



MARITIME INDUSTRY AUTHORITY

ADMINISTRATIVE ORDER

NO. 04-20

Series of 2019

**SUBJECT: GUIDELINES ON COMMUNICATION OF INFORMATION TO
THE INTERNATIONAL MARITIME ORGANIZATION (IMO)**

In the interest of the service, and pursuant to the obligation of the Philippines as signatory to various IMO international maritime instruments, this Administrative Order establishes the communication of information to the IMO, pursuant to the IMO Instruments Implementation Code (III Code).

I. OBJECTIVES

The objectives of this Administrative Order are:

1. To ensure effective and periodic communication of information as required under various IMO international maritime instruments and the III Code.
2. To establish and maintain documented procedures and processes for the effective control of its reporting obligation.
3. To take measures to improve the effectiveness of requirements relating to communication of information.
4. To adhere to the principles on the right to information and transparency in government dealings and transaction to concerned parties such as the IMO, other Member States, other related international organizations and institutions.

II. REPORTING SYSTEM FOR COMMUNICATION OF INFORMATION

This Order establishes a reporting system which includes the following:

1. WHO - Coordinating departments for communication of information to IMO and other entities

The MARINA Administrator, through the Overseas Shipping Service (OSS), is hereby designated as the GISIS Administrator. The OSS will be responsible for creating and maintaining all user accounts for the Member States, update the GISIS modules in coordination with other MARINA service units and agencies who are holders of information and convey information to the IMO through diplomatic channels.

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The list of reporting requirements in mandatory IMO instruments (Annex A) includes identification of the obligations for communication of information under IMO instruments. The related responsibilities of the concerned/responsible office/division within the MARINA service units have been identified. Other government entities and stakeholders have been likewise identified as holders of information and participates in the implementation and enforcement of the applicable IMO instruments. The list likewise identifies if the communication is done through GISIS or not.

2. HOW - Format of the reports

The List of Reporting Requirements (Annex A) and Inventory of Administrative Requests (Annex B) have also identified the format of the reports either through:

- a. Provision of Information to IMO through GISIS (E-notification) pursuant to Resolution A.1074 (28)
- b. Provision of information to IMO by forwarding the required information to IMO through a letter, with a request to inform other Member States, as appropriate.
- c. STCW-related issuances through SAM, MISMO and other systems developed by MARINA such as OSSIMS and IDSIS.
- d. Such other platform(s) for reporting as may be later identified

3. WHEN - Frequency of reporting

The list and inventory have likewise specified the reporting times and frequency guided by the following factors:

- a. For the information reported directly from MARINA to IMO:
 - when the reporting frequency is clearly mentioned in the IMO instruments, it should be followed; and,
 - when reporting frequency is not clearly stated in the IMO instruments:
 - o the texts of national legislation should be communicated after promulgation of each legislation or, alternatively uploaded onto relevant web-pages of the Member State, with a link provided to IMO;
 - o for information such as the change of contact points or the outcomes of hook evaluation, the communication should be made through GISIS as and when the changes take place; and,

- all other information should be reported annually.
- b. For the information to be communicated by the Philippines under the IMO instruments to other international organizations or institutions, the reporting frequency should be implemented by Member States according to requirement of the organizations or the institutions.

4. WHAT - Modality for reporting

Reporting requirements format for communication (where available), reporting frequency, method of reporting and other related information are listed in the GISIS Reporting Requirements Dashboard module and the List and Inventory of reporting requirements.

For communication of information requirements without specified instructions, the MARINA will consult the IMO Secretariat through the Maritime Attaché.

5. CHECK - Periodical evaluation of the fulfillment of obligations

The following mechanism is designed to evaluate the effectiveness of its communication of information:

- a. **INTERNAL CHECK** - a self-evaluation will be carried out to determine whether remedial measures need to be taken to enhance implementation capabilities. Internal checks may include, but are not limited to:
 - verification whether there are new reporting requirements, and if so, to include them to the reporting system;
 - self-evaluation of performance in reporting with reference to the GISIS Reporting Requirements Dashboard module;
 - identification of best practices and difficulties encountered in reporting; and,
 - consideration of suggestions for improvements in the reporting.
- b. **EXTERNAL CHECK** - Shortcomings and potential improvements in communication may be ascertained through external checks, which may include, but are not limited to:
 - verification of the level of the reporting performance as indicated in the GISIS Reporting Requirements Dashboard;
 - findings and/or best practices related to communication of information as reported from audits of Member States under the IMO Member State Audit Scheme (IMSAS) and listed in the Consolidated Audit

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Summary Reports (CASRs) as issued from time to time through circular letters;

- analysis of data published by relevant international industries about the status of communication by Member States; and,
- collection of results of the above-mentioned three external-checks to prepare an independent report on lessons learned. Such a report could be used by the department of a Member State responsible for reporting to improve the performance.

6. **ACT** – A corrective action plan should be developed to correct any shortcomings and implement improvements in reporting, such as:

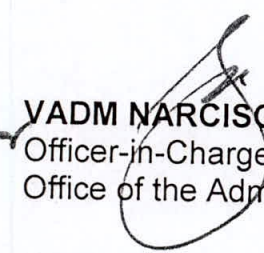
- a. timeline for corrective action;
- b. entities responsible for corrective action;
- c. expected improvement in the performance; and,
- d. post-evaluation after the implementation of the corrective action.

IV. ADMINISTRATIVE REQUIREMENTS


For Fiscal Year 2019, all expenses necessary and allowable for the operationalization of this Order shall be drawn against the existing budget of MARINA. All expenses shall be within the approved allotment of concerned office/service units under the MARINA Annual Plans and Budget (APB) of the calendar year.

V. EFFECTIVITY

This Administrative Order shall take effect immediately. For strict compliance.


VADM NARCISO A VINGSON JR
Officer-in-Charge
Office of the Administrator

JPP/JLH/CAJD

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