

UNECE

United Nations Code for Trade and Transport Locations

Recommendation No. 16

Revision 4 - 2020 Edition



**United Nations Centre for Trade Facilitation
and Electronic Business (UN/CEFACT)**



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United Nations Economic Commission for Europe

United Nations Centre for Trade Facilitation and Electronic Business

**Recommendation No.16
United Nations Code for
Trade and Transport Locations**



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Foreword

International trade relies heavily upon the clear identification of key data such as the traders involved, the goods being exchanged, and the locations related to the movement of the goods. The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) maintains and develops an unambiguous coding method to identify locations linked to international trade called the United Nations Code for Trade and Transport Locations (UN/LOCODE).

The UN/LOCODE has been an integral part of trade since the 1980s and is widely used by all stakeholders along the informational data exchange, notably by customs administrations, statistics departments, the transport industry and the manufacturing industry. It covers around 250 countries and territories across the globe with over 100,000 locations. It is maintained notably by a network of national focal points and industry experts with thousands of submissions per year. As one of the flagship standards of the United Nations Economic Commission for Europe (UNECE), the UN/LOCODE database on the UNECE website has nearly two million page views per year, reflecting its relevance and importance.

The current revision of our Recommendation 16 on UN/LOCODE has included the participation of major stakeholders and government representatives. The revision aims to provide further clarity on the base concepts linked to UN/LOCODE, to modernize the maintenance process and to officialize the notion of child-codes based on UN/LOCODE which are developed by other organizations and which can provide more granular details on exact point locations.

Using such a clear, semantic standard for data exchange is key for the facilitation of trade. I would encourage all member States to participate actively in the maintenance of the UN/LOCODE standard by setting up a national focal point if this has not already been done. I would further encourage the business community to continue its support of this standard and actively participate in the maintenance work.



Olga Algayerova

Executive Secretary

United Nations Economic Commission for Europe

Note

The designations employed and the presentation of the material in this publication 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.

The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Simple, Transparent and Effective Processes for Global Commerce

UN/CEFACT's mission is to improve the ability of business, trade and administrative organizations, from developed, developing and transitional economies, to exchange products and relevant services effectively. Its principal focus is on facilitating national and international transactions, through the simplification and harmonization of processes, procedures and information flows, and so contribute to the growth of global commerce.

Participation in UN/CEFACT is open to experts from United Nations Member States, Intergovernmental Organizations and Non-Governmental Organizations recognised by the United Nations Economic and Social Council (ECOSOC). Through this participation of government and business representatives from around the world, UN/CEFACT has developed a range of trade facilitation and e-business standards, recommendations and tools that are approved within a broad intergovernmental process and implemented globally.

UN/CEFACT is committed to ensuring that the gender dimension is reflected in norms, roles, procedures, and access to resources. Government and trade are encouraged to promote equal opportunities for women and men within the scope of Trade Facilitation activities. UN/CEFACT specifically encourages the collection, analysis, and monitoring of gender disaggregated data in order to better understand and support women's engagement in international trade and transport facilitation.

This Recommendation encourages governments, business communities, development partners, international organizations, and other policymakers to follow UN/CEFACT's commitment to ensure inclusiveness for women.

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I. Recommendation N°16: United Nations Code for Trade and Transport Locations (UN/LOCODE)

A. Introduction

1. Work on the United Nations Code for Trade and Transport Locations (UN/LOCODE) was started in 1972 by the United Nations Economic Commission for Europe (UNECE) Working Party on Facilitation of International Trade Procedures, which was the predecessor of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT). In 1980 the first edition of Recommendation N°16 on UN/LOCODE was released after consultation with multiple international organizations, which included the United Nations Economic Commission for Latin America and the Caribbean (ECLAC), the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the International Air Transport Association (IATA). A second edition, which included a manual on maintenance procedures, was published in 1995. A third edition was put forward in 1998. This consolidated fourth edition of Recommendation N°16 includes amendments proposed by a project team established by UN/CEFACT.

2. UN/LOCODE is a five-character code system to identify all named geographic places which serve, in any way, as a place related to international trade.

B. Purpose

3. The identification of a specific location is frequently required for information exchange in international trade and transport to direct the movement of goods; for example in addresses; in shipping marks; and in data elements identifying ports of call, ports or places of loading or unloading, ports or places of transshipment and destination, etc.

4. The names of such locations are often spelled in different ways and sometimes the same location is given different names in different languages, which creates confusion and difficulties in data exchange. The unique and unambiguous identification of any location involved in international trade is therefore essential to the facilitation of trade procedures and documentation. This can be achieved by using agreed upon, uniquely coded designations for these locations; this has the added advantage of enabling the exchange of data in a safer and more economical way.

C. Scope

5. This Recommendation lays the foundation for the coded representation of names of locations related to trade and transport, such as, but not limited to, ports, airports, inland clearance depots and freight terminals, and places of receipt and delivery. The codes are available to be used in information exchange between stakeholders as an alternative to the full name of the location, which can be very different and misleading when taken from different languages.

6. This Recommendation establishes the methodology to create and maintain these location codes, whose names need to be unambiguously quoted in data interchange.

D. Benefits

7. The use of unambiguous location codes eliminates any potential misunderstanding or misinterpretation related to the use of natural language; this is true in both electronic data exchange and on paper documents. Furthermore, the use of such structured data is essential in electronic message exchanges. UN/LOCODE is already widely used in all transport exchanges, regulatory exchanges, supply-chain exchanges, etc.

8. UN/LOCODE also integrates several attributes associated with each location including the type of transport associated (function), the subdivision within the country, the geographical coordinates, etc., all of which simplify the understanding of the potential use of the codes.

E. Recommendation

9. Considering the above, UN/CEFACT at its twenty-sixth Plenary session on 4 and 5 May 2020 in Geneva recommends:

- (a) that all locations related to international trade and transport be identified by the five-character code system described hereafter, which includes information such as the locations' function linked to its mode of transport, its country subdivision, geographical coordinates, etc.;
- (b) that this code system should be based on the two-letter alphabetic country codes, adopted in International Standard ISO 3166-1 and recommended by the Working Party (UN/CEFACT predecessor) in October 1974 as Recommendation N°3;
- (c) that Governments should assist in the maintenance of this code system to validate code requests and to ensure that existing codes are consistent with the national environment while supporting the user community;
- (d) that the user community actively participate in the development and the maintenance of UN/LOCODE.

II. Guidelines for the Application of UN/LOCODE

A. Disclaimers

1. General disclaimer

10. The designations employed and the presentation of the material in the United Nations Code for Trade and Transport 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.

11. 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 which have not yet been approved (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.

12. The presentation of location names in UN/LOCODE does not imply the expression of any opinion concerning the legal status of any spelling of such names. 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 UN/LOCODE should be regarded as the standard spelling of those names acceptable for purposes associated with trade and transport.

2. Special Disclaimer

13. Where political developments have led to changes of national boundaries, 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 maintained as-is for a reasonable time until official confirmation of their current attribution is received.

B. References

14. 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 and their subdivisions", using the short names in English for the countries concerned. The country names in ISO 3166-1 correspond to those originally developed by the United Nations in the "Terminology Bulletin" and "Standard Country or Area Code for Statistical Use".

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

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

- UNECE Recommendation N°3 on ISO Country Code — Code for the Representation of Names of Countries;

- UNECE Recommendation N°19 on Code for Modes of Transport;
- ISO/IEC 8859-1 "Information processing — 8-bit single-byte coded graphic character sets—Part 1: Latin alphabet No.1";
- ISO/IEC 10646 "Information technology — Universal Coded Character Set (UCS)";
- ISO 3166-1 "Codes for the representation of names of countries and their subdivisions — Part 1: Country codes";
- ISO3166-2 "Codes for the representation of names of countries and their subdivisions — Part 2: Country subdivision code".

C. Definition

17. The United Nations Code for Trade and Transport Locations (UN/LOCODE) is defined as:

- UN/LOCODE is a five-character geographic coding scheme developed and maintained by UNECE through UN/CEFACT.
- UN/LOCODE identifies an administrative or economic area, relevant to international trade and transport, as defined by the competent national authority in each country. These areas are understood in the sense of a city, a town, etc. Exceptions to this rule are handled by the competent national authority and/or the UNECE Secretariat supported by UN/CEFACT experts.
- A location with several functions should only have one UN/LOCODE code assigned. Any subset of a location such as airports, rail stations or container terminals should be identified with the appropriate function; a separate UN/LOCODE should not be assigned.
- The first two characters of the UN/LOCODE code are the ISO 3166-1 alpha-2 Country Code which is followed by a 3-character code representing the place name. 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. In order to avoid confusion between variations of alphanumeric characters, numbers 0 and 1 should not be used.
- 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" is available for user assignment, in accordance with clause 8.1.3 of ISO 3166-1.

18. Governments are requested to assist in the maintenance of its national list of UN/LOCODEs. The maintenance tasks include approving new codes and revising or updating existing codes in a specified geographic context. Governments are also requested to promote the use of UN/LOCODE and contribute to the further development of the standard (see Annex I).

D. UN/LOCODE Attributes

1. Name Attribute

19. The Name attribute shows the names of those locations which have been accepted for inclusion in the UN/LOCODE directory in accordance with the provisions of the Recommendation.

20. Whenever possible, locations should be named using their most common international representation (i.e. the name used in the nominated international gazetteer, the national one, or in English if it does not exist in the previous forms).

21. In cases where multiple versions of a location name exist, the alternative names may be listed as additional names. Names including diacritic signs should, insofar as possible, be treated as alternative names.

22. Place names given in their national language versions are expressed in the Roman alphabet using the 26 characters of the character set adopted for international trade data interchange, when possible. International ISO Standard character sets are laid out in ISO/IEC 8859-1 and ISO/IEC 10646.2.

2. Subdivision Attribute

23. This attribute is intended to contain the ISO 3166-2, 1-3 character alphabetic and/or numeric code for the administrative division of the country concerned (state, province, department, etc.).

3. Function Attribute

24. This attribute provides a 1-character function classifier code (see Table 1) which identifies the existence of either a facility providing a connection with a specific mode of transport ¹ or some other significant function not directly related to any mode of transport at this location.

25. For example, Function Code “1” means that a port exists within the boundaries of this location. It does not mean that the UN/LOCODE denotes only the port.

Table 1
UN/LOCODE Function Attributes Codes

<i>Code</i>	<i>Function</i>	<i>Definition</i>
1	Maritime transport (sea port or maritime port)	Any location with permanent facilities at which seagoing vessels can load or discharge cargo moving in maritime traffic.
2	Rail transport	Any location that has one or more railway terminals like cargo terminals or train stations (excluding passenger terminals). Specific terminals located inside a location shall not be considered individually as a location.
3	Road transport	Any location that is connected to other ones by means of roads. Specific terminals located inside a location shall not be considered individually as a location.

¹ See UNECE Recommendation N°19, Code for modes of Transport, 2001, as of February 2020:
http://www.unece.org/fileadmin/DAM/cefact/recommendations/rec19/rec19_01cf19e.pdf

<i>Code</i>	<i>Function</i>	<i>Definition</i>
4	Air transport (airport) or space transport (spaceport)	Any location with permanent facilities at which aircraft can load or discharge cargo moving in air traffic.
5	International Mail Processing Centre (IMPC) recognized by the Universal Postal Union (UPU)	A mail processing facility, recognized by UPU, that has significance for the processing of inter-operator mail, either because they generate or receive dispatches or because they act as transit centres for mail exchanged between other IMPCs. Each IMPC has a well-defined physical location, is operated by or under the responsibility of a single organization and handles a specific set of mail flows. (This was known as a postal exchange office in the former edition of the Recommendation.)
6	Multimodal transport facility	<p>Any location where one or more of the below facilities can be found:</p> <p>Inland Clearance Depot (ICD): a multimodal transport facility, other than a sea port or an airport, which is approved by a competent body, equipped with fixed installations and offering services for the 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.)</p> <p>Container Depot: a multimodal transport facility which offers services for storage, repair and maintenance of containers.</p> <p>Inland freight terminal: a multimodal transport facility, other than a sea port or an airport, operated on a common-user basis, at which trade cargo is received or dispatched.</p>
7	Fixed Transport Installation (oil pipeline terminal, electric power lines, ropeway terminals, etc.)	Any location with permanent facilities to load or discharge cargo that doesn't fit in the previous definitions (e.g. oil platform).
8	Inland water transport (river ports, and lake ports)	Any location with permanent facilities at which vessels can load or discharge cargo moving in inland waterway traffic.
0	Not officially functional	Digit "0" means that the criteria for inclusion apply, but that no information is available or used which is recognized by the competent authority regarding the specific transport mode or function(s) of the location.
B	Cross Border (former	Any location that is located on the border with other

<i>Code</i>	<i>Function</i>	<i>Definition</i>
	code; not to be used)	countries. Specific border-crossing points located inside a location shall not be considered individually as a location.
A	Special Economic Zone (SEZ)	Any geographic region that has economic laws different from a country's typical economic laws for the purposes of trade operations and duties and tariffs.

26. Each location must have at least one function and can have as many as necessary.

4. Status Attribute

27. This attribute is intended to indicate the status of the entry by a 2-character code (see Table 2), e.g. whether approved by the competent Government body, or based on a user requirement not necessarily recognized by an authority etc.

28. The active status codes are listed as follows:

Table 2

UN/LOCODE Status Attributes Codes

<i>Code</i>	<i>Function</i>
AM	Approved by the UN/LOCODE maintenance team consisting of the Secretariat, UN/CEFACT experts and representatives of the competent authorities.
RL	Recognized location - Existence and representation of location name confirmed by check against nominated gazetteer or other reference work, but the relevance to international trade is not confirmed.
RQ	Request under consideration – Maintenance procedure will indicate “retained” or special requests by the user community. Until the request has been validated, it should not be used in international electronic communication.
XX	Entry that will be removed from the next issue of UN/LOCODE.

29. The legacy status codes specified in the former edition of the Recommendation are listed as follows, and remain in the code list (see Table 3).

Table 3

UN/LOCODE Legacy Status Attributes Codes

<i>Code</i>	<i>Function</i>
AA	Approved by competent national government agency
AC	Approved by Customs Authority
AF	Approved by national facilitation body
AI	Code adopted by international organization (IATA or ECLAC)
AS	Approved by national standardization body

<i>Code</i>	<i>Function</i>
AQ	Entry approved, functions not verified
RN	Request from credible national sources for locations in their own country

5. Geographical Coordinates Attribute

30. From this version of the Recommendation onward all additions and all modifications to UN/LOCODE should be submitted with their geographic coordinates. This attribute is intended to show a geographic location identifier to help find places and to aid in transport operations and statistics. For UN/LOCODE entries that are a zone/area, the coordinates should be the most meaningful point within the zone/area. For full details on the methodology of calculation, please consult the international gazetteer.

E. Maintenance

31. The UN/LOCODE directory will be continuously maintained on behalf of UN/CEFACT through the Secretariat, and with the support of UN/CEFACT experts. Updated versions of the directory will be released according to the Secretariat publication policy. Amendments to UN/LOCODE entries may involve adding locations or changing or deleting existing entries. Such amendments may be made ex officio by the Secretariat or proposed by the national authority or international organization concerned, or by users of UN/LOCODE through the web-based online Data Maintenance Request (DMR) system. All requests for amendments will be processed in accordance with the procedure described in Annex I: UN/LOCODE Maintenance Policy and Procedure.

32. Annex I describes the maintenance procedures for the UN/LOCODE database. Annex II describes the resulting publication and the elements which should be published. The revision of these Annexes will be maintained independent of this Recommendation.

F. Child codes of UN/LOCODE

33. Facilities which deliver services in a location identified with a UN/LOCODE can be identified by a code different from the UN/LOCODE, which is considered as a child code of the UN/LOCODE.

34. These child codes can be built either by adding characters to the UN/LOCODE of a location or created as an autonomous, structured code which provides a link to the UN/LOCODE itself.

35. Annex III provides the information necessary to propose a submission to a child code lists repository of the UN/LOCODE to the UNECE Secretariat. A child code identifies a facility which delivers services in a location listed in the UN/LOCODE database. Such services should be associated with an existing function of this location. The repository of child code models will be maintained separately from this Recommendation.

Annex I

UN/LOCODE Maintenance Policy and Procedure

I. Principles

1. The UN/LOCODE directory will be continuously maintained by the UN/LOCODE maintenance team and supported by the Secretariat.
2. The UN/LOCODE maintenance team is composed of volunteer UN/CEFACT experts; it is responsible for the validation of Data Maintenance Requests (DMRs) with the support of the Secretariat.
3. Updated versions of the UN/LOCODE directory will be issued regularly and will be published on the UNECE website free of charge.
4. Proposals for amendments of a more comprehensive nature, or on matters of principle, will be dealt with by the UN/LOCODE maintenance team, which will advise the Secretariat on the most appropriate action to be taken, subject to reporting to and final approval by UN/CEFACT.

II. Data Maintenance Request preparation and submission

A. Requests for inclusion of additional locations

1. Criteria for inclusion

5. The location being proposed should match the definition provided to qualify for submission as a UN/LOCODE.
6. The location should have a valid function as defined in Table 1 of Recommendation N°16. This function must be ongoing and not constitute a single use.
7. Specific facilities located within the location such as terminals or container depots should be further described under a relevant child code as they are an extension of the UN/LOCODE.
8. Subdivisions should not be assigned a UN/LOCODE.

2. Request procedure

9. DMRs for the inclusion of additional locations will be considered on the basis that the locations are used in trade; that they will be prepared by providing the requested five-character code and attributes, including location name, subdivision, function(s), geographic coordinates (latitude/longitude) and, eventually, web links to online gazetteers and services.

B. Requests for deletions

10. Entries existing in the UN/LOCODE directory will be deleted only in the case of duplication of entries, of misspelling or clear misunderstanding of an entry name for which a correct version already exists elsewhere in the directory. Entries to be deleted in the next published version of the UN/LOCODE directory will be marked

by a Change Indicator (X) and a Status Indicator (XX); they will be deleted from the subsequent version. Codes which have been used for deleted entries should not be reused for future locations.

11. Entries existing in the UN/LOCODE will be deleted only in the following cases:

- Duplication of entries (misspelling or manifest misunderstanding of an entry name for which a correct version already exists elsewhere in the UN/LOCODE);
- Entries found to have been mistaken and should not have been added in the first place (e.g. a place which does not exist);
- For political or other change which renders the entry invalid.

12. Entries existing in the UN/LOCODE directory will be maintained but the function(s) of the location will be changed to '0' upon notification by an authoritative body that the location is not officially functional.

C. Request for modifications

13. Changes to an existing code will be avoided unless a strong justification is provided by a competent authority. Other changes to an existing entry may be made when the spelling of the location name proves to be incorrect or the functions of the location are erroneous or incomplete. In cases involving a change of the location's name, with or without other changes of the data attributes, a pound sign (#) will be indicated in the next published version of the UN/LOCODE directory. For other changes, entries will be marked with a vertical bar (|) in the next published version of the UN/LOCODE directory.

D. Data Maintenance Request submission

14. DMRs could be submitted in two possible ways: through the online submission process mentioned above or through a batch submission from the competent authorities in a format agreed upon in advance with the Secretariat.

15. Requesters who wish to submit DMRs must register (free of charge) in order to submit via an online web form. The registered user information will be associated with the requester of the DMR submitted. Data will be automatically checked against present entries in UN/LOCODE, place name and code duplications will be detected, and valid DMRs will be validated for the next issue of the UN/LOCODE directory.

16. Requesters will receive a response message confirming receipt of the DMR and providing a "Request Reference Number" for any subsequent communication with the Secretariat.

17. Requesters who submit a great number of requests in a given period may see their requests slowed down at the discretion of the Secretariat, especially if the submissions are erroneous or incomplete. This is to allow for fair processing for all requesters.

E. National Focal Point

18. A National Focal Point is appointed by a national Government to maintain its national list of UN/LOCODEs. The maintenance tasks include approving new codes and revising or updating existing codes in a specified geographic context. National Focal Points will also promote the use of UN/LOCODE and contribute to the further development of the standard.

19. For cases where a National Focal Point has not been nominated by the national authority (or is not functioning) the Secretariat, with the assistance of UN/CEFACT experts, may take over the function and responsibility to allow for proper processing of the requests and maintenance tasks.

F. Data Maintenance Request Validation

20. The UN/LOCODE maintenance process is as follows:

- The Secretariat schedules a teleconference with a maintenance team comprised of requester(s), the relevant National Focal Points and any relevant UN/CEFACT experts to validate DMRs on a regular basis, or upon special demand.
- The Secretariat prepares the DMRs and publishes them on its website in advance.
- Each Focal Point (FP) submits comments on their respective country's DMRs before each teleconference and members of the maintenance team are invited to submit comments.
- All comments are posted on the website; only DMRs with negative comments are discussed in teleconference calls.
- The requesters and/or the FPs whose countries are concerned by the designated DMRs should be present if possible and permanent members of the maintenance team are invited to participate.
- The maintenance team discusses the DMRs and arrives at a consensus.
- The Secretariat publishes the validation results on the website.
- These results are not reconsidered unless a strong justification is presented and agreed upon by the maintenance team.

G. Validation result

21. Submitted DMRs can be accepted or rejected as follows:

- Accepted: They are to be included in the next issue of the UN/LOCODE directory.
- Rejected: DMRs are rejected either because they are a duplication of an existing entry, or because the code proposed already exists, or because they contain serious errors in their data attributes, or because their utility in international trade has not been demonstrated.

22. The rejection status will be provided to the requester. Alternatively, the requester can request the following:

- Withdrawn: The DMR will not be processed anymore.

Annex II Publication of UN/LOCODE Directory

1. The Secretariat is responsible for producing and publishing the updated UN/LOCODE directory on the UNECE website as scheduled, together with a Secretariat Note which includes a summary of the main changes and important explanations regarding the current release.
2. The structure of the directory includes the following information:

I. Change Indicator

3. Each change affecting a location entry in UN/LOCODE is indicated at the beginning of the entry in the code list using the indicators specified below in Table 1.

Table 1 of Annex II
Change Indication List

<i>Change Indication</i>	<i>Description</i>
X	Marked for deletion in the next issue
#	Change in the location name
‡	Other change in the entry
+	Entry added to the current issue
=	Reference entry
!	Retained for certain entries in the US code list (“controlled duplications”)

II. UN/LOCODE code

4. This is the unique, five-character code of the location. For ease of reading in the code list, the country and location name code elements are separated by a space. For example, ‘CHGVA’ is represented as ‘CH GVA’. In actual use, this space does not exist.

III. Location Name

5. This is the name of the location as validated for inclusion in the UN/LOCODE directory and in accordance with the provisions of Recommendation N°16.
6. The entry may have a diacritic sign or accent. In 1995 a decision was made to use the basic characters of the Universal Coded Character Set (UCS) in the directory, but with an added diacritic sign or accent (e.g. â, ã, ä, é, è, ö, ô, ø, ü; the Danish and Norwegian character “æ” had to be replaced by a single “a”).
7. The entry may have multiple names. 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 (=); for example, Peking = Beijing. The entry will be shown only under the new name.

8. Other entries that have multiple names may result when national location names are represented differently in different languages. For example, for locations whose name is popular in both the national language and in English, two versions are available in the international gazetteer. This may lead to misunderstandings which can cause disputes in the interpretation of transport and other contracts, and 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; for example, Munich = München; Geneva = Genève.

9. 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 may be included in the directory, each followed by the other versions placed within brackets; for example, Abo (Turku); Turku (Abo).

10. 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; for example, Bandung, Java.

IV. Location Name used in international trade

11. This is the name of the location that is commonly used in international trade. If an English name for the location exists, then this English name is shown here. If no English name exists, then the local name is shown using only the 26 Roman character set without diacritics.

12. As in the 2001 version of UN/LOCODE, place names have been provided: one reflecting national name versions with diacritic signs, and one in which diacritic signs have been removed from the names. These are countries for which diacritic signs are used in UN/LOCODE: AT, BO, BR, CH, CL, CR, DE, DK, FI, FO, FR, HU, IS, KR, MX, NO, PA, PE, PT, SE, SJ, TR and VN. Accented letters could also be provided.

13. Table 2 shows those roman characters with accents and diacritic marks which are used in location names in UN/LOCODE. If they cannot be read or produced with available equipment, they should be substituted as a set and provided without diacritic signs or accents.

Table 2 of Annex II
Acceptable Diacritics and Conversion

<i>Diacritic</i>	<i>Substitute</i>
À, Á, Â, Ã, Ä, Å, Æ	A
Ç	C
È, É, Ê, Ë	E
Ì, Í, Î, Ï	I
Ñ	N
Ò, Ó, Ô, Õ, Ö, Ø	O
Ù, Ú, Û, Ü	U
Ý	Y
à, á, â, ã, ä, å, æ	a
ç	c
è, é, ê, ë	e
ì, í, î, ï	i
ñ	n
ò, ó, ô, õ, ö, ø	o
ù, ú, û, ü	u
ý, ÿ	y

V. Subdivision

14. This attribute is intended to contain the ISO 3166-2, 1-3 character alphabetic and/or numeric code for the administrative division of the country concerned (state, province, department, etc.).

VI. Function

15. This attribute provides a 1-character function classifier code (see Table 1 of Recommendation N°16) which identifies the existence in this location, either of a facility providing a connection with a specific mode of transport² or of some other significant function(s) not directly related to any mode of transport.

² See UNECE Recommendation N°19, Code for modes of Transport, 2001, as of February 2020:
http://www.unece.org/fileadmin/DAM/cefact/recommendations/rec19/rec19_01cf19e.pdf

VII. Status

16. This attribute is intended to indicate the status of the entry by a 2-character code (see Table 2 of Recommendation N°16); for example, whether approved by the competent Government body or based on a user requirement (not necessarily recognized by an appropriate authority).

VIII. Last Updated Date

17. This attribute is a reference date indicating the year and month of the request or the date the UN/LOCODE entry was added or updated in the UN/LOCODE directory.

IX. Geographic Coordinates

18. This attribute is a geographic location identifier to help find places and to aid in transport operations and statistics.

X. Remarks

19. The reasons for the change are explained at the end of the entry as remarks. Remarks affecting the current issue of UN/LOCODE may be deleted from later issues. To indicate such temporary changes the following “tags” are used as an aid:

Table 3 of Annex II

Tags List

<i>Tag</i>	<i>Description</i>	<i>Change Indicator</i>
@Coo	Change affecting or adding coordinates	
@Fun	Change affecting the function	
@Sta	Change of status	
@Sub	Addition or change of subdivision code	
@Nam	Change in the location name	#
@Spe	Correction of spelling of name	#

20. There may be more than one reason for the change. For example, @Fun@Nam or @Fun;@Nam. Remarks of a permanent nature will not be preceded by a tag.

Annex III Child Code List

1. Child codes of UN/LOCODE identify facilities (such as container terminals) located within the area of the UN/LOCODE entry and use UN/LOCODE as their foundation. A Child Code depends on an individual UN/LOCODE entry. Only valid UN/LOCODE entries that are published in the official directory are to be used in a Child Code List.
2. The UNECE Secretariat maintains a repository of Child Code Lists, and updates it as they are submitted under the condition that they use the following template:

<i>Name of Code List:</i>	
Context:	
Usage:	
Example Code:	
Organization:	
Website & contact (should have an email or telephone number):	
Geographical scope:	
Abbreviated name / short name:	
Additional attributes (if any):	
Accessibility (paid or free):	
Procedure for code-requests (including fee model if any):	



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