



# UN/LOCODE Maintenance Meeting

United Nations Code for Trade and Transport Locations

**Maria Teresa Chavarri**  
UN/LOCODE Maintenance Meeting Convenor  
Vice-Chair of the Advisory Group  
On behalf of BIC - Bureau International des Containers

## AGENDA

- Welcome
  - Yan Zhang - UN/LOCODE Secretariat
  - Maria Teresa Chavarri – Convenor
- News from the Secretariat
- New Guidelines updated version
- DMRs (Data Maintenance Requests) validation
  
- Q&A

# 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 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/>

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Ex: <https://www.pgc.umn.edu/apps/convert/>

PGC Coordinate Converter

Enter values into the coordinate tool and the values will automatically update. For decimal degrees, remember to include west coordinates!

Errors will show in red text.

RESET VALUES

Decimal Degrees	Degrees Decimal Minutes
Latitude: -25,45	Latitude: 25 ° 27 ' S
Longitude: +125,25	Longitude: 125 ° 15 ' E

Latitude (-90 to 90) and longitude (-180 to 180). Include up to 6 decimal places.

Degrees (0 to 89, 0 to 179) as integers and minutes (0 to 59.9999) Include up to 4 decimal places.



GOOGLE MAPS

25 27S 125 15E

25°27'00.0"S 125°15'00.0"E  
-25.450000, 125.250000

Directions Save Nearby Send to your phone Share

Gibson Desert South WA 0872, Australia

# UN/LOCODE Maintenance Meeting



## 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 :](#)

[UN/LOCODE DMR 2023 2 - Google Sheets](#)

(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)

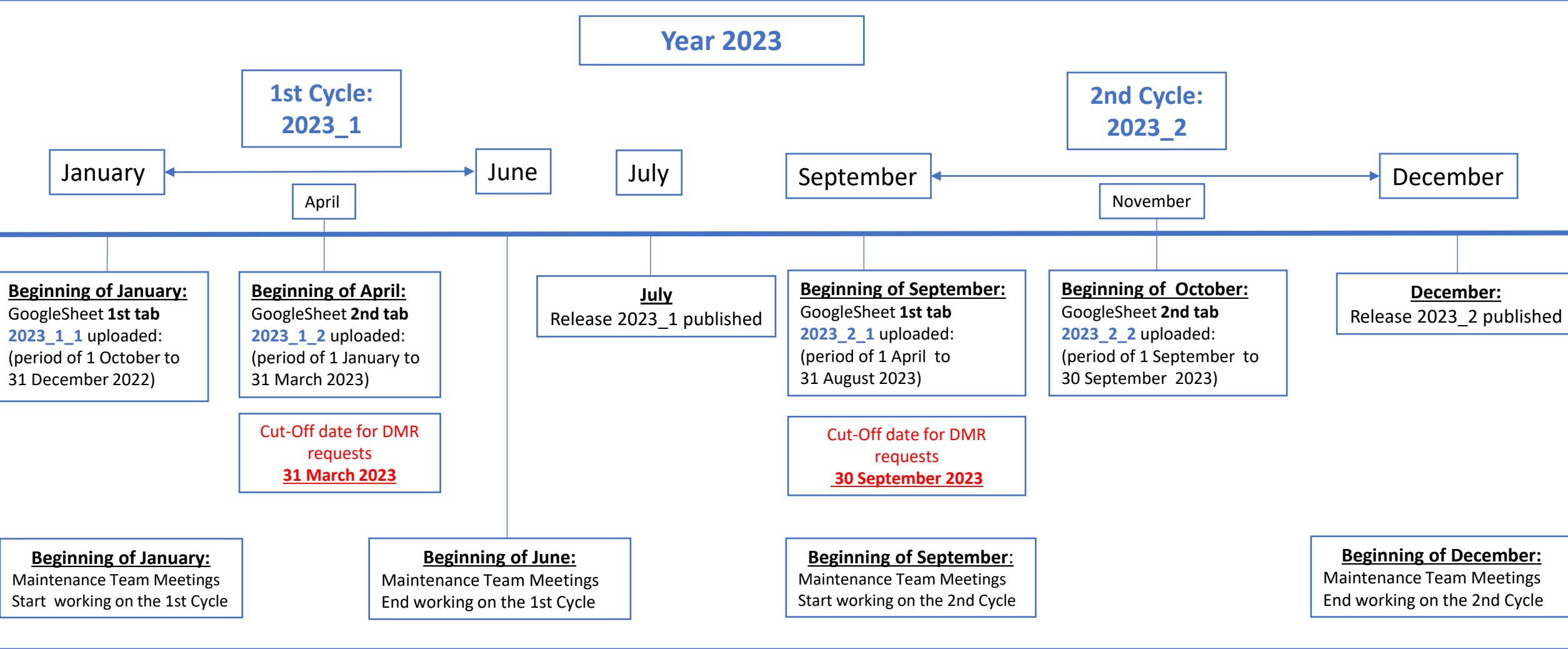
<https://unece.org/trade/cefact/unlocode-code-list-country-and-territory>

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

<https://unece.org/trade/uncefact/unlocode/NFPs>

### [Recommendation 16](https://unece.org/DAM/cefact/recommendations/rec16/Rec16_LOCODE_ECE-TRADE-459E.pdf)

[https://unece.org/DAM/cefact/recommendations/rec16/Rec16\\_LOCODE\\_ECE-TRADE-459E.pdf](https://unece.org/DAM/cefact/recommendations/rec16/Rec16_LOCODE_ECE-TRADE-459E.pdf)



# UN/LOCODE Maintenance Meeting



## 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.

ID	UNLogNumber	Source	Cou	CodeR	Code	Subc	Subc	NameRequested	Name	NameVaria	Functionf	Function	CoordinatesReque	Coordinates	Statu	Weblink
	UN-2021-65745	+	INTTRA	AM	SSK	SSK	-	Sasunik	Sasunik		36	36	4020N 04460E	4020N 04460E	RQ	<a href="http://www.maplandia.com/armenia">http://www.maplandia.com/armenia</a>
	UN-2021-65742	+	INTTRA	AR	BAC	BAC	U	Buenos Aires Chico	Buenos Aires Chico		36	36	4205S 07114W	4205S 07114W	RQ	<a href="http://www.maplandia.com/argentin">http://www.maplandia.com/argentin</a>
	UN-2021-65755	+	INTTRA	AR	GAL	GAL	A	General Alvarado	General Alvarado		36	36	2451S 06528W	2451S 06528W	RQ	<a href="http://www.maplandia.com/argentin">http://www.maplandia.com/argentin</a>
	UN-2022-66116	+	VOLVO	AR	SDL	SDL	N	SANTIAGO DE LINIERS	Santiago De Liniers		3	3	2622S 05423W	2622S 05423W	RQ	<a href="https://www.google.com/maps/place">https://www.google.com/maps/place</a>
	UN-2021-65922	+	INTTRA	AT	DBB	DBB	1	Deutsch-Brodersdorf	Deutsch-Brodersdorf		2346	2346	4756N 01628E	4756N 01628E	RQ	<a href="http://www.maplandia.com/austria/t">http://www.maplandia.com/austria/t</a>
	UN-2022-65957	+	INTTRA	AT	M9F	M9F	3	Mitterarnsdorf	Mitterarnsdorf		36	36	4822N 01526E	4822N 01526E	RQ	<a href="http://www.maplandia.com/austria/t">http://www.maplandia.com/austria/t</a>

# UN/LOCODE Maintenance Meeting



## GOOGLE SHEET explanation 1/2

**UNLogNumber:**  
DMR ID

**Country NOT**  
**editable**

**NOT EDITABLE fields:**  
Requested when posting DMR

Temporary filter 1 Range: A1:BC669																		
	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	S	T
1	ID	UNLogNumber		Source	Cou	CodeR	Code	Subc	Subc	NameRequested	Name	NameVaria	Functionf	Function	CoordinatesReque	Coordinates	Statu	Weblink
2		UN-2021-65745	+	INTTRA	AM	SSK	SSK	-	-	Sasunik	Sasunik		36	36	4020N 04460E	4020N 04460E	RQ	<a href="http://www.maplandia.com/armenia/armeri">http://www.maplandia.com/armenia/armeri</a>
3		UN-2021-65742	+	INTTRA	AR	BAC	BAC	U	U	Buenos Aires Chico	Buenos Aires Chico		36	36	4205S 07114W	4205S 07114W	RQ	<a href="http://www.maplandia.com/argentina/chubu">http://www.maplandia.com/argentina/chubu</a>
4		UN-2021-65755	+	INTTRA	AR	GAL	GAL	A	A	General Alvarado	General Alvarado		36	36	2451S 06528W	2451S 06528W	RQ	<a href="http://www.maplandia.com/argentina/salta/c">http://www.maplandia.com/argentina/salta/c</a>
5		UN-2022-66116	+	VOLVO	AR	SDL	SDL	N	N	SANTIAGO DE LINIERS	Santiago De Liniers		3	3	2622S 05423W	2622S 05423W	RQ	<a href="https://www.google.com/maps/place/26%C2">https://www.google.com/maps/place/26%C2</a>
6		UN-2021-65922	+	INTTRA	AT	DBB	DBB	1	1	Deutsch-Brodersdorf	Deutsch-Brodersdorf		2346	2346	4756N 01628E	4756N 01628E	RQ	<a href="http://www.maplandia.com/austria/burgenla">http://www.maplandia.com/austria/burgenla</a>
7		UN-2022-65957	+	INTTRA	AT	M9F	M9F	3	3	Mitterarnsdorf	Mitterarnsdorf		36	36	4822N 01526E	4822N 01526E	RQ	<a href="http://www.maplandia.com/austria/niederos">http://www.maplandia.com/austria/niederos</a>

**Status request:**

- + add
- ! Other Modification
- # Names modification
- X Deletion

**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.**



# UN/LOCODE Maintenance Meeting

## GOOGLE SHEET explanation



## GOOGLE SHEET explanation

**Weblink:**  
Posted by requestor

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

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

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

**Email of requestor**

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

T	U	V	W	AB	AC	AP	AQ
Weblink	UserRemarks	SecRemarks	Remarks	DPAction	DPFinalSt	Email	Company
<a href="http://www.maplandia.com/armenia/armenia-x-yerevan/sasunik">http://www.maplandia.com/armenia/armenia-x-yerevan/sasunik</a>						cecilie.hoeltzer@inntra.com	INTTRA
<a href="http://www.maplandia.com/argentina/chubut/cushamen/buenos-aires-chico/">http://www.maplandia.com/argentina/chubut/cushamen/buenos-aires-chico/</a>						cecilie.hoeltzer@inntra.com	INTTRA
<a href="http://www.maplandia.com/argentina/salta/capital/general-alvarado">http://www.maplandia.com/argentina/salta/capital/general-alvarado</a>						cecilie.hoeltzer@inntra.com	INTTRA
<a href="https://www.google.com/maps/place/26%C2%B022'57.3%22S+54%C2%B023'16.2%22W/@-26.38259">https://www.google.com/maps/place/26%C2%B022'57.3%22S+54%C2%B023'16.2%22W/@-26.38259</a>						frederick.van.kerckhove@volvo.com	VOLVO
<a href="http://www.maplandia.com/austria/burgenland/eisenstadt-umgebung/deutschbrodersdorf/">http://www.maplandia.com/austria/burgenland/eisenstadt-umgebung/deutschbrodersdorf/</a>						cecilie.hoeltzer@inntra.com	INTTRA
<a href="http://www.maplandia.com/austria/niederosterreich/krems/mitterarnsdorf/">http://www.maplandia.com/austria/niederosterreich/krems/mitterarnsdorf/</a>						cecilie.hoeltzer@inntra.com	INTTRA
<a href="http://www.maplandia.com/austria/salzburg/zell-am-see/bramberg-am-wildkogel">http://www.maplandia.com/austria/salzburg/zell-am-see/bramberg-am-wildkogel</a>						cecilie.hoeltzer@inntra.com	INTTRA

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

**DPAction:**  
This files is for the NFP & convenor use only.

\* For the remarks , please enter your initials , ex MC:

## UN/LOCODE AD HOC MAINTENANCE POLICY MEETING

UN/LOCODE

Location: Hybrid meeting, H-307-2, Palais des Nations, Geneva  
and via WebEx

Date: 29 June 2022

Time: 14:00-17:00 (Geneva Time)

Mediator: Maria Teresa Chavarri

### List of Participants

- Yan Zhang (Secretariat)
- Maria Teresa (Maite) Chavarri (UN/LOCODE Maintenance Team Convenor)
- Sue Probert (UN/LOCODE Advisory Group Chair)
- Bertrand Geoffroy (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 Aqueel (UK)
- Heng Yeong Chiam (Hapag-Lloyd AG)
- Wenfeng Sun (China)
- Attila Osztrigoancz (European Commission)
- Alper Keceli (NFP for Turkey)
- Khulan Gabat (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



UN/LOCODE

### 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 international 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 Meeting



Thank you for your assistance.

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