



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

UN/LOCODE Maintenance Meetings in 2022 / 2023_Accomplishments

Improvements, innovations and proposals :

- Creation of a UN/LOCODE Maintenance Meeting presentation.
Its purpose is to explain through some guidelines the development of the maintenance meeting.

This guideline presentation is included in the weekly UNLOCODE Newsletter weekly email sent by the Secretariat to all the participants.

We include:
 - ✓ Agenda.
 - ✓ The procedure of the Data Management Requests.(DMR)
 - ✓ Key points from Recommendation 16.
 - ✓ Useful links:
 - UN/LOCODE web access.
 - Google sheet.
 - UN/LOCODE code list by country and territory.
 - List of registered National Focal Points.
 - Recommendation16.
 - ✓ DMR Timeline process and publication.
 - ✓ Google sheet detailed explanation.
- Creation of the weekly Maintenance meeting Minutes to be sent by the Secretariat to the participants showing:
 - ✓ List of Participants.
 - ✓ DMR's processed this week.
 - ✓ News by the secretariat.
 - ✓ Actions and issues raised.
- Conduct separate meetings with the new National Focal Points to explain more in detail the guidelines and explain the procedure to be followed.
- Follow up with organizations such as INTTRA (E2Open) or countries through the NFP that have many DMRs to be validated.

- Organize the next meeting validation DMRs to be prepared for next week and keep a more structured time organization among the participants.
- Organize once a month an afternoon meeting for the participants in American countries considering their time difference.

Maintenance Meeting Attendance:

The participants to the maintenance meetings varies during the weeks. The attendance is consistent between 10 to 12 participants in average.

There is an increase in the new NFP and organizations or companies join the meeting.

Some examples are : Australia, INTTRA (E2Open), France, Denmark, Egypt, Europe Publication of Standardization, Open Ocean, Finland, India, International Chamber of Shipping, Israel, Nepal, Russia, Spain.

We still have many countries with no NFP.

Organize other meetings related to challenges raised:

- ✓ Brazil_ Oil Platforms
- ✓ FAO_PSMA_ Fishing ports
- ✓ IMO FAL 47 _GS1 and GLN
- ✓ UNLOCODE System Cyber security
- ✓ Duplicate UNLOCODEs and its deletion considering its impact in the maritime and trade industry. Clean up locations with multiple codes.
- ✓ Communication of deletion to the community.
- ✓ Use of the Child codes (BIC, GISIS, SMDG..)
- ✓ How to handle subdivisions since the administrative location area its differently assigned in each country, for instance in Japan.
- ✓ Multiple languages policy by ISO 3166.
- ✓ Location created in criterion of transport costs (HLAG)

UN/LOCODE Maintenance Meeting 2022 / 2023



Volume of DMRs and Stats

2022

1st Cycle	DMR
Approved	143
Postponed	166
Rejected	358
TOTAL	667

Top 10 Countries

Country	COUNTA of Code
FR	128
US	97
ES	46
IT	34
DE	26
IN	24
PL	19
GB	18
CA	16
AU	12

Top 10 Companies

Company	CodeRequested
INTTRA Total	394
OOCL Total	41
VOLVO Total	35
BOLLORE Total	29
HLAG Total	24
STOLT Total	12
CROWLEY Total	9
PORTINFO Total	7
FR Total	7
DENH Total	7

Type of Requests

Change	COUNTA of UNL
+	618
	40
X	9
Grand Total	667

Total of 85 countries requestors in 1st cycle 2022

2023

2nd Cycle	DMR
Approved	266
Postponed	610
Rejected	199
Withdrawn	3
TOTAL	1.078

Top 10 Countries

Country	COUNTA of UNL
FR	196
IT	84
US	83
DE	63
ES	62
EG	60
PL	41
GR	31
GB	30
IN	26

Top 10 Companies

Company	Country	COUNTA of UNL
+ INTTRA Total		436
+ EU-PUBLIC Total		281
+ 4929 Total		56
+ OOCL Total		43
+ HLAG Total		43
+ VOLVO Total		28
+ BOLLORE Total		24
+ PORTINFO Total		22
+ SCHNKER Total		13
+ RIEGE Total		13

Type of Requests

Change	COUNTA of UNL
+	987
	79
X	9
#	3
Grand Total	1078

Total of 95 countries requestors in 2nd cycle 2022

1st Cycle	DMR
Approved	
Postponed	
Rejected	
TOTAL	721

Top 10 Countries

Country	COUNTA of UNL
GB	103
FR	91
DE	87
US	68
ES	42
IT	21
IN	17
AU	17
PL	16
GR	14

Top 10 Companies

Company	Country	COUNTA of UNL
+ INTTRA Total		133
+ HLAG Total		118
+ GB Total		96
+ OOCL Total		49
+ 8174 Total		40
+ BOLLORE Total		38
+ VOLVO Total		23
+ 8169 Total		20
+ 8146 Total		18
+ SGL Total		16

Type of Requests

Change	COUNTA of UNL
+	455
	259
X	3
#	3
Grand Total	721

Total of 89 countries requestors in 1st cycle 2023

UN/LOCODE Maintenance Meetings 2022 / 2023



List of National Focal Point (NFP)

Nbr	Country	Agency Name
1	Albania	Ministry of Transport and Infrastructure
2	Andorra	Ministry of Land Management
3	Australia	Department of Home Affairs
4	Austria	Federal Ministry of Finance
5	Azerbaijan	Ministry of Transport
6	Brazil	Customs Administration of Brazil
7	Chile	Ministry of Foreign Affairs, Undersecretariat of International Economic Affairs
8	China	China National Institute of Standardization
9	Colombia	Ministry of Commerce, Industry and Tourism
10	Croatia	Croatian Chamber of Economy
11	Cyprus	Department of Transport, Ministry of Transport, Communications and Works
12	Denmark	Danish Agency for Data Supply and Efficiency
13	Democratic Republic of Congo	Ministère des Transports Voies de Communication et de Desenclement
14	Djibouti	Director General of Maritime Affairs, Ministry of Transport
15	Egypt	Manager of Information Systems, Maritime Transport Sector, Ministry of Transport
16	Estonia	Estonian Maritime Administration
17	Finland	Finish Transport Agency
18	France	Chargé de mission Fret et Logistique
19	Germany	German Federal Ministry of Transport and Digital Infrastructure
20	Greece	Warrant Officer (HCC), Ministry of Shipping and Insular Policy, Hellenic Coast Guard
21	Guinea, Republic	Chef de Service CINFOCOM / Direction Nationale de la Marine Marchande
22	Iceland	Icelandic Transport Authority
23	India	Deputy Director General of Foreign Trade, Government of India
24	Israel	State of Israel /Ministry of Finance. Israel Tax Authority
25	Italy	Department for Transport, Ministry of Infrastructure and Transport
26	Japan	Japan Association for Simplification of International Trade Procedures
27	Korea, Republic of	Nation IT Industry Promotion Agency
28	Lao PDR	Ministry of Industry and Commerce
29	Moldova	Naval Transport Service, Ministry of Transport and Roads Infrastructure
30	Monaco	Département de l'Equipement, l'Environnement et de l'Urbanisme
31	Mongolia	Ministry of Road and Transport Development of Mongolia
32	Morocco	Ministry of Equipment, Transportation, Logistics and Water
33	Nepal	Ministry of Industry, Commerce & Supplies
34	Netherlands	Statistics Netherlands
35	Norway	Norwegian Coastal Administration
36	Oman	Ports and Maritime Affairs of Sultanate of Oman
37	Pakistan	Ministry of Communications
38	Saudi Arabia	Transport General Authority
39	Seychelles	Ministry of Foreign Affairs and Transport
40	Spain	Agency 'State Ports'
41	Sweden	Swedish Maritime Administration
42	Thailand	Electronic Transactions Development Agency
43	Türkiye	Ministry of Transport, Maritime Affairs and Communications
44	United Arab Emirates	Federal Transport Authority
45	United Kingdom	HM Revenue and Customs
46	United States of America	Department of Transportation

As per today we count with a list of 46 National Focal Points (NFP).

We have shown in the DMR's Stats validations in 2022 and 2023, that there are between 85 and 95 countries requesting DMR's for validation.

The role of the National Focal points is crucial when it comes to validate the DMR's thanks to the knowledge of their own country and their expertise.

It is indeed very beneficial for the UN/LOCODE community and in general for all the International Trade Industry to be able to have a NFP per country.

UN/LOCODE Maintenance Meeting



AGENDA

- Welcome
 - Yan Zhang - UN/LOCODE Secretariat
 - Maria Teresa Chavarri – Convenor
- News from the Secretariat
- Guidelines
- 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/>

UN/LOCODE Maintenance Group Guidelines



Including key points from Recommendation 16

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

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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 west coordinates!

Errors will show in red text.

RESET VALUES

Decimal Degrees

Latitude:

-25,45

Longitude:

+125,25

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

Degrees Decimal Minutes

Latitude:

25

27

S

Longitude:

125

15

E

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

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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_CTWFlloldDHDslzPff1V0Crfw0QJn8/edit#gid=2137833940)

https://docs.google.com/spreadsheets/d/1L3ecUalnKjqG_CTWFlloldDHDslzPff1V0Crfw0QJn8/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>

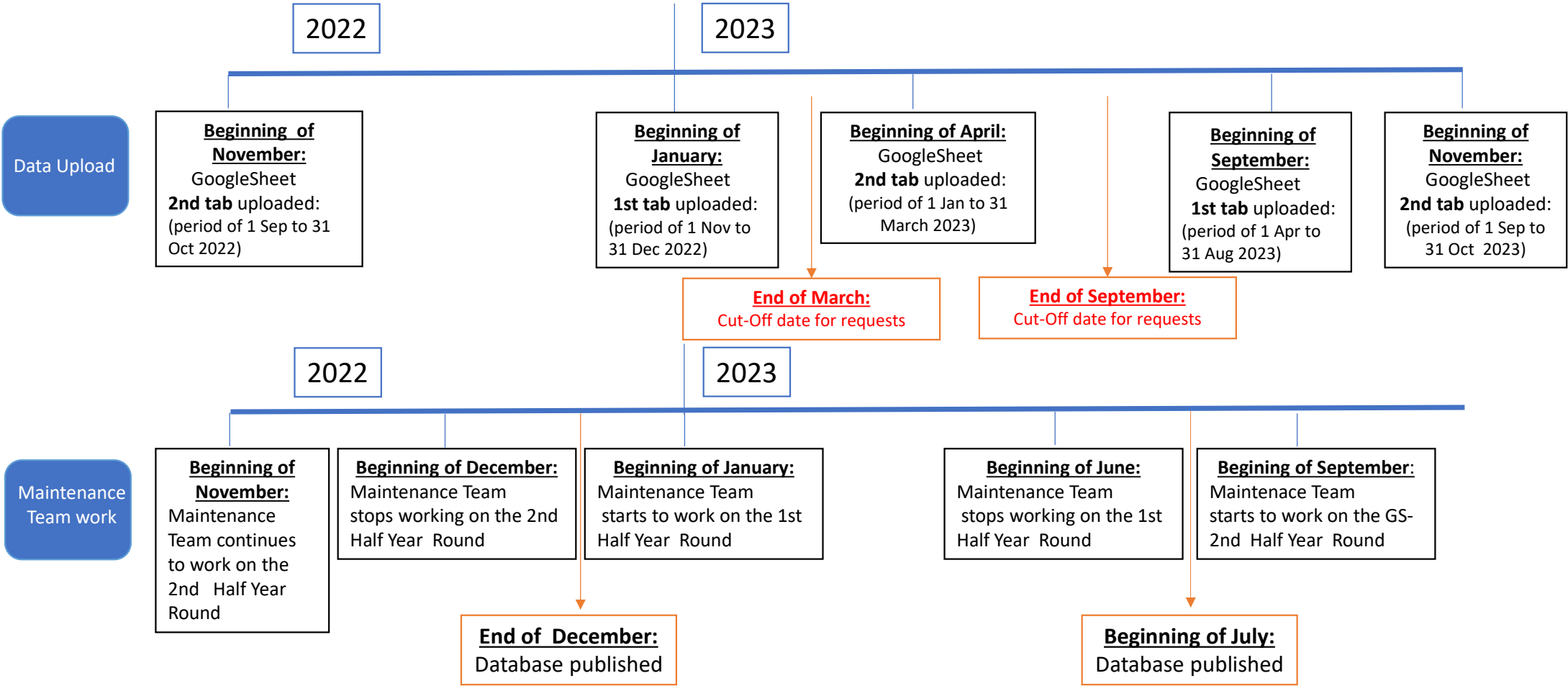
[Recommendation 16](https://unece.org/DAM/cefact/recommendations/rec16/Rec16_LOCODE_ECE-TRADE-459E.pdf)

https://unece.org/DAM/cefact/recommendations/rec16/Rec16_LOCODE_ECE-TRADE-459E.pdf

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DMR TIMELINE



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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.

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

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GOOGLE SHEET explanation 1/2

NOT EDITABLE fields:

Requested when posting DMR

**UNLogNumber:
DMR ID**

**Country NOT
editable**

Temporary filter 1		Range: A1:BC669																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	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		http://www.maplandia.com/armenia/armeri
3		UN-2021-65742	+	INTTRA	AR	BAC	BAC	U	U	Buenos Aires Chico	Buenos Aires Chico			36	36	4205S 07114W	4205S 07114W	RQ		http://www.maplandia.com/argentina/chubu
4		UN-2021-65755	+	INTTRA	AR	GAL	GAL	A	A	General Alvarado	General Alvarado			36	36	2451S 06528W	2451S 06528W	RQ		http://www.maplandia.com/argentina/salta/
5		UN-2022-66116	+	VOLVO	AR	SDL	SDL	N	N	SANTIAGO DE LINIERS	Santiago De Liniers			3	3	2622S 05423W	2622S 05423W	RQ		https://www.google.com/maps/place/26%C2
6		UN-2021-65922	+	INTTRA	AT	DBB	DBB	1	1	Deutsch-Brodersdorf	Deutsch-Brodersdorf			2346	2346	4756N 01628E	4756N 01628E	RQ		http://www.maplandia.com/austria/burgenla
7		UN-2022-65957	+	INTTRA	AT	M9F	M9F	3	3	Mitterarnsdorf	Mitterarnsdorf			36	36	4822N 01526E	4822N 01526E	RQ		http://www.maplandia.com/austria/niederos

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
http://www.maplandia.com/armenia/armenia-x-yerevan/sasunik						cecilie.hoeltzer@intra.com	INTTRA
http://www.maplandia.com/argentina/chubut/cushamen/buenos-aires-chico/						cecilie.hoeltzer@intra.com	INTTRA
http://www.maplandia.com/argentina/salta/capital/general-alvarado						cecilie.hoeltzer@intra.com	INTTRA
https://www.google.com/maps/place/26%C2%B022'57.3%22S+54%C2%B023'16.2%22W/@-26.38259						frederick.van.kerckhove@volvo.com	VOLVO
http://www.maplandia.com/austria/burgenland/eisenstadt-umgebung/deutschbrodersdorf/						cecilie.hoeltzer@intra.com	INTTRA
http://www.maplandia.com/austria/niederosterreich/krems/mitterarnsdorf/						cecilie.hoeltzer@intra.com	INTTRA
http://www.maplandia.com/austria/salzburg/zell-am-see/bramberg-am-wildkogel						cecilie.hoeltzer@intra.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 Minutes



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 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 Aqueel (UK)
- Heng Yeong Chiam (Hapag-Lloyd AG)
- Wenfeng Sun (China)
- Attila Osztrogoancz (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

75 **UNECE** 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.