



Marine Notice Nr. 01/2025, 03/07/2025

Subject: “Policy on the Communication of Information to the IMO under IMO Instruments in support of the Effective Implementation of the III Code and related Audit Mechanisms”

Reference: IMO Resolutions: A.1139(31), A.1187(32), A.1070(28), A.1029(26), A.1074(28)

1. Introduction and Background

1.1 The Guinea-Bissau International Ships Registry, operating on the basis of multiple mandatory IMO instruments, reaffirms its commitment to full and effective implementation of its delegated flag state functions. In this regard, the Guinea-Bissau International Ships Registry (GB ISR), acting in its designated role, issues this Marine Notice as a formal expression of policy and strategic guidance.

1.2 Bearing in mind Article 15(j) of the IMO Convention and recalling the adoption of Resolution A.1139(31) on *Guidance on Communication of Information by Member States*, this Marine Notice outlines the policy of the GB ISR on ensuring reliable, timely, and verifiable reporting to the IMO. It also takes into account the 2023 Non-Exhaustive List of Obligations under Resolution A.1187(32), relevant to the IMO Instruments Implementation Code (III Code) and the IMO Member State Audit Scheme (IMSAS).

2. Purpose and Policy Objectives

2.1 The primary objective of this Marine Notice is to provide a clear institutional and procedural framework that will allow the GB ISR to:

- a. Facilitate full compliance with communication and reporting obligations under applicable IMO instruments;
- b. Ensure effective use of the **Global Integrated Shipping Information System (GISIS)** and other reporting channels;
- c. Promote internal coordination and assignment of responsibilities across Registry divisions;
- d. Enhance transparency and preparedness for IMO audits under the IMSAS framework;
- e. Foster a culture of accountability, traceability, and quality control in maritime administration practices.

2.2 This policy also aims to serve as a reference tool for GB ISR divisions, Recognized Organizations (ROs), and other authorized stakeholders involved in the reporting process.

3. Scope and Implementation Framework

3.1 This Notice applies to all GB ISR divisions tasked with compiling, submitting, or overseeing data and notifications to the IMO, particularly under the following conventions and codes:

- a. SOLAS 1974 and 1988 Protocol
- b. MARPOL 73/78 and Protocol of 1997
- c. STCW Convention and Code

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- d. Load Line and Tonnage Conventions
- e. COLREG
- f. Relevant security and liability instruments

3.2 In line with IMO Resolution A.1139(31), GB ISR shall maintain a **Comprehensive Reporting Plan (CRP)** that identifies:

- a. The responsible departments for each reporting obligation;
- b. The format and frequency of communication;
- c. The reporting modality (GISIS, formal letter, XML, or platform-specific means);
- d. Monitoring and self-evaluation mechanisms.

4. Departmental Responsibilities

4.1 Under the managerial authority of the **General Ships Registrar (GSR)**, the following G-B I.S.R departments are assigned with delegated responsibilities, among others per below:

- a. Legal & IMO Instruments Implementation Division
 - Central coordination hub for verifying reporting completeness and consistency;
 - Maintenance of the CRP and reporting dashboards;
 - Monitoring compliance against the obligations listed in Resolution A.1187(32);
 - Preparation of corrective action plans when required.
- b. Technical Division & Seafarers Certification Division (STCW)
 - Compilation of technical submissions under MARPOL, SOLAS, and STCW;
 - Management of certification, training recognition, and STCW GISIS modules.
- c. Maritime Operations Division
 - Update of contact points and operational emergency links via GISIS.
 - Preparation of corrective action plans when required.
 - Information related to cargoes transportation
- d. Casualty Investigation Section
 - Management of marine incident reports and their submission through GISIS casualty-related modules.
- e. Internal Evaluation and Compliance Division
 - Maintenance of secure access to GISIS user roles and data accuracy;
 - Entry of verified information and reports in line with Circular Letter No.2892.
 - National Maritime Legislation relevant to the GB ISR

5. Use of GISIS and Related Platforms

5.1 In accordance with Resolutions **A.1029(26)** and **A.1074(28)**, the GB ISR recognizes GISIS as the principal platform for fulfilling its reporting requirements.

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G-B I.S.R. Divisions are requested to:

- Utilize GISIS modules as the default method for submissions;
- Maintain updated entries and ensure real-time information is posted where applicable (e.g., contact details, emergency protocols);
- Use XML or external platforms only upon written approval and in cases explicitly authorized by IMO procedures.

6. Reference to Internal SOP and Audit Readiness

6.1 This Marine Notice shall be read in conjunction with the GB ISR's internal:

Standard Operating Procedure (SOP)

Title: "Communication of Information to the IMO and GB International Ships Registry Stakeholders under IMO Mandatory Instruments"

Document Code: GBISR-SOP/03/2025-04/07/2025

6.2 This SOP provides operational detail on workflow, reporting assignments, frequency, and review mechanisms. The Marine Notice provides the overarching policy orientation and communicates the Registry's implementation stance to national and international stakeholders.

7. Final Provisions

7.1 This Marine Notice shall be published on the official website of the GB ISR and uploaded to the appropriate GISIS module for public and institutional reference. All GB ISR departments are required to align their internal reporting functions with the guidelines set herein.

8. **Effective Date:** Upon publication

For the Guinea-Bissau International Ships Registry

Authorized Signatory:

Office of the General Ships Registrar

