
Economic Commission for Europe

Informal UN/LOCODE Consultation

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UN/LOCODE maintenance

Terms of Reference of the Task Force on Facilitation and Improvement of the UN/LOCODE Maintenance

Summary

This document is drafted by the secretariat to follow up on a decision made at the fourth annual meeting of the UN/LOCODE Advisory Group to address issues related to the UN/LOCODE maintenance by setting up a Task Force.

I. Background

1. The United Nations Code for Trade and Transport Locations (UN/LOCODE) identifies locations related to international trade around the world. It is a five-character code where the first two characters represent the International Standards Organization (ISO) country code followed by a three-character code unique within that country.
2. These codes are maintained and published by the United Nations Economic Commission for Europe (UNECE) secretariat with the support of the UN/LOCODE Maintenance Team. The UN/LOCODE maintenance is through Data Maintenance Requests (DMRs). Users submit DMRs and the UN/LOCODE Maintenance Team is responsible for processing the DMRs. All approved DMRs will be included in the next UN/LOCODE release published by the secretariat twice per year.
3. Since its setup in 2017, the UN/LOCODE Advisory Group discussed issues related to the UN/LOCODE maintenance at every annual meeting to improve the UN/LOCODE data quality.
4. The UN/LOCODE Maintenance Team focuses on the ongoing DMR validation task at the maintenance meeting with volunteer experts and the UN/LOCODE National Focal Points (NFPs). However, the issues related to the UN/LOCODE maintenance raised by the UN/LOCODE business community are beyond the capacity of the team and need to be studied further for a decision to be made by the UN/LOCODE Advisory Group. Therefore, it is recognized that a dedicated platform is needed to discuss and report to the UN/LOCODE Advisory Group for decision.
5. At its fourth annual meeting, the UN/LOCODE Advisory Group established Decision 20-9 to set up a task force to study the issues related to the Special Economic Zone (SEZ) and the feasibility of introducing a Child Code for SEZs (hereinafter referred to as “Task Force”).
6. In consultation with the Chair and the Vice-Chair of the UN/LOCODE Advisory Group, the secretariat drafted the Terms of Reference (ToRs) of this Task Force on Facilitation and Improvement of the UN/LOCODE Maintenance to address the issues mentioned above (hereinafter referred to as “Task Force”), which are presented in this document.

II. Objective

7. The main objective of the Task Force is to address issues raised by the ongoing UN/LOCODE maintenance by gathering the information to grasp the real needs of the UN/LOCODE business community, analyzing and proposing ways-forward in line with the revised UNECE Recommendation 16.
8. The study will be conducted by questionnaires as a first step. Every questionnaire is drafted by the Task Force and it is open for response by the UN/LOCODE user community for at least three months. The study paper, together with the results of the questionnaire, will be presented to the UN/LOCODE Advisory Group at its next annual meeting for discussion and further action.

III. Leadership

9. The Task Force will be led by the Chair of the UN/LOCODE Advisory Group, who will report to the UN/LOCODE Advisory Group at its annual meeting.

IV. Participation

10. The Task Force is open to stakeholders in the UN/LOCODE business community for participation on a volunteer basis, including UN/CEFACT experts, UN/LOCODE Focal Points and other interested parties.
11. Selected experts, representatives of related international organizations, and other entities may participate upon invitation.

V. Scope

12. The Task Force shall carry out the study raised by the UN/LOCODE Maintenance Team, for example:
 - Use cases that cause difficulty and confusion to assign a UN/LOCODE to a location;
 - Child codes;
 - Attributes, such as Function A: Special Economic Zone (SEZ) and Function 7: fixed transport installation, and
 - Written rules of UN/LOCODE assignment at the national level.
13. The UN/LOCODE Maintenance Team focus on the Data Maintenance Request validation and expects further information on use cases in the UN/LOCODE business community and guidance at a maintenance policy level to seek an understanding and implementation in common of how to assign a UN/LOCODE to a requested location with respect to the area concept specified in the revised Recommendation No. 16.

VI. Mode of operation

14. Participation in the activities of the Task Force is voluntary and on a self-financed basis.
 15. The Task Force shall have both physical and virtual meetings in carrying out its activities. Meetings will be conducted in English only.
 16. The Task Force shall make its recommendations on a consensus basis.
 17. UNECE shall serve as the secretariat of the Task Force and facilitate its activities, including moderating its meetings.
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Annex I: Questionnaire

General information

Title: Mr. Ms.

First name: _____

Last name: _____

email: _____

You are from: Public Sector Private Sector

Company/Institution/Organization: _____

Are you a National Focal Point?

Yes

No

If yes, for which country: _____

Are you interested in activities related to UN/LOCODE and included in the mailing list?

Yes

No

Are you familiar with the revised Recommendation 16 (Fourth Edition)?

Yes

No

Part I. DMR submission

- Have you registered in the online DMR system?

Yes

No

If yes, since when: _____

- How many DMRs have you/your company submitted?

Never

Between 1 and 100

Between 100 and 1000

more than 1000

- Are you familiar with the new maintenance procedure, especially as a DMR submitter, you are invited to attend the maintenance meeting at least once to explain/justify your request?

Yes

No

If yes, please specify how: _____

Part II. Use of UN/LOCODE

- How do you use UN/LOCODE in your business? Since when? _____
 - How do you use location codes in your business system?
- Only UN/LOCODE
- UN/LOCODE + my own set of codes, such as temporary codes and codes for special purpose
- UN/LOCODE child code (please specify: _____)
- Do you expect a real-time data exchange between your business system and the UN/LOCODE system instead of updating through a biannual publication release?
- Yes
- No

Part III. Attributes

3.1 Location name

- Do you need a location name spelt in the original language?
- Yes
- No

If yes, please provide a use case: _____

- If a location is spelt in multiple official languages, which spelling will be selected?
- In English, no matter English is an official language or not
- In the language preferred locally
- In the administrative language of the country
- In my trade documents

3.2 Subdivision

Note: The country submissions specified in ISO 3166-2 reflect the complete currently known subdivisions of the countries included in ISO 3166-1, without overlaps as notified by the national authorities concerned. Country subdivision names are listed within their category. The terms used to describe such categories are different. The category is organized in a hierarchical way. Only one level is adopted by UN/LOCODE.

- Do you have difficulty in providing a subdivision for a requested location when submitting a new request?
- Yes
- No

If yes, please justify with a use case: _____

- Do you think the level adopted by UN/LOCODE is appropriate?

Yes

No

If yes, please justify with a use case: _____

3.3 Coordinates

- How do you use coordinates? For example, you need it to identify the destination of your delivery.

- Are you satisfied with the current accuracy?

Yes

No

If not, please explain why: _____

- When you request a new code, you provide the coordinates of the requested location by using?

Maplandia (Google Maps World Gazetteer)

Wikipedia

Google Maps

Others

If "Others" is selected, please specify: _____

3.4 Function

- For a port located at an estuary, which function(s) should be requested?

Function 1 - Maritime transport (seaport or maritime port)

Function 8 - Inland water transport (river port and lake port)

Both of Function 1 and 8

- Do you know how to verify Function 5 (International Mail Processing Centre recognized by Universal Postal Union)?

Yes

No

If yes, please explain why: _____

- How do you understand Function 6?

The location should be equipped with a multimodal transport facility

Any intermodal terminal should be with Function 6

Any dry port should be with Function 6

Customs clearance activities should also be carried out at the location with Function 6

- In your opinion, should Floating Production Storage and Offloading (FPSO) or Floating Storage and Offloading be Function 7 (Fixed Transport Installation)?

Yes

No

If yes, please describe the use case(s): _____

Part IV. Child code

- Do you know child code introduced by the revised Rec.16 and the [repository](#) on the UNECE website?

Note: The UN/LOCODE child code use cases do not engage the United Nations or UN/CEFACT in any way and they do not constitute an endorsement of any kind. Submissions are presented on the UNECE website as is and were only checked for grammar and spelling.

Yes

No

- Are you familiar with the UN/LOCODE Child Code?

IMO Port Facility Number

BIC Container Facility Code

SMDG Master Terminals List

None

- Do you need to create your own child code?

Yes

No

If yes, please explain why: _____

- Do you know how to register a child code on the UNECE website?

Yes

No

If yes, please explain how: _____

Part V. Confusing use cases

- When you recognize that a requested location has not yet been assigned with a UN/LOCODE but there is a location nearby assigned with a UN/LOCODE, on which occasion, will you use the UN/LOCODE assigned to the nearby location instead of requesting a new UN/LOCODE?

Distance between the two locations is less than 20 kilometers

Two locations are in the same subdivision

- The rate is the same
- The UN/LOCODE is recognized officially, at least not with the status of “RQ”
- Others:

If “Others” is selected, please specify: _____

- Do you have experience in resubmitting your request for a new code after it is rejected?

Yes

No

If yes, please describe the case(s): _____

- Have you been faced with a situation where there is more than one UN/LOCODE assigned to a location, resulting in that you are confused to select one?

Yes

No

If yes, please share one example and describe your action, for example, if you will submit a DMR to correct it or contact the secretariat: _____

- Any locations seem ok to request Function 3 (road transport), but many legacy entries miss Function 3. How do we clarify it?

Function 3 should be redefined, such as highway.

If a location has other Function(s), except Function 7, it should be assumed to have Function 3.

Others:

If “Others” is selected, please specify: _____

- There is an airport not far away from the requested location. However, it does NOT belong to the same subdivision. Should Function 4 be assigned to this location?

Yes

No

- Do you have a use case of UN/LOCODE under “XZ” (Installations in international waters)?

Yes

No

If yes, please describe the use case(s): _____

- Do you need to assign a UN/LOCODE to a Special Economic Zone (SEZ)?

Yes

No

If yes, please describe the use case(s): _____
