USER GUIDANCE ON THE SHIP FUEL OIL CONSUMPTION GISIS MODULE (IMO SHIP FUEL OIL CONSUMPTION DATABASE)

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General information on the IMO Ship Fuel Oil Consumption Database

1 The Marine Environment Protection Committee at its seventieth session (MEPC 70) adopted, by resolution MEPC.278(70), the amendments to MARPOL Annex VI related to the data collection system for fuel oil consumption of ships, which entered into force on 1 March 2018.

2 Regulation 22A of MARPOL Annex VI requests the establishment of the IMO Ship Fuel Oil Consumption Database (hereafter "the Database"), which shall be undertaken and managed by the Secretary-General of the Organization, pursuant to guidelines to be developed by the Organization.

3 In addition, regulation 22A.11 of MARPOL Annex VI stipulates that the Secretary-General of the Organization shall maintain an anonymized Database such that identification of a specific ship will not be possible and Parties to MARPOL Annex VI shall have access to the anonymized data strictly for their analysis and consideration.

4 In this regard, MEPC 71 adopted, by resolution MEPC.293(71), the *2017 Guidelines for the development and management of the IMO Ship Fuel Oil Consumption Database* (hereafter "the 2017 Database Guidelines"). The 2017 Database Guidelines, in its paragraph 1.4, identifies that the Database will be developed as a module within the Global Integrated Shipping Information System (GISIS) platform, with the integrated IMO Web Accounts framework to manage secure access to the module.

5 In addition, MEPC 71 approved MEPC.1/Circ.871 on *Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI*.

6 Taking the above into consideration, the Database has been developed as a new module in the GISIS platform with the following general functionalities:

.1 designation of a contact person for the purpose of the Database;

.2 submission of data to the Database by Member States and recognized organizations;

.3 authorization of a recognized organization for submission of data;

.4 access to non-anonymized data of ships flying its flag and download the anonymized dataset; and

.5 import of the data submitted by the Extensible Markup Language (XML) format.

7 This document provides guidance for users on how to log into the Database and what actions are needed related to paragraphs 6.1 to 6.5 above.

8 Member Governments are invited to note that operative paragraph 4 of resolution MEPC.278(70) invites Parties to MARPOL Annex VI to consider the application of the aforementioned amendments to MARPOL Annex VI as soon as possible to ships entitled to fly their flag.

9 In this context, MEPC 70 agreed that any data submitted under paragraph 8 would not form part of any analysis, but were intended solely to facilitate preparations for the implementation of the new requirements.

APPENDIX 1

GUIDANCE FOR PARTIES TO MARPOL ANNEX VI

1 Assignment of a ship fuel oil consumption module manager(s) and user(s) by the GISIS administrator

In order for users to view the "Ship Fuel Oil Consumption" module in GISIS, and to enable users to access the Database thereafter, the GISIS administrator, who normally administers all GISIS modules, is requested to assign the following role(s) for each individual accordingly (see below for the definition of their different access rights):

.1 Ship Fuel Oil Consumption manager(s) (hereafter "the module manager"); and,

.2 if necessary, Ship Fuel Oil Consumption user(s) (hereafter "the module user(s)").

<u>After this assignment has been done, then the module will be visible for the person(s) assigned.</u>

The module manager(s) can:

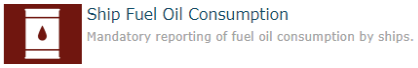
.1 designate a contact person;
.2 submit the data to the Database and edit the data submitted for ships flying its flag;
.3 authorize recognized organization(s) for submission of data;
.4 access to non-anonymized data of ships flying its flag; and
.5 download the anonymized dataset.

The module user(s) can:

.1 access read-only information on the contact person, data submitted, authorized recognized organization(s), non-anonymized data of ships flying its flag; and
.2 download the anonymized dataset.

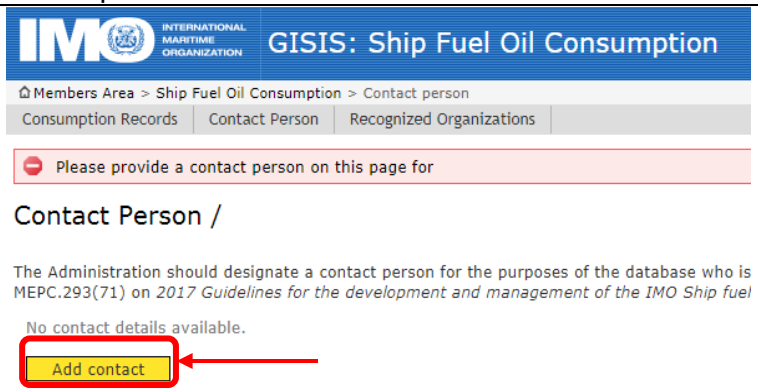
2 Accessing the Database and designating a contact person

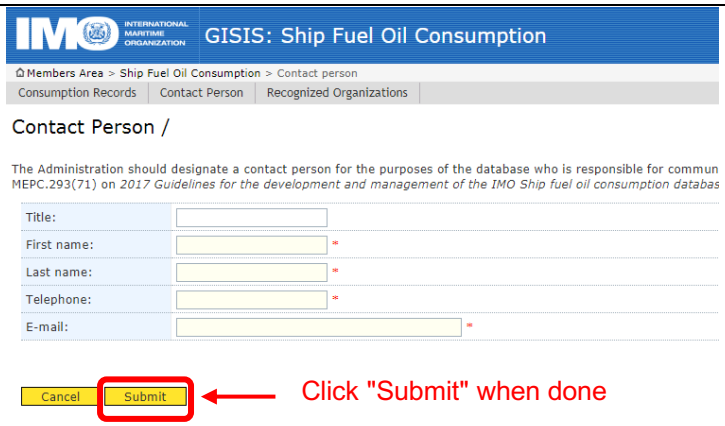
In order to access the Database, after logging into GISIS, click on the "Ship Fuel Oil Consumption" module with the icon shown on the right.



When the module manager first logs into the Database, they are requested to designate a contact person for the purposes of the Database who is responsible for communication with the Secretariat if any matter arises with regard to the submission of data by the respective Administration.

It is recommended to fill in the contact details of the module manager as the designated contact person.





3 List of ships falling under the scope of the data collection system

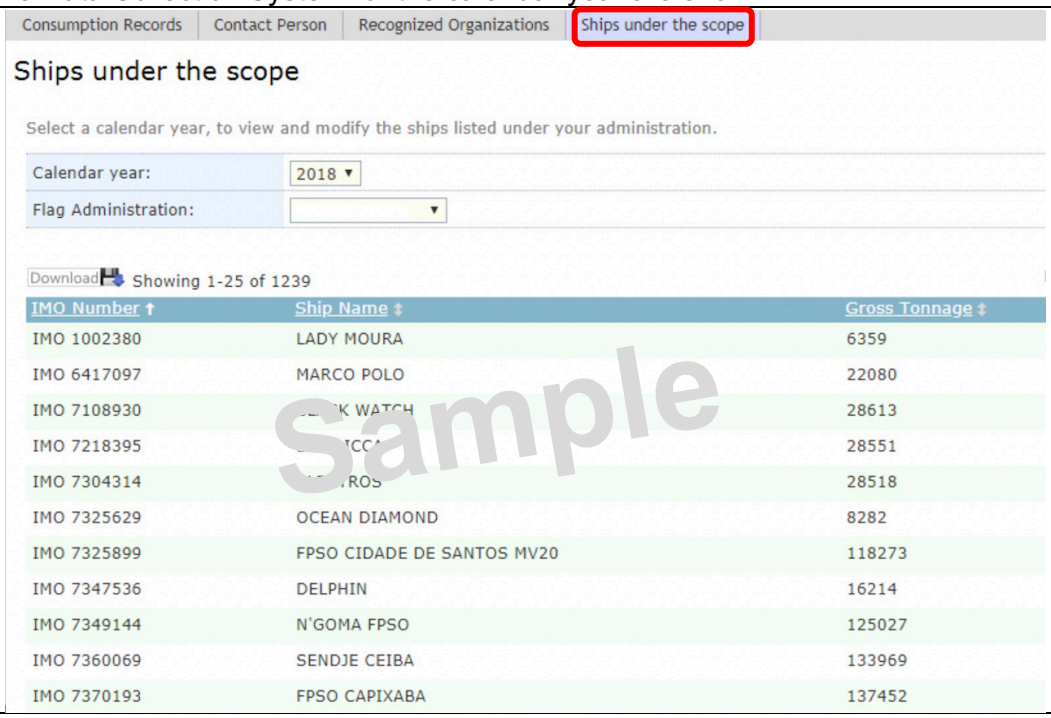
In accordance with paragraphs 5.1 and 5.2 of the *2017 Guidelines for the development and management of the IMO Ship Fuel Oil Consumption Database* (resolution MEPC.293(71)), the Secretariat should:

.1 at the beginning of each calendar year, produce a list of ships falling under the scope of regulation 22A of MARPOL Annex VI by cross-referencing with the data from the Ship Particular module of GISIS; and

.2 send the aforementioned list of ships to the Administration for reference, in order to receive feedback in case of any discrepancies.

For this purpose, the aforementioned list of ships for each Administration of Parties to MARPOL Annex VI is available in the Ship Fuel Oil Consumption module.

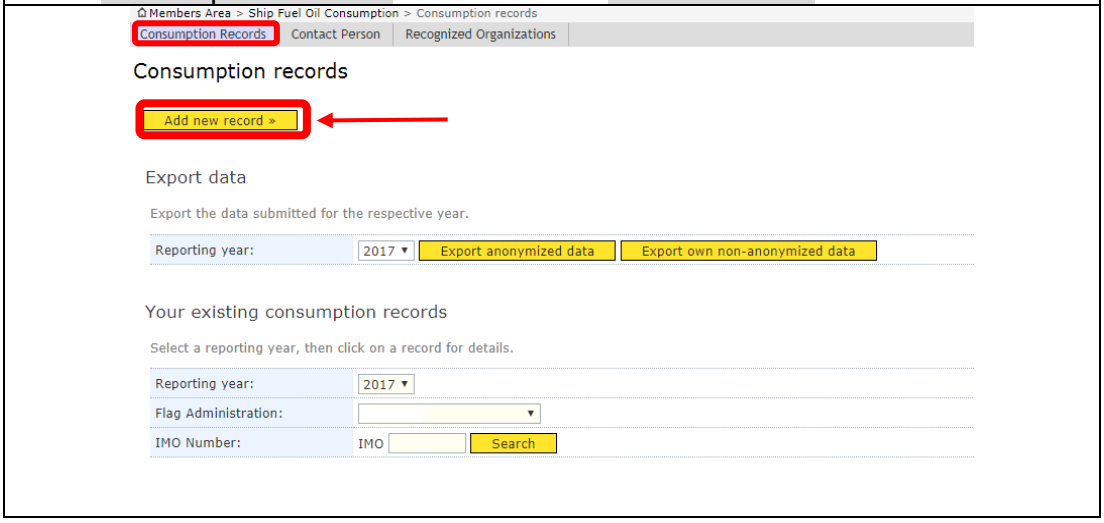
Click "Ships under the scope". Then all ships expected to fall under the scope of the Data Collection System for the calendar year are shown.



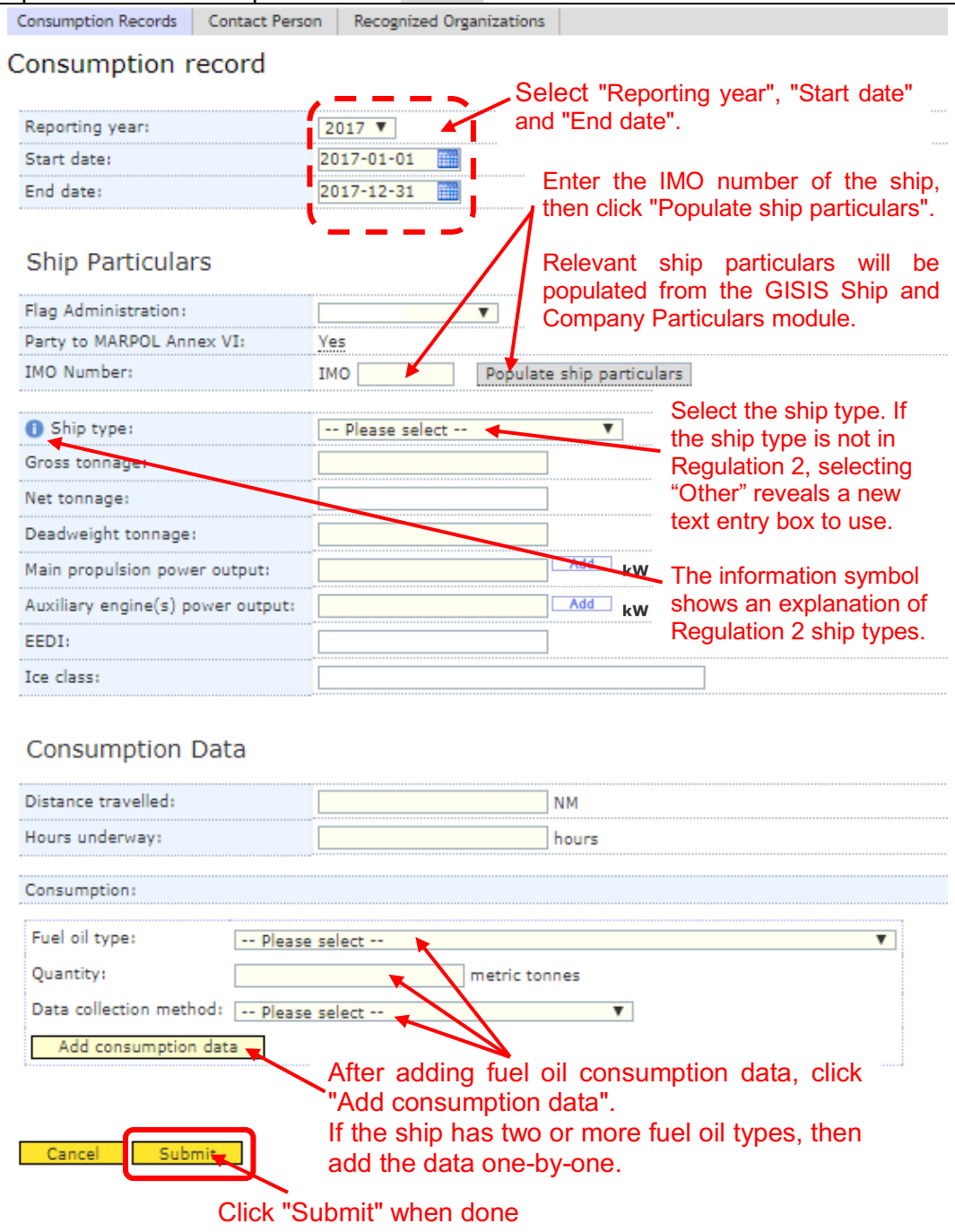
In case a ship is either exempted under Chapter 4 of MARPOL Annex VI or the Party interprets that it falls outside the scope of the Data Collection System, the module manager should contact the Secretariat (dcs@imo.org) to inform them of the discrepancies.

4 Submission of data and revision of the data already submitted

Click "Consumption Records" and then click "Add new record" to submit the data.



Input the data of a ship then click "Submit".



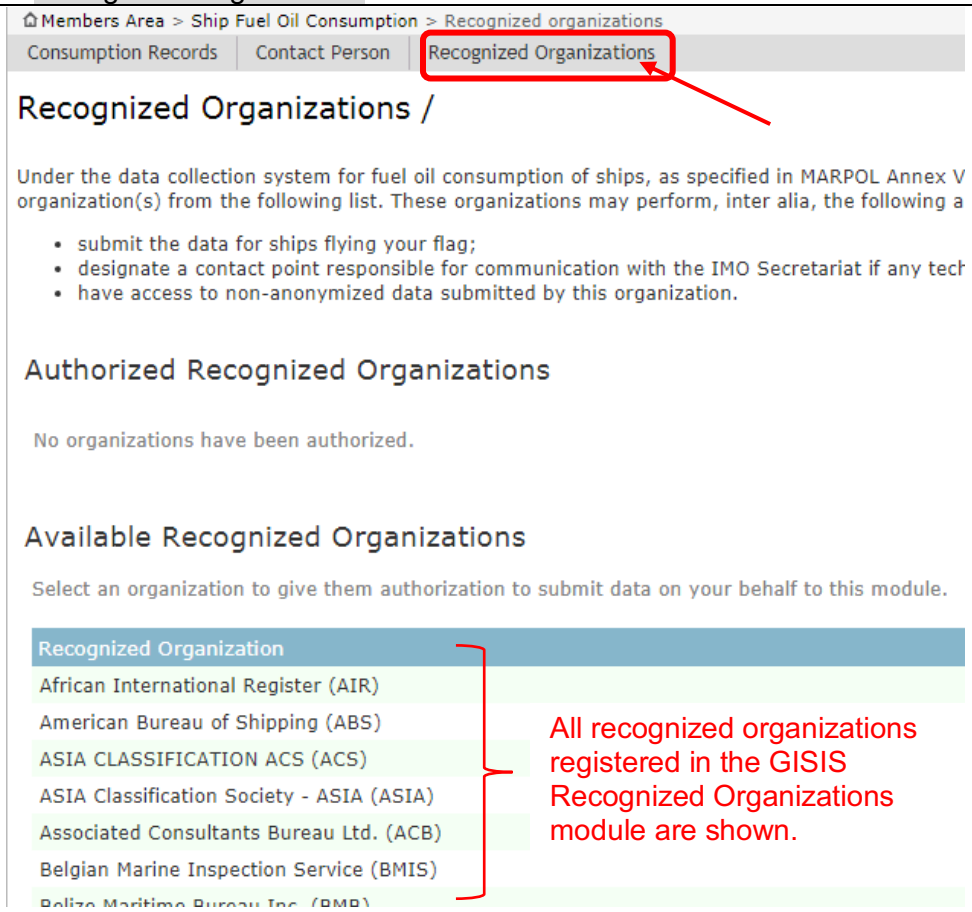
After the submission, the summary of data submitted is shown on the "Consumption Records" page.

This summary includes not only data submitted by the Administration but also data submitted by authorized recognized organizations, if applicable.

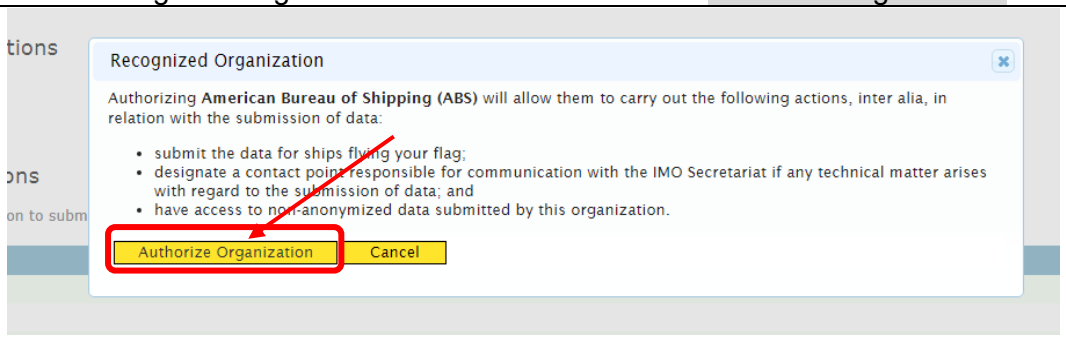
IMO Number	Ship type	Distance travelled (NM)	Hours underway (hours)	Fuel oil consumption total (metric tonnes)
IMO	Others	12	23	1234
IMO	Cruise passenger ship	5000	300	5000
IMO	Cruise passenger ship	3456	345	68

5 Authorization of a recognized organization for submission of data

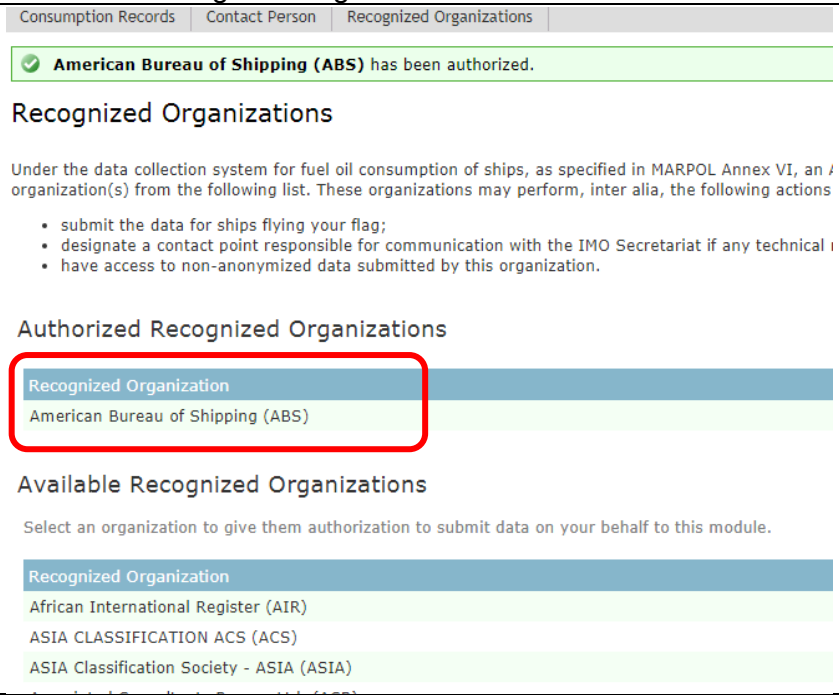
Click "Recognized Organization".



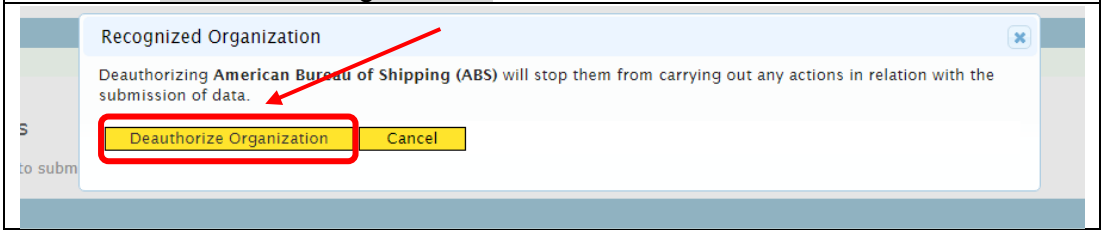
Click a recognized organization from the list and click "Authorize Organization".



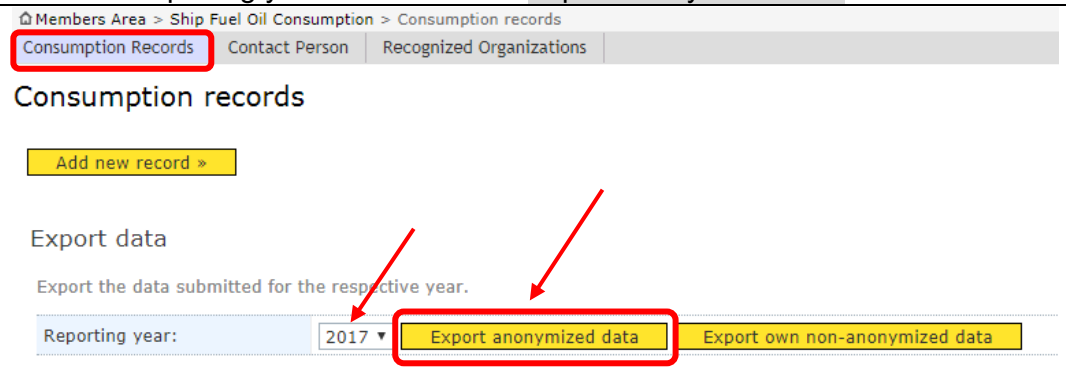
Then the authorized recognized organization is shown on the screen.



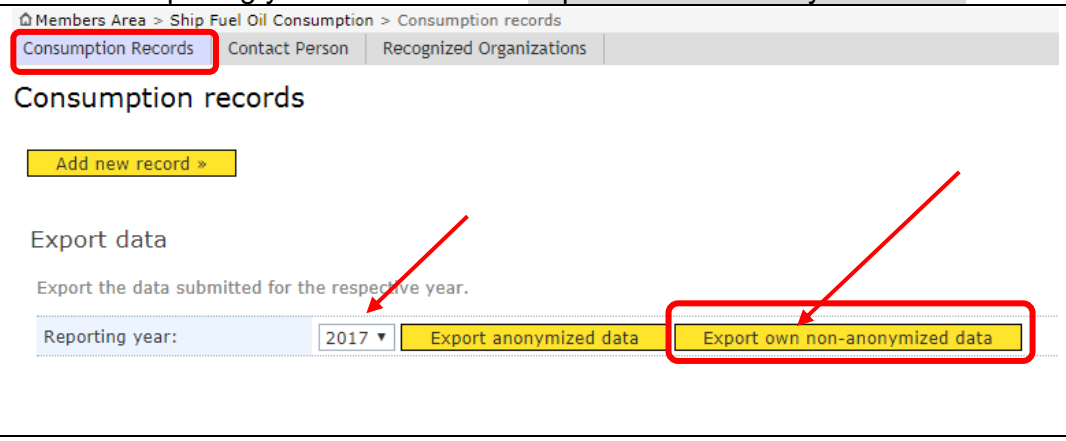
If you need to terminate the authorization, click the recognized organization and then click "Deauthorize Organization".



6 Export of anonymized dataset

Click "Consumption Records". Select the reporting year and then click "Export anonymized data".

An anonymized dataset (MS Excel spreadsheet) is downloaded. In the dataset, for each ship, there is a row for each fuel oil type that has been used.

7 Export of non-anonymized dataset of ships flying its flag

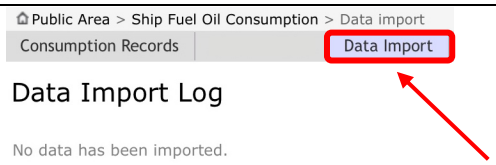
Click "Consumption Records". Select the reporting year and then click "Export own non-anonymized data".

A non-anonymized dataset of ships flying its flag (MS Excel spreadsheet) is downloaded. In the dataset, for each ship, there is a row for each fuel oil type that has been used.

8 Data submission via Extensible Markup Language (XML) format

In addition to the Ship Fuel Oil Consumption Database within the GISIS platform, the Extensible Markup Language (XML) format can be used for bulk data submission from Member States. Member States that need to use the XML format should contact the IMO Secretariat (dcs@imo.org) to receive the FUEL Web Service Guide and for further information and assistance.

When using Extensible Markup Language (XML) for data submission, the Data Import Log can be used to check that data has been submitted correctly and can give more information on the nature of any errors. After checking the Data Import Log, if you still require assistance please contact the IMO Secretariat (dcs@imo.org) with information about the nature of any errors.

The Data Import Log can be accessed by clicking on "Data Import", as shown below.



APPENDIX 2

GUIDANCE FOR NON-PARTIES TO MARPOL ANNEX VI

As identified in paragraphs 3 and 4 of MEPC.1/Circ.871 on *Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI*, fuel oil consumption data of ships not flying the flag of a Party to MARPOL Annex VI could be submitted by: a recognized organization duly authorized by a Party of MARPOL Annex VI; or by a non-Party to MARPOL Annex VI directly.

This appendix 2 provides a procedure for a non-Party to submit the fuel oil consumption data and relevant features of the Database.

1 Assignment of a ship fuel oil consumption module manager(s) and user(s) by the GISIS administrator

In order for users to view the "Ship Fuel Oil Consumption" module in GISIS, and to enable users to access the Database thereafter, the GISIS administrator, who normally administers all GISIS modules, is requested to assign the following role(s) for each individual accordingly (see below for the definition of their different access rights):

.1 Ship Fuel Oil Consumption manager(s) (hereafter "the module manager"); and,

.2 if necessary, Ship Fuel Oil Consumption user(s) (hereafter "the module user(s)").

<u>After this assignment has been done, then the module will be visible for the person(s) assigned.</u>

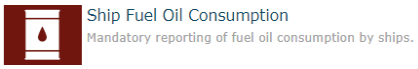
The module manager(s) can:

.1 designate a contact person;
.2 submit the data to the Database and edit the data submitted for ships flying its flag; and
.3 access to non-anonymized data of ships flying its flag.

The module user(s) can access read-only information on the contact person, data submitted, non-anonymized data of ships flying its flag.

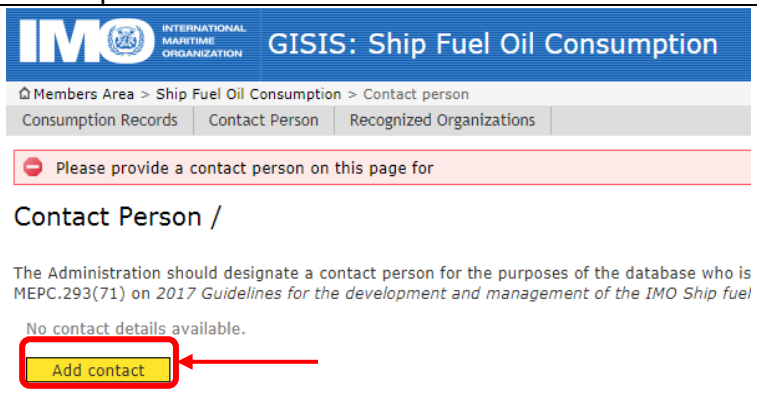
2 Accessing the Database and designating a contact person

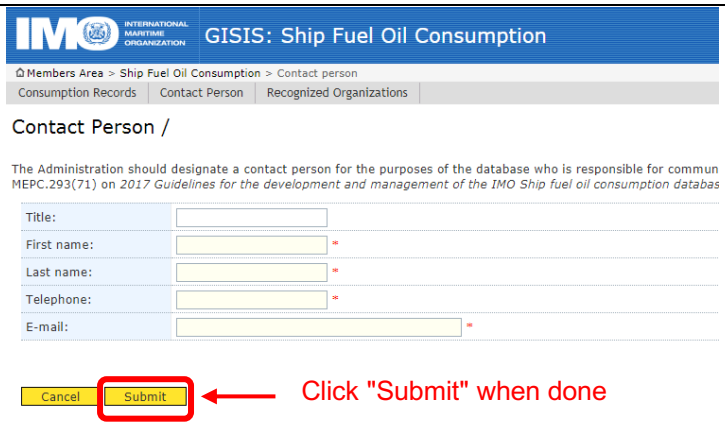
In order to access the Database, after logging into GISIS, click on the "Ship Fuel Oil Consumption" module with the icon shown on the right.



When the module manager first logs into the Database, they are requested to designate a contact person for the purposes of the Database who is responsible for communication with the Secretariat if any matter arises with regard to the submission of data by the respective Administration.

It is recommended to fill in the contact details of the module manager as the designated contact person.





3 List of ships falling under the scope of the data collection system

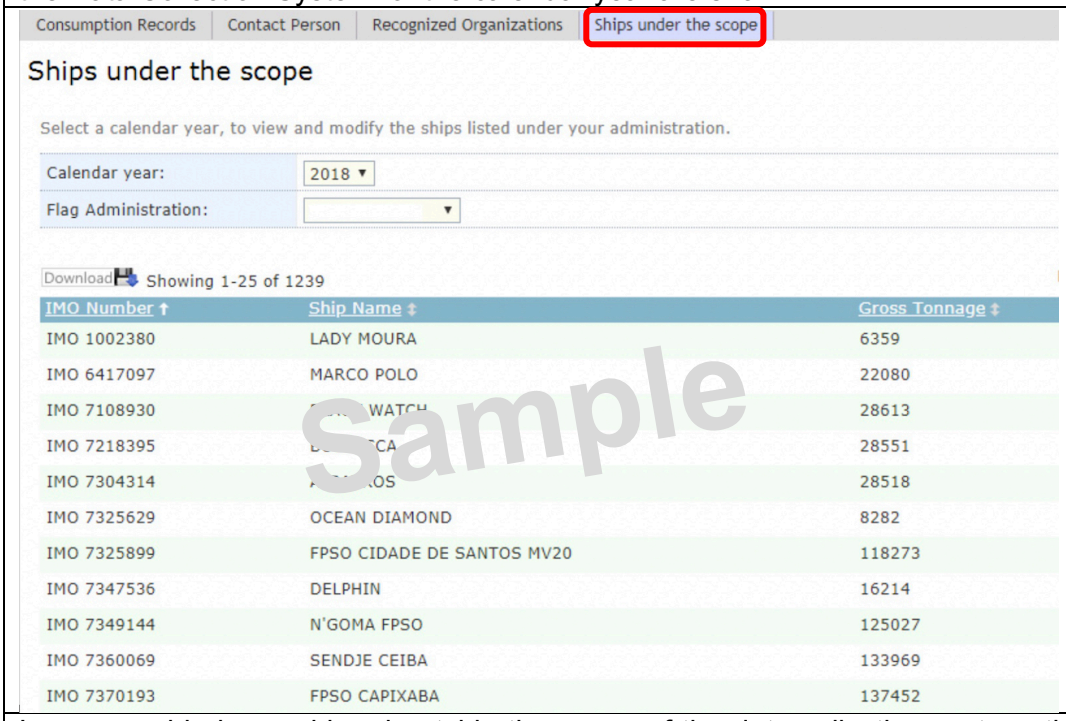
In accordance with paragraphs 5.1 and 5.2 of the *2017 Guidelines for the development and management of the IMO Ship Fuel Oil Consumption Database* (resolution MEPC.293(71)), the Secretariat should:

.1 at the beginning of each calendar year, produce a list of ships falling under the scope of regulation 22A of MARPOL Annex VI by cross-referencing with the data from the Ship Particular module of GISIS; and

.2 send the aforementioned list of ships to the Administration for reference, in order to receive feedback in case of any discrepancies.

For this purpose, the aforementioned list of ships for non-Party Administrations is available in the Ship Fuel Oil Consumption module.

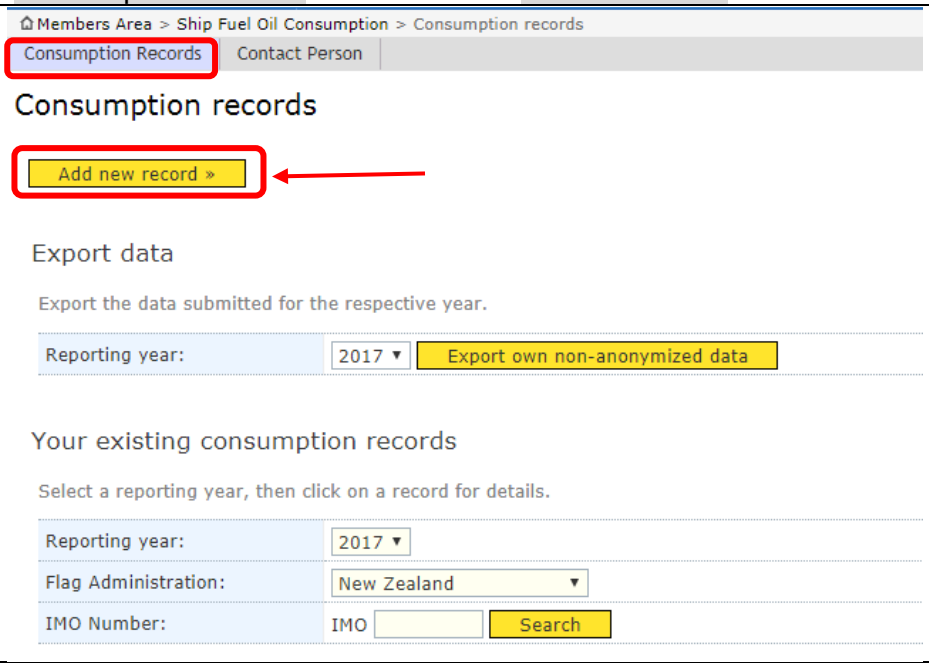
Click "Ships under the scope". Then all ships expected to fall under the scope of the Data Collection System for the calendar year are shown.



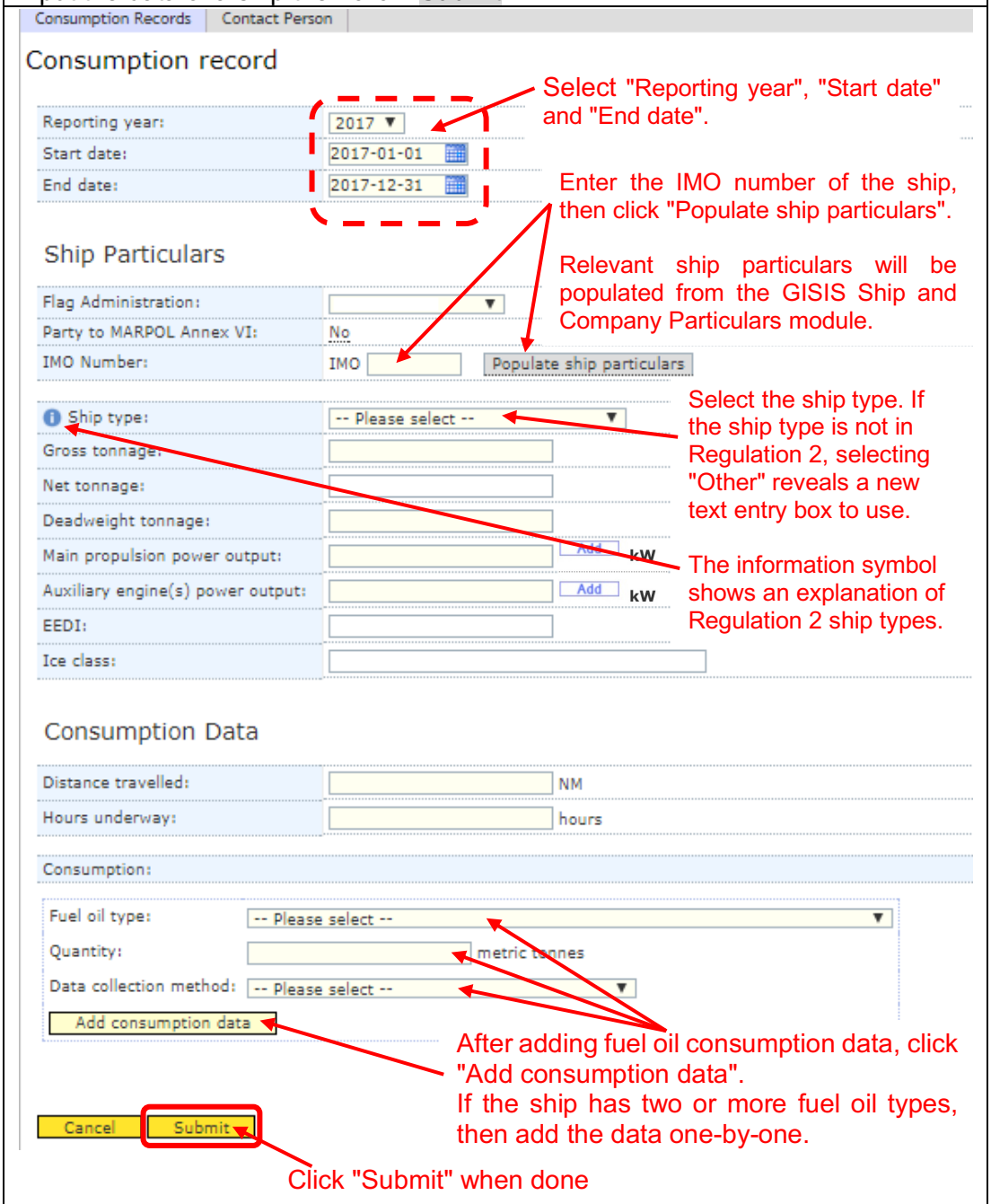
In case a ship is considered outside the scope of the data collection system, the module manager should contact the Secretariat (dcs@imo.org) to inform them of the discrepancies.

4 Submission of data and revision of the data already submitted

Click "Consumption Records" and then click "Add new record" to submit the data.



Input the data of a ship then click "Submit".



After the submission, the summary of the data is shown on the "Consumption Records" page.

This summary includes not only data submitted by the Administration but also data submitted by recognized organization(s) duly authorized by a Party of MARPOL Annex VI, if applicable.

IMO Number	Ship type	Distance travelled (NM)	Hours underway (hours)	Fuel oil consumption total (metric tonnes)
IMO	Others	12	23	1234
IMO	Cruise passenger ship	5000	300	5000
IMO	Cruise passenger ship	3456	345	68

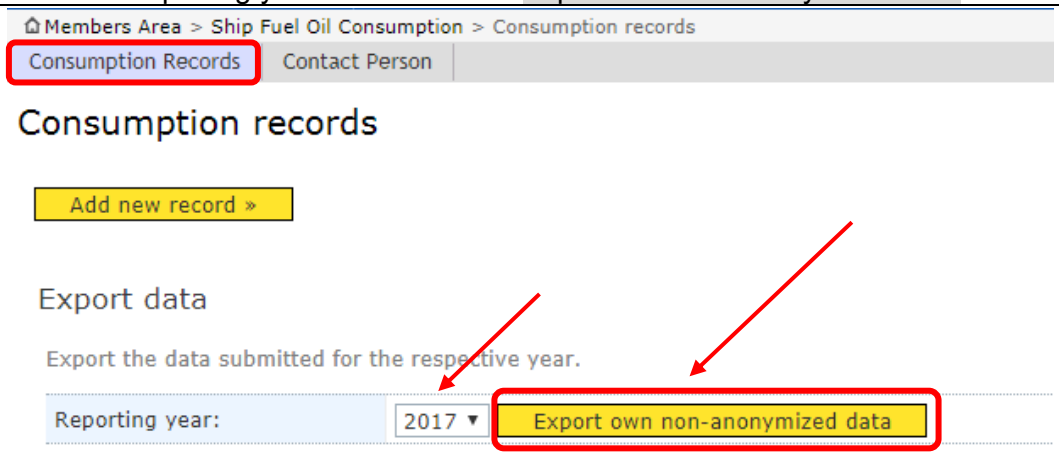
5 Authorization of a recognized organization for submission of data

Noting that MEPC.1/Circ.871 on *Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI* allows a recognized organization duly authorized by a Party of MARPOL Annex VI to submit the fuel oil consumption data of ships not flying the flag of a Party to MARPOL Annex VI, therefore the feature to authorize a recognized organization is not available for non-Party users.

6 Export of anonymized dataset

Noting that regulation 22A.11 of MARPOL Annex VI identifies "Parties shall have access to the anonymized data strictly for their analysis and consideration", access to the anonymized dataset is not available for non-Party users.

7 Export of non-anonymized dataset of ships flying its flag

Click "Consumption Records". Select the reporting year and then click "Export own non-anonymized data".

A non-anonymized dataset of ships flying its flag (MS Excel spreadsheet) is downloaded. In the dataset, for each ship, there is a row for each fuel oil type that has been used.

8 Data submission via Extensible Markup Language (XML) format

In addition to the Ship Fuel Oil Consumption Database within the GISIS platform, the Extensible Markup Language (XML) format can be used for bulk data submission from Member States. Member States that need to use the XML format should contact the IMO Secretariat (dcs@imo.org) to receive the FUEL Web Service Guide and for further information and assistance.

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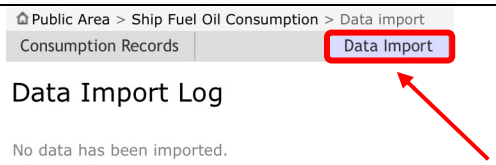
The Data Import Log can be accessed by clicking on "Data Import", as shown below.



APPENDIX 3

GUIDANCE FOR RECOGNIZED ORGANIZATIONS

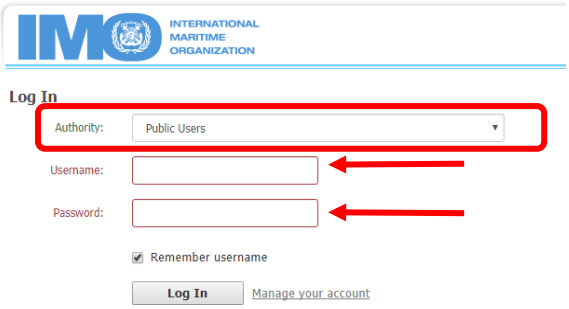
1 Authorization by a Party to MARPOL Annex VI and the setting up of web accounts by the IMO Secretariat

A recognized organization can access the Database and submit the fuel oil consumption data only after it has been authorized by a Party to MARPOL Annex VI to submit data on its behalf via the Database (see section 4 of appendix 1). A recognized organization can also submit data for non-Party ships.

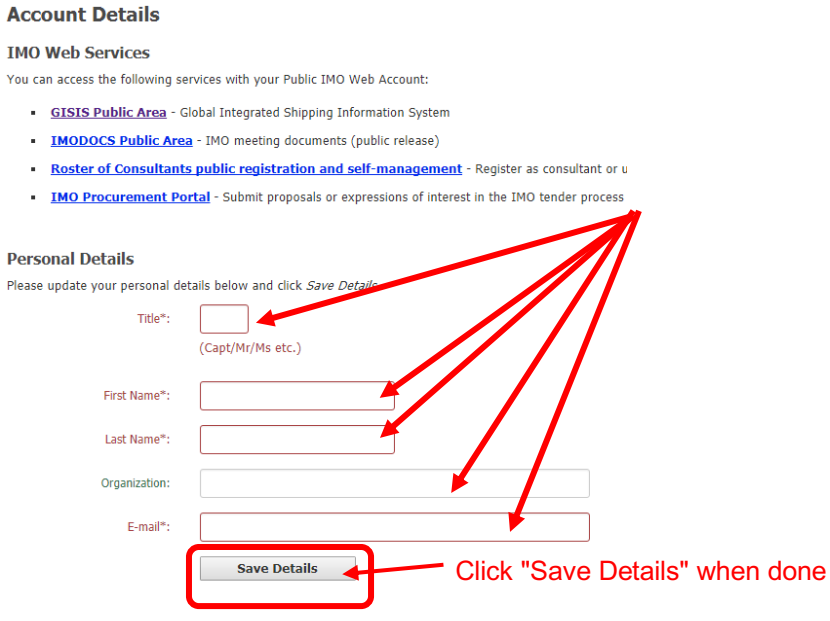
In order to enable a user of a recognized organization to access the Database, the recognized organization is requested to contact the Secretariat (dcs@imo.org). The Secretariat will provide the necessary information on the web accounts (for data submission by GISIS and the XML format) to it.

2 Accessing the Database and designating a contact point.

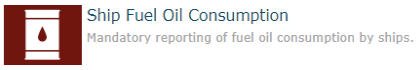
Select "Public Users" from "Authority".
Use the given web account and log into the GISIS.



When the user first logs into the GISIS, they are is requested to fill in the personal details.

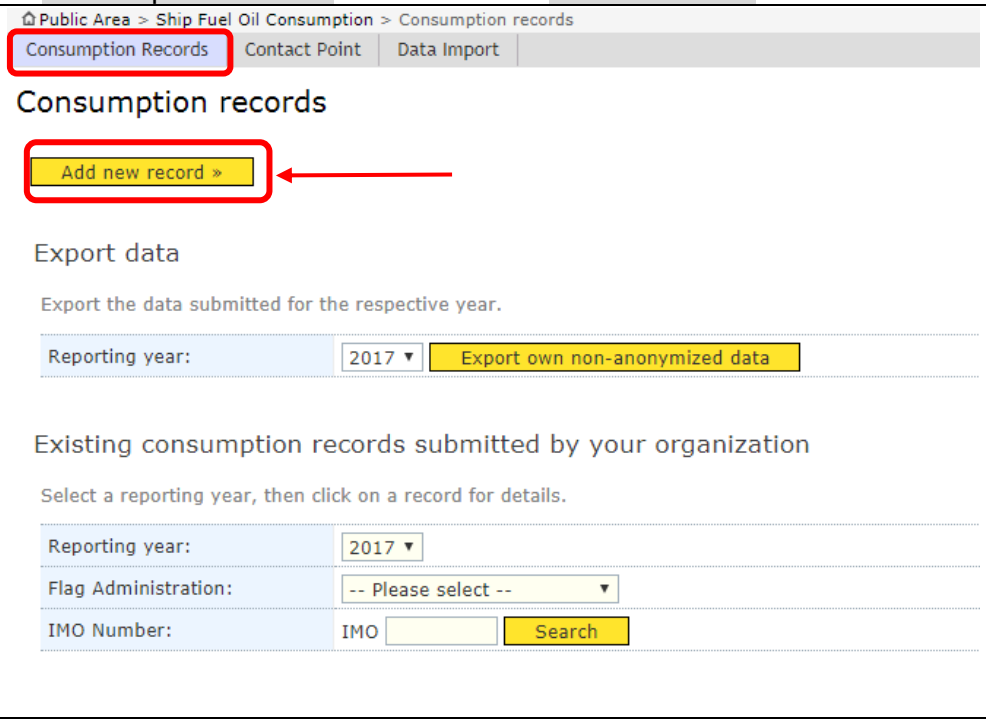


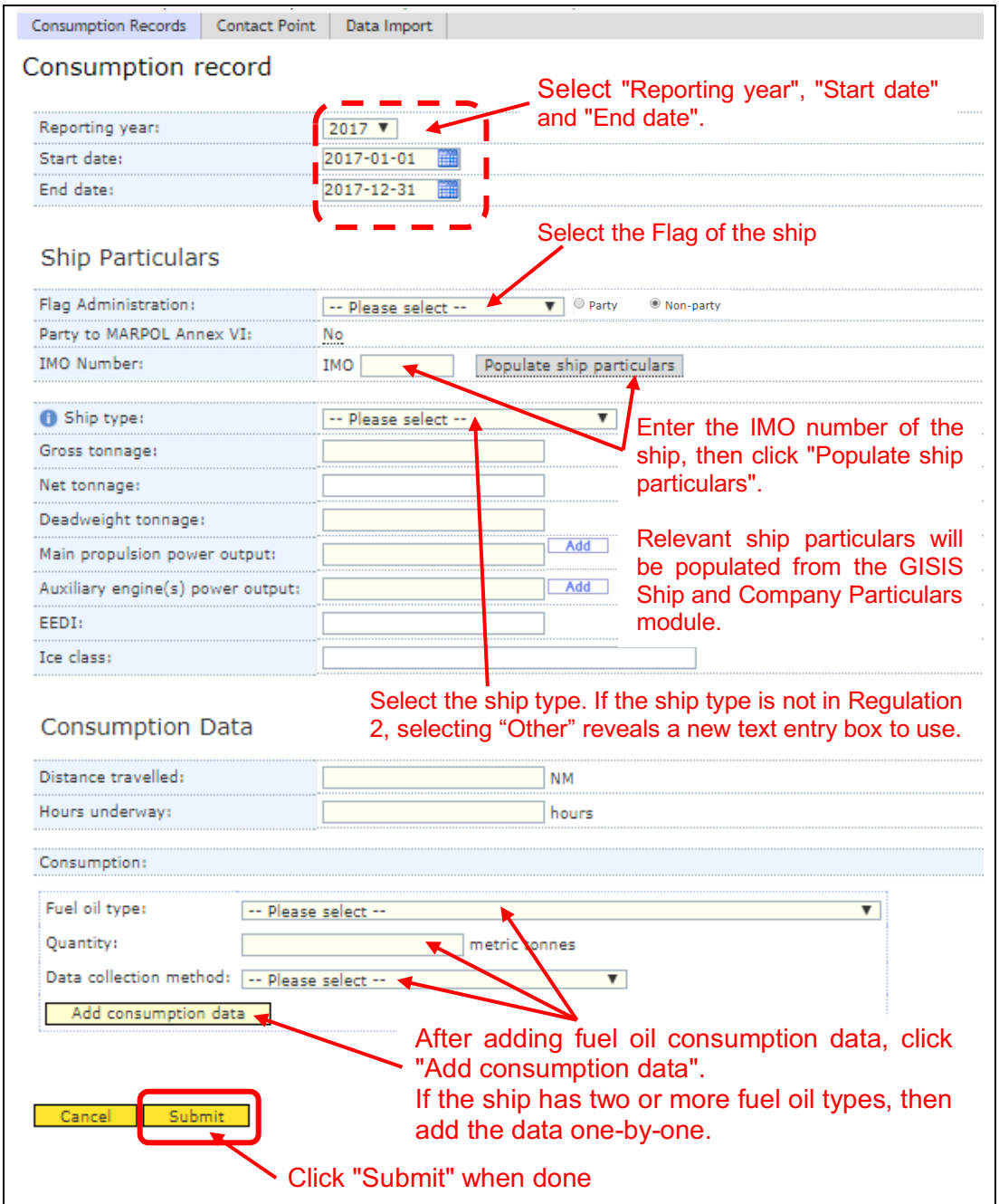
In order to access the Database, click on the "Ship Fuel Oil Consumption" module with the icon shown on the right.



3 Submission of data on behalf of a Party to MARPOL Annex VI and revision of the data already submitted

Click "Consumption Records" and then click "Add new record" to submit the data.





Input the data of a ship then click "Submit".

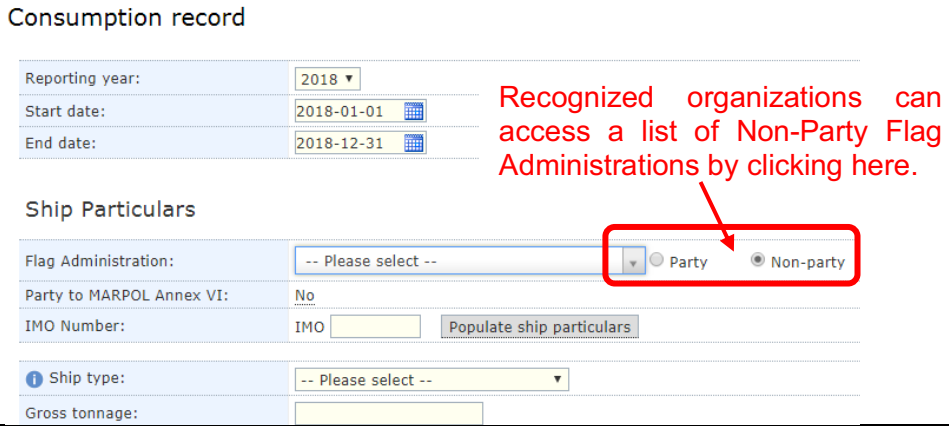
After submission, the summary of the data submitted is shown on the "Consumption Records" page.

IMO Number	Ship type	Distance travelled (NM)	Hours underway (hours)	Fuel oil consumption total (metric tonnes)
IMO	Others	12	23	1234
IMO	Cruise passenger ship	5000	300	5000
IMO	Cruise passenger ship	3456	345	68

4 Submission of data of non-Party ships and revision of the data already submitted

In accordance with MEPC.1/Circ.871 on *Submission of data to the IMO data collection system of fuel oil consumption of ships from a State not Party to MARPOL Annex VI*, a recognized organization duly authorized by a Party of MARPOL Annex VI can submit the fuel oil consumption data of ships not flying the flag of a Party to MARPOL Annex VI via the same process identified in section 3 of this appendix.

After Clicking on "Consumption Records" and then "Add new record", as explained in section 3, recognized organizations can submit data of Non-party ships by selecting "Non-Party" next to Flag Administration, as shown below.



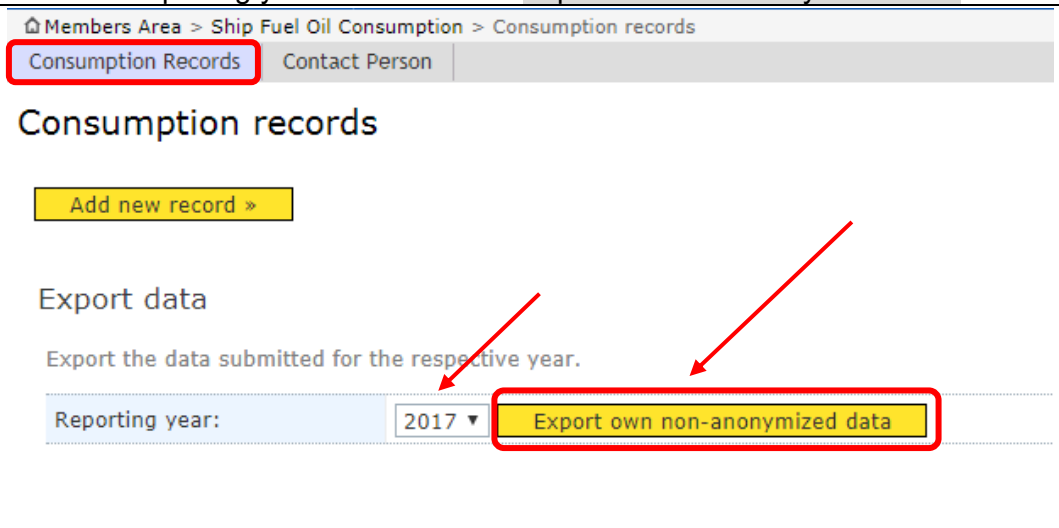
A non-anonymized dataset submitted by the recognized organization (MS Excel spreadsheet) is downloaded. In the dataset, for each ship, there is a row for each fuel oil type that has been used.

5 Export of anonymized dataset

Noting that regulation 22A.11 identifies that "Parties shall have access to the anonymized data strictly for their analysis and consideration", access to the anonymized dataset is not available for users of recognized organizations.

6 Export of own non-anonymized dataset

Click "Consumption Records".
Select the reporting year and then click "Export own non-anonymized data".



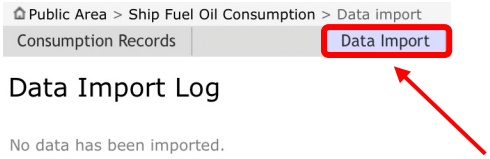
A non-anonymized dataset submitted by the recognized organization (MS Excel spreadsheet) is downloaded. In the dataset, for each ship, there is a row for each fuel oil type that has been used.

7 Data submission via Extensible Markup Language (XML) format

In addition to the Ship Fuel Oil Consumption Database within the GISIS platform, the Extensible Markup Language (XML) format can be used for bulk data submission from recognized organizations. Special web accounts to submit data by the XML format are provided to recognized organizations that have been authorized by a Party to MARPOL Annex VI for submission of fuel oil consumption data. Please contact the IMO Secretariat (dcs@imo.org) to receive the FUEL Web Service Guide and for further information and assistance.

When using Extensible Markup Language (XML) for data submission, the Data Import Log can be used to check that data has been submitted correctly and can give more information on the nature of any errors. After checking the Data Import Log, if you still require assistance please contact the IMO Secretariat (dcs@imo.org) with information about the nature of any errors.

The Data Import Log can be accessed by clicking on "Data Import", as shown below.



APPENDIX 4

Frequently Asked Questions

1 Who can submit data to the Data Collection System? Who has access to the submitted data?

Fuel oil consumption data can only be submitted by the Administration or an organization authorized by the Administration to submit data on their behalf.

During the early discussions on the IMO Data Collection System (DCS), IMO's Marine Environment Protection Committee agreed that data collected by the Organization, particularly related to transport work, needed to be confidential and not publicly available (MEPC 68/21, paragraph 4.12). In October 2016, the Committee (MEPC 70) adopted amendments to Annex VI of the MARPOL Convention establishing a mandatory data collection system for ship fuel oil consumption. The new regulation 22A states that the IMO Secretariat would provide an annual report on the data collected to MEPC, while "Parties" (governments that have ratified MARPOL Annex VI) shall have access to the data of all ships in an anonymized format strictly for their analysis and consideration.

2 How do recognized organizations access the GISIS module and get authorization to submit the fuel oil consumption data?

GISIS accounts need to be set-up before submitting data in the Ship Fuel Oil Consumption module in GISIS. Please send your request to setup an account via e-mail to dcs@imo.org with the e-mail address that will receive the account details. This process is explained in item 1 of appendix 3 of this DCS User Guidance document.

After setting up the web account, you will be provided with two accounts; a user account for accessing the GISIS web interface (https://gisis.imo.org/Public/FUEL) and a service account for submitting data using the web service (XML format). The web service allows for bulk submission of data.

In order to submit data on behalf of any Administration, recognized organizations have to be authorized by Administrations that are parties to MARPOL Annex VI. The process for Administrations that are parties to MARPOL Annex VI of authorizing recognized organizations is explained for Administrations in item 5 of Appendix 1 of this DCS User Guidance. Recognized organizations may need to contact Administrations to ensure that the authorization process on GISIS has been carried out.

Recognized organizations also have to be registered in the Recognized Organization module in GISIS. It may also be necessary for Administrations to add recognized organizations to the Recognized Organization module in GISIS, as well as authorizing them in the Ship Fuel Oil Consumption module in GISIS, for the purpose of submitting fuel oil consumption data.

3 How do recognized organizations recover/reset GISIS accounts?

In the first instance, you should check the e-mail that you were sent automatically when your GISIS accounts were setup. This e-mail contains the original user names and passwords for each account. If your e-mail address has been registered on GISIS you can also reset the password to your web interface account by visiting the following page:
https://webaccounts.imo.org/Common/RecoverAccount.aspx

If it is still not possible for you to access your existing GISIS accounts you can e-mail dcs@imo.org so that we may assist you further.

4 Do you have an example of the XML format for submitting data?

You can find an example XML format at the following web page:
https://gisis.imo.org/WebServices/XML/FUEL/FUELSampleData.xml
The XSD (XML definition):
https://gisis.imo.org/WebServices/XML/FUEL/FUEL.xsd

It is also recommended that you contact the IMO Secretariat (dcs@imo.org) to receive the full FUEL Web Service Guide and for up-to-date information.

The process of using XML to submit data is explained in item 7 of appendix 3 and item 8 of appendices 1 and 2 of the DCS User Guidance document.

5 How can I enter data for multiple engines in the Fuel Oil Consumption Database?

The GISIS web interface and the web service, for submitting data using XML, supports multiple main and auxiliary engines.

6 How can I delete data in the Fuel Oil Consumption Database?

For some types of accounts data can only be deleted by using the web service. Records cannot be deleted using the user interface.

If you need a record to be deleted please contact the Secretariat using the e-mail address dcs@imo.org so that we can assist you further.

7 How can Administrations or recognized organizations submit data with sub-registries or additional territories?

Some Administrations have sub-registries or additional territories which data may be submitted under. Once you log into GISIS, with the Administration's account, and access the page to submit the data (after clicking "Add new record"), you can select the name of the sub-registry or additional territory by using the drop-down list labelled "Flag Administration".

Please note that if you are submitting data using XML then a unique country code is used to submit data for sub-registries and additional territories. This is explained in the FUEL Web Service Guide.

8 What is the deadline for submitting data in the Fuel Oil Consumption Database?

In accordance with regulations 6.6, 6.7 and 22A of MARPOL Annex VI, Administrations or organizations authorized to act on their behalf are required to verify the reported annual fuel consumption data of their ships of 5,000 GT and above, and issue a Statement of Compliance by 31 May at the latest. In the event of the transfer of a ship from one Administration and/or company to another, upon receipt of reported data the Administration or any organization duly authorized by it shall promptly determine whether the data has been reported in accordance with regulation 22A and, if so, issue a Statement of Compliance. Not later than one month after issuing the Statement of Compliance, the Administration or authorized organization shall transfer that reported data to the IMO Ship Fuel Oil Consumption Database in GISIS.

In line with the above, Member States and/or authorized organizations are kindly reminded to submit the verified fuel oil consumption data of their fleet for the previous calendar year to GISIS at their earliest opportunity, and by 30 June at the latest.

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