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Other geographical names issues

**Standard operating procedures testing for geographical names
standardization in Indonesia**

Submitted by Indonesia ^{**}

Summary:

In 2024, the Geospatial Information Agency of Indonesia (BIG) initiated the development of Standard Operating Procedures (SOPs) for the standardization of geographical names under Government Regulation No. 2/2021. These SOPs aim to ensure consistency, efficiency, and data quality throughout the standardization process. To ensure that the SOPs could be effectively applied by relevant stakeholders, especially local governments, including the wider public.

The testing began with the provincial and regency/city verification SOPs in July, in collaboration with the West Java provincial and regency/city governments. By November 2024, testing was further expanded to include SOPs for preparation processes, data collection, and naming methodologies, conducted in partnership with the Central Java provincial and regency/city governments.

This systematic approach underscores BIG's commitment to improving the geographical names standardization framework through comprehensive testing and collaboration.

¹* GEGN.2/2025/1

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Standard Operating Procedures (SOPs) Testing for Geographical Names Standardization in Indonesia

Introduction

Based on Government Regulation Number 2 of 2021, the standardization of geographical names in Indonesia consists of several stages: Data Collection, Verification, Announcement, Standardization, Gazetteer Compilation, and Name Changes. To support this process, the Geospatial Information Agency of Indonesia (BIG) has developed Norms, Standards, Procedures, and Criteria, which include several Standard Operating Procedures (SOPs) that serve as guidelines for each stage. These SOPs ensure that the resulting geographical name data complies with applicable standards and regulations. To provide a clearer illustration of the stages involved in the standardization of geographical names in Indonesia, the following diagram offers a more detailed explanation

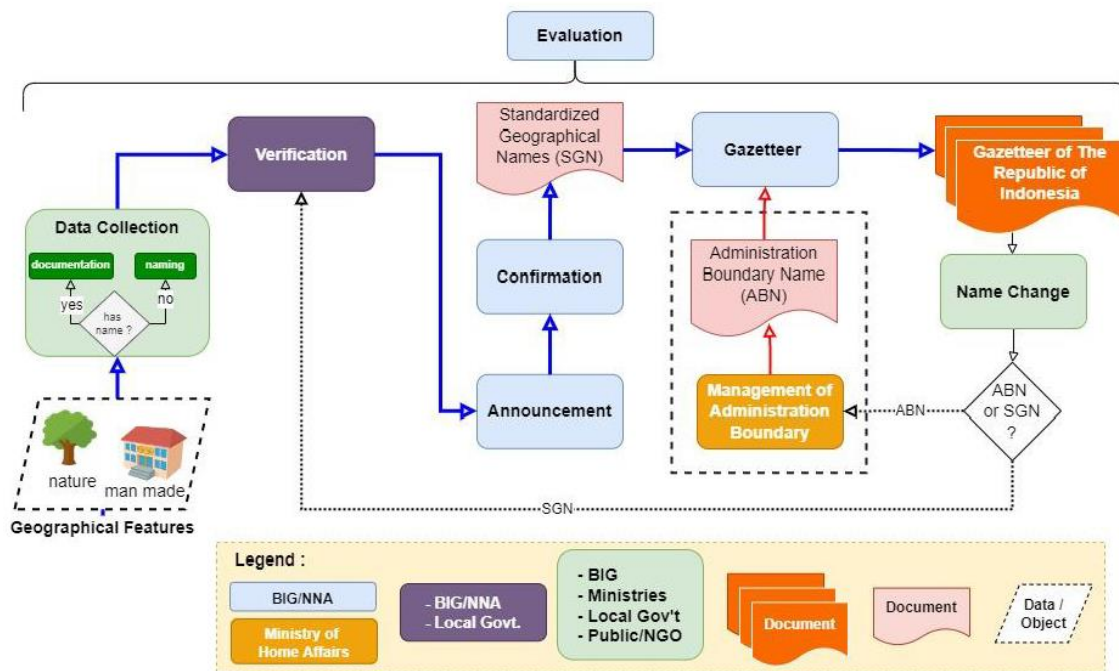


Figure 1. The Geographical Names Standardization Process in Indonesia

To validate its effectiveness, the drafted SOPs must be tested to ensure its applicability for users. The SOPs Testing aims to evaluate the SOP documents for geographical name administration at certain levels. This evaluation ensures that the final SOPs aligns with national standards and regulations and is suitable for nationwide implementation.

Urgency of the SOPs

The SOPs for all stages of geographical names standardization is essential to ensuring that each stage is carried out systematically, accurately, and in compliance with BIG Regulation No. 6 of 2023 on the Implementation of Government Regulation No. 2 of 2021 of geographical names standardization. The SOPs provides clear guidelines on data collection methods, authorized data sources, and procedures for verifying and validating collected names.

By adhering to the SOPs, the quality of geographical name data collected by the administrators can be maintained, ensuring consistency with geographical naming principles. Additionally, the SOPs enhance coordination among various stakeholders, including the central government, local governments, and the

public, to ensure that geographical names are determined based on historical, cultural, and legal considerations. Effective implementation of the SOPs will support a more systematic, high-quality, and accountable geographical name standardization process.

The SOPs for Standardized Geographical Names in Indonesia

From 2023 to 2025, BIG successfully completed the drafting of 18 documents to support the standardization of geographical names in Indonesia. The complete list and status of SOPs drafts, along with the latest status, can be found in the table below.

No	Title of SOP's	Status
1	SOP for Preparation of Geographical Names Data Collection	Tested
2	SOP for Geographical Names Data Collection	Tested
3	SOP for Geographical Features Naming	Tested
4	SOP for Geographical Names Verification at the Regency/City Level	Tested
5	SOP for Recommendation Letter Issuance by the Provincial Government	Tested
6	SOP for Geographical Names Verification at the Provincial Government Level	Tested
7	SOP for Geographical Names Verification at the Central Government Level	Tested
8	SOP for Geographical Names Data Announcement	Tested
9	SOP for Verification of Geographical Names in Response to Feedback	Tested
10	SOP for Standardized Geographical Names	Tested
11	SOP for the Preparation of the Indonesian National Gazetteer Creation	Not Tested Yet
12	SOP for Standardized Geographical Names Changes	Not Tested Yet
13	SOP for Gazetteer of the Republic of Indonesia Reporting to the President	Not Tested Yet
14	SOP for Preparing the National Report for Geographical Names Notification to International Forums	Not Tested Yet
15	SOP for Geographical Names Standardization Evaluation	Not Tested Yet
16	SOP for Preparation of Geographical Names Management	Not Tested Yet
17	Guidelines for Geographical Names Verification	Not Tested Yet
18	Guidelines for Bhumandala Geographical Names Awards	Not Tested Yet

Table 1. List of SOPs for the Standardization of Geographical Names in Indonesia

The following is an example of an SOP developed by BIG, namely the SOP for Geographical Names data collection:

Geographical Names Data Collection							
Activity	Administrator			Quality Standard			Remarks
	Gov Institutions	Public	Other Parties	Tools	Time	Output	
Planning the geographical names data collection	Start		Start	1. List of Geographical Names 2. Laptop/PC 3. Web browser 4. User Guide of SINAR for Geographical Name Data Collection	1 day	Geographical Names Data Collection Plan	<ul style="list-style-type: none"> The geographical names data collection aims to complete geographical name information based on the results of the preparation for name collection, involving the community. Other parties may conduct geographical name data collection and submit it to the geographical names administrators. In conducting geographical name data collection, the geographical names administrators may coordinate with BIG
Collecting geographical name information along with supporting information				1. List of Geographical Names 2. Laptop/PC 3. Web browser 4. SOP of field data collection 5. SOP of crowdsourcing 6. SOP of secondary data compilation 7. SOP of participatory mapping	based on the geographical names collection method used	Geographical name information accompanied by supporting information or documents from FGD (Focus Group Discussion)/consultation/deliberation results	Geographical name information is completed with supporting information Public participation is carried out through: a. Public consultation b. Deliberation c. Socialization d. Seminars e. Workshops f. Discussions g. Other forms of community participation
Submitting the results of geographical names data collection through SINAR	Done			1. Laptop/PC connected to the internet. 2. Web browser. 3. SINAR and the login credential 6. Geographical name information accompanied by supporting information 7. Documents from FGD (Focus Group Discussion)/consultation/deliberation result 8. User Guide of SINAR for Geographical Name Data Collection	1 day	Geographical names successfully uploaded through SINAR	Geographical names successfully uploaded through SINAR. A geographical feature has undergone several name changes; its information is supplemented with previous geographical names along with the period during which each name was used.

Figure 2. SOP for Geographical Names Data Collection

SOPs Testing for Better Implementation

The SOPs implementation testing involves geographical names administrators at the central and local government level, with the expectation that the results will provide valuable feedback on parts of the procedures that may require improvements or adjustments. These revisions are essential to ensure that the SOPs become more adaptive to changing organizational needs or field conditions.

No	Title of SOP's	SOP Testing Targets	Testing Schedule
1	SOP for Preparation of Geographical Names Data Collection	The Administrators in the Provincial Government and the Regency/City Governments in Central Java.	November 2024
2	SOP for Geographical Names Data Collection		
3	SOP for Geographical Features Naming		
4	SOP for Geographical Names Verification at the Regency/City Level		July 2024

No	Title of SOP's	SOP Testing Targets	Testing Schedule
5	SOP for Recommendation Letter Issuance by the Provincial Government	The Administrators in the Provincial Government and the Regency/City Governments in West Java.	
6	SOP for Geographical Names Verification at the Provincial Government Level		
7	SOP for Geographical Names Verification at the Central Government Level	The Administrators in the Geospatial Information Agency of Indonesia	June 2024
8	SOP for Geographical Names Data Announcement		October-November 2024
9	SOP for Verification of Geographical Names in Response to Feedback		
10	SOP for Standardized Geographical Names		

The SOPs drafts that have undergone the testing are expected to be adopted by geographical names administrators to carry out the administration of geographical names in accordance with BIG Regulation No. 6 of 2023. As explained in Table 1, 10 out of the total 16 SOPs have been tested on potential users. The testing of the SOP documents is carried out through the following series of activities: The SOPs testing was conducted using an interview-based method with geographical names administrators. During the testing, SOP assessors asked a series of questions to evaluate whether the related SOPs were feasible for implementation. The assessors recorded the administrators' responses on dedicated testing forms, capturing insights into potential challenges, necessary adjustments, and areas for improvement. Below are documentation photos from the SOPs testing conducted with administrators from the Provincial Government and the Regency/City Governments in Central Java and West Java.



Figure 3. SOPs Testing for Administrators in the Provincial and Regency/City Governments of Central Java, November 2024



Figure 4. SOPs Testing for Administrators in the Provincial and Regency/City Governments of West Java, July 2024

Overall, the results of the SOPs testing indicated that the tested SOPs were generally implementable. However, the participants provided important feedback, emphasizing that the SOPs could be applied more effectively if Indonesia's geographical names standardization information system (called *Sistem Informasi Nama Rupabumi-SINAR* or Geographical Names Information System) operated smoothly without system disruptions or technical issues. These platforms are crucial for ensuring the seamless execution of all geographical names standardization processes in Indonesia.

		Implementation Testing Form						
		SOP OF GEOGRAPHICAL NAMES DATA COLLECTION						
		Instution of Participant :		Magelang Regency				
		Date :		14 November 2024				
		Names of Participant(s) :		Aan Prasetyo and Pindo Kurniawan				
Asessor(S) :		Septian and Jessica						
		Total (No)	Implementation					Remarks
No.	Tahapan kegiatan		Possible to be done?	Has previously carried out the activity?	Quality standards			
					Completeness	Time	Output	
1	Planning the geographical names data collection	0	Yes	Yes	Yes	Yes	Yes	It varies. Our surveyors are assigned to their respective districts, so the planning is managed by each district, which means it doesn't take much time.
2	Collecting geographical name information along with supporting information	0	Yes	Yes	Yes	Yes	Yes	the document relates to cultural heritage geographical names, there is no historical record of names for tourism and buildings, so we involved the village government to provide the history record.
3	Submitting the results of geographical names data collection through SINAR	0	Yes	Yes	Yes	Yes	Yes	One day is usually enough, but it also depends on whether the SINAR's performance
TOTAL		0	0	0	0	0	0	

Figure 5. Example of a SOPs Implementation Testing Form

Upcoming Plans

In 2025, to advance the establishment of Norms, Standards, Procedures, and Criteria documents for geographical names standardization will continue. These efforts aim to enhance the consistency, accuracy, and implementation of standardized geographical names across various administrative levels. The following planned activities will be carried out as part of this initiative:

- Review of SOPs drafts that are still in the drafting stage, including SOPs and Guidelines related to the Evaluation of Geographical Names Administration Activities;
- The testing of SOPs drafts that has not been tested yet will be carried out in 2025
- Final revisions and reviews of SOPs drafts that have undergone implementation testing; and
- Submission of SOPs drafts for approval as legal products.