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Circular nº 3655

13 junio 2016

A: Todos los Miembros de la OMI  
Naciones Unidas y organismos especializados  
Organizaciones intergubernamentales  
Organizaciones no gubernamentales reconocidas como entidades consultivas

Asunto: **Utilización del módulo sobre polizones, del módulo de facilitación, del Sistema mundial integrado de información marítima (GISIS)**

1 Tras las decisiones adoptadas en el FAL 37, la Secretaría elaboró una base de datos sobre facilitación basada en internet (FALD), en el marco del Sistema mundial integrado de información marítima de la OMI (GISIS), con el objetivo de facilitar la notificación y el acceso a nivel mundial a información sobre polizones y migrantes ilegales rescatados en el mar, y fomentar el intercambio de datos. La habilitación de este nuevo módulo se comunicó por medio de la circular nº 3281 del 28 de junio de 2012.

2 La Secretaría ha introducido algunas mejoras en la interfaz del módulo sobre polizones del sistema GISIS a fin de facilitar la introducción de información así como la generación de informes sobre polizones.

3 En el anexo se adjuntan instrucciones breves sobre cómo gestionar los datos en el módulo sobre polizones, a través del sitio en la Red de GISIS.

4 Se anima a los Estados Miembros de la OMI y a las asociaciones internacionales a que faciliten información exacta y oportuna sobre casos de polizones a la OMI, haciendo uso del módulo de GISIS.

5 Atentamente se ruega a los usuarios a que se pongan en contacto con la Secretaría a través de la siguiente dirección de correo electrónico si hay alguna duda, observaciones y recomendaciones: [falsec@imo.org](mailto:falsec@imo.org).

6 La presente circular revoca parcialmente la circular nº 3281.

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## 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 'Incident Details' form in the IMO Secretariat Area. The form is divided into several sections: 'Incident Details' with a 'Reporting authority' dropdown; 'Ship Particulars' with fields for 'Ship name', 'IMO Number', 'Flag' (dropdown), 'Type of ship' (dropdown), and 'Gross tonnage'; 'Places and Stowaway Numbers' with a highlighted 'Add stowaway details' button; and 'Additional Information' with a large 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, 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.

### 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"**

Nationality	Number of stowaways
Unknown	7

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"

The screenshot shows a web form titled "Stowaway particulars by place, date and nationality". It has three radio buttons for "Type of activity": "Embarkation", "Disembarkation" (which is selected), and "Attempted disembarkation". The "Date of activity" is set to "2016-06-01". The "Country" is set to "Unknown". The "Port" is set to "Unknown". Below this is a table with two columns: "Nationality" and "Number of stowaways". The table contains one row: "Unknown" with "7" stowaways. A "Remove" button is next to this row. Below the table are input fields for "Nationality" (a dropdown menu) and "Number of stowaways" (a text box), followed by an "Add this nationality" button. At the bottom are three buttons: "Save and close", "Save and add another activity", and "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"

The screenshot shows the same web form as above, but with the "Attempted disembarkation" radio button selected. The "Date of activity" is "2016-06-01", "Country" is "Unknown", and "Port" is "Unknown". The table below shows "Unknown" nationality with "7" stowaways and a "Remove" button. Below the table are input fields for "Nationality" and "Number of stowaways", followed by an "Add this nationality" button. At the bottom are three buttons: "Save and close", "Save and add another activity", and "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 STOWAYS | 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 STOWAYS | 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)

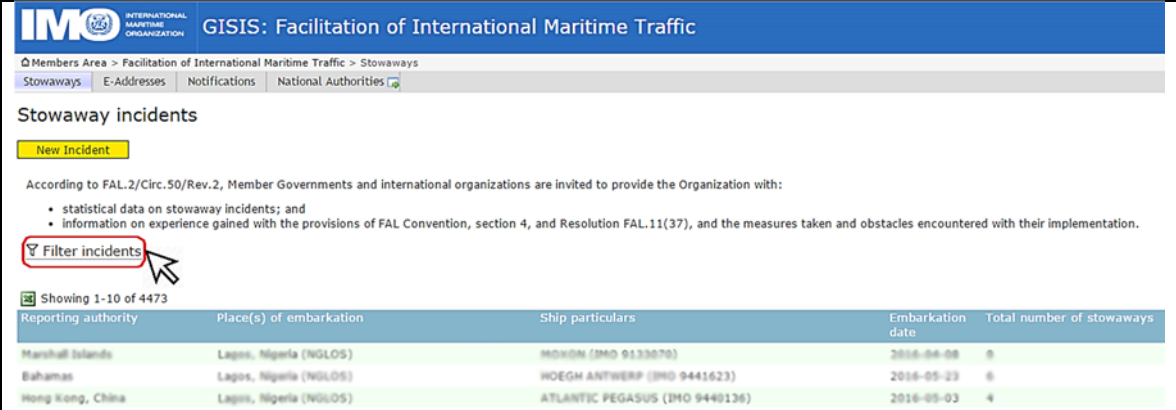
**Additional Information**

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)	MOXSON (IMO 9133070)	2016-04-08	0
Bahamas	Lagos, Nigeria (NGLOS)	HOEGH ANTIWERP (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.