UN/LOCODE Maintenance Meeting

United Nations Code for Trade and Transport Locations
UN/LOCODE
Maintenance Meeting

AGENDA

- Welcome
  - Yan Zhang - UN/LOCODE Secretariat
  - Maria Teresa Chavarri – Convener

- Minutes from the UN/LOCODE Ad hoc Maintenance Policy meeting in Geneva June 29th.

- Guidelines

- DMRs (Data Maintenance Requests) validation

- Q&A
UN/LOCODE Ad Hoc Maintenance Policy Meeting

List of Participants
- Yan Zhang (Secretariat)
- Maria Teresa (Maita) Chavarri (UN/LOCODE Maintenance Team Convenor)
- Sue Probert (UN/LOCODE Advisory Group Chair)
- Bertrand Geoffray (BIC)
- David Roff (Domain Coordinator of UN/CEFACT)
- Tiago Spengler (NFP for Brazil)
- Jean-Baptiste Receveur (Representative of NFP for France)
- Yinfen Zhang (NFP for China)
- Mohammed Aqeel (UK)
- Heng Yeong Chiam (Hapag-Lloyd AG)
- Wenfeng Sun (China)
- Attila Osztragoancz (European Commission)
- Alper Keceli (NFP for Turkey)
- Khulan Gabart (Mongolia)
- Radu Ion (European Commission)
- Ariana Nouri (Iran)

Agenda:
- LOCATIONS WITH FUNCTION “7”
- GEO-COORDINATES OF A REQUESTED AREA
- THE ISSUES RAISED BY FRANCE
  - MERGING OF LOCALITIES INTO ONE
  - FISHERY PORTS
- FUNCTION “B”
- AOB

Actions:
- The team didn’t reach an agreement on how to process the assigned UN/LOCODEs after an FPSO is dysfunctional or moved. The NFP for Brazil to analyse further to share with the team later on.
- The secretariat to organize a separate meeting with IMO to discuss whether it is enough to identify a location in the internal waters with an ISM Code.
- The team agreed to pin the centre of a requested area as representative geo-coordinates.
  - The team discussed the utility of using UN/LOCODEs for a subdivision location and for cross-reference and that child codes are especially useful in locating containers, i.e., hyper precision.
- The team encouraged the representative of the NFP for France to deal with merged localities with the capacity of the NFP.
- The secretariat to organize a separate meeting with the representative of the NFP for France based on further information.
- The secretariat agreed not to bring function “B” back to Recommendation No. 16 and continue to type “Border” in the column “Remarks” to indicate a location on the border.
- The secretariat to organize workshops and training sessions for NFPs, especially newly nominated NFPs, including the best practices shared by Brazil to review the existing code list for a country.
- The secretariat to follow up with FAO to clarify if fishery ports are included in the FAO Global Record.
- The secretariat to schedule for the next ad hoc maintenance policy meeting on issues pending for a policy.
- The secretariat to organize a meeting with the interested members, such as the representatives from Hapag-Lloyd and the EC to present the proof of concept of using GitHub for UN/LOCODE, proposed by David Roff (Domain Coordinator for UN/CEFACT).
- The secretariat to confirm with the Office of Information and Communications Technology (OICT) on the UN’s ICT policy on GitHub before deciding on using GitHub for UN/LOCODE.

All presentations are available on the UNECE website: https://unece.org/trade/cefact/unlocode-advisorygrpmtg2022.
UN/LOCODE Maintenance Group Guidelines
Including key points from Recommendation 16

- Register for the weekly meeting with the format “Company/Country_Your Name”, e.g.
  - BIC_Maria Teresa Chavarri
  - USA_John Smith
- NFP (National Focal Points) attendance and participation.
- UN/LOCODES are for Areas (towns/cities), NOT for ports, depots, economic zones, airports, etc.
- To assign a code to a port facility, terminal or other facility, please request the appropriate child-code (Gisis, SMDG, BIC Facility Code) from those organizations (IMO, SMDG, BIC).
- All of the possible functions occurring within the area defined by the UN/LOCODE must be listed in the DMR (e.g., 1 for port, 2 for rail terminal, etc.). Please refer to Recommendation 16.
- Latin alphabet letters should be used for UN/LOCODE. Only if all meaningful possibilities are exhausted, should numbers be used.
- Name of location should be lowercase, starting with then capital letter; Example: London. For accents/diacritics, see Rec. 16, Annex II, table 2
- Geocoordinates format: must be degree and minute, degree decimals are not acceptable (latitude: ddmmN/S, longitude: dddmmE/W)
  - Example: if geocoordinates in degree decimal are -25.45 +125.25
  - Input in the DMR of 2545S 12525E is wrong, not acceptable
  - Correct coordinate in degrees minutes are 2527S 12515E
  - We suggest you use any geocoordinate converter you can find online. Ex: https://www.pgc.umn.edu/apps/convert/
**UN/LOCODE Maintenance Group Guidelines**

Including key points from Recommendation 16

- **Geocoordinates format:** must be degree and minute, degree decimals are not acceptable (latitude: ddmmN/S, longitude: dddmmE/W)

  **Example:** if geocoordinates in degree decimal are \(-25.45 +125.25\)

  Input in the DMR of 2545S 12525E is wrong, not acceptable

  Correct coordinate in degrees minutes are 2527S 12515E

  - We suggest you use any geocoordinate converter you can find online.

  Ex: [https://www.pgc.umn.edu/apps/convert/](https://www.pgc.umn.edu/apps/convert/)
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Useful Links

- **UN/LOCODE DMR web Access**
  
  [https://apps.unece.org/unlocode/](https://apps.unece.org/unlocode/)
  
  (This is the website to use for request of UN/LOCODE)

- **DMRs to be processed Data Google sheet**:
  [https://docs.google.com/spreadsheets/d/1L3ecUalnKjqG_CTwF1loldDHDsIzPf1V0Crfw0QJn8/edit#gid=2137833940](https://docs.google.com/spreadsheets/d/1L3ecUalnKjqG_CTwF1loldDHDsIzPf1V0Crfw0QJn8/edit#gid=2137833940)

  (The Google sheet is the document we use in the Maintenance Meeting to approve/reject the DMRs)

- **UN/LOCODE Code List by Country and Territory**:
  [https://unece.org/trade/cefact/unlocode-code-list-country-and-territory](https://unece.org/trade/cefact/unlocode-code-list-country-and-territory)

- **List of registered National Focal Points**
  [https://unece.org/trade/uncefact/unlocode/NFPs](https://unece.org/trade/uncefact/unlocode/NFPs)

- **Recommendation 16**
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DMR TIMELINE

2021

**Beginning of November:**
GoogleSheet 2nd tab uploaded: (period of 1 Sep to 31 Oct 2021)

**Beginning of September:**
GoogleSheet 1st tab uploaded: (period of 1 Apr to 31 Aug 2022)

**Beginning of April:**
GoogleSheet 2nd tab uploaded: (period of 1 Jan to 31 March 2022)

**Beginning of November:**
GoogleSheet 2nd tab uploaded: (period of 1 Sep to 31 Oct 2022)

2022

**End of March:** Cut-Off date for requests

**End of September:** Cut-Off date for requests

**Beginning of December:** Maintenance Team continues to work on the 2nd Half Year Round

**Beginning of January:** Maintenance Team starts to work on the 1st Half Year Round

**Beginning of June:** Maintenance Team stops working on the 1st Half Year Round

**Beginning of July:** Database published

**Beginning of September:** Maintenance Team starts to work on the GS-2nd Half Year Round

Data Upload

Maintenance Team work

End of December: Database published
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GOOGLE SHEET explanation

When the DMRs are uploaded to the Google sheet, some columns are already filled up and not editable.

There are other columns that you can edit while evaluating your requests such as the geocoordinates.

Here some steps and tips for you to work with the Google sheet:

1.- Select all the document and go to the Filter icon and create a new Temporary Filter, then you can start to edit.
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**GOOGLE SHEET explanation 1/2**

### Key Points:

- **UNLogNumber:** DMR ID
- **NOT EDITABLE fields:** Requested when posting DMR
- **EDITABLE Fields:** You can edit, correct this field if need it.
- **Coordinates:** You can edit, correct this field if need it. Please check the accurate coordinates format. Please use the converter as explained page 4.

### Table Description:

| A  | B         | C       | D     | E       | F   | G | H  | I  | J  | K    | L     | M | N | O     | P     | Q       | R      | S     | T     |
|----|-----------|---------|-------|---------|------|---|--|--|--|--|------|-------|------|---|------|-------|------|-------|------|------|
| 1  | UN-2021-65745 | INTRA | AM | SSK | SSK | - | - | Sarsunik | Sarsunik | 36 | 36 | 4020014660E | 4020014660E | RQ |  |  |  |  |
| 2  | UN-2021-65742 | INTRA | AR | BAC | BAC | U | U | Buenos Aires | Buenos Aires | 36 | 36 | 42050107114W | 42050107114W | RQ |  |  |  |  |
| 3  | UN-2021-65755 | INTRA | AR | GAL | GAL | A | A | General Alvarez | General Alvarez | 36 | 36 | 26551166028W | 26551166028W | RQ |  |  |  |  |
| 4  | UN-2021-65816 | INTRA | AT | SOL | SOL | N | N | SANTIAGO DE LINERS | Santiago De Liners | 3 | 3 | 26321106529W | 26321106529W | RQ |  |  |  |  |
| 5  | UN-2021-65922 | INTRA | AT | DBB | DBB | 1 | 1 | Deutsch-Bodendorf | Deutsch-Bodendorf | 2346 | 2346 | 4756010639E | 4756010639E | RQ |  |  |  |  |
| 6  | UN-2021-65957 | INTRA | AT | MIF | MIF | 3 | 3 | Mitteramsdorf | Mitteramsdorf | 36 | 36 | 483221051526E | 483221051526E | RQ |  |  |  |  |

### Status Request:

- + add
- ! Other Modification
- # Names modification
- X Deletion
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**GOOGLE SHEET explanation**

**Weblink:**
Posted by requestor

**UserRemarks:**
You can enter your remarks here

**Remarks:**
Please **do not use** this field.

**DPMarchStatus:**
For UN Secretariat use only.

**Email of requestor**

**Submitter:** company, associations, national authority...etc

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* UserRemarks:
You can enter your remarks here

* SecRemarks:
You can also use it for your remarks.

* DPAction:
This file is for the NFP & convener use only.

* For the remarks, please enter your initials, ex MC:
Thank you for your assistance.

Please join us next Thursday to validate Data Maintenance requests (DMRs) for UN/LOCODE.