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**Promotion and capacity-building: toponymic training
and education**

Online manual on name planning

Summary**

The Institute for the Languages of Finland has published an online manual on name planning. It is available in Finnish and Swedish and provides guidance in both national languages.¹

The manual is aimed at all employees of the public administration, especially those engaged in activities related to proper name planning or decision-making on proper names. It contains some 20 guidelines on forming various kinds of place names, such as names of administrative units, merged municipalities, and traffic interchanges and streets, as well as on commemorative naming, using dialectal features and considerations related to bilingualism.

The basic principle in planning place names is to utilize inherited place names as best as possible. The objective is to have place names that clearly point to the right place. Planned place names should have a connection to the geography, nature, history or culture of the area where the place is situated. The content of the manual is presented in more detail in the full report.

National guidelines are required, as several agencies are involved in the planning of place names. The objective of the manual is to improve such planning, which should respect inherited place names as part of cultural heritage. The manual will be updated and new instructions added whenever necessary.

* [GEGN.2/2025/1](https://www.un.org/Depts/undersecretary/gegn/2025/1).

** The full report was prepared by Ulla Onkamo, Institute for the Languages of Finland. The report will be available at https://unstats.un.org/unsd/ungegn/sessions/4th_session_2025/, in the language of submission only, as document GEGN.2/2025/80/CRP.80.

¹ The manual is available free of charge in Finnish at <https://kielitoimistonohjepankki.fi/hyvan-nimiston-opas/> and in Swedish at <https://kielitoimistonohjepankki.fi/sv/namnplaneringsguiden/>.

