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/](https://www.pgc.umn.edu/apps/convert/)
Geocoordinates format: must be degree and minute, degree decimals are not acceptable (latitude: ddmmN/S, longitude: dddmmE/W)

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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**:
  [UN/LOCODE DMR 2023 2 - Google Sheets](https://docs.google.com/spreadsheets/d/1234567890abcdefg/edit)
  (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**
UN/LOCODE Maintenance Meeting

DMR TIMELINE

Year 2023

1st Cycle: 2023_1

- Beginning of January: GoogleSheet 1st tab 2023_1_1 uploaded: (period of 1 October to 31 December 2022)
- Beginning of April: GoogleSheet 2nd tab 2023_1_2 uploaded: (period of 1 January to 31 March 2023)
- Cut-Off date for DMR requests 31 March 2023
- Beginning of January: Maintenance Team Meetings Start working on the 1st Cycle
- Beginning of June: Maintenance Team Meetings End working on the 1st Cycle
- July Release 2023_1 published

2nd Cycle: 2023_2

- Beginning of September: GoogleSheet 1st tab 2023_2_1 uploaded: (period of 1 April to 31 August 2023)
- Cut-Off date for DMR requests 30 September 2023
- Beginning of October: GoogleSheet 2nd tab 2023_2_2 uploaded: (period of 1 September to 30 September 2023)
- Beginning of December: Release 2023_2 published
- Beginning of December: Maintenance Team Meetings End working on the 2nd Cycle

- Beginning of January: Maintenance Team Meetings Start working on the 1st Cycle
- Beginning of June: Maintenance Team Meetings End working on the 1st Cycle
- Beginning of September: Maintenance Team Meetings Start working on the 2nd Cycle
- Beginning of December: Maintenance Team Meetings End working on the 2nd Cycle
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.
## UN/LOCODE Maintenance Meeting

### GOOGLE SHEET explanation 1/2

#### UNLogNumber: DMR ID

- **Country NOT editable**

#### 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.

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### Status request:
- + add
- ! Other Modification
- # Names modification
- X Deletion
**UN/LOCODE Maintenance Meeting**

**GOOGLE SHEET explanation**

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*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.

*For the remarks, please enter your initials, ex MC:
UN/LOCODE Ad Hoc Maintenance Policy Meeting Minutes

UN/LOCODE AD HOC MAINTENANCE POLICY MEETING

Location: Hybrid meeting, H-307-2, Palais des Nations, Geneva and via WebEx
Date: 29 June 2022
Time: 14:00-17:00 (Geneva Time)
Moderator: Maria Teresa Chavarri

List of Participants

- Yan Zhang (Secretariat)
- Maria Teresa (Maita) Chavarri (UN/LOCODE Maintenance Team Convener)
- 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)
- Wenfang Sun (China)
- Attila Osztrogonacz (European Commission)
- Alper Keceli (NFP for Turkey)
- Khulan Gabal (Mongolia)
- Rudi Ion (European Commission)
- Ariana Nouri (Iran)

Agenda:

- LOCATIONS WITH FUNCTION "T"
- 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 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:
Thank you for your assistance.

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