UNITED NATIONS
ECONOMIC COMMISSION FOR EUROPE

UN/LOCODE
CODES FOR PORTS AND OTHER LOCATIONS

RECOMMENDATION No. 16, *third edition, adopted by the*
Centre for the Facilitation of Procedures Practices for Administration, Commerce and Transport

Geneva, December 1998 ECE/TRADE/227

Recommendation No. 16

UN/LOCODE - CODE FOR PORTS AND OTHER LOCATIONS

The work to prepare codes, i.a for ports commenced in 1972, when the UN/ECE Working Party on Facilitation of International Trade Procedures agreed to include this task in its programme of work, later on specified as follows: "to establish the need to designate various locations involved in external trade (cities, ports, airports, border crossings, terminals, etc. with a view to the subsequent creation of codes". After consultation with other regional United Nations commissions (ECLAC and ESCAP) and with the International Air Transport Association (IATA), a programme of action for the development of a code was agreed in September 1977. As a result, a draft Recommendation was submitted to the Working Party on Facilitation of International Trade Procedures and adopted at its twelfth session in September 1980. The Working Party, at its forty-second session in September 1995, approved a second edition of Recommendation No. 16, based on secretariat proposals for amendments and including an Annex containing the UN/LOCODE Manual.

As a result of re-engineering its structures and work in order to become more efficient and effective, in March of 1997 the Working Party on Facilitation of International Trade Procedures became the Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport (UN/CEFACT).

Based on proposals put forward by an Ad Hoc Group of Experts, UN/CEFACT, at its fourth session in September 1998, adopted the third edition of Recommendation No. 16.

At its fourth CEFACT Session in September 1998, representatives attended from the following countries: Australia, Austria, Belgium, Brazil, Bulgaria, Canada, Czech Republic, Denmark, Finland, France, Germany, Hungary, Iran (Islamic Republic of), Ireland, Italy, Japan, Luxembourg, the Netherlands, Nigeria, Poland, Republic of Korea, Romania, Russian Federation, Slovakia, Slovenia, Spain, Sweden, Tunisia, Turkey, United Kingdom of Great Britain and Northern Ireland and United States of America. The European Union (EU), the following inter-governmental organizations :

Bank for International Settlements (BIS) and the World Trade Organization (WTO). , the following United Nations bodies: The United Nations Conference on Trade and Development (UNCTAD) and the International Telecommunications Union (ITU), the following non-governmental organizations :European Electronic Messaging Association (EEMA), International Article Numbering Association (EAN) International Association of Ports and Harbours (IAPH), International Organization for Standardization (ISO), Société Internationale de Télécommunications Aéronautiques (SITA), Society for Worldwide Interbank Financial Telecommunications (S.W.I.F.T) and the United Towns Agency for North-South Cooperation., and as Observers: representatives from the Association of Committees on Simplified Procedures for International Trade within the European Community and the European Free Trade Association (EUROPRO), Electronic Commerce Europe Association (ECEA), European Board for EDI/EC Standardization (EBES), International Federation of Inspection Agencies (IFIA), Taipei EDIFACT Committee (TEC).

RECOMMENDATION

The Centre for the Facilitation of Procedures and Practices for Administration Commerce and Transport (UN/CEFACT),

Being aware of the need for an intemationally agreed code system to represent names of certain locations of interest in international trade and transport;

Considering that the code system should be based on the two-letter alphabetic codes for the representation of names of countries, adopted in International Standard ISO 3166 and recommended by the Working Party in October 1974;

Recommends that the five-character code system described hereafter should be used for purposes of trade to designate locations whenever there is a need for a coded representation for the names of ports, airports, inland clearance depots, inland freight terminals and other transport related locations, such as places of receipt and delivery, which are used for goods movements associated with trade (for example locations where Customs clearance of goods can take place), or otherwise proposed by Governments;

Invites Governments to transmit lists of entities with code designations according to the established criteria and to ensure that each national list is continuously updated and communicated to the United Nations secretariat, responsible for the maintenance of the code system.

I. BACKGROUND

1. The identification of a particular location is frequently required in information interchange in international trade and transport, to direct the movement of goods, e.g. in addresses, in shipping marks, and in data elements identifying ports of call, ports or places of loading or unloading, ports or places of transhipment and destination, places of clearance by Customs, etc.

2. The names of such locations are often spelt in different ways and sometimes the same location is given different names in different languages (e.g. LIVORNO - LIBOURNE - LEGHORN; LONDON - LONDRES - LONDRA; WARZSAW - VARSOVIE - WARSZAWA - WARSCHAU), which creates confusion and difficulties in data interchange. The identification in a unique and unambiguous way of any place involved in international trade is therefore an essential element for the facilitation of trade procedures and documentation. This can be achieved by using agreed, unique coded designations for such locations; this would have the added advantage of permitting an exchange of data in a safer and more economical way.

3. For these reasons, in 1972, the Working Party on Facilitation of International Trade Procedures agreed to include in its programme of work the tasks of preparing a code for port names and of establishing the need to designate various locations involved in external trade, with a view to the subsequent creation of codes.

4. There are several examples of location code systems in use, covering places in individual countries, or belonging to a certain category, e.g. airports. Many countries have developed code systems for distribution of mail. However, these often include features reflecting methods of postal distribution rendering them less suitable for general trade purposes.

5. The first part of the task therefore was to prepare lists of the ports and other locations to be covered. It became necessary to establish criteria for the inclusion of names of localities and it was agreed to include - in addition to airports, inland freight terminals and maritime ports as defined for this purpose - other locations where goods have their status changed from moving in international to national traffic, i.e. normally places with Customs clearance facilities (including locations referred to as "frontier crossing points"). Moreover, it was felt that any other locations could be included at the request of the Government concerned (in the present version, the criteria for inclusion have been extended to cover all locations which are frequently used for goods movements associated with international trade).

6. Major contributions towards the establishment of the entity list were made by the International Chamber of Shipping (ICS), the International Association of Ports and Harbours (IAPH), the Economic Commission for Latin America and the Caribbean (ECLAC), and the Economic and Social Commission for Asia and the Pacific (ESCAP). In addition, the secretariat had full-access to the list of airports and other locations maintained by the International Air Transport Association (IATA). Contributions were also received from a number of Governments.

7. As to the code structure, particular attention was given to the three-letter alphabetical code already used within the air transport industry to designate airports and certain other locations. These codes have been widely used over a long period, have in most cases a mnemonic link to the place name, and have been introduced in other applications, notably in the ports code developed by ECLAC. It was, however, appreciated that the number of locations that could be foreseen, and the desirability of maintaining a reasonable mnemonic link, whilst at the same time avoiding duplication of code designations for places with similar names, would require a code consisting of more than three alphabetic characters. The solution preferred was to add two characters designating the country, in accordance with International Standard ISO 3166/1974 and recommended by the Working Party in October 1974, thus including a further element of identification and limiting the need for uniqueness of the location code for each place name to the country concerned.

8. The question of a numerical code alternative was considered, particularly for countries where the Roman alphabet is not widely used. However, there has been no subsequent demand for a numerical code. The need to add classifying elements to the basic code element was demonstrated. Such classifying elements which are generally required and accepted have been included in the code list in the course of' its continuous updating and maintenance.

II. SCOPE

9. This Recommendation aims at (a) providing a list of such locations which are of interest in international trade and transport and whose names need to be quoted in an unambiguous way in data interchange, (b) establishing coded representations of the names of these locations and (c) giving guidance for their use.

III. FIELD OF APPLICATION

10. This Recommendation applies in all cases where a coded representation is required for names of ports, airports, inland clearance depots and freight terminals and other locations, such as places of receipt and delivery, which are used for goods movements associated with trade, for use in information exchange between participants in such trade.

IV. DEFINITIONS

11. The following definitions have been adopted for the purposes of this Recommendation:

Port: Any location with permanent facilities at which vessels can load or discharge cargo moving in maritime traffic.

Airport: Any location with permanent facilities at which aircraft can load or discharge cargo moving in air traffic.

Inland Clearance Depot (ICD): A common user facility, other than a port or an airport, approved by a competent body, equipped with fixed installations and offering services for handling and temporary storage of any kind of goods (including containers) carried under Customs transit by any applicable mode of transport, placed under Customs control and with Customs and other agencies competent to clear goods for home use, warehousing, temporary admission, re-export, temporary storage for onward transit and outright export. (Definition applies also to synonyms like Dry Port, Inland Clearance Terminal, etc.)

Inland freight terminal: Any facility, other than a port or an airport, operated on a common-user basis, at which cargo in trade is received or dispatched.

Location: Any named geographical place, recognised by a competent national body, either with permanent facilities used for goods movements associated with trade, and used for these purposes, or proposed by the Government concerned or by a competent national or international organisation for inclusion in the UN/LOCODE..

12. The following general definitions apply for the purposes of this Recommendation:

Code: Data transformation or data representation in different forms according to pre-established rules. (Definition adapted from ISO 5127-1:1983)

Code element: Result of applying a code to an element in a set of elements to be coded (In UN/LOCODE, one code element represents the name of a port, an airport, inland clearance depot, inland freight terminal, or a location). (Definition adapted from ISO 2382-4/1987)

V. REFERENCES

13. The following references serve as supporting documentation to this Recommendation:

ISO 8859-1/1987 "Information Processing -8-bit single-byte coded graphic character sets - Part 1: Latin Alphabet No.1"

ISO 10646-1/1993 "Information Technology - Universal Multiple-Octet Coded Character Set (UCS) - Part 1"

IS0 3166-1/1997 "Codes for the representation of Names of countries and their sub-divisions - Part 1: Country Codes"

IS0 3166-2/1998 "Codes for the representation of Names of countries and their sub-divisions - Part 2: Country subdivision code"

IATA Airline Coding Directory (published quarterly)

ECLA Ports Code, Edition March 1978

ESCAP Port Code of the World, 1979

UN/ECE/FAL Recommendation No.3 on ISO Country Code - Codes for the Representation of Names of Countries

Gazetteers or other reference works of location names nominated to and accepted by UN/CEFACT to serve as a support to the UN/LOCODE

VI. DESIGNATION AND COVERAGE

14. The code system laid down in this Recommendation may be referred to as the "United Nations LOCODE" (UN/LOCODE).

15. UN/LOCODE is intended to cover ports, airports, inland clearance depots and freight terminals and other locations, as defined above, for purposes of international trade data interchange.

16. It is recognised that the coverage may not be complete for all applications, and that code elements for locations which may not be of interest in international trade might be needed for domestic purposes in conjunction with the international code. Although such additional entities might not be shown in the published code element list, they may be included in the records and code elements reserved by the secretariat, as appropriate, in consultation with Governments and international bodies concerned, as part of the updating and maintenance procedures. It is also recognised that users might wish to make a selection of relevant entities from the published list, and that abridged versions might be established for particular applications.

17. Place names, code elements and designations used in UN/LOCODE do not reflect any opinion concerning international, national, local or other boundaries, ownership or administrative jurisdiction, but merely aim at providing unambiguous and unique code elements to represent the names of the locations included.

VII. STRUCTURE AND PRESENTATION OF THE UN/LOCODE

18. In addition to the present formal Recommendation, the UN/LOCODE includes, as an Annex, the UN/LOCODE Manual which has three parts. Part 1 provides the technical details and further information regarding the features of the UN/LOCODE. Part 2 contains the actual code list with a list of place names, each with a code element and supported by certain classifiers and reference data, while Part 3 contains support codes. The UN/LOCODE is published in electronic form on the Internet World Wide Web, and, upon request, on diskette. The text of Part 1 is also attached hereto in printed form.

List of place names

19. The list of place names is based on submissions received from Governments, national facilitation bodies and international organisations, or on requests received from users. In countries with more than one national language, more than one name version may be included.

Code element allocation

20. A five-character code element is provided for each location included in UN/LOCODE and consists of:

two letters identifying the country, according to the ISO 3166 two-letter Code for the representation of names of countries, and UN/ECE/FAL Recommendation No.3;

three characters identifying the location within the country.

These characters are either:

- obtained from the IATA list of Location Identifiers;

- obtained from the Government concerned; or

- selected by the secretariat after consultation with national or international bodies concerned, as appropriate. If consultation has not been possible, the secretariat selects code elements by using, as far as possible, a combination of letters of significance within the name, always avoiding duplication of code elements within the country.

21. When code elements have been selected by the secretariat, they will be presented ad interim pending confirmation.

Classification

22. Some classifier functions which might be useful for particular applications in various user environments are incorporated in the data record maintained by the secretariat. Those indicating administrative subdivision, function,geographical area, status and approval date are shown after the location code element itself, as explained in the UN/LOCODE Manual in the annex to this Recommendation.

Presentation of code list

23. The UN/LOCODE code list takes the form of a computer file, with countries listed in two-letter alphabetic country code order and with locations listed in alphabetic place name order within each country. The inclusion of classifiers enables the separate listing of locations of one category, e.g. ports, or the grouping of locations in one country according to their functions. There is also a possibility of grouping locations by geographic region or subregion by aggregation of countries, or of maritime ports in geographical areas.

Availability

24. UN/LOCODE is incorporated in the ECE database and will be available on the Internet World Wide Web and on computer diskettes; extracts may exceptionally be available as paper printouts. The UN/CEFACT secretariat should be contacted in order to obtain information on technical and other conditions under which the code list can be procured.

Maintenance and updating

25. UN/LOCODE will be continuously maintained on behalf of UN/CEFACT through the UN/LOCODE Maintenance Agency and the UN/CEFACT secretariat located in the United Nations Economic Commission for Europe (referred to as “the secretariat” throughout this Recommendation and Manual). Updated versions of UN/ LOCODE will be issued annually; in addition, updating supplements may be issued occasionally when justified e.g. by the number or nature of amendments between annual issues. The UN/LOCODE will be published in electronic form.

26. Amendments to UN/LOCODE may take the form of adding locations, or changing or deleting existing entries. Such amendments may be made ex officio by the UN/ECE secretariat or proposed by the national authority or international organisation concerned, or by users of the UN/LOCODE. All proposals for amendments will be processed in accordance with the procedure described in the Manual. Amended entries will be marked in the code list; code elements for deleted locations will be reserved for five years, as will any code element which has been changed.

27. In order to expedite the processing of proposals for locations to be included in the UN/LOCODE, UN/CEFACT may nominate international gazetteers to serve as a reference for use as outlined in the Manual. National authorities concerned may nominate national gazetteers or lists of location names for use as outlined in the Manual. Names of locations should be shown using the 26 letters of the Roman alphabet with, where appropriate, diacritic signs as contained in ISO 10646-1/1993 or ISO 8859-1/1987.

28. Proposals for amendments of a more comprehensive nature, or on matters of principle, will be dealt with by the UN/CEFACT Codes Working Group (CDWG) , which will advise the secretariat on the most appropriate action to be taken, subject to reporting to and final approval by UN/CEFACT.

Requests for inclusion of additional locations

29. Requests for inclusion of additional locations and other changes in the UN/LOCODE should be addressed to the Trade Facilitation Section, United Nations Economic Commission for Europe, Palais des Nations, CH-1211 GENEVE 10, Switzerland, in the form explained in the UN/LOCODE Manual.

ANNEX

UN/LOCODE MANUAL

Part I

1. DISCLAIMERS

1.1 General Disclaimer

1 The designations employed and the presentation of the material in the United Nations Code for ports and other locations (UN/LOCODE) do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

1.1.2 Reference to any private entity (company) does not imply recognition or endorsement by the United Nations.

1.1.3 UN/LOCODE is provided as a service to users, in the framework of the trade facilitation effort undertaken within the United Nations Secretariat. The Secretariat has no means of verifying the accuracy of the contents of UN/LOCODE but endeavours to obtain approval thereof by national authorities and international bodies concerned. The indication of status is intended to enable users to assess the credibility of the code entries; particular care should be exercised in using codes with status RQ (Request under consideration). The United Nations Secretariat assumes no responsibility for any economic or other damage consequential to the use of UN/LOCODE..

1.1.4 The presentation of location names in the UN/LOCODE does not imply the expression of any opinion concerning the legal status of any spelling of such names. The UN/LOCODE is provided purely as a service to its users in the framework of trade facilitation. In that context, the presentation of location names in the UN/LOCODE should be regarded as the standard spelling of those names acceptable for purposes associated with trade and transport.

1.2 Special Disclaimer

1.2.1 Where political developments have led to the dissolution of countries, it may not be possible to determine definitively, in the absence of guidance from the authorities of the countries concerned, to which new national territories some locations belong. Such locations will be listed under the code of their former country for a reasonable time until official confirmation of their current attribution is received.

2. REFERENCES

2.1 The list of countries for which location codes are provided in UN/LOCODE is based on the current issue of ISO 3166-1 "Codes for the representation of names of countries", using the short names in English for the countries concerned. The country names in ISO 3166-1 correspond to those given in the “Terminology Bulletin” and “Standard Country or Area Code for Statistical Use”, both published by the United Nations.

2.2 The country code elements used in UN/LOCODE are the alpha-2 codes of ISO 3166-1.

3. CONTENTS AND LAYOUT OF UN/LOCODE: CODES AND ABBREVIATIONS USED

3.0 'The UN/'LOCODE is presented in 7 columns, each with the following content (column designations in brackets):

3.1 Column 1: (LOCODE)

3.1.1 Column 1 in UN/LOCODE shows the ISO 3166 alpha-2 Country Code which is followed by a space and a 3-character code for the place name: XX XXX. The 3-character code element for the location name will normally comprise three letters. However, where all permutations available for a country have been exhausted, the numerals 2-9 may also be used. A code element added to a new version of the code list may be preceded by a plus sign (+); a minus sign (-) means that the code element will be removed from the next version of UN/LOCODE and a vertical bar (|) indicates a change in the location entry.

3.1.2 For ease of reading, in the code list the country and location name code elements are separated by a space. In actual use, this space could be suppressed.

3.1.3 The code list is presented by country, in alphabetical country code element order according to ISO 3166, and with place names listed in alphabetical order within each country.

3.1.4 When interpreting location code values found outside of the code list in part 2 of the UN/LOCODE Manual, it is understood that: when a three-letter code is used alone to indicate a location, it designates the name

of an airport or location as adopted by IATA (whose code only has three letters); whereas a three letter code preceded by a two-letter country code designates the name for a location as adopted within the UN/LOCODE and might depict a different location from that of the IATA code,, e.g. PAR = IATA code for Paris, France (UN/LOCODE = FR PAR); GB PAR = UN/LOCODE for Par, United Kingdom.

3.1.4 In cases where no ISO 3166 country code element is available, e.g. installations in international waters or international cooperation zones, the code element "XZ", available for user assignment in accordance with clause 8.1.3 of ISO 3166-1/1997, will be used.

3.2 Column 2: (NAME)

3.2.1 Column 2 shows the names of those locations which have been accepted for inclusion in UN/LOCODE in accordance with the provisions of the Recommendation.

3.2.2 Place names are given, whenever possible, in their national language versions as expressed in the Roman alphabet using the 26 characters of the character set adopted for international trade data interchange, with diacritic signs, when practicable. Diacritic signs may be ignored, and should not be converted into additional characters (e.g., Göteborg may be read as Goteborg, rather than Goeteborg, Gothenburg, Gotembourg, etc.), in order to facilitate reproduction in the national language.

3.2.3 In countries with more than one national language, place names may be different in the respective languages. In such cases, more than one name version maybe included, followed by other versions placed within brackets, e.g.:

Abo (Turku)
Turku (Abo)

3.2.4 The Governments concerned have been or will be consulted regarding the most appropriate manner in which different name versions should be presented in UN/ LOCODE.

3.2.5 As a service to users, names that have been changed may be included for reference. Such alternative name versions are included as a transitional measure after a name change; they are followed by an equal sign (=), e.g.:

Peking = Beijing
Leningrad = St Petersburg
The code element will be shown only under the new name.

3.2.6 In some cases national location names are represented differently in different languages. This may lead to misunderstandings which can cause disputes in interpretation of transport and other contracts, in documentary credits, etc. For any such differing but widely used name forms that are known to or reported to the Secretariat, reference to the preferred name version may be made in UN/LOCODE, followed by an equal (=) sign, e.g.:

Flushing = Vlissingen
Munich = München

3.2.7 A place name may be followed, after a comma sign, by an indication of geographical or administrative significance, such as the name of an island on which the place is located, e.g. Bandung, Java; Taramajima, Okinawa.

3.2.8 There may be subordinate entities under a place name, e.g. different airports serving the same main location, outlying ports, freight terminals, etc. If a separate code element has been assigned to such a location, the name of the sublocation is added after the main name, separated by a hyphen (-), e.g.

GB LHR London-Heathrow Apt
AR CUA Bahia Blanca-Cuatreros

3.2.9 The sublocation name is also listed in its proper alphabetic name order place, followed by an oblique stroke (slash) (/) and the name of the main place to which it belongs, e.g.:

GB LHR Heathrow Apt/London
AR CUA Cuatreros/Bahia Blanca

3.2.10 Abbreviations used in Column 2 include:

Apt for Airport
I. for Island(s)
Pto for Puerto
Pt for Port
St for Saint

3.3 Column 3: (SUB)

3.3.1 This column is intended to contain the ISO 1-3 character alphabetic and/or numeric code for the administrative division of the country concerned (state, province, department, etc.), as included in International Standard ISO 3166-2/1998 and when deemed desirable to enhance the use of the code, or when requested by the country concerned.

3.3.2 In UN/LOCODE, the country code element is not shown in this column. Only the latter part of the complete ISO 3166-2 code element (after the hyphen) is shown, as a qualifier to the location name. Where sub-division codes are used, the corresponding code lists are reproduced in Part 3 of the UN/LOCODE Manual.

3.4 Column 4: (FUNCT)

3.4.1 This column contains a 1-digit function classifier code for the location, where:

1 = port, as defined in Rec 16
2 = rail terminal
3 = road terminal
4 = airport
5 = postal exchange office
[6 = reserved for multimodal functions, ICDs etc]
[7 = reserved for fixed transport functions (e.g. oil platform)]
8 = border crossing
0 = function not known, to be specified

3.4.2 A group of digits "1234-" in this column means therefore that all four specified functions apply to the location. The presence of the digit "4" will normally mean that the code element shown is an approved IATA code. The digit "0" means that the criteria for inclusion apply, but that no information is available regarding the specific transport mode functions of the location.

3.5 Column 5: (GEO)

3.5.1 This column is intended to show a geographic location identifier, to help find places and to aid transport operations and statistics. Pending the creation of such a code, expected to be of 3-digit numeric format, a 1-character code currently used by the Economic Commission for Latin America and the Caribbean (ECLAC) in their version of the UN/LOCODE is shown for some locations.

The ECLAC code is the following:

1 = Atlantic Ocean and dependencies, except those covered by 4, 5, 6, 7, 8 and 9
2 = Pacific Ocean and dependencies
3 = Indian Ocean and dependencies
4 = North Sea
5 = Baltic Sea
6 = Mediterranean Sea
7 = Black Sea
8 = Gulf of Mexico
9 = Caribbean Sea
A = Arctic Ocean
F = River port
G = North American Great Lakes
L = Lake port, except those under G

3.6 Column 6: (ST)

3.6.1 This column is intended to indicate the status of the entry by a 2-character code, e.g. whether approved by Government, by Customs, or based on a user requirement not necessarily recognised by an authority, etc. It is also intended to show the status of checking, e.g. that function indicators are not verified.

3.6.2 The following codes are used at present:

AA = Approved by competent national government agency
AC = Approved by Customs Authority
AF = Approved by national facilitation body
AI = Code adopted by international organisation (IATA or ECLAC)
AM = Approved by the UN/LOCODE Maintenance Agency
AS = Approved by national standardisation body
AQ = Entry approved, functions not verified
RL = Recognised location - Existence and representation of location name confirmed by check against nominated gazetteer or other reference work
RN = Request from credible national sources for locations in their own country
RQ = Request under consideration
RR = Request rejected
QQ = Original entry not verified since date indicated
UR = Entry included on user's request; not officially approved
XX = Entry that will be removed from the next issue of UN/LOCODE

3.7 Column 7: (DATE)

3.7.1 Reference date, showing the year and month of request, of entry into the code list, of latest approval, etc., as relevant.

4. SUBSIDIARY LOCATIONS

4.1 The code elements can be extended by the addition of further characters to indicate subsidiary locations, such as areas of a port, different railway stations at the same location, or terminals at the same airport, etc. Such code element extensions are optional at the discretion of Governments or local authorities concerned. However, if notified to the secretariat, they will be incorporated in the data record for the locations in question; they could be made available to interested parties on request.

5. SUPPORT CODES

5.1 UN/LOCODE is supported i.a. by the alpha-2 country code of the current issue of ISO 3166-1. The code elements for the countries represented in UN/LOCODE are listed in Part 3, which contains both a list in code order and a list in alphabetical country name order.

5.2 The codes included in Column 3, subdivision, are those included in ISO 3166-2. Codes are currently available for only a few countries; for those that are available, code lists are given in Part 3.

6. ADDITION OF LOCATIONS TO UN/LOCODE

6.1 Criteria for inclusion

6.1.1 It is recalled that ports, airports, inland clearance depots and freight terminals and other locations, such as places of receipt and delivery, which are used for goods movements associated with trade, are locations that qualify for inclusion in the UN/LOCODE. "Location" is defined as any "named geographical place, recognised by a competent national body, either with permanent facilities used for goods movements associated with trade, and used for these purposes, or proposed by the government concerned or by a competent national or international organisation for inclusion in the UN/LOCODE".

6.1.2 As a condition for including locations (other than ports, airports, inland clearance depots and inland freight terminals), they should be of ongoing use. It is assumed that any proposal for the inclusion of such a location in the UN/LOCODE will be made on the understanding that it does not refer to a once-only use.

6.2 Request procedure

6.2.1 Requests for inclusion of additional locations and other changes in UN/LOCODE should be addressed to: Trade Facilitation Section, United Nations Economic Commission for Europe, Palais des Nations, CH-1211 GENEVE 10, Switzerland (Fax: 41 22 917 00 37, e-mail: LOCODE@unece.org). Such requests should preferably be transmitted on diskette or other electronic medium. For occasional proposals of a limited number, not exceeding 10 entries, hard copy and telefax transmissions are acceptable.

6.2.2 Requests for the inclusion of additional locations will be entertained on the basis that the locations are used in trade; they will be processed according to the following procedure:

6.2.2.1 Locations listed in nominated gazetteers

6.2.2.1.1 Reference will be made to the nominated international gazetteer to confirm the existence of the location and the spelling of its name. If the location is listed in the nominated international gazetteer, an entry will be included, using the spelling of that gazetteer. If the location is not listed in the nominated international gazetteer, but a nominated national gazetteer exists for the country concerned, the spelling of the national gazetteer will be used.

6.2.2.1.2. A code element will be selected, always avoiding duplication of code elements within the country concerned, attaining in so far as possible a mnemonic link with the location name, with preference being given where possible to a code element submitted by the proposer. The code element will comprise a combination of three letters except where all possible 3-letter combinations have already been allocated, in which case numerals 2-9 may be used in place of one or more of the three letters.

6.2.1.1.3. Where the functions available at the place have been specified in the request, these will be shown in the entry when included. Where, exceptionally, no function has been specified, the function code “--3--”, “road terminal function”, will be added to the entry when included.

6.2.2.1.4. The entry will then be included in the UN/LOCODE database with the status code “RL” (Recognised location).

6.2.2.2 Locations not listed in gazetteers

6.2.2.2.1. If the location is not listed in either the nominated international gazetteer or in the nominated national gazetteer for the country concerned, a code element will be selected as above, and the proposed entry will be submitted to the national authorities concerned for confirmation of the location’s existence and of the spelling of its name, and for guidance on functions available at the location.

6.2.2.2.2. Pending the outcome of such scrutiny, and provided that other criteria are fulfilled, the proposed entry may be included under the status classification “RQ" (Request under consideration).

6.2.2.2.3 . On receipt of confirmation, the entry will be included in the UN/LOCODE database with the code element, function, and spelling of the location names, in accordance with the confirmation, with an appropriate status code indicating approval.

6.2.2.2.4. If no authoritative response is received within a reasonable time, and if the Secretariat is convinced of the need for the entry to be included, it will be given the status classification "UR" (User requirement).

6.3 Request particulars

6.3.1 Any proposal for additions to the UN/LOCODE should identify the requestor and should contain the following particulars:

- the name of the place and the country where it is located. The name should be given in the national language version, as expressed in the Roman alphabet. If the national language contains diacritic characters, the name should be given including such characters, to the extent they can be reproduced using the ASCII International character set, (ISO 8859-1) and relevant tables of ISO 10646-1 and the facilities available to the proposer. Other widely used versions of the name may be given for reference purposes.
- the name or designation of any relevant administrative division (state, county, province, etc.) where the place is located, including any established code to represent it.
- the functions available at the place, under the criteria established (port, railway terminal, road terminal, airport, postal exchange office, inland clearance depot, border crossing).

6.3.2 Optionally, the request or may suggest a 3-letter code to represent the place name, on the understanding that the Secretariat may have to assign another code if the code proposed is already used or for any other reason that may be explained to the requestor.

6.3.3 Any other information that the requestor considers could be of interest may be included (e.g. proximity to another location, geographical co-ordinates, type of installations and services).

6.3.4 Requests received will be reflected, as appropriate, in the next version or update of the UN/LOCODE. Requestors will be informed regarding the action taken on their proposals.

6.4 Diskette submission characteristics

6.4.1 Format

The request submissions should preferably be recorded on 3½ inch diskettes. The diskette should contain at least 2 files:

- a README.TXT in ASCII format containing the following information:

    1. format and software utilised to create the other file
    2. organisation which submitted the information

3. submission date
4. any other relevant information

- a UN/LOCODE request submission data file containing location records for inclusion

6.4.2 Information to be submitted

The following information should be supplied in the UN/LOCODE request submission file:

1. A UN/LOCODE code element which consists of-.

- Country code element (mandatory, a2, ISO 3166 standard code, see Part 3)
- Place name code element (optional, a3, 3-letter code for place names which in certain circumstances may be alphanumeric, an3, cf paragraph 3.1.1)

2. Place name (NAME, mandatory, a..29, plain language name)

3. Subdivision (SUBDIV, optional, an..3)

4. Function code (FUNCTION, mandatory, an5), as follows (with table presentation within brackets):

0	not yet specified	(0----)
1	maritime	(1----)
2	rail	(-2---)
3	road	(--3--)
4	air	(---4-)
5	mail	(----5)
8	border crossing	(----8)

If a location has more than one function, include all relevant codes in the function code. Example: for a location with maritime, rail and air functions, assign the code 12-4-

5. Remarks (REMARKS, optional, an..45).

6.4.3 Allowed file formats

The following formats are acceptable for the UN/LOCODE request submission files:

6.4.3.1 MS ACCESS

ACCESS 2.0 or newer files are acceptable and should have the extension .mdb

6.4.3.2 dBASE

Dbase III or newer files are acceptable and should have the extension .dbf

6.4.3.3 MS EXCEL

EXCEL 4.0 or newer spreadsheets must contain data in a table format, in which each row represents a record and each column represents a field. The table must start in the first cell of the spreadsheet.

Please make sure the file has a .xls name extension.

6.4.3.4 Lotus 1-2-3

The Lotus 1-2-3 spreadsheet must contain data in a table format, in which each row represents a record and each column represents a field. The table must start in the first cell of the spreadsheet. If the data in the spreadsheet is not in this form, load the file into Lotus 1-2-3 and delete unnecessary rows and columns before you create the diskette version.

Please make sure the diskette file has a .wk1 name extension.

6.4.3.5 Character separated ASCII file

The character separated ASCII file must have a comma between fields and each character field must begin and end with a quotation mark ("). The UN/LOCODE submission file must have a header record showing the titles of the fields that are included in every following record. If in an individual record, optional data is missing, it should be shown as two quotation marks with nothing in between, i.e. "". with the field names.

The following is a sample header record followed by two fictitious data records:
"COUNTRY","LOCATION","NAME","SUBDIV","FUNCTION","DATE_REF","REMARKS"
"AE","AUH","ABU DHABI","","1----","9401","",
"ZW","VFA","VICTORIA FALLS","","---4-","9601",""

Please make sure the diskette file has a .csv name extension.

6.4.3.6 Table ASCII file

This type of ASCII file is set up as a table, with fields appearing in specified columns. These files do not use any delimiter to mark fields. The diskette has to include at least 2 files:

1. a README.TXT file in ASCII format containing the data structure for the table ASCII file;
2. the actual table ASCII file
   Example of file description to be included on the README.TXT file:

Location request data structure

Field	Type	From	To
COUNTRY	C	1	2
LOCATION	C	4	6
NAME	C	8	36
SUBDIV	C	not applicable	
FUNCTION	C	38	43
STATUS	C	not applicable	
DATE_REF	C	45	48
REMARKS	C	50	80

For example, the figure below shows an ASCII file in table format:

```
AE AUH Abu Dhabi          1---- 9401
ZW VFA Victoria Falls     ---4- 9601
```

Please make sure the table ASCII file has a .tbl name extension.

7. DELETIONS AND CHANGES

7.1 Deletions of entries

7.1.1 Entries existing in the UN/LOCODE will be deleted only in the case of duplication of entries, of misspelling or manifest misunderstanding of an entry name for which a correct version already exists elsewhere in the UN/LOCODE, or on notification by an authoritative body that the location is no longer used for goods movements associated with trade. In the last case, the proposal for deletion will be submitted to UN/CEFACT Codes Working Group (CDWG) for approval on this basis. Entries to be deleted in the next published version of the UN/LOCODE will be marked by a minus sign (-) preceding the entry; they will be deleted from the subsequent version but will be retained in a special file in the UN/LOCODE database (with the exception of duplicates and misspellings). Code elements for deleted locations will be reserved for five years.

7.2 Changes to entries

7.2.1 Changes of an existing code element will be made only in cases of code duplication within the country concerned, manifest coding error, or, if required by an authoritative body concerned when a place name change removes the mnemonic association with the new place name. Replacement code elements will be selected in accordance with the provisions in paragraph 20 of Recommendation 16. Entries for which code elements have been changed will be marked with a vertical bar (|) in the next published version of the UN/LOCODE.

7.2.2 Other changes to an existing entry may be made when the spelling of the location name proves to be incorrect or particulars referring to the administrative subdivision or the functions of the location are erroneous or incomplete. In the latter two cases the change will be based on information provided by the competent authority concerned. In cases involving change of the location name, entries which have been changed will be marked with a vertical bar (|) in the next published version of the UN/LOCODE.

8. DISTRIBUTION OF UN/LOCODE

8.1 The secretariat will maintain a list of organisations and individuals who wish to receive the UN/LOCODE. The list will include a record of whether recipients have elected to receive versions of the UN/LOCODE in which the names of locations are shown without diacritic signs.

8.2 The secretariat will issue at least one reference version of the UN/LOCODE annually to all recipients on this list.

8.3 The annual reference version will be issued on diskette as a comma-delimited ASCII file, with each of the seven columns of the UN/LOCODE being character-separated.

8.4 The secretariat may from time to time conclude agreements with interested organisations to issue other versions of the UN/LOCODE, in addition to the annual reference version, in such format as may be mutually convenient.

8.5 The UN/LOCODE will also be published on the Internet.

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Part 2

UN/LOCODE Code List
(Published only in electronic form)

2.2 Code list in alphabetical country code order

2.3 List of changes in relation to previous version of UN/LOCODE

Part 3

UN/LOCODE Support Codes
(Published only in electronic form)

3.1 Country Codes (ISO 3166-1/1997, alpha-2 codes)

3.2 Administrative Subdivision Codes (ISO 3166-2/1998**)**