Data Exchange Standard – Subdivision (Province-State)

Office of the Corporate Chief Information Officer, Strategy and Governance Branch

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Approved by:	Owner:
Corporate Chief Information Officer	IMT Policy Program
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IMT.Policy@gov.ab.ca	Technical Standard

Contents

Standard Statement

Data exchange standards are required to ensure the clarity and the accuracy of data exchanged betweem Government of Alberta (GoA) applications.

The standard below describes the GoA data standard for a subdivision identified in an address, shared between GoA applications. The subdivision is defined as the province, territory, state, parish, etc. of an address. This standard defines the required components of a subdivision and applies to the exchange of the subdivision information.

Authority

Internal use only.

Scope

This standard applies to all Ministries within the GoA.

Standard Specification

The GoA Subdivision standard follows the Data Exchange Standard – Character Set (UTF-8) and aligns with ISO 3166-2.

ISO 3166-2 establishes codes for the names of the principal subdivisions (e.g. provinces, territories, states, etc.) of all countries coded in ISO 3166-1.

- The **country code** is based on the two-letter code element from ISO 3166-1.
- The **subdivision code** is based on the letter code element from ISO 3166-2.

The exchange of subdivision information must include the country code as defined in the Data Exchange Standard – Country standard. The ISO subdivision codes specified by the ISO are not unique unless combined with the ISO country code.

The GoA does not require the country and subdivision data to be exchanged in the ISO recommended format of CC-CCC (Country_Code-Subdivision). The Country and Subdivision data can be exchanged as separate data attributes.

Subdivision (Province/State)			
Description	The code of a subdivision within a country.		
Format	C3 The following are examples of combined ISO Country Codes and Subdivisions; • CA-AB = Canada, Alberta • US-AL = United States, Alabama • AU-QLD = Australia, Queensland • ID-RI = Indonesia, Riau • NG-RI = Nigeria, Rivers		
	Country	**C2**	The name of the country in an address. Two-letter country codes are defined by the international standard ISO 3166-1 alpha-2.
	Subdivision	**C3**	The name of the subdivision (province/state) in an address. Up to three-letter subdivision (e.g. province, state, territory, parish, etc.) codes are defined by the international standard ISO 3166-2.

References and Supporting Resources

- ISO 3166 Country Codes

  ISO 3166 is the international standard for country codes and codes for their subdivisions.

  http://www.iso.org/iso/home/standards/country_codes.htm

- Glossary for ISO 3166 – Codes for countries and their subdivisions

  http://www.iso.org/iso/home/standards/country_codes/country_codes_glossary.htm

- ISO 3166-1 alpha-2 code - Country Name and Code, Subdivision Codes

  https://www.iso.org/obp/ui/#search.Select "Country Codes" from the seach bar menu options.

- ISO 3166-2 - Codes for the representation of names of countries and their subdivisions -- Part 2: Country subdivision code

  https://www.iso.org/standard/63546.html

Canada Post

- Canada Post – Addressing Guidelines.
  Sections; 4.4 Canadian Provinces and Territories and Section 4.5 States, Territories and Possessions – U.S.A.
  http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp

Government of Alberta

- Data Exchange Standard – Character Set (UTF-8)

  https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard-Character-Set.aspx

Appendix A

Types of Standards	Description
Technical Standard	These are detailed, unique standards that have developed in response to government IMT policies. Technical standards are intended to be replicable, transferable, and adaptable across ministries and other government agencies. Examples of these could include address data standards or specifications for a single identifier for transacting with government electronically.
Product Standard	An IMT product or specific technology oriented standard that facilitates the task of planning for enhancements and acquisitions within the government's broad information systems environment. As a definitive list of the numerous technologies either employed or under evaluation by Workplace Technology Services, product standards are critical in establishing conformity, interoperability and interchange-ability. Examples of these could include a government-wide standard for document, record management and database, and the list of core products for government workstations.
Process Standard	An established, mandatory business practice that supports IMT projects and existing systems to improve the outcome, diminish risks, and increase reliability. Examples could include business continuity planning processes, threat risk assessment processes, etc.
Reference Standard	An IMT industry standard (either a national or international formal or de facto standard) that has been adopted for use by the Province of Alberta. A Reference Standard may be adopted either as stand-alone or as a precursor to a customized standard or policy document. Examples could include the 1024 bit RSA standard for public key encryption.