

Description of work

Title	Geographical Names and Exonyms Management Consultant				
Reference	GNEMCEG2014	Date	February 2014	Version	V1.0
Contract Manager	Operations Manager				

Purpose of contract for a Geographical Names and Exonyms Management Consultant

To support EuroGeographics in the development of the database of Endonyms and other variant names (EVN) linked to EuroGeoNames gazetteer service as a part of European Location Framework (ELF) project.

Main Activities

- Continue to populate the existing database of exonyms and other variant names (EVN-DB) of EuroGeoNames and linking the names with their national standardized endonyms:
 - for languages of countries currently available in EuroGeoNames
 - for joining countries.
 The aim is for all EuroGeographics member countries to contribute to EuroGeoNames in the long term.
- Define quality and quantity standards for the name forms of the geographical features in the EVN-DB and take steps to meet these standards by working with the national names authorities and toponymic experts.
- Provide communication and methodological support to the national naming authorities and toponymic experts.
- Maintaining and updating the manual of the EVN-DB.
- Carry out quality validation for the EuroGeoNames data and endonyms and the GeoLocator service in the European Location Framework (ELF) project.
- Implement changes in toponymic services for the existing EuroGeoNames service. Support the operation to combine the geographic names and endonyms in services (GeoLocator, GeoProductFinder) developed under the European Location Framework (ELF) project.
- With prior agreement with EuroGeographics the Consultant may also be involved to other activities related to utilisation of geographical names within the European Location Framework (ELF) project.

Knowledge and skills

- Experience of working with European National Mapping and Cadastral Authorities;
- Experience of working in a multi-lingual, multi-national environment;
- A degree in geographical names or/and toponymic related subject;
- Experience in working in international bodies of national toponymic and geographic names experts;

- Good understanding of the technical issues affecting use of geographical names Europe.
- Expert networking skills; the ability to build effective relationships and use them to deliver
- Excellent interpersonal and communication skills; fluent in oral and written English and understanding
- Able to work independently and be outcome focused.

Other requirements

- Experience in working with EuroGeoNames gazetteer service.
- Informed on the ISPIRE directive and its Implementing Rules.
- Experience of UNGEGN activities.
- An awareness of international requirements for geographic names.

Contacts and Communications

Who are the typical regular contacts the consultant will need to communicate with?

- EuroGeographics Services Development Consultant
- EuroGeographics Production and Project Managers
- EuroGeographics Members
- Project Partners of European Location Framework (ELF) project

Decisions made independently by the consultant

To carry out actions agreed for developing and further improving the EuroGeoNames gazetteer service for benefit of users, and as a deliverable to the European Location Framework (ELF) project.

Leadership

Will the consultant have any informal staff management responsibility?

Leadership of project development teams made up of national technical experts, academics and commercial players.