Implementation Guide

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IMPLEMENTATION GUIDE

International Address Element Code

I. Purpose

The International Address Element Code (IAEC) is a code that identifies the component data elements of a name and address. It is used to improve the distribution of name and address information and to improve the formatting of international addresses for mailing purposes.

II. Scope

Address Standardization gives a company the ability to compare names within a file and eliminate duplicate mailings. Address Standardization, at the element level, allows for intelligent abbreviation, rather than truncation, when dealing with address data that exceeds the available print area for an address line. Improved deliverability reduces waste and results in a lower cost for the Post and the mailer.

III. Hierarchical Classification (EAEC)

The primary purpose of the IAEC hierarchical classification (EAEC) is to avoid duplication and to provide a tool for those responsible for classifying address components to easily identify the appropriate code within the IAEC table. The most important feature of the IAEC schema is that there should only be one occurrence of a component title or definition and each title and definition should be capable of being easily differentiated from all others. The order in the class and component levels is not significant, and the order of the words in a title does not imply hierarchy or importance. The EAEC is a two level hierarchical classification. The recommended representation of the EAEC is as one 2-digit and one 3-digit numerical value separated by periods: NN.NNN.

EAEC Hierarchy

Level	Definition
Class	The logical aggregation of components sharing a common functional utility. Example: 10.000 Physical Address Component
Component	An identifiable element of a name or address. Example: 10.001 Private mailbox number

IV. Element Identifier (EAEI)

The primary purpose of the ECCMA Address Element Identifier (EAEI) is to provide a sequence identifier to the IAEC table to allow for version control and cross table linking. The EAEI is linked to the title and definition of the classification and whereas the EAEC may change if a component is re-classified the EAEI is never changed. The EAEI is a non-significant sequential number assigned to every record in the IAEC table. The EAEI uses one value to represent a fully expressed two level EAEC. Converting this example to the EAEI would be as follows:

Class title=Physical Address Component	EAEC=10.000	EAEI=000001
Component title=Private mailbox number	EGCC=10.001	EAEI=000005

V. Distribution Files:

ECCMA maintains and distributes three IAEC files. The first file is designated as the public file and is available from the public access site. The public file contains only the EAEC, classification title and definition. The public file is updated every three months, it is designed for educational purposes and not for implementation, and it does not include the EAEI or version control information. The other two files are made available to ECCMA members through the ECCMA IAEC Members Lounge. The member files are designed for implementation and are updated on the last day of every month. The implementation files include the EAEI and version control information. The member files are referred to as the Audit file and the Current file. The Audit file includes the full history of the IAEC. The Current file is a subset of the Audit file and includes only those classifications that have not been marked as deleted in the Audit file. ECCMA recommends that the Current file be used to WRITE IAEC and the Audit file be used to READ IAEC. This recommendation ensures backward compatibility.

VI. ECCMA Membership

The International Address Element Code (IAEC) is an open source standard. It is in the public domain and not subject to copyright. The IAEC can be used and re-distributed freely without license. ECCMA manages the maintenance and distribution of the IAEC on behalf of its members. ECCMA maintains a members-only website that it uses to process change requests and to keep its members up to date on changes to a number of content standards including the IAEC. Joining ECCMA is not required to obtain or use the IAEC however joining ECCMA does ensure that you are kept up-to-date on changes and gives you access to implementation advice.

VII. Change Management Process

The IAEC is subject to regular review and change. Any member of ECCMA may submit a change request and requests are approved by majority vote of the Technical Advisors Group (TAG) made up of volunteer members who have knowledge or expertise in the domain. Approved changes are added to the tables available on the ECCMA website on the last day of each month. ECCMA notifies all its members of the changes. The following are the rules followed by the Technical Advisors Group in reviewing the change request:

Naming Conventions

Rule 1. All hierarchies are explicit; there are no implied hierarchies.

- Component titles are not to be used to imply a hierarchy.
- Commas are not to be used in component titles (the term ‘office facsimile’ is an appropriate component title but not ‘facsimile, office’).
- The order within any given group is not significant; there are no implied hierarchies.

Rule 2. Component titles are unique.

- In component titles the conjunction ‘and’ implies both components of a title must be present, the correct conjunction is ‘or’.

Rule 3. At the class level the conjunction ‘and’ should be used. The ampersand “&” should not be used.

- In the Class all keywords have leading capitals.
- In the Component only the first word is capitalized.

VIII. Implementation services

ECCMA does not provide IAEC tagging services, however ECCMA maintains a list on their website of several member companies who provide professional IAEC coding and maintenance service. ECCMA does not certify the quality of the coding so it is recommended that the organization compare pricing, services and coding quality between vendors.