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: falsec@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.

2  Entering New Incident

Click "New incident" to make entries
3 Adding incident details, ship particulars and additional information

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.

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".
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".

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".

https://edocs.imo.org/Final Documents/English/CIRCULAR LETTER NO.3655 (E).docx
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.

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.
6 Filtering incidents

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:

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.