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Circular letter No.3338  
18 December 2012

To: All IMO Member States and Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974

Subject: **Access to IMO GISIS Maritime Security Module and Information required by SOLAS Contracting Governments under the provisions of SOLAS regulation XI-2/13 on Communication of information**

## **Background**

1 Reference is made to Circular letters No.2514 dated 8 December 2003 and No.2529 dated 12 February 2004 referring to "Information required from SOLAS Contracting Governments under the provisions of SOLAS regulation XI-2/13", which, inter alia, reminded Member States of their obligations to communicate to the International Maritime Organization specified maritime security-related information and invited them to nominate a single national point of contact to interface with the Organization for maritime security matters.

2 The Organization's Global Integrated Shipping Information System (GISIS) has a number of different modules. The Maritime Security module of GISIS, formerly called the "ISPS Code Database," was launched by the Organization in 2004. It enabled Contracting Governments to input the information required by regulation XI-2/13 directly into the maritime security module of GISIS, via a password-protected website, using a single unique password assigned to the nominated national point of contact nominated by each Contracting Government for this purpose.

3 Prior to 2008, users of GISIS and of the electronic system for the distribution and management of meeting documents (IMODOCS) had to use different access codes to access individual services. This process was simplified with the launch of the IMO Web Accounts user authentication system, as detailed in Circular letter No.2892.

4 As Circular letter No.2892 explains, IMO Web Accounts is the platform for managing access permissions for users from Member States and other authorized organizations (referred to collectively as "Authorities"). Each Authority is provided with an administrative account – the Administrator account, through which all tasks relating to the creation and maintenance of their national authorized users are performed. Each user has a single IMO Web Account in order to access and use various IMO web services (such as GISIS and IMODOCS) based on their assigned roles, while Administrators have a single point for the management of users and their roles in relation to IMO web services.

5 While IMO Web Accounts harmonized the process for accessing most IMO web-based services, the process for accessing the maritime security module remained unchanged. As a result, the single unique password continued to be required in order for Contracting Governments to access the maritime security module in order to update related information.

### **Integrating the Maritime Security module with IMO Web Accounts**

6 As of **1 March 2013** the previous mechanism for accessing and updating information in the Maritime Security module will cease to exist and will be replaced by the IMO Web Accounts system. The Secretariat will remain responsible for authorizing IMO Web Accounts to individuals that are nominated by the appropriate national Government agency or ministry to be their national point of contact for Maritime Security and who need access to the Maritime Security Module.

7 Accordingly, Contracting Governments are requested to provide the Secretariat with the information as set out in the annex to this document (Form 1: Details of Contact Points for security-related communication with the Organization (SOLAS regulation XI-2/13.1.1)) for their nominated national point(s) of contact. The Secretariat will then authorize the IMO Web Accounts of the nominated individual(s) in order to provide them with access to the Maritime Security module. Officials whose accounts are not authorized for access to the Maritime Security module will not be able to access the module after **1 March 2013**.

8 Additionally, after 1 March 2013, the contact details of nominated national point(s) of contact as displayed within the Maritime Security module will be updated by the Secretariat based on official notifications using the form annexed to this document, and will no longer be directly updatable by Contracting Governments.

### **Procedure for nomination of contact point for security-related matters**

9 Contracting Governments should notify the Secretariat by e-mailing the completed form to [marsec@imo.org](mailto:marsec@imo.org) (marked for the attention of Head, Maritime Security Section) by **1 March 2013**. Previously submitted details of point(s) of contact will not be valid after this date.

10 The Secretariat will update the contact details of the nominated point(s) of contact for the Contracting Government within the Maritime Security module. In addition, an e-mail will be sent to newly nominated point(s) of contact confirming the authorization of their IMO Web Account for maintaining information within the Maritime Security module.

11 This Circular letter revokes Circular letter No.2529.

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**ANNEX**

**FORM 1: DETAILS OF CONTACT POINTS FOR SECURITY-RELATED  
COMMUNICATION WITH THE ORGANIZATION  
(SOLAS REGULATION XI-2/13.1.1)**

<b>Name of the State:</b>		
<b>1</b>	<b>First Name</b>	
<b>2</b>	<b>Family Name</b>	
<b>3</b>	<b>Title</b>	
<b>4</b>	<b>Post</b>	
<b>5</b>	<b>Organization/Authority/ Department</b>	
<b>6</b>	<b>Address</b>	
<b>7</b>	<b>Phone</b>	
<b>8</b>	<b>Fax</b>	
<b>9</b>	<b>Mobile</b>	
<b>10</b>	<b>E-mail</b>	