



Project Group on "Revision of Recommendation 16 (UNLOCODE)" - Round 1 -

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4 Attachments



Annex I - Rec16_3rd_1998_ecetrd227 (1) word version.docx Annex II - Comment Sheet for Round 1 akV1.docx



Annex III - LoP_27April2018.xlsx Annex IV - Questionnaire_Summary.pdf

May 08, 2018

**Project Group on "Revision of Recommendation 16 (UNLOCODE)"
- Round 1 -**

The Project Group (PG) participants are invited to comment on the following issues **by 6:00 PM in Coordinated Universal Time (UTC) on 08 June 2018** In order to effectively consolidate the comments and clarify the discussion points, the project leader (PL) have prepared five requests which, the PL believes, cover the Annex I(the text of Rec 16). So, the PL would like to invite the participants to make comments basically on these five requests.

Also, please *DO NOT* comment directly on the comments / opinions of the other PG participants, in order to prevent confusion.

When you comment, use of the answer sheet (attached to the e-mail) would be very much appreciated. Please do not write "no comments," "noted," or the like, for smooth consolidation of comments.

In order to facilitate the preparation for consolidated comments if you would like to type the answer in this document:

1. Please *DO NOT* use the "comment insertion" or "track change" function of the MS Word; and
2. Please indicate the relevant sentences / words in your comments, as necessary.

1. Basic Information

1.1. Project Proposal

The scopes of project for the PG written in 2nd paragraph of proposal are as follows:

The update to Recommendation 16 will address the following questions that have emerged in recent years:

1. What is the precise definition of a location? Is it a point or an area? Which entities should be allocated a UN/LOCODE?
2. What are good, unambiguous definitions for the existing Function Codes: 1, 2, 3, 4, 5, 6, 7, B? Should new function codes be added?
3. What is the process to handle locations which have multiple names – either from different languages or otherwise?
4. How should political change when locations change hands or new countries emerge be

handled?

5. Should there be changes to the Status of location codes? For instance, do we need a better process and definition for “Request under consideration” given that there is currently no workflow to move these from “under consideration” to “approved”?
6. What is the policy around changing or removing codes which had been previously published and are already in use? When a code has been deprecated, is it acceptable to reassign the code to another location?
7. Is there a need to limit the number of requests made for new codes or changes to existing codes from a single entity for a given cycle?
8. Should precision of coordinates be improved from minutes to seconds?
9. Should new attributes be added, for example, time zone?

In addition to answering the above questions, comments will be solicited from participating experts from standards bodies, logistics providers and industry in order to address challenges they have with the use and maintenance of the UN/LOCODE standard. I already add the survey of the UNLOCODE, please be consider all outputs from the web survey as attached Annex 4.

1.2. Provisional Time Schedule

The PL would like to finalize the discussion on the PG by the 2nd round. The PG participants are invited to note the following provisional time schedule of the PG:

| Provisional Time Schedule of the PG | | |
|-------------------------------------|------------------------|--|
| Yes/No | ODP Stage | Expected Completion Date (YYYY-MM-DD) |
| Yes | Project Inception | 2018-04-27 |
| Yes | Requirements gathering | 2018-06-08 |
| Yes | Draft development | 2018-11-08 |
| Yes | Public Draft Review | 2018-12-08 |
| Yes | Project Exit | 2019-01-08 |
| Yes | Publication | 2019-01-08 |

2. Reviewing Current Recommendation 16 and Preparing a Draft of Revised Recommendation 16.

The PL is inviting to you for reviewing current Recommendation 16 and prepared a draft of revised Recommendation 16 (hereinafter called “Rec 16”) as attached to Annex I. The points of preparation of a draft of revised Rec 16 and guidelines are as follows:

.1 Structure of the Rec 16 and guidelines

There might be some room to improve the readability of the existing Rec 16 from a structure viewpoint, for example: some sections, subsections, and sub-subsections (hereinafter called “sections etc.”) are not appropriately positioned; similar explanations are written again in other sections etc.

.2 Volume Reduction of the Main Part

The main part of the existing Rec 16 and guidelines might need to have some additional explanations for being it accurately. Considering the possibility of revising related references themselves, summarizing and noting the references’ document names will suffice.

Thus, the PG would like to delete, add or merge some sections etc. and sentences, and moved the specific technology contents.

.3 Textual Changes

As a response to discussion during the first advisory meeting of UNLOCODE, the Rec 16 and its annex, new international standards related to trade facilitation, and so on, the PG may wish to propose textual changes. Also, the PG may wish to add some new explanations such as exact description of the coordinates of the locations (point and/or area of location), the target audience of the UNLOCODE and guidelines, and operation & maintenance. On the other hand, it may be possible to give some new authorization to national focal points likewise it to be approved submission of the national request of the DMRs from any kind of sources.

REQUEST 1: The participants are invited to make general comments on Rec 16 and guidelines (Annex I).

- REQUEST 2: The participants are invited, if appropriate, to provide proposed textual changes to the draft of revised Rec 16 and guidelines with its reason (Annex I).

REQUEST 3: The participants are invited to comment on whether a list of minimum contents shall be set or not.

- REQUEST 4: The participants are invited to add, delete, or provide textual change to each item in the list of minimum contents, when appropriate.

3. Way of Collecting Best Practices

It is desirable that many users provide their example of using efficient way of the UNLOCODE. Thus, the PL hopes that the best practices collected for Rec 16 would be covering geographically as wide as possible with variety of functionalities and effective determination of trading locations.

REQUEST 5: The participants are invited to suggest ways of gathering best practices. (mainly for point and/or area discussion)

- I just add some minor remarks on the current text of the Rec 16 with grey shadows. I would like to share my final remarks by end of the first round of the discussion.

Enclosed:

Annex I: Current text of Rec 16

Annex II: Comment sheet

Annex III: List of Participants

Annex IV: Web survey

Best Regards

Alper KEÇELİ
General Directorate of Merchant Marine
Technical Officer

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