UNGEKN_Proposed_modalities_2021session-Final.pdf

3. Frequently asked questions, 2021 Session UNGEKN:

https://unstats.un.org/unsd/ungekn/sessions/2nd_session_2021/documents/FAQ-22_March_2021.DGACM.IS.pdf

4. Annotated Provisional Agenda:

https://unstats.un.org/unsd/ungekn/sessions/2nd_session_2021/documents/GEGN.2_2021_1_Rev1_Annotated_provisional_agenda.pdf

5. Organization of Work:

https://unstats.un.org/unsd/ungekn/sessions/2nd_session_2021/documents/GEGN.2_2021_3-Organization_of_Work_E.pdf

What to expect during the Session

Delegates need to have 2 important documents on hand to guide their preparations before and during the session.

1. **Annotated Provisional Agenda**, GEGN.2/2021/1/Rev.1 and
2. **Organization of work**, GEGN.2/2021/3



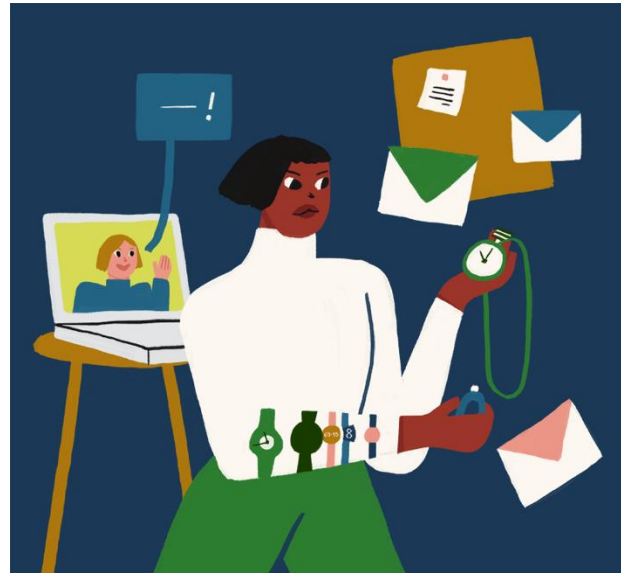
Survival Guide to Virtual Meetings Across Time Zones

Everything changed when the COVID-19 crisis hit in early 2020 — including agencies' IT modernization plans. Although certain initiatives immediately proved their worth, allowing for remote work at a previously unimaginable scale, others had to be accelerated or rethought entirely. While agencies have adjusted to the requirements dictated by the COVID-19 outbreak, they must now consider lessons learned and determine what can be accommodated to host international virtual meeting to effectively deliver the UN mandates.

Online tool to convert the time accurately

Utilize <https://www.worldtimebuddy.com/>

1. Set New York as the "Home" time zone as EDT/New York Time is the time zone that the meeting will be held;
2. Add the city and the country where you will be joining the meeting from;
3. Choose 9:00 to 11:00 and 15:00 to 17:00 and click on "Link to the Selection" to get the link containing the time in your time zone for the meeting; or click on the "Gmail" button to send it to your Google calendar;
4. Mark the corresponding time to your calendar on your phone to avoid mistakes on time conversion as it will be going on for consecutive five days.



Let your phone do the work. That smartphone in your pocket is good for so much more than Candy Crush, selfies, and Instagram. It is time to put that phone to a better use.

Your clock app can be your best friend when attending a virtual meeting across time zones. Use the world clock to know what time it is wherever your Secretariat is located. There are plenty of other apps and website that can help you do this, but I find this one to be the simplest, and, it's always with me.

The screenshot shows the WorldTimeBuddy website interface. At the top, there are navigation links for 'Features', 'Widgets', and 'Mobile App', along with social media buttons for 'Like 71K', 'Save', and 'Tweet'. A 'Sign In' button and a clock showing '24' and 'MX' are also visible. The main content area displays a meeting for 'New York...' on 'Mon, May 3' from '9:00a - 11:00a'. Below this, there are calendar views for 'MON MAY 3' and 'TUE MAY 4'. A 'LINK TO THIS SELECTION' button is circled in red in the top right corner of the interface.

During the preparation of the conference, meetings with friends and family members online is a great way to help increase your comfort level with the technology. Learning to overcome any preconceived notions of discomfort isn't easy for people who have never worked on a distributed team. The first step toward hosting a productive online meeting is breaking the ice and making sure everyone in the meeting is comfortable and ready to proceed in a meaningful discussion.



Important Points to Note

- ***Check, check, and double-check.***

You might think that one-hour time conversion is simpler than an eight-hour one. The shorter the time change, the more likely that it will be confusing. People's brain likes to convert the wrong direction when they are dealing with just an hour or two. Since this meeting is scheduled in different time zone, check and double-check that you've done your math correctly.

- ***Start living in the meeting time zone (EDT) one week before the meeting.***

To better prepare yourself to our meeting that will happen at the middle of the night for some of the participants, get in the time "zone" for one week before the meeting starts. This will enable your body to adjust to the New York time zone and prevent for the virtual "jet-lag".

- ***Have patience with response times.***

The digital age brought with it the ability to receive immediate responses. I think for all of our health, we need to cool this expectation. For pertinent emails, if someone doesn't get back right away, please remain patient. Not everyone is always online. It doesn't mean they're not attentive to the meeting.

- ***Be aware of time and cultural differences.***

Be aware and sensitive to the fact that you might be starting your day when someone else is ending theirs.

There's a major difference between work habits in Europe, the U.S., Scandinavia, and Southeast Asia. It is also important to be aware of any language barriers that clients might have. When there is a language barrier, it just takes a little extra time to make sure both parties understand what is expected.¹ The Secretariat will be responsible for steering meeting through such disruptive change, ensuring employees can connect, support the mission and sustain productivity for the long haul.

- ***Remain vigilant and proactive.***

Be present. Secretariat is focused on building a sustainable remote workforce that enables the flexibility, reliability, and agility needed in today's unpredictable environment.² If for any reason you are having a difficulty connecting to the meeting or being able to follow the meeting, please contact us and we will accommodate your needs. Therefore, it is crucial they proactively talk with their teams about their needs and performance and integrate this feedback to make sure that the participants feel part of a cohesive conference.³

- ***Expect the worst***

Be prepared to work long hours for this UNGE GN meeting from one week before the meeting, during the meeting, and after the meeting. When you have successfully represented in the meeting, schedule for a vacation or stay-cation!

¹ The Library, 15 tips for working across time zones, <https://www.zendesk.com/blog/tips-for-working-across-time-zones/>

² "The shift to telework: Advice and lessons learned", The Technology that Drives Government IT, GCN. 6th April, 2021

³ "The shift to telework: Advice and lessons learned", The Technology that Drives Government IT, GCN. 6th April, 2021



COVID-19 and Inclusion in Geographical Names Standardization

Contribute to the discussions on **COVID-19 and Inclusion in Geographical Names Standardization** by completing the on-line survey available here <https://forms.office.com/r/BJF2HbMs3z>

Become members of the Working Groups

Delegates are invited to become members of the Working Groups and Task teams



1. [Working Group on Geographical Names Data Management](#)
 2. [Working Group on Toponymic Terminology](#)
 3. [Working Group on Publicity and Funding](#)
 4. [Working Group on Romanization Systems](#)
 5. [Working Group on Training Courses in Toponymy](#)
 6. [Working Group on Evaluation and Implementation](#)
 7. [Working Group on Exonyms](#)
 8. [Working Group on Geographical Names as Cultural Heritage](#)
- A. [Task Team for Africa](#)
 - B. [Toponymic Guidelines for Map and Other Editors for International Use](#)

E-mail contact for Working Group Convenors are available on the UNEGGN webpage <https://unstats.un.org/unsd/ungegn/bureau/>



The UNGEGN Bureau



United Nations Group of Experts on Geographical Names

The UNGEGN Bureau guides the activities of the Group during and between its sessions. The Group of Experts elect a Chair, two Vice-Chairs and two Rapporteurs from among the representatives of Member States. The members of the Bureau serve for two sessions and until the terms of office of their successors commence. They shall be eligible for re-election.

The officers of the current UNGEGN Bureau is as follows and their term of office is 2021 to 2023.

Chair

Mr. Pierre Jaillard (France)



Pierre Jaillard has worked at the Ministry of the Economy for some thirty years. He has chaired the French Commission on Toponymy for 17 years. He defends the cultural dimension of place names and the linguistic diversity in their use, in accordance with the French diplomatic tradition. He is also vice-president of the association

Patrimoine sans frontières ("Cultural Heritage Without Borders") and has been deputy mayor in charge of cultural action

Vice Chairs

Mr. Sungjae Choo (Republic of Korea)



Professor of Geography, Kyung Hee University
Chair of the Korea Committee on Geographical Names
Delegate of the Republic of Korea to UNGEGN since 2006

Ms Susan Birtles (Australia)



Senior Policy Advisor
Spatial Information
Department of Resources

Rapporteurs

Mr. Trent C. Palmer (USA)



Executive Secretary for Foreign Names
U.S. Board on Geographic Names
National Geospatial-Intelligence Agency

Ms. Wendy Shaw (New Zealand)



Secretary, New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa
Office of the Surveyor-General
Land Information New Zealand
Toitū Te Whenua
Delegate of New Zealand to UNGEGN since 2007