

# Workshop for UN/LOCODE National Focal Point

UN/LOCODE Secretariat  
November, 2015



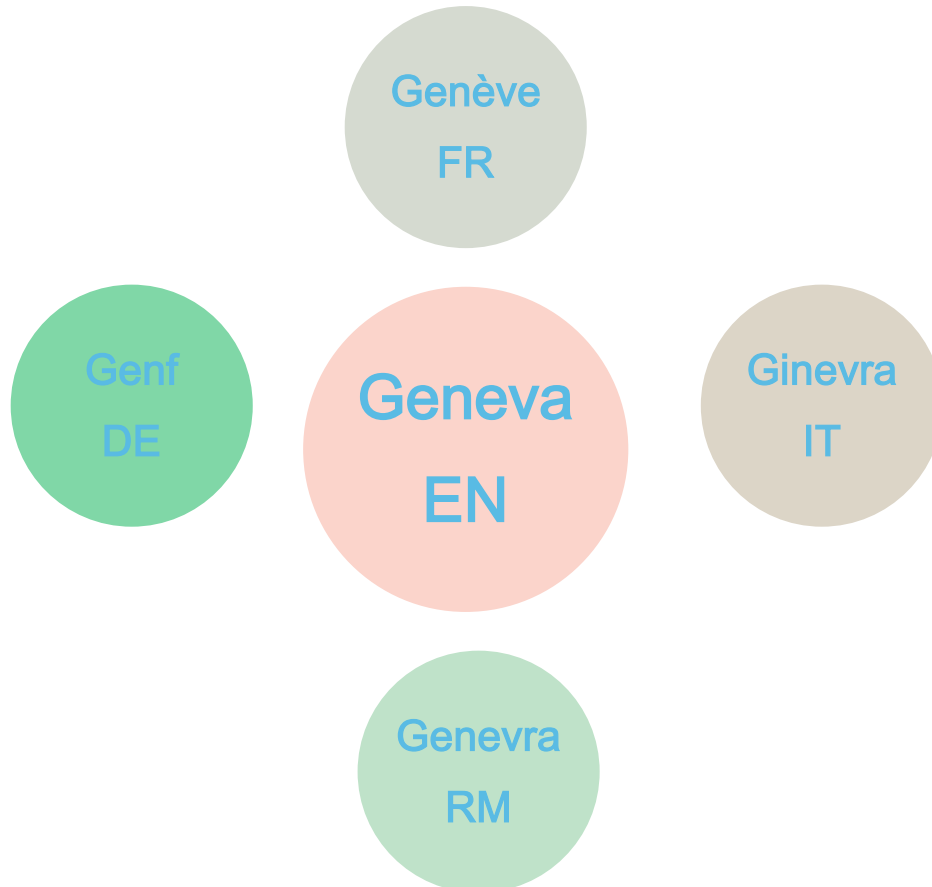
**UNECE**

# Agenda

1. **Background of UN/LOCODE**
2. Basic knowledge of UN/LOCODE
3. UN/LOCODE Maintenance
4. Q&A

# 1. Background

## Location Identification Needs



# 1. Background

## UNECE Recommendation No.16 (1998):

### UN/LOCODE – Code for Trade and Transport Locations

- ***the five-character code system:***
  - I. 2-character country code*
  - II. 3-character location code*
- ***used for purposes of trade***
- ***to designate locations***

# 1. Background

## UN/LOCODE for Geneva



Geneva = CH GVA

# Agenda

1. Background of UN/LOCODE
2. **Basic knowledge of UN/LOCODE**
3. UN/LOCODE Maintenance
4. Q&A

## 2. Basic Knowledge



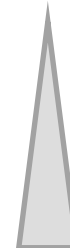
### Brief History of UN/LOCODE

- Established by UNECE Recommendation No.16 since 1981;
- Third edition of the Rec. No.16 in 1998;
- Since 2001, renamed after “code for trade and transport locations”;
- Since 2001, the directory is published twice per year;
- Since 2002, published with the formats of html, csv, mdb, text;
- Since 2004, the launch of the web based Data Maintenance Request System (DMRs)

## 2. Basic Knowledge

### Importance of UN/LOCODE

The first issue in 1981 contained codes for 8,000 locations.



The latest release 2015-1 includes around 100,000 entries covering 249 countries , dependent territories and special areas .



# 2. Basic Knowledge

## Use of UN/LOCODE

United Nations Directory  
for Electronic Data Interchange for  
Administration, Commerce and Transport



**UN/EDIFACT**

Change indicators

* 0100 (01)	For an addition
* 0101 (02)	For an addition to structure
* 0102 (03)	For changes to codes
* 0103 (04)	For changes to text for transmission and
	code
* 0104 (05)	For changes for deletion: message header
	data and administrative messages
* 0105 (06)	For changes for deletion: message body data
	and administrative messages

3225 Location Identifier

Send: To identify a location.

Reply: as...99

Note: A location code may be accompanied by a 3-  
digit code. If not applicable, use appropriate code as  
in combination with 3225/3226.

– *EDIFACT*

– *International Maritime Organization*



– *European Maritime Safety Agency*



– *Convention on International Trade in Endangered Species of Wild Fauna and Flora*

– *World Customs Organization Data Model*

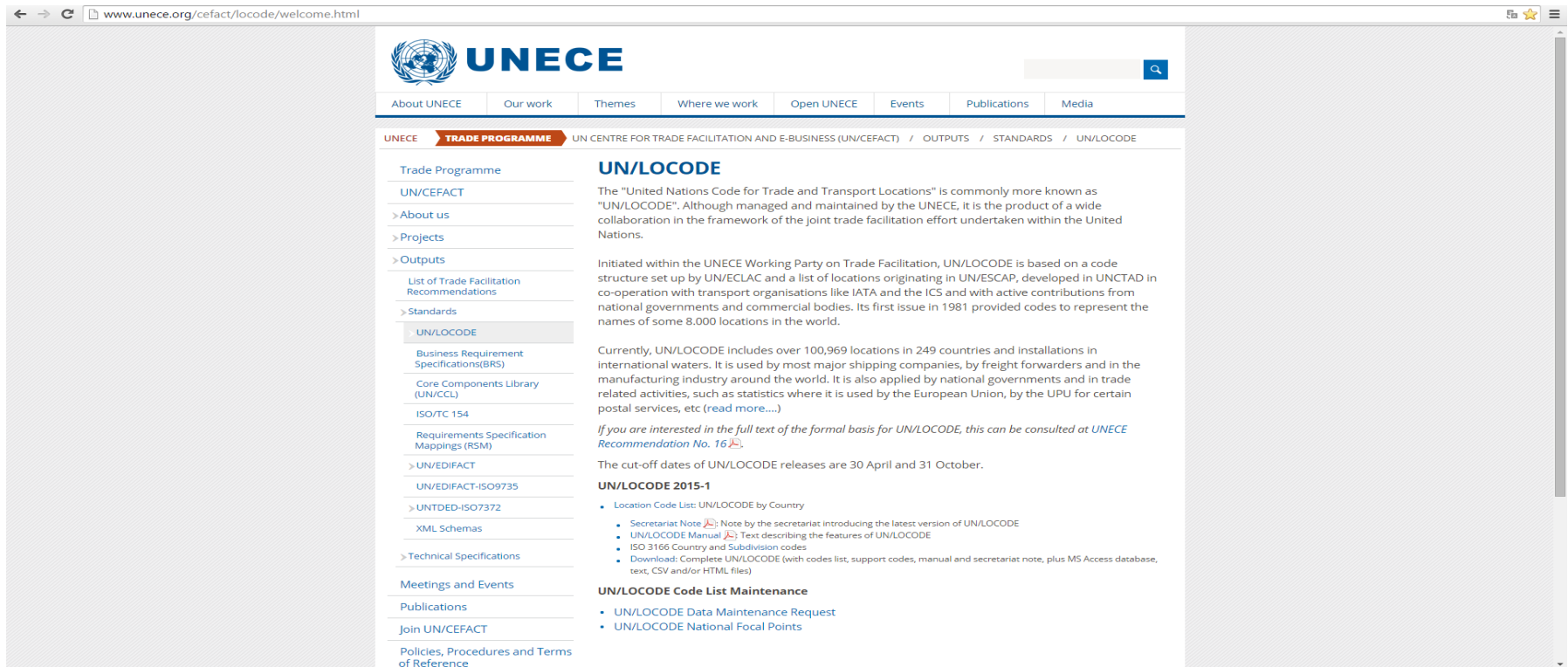


World Customs Organization  
Organisation Mondiale des Douanes



# 2. Basic Knowledge

## Website of UN/LOCODE



The screenshot shows the website [www.unece.org/cefact/locode/welcome.html](http://www.unece.org/cefact/locode/welcome.html). The page features the UNECE logo and a navigation menu with items like 'About UNECE', 'Our work', 'Themes', 'Where we work', 'Open UNECE', 'Events', 'Publications', and 'Media'. A breadcrumb trail indicates the current location: 'UNECE > TRADE PROGRAMME > UN CENTRE FOR TRADE FACILITATION AND E-BUSINESS (UN/CEFACT) / OUTPUTS / STANDARDS / UN/LOCODE'. The main content area is titled 'UN/LOCODE' and includes a search bar, a description of the code, and a list of resources. The left sidebar contains a 'Trade Programme' menu with various sub-items.

**UNECE** **TRADE PROGRAMME** UN CENTRE FOR TRADE FACILITATION AND E-BUSINESS (UN/CEFACT) / OUTPUTS / STANDARDS / UN/LOCODE

**Trade Programme**

- UN/CEFACT
- > About us
- > Projects
- > Outputs
  - List of Trade Facilitation Recommendations
  - > Standards
    - UN/LOCODE**
    - Business Requirement Specifications(BRS)
    - Core Components Library (UN/CCL)
    - ISO/TC 154
    - Requirements Specification Mappings (RSM)
  - > UN/EDIFACT
    - UN/EDIFACT-ISO9735
    - > UNTDED-ISO7372
    - XML Schemas
  - > Technical Specifications
- Meetings and Events
- Publications
- Join UN/CEFACT
- Policies, Procedures and Terms of Reference

**UN/LOCODE**

The "United Nations Code for Trade and Transport Locations" is commonly more known as "UN/LOCODE". Although managed and maintained by the UNECE, it is the product of a wide collaboration in the framework of the joint trade facilitation effort undertaken within the United Nations.

Initiated within the UNECE Working Party on Trade Facilitation, UN/LOCODE is based on a code structure set up by UN/ECLAC and a list of locations originating in UN/ESCAP, developed in UNCTAD in co-operation with transport organisations like IATA and the ICS and with active contributions from national governments and commercial bodies. Its first issue in 1981 provided codes to represent the names of some 8.000 locations in the world.

Currently, UN/LOCODE includes over 100,969 locations in 249 countries and installations in international waters. It is used by most major shipping companies, by freight forwarders and in the manufacturing industry around the world. It is also applied by national governments and in trade related activities, such as statistics where it is used by the European Union, by the UPU for certain postal services, etc ([read more...](#))

*If you are interested in the full text of the formal basis for UN/LOCODE, this can be consulted at UNECE Recommendation No. 16 [↗](#).*

The cut-off dates of UN/LOCODE releases are 30 April and 31 October.

**UN/LOCODE 2015-1**

- Location Code List: UN/LOCODE by Country
  - Secretariat Note [↗](#): Note by the secretariat introducing the latest version of UN/LOCODE
  - UN/LOCODE Manual [↗](#): Text describing the features of UN/LOCODE
  - ISO 3166 Country and Subdivision codes
  - Download: Complete UN/LOCODE (with codes list, support codes, manual and secretariat note, plus MS Access database, text, CSV and/or HTML files)

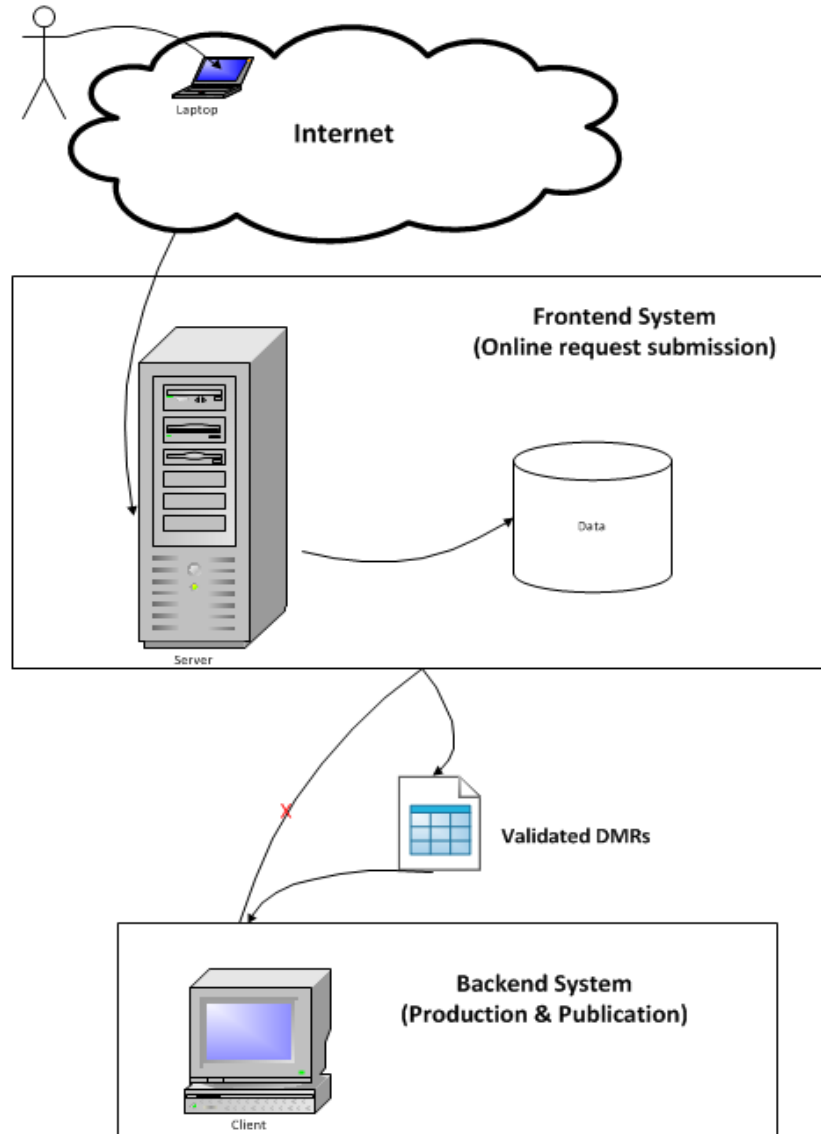
**UN/LOCODE Code List Maintenance**

- UN/LOCODE Data Maintenance Request
- UN/LOCODE National Focal Points

<http://www.unece.org/cefact/locode/welcome.html>

# 2. Basic Knowledge

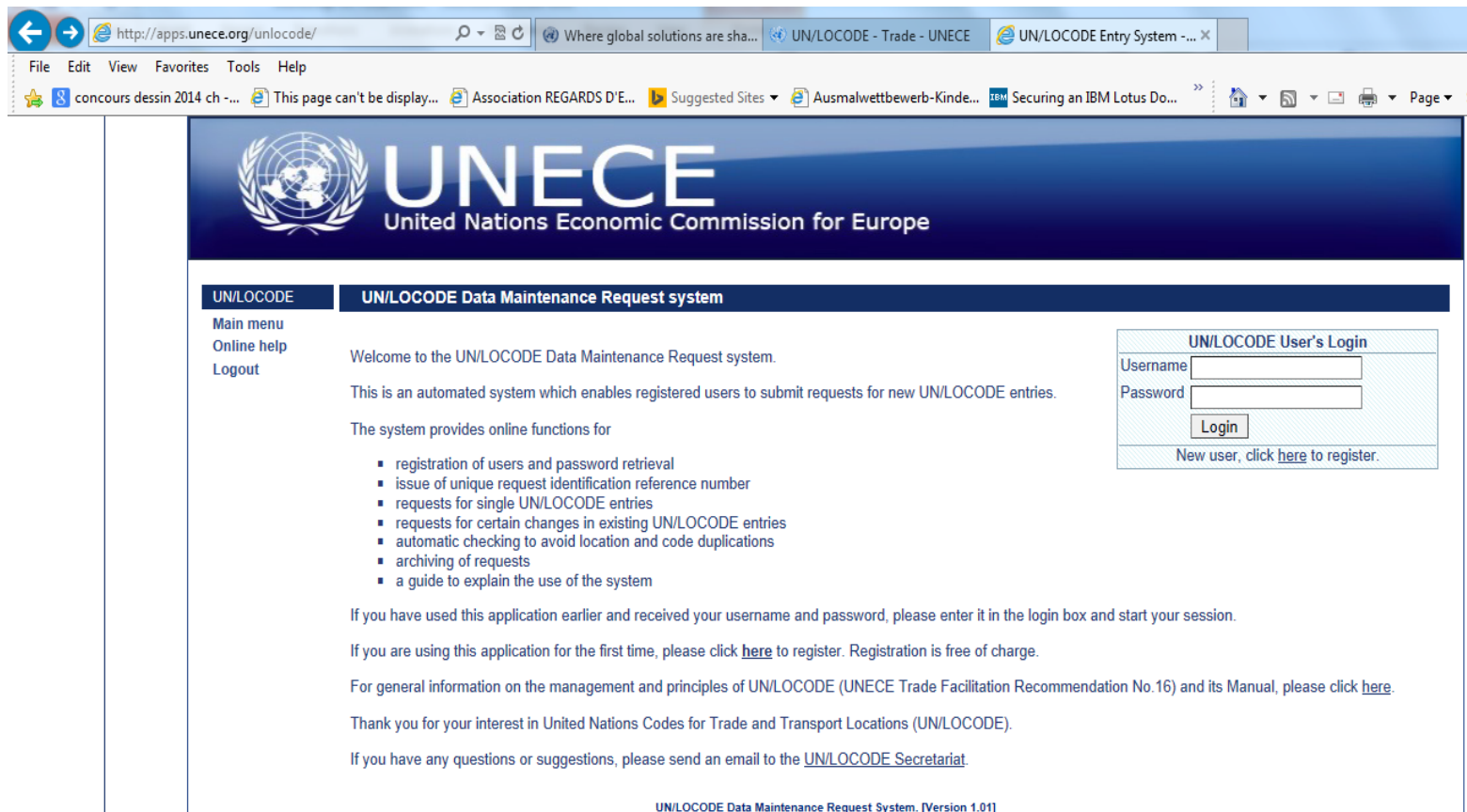
## System Overview



# 2. Basic Knowledge

Front-end System: (.Net + SQL Server)

Web-based: <http://apps.unece.org/unlocode/>



The screenshot shows a web browser window displaying the UN/LOCODE Data Maintenance Request system. The browser's address bar shows the URL <http://apps.unece.org/unlocode/>. The page features the UNECE logo and the text "United Nations Economic Commission for Europe". Below this, there is a navigation menu with "UN/LOCODE" selected. The main content area is titled "UN/LOCODE Data Maintenance Request system" and includes a welcome message, a description of the system's purpose, a list of online functions, and a login box. The login box is titled "UN/LOCODE User's Login" and contains fields for "Username" and "Password", a "Login" button, and a link for new users to register. The footer of the page indicates the version: "UN/LOCODE Data Maintenance Request System. [Version 1.01]"

**UN/LOCODE** | **UN/LOCODE Data Maintenance Request system**

Main menu  
Online help  
Logout

Welcome to the UN/LOCODE Data Maintenance Request system.

This is an automated system which enables registered users to submit requests for new UN/LOCODE entries.

The system provides online functions for

- registration of users and password retrieval
- issue of unique request identification reference number
- requests for single UN/LOCODE entries
- requests for certain changes in existing UN/LOCODE entries
- automatic checking to avoid location and code duplications
- archiving of requests
- a guide to explain the use of the system

If you have used this application earlier and received your username and password, please enter it in the login box and start your session.

If you are using this application for the first time, please click [here](#) to register. Registration is free of charge.

For general information on the management and principles of UN/LOCODE (UNECE Trade Facilitation Recommendation No.16) and its Manual, please click [here](#).

Thank you for your interest in United Nations Codes for Trade and Transport Locations (UN/LOCODE).

If you have any questions or suggestions, please send an email to the [UN/LOCODE Secretariat](#).

**UN/LOCODE User's Login**

Username

Password

New user, click [here](#) to register.

UN/LOCODE Data Maintenance Request System. [Version 1.01]

# 2. Basic Knowledge

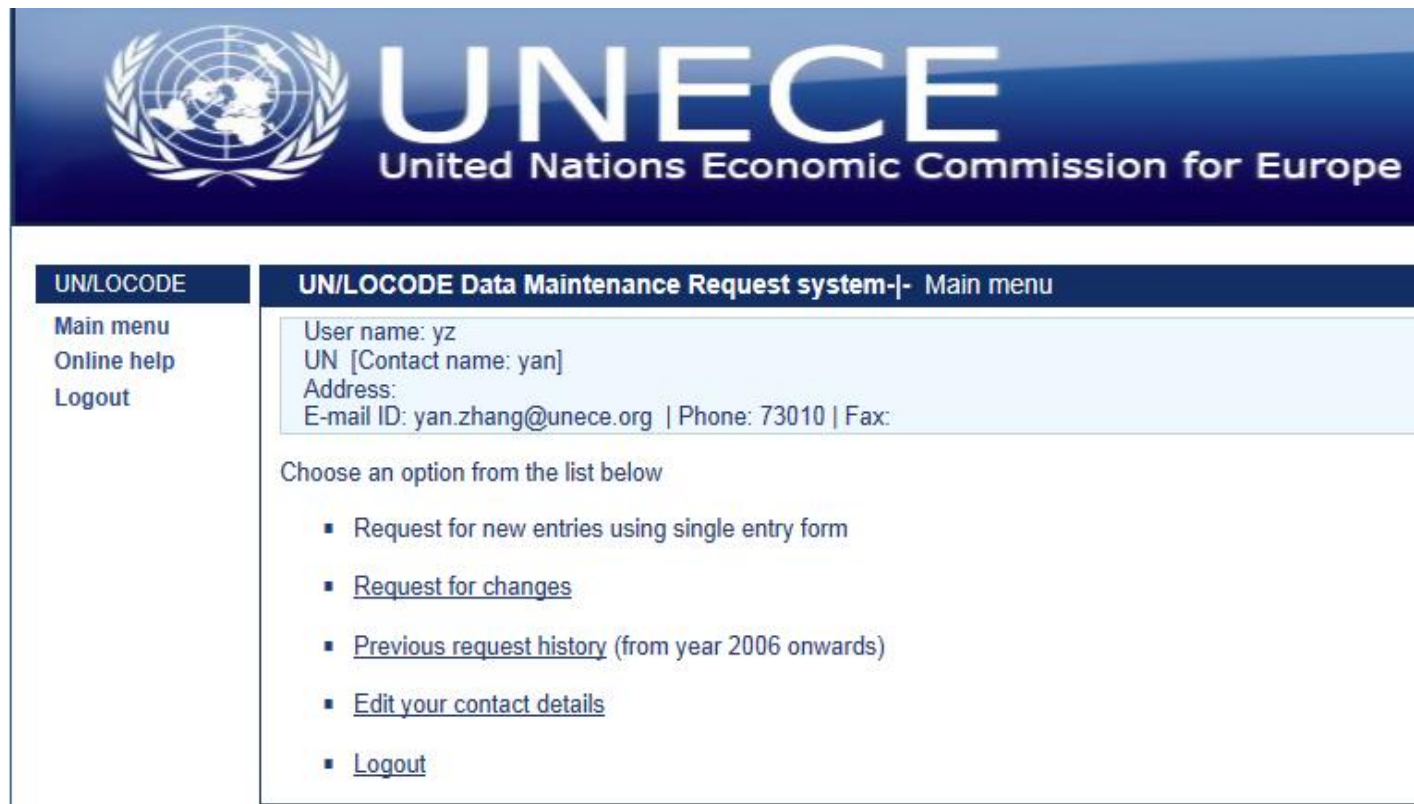
## Front-end System:

- User management
- Online submission of new requests
- Online submission of requests for modification
- History requests review

# 2. Basic Knowledge

Front-end System: Request for new codes

Filling in an online form based on data structure of Data Maintenance Requests (DMRs)



The screenshot shows the main menu of the UN/LOCODE Data Maintenance Request system. At the top is the UNECE logo and the text "United Nations Economic Commission for Europe". Below this is a navigation menu with "UN/LOCODE" and "Main menu", "Online help", and "Logout". The main content area displays the user's login information: "User name: yz", "UN [Contact name: yan]", "Address:", and "E-mail ID: yan.zhang@unece.org | Phone: 73010 | Fax:". Below this, it prompts the user to "Choose an option from the list below" and provides a list of actions: "Request for new entries using single entry form", "Request for changes", "Previous request history (from year 2006 onwards)", "Edit your contact details", and "Logout".

# 2. Basic Knowledge

## Front-end System: Request for new codes

 **UNECE**  
United Nations Economic Commission for Europe

**UN/LOCODE**  
Main menu  
Online help  
Logout

**UN/LOCODE Data Maintenance Request system -|- Request for new entry**

User name: yz  
UN [Contact name: yan]  
Address:  
E-mail ID: yan.zhang@unece.org | Phone: 73010 | Fax:

**Please read below new rules for submission of requests**

Country*	- Select -	▼
Location name*	(Local name in Latin characters, including any diacritical marks)	
Check UN/LOCODE entries	<input type="button" value="Check"/>	
Subdivision*	If you don't know please select "Not known "	
UN/LOCODE	<input type="checkbox"/> <input type="checkbox"/> (Two-letter country code, plus proposed three-letter code for location name. Please do not use neither 0 or 1)	
Functions*	<input type="checkbox"/> 1 Port <input type="checkbox"/> 2 Rail <input type="checkbox"/> 3 Road <input type="checkbox"/> 4 Air <input type="checkbox"/> 5 Postal Exchange Office <input type="checkbox"/> 6 MultiModal <input type="checkbox"/> 7 Fixed Transport <input type="checkbox"/> 8 Border	
Geographical coordinates*	Latitude : <input type="text"/> (ddmmN or S)    Longitude: <input type="text"/> (dddmmE or W) dd=degrees (00 to 90), ddd=degrees (000 to 180), mm=minutes (00 to 59) For help, click <a href="#">here</a>	
Web link*	<input type="text"/> For help, click <a href="#">here</a> .    Quick link to <a href="http://www.maplandia.com">http://www.maplandia.com</a>	
Click <input type="button" value="Add"/> to move your request to a temporary table and free the input fields for adding another request		
At the end of the request operation, click <input type="button" value="Submit"/>		

\* Mandatory information

# 2. Basic Knowledge

## Front-end System: Request for modification

### Non structured free texts (with limited characters)



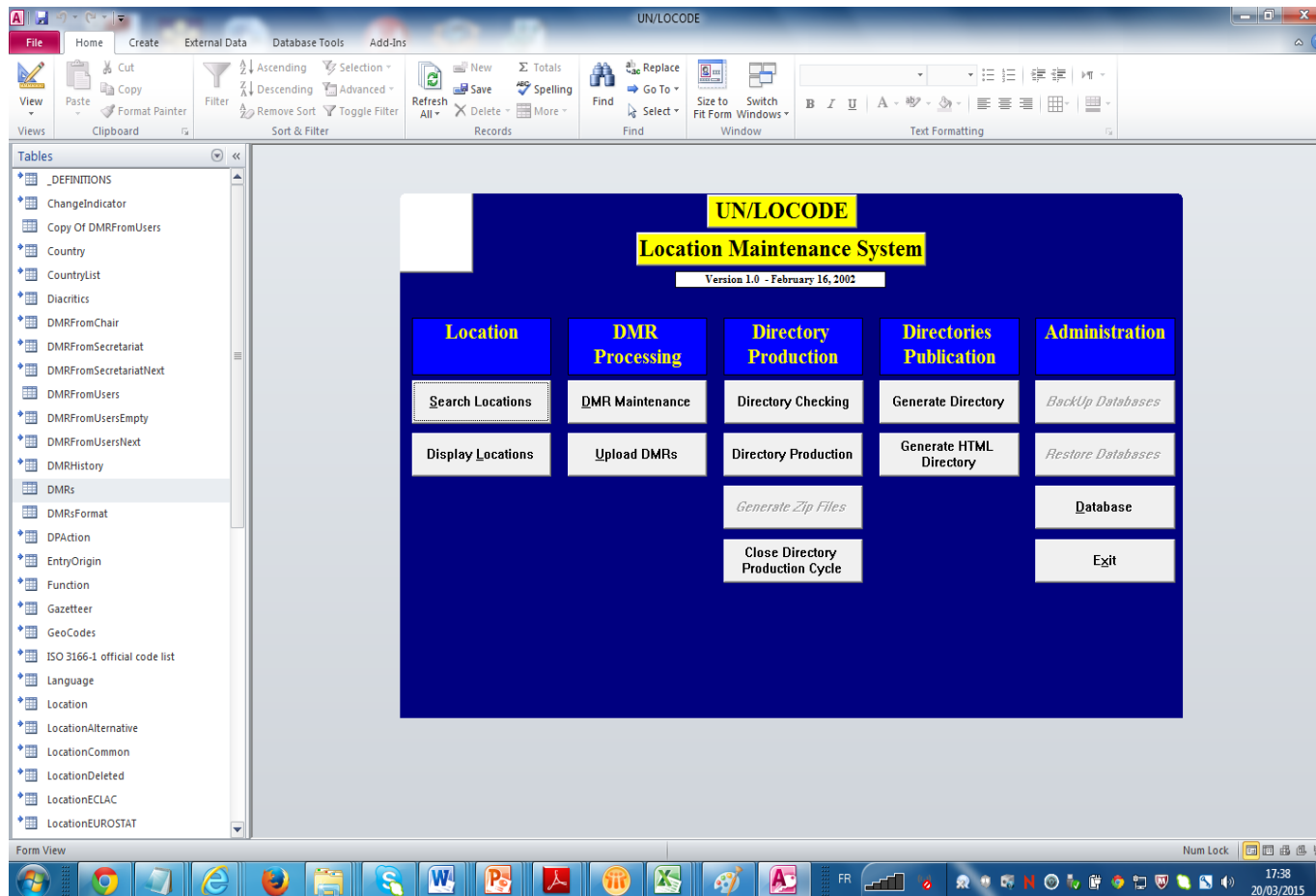
<b>UN/LOCODE</b>	<b>UN/LOCODE Data Maintenance Request system - - Request for change</b>				
Main menu Online help Logout	User name: yz UN [Contact name: yan] <span style="float: right;"><a href="#">Requestor details: Edit</a></span> Address: E-mail ID: yan.zhang@unece.org   Phone: 73010   Fax:				
	<b>Please read:</b> <ul style="list-style-type: none"><li>• According to UN/LOCODE Recommendation and practices, changes in <i>place names</i> will be accepted only from official and authoritative sources.</li><li>• Changes of existing <i>LOCODEs</i> will be accepted only exceptionally and when convincing reasons have been presented, or when it can be established that the existing code has never been put into actual use.</li><li>• Changes in <i>subdivisions</i> will be accepted only when evidence is presented that a published subdivision code is erroneous.</li><li>• Changes of <i>functions</i> will be accepted if the existing entry is incomplete or erroneous</li><li>• Completion of coordinates will be encouraged where they are missing and accepted if the published coordinates are not correct. In principle, no other requests for changes will be entertained.</li><li>• However, UN/LOCODE users are welcome to put forward any observations that they may have on particular UN/LOCODE entries.</li><li>• Once you click the submit button, your request will be sent to the automated UN/LOCODE Data Maintenance Request system. The system will send a response message to inform you that the request has been received.</li><li>• A unique request reference will be issued and should be referred to in any communication with the UN/LOCODE Secretariat</li><li>• The UN/LOCODE Secretariat will process the requests and - if approved - integrate them in the bi-annual publication of UN/LOCODE.</li><li>• The standard publication schedule of UN/LOCODE issues is at the end of January and July each year. A cut-off date is set two months before the publication, i.e. November 30 for first issue of the year and May 31 for the second issue. Any re-out-off date will be processed in the next publication.</li><li>• If you have any other question, please email to the <a href="#">UN/LOCODE Secretariat</a>.</li></ul>				
	<b>Send a message on request for change:</b> Fill in the current UN/LOCODE and Location name. (Example CHGVA Genève) <table border="1"><tr><td>UN/LOCODE</td><td>Location name</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table> Fill in the requested changes for the above entry. (Limited to 245 characters.) <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <input type="button" value="Submit Request"/>	UN/LOCODE	Location name	<input type="text"/>	<input type="text"/>
UN/LOCODE	Location name				
<input type="text"/>	<input type="text"/>				



# 2. Basic Knowledge

Back-end System: MS ACCESS database

Production & Publication



# 2. Basic Knowledge

## UN/LOCODE Sample of Directory

<u>Ch</u>	<u>LOCODE</u>	<u>Name</u>	<u>NameWoDiacritics</u>	<u>SubDiv</u>	<u>Function</u>	<u>Status</u>	<u>Date</u>	<u>IATA</u>	<u>Coordinates</u>	<u>Remarks</u>
+	GB AW3	Ansty	Ansty	WAR	---4----	RL	1407		5225N 00124W	
#	CN AQQ	Anqing Pt	Anqing Pt	34	1-----	AS	1407		3031N 11702E	
X	CN BIT	Beitan	Beitan	44	1-----	XX	1407			Use CNSXB
!	CN GIR	Gyirong	Gyirong	54	--3----B	AS	1407			@Fun
=	CH GVA	Geneva = Genève	Geneva = Geneve							
!	US CRE	Carnegie	Carnegie	PA	--3-----	RQ	9307			

# 2. Basic Knowledge



## Data Structure of UN/LOCODE

### Column "Ch" (Change Indicator)

- + added entry
- # Change in the location name
- X entry to be removed
- | entry has been changed

### Column "SubDiv" (Subdivision)

- ✓ state, province, department, etc
- ✓ Based contain the ISO 3166-2

Country codes based on ISO 3166-1

Ch	LOCODE	Name	NameWoDiacritic	SubDiv	Function	Status	Date	IATA	Coordinates	Remarks
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

- 1 port, as defined in Rec 16
- 2 rail terminal
- 3 road terminal
- 4 airport
- 5 postal exchange office
- 6 etc] reserved for multimodal functions, ICDs
- 7 (e.g. oil reserved for fixed transport functions
- B border crossing

- AA Approved by competent national government agency
- AC Approved by Customs Authority
- AF Approved by national facilitation body
- AI Code adopted by international organisation (IATA or ECLAC)
- AS Approved by national standardisation body
- RL Recognised location
- RN Request from credible national sources for locations in their own country
- RQ Request under consideration
- RR Request rejected
- QQ Original entry not verified since date indicated
- XX Entry that will be removed from the next issue of UN/LOCODE

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

Ch	LOCODE	Name	NameWoDiacritic s	SubDiv	Function	Status	Date	IATA	Coordinates	Remarks
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

### Column "Ch" : (Change Indicator)

- + added entry
- # Change in the location name
- X entry to be removed
- ! entry has been changed

New request

Request for Modification

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

<u>Ch</u>	<u>LOCODE</u>	<u>Name</u>	<u>NameWoDiacritic</u> <u>s</u>	<u>SubDiv</u>	<u>Function</u>	<u>Status</u>	<u>Date</u>	<u>IATA</u>	<u>Coordinates</u>	<u>Remarks</u>
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

Column 'LOCODE' includes two-digit Country code (ISO 3166 1) and three-digit location code (letters and numbers excluding **1** and **0** to avoid confusion with 'l' and 'o').

For example, Geneva in Switzerland (CH)

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

<u>Ch</u>	<u>LOCODE</u>	<u>Name</u>	<u>NameWoDiacritic</u> <u>s</u>	<u>SubDiv</u>	<u>Function</u>	<u>Status</u>	<u>Date</u>	<u>IATA</u>	<u>Coordinates</u>	<u>Remarks</u>
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

Column 'Name': Location name Roman alphabet with adopted diacritic signs

# 2. Basic Knowledge

## Accepted diacritics

DIACRITIC	CONVERSION
À, Á, Â, Ã, Ä, Å, Æ	A
Ç	C
È, É, Ê, Ë	E
Ì, Í, Î, Ï	I
Ñ	N
Ò, Ó, Ô, Õ, Ö, Ø	O
Ù, Ú, Û, Ü	U
Ý	Y
à, á, â, ã, ä, å, æ	a
ç	c
è, é, ê, ë	e
ì, í, î, ï	i
ñ	n
ò, ó, ô, õ, ö, ø	o
ù, ú, û, ü	u
ý, ÿ	y

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

<u>Ch</u>	<u>LOCODE</u>	<u>Name</u>	<u>NameWoDiacritic</u> <u>s</u>	<u>SubDiv</u>	<u>Function</u>	<u>Status</u>	<u>Date</u>	<u>IATA</u>	<u>Coordinates</u>	<u>Remarks</u>
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

Column 'NameWoDiacritics': Location name Roman alphabet without diacritic signs



# 2. Basic Knowledge

## Data Structure of UN/LOCODE

<u>Ch</u>	<u>LOCODE</u>	<u>Name</u>	<u>NameWoDiacritic</u> <u>s</u>	<u>SubDiv</u>	<u>Function</u>	<u>Status</u>	<u>Date</u>	<u>IATA</u>	<u>Coordinates</u>	<u>Remarks</u>
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

### Column "SubDiv" (Subdivision)

**Subdivision:** a portion of a country or other political division, established for the purpose of government, for example, United States: State; China: Province; France: Department; Switzerland: Canton, ...

✓ state, province, department, etc.

✓ Based the ISO 3166-2

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

<u>Ch</u>	<u>LOCODE</u>	<u>Name</u>	<u>NameWoDiacritic</u> <u>̣</u>	<u>SubDiv</u>	<u>Function</u>	<u>Status</u>	<u>Date</u>	<u>IATA</u>	<u>Coordinates</u>	<u>Remarks</u>
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

### Column 'Function':

For example:

CH GVA                      Geneve                      -2345---

Geneva is a location with functions of train station, road terminal, airport, postal exchange office.

- 
- 1 port, as defined in Rec 16
  - 2 rail terminal
  - 3 road terminal
  - 4 airport
  - 5 postal exchange office
  - 6 reserved for multimodal functions, ICDs etc]
  - 7 reserved for fixed transport functions (e.g. oil
- 
- B border crossing

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

Ch	LOCODE	Name	NameWoDiacritics	SubDiv	Function	Status	Date	IATA	Coordinates	Remarks
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

### Column 'Status':

**AA** Approved by competent national government agency

**AC** Approved by Customs Authority

**AF** Approved by national facilitation body

**AI** Code adopted by international organisation (IATA or ECLAC)

**AS** Approved by national standardisation body

**RL** Recognised location

**RN** Request from credible national sources for locations in their own country

**RQ** Request under consideration

**RR** Request rejected

**QQ** Original entry not verified since date indicated

**XX** Entry that will be removed from the next issue of UN/LOCODE

After  
verified  
by FP

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

Ch	LOCODE	Name	NameWoDiacritic s	SubDiv	Function	Status	Date	IATA	Coordinates	Remarks
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

Column 'Date': Latest updated date

## 2. Basic Knowledge

### Data Structure of UN/LOCODE

LOCODE	Name	NameWoDiacritics	Subdivision	Status	Function	Date	IATA	Coordinates
GB CDF	Cardiff	Cardiff	CRF	AF	1--4----	1101	CWL	5130N 00312W

Column 'IATA': In case of conflicts with IATA codes, filled in IATA codes.

On the first issue, UN/LOCODE adopted all IATA code for airports. Due to lack of consultation with UN/LOCODE, some of new IATA codes assigned for new airports are not free in UN/LOCODE.

For example:

- CWL is assigned to Cardiff by IATA
- GB CWL is assigned to Colwall, GB by UN/LOCODE
- GB CDF has no choice to be assigned to Cardiff, GB by UN/LOCODE with reference to CWL on the column 'IATA'

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

<u>Ch</u>	<u>LOCODE</u>	<u>Name</u>	<u>NameWoDiacritic</u> <u>̣</u>	<u>SubDiv</u>	<u>Function</u>	<u>Status</u>	<u>Date</u>	<u>IATA</u>	<u>Coordinates</u>	<u>Remarks</u>
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

Column 'Coordinates': with standard presentation *ddmmLat*  
*dddmmLon*

Where *Lat* and *Lon* stand for Latitude that may contain values N (north) or S (south) and Longitude E (east) or W (west).

## 2. Basic Knowledge

### Data Structure of UN/LOCODE

Samples of coordinates:

For example: 34°50'N 14°43'E (3450N 01443E)  
34.84 N 14.73 E (3484N 01473E) X

Conversion

Mandatory



3450N 01443E



- Minutes part must be less than 60

# 2. Basic Knowledge

## Data Structure of UN/LOCODE

Ch	LOCODE	Name	NameWoDiacritics	SubDiv	Function	Status	Date	IATA	Coordinates	Remarks
	DE BWZ	Bad Wurzach	Bad Wurzach	BW	-23--6--	RL	0901		4754N 00954E	
+	FR AC6	Arçonnay	Arconnay	72	--3-----	RL	1301		4824N 00050E	
!	IN DMA	Dhamara	Dhamara	OR	123-----	RL	1301		2048N 08654E	@Fun
#	US PFT	Pfafftown	Pfafftown	NC	--3-----	RL	1301		3609N 08021W	
X	AU GNO	Geelong North	Geelong North	VIC	--3-----	XX	1301		3806S 14420E	Use AU GGN

Column 'Remarks':

Tag	Description
@Coo	Change or addition of Coordinates
@Fun	Change to Function
@Sta	Change to Status
@Sub	Change or addition of Subdivision
@Nam	Change to location name (only when change indicator is '#')
@Spe	Correction of spelling of location name (only when change indicator is '#')



# Agenda

1. Background of UN/LOCODE
2. Basic knowledge of UN/LOCODE
3. **UN/LOCODE Maintenance**
  - 3.1 Maintenance overview
  - 3.2 DMRs
  - 3.3 Validation on new requests
  - 3.4 Validation on requests for modification
4. Q&A

## 3. 1 Maintenance Overview

- The Secretariat at the UNECE
- Web based Data Maintenance Request (DMR) System  
<http://apps.unece.org/unlocode/>
- Currently reviewed and validated by the Secretariat twice per year to publish the new release in July and December
- Cut off date of receiving Data Maintenance Requests at **April 30** and **October 31** respectively

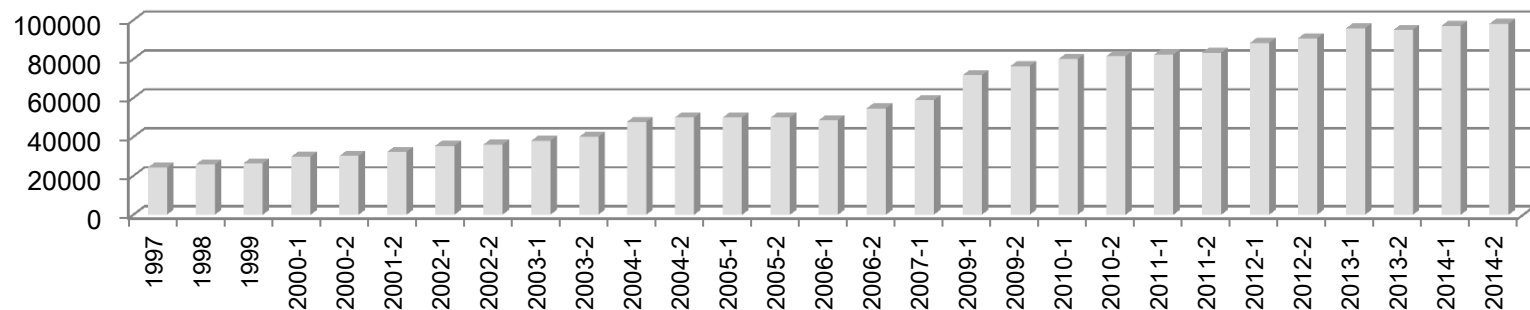
# 3.1 Maintenance Overview



## Challenges for the Maintenance of UN/LOCODE

- More than 100,000 entries;
- More than 3,000 Data Maintenance Requests (DMRs) per release;
- No maintenance working group, all maintenance works are at the Secretariat;
- Limited resources at the Secretariat, plus the budget cut for UN;
- Need to find sustainable maintenance process for the future

UN/LOCODE Entries



## 3.1 Maintenance Overview

### National Focal Point Duties

1. Reviewing the existing entries
2. Validating requests for new codes and modifications
3. Summarizing the requests from the national level
4. Collecting feedbacks from the user community
5. Promoting the use of LOCODE
6. Coordinating with other national authorities to emphasise the cost of code changes, subdivision changes

<http://www.unece.org/cefact/locode/focalpoint.html>

## 3.1 Maintenance Overview

### Maintenance Policy:

- UN/LOCODE database is not operated direct, but through DMRs
- Track requesters through DMR
- Compare validation results and original requests

# 3.1 Maintenance Overview

## Validation / creation Criteria:

- Geographically correct
- Relevant to International trade



# Agenda

1. Background of UN/LOCODE
2. Basic knowledge of UN/LOCODE
3. **UN/LOCODE Maintenance**
  - 3.1 Maintenance overview
  - 3.2 DMRs
  - 3.3 Validation on new requests
  - 3.4 Validation on requests for modification
4. Q&A

## 3.2 DMRs

### DMR

Data Maintenance Request (DMR)

UN/LOCODE Database

- should not be operated directly.
- soft deletion

In short,

- UN/LOCODE database is maintained through DMRs.
- Data structure of DMRs is based on maintenance policy.



## 3.2 DMRs

### Data structure of DMRs

Data structure of DMRs is based on maintenance policy

- Track requesters through DMR
- Compare validation results and original requests



## 3.2 DMRs

### Data structure of DMRs

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant			
FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production				
ChairForAction	ChairComments	DPAAction	DPFinalStatus	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordinates	ChSubdivision	ChStatus	ChEntryOrigin	ChCodeOrigin	ChIATA		
ReferenceFile	Date	UserName	Email	Company	Address	Phone	Fax	Mailing	ConsultantIn	ConsultantSent	NotUsed	CheckingStatus	AutoLocation	AutoComment	AutoStatus

Next:



## 3.2 DMRs

### Data structure of DMRs

ID: for internal use

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

## 3.2 DMRs

### Data structure of DMRs

**UNLogNumber:**  
unique serial No

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

- Generated automatically by the web-based online DMRs system, for DMRs submitted by the users, or
- Created by FP, for DMR submitted by FR. It needs to consult with the Secretariat to make sure the serial No. is unique.

## 3.2 DMRs

### Data structure of DMRs

**Change**: code list used as change indicator

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

'+' : for new code requests;

'#' : for modification on the location name.

Note: There must be a change on the location name no matter if there are any changes on attributes, such as subdivision, function, coordinates, status.

'|' : all changes other than location name.

'X' : deletions of the entry.

Note: It is a soft deletion. The entry only be marked 'X' on the release published and physically removed from the database during the production of the next release

## 3.2 DMRs

### Data structure of DMRs

**Source**: clues, such as name of the requester.

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

## 3.2 DMRs

### Data structure of DMRs

**Country**: two characters based on ISO 3166-1 for country code.

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

The National Focal Point will receive DMRs under the country code(s) of their coverage.

## 3.2 DMRs

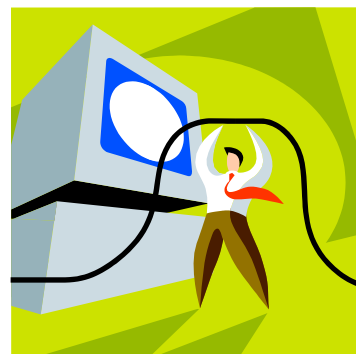
### Data structure of DMRs



**CodeRequest**: three characters for location submitted by a requester or inputted by FP.

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

**Code**: three characters verified for the code list publication.





## 3.2 DMRs

### Data structure of DMRs

**IATA**: Three-character codes for reference of IATA codes in case of discrepancies between UN/LOCODE and IATA codes for airports.

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

## 3.2 DMRs

### Data structure of DMRs



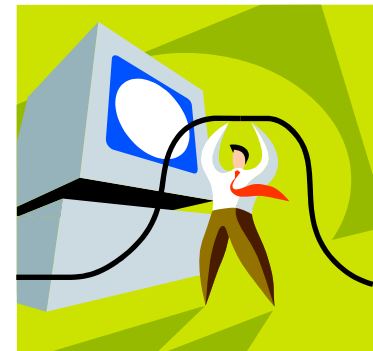
**SubdivisionRequested:**  
subdivision information submitted by the requester or inputted by FP

'Geneva'

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

**Subdivision:** 1-3  
character alphabetic  
and/or numeric code  
verified based on the ISO  
3166-2

'GE'



## 3.2 DMRs

### Data structure of DMRs

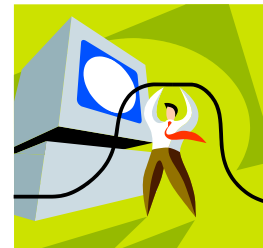


**NameRequested:**  
location name  
entered by the  
requester or FP.

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

'Apt':	for Airport
'I.':	for Island(s)
'Pto':	for Puerto
'Pt':	for Port
'St':	for Saint

**Name:** the location  
validated with the Roman  
alphabets with adopted  
diacritic signs



## 3.2 DMRs

### Data structure of DMRs

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
----	-------------	--------	--------	---------	---------------	------	------	----------------------	-------------	---------------	------	-------------

**NameVariant**: location name without diacritic signs.

## 3.2 DMRs

### Data structure of DMRs

**FunctionRequested:**  
functions (1234567B)  
submitted by the  
requester.



FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

**Function:** digits as  
validated function(s).

Note:

No needs to format it because it will be formatted during the production of directories coverage.

For example, 3 will be formatted as

16      '---3-----'  
          '1----6--'

## 3.2 DMRs

### Data structure of DMRs

**CoordinatesRequested:**  
coordinates entered by  
the requester or by FP.

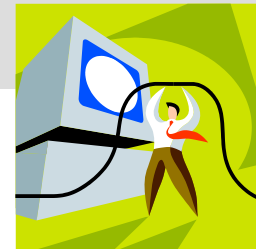


FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

**Coordinates:**  
validated coordinates  
in the format  
'ddmmN/S  
dddmmE/W'.

Note:

The format has the degree and minutes separately with the sexagesimal, not the decimal. For example, '3450N 01443E'.



## 3.2 DMRs

### Data structure of DMRs

**Gazetteer**: source of geographical information.

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

Note:  
Only use the pre-defined abbreviation.

## 3.2 DMRs

# Data structure of DMRs

Acronym	Description	WebLink
cagn	CA Canadian Geographical Names	<a href="http://geonames.nrcan.gc.ca/search/search_e.php">http://geonames.nrcan.gc.ca/search/search_e.php</a>
e01	Microsoft Encarta Interactive World Atlas 2001	
nima	US National Geospatial Intelligence Agency (GEOnet Names Server (GNS))	<a href="http://geonames.nga.mil/gmagaz/">http://geonames.nga.mil/gmagaz/</a>
ukos	UK Ordnance Survey - Britain's National Mapping Agency	<a href="http://www.ordnancesurvey.co.uk/oswebsite/jsp/mapshop/mapShop.jsp?display=/About_Us/DidYouKnow/index.cfm">http://www.ordnancesurvey.co.uk/oswebsite/jsp/mapshop/mapShop.jsp?display=/About_Us/DidYouKnow/index.cfm</a>
usgs	US Geological Survey - National Mapping Information - Geographic Names Information System (GNIS)	<a href="http://geonames.usgs.gov/pls/gnispublic">http://geonames.usgs.gov/pls/gnispublic</a>
frign	FR Institut Géographique National	<a href="http://www.ign.fr/affiche_rubrique.asp?rbr_id=889&amp;lng_id=FR">http://www.ign.fr/affiche_rubrique.asp?rbr_id=889&amp;lng_id=FR</a>
deplz	DE Postleitzahl (PLZ) Service	<a href="http://www.plz-postleitzahl.de">http://www.plz-postleitzahl.de</a>
mapo	Maporama, The World My Way	<a href="http://www.maporama.com/share/">http://www.maporama.com/share/</a>
land	Landings Aviation's Database	<a href="http://www.landings.com/evird.acgi?pass*582600261_h-www.landings.com/_landings/pages/search/ap-info.html">http://www.landings.com/evird.acgi?pass*582600261_h-www.landings.com/_landings/pages/search/ap-info.html</a>
goog	Google search capabilities	<a href="http://www.google.com">http://www.google.com</a>
grtp	Greek travel places	<a href="http://www.gtp.gr">http://www.gtp.gr</a>
degd	DE Geographische Datenbank von dbinterface.de	<a href="http://dbinterface.de/geo/">http://dbinterface.de/geo/</a>
bxm	Index Mundi	<a href="http://www.indexmundi.com/">http://www.indexmundi.com/</a>
augo	AU Geoscience Australia Place names of Australia	<a href="http://www.ga.gov.au/map/names/">http://www.ga.gov.au/map/names/</a>
e05	Microsoft Encarta Interactive World Atlas 2005	
itci	Comuni Italiani	<a href="http://www.comuni-italiani.it">http://www.comuni-italiani.it</a>
map	Maplandia	<a href="http://www.maplandia.com/">http://www.maplandia.com/</a>
wiki	Wikipedia	<a href="http://www.wikipedia.org/">http://www.wikipedia.org/</a>
degdz	GeoDatenZentrum - Central Basic Geodata Service for Germany	<a href="http://www.geodatenzentrum.de">http://www.geodatenzentrum.de</a>
auga	Australia GeoScience	<a href="http://www.ga.gov.au/map/names/">http://www.ga.gov.au/map/names/</a>
geon	Geonames	<a href="http://www.geonames.org">http://www.geonames.org</a>
mapla	Mapplanet	<a href="http://www.mapplanet.com">http://www.mapplanet.com</a>

Please refer to the table 2.3 in the Technical Guide .



## 3.2 DMRs

### Data structure of DMRs

**Status:** Two characters to indicate the status of the entry

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

#### Note:

e.g. whether approved by Government, by Customs, or based on a user requirement not necessarily recognised by an authority.

<b>AA</b>	Approved by competent national government agency
<b>AC</b>	Approved by Customs Authority
<b>AF</b>	Approved by national facilitation body
<b>AI</b>	Code adopted by international organisation (IATA or ECLAC)
<b>AS</b>	Approved by national standardisation body
<b>RL</b>	Recognised location - Existence and representation of location name confirmed by check against nominated gazetteer or other reference work
<b>RN</b>	Request from credible national sources for locations in their own country
<b>RQ</b>	Request under consideration
<b>RR</b>	Request rejected
<b>QQ</b>	Original entry not verified since date indicated
<b>XX</b>	Entry that will be removed from the next issue of UN/LOCODE

## 3.2 DMRs

### Data structure of DMRs

**Weblink**: URL of geographic information source.

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

Note:

It should correspond to the column Gazetteer.

## 3.2 DMRs

### Data structure of DMRs

**UserRemarks**: remarks submitted by requesters

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

Note:

important for DMRs for modification.

NFP should check this column to learn why and how to modify requested by users.

## 3.2 DMRs

### Data structure of DMRs

**SecRemarks:**  
explanation for  
validation result.

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

#### Note:

- It can be left blank for approved requests.
- It is necessary for non-approved requests. For example, for rejected requests, please write down the reason. For withdrawn requests, please write down “duplicate request” or other reasons.

## 3.2 DMRs

### Data structure of DMRs

**Remarks:**  
Published in the  
directories.

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

#### Note:

- Remarks manually typed as clues of replacement codes for requests for deletion due to duplication; for example,

X	AU GNO	Geelong North	Geelong North	VIC	--3----	XX	1301		3806S 14420E	Use AU GGN
---	--------	---------------	---------------	-----	---------	----	------	--	--------------	------------

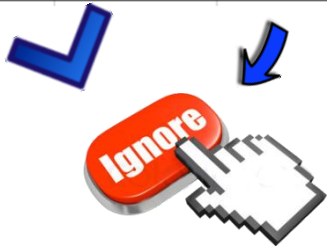
- other remarks will be generated automatically by the system starting with '@' during the production. For example,
  - @SUB: change on the subdivision
  - @FUN: change(s) on the functions
  - @COO: change on the coordinates
  - @STA: change on the status

# 3.2 DMRs

## Data structure of DMRs



FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production		
ChairForAction	ChairComments	DPAAction	DPFinalStatus	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordinates	ChSubdivision	ChStatus	ChEntryOrigin	ChCodeOrigin	ChIATA



Must be filled in by the FP




- The entry should be as follows:
- 'Approved'
  - 'Rejected'
  - 'Withdrawn'
  - 'Postponed'

## 3.2 DMRs

### Data structure of DMRs

User ID to finalize the UN/LOCODE



ChairForAction	ChairComments	DPAAction	DPFinalStatus	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordinates	ChSubdivision	ChStatus	ChEntryOrigin	ChCodeOrigin	ChIATA
----------------	---------------	-----------	---------------	------	-------------	------------	------------	---------------	---------------	----------	---------------	--------------	--------

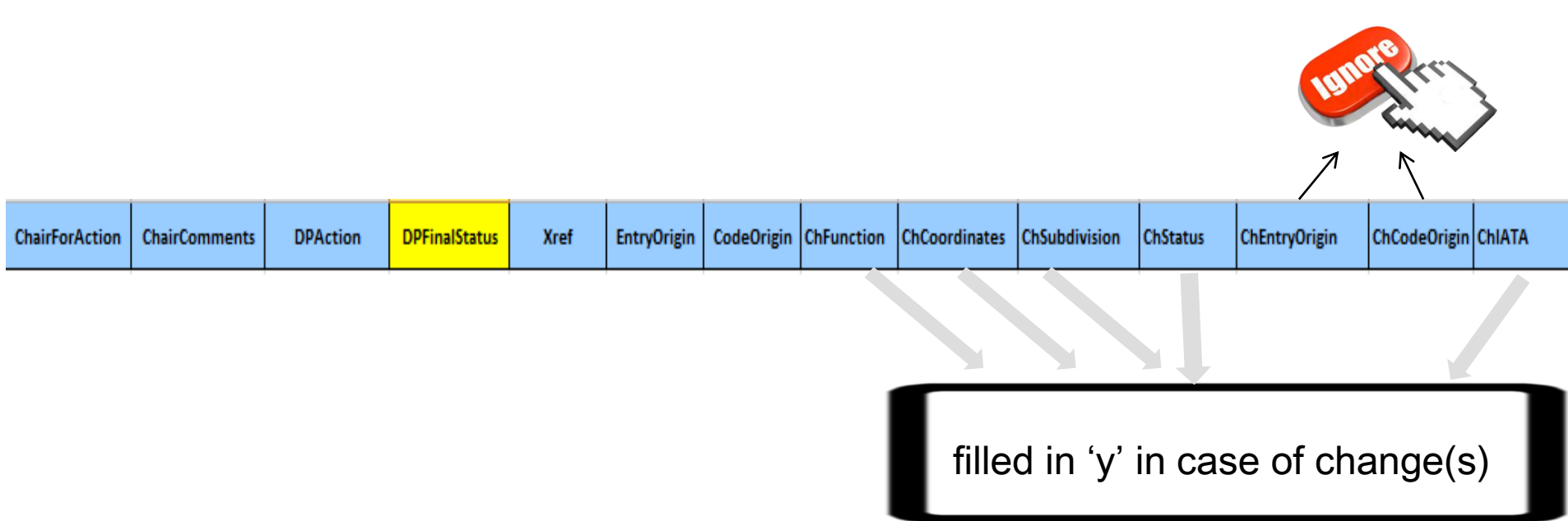


UserID to create the entry



## 3.2 DMRs

### Data structure of DMRs



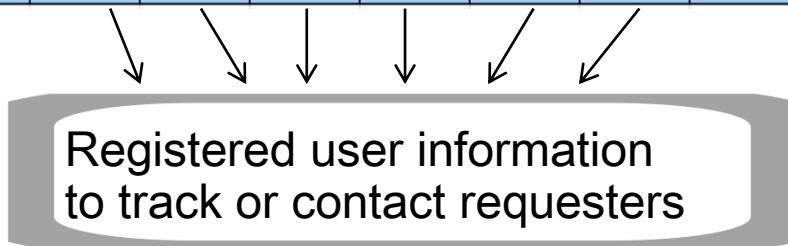


## 3.2 DMRs

### Data structure of DMRs



ReferenceFile	Date	UserName	Email	Company	Address	Phone	Fax	Mailing	ConsultantIn	ConsultantSent	NotUsed	CheckingStatus	AutoLocation	AutoComment	AutoStatus
---------------	------	----------	-------	---------	---------	-------	-----	---------	--------------	----------------	---------	----------------	--------------	-------------	------------



Note:

- For key users, 'Company' is the institution acronym



a@ABC.com



b@ABC.com



c@ABC.com



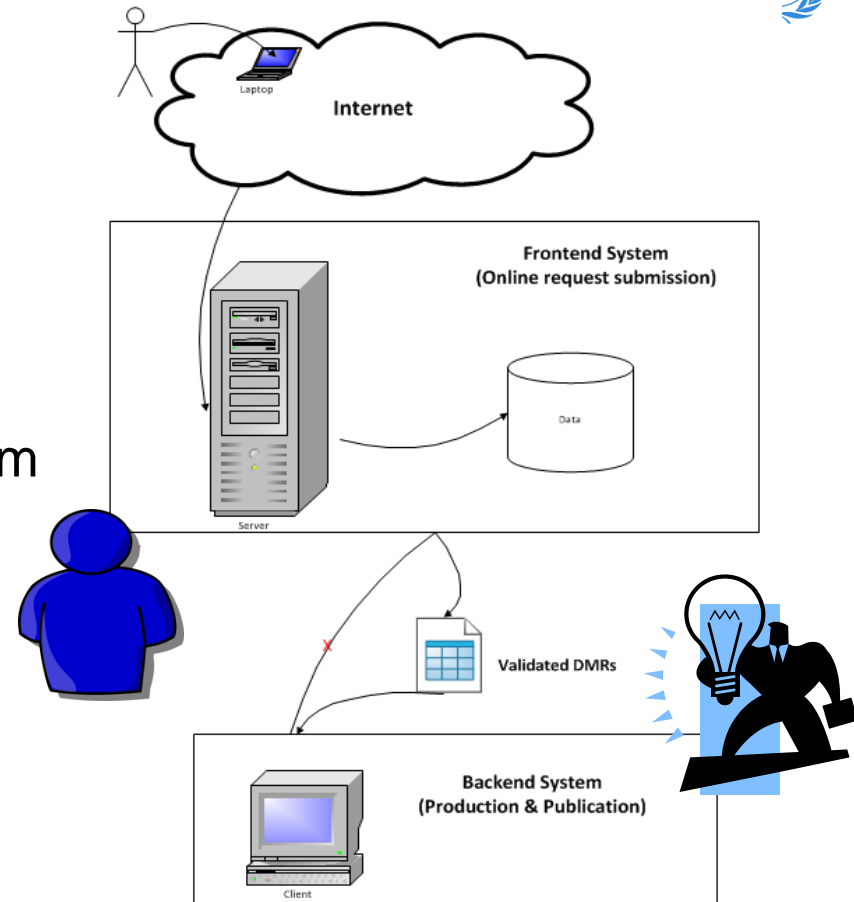
ABC

- For individual user, 'Company' is the same as 'Username'
- Please register first and then contact us for your 'Company'

## 3.2 DMRs

### Sources of DMRs

- Generated through the web-based Online Data Maintenance Request System
- Created manually



DMR creation or validation is done manually in spread sheet.

# 3.2 DMRs



## Samples of DMRs

For new requests:

UNLOCODE 2013\_2 - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

D6 INTTRA

ID	UNLogNumber	Change	Source	Country	CodeReq	Code	IATA	Subdivi	Subd	NameRequested	Name	NameVariat	FunctionReq	Function	CoordinatesReq	Coordinates	Gazet	Status	Weblink	UserRemarks
2	UN-2013-36232	+	4291	AE	RMC	RMC	RK	RK	RAK	Maritime City	Rak Maritime City		1	1	2557N 05603E	2557N 05603E	RL		<a href="http://www.rakmaritimecity.ae">www.rakmaritimecity.ae</a>	
3	UN-2013-36233	+	4291	AE	RKP	RKP	RK	RK	RAK	Khor Port	Rak Khor Port		1	1	2549N 05557E	2549N 05557E	RL		<a href="http://www.rakkhorport.ae">www.rakkhorport.ae</a>	
4	UN-2013-36234	+	4291	AE	AJP	AJP	RK	RK	Al Jeer	Port	Al Jeer Port		16	13	2602N 05603E	2602N 05603E	RL		<a href="http://www.aljeerport.ae">www.aljeerport.ae</a>	
5	UN-2013-36235	+	4291	AE	JAZ	JAZ	RK	RK	Al Jazeera	Port	Al Jazeera Port		1	1	2543N 05548E	2543N 05548E	RL		<a href="http://www.aljazeeraport.ae">www.aljazeeraport.ae</a>	
6	UN-2013-35472	+	INTTRA	AF	MEY	MEY	BAL	BAL		Meydan	Meydan		16	3	3654N 06655E	3654N 06655E	wiki	RL	<a href="http://en.wikipedia.org/wiki/Meydan,_Afghanistan">http://en.wikipedia.org/wiki/Meydan,_Afghanistan</a>	
7	UN-2013-36258	+	CSAV	AM	KJN	KJN	-	-		K'ajaran	Kajaran		26	23	3990N 04690E	3909N 04609E	map	RL	<a href="http://www.maplandia.com/armenia/armenia-x-yerevan/k-ajar">http://www.maplandia.com/armenia/armenia-x-yerevan/k-ajar</a>	
8	UN-2013-35144	+	INTTRA	AR	GBG	GBG	B	B		GRAND BOURG	Grand Bourg		6	3	3429S 05843W	3429S 05843W	map	RL	<a href="http://www.maplandia.com/argentina/buenos-aires/general-se">http://www.maplandia.com/argentina/buenos-aires/general-se</a>	
9	UN-2013-35561	+	CSAV	AR	PDM	PDM	X	X		Pozo del Molle	Pozo del Molle		26	23	3220S 06255W	3202S 06255W	map	RL	<a href="http://www.maplandia.com/argentina/cordoba/rio-segundo/po">http://www.maplandia.com/argentina/cordoba/rio-segundo/po</a>	
10	UN-2013-35625	+	INTTRA	AR	VLZ	VLZ	B	B		Villa Luzuriaga	Villa Luzuriaga		6	3	3439S 05835W	3439S 05835W	map	RL	<a href="http://www.maplandia.com/argentina/buenos-aires/moron/vill">http://www.maplandia.com/argentina/buenos-aires/moron/vill</a>	
11	UN-2013-35819	+	CSAV	AR	MML	MML	X	X		Monte Maiz	Monte Maiz		26	23	3312S 06236W	3312S 06236W	wiki	RL	<a href="http://es.wikipedia.org/wiki/Monte_Ma%C3%ADz">http://es.wikipedia.org/wiki/Monte_Ma%C3%ADz</a>	
12	UN-2013-36046	+	CSAV	AR	ARG	ARG	E	E		General Ramirez	General Ramirez		26	26	3211S 06012W	3211S 06012W	wiki	RL	<a href="http://es.wikipedia.org/wiki/General_Ram%C3%ADrez">http://es.wikipedia.org/wiki/General_Ram%C3%ADrez</a>	
13	UN-2013-36047	+	CSAV	AR	GRM	GRM	E	E		General Ramirez	General Ramirez		26	23	3211S 06012W	3211S 06012W	wiki	RL	<a href="http://es.wikipedia.org/wiki/General_Ram%C3%ADrez">http://es.wikipedia.org/wiki/General_Ram%C3%ADrez</a>	
14	UN-2013-36270	+	CSAV	AR	SMM	SMM	B	B		San Miguel del Monte	San Miguel del Monte		6	3	3527S 05848W	3527S 05848W	map	RL	<a href="http://www.maplandia.com/argentina/buenos-aires/monte/sa">http://www.maplandia.com/argentina/buenos-aires/monte/sa</a>	
15	UN-2013-36290	+	INTTRA	AR	PP9	PP9	B	B		PABLO PODESTA	Pablo Podestá		16	13	3436S 05831W	3436S 05831W	wiki	RL	<a href="http://en.wikipedia.org/wiki/Pablo_Podest%C3%A1,_Buenos_Ai">http://en.wikipedia.org/wiki/Pablo_Podest%C3%A1,_Buenos_Ai</a>	

# 3.2 DMRs



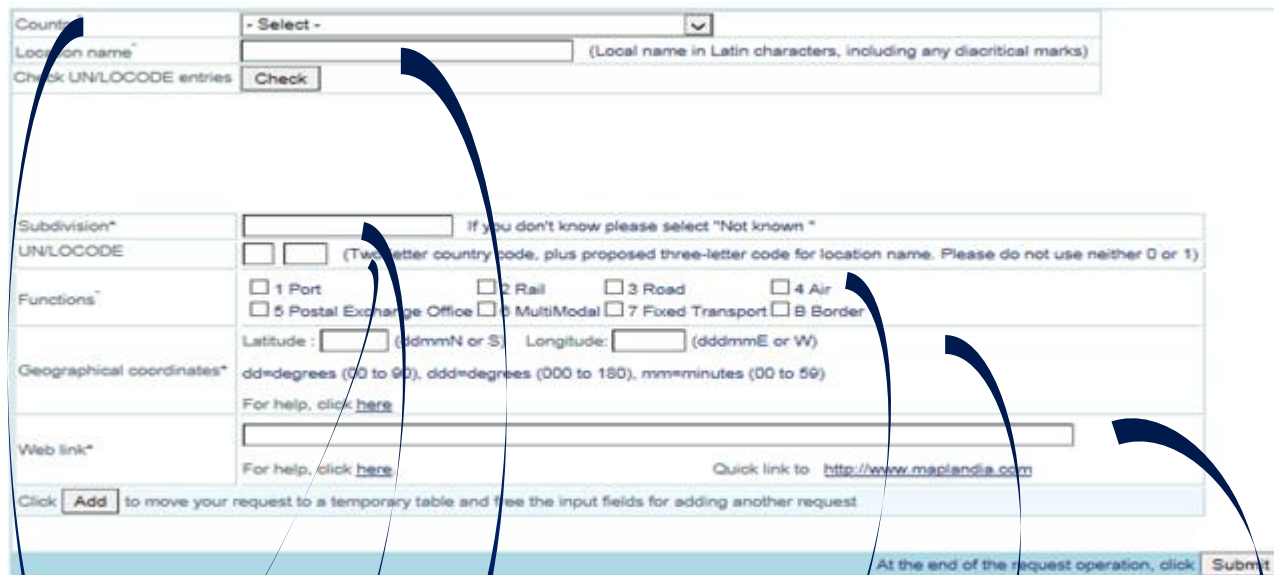
## Samples of validated DMRs

V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
SecRemarks	Remarks	Duplic	Produ	Chair	Chai	DPAction	DPFinalStat	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordin	ChSubdivisi	ChStatus	ChEntryOrig	ChCodeOrig	ChIATA	ReferenceF	Date	UserName	Email
							Approved		4291	4291								50996	19/09/2013	4291	dposm@saqrport
							Approved		4291	4291								50997	19/09/2013	4291	dposm@saqrport
							Approved		4291	4291								50998	19/09/2013	4291	dposm@saqrport
							Approved		4291	4291								50999	19/09/2013	4291	dposm@saqrport
							Approved		INTTRA	INTTRA								50280	01/08/2013	107	SERVICE@INTTRA.C
							Approved		CSAV	CSAV								51018	20/09/2013	3082	francisco.inostro

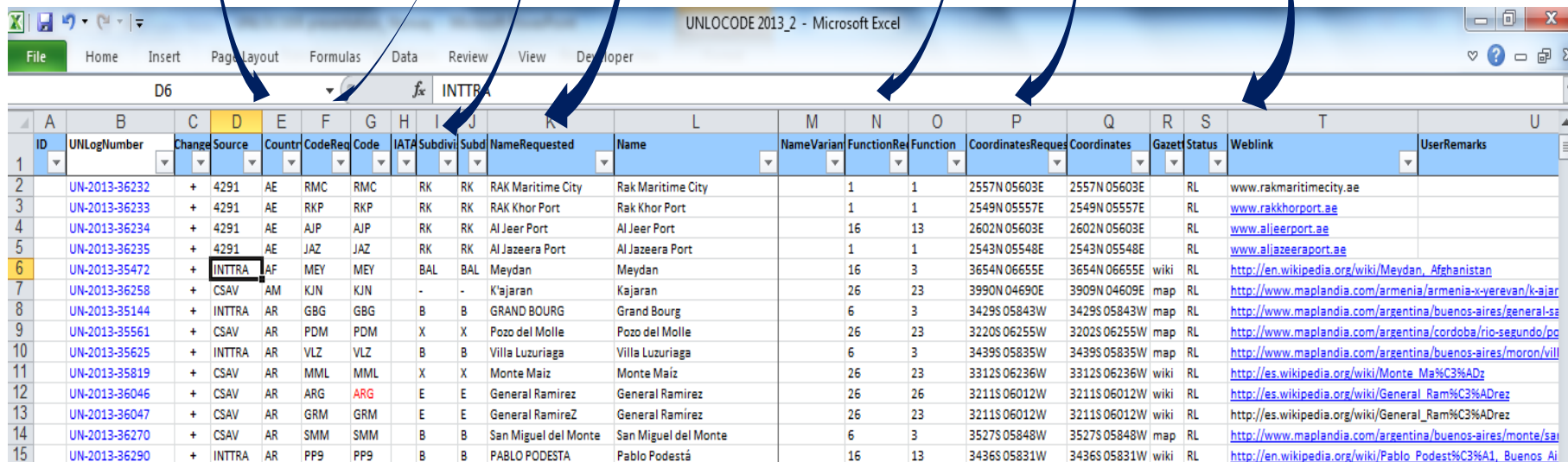
Validated result

# 3.2 DMRs

## DMRs Generated through the web-based system



Country: - Select -  
Location name\* (Local name in Latin characters, including any diacritical marks)  
Check UN/LOCODE entries:  Check  
Subdivision\* If you don't know please select "Not known"  
UN/LOCODE:   (Two letter country code, plus proposed three-letter code for location name. Please do not use neither 0 or 1)  
Functions\*  
 1 Port  2 Rail  3 Road  4 Air  
 5 Postal Exchange Office  6 MultiModal  7 Fixed Transport  8 Border  
Latitude:  (ddmmN or S) Longitude:  (dddmmE or W)  
Geographical coordinates\* dd=degrees (00 to 90), ddd=degrees (000 to 180), mm=minutes (00 to 59)  
For help, click [here](#)  
Web link\*  
For help, click [here](#) Quick link to: <http://www.maplandia.com>  
Click  to move your request to a temporary table and free the input fields for adding another request.  
At the end of the request operation, click



ID	UNLogNumber	Change	Source	Country	CodeReq	Code	IATA	Subdivi	Subd	NameRequested	Name	NameVarian	FunctionReq	Function	CoordinatesReq	Coordinates	Gazet	Status	Weblink	UserRemarks
2	UN-2013-36232	+	4291	AE	RMC	RMC	RK	RK	RAK Maritime City	Rak Maritime City		1	1	2557N 05603E	2557N 05603E	RL		<a href="http://www.rakmaritimecity.ae">www.rakmaritimecity.ae</a>		
3	UN-2013-36233	+	4291	AE	RKP	RKP	RK	RK	RAK Khor Port	Rak Khor Port		1	1	2549N 05557E	2549N 05557E	RL		<a href="http://www.rakkhorport.ae">www.rakkhorport.ae</a>		
4	UN-2013-36234	+	4291	AE	AJP	AJP	RK	RK	Al Jeer Port	Al Jeer Port		16	13	2602N 05603E	2602N 05603E	RL		<a href="http://www.aljeerport.ae">www.aljeerport.ae</a>		
5	UN-2013-36235	+	4291	AE	JAZ	JAZ	RK	RK	Al Jazeera Port	Al Jazeera Port		1	1	2543N 05548E	2543N 05548E	RL		<a href="http://www.aljazeeraport.ae">www.aljazeeraport.ae</a>		
6	UN-2013-35472	+	INTTRA	AF	MEY	MEY	BAL	BAL	Meydan	Meydan		16	3	3654N 06655E	3654N 06655E	wiki	RL	<a href="http://en.wikipedia.org/wiki/Meydan,_Afghanistan">http://en.wikipedia.org/wiki/Meydan,_Afghanistan</a>		
7	UN-2013-36258	+	CSAV	AM	KJN	KJN	-	-	K'ajaran	Kajaran		26	23	3990N 04690E	3909N 04609E	map	RL	<a href="http://www.maplandia.com/armenia/armenia-x-yerevan/k-ajar">http://www.maplandia.com/armenia/armenia-x-yerevan/k-ajar</a>		
8	UN-2013-35144	+	INTTRA	AR	GBG	GBG	B	B	GRAND BOURG	Grand Bourg		6	3	3429S 05843W	3429S 05843W	map	RL	<a href="http://www.maplandia.com/argentina/buenos-aires/general-sa">http://www.maplandia.com/argentina/buenos-aires/general-sa</a>		
9	UN-2013-35561	+	CSAV	AR	PDM	PDM	X	X	Pozo del Molle	Pozo del Molle		26	23	3220S 06255W	3202S 06255W	map	RL	<a href="http://www.maplandia.com/argentina/cordoba/rio-segundo/po">http://www.maplandia.com/argentina/cordoba/rio-segundo/po</a>		
10	UN-2013-35625	+	INTTRA	AR	VLZ	VLZ	B	B	Villa Luzuriaga	Villa Luzuriaga		6	3	3439S 05835W	3439S 05835W	map	RL	<a href="http://www.maplandia.com/argentina/buenos-aires/moron/vill">http://www.maplandia.com/argentina/buenos-aires/moron/vill</a>		
11	UN-2013-35819	+	CSAV	AR	MML	MML	X	X	Monte Maiz	Monte Maiz		26	23	3312S 06236W	3312S 06236W	wiki	RL	<a href="http://es.wikipedia.org/wiki/Monte_Ma%C3%ADz">http://es.wikipedia.org/wiki/Monte_Ma%C3%ADz</a>		
12	UN-2013-36046	+	CSAV	AR	ARG	ARG	E	E	General Ramirez	General Ramirez		26	26	3211S 06012W	3211S 06012W	wiki	RL	<a href="http://es.wikipedia.org/wiki/General_Ram%C3%ADrez">http://es.wikipedia.org/wiki/General_Ram%C3%ADrez</a>		
13	UN-2013-36047	+	CSAV	AR	GRM	GRM	E	E	General Ramirez	General Ramirez		26	23	3211S 06012W	3211S 06012W	wiki	RL	<a href="http://es.wikipedia.org/wiki/General_Ram%C3%ADrez">http://es.wikipedia.org/wiki/General_Ram%C3%ADrez</a>		
14	UN-2013-36270	+	CSAV	AR	SMM	SMM	B	B	San Miguel del Monte	San Miguel del Monte		6	3	3527S 05848W	3527S 05848W	map	RL	<a href="http://www.maplandia.com/argentina/buenos-aires/monte/sa">http://www.maplandia.com/argentina/buenos-aires/monte/sa</a>		
15	UN-2013-36290	+	INTTRA	AR	PP9	PP9	B	B	PABLO PODESTA	Pablo Podestá		16	13	3436S 05831W	3436S 05831W	wiki	RL	<a href="http://en.wikipedia.org/wiki/Pablo_Podest%C3%A1,_Buenos_Ai">http://en.wikipedia.org/wiki/Pablo_Podest%C3%A1,_Buenos_Ai</a>		

# Agenda

1. Background of UN/LOCODE
2. Basic knowledge of UN/LOCODE
3. **UN/LOCODE Maintenance**
  - 3.1 Maintenance overview
  - 3.2 DMRs
  - 3.3 Validation on new requests
  - 3.4 Validation on requests for modification
4. Q&A

# 3.3 Validation on new requests



ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant			
FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production				
ChairForAction	ChairComments	DPAAction	DPFinalStatus	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordinates	ChSubdivision	ChStatus	ChEntryOrigin	ChCodeOrigin	ChIATA		
ReferenceFile	Date	UserName	Email	Company	Address	Phone	Fax	Mailing	ConsultantIn	ConsultantSent	NotUsed	CheckingStatus	AutoLocation	AutoComment	AutoStatus

# 3.3 Validation on new requests

## Validation on new requests tips

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
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- Change: for new code requests, the “+” will be automatically generated by the system.
- Code: the code verified to be assigned to requested location. If the code is in red or necessary to be changed, please search the UN/LOCODE existing list to find a free code. The red colour highlighted entries indicate that the requested codes already exist in the existing list, so the FPs have to give another code for the location.
- Subdivision: to be validated by the FP based on the ISO 3166-2. The level of subdivision should be in line with the existing UN/LOCODE entries. For subdivisions with numbers, double check the ISO 3166-2 to see if it is written as “1” or “01”. Remember to change the spread sheet column to “text” and then enter “01”, otherwise the spread sheet would change “01” to “1”.
- Name: to be validated by the FP. The name should be with the Roman alphabets with adopted diacritic signs.



# 3.3 Validation on new requests

## Validation on new requests tips

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
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- **Function:** to be validated by the FP. Check the location on the map to see if it is a port near to ocean/river for “1”. If there is no water, it should not be assigned as the function “1”. Normally the location should not have the function “6” since there are not many ICDs;
- **Coordinates:** to be validated by the FP with the required coordinates format – ddmmN/S dddmmE/W. The format has the degree and minutes separately with the sexagesimal, not the decimal.

For example, the correct version of the coordinates should be 3450N 01443E, not the wrong version like 3484N 01473E. All decimal format coordinates entered by the users should be converted to sexagesimal version by the FP.

- Note:
- the degrees of latitude should be less than 90
  - the minutes of latitude should be less than 60
  - the degrees of longitude should be less than 180, less than 100, put 0 on the first digital.
  - the minutes of longitude should be less than 60

# 3.3 Validation on new requests

## Validation on new requests tips

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production		
ChairForAction	ChairComments	DPAction	DPFinalStatus	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordinates	ChSubdivision	ChStatus	ChEntryOrigin	ChCodeOrigin	ChIATA

- Gazetteer: to be validated by the FP. This column contains the source of the location information of the requested code and is matched with 'Weblink'. Enter the value as described in the Table 2.3 of the Technical Guide.
- Status: to be updated by the FP. The status should be changed to "AA" or "AS" after the validation of the FP.
- Weblink: to be validated by the FP. Please ensure the weblink is correct for the location identification of the requested code.
- SecRemarks: can be left blank or filled by FP. If the request is rejected or duplicated, the FP should note here by entering the reasons. For example, for rejection locations, please write down the reason and for withdrawn, please write down "duplicate request".
- DPFinalStatus: must be input by the FP with validation result: Approved, Rejected, Withdraw or Postponed

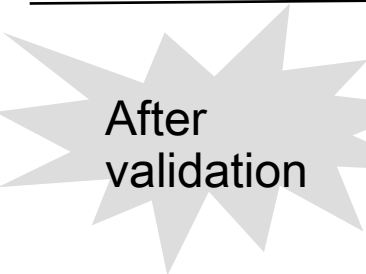
# 3.3 Validation on new requests

## Validation on new requests sample

UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	Subdivision
UN-2015-43330	+	GLOBEX	US	WK9	WK9		Oklahoma

NameRequested	Name	NameVariant	FunctionRequested	Function
Waynoka	Waynoka		1	1

CoordinatesRequest	Coordinates	Gazetteer	Status	Weblink	...	DPFinalStatus
3658N 09887W	3658N 09887W		RQ	<a href="http://en.wikipedia.org/wiki/Waynoka">http://en.wikipedia.org/wiki/Waynoka</a>		



UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	Subdivision
UN-2015-43330	+	GLOBEX	US	WK9	W3K		OH

NameRequested	Name	NameVariant	FunctionRequested	Function
Waynoka	Waynoka		1	3

CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	...	DPFinalStatus
3658N 09887W	3635N 09852W	Wiki	AA	<a href="http://en.wikipedia.org/wiki/Waynoka">http://en.wikipedia.org/wiki/Waynoka</a>		Approved

# Agenda

1. Background of UN/LOCODE
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3. **UN/LOCODE Maintenance**
  - 3.1 Maintenance overview
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# 3. Maintenance

## Validation on requests for modification

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant			
FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production				
ChairForAction	ChairComments	DPAction	DPFinalStatus	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordinates	ChSubdivision	ChStatus	ChEntryOrigin	ChCodeOrigin	ChIATA		
ReferenceFile	Date	UserName	Email	Company	Address	Phone	Fax	Mailing	ConsultantIn	ConsultantSent	NotUsed	CheckingStatus	AutoLocation	AutoComment	AutoStatus

## 3.4 Validation on requests for modification

### Validation on requests for modification tips

ID	UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	SubdivisionRequested	Subdivision	NameRequested	Name	NameVariant
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- Change: to be validated by the FP. By default it is '1'. Based on validation, “#” should be entered if the modification is only for the location name. “|” should be entered for all changes other than location name. “X” should be entered for the deletion of the entry.

Note: If location name together with attributes such as subdivision, function or coordinates is changed, please enter “#”.

## 3.4 Validation on requests for modification

### Validation on requests for modification tips

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
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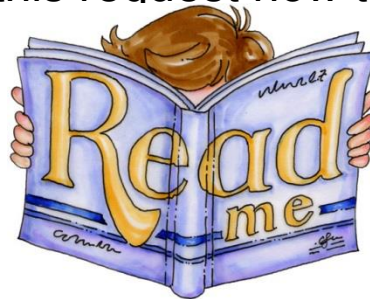
- Function: the sign “+” or “-” should be entered before the function number.  
For example, a location is requested to remove ‘port’ function, you must enter ‘-1’ ;  
A location is requested to add ‘railway station’ function, you must enter ‘+2’

## 3.4 Validation on requests for modification

### Validation on requests for modification tips

FunctionRequested	Function	CoordinatesRequested	Coordinates	Gazetteer	Status	Weblink	UserRemarks	SecRemarks	Remarks	Duplications	Production
-------------------	----------	----------------------	-------------	-----------	--------	---------	-------------	------------	---------	--------------	------------

- UserRemarks: Please read carefully for this column as it contains the information from the user who submitted this request how to modify the entry in question.



- SecRemarks: FP should enter the reason of rejection, postponed, or withdrawn in this column.
- Remarks: for deletion, input Use XX YYY



# 3.4 Validation on requests for modification

## Validation on requests for modification tips

ChairForAction	ChairComments	DPAAction	DPFinalStatus	Xref	EntryOrigin	CodeOrigin	ChFunction	ChCoordinates	ChSubdivision	ChStatus	ChEntryOrigin	ChCodeOrigin	ChIATA
----------------	---------------	-----------	---------------	------	-------------	------------	------------	---------------	---------------	----------	---------------	--------------	--------

- DPFinalStatus: FP needs to enter Approved, Rejected, Withdraw or Postponed in this column as the validation result of this request.
- ChFunction: to be validated by the FP if the modification is for the function. “y” should be entered if the function has changed. If no function change, then leave it blank.
- ChCoordinates: to be validated by the FP if the modification is for the coordinates. “y” should be entered if the coordinates has changed or added. If no coordinate change, then leave it blank.
- ChSubdivision: to be validated by the FP if the modification is for the subdivision. “y” should be entered if the subdivision has changed or added. If no subdivision change, then leave it blank.
- ChStatus: to be validated by the FP if the modification is for the status. “y” should be entered if the status has changed or added. If no status change, then leave it blank.

## 3.4 Validation on requests for modification

### Validation on requests for modification tips

Under some circumstances, FP needs to create/modify several DMRs to meet demand from users. Please make sure the Serial No for the DMR created by FP is unique. For example,

- If the user requests for changing code for one location, FP needs two DMRs, one is for deletion of the existing code and the other for creating a new code for the same location.
- If a use requests for updating one attribute, for instance, subdivision for several locations. The user might leave remarks like 'Please change subdivision from A to B for location X. The same for location Y and Z.'



# 3.4 Validation on requests for modification

## Validation on requests for modification sample

UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	Subdivision
UN-2015-42169		USZDDF	US	ZDD	ZDD		GA
NameRequested		Name	NameVariant		FunctionRequested		Function
Fort Gordon		Fort Gordon			+3		+3
CoordinatesRequest	Coordinates	Gazetteer	Status	Weblink		UserRemarks	
3325N 08209W	3325N 08209W	map	RL	<a href="http://www.maplandia.com/united-states/georgia/richmond-county/fort-gordon/">http://www.maplandia.com/united-states/georgia/richmond-county/fort-gordon/</a>		Please add "3" Road to this location.	
DPFinalStatus		ChFunction	ChCoordinates	ChSubdivision	ChStatus		

UNLogNumber	Change	Source	Country	CodeRequested	Code	IATA	Subdivision
UN-2015-42169		USZDDF	US	ZDD	ZDD		GA
NameRequested		Name	NameVariant		FunctionRequested		Function
Fort Gordon		Fort Gordon			+3		+3
CoordinatesRequest	Coordinates	Gazetteer	Status	Weblink		UserRemarks	
3325N 08209W	3325N 08209W	map	AA	<a href="http://www.maplandia.com/united-states/georgia/richmond-county/fort-gordon/">http://www.maplandia.com/united-states/georgia/richmond-county/fort-gordon/</a>		Please add "3" Road to this location.	
DPFinalStatus		ChFunction	ChCoordinates	ChSubdivision	ChStatus		
Approved		y			y		

# Agenda

1. Background of UN/LOCODE
2. Basic knowledge of UN/LOCODE
3. UN/LOCODE Maintenance
4. **Q&A**

# 4. Q&A



# Contact



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UN/LOCODE Secretariat

