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SAFESEANET

LOCODEs Guidelines

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1. Introduction

The identification of a particular location is frequently required in international trade and transport to identify the movement of goods. The names of such locations are often spelt in different ways and sometimes the same location is given different names in different languages, which creates confusion and difficulties for data exchange. The identification in a unique and unambiguous way of any place involved in international trade is essential and a coding system was considered necessary to establish. The code system is referred to as the "United Nations LOCODE" (UN/LOCODE) and is intended to cover ports and other locations for purposes of international trade data interchange.

A location is defined as any named geographical place, recognised by a competent national body, either or by a competent national or international organization for inclusion in the UN/LOCODE. A five-character code element is provided for each location included UN/LOCODE and consists of:

- a) 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, and
- b) three letters identifying the location within the country. Where all permutations have been exhausted, numerals from 2 to 9 can also be used.

For example the port of Le Havre in France is coded as FRLEH (the first two letter FR identify the country and the three following the code of the port).

The code elements can be extended by the addition of further characters to indicate subsidiary locations, such as areas of a port, or terminals. As a subsidiary location MSs can utilise a 15 characters (subsidiary) LOCODE identifying the position of a subsidiary location within the port or port approaches (e.g. a terminal in the port, a berth, an anchorage site, Fairway section code, Fairway section hectometre, etc.). The subsidiary LOCODEs are provided through the "PositionInPortOfCall" attribute in the PortPlus message and should follow the structure agreed by MS during the SSN WS7:

| Item | Occ | Len | Description |
|------------------------------------|-----|------|---------------------------------|
| <i>PositionInPortOfCall</i> | 0-1 | 0-15 | |
| UN Locode | 1 | 5 | UN Locode |
| Fairway section code | 0-1 | 0-5 | Port Basin or Port area |
| Terminal code | 0-1 | 0-5 | Terminal code |
| Fairway section hectometre | 0-1 | 0-5 | Port number or Terminal details |

Table 1 – Structure of subsidiary locations

For example a specific location in the port of Antwerp can be coded as BEANR0172500412 is (the first five letters identify the LOCODE and the additional 10 the specific location).

2. Location codes in SafeSeaNet

2.1 Roles and Responsibilities

Directive 2002/59 defines the NCA as responsible for the management of LOCODEs in SSN. The NCA is responsible for the management of the national system ensuring that UN LOCODEs are designated.

In terms of LOCODEs EMSA developed and maintains centrally the location codes database (UN/LOCODEs) in order to harmonise the data and to avoid inconsistencies.

Moreover EMSA performs quality checks and reports to the Member States on:

- a) Temporary locations created or used by each MS.
- b) The set of notifications rejected because of the employment of LOCODEs which are:
 - invalid LOCODEs (technically incorrect);
 - not permitted locations, either because the MS reports a ship call for a port in another MS or because the LOCODE in the "port of call" attribute of a Port Plus notification is not in the UNECE or Specific list of LOCODEs for that country;
 - non-activated LOCODEs;
 - LOCODEs used in SSN as "port of call" and not registered in THETIS – this situation causes rejection of messages only in THETIS.

The NCA is responsible for the management of SSN LOCODEs at national level.

2.1.1 UNECE LOCODEs

For the purposes of SSN, MSs use the "United Nations LOCODE" (UN/LOCODE) list to indicate port locations. EMSA downloads to Central SSN any new version of the UNECE LOCODEs with function 1. UNECE LOCODEs with other function can be provided through any reports and then be treated following the normal procedure SSN specific and SSN temporary (as described in section 2.1.2 and 2.1.3 below).

Each MS is responsible for maintaining up to date lists of LOCODEs within its own National SSN. MS should also propose any new named geographical place or place requiring additional function within their jurisdiction for inclusion in the UN/LOCODE list.

2.1.2 SSN Specific LOCODEs

It is common practice in the shipping industry for vessels to leave port without knowing their exact port of destination. For instance a vessel may leave a port for an area of destination (way points) like the Strait of Gibraltar, the North Sea, the Suez Canal, etc. or for a port outside of the EU where no LOCODE has been specified yet on the UNECE list. The SSN Specific LOCODEs are defined for these cases.

The following SSN specific LOCODEs are agreed by the SSN Group:

- "ZZUKN" for ships leaving EU waters only if the next port of call is Unknown.

- "ZZCAN" is used when it is necessary to cancel a notification. For example in case of changes in the port of call during the voyage of the ship after a previous notification has been sent.
- the possibility of using the EUROSTAT unknown port code, when the country is known but the specific port is unknown. The format is to indicate the two letters identifying the country (according to the ISO 3166 two-letter Code) plus the "888" (e.g. US888, country of destination United States unknown port). This possibility should not be employed in case of notifications where the destination is an EU port.
- [non-EU LOCODEs confirmed by a reliable source as having a port function.](#)
- waypoints are used to define intermediate locations (areas) on planned vessel's route when next port is unknown at the time of departure (See Annex).

Moreover as a temporary solution other SSN specific location can be created by the MSs (or the MSS on request) while the process of creating/updating of UN/LOCODE list is in progress (see section 3.2).

2.1.3 Temporary LOCODEs

To avoid the loss of valuable information, and to assist MSs in the process of completing or updating their LOCODEs, it was decided not to reject notifications based on non-registered SSN LOCODEs. An additional type of LOCODE (called "temporary" LOCODE) was generated, based on incoming notifications that included technically correct LOCODEs (but non-registered SSN LOCODEs).

The EMSA MSS contacts MSs whenever temporary LOCODEs are created or employed, recalling the need to use either UNECE (function 1, i.e. port locations) or SSN specific LOCODEs.

The validation of "temporary" LOCODEs is a task performed by the EMSA MSS in cooperation with MS maritime administrations. The "temporary" LOCODEs that the NCA considers necessary for SSN reporting purposes are validated and classified as "SSN specific" by the MSS or directly by the NCA, while the NCA is invited to contact UNECE and request the inclusion of the additional locations in the UN/LOCODE list. The locations remain in SSN as "SSN Specific" until the UNECE list incorporates the updates.

In case the MS acknowledged that the LOCODE was used by mistake, the temporary LOCODE is classified non-activated. All notifications containing non-activated LOCODEs are rejected in SSN v2. This also applies to technically incorrect LOCODEs¹. In case a "temporary" LOCODE classified as non-activated is inserted as UNECE LOCODE in SSN (see section 3.1) the entry of this "temporary" LOCODE is removed automatically (change of type).

Temporary non-EU LOCODEs are not de-activated by EMSA (excluding the situation when the reporting MS confirms that the location has been mistakenly used), as non-European

¹ Technically correct LOCODE: two-letter code, identifying the country according to the ISO 3166, and three characters identifying the location.

authorities are outside of EMSA's jurisdiction. They remain as temporary LOCODEs in the system, unless it is confirmed by a reliable source that the LOCODE has a port function.
In this case, an SSN Specific location can be created by the MSS for this location.

3. Operational procedures

3.1 UNECE LOCODEs in SSN

The UNECE webpage (http://www.unece.org/cefact/codesfortrade/codes_index.html) is checked for updates monthly by EMSA MSS. On average, one new version is published per year. Once a new version is available, the new list is downloaded into the SSN system following specific rules summarised below:

- Only LOCODEs with functions 1 (port) and 7 (oil platforms) are inserted.
- LOCODEs for which insertion was rejected ~~or are still under consideration~~ (if and only if the status is RR ~~or RQ~~) are not downloaded.
- LOCODEs in SSN that are not in the new list are removed from SSN.

Before uploading a new list, the EMSA MSS shall provide the list of UNECE LOCODEs which are going to be added and removed in SSN to MSs at least one week in advance.

3.2 Managing Temporary LOCODEs

MSs receive the list of temporary LOCODEs used or created in the notifications sent by them in the reported period (usually previous 24 days). These temporary LOCODEs identify possible locations in their own or in another country. Regarding the LOCODEs used or created for another country, the MSS consults that country to confirm whether this LOCODE should be included in the SSN system. In most of the cases, the response is negative, and the LOCODE is de-activated.

The “temporary” LOCODEs identifying locations that the NCA considers necessary for SSN reporting purposes are validated and classified as “SSN specific” by the NCA or the MSS on request, while the NCA should contact UNECE and request the inclusion of the additional locations in the UN/LOCODE list. The locations remain in SSN as “SSN Specific” until the UNECE list incorporates the updates. If the LOCODE is used mistakenly, it will be de-activated.

3.3 How to create a SSN Specific LOCODE

The management of LOCODEs is carried out on the SSN web interface, management console section, tab Location Management. To create a new SSN Specific LOCODE the “tab create SSN location” should be used (see figure 1) to provide the minimum set of data is the LOCODE, the Official location name and the position (latitude and longitude):

Figure 1 – Create a SSN Specific LOCODE

3.4 How to update a Temporary LOCODE (for de-activation or for being converted into SSN Specific)

A temporary LOCODE can be either de-activated (which will cause the rejection of notifications employing it) or converted from Temporary to SSN Specific by using the "tab Search/Update Location" (see figure 2):

Figure 2 – Update a SSN Temporary LOCODE

In case the LOCODE should be converted to SSN Specific, the same minimum data as for Specific LOCODEs is needed: LOCODE, Official location name and position. The location type has to be set up to "Specific". To de-activate a LOCODE the button "Activated" has to be quoted as "No" instead of "YES". This will cause the rejection of any notification using this LOCODE.

3.5 How to contact UNECE for updating the UNECE list of LOCODEs

UNECE has set up an automated system which enables registered users to submit requests for new UN/LOCODE entries (see figure 3):

Figure 3 – UNECE webpage

The SSN NCAs are invited to co-ordinate the creation/deletion/updates of UNECE LOCODEs with those authorities at MS officially designated to manage the UNECE LOCODEs. The URL of the web page is <http://apps.unece.org/unlocode/>.

SSN NCAs are requested to not remove UNECE LOCODEs unless strictly necessary. The reason is that other MSs may use them and not notice the change in due time. Therefore, all of their notifications containing these LOCODEs will be rejected.

3.6 How to create a subsidiary location

In order to create/update subsidiary locations the MSs should contact EMSA's Maritime Support Services (MaritimeSupportServices@emsa.europa.eu) and provide the list in the following table:

| Subsidiary Location Name | Subsidiary Location Code | Latitude | Longitude |
|--------------------------|--------------------------|----------|-----------|
| | | | |

Table 2 – Request table for creation/update of subsidiary locations

3.7 Mismatched LOCODEs between SSN and THETIS

If a LOCODE exists in SSN but is not recognised by the PSC authority (and therefore not inserted in THETIS), the notification from SSN quoted this LOCODE will be rejected by THETIS. As a consequence the PSC officers accessing THETIS will not receive the Ship call as required by the PSC Directive. In order to support MSs, EMSA provides the list of mismatching LOCODEs to the SSN Group and the PSC authorities.

The Member States shall ensure that all LOCODEs used in SSN are listed in THETIS unless no ship calls for ships under the Directive on Port State Control are expected for a particular port.

4. LCAs and associated locations

It quite often that MSs request to associate secondary ports to other normally bigger Port Authorities, with the objective to enable the latter to provide and request SSN data on behalf of secondary ports. The assignment of the secondary ports to the primary ports facilitates the secondary ports to comply with their reporting obligations in accordance with the Directive requirements.

The practical steps that MSs should take are:

- Compare the existing list of Competent Authorities with the list of missing Local Competent Authorities (the EMSA MSS will provide this list to MSs upon request).
- Accurately define the LOCODEs associated with the LCAs (if not already done) at UNECE level (MSs can always request the MSS to create a LOCODE as SSN specific in the meantime).
- Create a new Port Authority, dependent on its NCA, when the port is considered as an 'independent' port by the MS.
- Update an existent Port Authority and add (an) additional LOCODE(s) to the competent authority if needed.
- Create a new Port Authority that is 'dependent' on an existing LCA and link it to the missing LOCODE.

The following example² shows how to declare a Port Authority with multiple associated port locations and dependent ports. The Cadiz Port Authority has four associated locations: 1 – ESCAD (main location), 2 – ESZFR, 3 – ESROT and 4 - ESCBZ (all permitted locations).

Supervisor Authority: **Puertos del Estado**

Authority Name: *

Location Code:

Permitted Locations

ESCBZ ▼ **Edit**

ESCBZ

ESCAD

ESROT

ESZFR

Group/Roles Permissions

Figure 4 – Permitted locations from Cadiz Port Authority

² This example is for demonstration purposes and does not correspond to the actual setting of LCAs in the Bay of Cadiz.

In addition, the Cadiz Port Authority also has a dependent secondary port called "Puerto Santa Maria" (ESPSM). This secondary port is a distinct authority, and should therefore be created as another authority, but Cadiz has access rights for the provision and requesting of SSN data on behalf of "Puerto Santa Maria".


| | |
|-----------------------|---|
| Supervisor Authority: | <u>Cadiz</u> |
| Authority Name: | Puerto Santa Maria * |
| Location Code: | ESPSM  * |

Figure 5 – Cadiz dependent (secondary) port

The example shown in figure 6 also includes an additional location ("Puerto Real Marina" - ESPUS) where a pleasure port is located. This port is not included in the scope of Directive 2002/59, as no recreational craft with length over 45 m are expected.

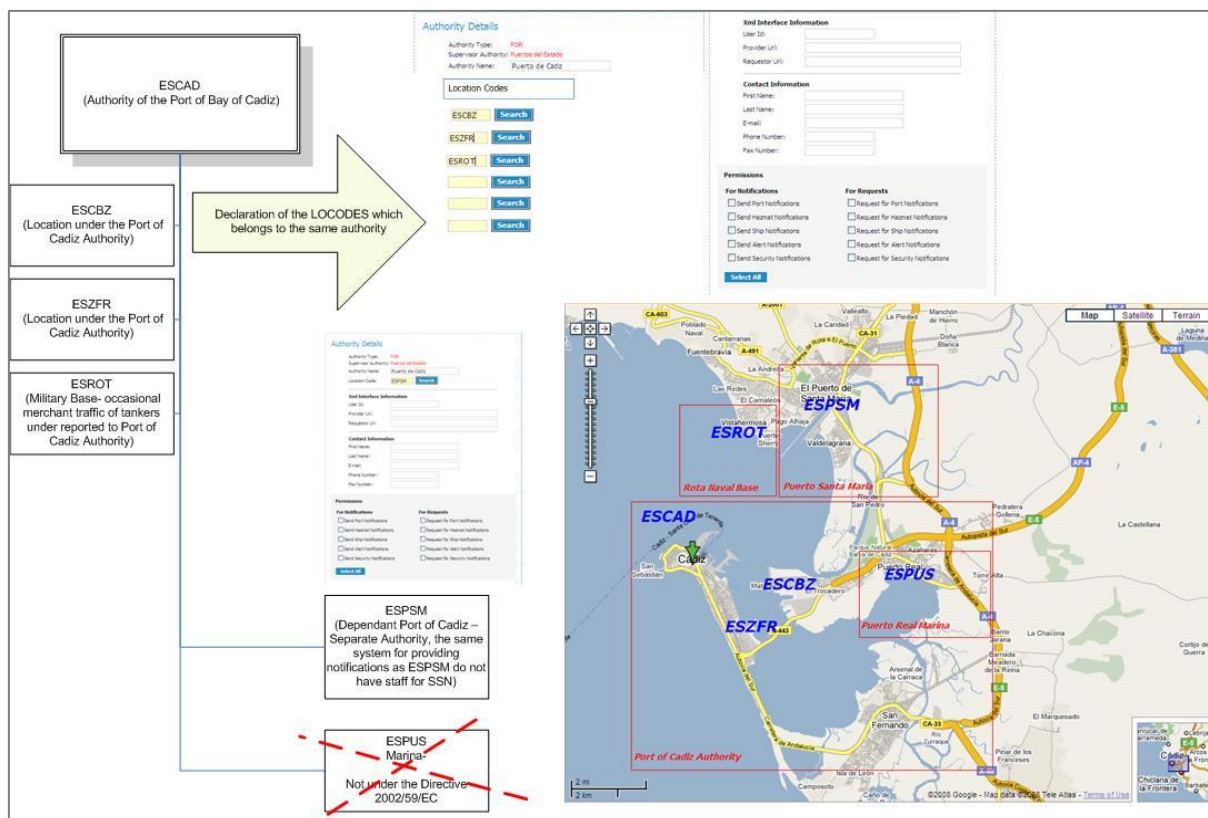


Figure 6 – Example for the Bay of Cadiz

Annex

| Location Names | Location Code |
|--------------------------------------|---------------|
| Baltic Sea | XZBAL |
| Gulf of Biscay | XZBIS |
| Black Sea | XZBLA |
| Barents Sea | XZBSE |
| Cape Horn | XZCAH |
| Cape Good Hope | XZCGH |
| English Channel | XZECN |
| Enter EU Boundary | XZEUI |
| Leave EU Boundary | XZEUI |
| Start from Non-EU Port | XZEUP |
| Strait of Gibraltar | XZGIB |
| Gofrep Area | XZGOF |
| Mexican Gulf | XZMEX |
| Offshoreinst. Barents Sea | XZOFB |
| Norway Offshore | XZOFF |
| Offshoreinst Halten-Helgeland | XZOZH |
| Offshoreinst North Sea | XZOFN |
| Panama Channel | XZPAN |
| South Atlantic Ocean | XZSAO |
| Sicily-Malta | XZSIM |
| Skagerrak | XZSKA |
| Suez Channel | XZSUE |
| North sea | XZZNO |

Table 3 – Waypoints in SSN (18-10-2012)