



Ref. T2-NAVSEC/2.11.1

Circular letter No. 2514
8 December 2003

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

Subject: **Information required from SOLAS Contracting Governments under the provisions of SOLAS regulation XI-2/13**

1 The Conference of Contracting Governments to the International Convention for the Safety of Life at Sea (SOLAS), 1974 (London 9 to 13 December 2002), adopted, *inter alia*, a new SOLAS chapter XI-2 on Special measures to enhance maritime security and the International Ship and Port Facility Security Code (ISPS Code). SOLAS regulation XI-2/13 lays down specific obligations for Contracting Governments to the Convention to communicate specified maritime security-related information to the Organization.

2 The 2002 SOLAS Conference also adopted resolution 7 on the Establishment of appropriate measures to enhance the security of ships, port facilities, mobile offshore drilling units on location and fixed and floating platforms not covered by chapter XI-2 of the 1974 SOLAS Convention. Resolution 7 encourages, *inter alia*, Contracting Governments to supply information on contact points for liaison between ships covered by SOLAS chapter XI-2 and the ISPS Code and port facilities not so covered.

3 At its seventy-seventh session, in May-June 2003, the Maritime Safety Committee (MSC) considered the wider issues of States' obligations to report and the promulgation of such information to the industry. These issues were considered further by the Assembly at its twenty-third session in November-December 2003. The Assembly authorized the Secretariat to make publicly available the information received from Contracting Governments in accordance with SOLAS regulation XI-2/13, unless specifically advised otherwise by the Contracting Government concerned.

4 MSC 77 also considered ways to meet the requirements of SOLAS regulation XI-2/13, including the methodology and reporting format to be used and instructed the Secretariat to revise the proposed reporting format and develop a format that was both user-friendly and website serviceable; to circulate it to Member Governments; and, in due course, to place it on the IMO website.

5 Pursuant to the Committee's instruction, a web-based reporting system has been developed by the Secretariat. A summary description of the structure of the web application, in the form of a site map, is attached at annex 1. This system will form an integral part of the Organization's Global Information Shipping System (GISS). It will allow Contracting Governments to supply the information required by SOLAS regulation XI-2/13 either by direct input over the Internet or through submission of manually completed forms, samples of which are attached at annex 2. Both

methods will be available to States. Details will be promulgated via the IMO website www.imo.org. It is expected that the website will be activated early in 2004.

6 SOLAS Contracting Government are invited to nominate a single national point of contact to interface with the Organization for maritime-security matters. The details of the national point of contact may be notified to the Organization using form 1 in annex 2, or its web-based equivalent. In order to initiate the use of the system, a user identity name and a password will be issued to the national point of contact currently on record as being the recipient for IMO correspondence, for onward transmission to the national point of contact for maritime security. It is anticipated that national points for maritime security will co-ordinate responses from the various governmental and non-governmental entities involved in the security process. Any changes to passwords and user identities will be co-ordinated through the Organization.

7 The data input system itself is divided into 5 main functions to allow Contracting Governments to provide and edit information required by SOLAS regulation XI-2/13 and 2002 SOLAS Conference resolution 7:

- .1 the main menu/ entry page giving password-enabled access to input or amend a Contracting Government's own records and read-only access to the records of other Contracting Governments;
- .2 national point of contact details (see paragraph 6 above);
- .3 organizational contact details (including recognized security organizations where applicable), input using one copy of form 2 in annex 2 or its web-based equivalent for each organization;
- .4 details of port facilities, input using one copy of form 3 in annex 2 or its web-based equivalent for each port facility as defined by the Contracting Government. Each port facility will be allocated an identification number, comprising the United Nations location code for the port; the Lloyds Register port identification number for the major port with which the facility is identified; and a four-digit identification number for the individual port facility. Lists of ports with their United Nations locator codes and Lloyds Register port identification numbers will be promulgated on the website or communicated to Contracting Governments on request. The four-digit identification number for the individual port facility should be allocated by the reporting Contracting Government, taking care to avoid duplication of numbers. Contracting Governments whose definition of a port facility is a geographical area that includes a number of ports are invited to input details for each major port. Contracting Governments reporting points of contact for port facilities in accordance with 2002 SOLAS Conference resolution 7, are invited to enter such details in the 'Port facility security point' section (line 7) of this form.
- .5 alternative and equivalent security arrangements, input using one copy of form 4 or 5 in annex 2 or its web-based equivalent for each arrangement as defined in SOLAS regulations XI-2/11 and 12.

8 SOLAS Contracting Governments wishing to edit entries may either use the forms in annex 2, or the 'edit' function on the web-based system.

- 9 SOLAS Contracting Governments are invited to:
- .1 commence input of the details required by SOLAS regulation XI-2/13 into the database as soon as possible and, in any event, prior to 1 July 2004; and
 - .2 promulgate details of points of contact and other non-security sensitive information on compliance with SOLAS chapter XI-2 and the ISPS Code as widely as possible throughout the maritime industry.

ANNEX 1

Site Map

The website based system consists of five distinct menus, the purpose and structure of which are detailed below. Detailed instructions on the use of each function are annotated on the individual web pages.

1 Main

- Introduction of the system
- Login

(Provides a brief introduction of the system and enables the user to log in (User identity and password to be distributed).

2 Contact Details

- Details of contact point(s)

(Enables the input of details of the contact points of the Member States).

3 Organizational Contacts

- Search
 - by “States”
 - by “contact type”
- Add a contact
- Edit contact details
- View contact details

(Lists organizational contacts. These can be viewed through search by State or by contact type. Enables user to add, edit or view the contact details).

4 Port and Port Facilities

- List of ports
 - add
 - edit
- List of port facilities
 - add
 - edit

(Enables the user to choose ports or port facilities from a drop down menu, then enables user to edit or add the details).

5 Security Arrangements

- Alternative security arrangements
 - add
 - edit
 - delete
 - view
- Current ship equivalent security arrangements
 - add
 - edit
 - delete
 - view
- Current port facility equivalent security arrangements
 - add
 - edit
 - delete
 - view

(Enables the user to add, edit, delete and view the alternative and equivalent security arrangements in force).

ANNEX 2

Form 1: Details of Contact Points for security related communication with the Organization (SOLAS regulation XI-2/13.1.1).

Name of the State:		
1	First Name	
2	Surname	
3	Title	
4	Post	
5	Organization/Authority/ Department	
6	Address	
7	Phone	
8	Fax	
9	Mobile	
10	Email	
11	Telex	

Form 2: Details of Organizational Contact
 (SOLAS regulation XI-2/13.1.1, .1.3, .1.4, .1.5 and .2)

1	Contact type*	
2	Organization/Authority/ Department	
3	First Name	
4	Surname	
5	Title	
6	Post	
7	Specific responsibilities	
8	Condition of Authority**	
9	Address	
10	Phone	
11	Fax	
12	Mobile	
13	E-mail	
14	Telex	

* One copy of Form 2 is to be used for each organization according to its contact type:
 1 National authorities responsible for ship security
 2 National authorities responsible for port facility security
 3 Proper recipients of SSAS alerts
 4 Proper recipients of maritime security related communications from other Contracting Governments
 5 Proper recipients of requests for assistance with security incidents
 6 Names of Recognized Security Organizations (RSOs) approved by the State
 ** Condition of Authority is only applicable in the case of Recognized Security Organizations

Form 3: Details of port facilities (SOLAS regulation XI-2/13.3)

1	Detail of the port	Name of port	
		Status*	
		Port ID number	
		UN Locator	
2	Port facility name		
3	Assigned port facility number**		
4	Alternative names for port (if applicable)		
5	Port facility description		
6	Location	Longitude	
		Latitude	
7	Port facility security point of contact		
8	Port facility taken part in alternative arrangement		
9	Port facility has approved port facility security plan		
10	Date of port facility security plan approval		
11	Has this port facility security plan been withdrawn?		
12	Port facility security plan withdrawn date		

* Whether the port is open or closed

** Port facility number should not be duplicated

Form 4: Details of Alternative Security Arrangement (SOLAS regulation XI-2/13.5)

1	Port facility or facilities covered by the arrangement	
2	Contracting Governments which have concluded the agreement	
3	Name of the Arrangement*	
4	Fixed route covered by the arrangement	
5	Information on consultation with other Governments	
6	Date of entry into force of arrangement	
7	Periodicity of review of arrangement	
8	Has security arrangement been withdrawn?	
9	Date of withdrawal	

* The arrangement should be given a name

Form 5: Details of Ship Equivalent Security Arrangement
(SOLAS regulations XI-2/12.1 and XI-2/13.6)

- 1 Name of the Ship** _____
- 2 Name of the Arrangement** _____
- 3 Description of Arrangement**

Form 6: Details of Port Facility Equivalent Arrangement
(SOLAS regulations XI-2/12.2 and XI-2/13.6)

1 Name of the Port Facility: _____

2 Description of Arrangement
