USER GUIDANCE ON THE SHIP FUEL OIL CONSUMPTION GISIS MODULE
(IMO SHIP FUEL OIL CONSUMPTION DATABASE)

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General information on the IMO Ship Fuel Oil Consumption Database

1 The Marine Environment Protection Committee at its seventieth session (MEPC 70) adopted, by resolution MEPC.278(70), the amendments to MARPOL Annex VI related to the data collection system for fuel oil consumption of ships, which entered into force on 1 March 2018.

2 Regulation 22A of MARPOL Annex VI requests the establishment of the IMO Ship Fuel Oil Consumption Database (hereafter "the Database"), which shall be undertaken and managed by the Secretary-General of the Organization, pursuant to guidelines to be developed by the Organization.

3 In addition, regulation 22A.11 of MARPOL Annex VI stipulates that the Secretary-General of the Organization shall maintain an anonymized database such that identification of a specific ship will not be possible and Parties to MARPOL Annex VI shall have access to the anonymized data strictly for their analysis and consideration.

4 In this regard, MEPC 71 adopted, by resolution MEPC.293(71), the 2017 Guidelines for the development and management of the IMO Ship Fuel Oil Consumption Database (hereafter "the 2017 Database Guidelines"). The 2017 Database Guidelines, in its paragraph 1.4, identifies that the Database will be developed as a module within the Global Integrated Shipping Information System (GISIS) platform, with the integrated IMO Web Accounts framework to manage secure access to the module.

5 In addition, MEPC 71 approved MEPC.1/Circ.871 on Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI.

6 Taking the above into consideration, the Database has been developed as a new module in the GISIS platform with the following general functionalities:

   .1 designation of a contact person for the purpose of the Database;
   .2 submission of data to the Database by Member States and recognized organizations;
   .3 authorization of a recognized organization for submission of data;
   .4 access to non-anonymized data of ships flying its flag and download the anonymized dataset; and
   .5 import of the data submitted by the Extensible Markup Language (XML) format.

7 This document provides guidance for users on how to log into the Database and what actions are needed related to paragraphs 7.1 to 7.5 above.

8 Member Governments are invited to note that operative paragraph 4 of resolution MEPC.278(70) invites Parties to MARPOL Annex VI to consider the application of the aforementioned amendments to MARPOL Annex VI as soon as possible to ships entitled to fly their flag.

9 In this context, MEPC 70 agreed that any data submitted under paragraph 8 would not form part of any analysis, but were intended solely to facilitate preparations for the implementation of the new requirements.
APPENDIX 1

GUIDANCE FOR PARTIES TO MARPOL ANNEX VI

1 Accessing and assignment of a ship fuel oil consumption module manager(s) and user(s) by the GISIS administrator

In order for users to view the "Ship Fuel Oil Consumption" module in GISIS, and to enable users to access the Database thereafter, the GISIS administrator who is assigned for administering all GISIS modules is requested to assign the following role(s) for each individual accordingly (see below for the definition of their different access rights):

1.1 Ship Fuel Oil Consumption manager(s) (hereafter "the module manager"); and,

1.2 if necessary, Ship Fuel Oil Consumption user(s) (hereafter "the module user(s)").

After this assignment has been done, then the module will be visible for the person(s) assigned.

User Roles

GISIS modules

- Ship Fuel Oil Consumption manager
- Ship Fuel Oil Consumption user

The module manager(s) can:

1.1 designate a contact person;
1.2 submit the data to the Database and edit the data submitted for ships flying its flag;
1.3 authorize recognized organization(s) for submission of data;
1.4 access to non-anonymized data of ships flying its flag; and
1.5 download the anonymized dataset.

The module user(s) can:

1.1 access (read-only) to the information on the contact person, data submitted, authorized recognized organization(s), non-anonymized data of ships flying its flag; and
1.2 download the anonymized dataset.
2 Log into the Database and designation of a contact person

In order to access the Database, after logging into GISIS, click on the "Ship Fuel Oil Consumption" module from the icon shown on the right.

When the module manager first logs into the Database, they are requested to designate a contact person for the purposes of the database who is responsible for communication with the Secretariat if any matter arises with regard to the submission of data by the respective Administration. It is recommended to fill in the contact details of the module manager as a contact person.

<table>
<thead>
<tr>
<th>Contact Person /</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Administration should designate a contact person for the purposes of the database who is responsible for communication with the Secretariat if any matter arises with regard to the submission of data by the respective Administration. It is recommended to fill in the contact details of the module manager as a contact person.</td>
</tr>
</tbody>
</table>

![Image of GISIS: Ship Fuel Oil Consumption module]

Click "Submit" when done.
3 Submission of data and revision of the data already submitted

Click "Consumption Record" and then click "Add new record" to submit the data.

Export data

Export the data submitted for the respective year.

Export anonymized data
Export own non-anonymized data

Your existing consumption records

Select a reporting year, then click on a record for details.

Export anonymized data
Export own non-anonymized data

Report year:
Flag Administration:
WHO Number:
Search
Input the data of a ship then click "Submit".

**Consumption record**

- **Reporting year**: Select "2017".
- **Start date**: Select "2017-01-01".
- **End date**: Select "2017-12-31".

**Ship Particulars**

- **Flag Administration**: Select "-- Please select --".
- **Party to MARPOL Annex VI**: Select "Yes".
- **IMO Number**: Enter the IMO number of the ship, then click "Populate ship particulars".

Relevant ship particulars will be populated from the GISIS Ship and Company Particulars module.

**Ship type**: Select the ship type. If the ship type is not in regulation 2 of MARPOL Annex VI, selecting "Other" reveals a new text entry box to state ship type, as follows:

**Consumption Data**

- **Distance travelled**: Enter the distance travelled in NM.
- **Hours underway**: Enter the hours underway.

After adding fuel oil consumption data, click "Add consumption data". If the ship has two or more fuel oil types, then add the data one-by-one.

**Select "Reporting year", "Start date" and "End date".**

**Enter the IMO number of the ship, then click "Populate ship particulars".**

Click "Submit" when done.

After the submission, the summary of data submitted is shown on the "Consumption record" page. This summary includes not only data submitted by the Administration but also data submitted by authorized recognized organizations, if applicable.
Authorization of a recognized organization for submission of data

Click "Recognized Organization".

All recognized organizations registered in the GISIS Recognized Organizations module are shown.

Click a recognized organization from the list and click "Authorize Organization".
Then the authorized recognized organization is shown on the screen.

If you need to terminate the authorization, click the recognized organization and then click "Deauthorize Organization".

Export of anonymized dataset

Click "Consumption Records".
Select the reporting year and then click "Export anonymized data".
An anonymized dataset (MS Excel spreadsheet) is downloaded.

6 Export of non-anonymized dataset of ships flying its flag

Click "Consumption Records". Select the reporting year and then click "Export own non-anonymized data".

A non-anonymized dataset of ships flying its flag (MS Excel spreadsheet) is downloaded.

7 Data submission via Extensible Markup Language (XML) format

In addition to the Database within the GISIS platform, the Extensible Markup Language (XML) format is developed for bulk data submission from Member States. Member States that need to use the XML format should contact the Secretariat (dcs@imo.org) for further information.
List of ships falling under the scope of the data collection system

In accordance with paragraphs 5.1 and 5.2 of the 2017 Guidelines for the development and management of the IMO Ship Fuel Oil Consumption Database (resolution MEPC.293(71)), the Secretariat should:

1. at the beginning of each calendar year, produce a list of ships falling under the scope of regulation 22A of MARPOL Annex VI by cross-referencing with the data from the Ship Particular module of GiSIS; and

2. send the aforementioned list of ships to the Administration for reference, in order to receive feedback in case of any discrepancies.

For this purpose, the aforementioned list of ships for each Administration of Parties to MARPOL Annex VI is available in the Ship Fuel Oil Consumption module.

Click "Ship under the scope". Then all ships expected to be falling under the scope of the data collection system for the calendar year are shown.

In case a ship is either exempted under Chapter 4 of MARPOL Annex VI or the Party interprets that it falls outside the scope of the data collection system, the module manager can remove the ship by selecting "No", as shown below.
APPENDIX 2

GUIDANCE FOR NON-PARTIES TO MARPOL ANNEX VI

As identified in paragraphs 3 and 4 of MEPC.1/Circ.871 on Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI, fuel oil consumption data of ships not flying the flag of a Party to MARPOL Annex VI could be submitted by: a recognized organization duly authorized by a Party of MARPOL Annex VI; or by a non-Party to MARPOL Annex VI directly.

This appendix 2 provides a procedure for a non-Party to submit the fuel oil consumption data and relevant features of the Database.

1 Accessing and assignment of a ship fuel oil consumption module manager(s) and user(s) by the GISIS administrator

In order for users to view the “Ship Fuel Oil Consumption” module in GISIS, and to enable users to access the Database thereafter, the GISIS administrator who is assigned for administering all GISIS modules is requested to assign the following role(s) for each individual accordingly (see below for the definition of their different access rights):

.1 Ship Fuel Oil Consumption manager(s) (hereafter “the module manager”); and,

.2 if necessary, Ship Fuel Oil Consumption user(s) (hereafter "the module user(s)").

After this assignment has been done, then the module will be visible for the person(s) assigned.

User Roles

GISIS modules

☐ Ship Fuel Oil Consumption manager

☐ Ship Fuel Oil Consumption user

The module manager(s) can:

.1 designate a contact person;
.2 submit the data to the Database and edit the data submitted for ships flying its flag; and
.3 access to non-anonymized data of ships flying its flag.

The module user(s) can access (read-only) to the information on the contact person, data submitted, non-anonymized data of ships flying its flag.
Log into the Database and designation of a contact person

In order to access the Database, after logging into GISIS, click on the "Ship Fuel Oil Consumption" module from the icon shown on the right.

When the module manager first logs into the Database, they are requested to designate a contact person for the purposes of the database who is responsible for communication with the Secretariat if any matter arises with regard to the submission of data by the respective Administration. It is recommended to fill in the contact details of the module manager as a contact person.

![Add contact button](image1)

Click "Submit" when done
3 Submission of data and revision of the data already submitted

Click "Consumption Record" and then click "Add new record" to submit the data.
Input the data of a ship then click "Submit".

Select "Reporting year", "Start date" and "End date".
Enter the IMO number of the ship, then click "Populate ship particulars".

Relevant ship particulars will be populated from the GISIS Ship and Company Particulars module.

Select the ship type. If the ship type is not in regulation 2 of MARPOL Annex VI, selecting "Other" reveals a new text entry box to state ship type, as follows:

After adding fuel oil consumption data, click "Add consumption data".
If the ship has two or more fuel oil types, then add the data one-by-one.

Click "Submit" when done

After the submission, the summary of the data is shown on the "Consumption record" page.
This summary includes not only data submitted by the Administration but also data submitted by recognized organization(s) duly authorized by a Party of MARPOL Annex VI, if applicable.

<table>
<thead>
<tr>
<th>IMO Number</th>
<th>Ship type</th>
<th>Distance travelled (NM)</th>
<th>Hours underway (hours)</th>
<th>Fuel oil consumption (metric tonnes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMO</td>
<td>Others</td>
<td>12</td>
<td>23</td>
<td>1234</td>
</tr>
<tr>
<td>IMO</td>
<td>Cruise passenger ship</td>
<td>5000</td>
<td>300</td>
<td>5000</td>
</tr>
<tr>
<td>IMO</td>
<td>Cruise passenger ship</td>
<td>3505</td>
<td>310</td>
<td>60</td>
</tr>
</tbody>
</table>
4 Authorization of a recognized organization for submission of data

Noting that MEPC.1/Circ.871 on Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI allows a recognized organization duly authorized by a Party of MARPOL Annex VI to submit the fuel oil consumption data of ships not flying the flag of a Party to MARPOL Annex VI, therefore the feature to authorize a recognized organization is not available for non-Party users.

5 Export of anonymized dataset

Noting that regulation 22A.11 of MARPOL Annex VI identifies "Parties shall have access to the anonymized data strictly for their analysis and consideration", access to the anonymized dataset is not available for non-Party users.

6 Export of non-anonymized dataset of ships flying its flag

Click "Consumption Records". Select the reporting year and then click "Export own non-anonymized data". A non-anonymized dataset of ships flying its flag (MS Excel spreadsheet) is downloaded.

7 Data submission via Extensible Markup Language (XML) format

In addition to the Database within the GISIS platform, the Extensible Markup Language (XML) format is developed for bulk data submission from Member States. Member States that need to use the XML format should contact the Secretariat (dcs@imo.org) for further information.
8 List of ships falling under the scope of the data collection system

In accordance with paragraphs 5.1 and 5.2 of the 2017 Guidelines for the development and management of the IMO Ship Fuel Oil Consumption Database (resolution MEPC.293(71)), the Secretariat should:

.1 at the beginning of each calendar year, produce a list of ships falling under the scope of regulation 22A of MARPOL Annex VI by cross-referencing with the data from the Ship Particular module of GISIS; and

.2 send the aforementioned list of ships to the Administration for reference, in order to receive feedback in case of any discrepancies.

The aforementioned list of ships for a non-Party Administration is also available.

Click "Ship under the scope". Then all ships expected to be falling under the scope of the data collection system for the calendar year are shown.

In case a ship is considered outside the scope of the data collection system, the module manager can remove the ship by selecting "No", as shown below.
APPENDIX 3

GUIDANCE FOR RECOGNIZED ORGANIZATIONS

A recognized organization can access the Database and submit the fuel oil consumption data only after it has been authorized by a Party to MARPOL Annex VI to submit data on its behalf via the Database (see section 4 of appendix 1). A recognized organization can also submit data for non-Party ships.

In order to enable a user of a recognized organization to access the Database, the recognized organization is requested to contact the Secretariat (dcs@imo.org). The Secretariat will provide the necessary information on the web accounts (for data submission by GISIS and the XML format) to it.

1. Log into the Database and designation of a contact point.

Select “Public Users” from “Authority”. Use the given web account and log into the GISIS.

When the user first logs into the GISIS, they are requested to fill in the personal details.

In order to access the Database, click on the “Ship Fuel Oil Consumption” module from the icon shown on the right.
2 Submission of data on behalf of a Party to MARPOL Annex VI and revision of the data already submitted

Click "Consumption Record" and then click "Add new record" to submit the data.

<table>
<thead>
<tr>
<th>Public Area &gt; Ship Fuel Oil Consumption &gt; Consumption records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumption Records</td>
</tr>
</tbody>
</table>

**Consumption records**

**Export data**

Export the data submitted for the respective year.

- **Reporting year:** 2017
- **Export own non-anonymized data**

**Existing consumption records submitted by your organization**

Select a reporting year, then click on a record for details.

- **Reporting year:** 2017
- **Flag Administration:** -- Please select --
- **IMO Number:** IMO

**Search**
Input the data of a ship then click "Submit". After submission, the summary of the data submitted is shown on the "Consumption record" page.

3 Submission of data of non-Party ships and revision of the data already submitted

In accordance with MEPC.1/Circ.871 on Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI, a recognized organization duly authorized by a Party of MARPOL Annex VI can submit the fuel oil consumption data of ships not flying the flag of a Party to MARPOL Annex VI via the same process identified in section 2 of this appendix.
4 Export of anonymized dataset

Noting that regulation 22A.11 identifies that "Parties shall have access to the anonymized data strictly for their analysis and consideration", access to the anonymized dataset is not available for users of recognized organizations.

5 Export of own non-anonymized dataset

Click "Consumption Records". Select the reporting year and then click "Export own non-anonymized data".

A non-anonymized dataset submitted by the recognized organization (MS Excel spreadsheet) is downloaded.

6 Data submission via Extensible Markup Language (XML) format

In addition to the Database within the GISIS platform, the Extensible Markup Language (XML) format is developed for bulk data submission from recognized organizations. Special web accounts to submit data by the XML format will be provided to recognized organizations that have been authorized by a Party to MARPOL Annex VI for submission of fuel oil consumption data. Should further information or assistance be needed, please contact the IMO Secretariat (dcs@imo.org).