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Circular Letter No.4398
8 April 2021

To: All IMO Members
Intergovernmental organizations
Non-governmental organizations in consultative status

Subject: **Global Integrated Shipping Information System (GISIS)
New module on Crew Change and Repatriation of Seafarers**

1 Following the outbreak of the COVID-19 pandemic, major industry representatives developed the *Recommended framework of protocols for ensuring safe ship crew changes and travel during the coronavirus (COVID-19) pandemic*, the current version of which was circulated by means of Circular Letter No.4204/Add.14/Rev.1, to facilitate ship crew changes in ports during the pandemic and encouraging Governments and national authorities to provide information on their requirements to that aim.

2 The Maritime Safety Committee, at its second extraordinary session (16 to 21 September 2020), adopted resolution MSC.473(ES.2) on *Recommended action to facilitate ship crew change, access to medical care and seafarer travel during the COVID-19 pandemic*, and invited Member States and relevant national authorities to designate a National Focal Point on crew change and repatriation of seafarers, to coordinate action at national level, and to inform the Secretary-General accordingly so that Member States could be advised for the purpose of coordination.

3 The importance of the aforementioned Recommended framework of protocols was subsequently recognized, and its application encouraged, by the Maritime Safety Committee, at its 102nd session (4 to 11 November 2020) by means of MSC.1/Circ.1636 on *Industry recommended framework of protocols for ensuring safe ship crew changes and travel during the coronavirus (COVID-19) pandemic*.

4 In this connection, MSC 102 also requested the Secretariat to develop a new GISIS module for the dissemination of information provided by Member States regarding ports that facilitate crew changes, including information on the designation of National Focal Points on crew change and repatriation of seafarers.

5 The Secretariat is pleased to announce that the new module on Crew Change and Repatriation of Seafarers is now available on GISIS, for the notification and dissemination of information on ports that facilitate crew changes, as well as National Focal Points on crew change and repatriation of seafarers, as provided by Member States. Since the module is now operational, the current MSC.7/Circ.1 series will be discontinued and Member States are requested to enter relevant information directly in the new module.

6 Information on National Focal Points on crew change and repatriation of seafarers that has already been provided by Member States and circulated by means of the MSC.7/Circ.1 series has been transferred to the new module.

7 Guidance for the use of the module is set out in the annex. Any questions regarding the module should be directed to the following email address: gisis@imo.org

ANNEX

GUIDANCE ON THE USE OF THE MODULE ON CREW CHANGE AND REPATRIATION OF SEAFARERS IN GISIS

The national Administrator for IMO Web Accounts is required to create user accounts with the appropriate privilege for accessing the module (the User Administration Manual for creating accounts and granting privileges is provided in Circular Letter No.2892).

1 Accessing the new module for entering information

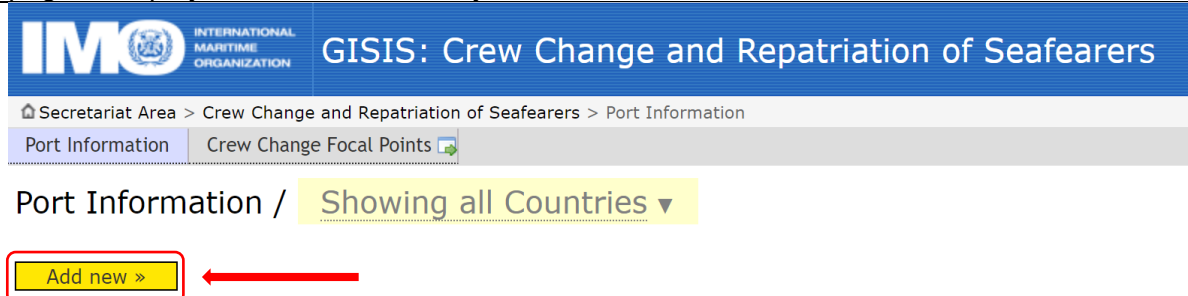
Upon accessing the GISIS Members Area, select the "Crew Change and Repatriation Seafarers" module.



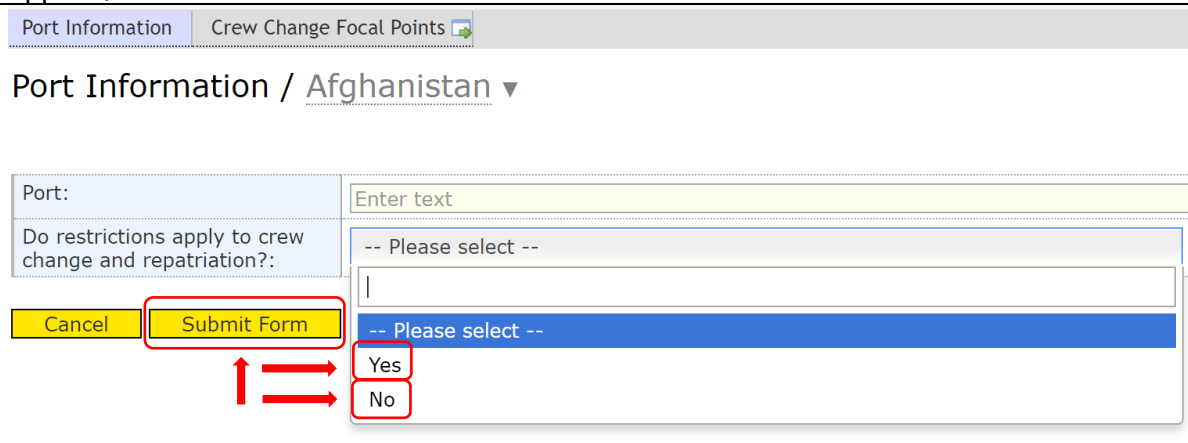
Crew Change and Repatriation of Seafarers
Crew Change and Repatriation of Seafarers.

2 Entering port information

Once the "Crew Change and Repatriation Seafarers" module is selected, the following page is displayed. Select the country and click "Add new" button.



If no restrictions are applied, select "No" and click "Submit Form". If any restrictions are applied, select "Yes".



If "Yes" is selected, the following detailed entry page is displayed. Free text and link(s) can be entered. Once all information is entered, click "Submit Form".

7 Reference to circular letters/maritime recommendations regarding COVID-19 for more information (or links to those documents):	Enter text
8 Other methods used to disseminate recommendations/public health alerts to the public (e.g. dedicated website, declarations/national orders or public notifications):	Enter text

←

3 Entering National Focal Point information

Select "Crew Change Focal Points" tab.

←

Port Information / Showing all Countries ▾

Restrictions to crew change and repatriation: --Show All-- ▾

Select "New contact point".

←

Contact Points / National Focal Points on Crew Change and Repatriation of Seafarers


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Reference	Authority	Organization	Last updated
CP79792	Angola	French International Register Office	2020-12-02
CP79998	Bahamas	The Bahamas Maritime Authority	2021-03-05
CP79966	Brazil	Ms. Ana Paula Santos da Silva	2021-01-07
CP79984	Cyprus	Ms. Moeroa Mamanu-Matheson	2021-01-22

Select the country and click "Create new contact" button.

Contact points by function | Contact points by country/authority | **New contact point**

New Contact Point / Afghanistan ▼

 **Use the search box below** to check whether the contact point has already been recorded in the system. You can update the functions or details of existing contact points - this avoids creating duplicate records for the same contact.


Existing contact points

Search existing contact points:

Reference	Organization	Name	Email	Function(s)
CP79489	Ministry of test	Test Person		• GBS auditors

Showing 1 to 1 of 1 entries Previous Next

Contact point not listed

If the contact point is not already registered in GISIS and displayed above: [Create new contact](#) 

Select "National Focal Points on Crew Change and Repatriation of Seafarers" function. Then, a detailed entry box will appear.

Maritime Assistance Services (MAS)
Information on Maritime Assistance Services in accordance with Assembly resolution A.950(23)

National focal points for LC/LP matters
National focal points for LC/LP matters

National Focal Points on Crew Change and Repatriation of Seafarers
National Focal Points on Crew Change and Repatriation of Seafarers

Piracy and armed robbery matters
National points of contact for communication of information on piracy and armed robbery matters

Ship inspection and casualty investigation services
Flag State contact points for PSC matters, Casualty investigation services and Ships' inspection services (including Secretariats of Memoranda of Understanding on Port State Control)

Ship registry
Registries of Ships list.

After entering all information, click "Submit" button.

Contact Point


Ministry/Agency/Org:	<input type="text"/>	e.g. Ministry of Infrastructure
Office/Job title:	<input type="text"/>	e.g. Department of Maritime Safety, or Technical Officer
Personal title:	<input type="text"/>	e.g. Capt/Miss/Mr
First name:	<input type="text"/>	
Last name:	<input type="text"/>	

Address

Address (line 1):	<input type="text"/>
Address (line 2):	<input type="text"/>
Address (line 3):	<input type="text"/>
City:	<input type="text"/>
State/Region:	<input type="text"/>
Postcode:	<input type="text"/>
Country:	-- Please select --

Telecommunications

Telephone:	-- Select --	<input type="text"/>	<input type="button" value="Add"/>
Email:	-- Select --	<input type="text"/>	<input type="button" value="Add"/>
Web:	-- Select --	<input type="text"/>	<input type="button" value="Add"/>
Fax:	-- Select --	<input type="text"/>	<input type="button" value="Add"/>
Telex:	-- Select --	<input type="text"/>	<input type="button" value="Add"/>

<input type="button" value="« Cancel"/>	<input type="button" value="Submit »"/>	
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4 Accessing information

Upon accessing the GISIS, select the "Crew Change and Repatriation Seafarers" module.



Crew Change and Repatriation of Seafarers

Crew Change and Repatriation of Seafarers.

Once a country is selected, port information for the selected country is displayed, selecting a port information row displays the detailed report.

Port Information Crew Change Focal Points

Port Information / Albania

Port:	Test Port
Do restrictions apply to crew change and repatriation?:	Yes

General measures taken nationally in response to the COVID-19 pandemic:

1 Requirements and guidance provided by the relevant national authorities:

- | | |
|---|--|
| 1.1 Public health – details of relevant requirements and main guidance: | |
| 1.2 Customs – details of relevant requirements and main guidance: | |
| 1.3 Immigration – details of relevant requirements and main guidance, especially regarding visas: | |
| 1.4 Maritime and port authorities – details of relevant requirements and main guidance: | |
| 1.5 Border control – details of relevant requirements and main guidance: | |

To access national focal point information, select "Crew Change Focal Points" tab and select country. Then, the corresponding focal point information will be displayed in the following format.

Contact points by function

Contact points by country/authority

Updated: 2021-03-05

Contact Point / Bahamas

Ref. CP79998

- National Focal Points on Crew Change and Repatriation of Seafarers
National Focal Points on Crew Change and Repatriation of Seafarers

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The Competent Authority

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