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Circular Letter No.3655
13 June 2016

To: All IMO Members
United Nations and Specialized Agencies
Intergovernmental Organizations
Non-Governmental Organizations in Consultative Status

Subject: **Using the stowaway module within the Global Integrated Shipping Information System (GISIS) Facilitation module**

1 Following the decisions made by FAL 37, the Secretariat developed an internet-based Facilitation database (FALD) as part of the IMO Global Integrated Shipping Information System (GISIS), with the aim of facilitating reporting and global access to information on stowaways and illegal migrants rescued at sea, and promoting the exchange of data. This new module was communicated by means of Circular Letter No.3281 dated 28 June 2012.

2 The Secretariat has introduced some improvements in the interface of the stowaway module in the GISIS system, to facilitate the upload of the information as well as for the production of reports on stowaways.

3 Brief instructions on how to manage the data in the stowaway module via the GISIS website are attached in the annex.

4 IMO Member States and international organizations are encouraged to provide timely and accurate information on stowaway cases to IMO making use of this GISIS module.

5 Users are kindly requested to contact the Secretariat via the following email address for their queries, comments and recommendations: alsec@imo.org.

6 This Circular Letter revokes partially Circular Letter No.3281.

ANNEX



INSTRUCTIONS TO USE STOWAWAY MODULE WITHIN GISIS



1 Viewing Stowaway Incidents

In order to access the stowaway incident database, after logging into GISIS, click on the "*Facilitation of International Maritime Traffic*" module from the icon shown on the right.



Then click "**Stowaways**" to make a new entry, or monitor the existing ones.

IMO INTERNATIONAL MARITIME ORGANIZATION GISIS: Facilitation of International Maritime Traffic

Secretariat Area > Facilitation of International Maritime Traffic

Stowaways OLD STOWAWAYS Notifications E-Addresses Reports National Authorities

Formalities Connected with the Arrival, Stay and Departure of Persons

This module on Facilitation of International Maritime Traffic contains the following databases; please select a menu option to access them.

Stowaway incidents

According to FAL.2/Circ.50/Rev.2, Member Governments and international organizations are invited to provide the Organization with:

- statistical data on stowaway incidents; and
- information on experience gained with the provisions of FAL Convention, section 4, and Resolution FAL.11(37), and the measures taken and obstacles encountered with their implementation.

2 Entering New Incident

Click "**New incident**" to make entries

Stowaways Notifications E-Addresses Reports National Authorities

Stowaway incidents

New Incident

According to FAL.2/Circ.50/Rev.2, Member Governments and international organizations are invited to provide the Organization with:

- statistical data on stowaway incidents; and
- information on experience gained with the provisions of FAL Convention, section 4, and Resolution FAL.11(37), and the measures taken and obstacles encountered with their implementation.

3 Adding incident details, ship particulars and additional information

The screenshot shows the IMO GISIS web interface. At the top, there is a blue header with the IMO logo and the text 'INTERNATIONAL MARITIME ORGANIZATION' and 'GISIS: Facilitation of International Maritime Traffic'. Below the header, there is a navigation menu with 'Stowaways', 'Notifications', 'E-Addresses', 'Reports', and 'National Authorities'. The main content area is titled 'Incident Details' and contains a 'Reporting authority:' dropdown menu. Below this is the 'Ship Particulars' section with fields for 'Ship name:', 'IMO Number:', 'Flag:', 'Type of ship:', and 'Gross tonnage:'. The 'Flag:' and 'Type of ship:' fields are dropdown menus. Below the ship particulars is the 'Places and Stowaway Numbers' section, which contains a button labeled 'Add stowaway details' with a mouse cursor pointing to it. Below this is the 'Additional Information' section, which contains a text area for 'Assessment of the effectiveness of the FAL Convention, section 4, and the associated guidelines on the allocation of responsibilities to seek the successful resolution of stowaway cases, and any other relevant information:'. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

This section is for general information with regard to the **incident details** of the stowaway case.

The reporting authority is the body which is filling in the form. This includes Member States and NGOs. Select the **reporting authority** from the drop down list.

You can add **ship particulars** including ship name, IMO Number (7 Digits), type of ship, ship's flag and gross tonnage, using drop menus and text boxes.

Additional information on the effectiveness of the FAL Convention goes in the last text box. This is a tool for inserting additional information specific to the case including observations, comments, health condition of the stowaways, benefits of the relevant guidelines, how the stowaway(s) embarked aboard the ship, stowaway(s) was/were repatriated, reasons for unsuccessful disembarkation, hiding places on board the ship, e.g. inside the holds, accommodation, in empty containers, cranes, chain lockers, etc. and assistance rendered, etc.

In order to Add **Stowaway Particulars**, click "**Add stowaway details**". A window will pop up.

4 Adding stowaway details, i.e. embarkation, disembarkation and attempted disembarkation details

In this pop up window, you can **add stowaway details** for embarkation, disembarkation and attempted disembarkation. The reporting authority makes entries for the stowaway's further details for the same stowaway incident. Each sub-section corresponds to its own independent data:

Submission of **Embarkation data is mandatory** before doing further inputs. When the embarkation button is selected, "date of activity, country, port, stowaway nationality and number of stowaways" are related to this embarkation activity only.

These principles apply to the other type of activity: "disembarkation" and "attempted disembarkation" buttons.

"*Date of activity*" refers to the date when the embarkation/disembarkation/attempted disembarkation took place. If the date of activity is not specifically known, users simply can enter closest approximate date, or otherwise 1 January of the year.

The user can click '**Add this nationality**' regarding submission of different nationalities and numbers of the stowaways. Then, the user should click "**Save and add another activity**" in order to add entries for embarkation, disembarkation and/or attempted disembarkation data for this specific incident.

Stowaway particulars by place, date and nationality

Type of activity: Embarkation Disembarkation Attempted disembarkation

Date of activity: yyyy-mm-dd Enter closest approximate if unknown; otherwise 1 January of the year.

Country: -- Please select --

Port: -- (Select country first) --
Other (if not selected above):

Nationality: -- Please select --

Number of stowaways:

Add this nationality

Save and close Save and add another activity Cancel

If there is no information on the country, port and/or nationality of the stowaways, or this information is unclear, the user can choose "unknown and/or unspecified" on the following text boxes: "*Country, Port, Nationality*".

The fields on "*Number of stowaways*" and "*Date of activity*" cannot be left blank or unknown, otherwise the user won't be allowed to save the data entered.

If the port name is not included in the list, the user can type "Other" option.

In order for the GISIS to save all entries users should click **"Save and close"** on the pop up window and later on **"Save"** on the incident details page for storing all entries safely. Your entries will be displayed accordingly. Refer to the explanations below for further details on entering stowaway particulars.

Stowaway particulars by place, date and nationality
✕

Type of activity: Embarkation Disembarkation Attempted disembarkation

Date of activity: Enter closest approximate if unknown; otherwise 1 January of the year.

Country:

Port: Other (if not selected above):

Nationality:

Number of stowaways:

Entering stowaway particulars in detail

1) Click **"Embarkation"** to enter data with regard to the stowaways' embarkation country and port as well as date of activity. After specifying this information, add nationality and number of stowaways by clicking **"Add this nationality"** There might be cases where multiple nationalities can board a vessel as stowaways. This feature of the module allows multiple entries for the same case. After adding nationality and number, click **"Add this nationality"** again in order to continue adding or removing details on the nationalities for embarkation data. Users can delete existing entries by simply clicking **"Remove"**

Stowaway particulars by place, date and nationality
✕

Type of activity: Embarkation Disembarkation Attempted disembarkation

Date of activity: Enter closest approximate if unknown; otherwise 1 January of the year.

Country:

Port: Other (if not selected above):

Nationality	Number of stowaways	
Unknown	7	<input type="button" value="Remove"/>

Nationality:

Number of stowaways:

2) Click "**Save and add another activity**" before going to disembarkation section, then click "**Disembarkation**" to enter data with regard to the stowaway(s) disembarkation country(ies) and port as well as date of activity. After specifying this information, add nationality and number of stowaways by clicking "**Add this nationality**". There might be cases where multiple nationalities can be disembarked from a vessel as stowaways. This feature of the module allows multiple entries for the same case. After adding nationality and number, click "**Add this nationality**" again in order to continue adding or removing further details on the nationalities for disembarkation data. Users can delete existing entries by simply clicking "**Remove**".

✕
Stowaway particulars by place, date and nationality

Type of activity: Embarkation Disembarkation Attempted disembarkation

Date of activity: Enter closest approximate if unknown; otherwise 1 January of the year.

Country:

Port:
Other (if not selected above):

Nationality	Number of stowaways	
Unknown	7	Remove

Nationality:

Number of stowaways:

Cancel

3) Click "**Save and add another activity**" before going to the attempted disembarkation section, then click "**Attempted Disembarkation**", if the user needs to submit information, to enter data with regard to the stowaways' attempted disembarkation country and port as well as date of activity. After specifying this information, add nationality and number of stowaways by clicking "**Add this nationality**". There might be cases where multiple nationalities can be denied by an Authority for disembarking from a vessel as stowaways. This feature of the module allows multiple entries for the same case. After adding nationality and number, click "**Add this nationality**" in order to continue adding or removing further details for the attempted disembarkation. Users can delete existing entries by simply clicking "**Remove**".

✕
Stowaway particulars by place, date and nationality

Type of activity: Embarkation Disembarkation Attempted disembarkation

Date of activity: Enter closest approximate if unknown; otherwise 1 January of the year.

Country:

Port:
Other (if not selected above):

Nationality	Number of stowaways	
Unknown	7	Remove

Nationality:

Number of stowaways:

Cancel

4) After entries have been saved in the pop up window by clicking **"Save and close"**, all input should be saved from *the main menu by simply clicking "Save"*

After entries have been saved from the main menu, a new line will appear on the summary page (see paragraph 1 above) corresponding to the reporting authority, date of embarkation and the total number of stowaways.

IMO INTERNATIONAL MARITIME ORGANIZATION **GISIS: Facilitation of International Maritime Traffic**

Secretariat Area > Facilitation of International Maritime Traffic > Stowaways > Stowaway Incident

Stowaways | OLD STOWAVAYS | Notifications | E-Addresses | Reports | National Authorities

Incident Details

Reporting authority: IMO Secretariat (Ad hoc/External-only)

Ship Particulars

Ship name: Ship
 IMO Number: 1234567
 Type of ship: Special purpose ship
 Flag: Unknown or Unspecified
 Gross tonnage: 1234

Stowaway Particulars

Add stowaway details

Additional Information

Assessment of the effectiveness of the FAL Convention, section 4, and the associated guidelines on the allocation of responsibilities to seek the successful resolution of stowaway cases, and any other relevant information:

Test

Cancel Save Click to save all entries.

5 Editing Stowaway Entries

When a reporting authority feels the need to edit its entries for any reason, the user can click on the related incident from the main menu and click **"Edit"**. Then all previous entries become editable.

IMO INTERNATIONAL MARITIME ORGANIZATION **GISIS: Facilitation of International Maritime Traffic**

Secretariat Area > Facilitation of International Maritime Traffic > Stowaways > Stowaway Incident

Stowaways | OLD STOWAVAYS | Notifications | E-Addresses | Reports | National Authorities

Updated: 2016-03-22 (Cagri Kucukyildiz)

Incident Details

Reporting authority: IMO Secretariat (Ad hoc/External-only)

Ship Particulars

Ship name: TEST1
 IMO Number: 1234567
 Type of ship: Vegetable oil tankship
 Flag: Unknown or Unspecified
 Gross tonnage: 12

Stowaway Particulars

Date	Activity	Country and port	Total stowaways	Stowaways by nationality
2016-03-23	Embarkation	Unknown, Unknown or Unspecified	12	Unknown or Unspecified (12)

Additional Information

Assessment of the effectiveness of the FAL Convention, section 4, and the associated guidelines on the allocation of responsibilities to seek the successful resolution of stowaway cases, and any other relevant information:

< Back Edit

6 Filtering incidents



Stowaway incidents

[New Incident](#)

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[Filter incidents](#)

Showing 1-10 of 4473

Reporting authority	Place(s) of embarkation	Ship particulars	Embarkation date	Total number of stowaways
Marshall Islands	Lagos, Nigeria (NGLOS)	INDKIN (IMO 9133070)	2016-04-08	3
Bahamas	Lagos, Nigeria (NGLOS)	HOEGH ANTWERP (IMO 9441623)	2016-05-23	6
Hong Kong, China	Lagos, Nigeria (NGLOS)	ATLANTIC PEGASUS (IMO 9440136)	2016-05-03	4

Users can customize consultative status of stowaways reports according to the following one or more criteria provided in the drop menus by clicking "*Filter Incidents*" :

- Ship name or IMO number,
- Flag of ship,
- Country of embarkation,
- Date of incident,
- Nationality of stowaway,
- Reporting Authority

The following drop menu will open for searching your criteria:



[Filter incidents](#)

Ship name or IMO Number:

Flag of ship: -- Please select --

Country of embarkation: -- Please select --

Date of incident: Between and

Nationality of stowaway: -- Please select --

Reporting Authority: -- Please select --

[Apply filters](#)

After selecting related filters, click "*Apply filters*".

The time required to reveal the results of the filtering may vary depending on size of the results. Please be aware that this may take a while.

The result will be listed and the user can download the list as an Excel file by clicking on the excel icon  placed on top of the list.

Click "*Clear Filters*" to make a new enquiry.