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English

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**United Nations Group of Experts on  
Geographical Names**

**2023 session**

New York, 1 – 5 May 2023

**Item 4(b) of the provisional agenda \***

**Reports: Divisions of the Group of Experts**

**Publication and archiving of information on the  
geographical and linguistic divisions of the Group of  
Experts on the Group's website**

Submitted by the Norden Division \*\*

Summary:

The full working paper provides an outline of a proposal, with background information, that the Bureau of the United Nations Group of Experts on Geographical Names consider the possibility of divisions' submitting minutes of division meetings and other relevant documents for uploading and archiving on the Group's website (similarly to how minutes of working group meetings are filed).

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\*\* Prepared by the Chair and Vice-Chair of Norden Division, Emily Lethbridge (Iceland) and Peder Gammeltoft (Norway)

## **Proposal for publication and archiving of Division information and minutes on the UNGEGN homepage**

### **1. Background:**

The Norden Division website at <https://nordendivision.nfi.ku.dk/> (hosted on the University of Copenhagen web server) has not been updated for several years. Of particular importance, members' contact details are not up-to-date. The complications that accompany websites that are tied to individuals/institutes, and the lack of sustainability of this model, have been discussed at several Division meetings and are noted, e.g., in the Division report for the 2021 UNGEGN session (see [https://unstats.un.org/unsd/ungegn/sessions/2nd\\_session\\_2021/documents/GEGN.2\\_2021\\_11\\_CRP11\\_4b\\_NordenDivision.pdf](https://unstats.un.org/unsd/ungegn/sessions/2nd_session_2021/documents/GEGN.2_2021_11_CRP11_4b_NordenDivision.pdf)).

The Norden Division Chairship are convinced that our division is not the only division with similar challenges. Many of the Divisions, linguistic as well as regional divisions are spread over a huge geographical area and include participants from a large number of institutions. Usually, the responsibility of the homepage follows the Chair and with a change of divisional management to another country or institution, the problem of porting the divisional web page usually becomes crucial.

Not all institutions have sufficient administrative or technical staff, and management may be reluctant to invest in establishing and managing a homepage which is effectively that of an external organization.

### **2. Proposal:**

That the UNGEGN Bureau considers the possibility of Divisions submitting minutes of Division meetings for uploading and archiving on the UNGEGN homepage (in a similar way to how minutes of Working Group meetings are).

- Division meeting summaries would be uploaded as documents to the current system, and one document could contain current information about division/members. Additional documents could (if wanted) cover key points about legislation in individual countries, name authorities and other issues of importance. These documents would only be updated when needed (i.e. when information becomes obsolete).
- Division chairs would be encouraged to submit concise information of a stable nature and regarding Division meetings, so that the Secretariat is not overburdened.
- Images would not be submitted for publication, other than as inserted in documents.

The proposal considers the fact that this will increase the workload for the secretariat but notes that it will facilitate the monitoring by the Bureau of activities and progress in individual divisions, by having all relevant information in one place. In this way the proposal will contribute to fulfilling strategy aims and creating a more informed and active UNGEGN community, in which divisions play a renewed and important role in fulfilling the UNGEGN Strategy.

### **3. Possible implementation of the proposal**

One way of implementing this proposal, is to introduce a) a new generic section/tab, *Meetings*, as well as b) an extension to the content of the existing section *Documents*:

- a) The *Meetings* section is envisaged to be implemented for all division subpages in the form of a tab on the divisional homepage called *Meetings* (see Figure 1 below), where minutes of division meetings can be posted according to the proposal of this report – or any other direction the UNGEGN may wish to implement. The content on this should include only

Division Meeting Minutes, in the form of links to named and dated PDF-documents. Similar document retrieval implementations are found both in the *Documents* section as well as on the Working Groups pages, so this is considered a doable extension to the divisional pages.

- b) The extension to the *Documents* section (see Figure 2 below) is suggested to be in the form of a new *About the Division* bullet point with tab-indented sub-points of relevance to the Division's work. However, two sections, *Information* and *Participants* should be considered mandatory. The former outlining the division, its participating countries and mandate, etc. The Participants section should display information about who is participating in the divisional work, their affiliation and possibly contact information.

The authors note that an existing, nearly similar implementation to this proposal can be found under the section *Documents* on the Arabic Division page, where conference information about participants, agenda and report is available under tab-indented links. Thus, this extension is also considered doable.

#### 4. Points for discussion

It is hoped that this proposal is positively received by the UNGEGN and the Secretariat. The authors are willing to act as consultants for this proposal. The Group of Experts is invited to:

1. express its views on the proposal and discuss issues raised in support or against the possible implementation of the proposal.

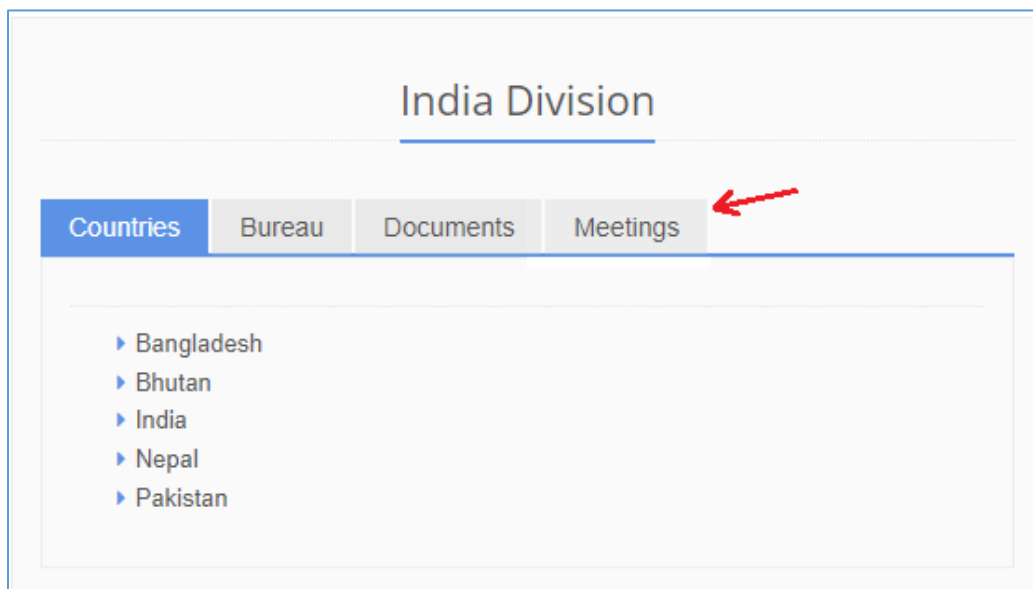


Figure 1. Concept illustration of additional tab on Division pages for posting meeting reports or minutes. The red arrow shows the tab needing to be added.

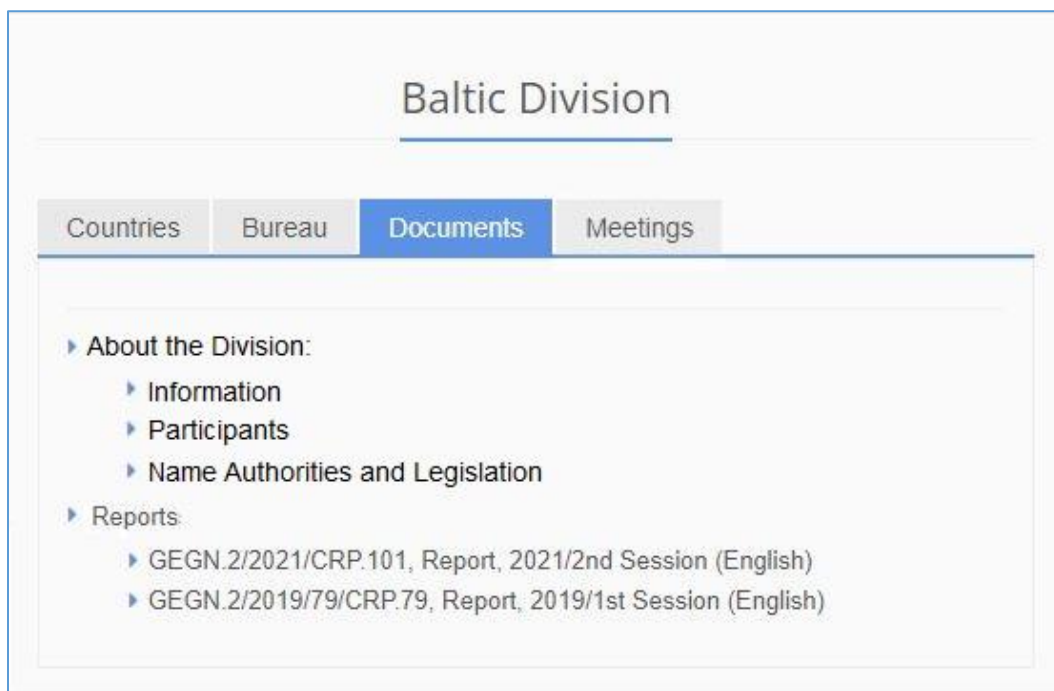


Figure 2. Concept illustration of possible layout of 'Documents' tab, with 'About the Division' links added. The actual sub-links can be adapted to suit divisional requirements. Divisions themselves maintain the information and assure they are up-to-date.