

Model of the national report for ECSEED countries

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

Meeting

document code (ECSEED)/year of creation/ country code
date of creation

Name of the meeting, organizer, place, date item/theme (in case of arrangement)

Agenda item (number and title)



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	<p>Summary <i>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.</i></p>	
B	<p>Member state report on the situation in their country <i>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).</i></p>	
C	<p>National and international meetings, conferences, symposiums, publicity and publications <i>- 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.</i></p>	
D	<p>Measures taken and proposed to implement United Nations resolutions on the standardization of geographical names, including the economic and social benefits <i>Information, recommendations, guidelines in legislative, control management.</i></p>	
E	National standardization	
<i>Ea</i>	Field collection of names	
<i>Eb</i>	Office treatment of names	
<i>Ec</i>	Treatment of names in	

	<i>multilingual areas</i>	
<i>Ed</i>	Administrative structure of national names authorities, legislation, policies and procedures	
<i>Ee</i>	Toponymic guidelines for map editors and other editors	
F.	Geographical names as culture, heritage and identity <i>Including indigenous, minority and regional language names.</i>	
G.	Exonyms <i>New exonyms, extinct exonyms, projects regarding exonyms.</i>	
H.	Toponymic data files and gazetteers	
<i>Ha</i>	Content requirements and standards	
<i>Hb</i>	Data management and interoperability	
<i>Hc</i>	Data services, applications and products <i>Including gazetteers and web services.</i>	
I	Terminology in the standardization of geographical names <i>New or changed definitions and terms.</i>	
J	Writing systems and pronunciation	
<i>Ja</i>	Romanization	
<i>Jb</i>	Conversion into non-Roman writing systems	
<i>Jc</i>	Writing of names in unwritten languages	
<i>Jd</i>	Pronunciation	
K	Country names <i>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).</i>	
L	Toponymic education <i>Toponymical courses, works in organisation, issues and solution of problems.</i>	
M	Features beyond a single sovereignty and international cooperation	
<i>Ma</i>	Features common to two or more nations	
<i>Mb</i>	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 <i>Cooperation with institutions, countries – specific project.</i>	
N.	Arrangements for the UNGEGN <i>Creating national and other reports, creating articles for Bulletin, communication, cooperation and fulfilment of tasks from the UNGEGN.</i>	
O	Supporting sustainable development <i>Activities related to geonames that support sustainable development.</i>	
P	Other <i>If the country has worked on something special, that is not mentioned in this model.</i>	

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.