
4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No.3587
15 September 2015

To: All IMO Member States and Associate Members

Subject: **Invitation for the nomination of authorized persons to access the Member State audit reports released through the Member State Audit module in GISIS**

1 The Secretariat has completed the development of a new GISIS module on Member State Audit (MSA), which is a common platform for the implementation of audits. It is envisaged that the MSA module will support the entire audit process from planning through to the reporting phases of the audit, contributing both to the effectiveness of the implementation of audits and the rationalization of the use of available resources of Member States, audit teams and the Secretariat.

Nomination of authorized persons

2 The Council, at its one hundred and fourteenth regular session (29 June to 3 July 2015), noted that access to those audit reports authorized for release to Member States only will be granted to one designated individual per Member State and invited Member States to provide the Secretariat with details of the individual designated to receive full access to Member State audit reports through the GISIS module. This is particularly important as under the mandatory Scheme, a controlled distribution of all reports from audits, including the corrective action plan and Member State's comments on the progress of the implementation of its corrective action plan, will be managed through the MSA module in GISIS.

3 For this purpose, Member States are invited to designate one "authorized person", providing the individual's details using the form set out in the annex to this circular letter. The duly completed form should be sent electronically, in pdf format, to the Department for Member State Audit and Implementation Support (msa@imo.org), and the original should also be sent by mail to the Department.

ANNEX

**NOMINATION OF AN INDIVIDUAL
AS AUTHORIZED PERSON FOR ACCESS TO
AUDIT REPORTS OF MEMBER STATES ON MSA MODULE IN GISIS**

IMO Member State:.....

Title :.....

First name :

Last name :

Position :

Department :

Address :

City :

Postcode :

Country :

Email :

Telephone :

Fax :

Nominee's signature

Name and title of Government official
authenticating this nomination

Signature of Government official
authenticating this nomination

Date
