Recommendation 16

UN/LOCODE – CODE FOR PORTS AND OTHER LOCATIONS

At its third session held in October 1972, the Working Party on Facilitation of International Trade Procedures agreed to include in its programme of work a task to prepare codes for ports, carrier and ships' name and for type of movement.

At its eleventh session in September 1975, the Group of Experts considered the need for a comprehensive code covering all locations where goods are subject to Customs control, and the following task was included in the programme of work:

"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 further consultation with the Economic Commission for Latin America (ECLA), with the Economic and Social Commission for Asia and the Pacific (ESCAP), and with the International Air Transport Association (IATA), the secretariat put forward proposals for a programme of action for the development of a code which was agreed by the Working Party at its fifth session in September 1977.

A draft recommendation was submitted to the Working Party on Facilitation of International Trade Procedures, a subsidiary organ of the United Nations Economic Commission for Europe, and adopted at its twelfth session on 22 September 1980.

At its fifty-first session in March 1995 the Meeting of Experts on Procedures and Documentation considered the secretariat proposals for the amendment of the Recommendation including the Manual on maintenance principles for the LOCODE.

The Working Party approved the second edition of Recommendation No.16 at at its forty-second session in September 1995.

RECOMMENDATION

The Working Party on Facilitation of International Trade Procedures,

Being aware of the need for an internally-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-letter alphabetic code system described hereafter should be used for purposes of international trade to designate locations whenever there is a need for a coded alphabetical designation for representing the names of ports, airports, inland freight terminals and other 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 up-dated and communicated to the United Nations secretariat, responsible for the maintenance of the code system.

At the forty-second session of the Working Party representatives attended from:

Austria; Belgium; Bulgaria; Canada; Czech Republic; Denmark; Estonia; Finland; France; Germany; Hungary; Iceland; Ireland; Italy; Luxemburg; Malta; the Netherlands; Norway; Romania; Russian Federation; Slovak Republic; Spain; Sweden; Switzerland; United Kingdom of Great Britain and Northern Ireland and the United States of America. Representatives from Australia, Brazil, Gabon, Japan, Korea, Nigeria and Senegal participated under Article 11 of the Commission' s terms of reference.

The session was attended by representatives of the secretariats of the United Nations Conference on Trade and Development (UNCTAD), the United Nations Commission on International Trade Law (UNCITRAL), as well as by representatives of the following intergovernmental and non-governmental organizations: Central Office for International Railway Transport (OCTI), the World Customs Organization (WCO), International Air Transport Association (IATA), International Article Numbering Association (EAN), European Electronic Messaging Association (EEMA), International Federation of Freight Forwarders Associations (FIATA), International Chamber of Commerce (ICC), International Express Carrier's Conference (IECC), International Organization for Standardization (ISO), Society for World Wide Interbank Financial Transfers (S.W.I.F.T), International Union of Railways (UIC), International Federation of Inspection Agencies (IFIA).

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; WARSAW - 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, 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 which, however, 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 can 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 (ECLA), 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 ECLA. 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 up-dating and maintenance.

II. SCOPE

9. This Recommendation aims at 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, at establishing coded representations of the names of these locations and at 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 which are frequently used for goods movements associated with international 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 international trade is received or dispatched.

Location: Any named geographical place, recognized by a competent national body, either with permanent facilities used for goods movements associated with international trade, and used frequently 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 a code element represents then 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. ASCII International character set (ISO 8859-1)

ISO 3166/1993 "Codes for the representation of Names of Countries"

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

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 recognized 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 up-dating and maintenance procedures. It is also recognized 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. Besides the present, formal Recommendation, UN/LOCODE includes "UN/LOCODE Manual" (see Annex), with a Part I giving technical details and further information regarding its features, a Part 2 containing a list of place names, each with a code element and supported by certain classifiers and reference data, and a Part 3 containing support codes.

List of place names

19. The list of place names is based on submissions received from Governments, national facilitation bodies, 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 letter 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 letters identifying the location within the country. These letters 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 the three first letters of the place name, or the initial letter and two letters of significance within the name, or initial letters of composite names, always avoiding duplication of code elements within the country.

21. When code elements have been be 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, 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 sub-region by aggregation of countries, or of maritime ports in geographical areas.

Availability

24. UN/LOCODE is incorporated in the ECE data base and will also be available on computer diskettes; extracts may exceptionally be available as print-out on paper. The secretariat should be contacted in order to obtain information on technical and other conditions under which the code list can be procured.

Maintenance and up-dating

25. UN/LOCODE will be continuously maintained through the secretariat of the United Nations Economic Commission for Europe. Up-dated versions of UN/ LOCODE will be issued annually, besides, up-dating supplements may be issued occasionally when justified i.a. by the number or nature of amendments between annual issues.

26. Amendments to UN/LOCODE (additions, changes and deletions) may be proposed ex officio by the UN/ECE secretariat, or may be transmitted by the national authority or international organization concerned, or by users of UN/LOCODE. When practicable, any suggested amendment will be submitted to the national authority concerned for approval or comment. Pending such approval, the amendment may be reflected in a provisional way in UN/LOCODE. 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. If a proposed amendment is not accepted by the national authority concerned, the reasons for rejection should be communicated to the ECE secretariat which will inform the requesting party thereof.

28. In the case of proposals for amendment of a more comprehensive nature, or on matters of principle, the UN/ ECE secretariat may invite a limited number of experts to advise it on the most appropriate action to be taken, subject to reporting to and final approval by the Working Party on Facilitation of International Trade Procedures.

Requests for inclusion of additional locations

29. Requests for inclusion of additional locations and other changes in 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 to this Recommendation.

Annex

UN/LOCODE MANUAL

Part I

1. DISCLAIMERS

1.1   General Disclaimer

1.1.1 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 to verify 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.

1.2   Special Disclaimer

1.2.1 Political developments have led to the dissolution of some countries (former Czechoslovakia, Ethiopia, USSR and Yugoslavia). In these cases, it has not yet been possible to determine to which new national territories some locations belong. Until official confirmation can be obtained, the current code list should be regarded as provisional for the countries concerned. In the case of Czechoslovakia, a list of locations not yet determined as belonging to either the Czech Republic or Slovakia is given under the code CS for former Czechoslovakia, in the case of the former USSR the full list hitherto included under the code SU is included, with an indication of the new state to which each location now belongs, a "?" indicates that this is not yet known.

2. REFERENCES

2.1   The list of countries for which location codes are provided in UN/LOCODE is based on International Standard ISO 3166-1993 "Codes for the representation of names of countries", using the short names in English for the countries concerned. (The country names in ISO 3166 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.

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-alpha code for the place name: XX XXX. The code list is organised in alphabetic code order (not countryname order). 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 parts of the code elements are separated by a space. In actual use, this space could be suppressed.

3.1.3 As the IATA location code uses only three-letter code elements, it is understood that whenever a separate three-letter code element appears as a data element to indicate a location, it will designate the name of airport or location as adopted by IATA; whereas the same three letters preceded by the two-letter country code might depict a different UN/LOCODE location, e.g. PAR = IATA code for Paris, France (UN/LOCODE = FR PAR); GB PAR = UN/LOCODE for Par, United Kingdom.

3.2   Column 2: (NAME)

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

3.2.2 It 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.

3.2.3 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.

3.2.4 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, followed by other versions placed within brackets, e.g.:

Åbo (Turku)
Turku (Åbo)

3.2.5 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.

3.2.6 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.

3.2.7 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, 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

3.2.8 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.

3.2.9 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
GB TIL London-Tilbury

3.2.10 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
GB TIL Tilbury/London

3.2.11 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 communicated to ISO for inclusion in International Standard ISO 3166/2 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 left out, as it is implicit, and only the subentity code is shown. Where such codes are used, the corresponding code lists are reproduced in Part 3 of UN/LOCODE.

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 transport function;
3   = road terminal function;
4   = airport
5   = postal function
[6 = reserved for multimodal functions, ICDs etc]
[7 = reserved for fixed transport functions (e.g. oil platform)]
8   = frontier passage point
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 "O" 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 presently used by the Economic Commission for Latin America and the Caribbean (ECLAC) in their version of the UN/LOCODE is shown for some locations in that region.

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, eg. whether approved by Government, by Customs, or based on a user requirement not necessarily recognized by an authority, etc. It is also intended to show the status of checking, eg 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 ECLA)
AS = Approved by national standardisation body
AQ = Entry approved, functions not verified
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 ISO 3166-1993. The code elements for the countries represented in UN/LOCODE are listed in Part

3, which contains a de-coding list in code order and a code list in alphabetical country name order.

5.2   The codes included in Column 3, subdivision, are those communicated by the countries concerned to ISO for inclusion in Part 2 of ISO 3166. Codes are presently available for only a few countries; for those, de-coding lists are given in Part 3.

6. REQUESTS FOR ADDITIONAL LOCATIONS IN UN/LOCODE

6.1   Criteria for inclusion

6.1.1 It is recalled that ports, airports, inland clearance depots, inland freight terminals and such other locations which are frequently used for goods movements associated with international trade qualify for inclusion in UN/ LOCODE, and that "location" is defined as any "named geographical place, recognized by a competent national body, either with permanent facilities used for goods movements associated with international trade, and used frequently 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 "frequently used". This is understood to mean on an average at least once weekly.

6.2   Request procedure

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

6.2.2 Generally, requests should emanate from national or international bodies. Requests from transnational commercial enterprises will be submitted for scrutiny to the national authorities concerned. Pending the outcome of such scrutiny, and provided that other criteria are fulfilled, the request may be honoured and an appropriate entry included under the status classification "RQ" (Request under consideration). If it proves impossible to obtain an authoritative response 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 request for additions to UN/LOCODE should identify the requester and should contain the following mandatory 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).

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, parcel mail function, inland clearance depot, border crossing).

6.3.2 Optionally, the requester 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 requester.

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

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

6.4 Diskette submission characteristics

6.4.1 Format

The request submissions should preferably be recorded on 3 1/2 inch diskettes. The diskette should contain at least 2 files:

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

  1. format and equipment utilized in the other file
  2. organization which submitted the information
  3. submission date
  4. any other relevant information

- a data file containing location inclusion records

6.4.2 Information to be submitted

In accordance with the specification in 1.7.1, the following information should be supplied in the LOCODE request submission file:

1. Locode (LOCODE) which consists of:

- Country code (mandatory, a2, ISO 3166 standard code, see Part 3)

- Place name code (optional, a3, 3-letter code for place name)

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 point	(----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 request submissions diskette files:

6.4.3.1 Lotus 123/Symphony worksheet

The 1-2-3 or Symphony 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 1-2-3 or Symphony and delete unnecessary rows and columns before you create the diskette version.

Please create the following file name extensions for the spreadsheet files:

Lotus 1-2-3 Versions 1 and 1A:	.WKS
Lotus 1-2-3 Version 2:	.WK1
Symphony Version 1.01:	.WRK
Symphony Version 1.1:	.WR1

6.4.3.2 SYLK/Multiplan file

To save Multiplan spreadsheet in SYLK format, you need to issue the Transfer, Options, Symbolic commands in Multiplan. Then, issue the Transfer, Save commands. The details for importing SYLK files are similar to those used to import Lotus 123/Symphony worksheet. Please make sure the diskette file has .SLK name extension

6.4.3.3 dBASE II DBF file

Please make sure the diskette file has .DBF name extension

6.4.3.4 Visicalc/DIF file

The details for importing DIF files are similar to those used to import Lotus 123/Symphony worksheet. Please make sure the diskette file has .DIF 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 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","","0----","8103","",

"ZW","WKW","WANKIE NATIONAL PARK","","0----","8103",""

Please make sure the diskette file has .ASC name extension

6.4.3.6 Table ASCII file

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

e.g., the figure below shows an ASCII file in table format:

AE AUH Abu Dhabi   0----   8103

ZW WKW Wankie National Park   0----   8103

Please make sure the table ASCII file has .TBL name extension

6.4.3.7 Wordperfect mail merge document

The file should be a WordPerfect 5.1 secondary merge file. Please make sure the diskette file has .MRG name extension

6.4.3.8 dBASE III/dBASE IV

Please make sure the diskette file has .DBF name extension

6.4.3.9 PFS:File

There is no restriction on file name extension.

Note: Part 2 is a UN/LOCODE codelist and Part 3 supports codes, they are available on diskettes only.