



Standards Board

DATA AND CODE DEFINITION GROUP

Berne, 10-11 December 2002

Report

/ Meeting 2002.4 of the Data and Code Definition Group of the Standards Board was held in Berne
/ on 10-11 December 2002. The list of participants is provided as Annex 1 to this report. The main
conclusions of the meeting are listed below. An action point list is added at the end of this report
of all points on which action of a particular party is expected.

I. Opening of meeting and adoption of agenda

POC SB DCG 2002.4-Doc 1.Rev 1

- 1 The agenda was adopted without change.

II. Report of last meeting

POC SB DCG 2002.3-Report

- 2 The report of the last meeting was accepted without change.
- 3 All action points of the last meeting were completed or are separate agenda items for this meeting, except for the following items:
 - 1 Template for S31 issuer code application (IPC) Move to work plan
 - 2 Accounting method code list proposal (FI) Not yet completed
 - 5 Meeting with AU delegates on DCG decision concerning IMPC codes (IB, GB) Not yet completed

III. Report of the Standards Board

POC SB 2002.4-Report

- 4 The details of the last Standards Board meeting may be found in the report. Items of particular note were approval of status W for S6 and approval of an update to S34 (paragraphs 24-28), approval of the update to S9 (paragraphs 35-36), and developments within the POC and CA concerning IMPC codes (paragraphs 44-46).

IV. License plate implementation

POC SB DCG 2002.4-Docs 4a through 4g

5 A number of questions concerning the development of these standards were discussed and answers given for the working group. A draft of the status 0 proposal was also reviewed. The documents will be presented again to the SB for status 0 in January 2003.

6 The comment was made that some item attribute names have deliberately been changed from the names in other UPU standards, some changes may have been made inadvertently and needs to be checked (AP: FI).

V. CAM report

POC SB DCG 2002.4-Doc 5

7 The CAM reported changed/new IMPC codes. Documentation of these actions was attached to the report. Other CAM actions were also included. The DCG noted the report.

VI. IMPC naming convention - short and long names

POC SB DCG 2002.4-Doc 6

8 At the DCG 2001.4 meeting, it was decided that IMPCs as well as operators should each have 12 and 35-character names (short and long names). These names would be required on UPU postal forms. The requirement has not yet formally been documented in UPU standards by the DCG.

9 In preparation for the mandatory use of S34, the IB needs to begin compiling the lists of IMPC names and operator names. The IB would like to begin requesting administrations to choose short and long names for all IMPCs and also for their organizations.

10 The IB also proposes to make the necessary updates to S34 to include a convention for a long and short name for IMPCs (in other words, requiring names of 12 and 35 characters). Finally, the IB proposes to update S35 to include long and short names for postal operators (in consultation with the author of S35). The updates would be presented to the SB in January 2003 for approval.

11 The DCG agreed to these proposals.

VII. Allocation of IMPC codes to support segregation of mail flows for special products

POC SB DCG 2002.4-Doc 7

12 It was decided at the April 2002 Standards Board meeting that all code requests for IMPCs resulting in more than six (6) codes being allocated to one city for one administration should go to the DCG. Many recent allocations by the DCG have been as a result of requests for logical rather than physical divisions between IMPCs. The DCG has for some time recognized that the structure of S34 was not designed to support the allocation of large numbers of codes in the same geographic location to individual operators.

13 After some discussion, it was decided that changes could be made to S8, Postal dispatch identifier. The mail type could be opened up to include bilaterally agreed values in order to facilitate segregation of mail flows. A proposal will be drafted for the January SB meeting (AP: FI).

14 It was agreed that the latest allocation, requested by USPS for two new IMPC codes in Seattle for the support of Xpresspost, is an exception only and not to be viewed as a precedent for future requests.

VIII. Status P project for money order identifiers

POC SB DCG 2002.4-Doc 8

15 The IB presented a proposal for the development of a new standard for the identification of money orders. 13 countries presently use the PTC's International Financial System (IFS) for the exchange of money orders. The IFS application currently generates unique numbers for money orders, but the PTC would like to use an identifier similar to the UPU license plate. It is planned to begin with 7 new countries using the new format. The other 13 will migrate. The structure of the proposed identifier is contained in the document.

16 The IB will present a status P proposal to the SB in January 2003 and a status 0 proposal in April 2003.

17 The DCG agreed to these proposals.

IX. Discussion of work plan

POC SB DCG 2002.4-Doc 13

18 The work plan was reviewed and updates given on the individual projects. The work plan is / attached to this report as annex 2.

X. Any other business

19 Royal Mail has held the chairmanship of the EXG and DCG (and the predecessor group CMG) since the inception of the groups. Royal Mail has reassessed the extent of its involvement in UPU activities and as a result is seeking to relinquish the chairmanship of the EXG and the co-chairmanship of the DCG. The chairman asked EXG and DCG members to consider taking over the positions. In the meantime, Royal Mail will continue to chair the groups until a volunteer has come forward.

XI. Date and place of next meeting

20 The next meetings are scheduled as follows:

2003.1 4-5 March, Dublin

2003.2 18-19 June, Stockholm

2003.2 4-5 September, Berne

Nick Glynn
Himesh Patel
Co-Chairmen

Action point list

Number (paragraph)	Action	Action by
1 (3)	Accounting method code list proposal	FI
2 (3)	Meeting with AU delegates on DCG decision concerning IMPC codes	IB, GB
3 (6)	Check attribute name changes in messages supporting LP	FI
4 (13)	Proposal for changes to S8 to support segregation of mail flows	FI

List of participants**Members:**

Finland	Topi Linkala	topi.linkala@posti.fi
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DCG Work Plan

Item Number	Task	Activities	Outputs	Lead	Completion Date
1	Finalise mail classification standard	Resolution of mail sub-class at aggregate level, dispatch codes	Update Final proposal	GoF	pending testing of PREDES V3 TBD
2	Develop registering process for all outside code values (ex. EDIFACT, AI, DI, OI, etc)	Determine procedures and time scales to register codes. Develop process to identify codes that would be appropriate to register	Agreed registration process	IB	Mar 03
3	Develop a standard approach for the use of UPU member-defined codes in electronic messages	Agree and define how the UPU member-defined codes should be used	Agreed standard approach to the use of UPU member-defined codes	GoF	TBD
4	Develop a UPU macro data model	document to SB on resources needed for data model Benchmark data modelling developments in Posts	Agreed UPU macro data model	FI Topi Linkala	Mar. 03 TBD
5	Identify codes in UPU messages that are potential EDIFACT code requests	Scan all UPU EDI messages.	List of codes that need to be raised with the EDIFACT Board	GoF	TBD (dependent upon item 2)
6	Determine how data identifiers can be included in EDI messages other than PREDES	Discuss requirements for updating other messages Document proposal for handling DIs Seek Iso 15418 Maint Comm. Ageement Apply for required edifact codes	Agreement on data identifiers are handled in UPU EDI messages	IPC	Mar 03 Mar 03 TBD TBD

7	Naming convention for postal organisations and IMPCs	propose modifications to S31, S34, S35 and S29	<p>Updates to S31 and S29</p> <p>Updates to S34 and S35</p> <p>Circular to UPU members explaining changes</p> <p>Review UPU forms</p>	<p>IPC</p> <p>IB</p> <p>IB</p>	<p>Apr 03</p> <p>Jan-03</p> <p>Jan-03</p> <p>Mar 03</p>
8	Implement recommendations (1) and (2) in SB 2001.1-Doc 10 concerning items to be documented from Statement of User Requirements	<p>Create new section from recommendation 1</p> <p>Review by DCG</p> <p>Recommendation 2: Compare and identify which data flows not in MDG</p> <p>Review by DCG</p>		<p>IB</p> <p>DCG</p> <p>IB</p> <p>DCG</p>	<p>TBD (awaiting completion of LDM)</p>
9	Amend S10 Item Identifier in order to require that position 11 of the EMS unique identifier be a check digit (SB 2001.2-Doc 3e)	<p>EMS cooperative in contact with administrations still using X place holder</p> <p>Delete option and publish update</p>		<p>IB</p>	<p>Next TSM update (pending response from EMS Cooperative)</p>

10	Issuer Codes	Review existing standards and identify problem areas where country codes are being used incorrectly as issuer or organization codes	Discrepancy Report	IPC/FIA	Mar 03
		Propose clarifications [where needed] and build consensus	Proposals for modification of existing standards	DCG	Mar-03
		Develop migration plan [where needed]	Recommended Plan	DCG	June-03
		Develop proposal for SB	Proposal	PEG/ EXG	June-03
11	Develop needed code lists	implement S41		CAM	Mar 03
12	Receptacle Asset Numbering	update M82 terminology "packaging identifier" Apply for 7065 codes	Propose modification of M82 (with PREDES)	IPC/GoF IPC	awaiting PREDES 3 TBD
13	Revise despatch identifier (S8)	Status P request	draft proposal	FI	Jan 03
		Specification update			Mar 03
14	Claims and enquiries message	Collect business requirements	Report	PT/SE	Mar 03