TECHNICAL REPORT

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Postal Services - Address databases - Part 2: Element mapping conventions, template design considerations, address templates and rendition instructions

Services postaux - Bases de données d'adresses - Partie 2: Conventions de disposition des éléments, considérations relatives à la conception des modèles, instructions relatives aux modèles d'adresse et à la présentation des adresses

Postalische Dienstleistungen - Adressdatenbanken - Part 2: Konventionen für die Abbildung von Elementen, Hinweise für das Vorlagendesign, Vorschriften für Adressvorlagen und -wiedergabe

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Foreword

This document (CEN/TR 14142-2:2011) has been prepared by Technical Committee CEN/TC 331 “Postal Services”, the secretariat of which is held by NEN in collaboration with UPU.

NOTE This document has been prepared by experts coming from CEN/TC 331 and UPU, under the framework of the Memorandum of Understanding between the UPU and CEN.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association.

This document (CEN/TR 14142-2:2011), is the CEN equivalent of UPU[1)] standard S42-6 Part B. It may be amended only after prior consultation, between CEN/TC 331 and the UPU Standards Board, in accordance with the Memorandum of Understanding between CEN and the UPU.

The UPU’s contribution to the document was made, by the UPU Standards Board[2)] and its sub-groups, in accordance with the rules given in Part V of the "General information on UPU standards".

This document is the equivalent to Part B of a two-part UPU Standard, S42: International postal address components and templates. S42 was originally published as a single part standard covering the definition of address components and postal address templates with examples, but has been split into two parts in order to separate the general aspects which apply to all countries and which can be expected to remain stable from the specific aspects which apply to each country considered in itself and conventions adopted by the working group which may be modified in the light of further experience.

EN 14142-1:2011 contains the conceptual hierarchy of segments, constructs, elements and element sub-types, code tables, and the definition of the template languages in order to account for addresses from countries around the world. CEN/TR 14142-2:2011, this part, contains the specific natural language and XML templates, rendition instructions, mapping conventions, and presentation guidelines for each country’s addresses that have been provided to the UPU.

1) The Universal Postal Union (UPU) is the specialized institution of the United Nations that regulates the universal postal service. The postal services of its 189 member countries form the largest physical distribution network in the world. Some 5 million postal employees working in over 660 000 post offices all over the world handle an annual total of 425 billion letters-post items in the domestic service and almost 6,7 billion in the international service. Some 4,5 billion parcels are sent by post annually. Keeping pace with the changing communications market, posts are increasingly using new communication and information technologies to move beyond what is traditionally regarded as their core postal business. They are meeting higher customer expectations with an expanded range of products and value-added services.

2) The UPU's Standards Board develops and maintains a growing number of standards to improve the exchange of postal-related information between posts, and promotes the compatibility of UPU and international postal initiatives. It works closely with posts, customers, suppliers and other partners, including various international organizations. The Standards Board ensures that coherent standards are developed in areas such as electronic data interchange (EDI), mail encoding, postal forms and meters. UPU standards are published in accordance with the rules given in Part VII of the General information on UPU standards, which may be freely downloaded from the UPU world-wide web site (www.upu.int).

Introduction

The postal service provides letter, package and parcel **delivery**[3] on a global and universal basis, without the need for recipients to enter into explicit service contracts. **Postal addresses**, which combine private recipient information with publicly known **delivery point** data, provide the mechanism through which **mailers** specify the intended recipient and the means by which the postal operator can fulfil its delivery commitment.

Traditionally, postal operators have been highly flexible with regard to the manner in which postal items can be addressed: any form and content of address was acceptable as long as it permitted sufficiently unambiguous determination of the delivery point. Even today, many posts pride themselves on their ability, using staff intelligence and local demographic knowledge, to deliver postal items carrying incomplete or unusual address representations.

However, increasing volumes and labour cost rates long ago reached the point at which automation became not only economic, but essential. As a result, it has become more and more vital to ensure that the vast majority of postal items are addressed in a way which can be processed automatically, without risk of misinterpretation.

Today, the vast majority of postal items carry printed addresses which are extracted from computer databases.

Such databases need to be maintained in the face of population mobility, creation and suppression of delivery points and changes in their specification such as renaming of streets, renumbering of properties, etc. Moreover, there is a growing tendency for companies to exchange or trade address data and, in the context of the European Single Market, for companies in one country to hold address data of organisations and individuals in other countries, which might use different approaches to the structuring of printed addresses.

In this context, the UPU Postal Operations Council's POST*Code Project Team charged its sub-project team 2 to develop a standard, covering the definition of address components and **postal address templates**. This standard, International Postal Address Components and Templates, is the result of this development.

1 Scope

This part of the standard describes the address templates for each country, i.e. the specific way an address is formatted in each country, indicating in particular the order in which the various elements appear. The address templates may include rendition instructions, specifying how elements are to be rendered for printing.[4]

EN14142-1:2011 contains material that is not country-specific and is expected to remain stable for a significant period of time. CEN/TR14142-2:2011 contains the country specific information as well as explaining mapping conventions and design considerations that are generic in scope but are still evolving and have a current status rather than a fixed resolution.

What then are the characteristics of the generic material in Part 2? As an example, the definition of (40.17 district) as a postal address element is stable and not country-specific, for example, and thus the definition is assigned to Part 1. At the same time, some of the uses of (40.17 district) to represent different levels and positions, while occurring in one or more specific country templates, reflect generic element mapping conventions and generic template design considerations. These generic conventions and considerations are explained in Part 2, along with generic rendition instructions used in country templates, together with the country templates, country-specific rendition instructions, and presentation rules defined by each country.

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[3] Terms in **bold** are defined either in clause 3, Terms and Definitions or clause 5, Postal Address Components.

[4] The Brazilian postcode, for example, is saved in the format 99999999 in a database. However, in an address, the postcode should be printed in the format 99999–999. The rendition instructions must therefore state that the Brazilian postcode is printed with a dash between the 5th and 6th digits.

It is expected that Part 2 shall be modified from time to time to add new countries, modify country templates, and as appropriate, to elaborate upon the element mapping conventions and template design considerations and to amplify the roster of generic rendition instructions. Notwithstanding the potential for modifications, the stable content of Part 1, taken together with the current understanding of these generic conventions and parameters, including the NLT and PATDL templates for those countries represented, is intended when taken together to comprise a consistent international standard.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

See Part 1 of this standard, EN14142-1:2011.

3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN14142-1:2011 apply.

4 Symbols and abbreviations

See Part 1 of this standard, EN14142-1:2011.

5 Element Mapping Conventions and Template Design Considerations

5.1 About Element Mapping Conventions

Element mapping conventions are procedures developed within the CEN/TC331 to use elements, element sub-types and their associated codes in agreed upon ways to handle various generic or specific situations that arise when using the standard to develop postal address templates for different countries.

NOTE 1 Element mapping conventions determine how to deploy the roster of element and element sub-types, particularly in situations where more than one alternative mapping is feasible.

NOTE 2 Element mapping conventions may help to determine how various address types, particularly those which are distinctive or unusual, can be mapped while using the standardized elements and element sub-types.

NOTE 3 Element mapping conventions may help to determine how complex a branching structure within a template, and in turn the entire structure of the template, needs to be to represent a set of addresses, and when it can be simplified.

5.2 Element Mapping Conventions

5.2.1 Basic Rule Regarding Addressee

By convention, each address as presented on a mail piece should have at most one logical addressee.

NOTE 1 If the mail piece is addressed to a person, the person is the addressee, and if to a company, the company is the addressee. If it is addressed to two or more persons, they are jointly the addressee. There are then two physical addressees but only one logical addressee. If it is addressed to a person at a company, the person is the addressee and the company is the mailee, implicitly if not explicitly. Through the concept of an implicit mailee the precision of the identification of the addressee is protected.