**This model is recommended to use when creating national reports. Although it is only a recommendation, it can help and inspire creators.**



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

**National report of .......... (country) for the period .... (years)**

**Place for your flag**

Author and his/her job position, organisation, link - where experts can find the report

Participation of the country in the division (divisions)

|  |
| --- |
| **National report**  |
| **A** | **Summary***A short summary, which describes main points of the national report. This part is also usually sent in a separate document before the national report.* |  |
| **B** | **Member state report on the situation in their country***The progress made in the standardization of geographical names since the last UNGEGN session**(news in the field of geonames in the country, progress of ongoing projects, finished projects, issues and use cases for inspiration for other countries, changes in database of geonames).* |  |
| **C** | **National and international meetings, conferences, symposiums, publicity and publications***- date of the meeting**- name of the meeting**- place of the meeting**- main theme**- useful information from the meeting**- in case of publications, guidelines: how often are they issued, what is the content of these publications**- publicity: articles in international professional magazines, publication of own professional magazines.* |  |
| **D** | **Measures taken and proposed to implement United Nations resolutions on the standardization of geographical names, including the economic and social benefits***Information, recommendations, guidelines in legislative, control management.* |  |
| **E** | **National standardization** |
| ***Ea*** | ***Field collection of names*** |  |
| ***Eb*** | ***Office treatment of names*** |  |
| ***Ec*** | ***Treatment of names in multilingual areas*** |  |
| ***Ed*** | ***Administrative structure of national names authorities, legislation, policies and procedures*** |  |
| ***Ee*** | ***Toponymic guidelines for map editors and other editors*** |  |
| **F.** | **Geographical names as culture, heritage and identity***Including indigenous, minority and regional language names.* |  |
| **G.** | **Exonyms***New exonyms, extinct exonyms, projects regarding exonyms.* |  |
| **H.** | **Toponymic data files and gazetteers** |
| ***Ha*** | ***Content requirements and standards*** |  |
| ***Hb*** | ***Data management and interoperability*** |  |
| ***Hc*** | ***Data services, applications and products*** *Including gazetteers and web services.* |  |
| **I** | **Terminology in the standardization of geographical names***New or changed definitions and terms.* |  |
| **J** | **Writing systems and pronunciation** |
| ***Ja*** | ***Romanization*** |  |
| ***Jb*** | ***Conversion into non-Roman writing systems*** |  |
| ***Jc*** | ***Writing of names in unwritten languages*** |  |
| ***Jd*** | ***Pronunciation*** |  |
| **K** | **Country names***New or changed country names from the UNGEGN List of Country Names that were imported to the list of geonames in this country (in language of this country).* |  |
| **L** | **Toponymic education***Toponymical courses, works in organisation, issues and solution of problems.* |  |
| **M** | **Features beyond a single sovereignty and international cooperation** |
| ***Ma*** | ***Features common to two or more nations*** |  |
| ***Mb*** | ***Bilateral and multilateral agreements*** |  |
| ***Mc*** | ***Coastal seas*** |  |
| ***Md*** | ***Geonames of international waters and marine features in international waters*** |  |
| ***Me*** | ***Geonames in Antarctica*** |  |
| ***Mf*** | ***International cooperation****Cooperation with institutions, countries – specific project.* |  |
| **N.** | **Arrangements for the UNGEGN***Creating national and other reports, creating articles for Bulletin, communication, cooperation and fulfilment of tasks from the UNGEGN.* |  |
| **O** | **Supporting sustainable development***Activities related to geonames that support sustainable development.* |  |
| **P** | **Other***If the country has worked on something special, that is not mentioned in this model.* |  |

Additional instructions:

\*if the country has no news or information relevant to the theme, please fill in: **without changes:** the country is solving or has solved the theme but has no news in this period

\*if the country hasn´t solved the theme, please fill in: **unsolved** (the theme hasn´t been solved in this country yet – it hasn´t been necessary or it hasn´t been possible)

\*please, fill in the national report with a few key words, concisely and clearly (except Summary), but if it is necessary, describe it in more detail

\*this is the model of the national report, which is recommended to use when creating the national report of your country. It is only a recommendation. It´s up to you/your choice, if you follow this model or you create your own format of the national report.