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Circular Letter No.4251/Add.3  
6 August 2021

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

Subject: **Communication from the Republic of Cyprus**

The Government of the Republic of Cyprus has sent the attached communication, received on 5 August 2021, with the request that it be circulated by the Organization.

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REPUBLIC OF CYPRUS  
**SHIPPING DEPUTY MINISTRY TO THE PRESIDENT**

Circular 32/2021

29 July 2021

SDM 5.13.09  
SDM 21.11.02

Owners and Managers of ship flying the Cyprus flag  
Shipmanagers operating in Cyprus

**Subject: Vaccines against the COVID-19 virus**

1 Vaccination of seafarers<sup>1</sup> against the COVID-19 virus (vaccination or vaccines) in the countries where they have their respective place of shore-based residence before they proceed to join a ship, to commence or recommence their sea service, remains the preferred option.

1.1 However, as measures should be taken facilitate access to vaccination for seafarers<sup>2</sup>, in particular, of the ones who are already serving on board, Cyprus has decided to make, as from 1 July 2021, a number of vaccines against the COVID-19 virus available on a first come first serve basis, as long as the stock last, to those seafarers serving on board ships which:

- (1) are flying the flag of Cyprus
- (2) are managed by a legal entity based<sup>3</sup> and taxed<sup>4</sup> in Cyprus, if the ship in question calls at a Cyprus port, anchorages or roadstead located with the territory of Cyprus.

1.1A The present intention is to review the utilization of vaccines on offer and the availability of vaccines in stock at the end of August 2021, and, if it is justified, to revise the offer during September 2021.

1.2 The vaccines provided have an Emergency Use Listing by the World Health Organization (WHO) and have been approved by the European Medicines Agency (EMA) for use within the European Union.

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<sup>1</sup> "seafarers" includes all persons serving on board employed or engaged for duties on board for the business, working or service of the ship.

<sup>2</sup> Seafarers have now been included in Stage II of *WHO SAGE Roadmap for the prioritization of uses of COVID-19 vaccines in the context of limited supply* in the update published on 16 July 2021.

<sup>3</sup> "based" means having the place from which the ship is manage in Cyprus.

<sup>4</sup> In accordance with the Merchant Shipping (Fees and Taxing Provisions) Laws of 2010 to 2020.

1.2.1 The vaccines provided have been patented by either Oxford/AstraZeneca (now named Vaxzevria) or Janssen (referred as Johnson & Johnson). The uniform resource locators (URLs) listed below set out the WHO interim recommendations<sup>5,6</sup> and the product information<sup>7,8</sup> available on the date of the revision of the present by circular.

1.2.1.1 Vaccines will be provided in vials containing:

- (1) 10 doses of Oxford/AstraZeneca vaccine; or
- (2) 5 doses of Janssen vaccine.

1.2.2 It is and remains the obligation of those applying for the provision of vaccines and of those to whom the vaccines are provided to adhere to what is specified in the latest available edition of the documents set out in the paragraph 1.2.1, and to provide these to those concerned.

1.3 Vaccination should be offered to all seafarers serving on board on a non-discriminatory basis, and this includes seafarers who are scheduled to be repatriated.

1.3.1 Provided the governing principles of the first come first serve basis, as long as the stock last, is adhered to, the present circular does not limit the number of occasions an application for the provision of vaccines is made.

1.3.2 Seafarers who have been unable, for reasons beyond their control, to comply with what is set out in paragraph 1 and for whom defined arrangements have been made for their employment on board, specifying, inter alia, the date of the commencement of their service on board, can be included in the application for the provision of vaccines. The applicant should clearly identify the seafarers in question as well as the seafarers serving aboard, they are replacing.

1.3.2.1 The arrangements provided in paragraph 1.3.2, have been developed to assist seafarers and address urgent cases which arise beyond the foreseeable prudent planning. Such arrangements are subject to the shelf life and the storage conditions of the vaccines provided and the relevant for crew changes effected within 30 days from the date of issue of the vaccines, whichever of the two periods is shorter.

1.4 In relation to seafarers serving on board compliance with requirements related to vaccination (for example those of the flag State, State of which the seafarers are nationals, and local legislation, as applicable, for States other than Cyprus) are not addressed and remain the obligation and responsibility of those applying for the provision of vaccines and of the master of the ship.

2 Applications for the provision of vaccines should be addressed to the Permanent Secretary of the Ministry of Health through the Permanent Secretary of the Shipping Deputy

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<sup>5</sup> [https://www.who.int/publications/i/item/WHO-2019-nCoV-vaccines-SAGE\\_recommendation-AZD1222-2021.1](https://www.who.int/publications/i/item/WHO-2019-nCoV-vaccines-SAGE_recommendation-AZD1222-2021.1)

<sup>6</sup> [https://www.who.int/publications/i/item/WHO-2019-nCoV-vaccines-SAGE\\_recommendation-Ad26.COVS-2021.1](https://www.who.int/publications/i/item/WHO-2019-nCoV-vaccines-SAGE_recommendation-Ad26.COVS-2021.1)

<sup>7</sup> [https://www.ema.europa.eu/en/documents/product-information/covid-19-vaccine-janssen-epar-product-information\\_en.pdf](https://www.ema.europa.eu/en/documents/product-information/covid-19-vaccine-janssen-epar-product-information_en.pdf)

<sup>8</sup> [https://www.ema.europa.eu/en/documents/product-information/covid-19-vaccine-astrazeneca-product-information-approved-chmp-29-january-2021-pending-endorsement\\_en.pdf](https://www.ema.europa.eu/en/documents/product-information/covid-19-vaccine-astrazeneca-product-information-approved-chmp-29-january-2021-pending-endorsement_en.pdf)

Ministry, using the model provided in Annex 1, by the Designated Person of the Company<sup>9</sup> operating the ship, or, by a person authorized to apply, on behalf of the legal entity making the application if the legal entity is other than the Company.

2.1 The application must be posted, or hand delivered to the Shipping Deputy Ministry or send by e-mail if it concerns seafarers employed on ships:

- (1) flying the flag of Cyprus to [cyflag-vaccine@dms.gov.cy](mailto:cyflag-vaccine@dms.gov.cy); or
- (2) ships referred in paragraph 1.1(2) to [cymanage-vaccine@dms.gov.cy](mailto:cymanage-vaccine@dms.gov.cy).

2.2 The Shipping Deputy Ministry will consider only applications it receives (irrespective of the date they bear) on or after 1 July 2021.

2.3 The application will be construed as indicating and attesting that:

- (1) the seafarers named in the application have individually voluntarily granted an informed consent to be vaccinated and have authorized the person making the application to request the vaccines on their behalf;
- (2) the application is made by the person named in the application.

2.4 The vaccines to be provided will be those available on the date the application is processed by the Ministry of Health. There will be no option to choose which vaccine is to be provided. Applications or expressions for the provision of specific vaccines will not be considered and will be ignored as void. Requests to delay consideration of the application or to process it when a specific vaccine becomes available will be ignored. As soon as an application is approved as meeting the applicable requirements it will be sent to the Ministry of Health and requests for withholding or delaying its dispatch to the Ministry of Health will be ignored.

2.5 General instructions to the public in relation to the Oxford/AstraZeneca and Janssen vaccines are provided and attached at the end of the present circular. Extensive information on vaccination against the COVID-19 virus, including what you need to know, and frequently asked questions, are provided publicly available website of WHO which is regularly updated by WHO. The information can be accessed by using the URL provided below<sup>10</sup>.

3 The vaccines in question will be made available at no cost to the seafarers serving, or are about to serve, on board. The vaccines will be provided at free of any charge, at the point of collection designated by the Ministry of Health. Those applying for the provision of the vaccines are responsible and must make all the necessary arrangements and formalities for the collection, transport, storage, and administration of the vaccines and to cover all related cost. This responsibility is understood to include, inter alia:

- (1) selecting and nominating the collector of the vaccines from the point of collection designated by the Ministry of Health and instructing him/her/their as necessary.  
It is understood that the couriers who have been accredited by the Ministry of Health are aware of the packing, storage and transport requirements;

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<sup>9</sup> "Company" means the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the owner of the ship and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the International Safety Management Code.

<sup>10</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/covid-19-vaccines>

- (2) verifying that the country in which they contemplate to send the vaccines (if other than Cyprus), allows their importation and is in a position to satisfy the related requirements.  
The recommendation adopted by the World Customs Organization (WCO) *On the role of Customs in facilitating the cross-border movement of situationally critical medicines and vaccines* is attached at the end of the present circular. Other related guidance and advice provided by WCO can be accessed by using the URL provided below<sup>11</sup>;
- (3) verifying that the country in which they contemplate to administer the vaccines (if other than Cyprus), allows so and is in a position to satisfy the related requirements;
- (4) making arrangements for the storage and keeping of vaccines in accordance with WHO and EMA recommendations and advice;
- (5) have made arrangements for the administration of the vaccines by a trained and qualified professional.  
It is understood that those providing in Cyprus services for the administration of vaccines on the basis of private arrangements have been accredited by the Ministry of Health;
- (6) have made arrangements for the seafarers to be vaccinated to be tested, within 72 hours before vaccination, to ascertain whether they are infected by the COVID-19 virus; and
- (7) have made arrangements for the disposal of all syringes, needles, swaps and all other material used for vaccination and all unused vaccines, to be done in compliance with the requirements of the local legislation.

3.1 The vaccines provided cannot be traded or sold and are for the exclusive use and administration of the seafarer for whom are requested. Seafarers should not be charged with any cost incurred by the Company or the master in relation to vaccination.

4 Vaccines should be administered by trained and qualified professional personnel in accordance with the requirements of the local legislation.

4.1 Where the seafarer to be vaccinated is unable to speak the language spoken by the professional administering the vaccination, a person should be provided who should be able to speak a language understood by the seafarer concerned and the professional administering the vaccine.

4.3 During the vaccination and immediately after, the seafarer may show signs or have an allergic or anaphylactic reaction. Thus, there should be available a person who will be able to provide the advisable first aid and the arrangements for calling the Accident & Emergency Services should be known.

4.4 The Ministry of Health will provide, together with the vials containing the vaccines, Vaccination Card equal, in number, to the total number of seafarers named in the application requesting the provision of vaccines. The number of Vaccination Cards to be provided will

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<sup>11</sup> <http://www.wcoomd.org/en/topics/facilitation/activities-and-programmes/natural-disaster/coronavirus.aspx>

usually be less or at most equal to the number of vaccines provided when calculated based on capacity of the vials.

4.5 Any remaining doses of vaccines in an opened vial must be discarded after 6 hours or at the end of the immunization session, whichever comes first.

4.5.1 Once vials of vaccines have been issued by the Ministry of Health, returning to Cyprus any unused opened vials of vaccines and any unopened vials is not possible and the vials in question should be discarded.

4.6 Any unused opened vials of vaccines and any unopened vials of vaccines, which must be discarded, should be accounted for on the Record of Vaccination model of which is provided in annex 2.

5 The vaccination should be recorded:

- in the Vaccination Card provided by the Ministry of Health; and/or
- under “Other Vaccinations” in the International Certificate of Vaccination and Prophylaxis prescribed by the International Health Regulations, 2005.

5.1 The master should return the Record of Vaccination to the Permanent Secretary of the Ministry of Health through the Permanent Secretary of the Shipping Deputy Ministry, using the model provided in Annex 2. The Record of Vaccination is in line with requirements of the Ministry of Health and of Regulation (EU) 2021/953<sup>12</sup> and for the issue of EU Digital COVID Certificate<sup>13</sup>.

5.1.1 The Record of Vaccination will serve as a proof of vaccination and any verification of vaccination or other information requested in this respect will be based on the information provided in the record.

5.1.2 The Record of Vaccination will be construed as indicating and attesting that:

- (1) the each of the seafarers named on the attached to the Record of Vaccination list certifies that he/she has been vaccinated and, to this end, he/she, inter alia, has granted voluntary consent and has been provided with information to his/her satisfaction;
- (2) the name(s) of the person(s) conducting the vaccination and his/hers/their contact details have been inserted after they have given their expressed consent and agreement to do so; and
- (3) it has been certified by the master of the ship named on the Record of Vaccination.

5.1.3 In case, between the date of application and the date of vaccination, seafarers serving on board and named in the application have left the ship and replaced by other seafarers, the latter should be offered vaccination. If they are vaccinated:

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<sup>12</sup> Regulation (EU) 2021/953 of the European Parliament and of the Council of 14 June 2021 on a framework for the issuance, verification and acceptance of interoperable COVID-19 vaccination, test and recovery certificates (EU Digital COVID Certificate) to facilitate free movement during the COVID-19 pandemic

<sup>13</sup> [https://ec.europa.eu/info/live-work-travel-eu/coronavirus-response/safe-covid-19-vaccines-europeans/eu-digital-covid-certificate\\_en](https://ec.europa.eu/info/live-work-travel-eu/coronavirus-response/safe-covid-19-vaccines-europeans/eu-digital-covid-certificate_en)

- (1) the provisions of the present circular and, notwithstanding the aforesaid, in particular paragraphs 5 to 5.1.2 and 5.2 and 5.3 apply; and
- (2) they should be included in the list accompanying the Record of Vaccination and relevant explanation should be included in the Record of Vaccination by the master of the ship.

5.1.4 With respect to sending the Record of Vaccination, the provisions of paragraph 2.1 apply *mutatis mutandis*.

5.2 If the issue by Cyprus of proof of vaccination in an electronic or other format, other than the one outlined in paragraph 5, is required this should be requested. In such a case, all decisions will be based on the information provided in the Record of Vaccination.

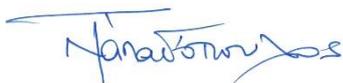
5.3 Guidance for the completion of the Vaccination Card is provided at the end of the present circular.

6 Following vaccination a variety of non-allergic or non-anaphylactic symptoms or other reactions have been experienced as a result of which seafarers required time off work during the period of 24 - 48 hours following vaccination.

6.1 The master should take such an eventuality into account when planning the vaccination of the seafarers serving on board. He/she is expected to make contingency plans for addressing and managing the situation which may evolve and for ensuring that a safe deck and engine room watch is provided at all times.

7 This note covers some but not all the issues to be addressed in relation to the vaccination of seafarers serving on board. Issues which are not explicitly addressed in this note are and remain the responsibility of the designated person and of the master of the ship which have the duty to prudently and promptly address these.

**As from 2nd August 2021, this Circular will replace Circular 27/2021 dated 25 June 2021.**



Dr. Neophytos Papadopoulos  
Permanent Secretary

## Annex 1

### Model of Application

[Date]

Permanent Secretary  
Ministry of Health  
*through*  
Permanent Secretary  
Shipping Deputy Ministry

I hereby request to be provided with vaccines/vaccination<sup>14</sup> against the COVID-19 virus for the following persons employed or engaged on board:

Name of ship	
Call Sign	
IMO Number	
Port of registry <sup>15</sup>	
Company <sup>16</sup>	
Legal entity <sup>17, 18</sup>	

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<sup>14</sup> Delete as appropriate.

<sup>15</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

<sup>16</sup> In accordance with the Safety Management Certificate, which should be attached.

<sup>17</sup> To be completed if the legal entity making the application is other than the Company.

<sup>18</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

Business address on legal entity <sup>19, 20</sup>	
Relation of legal entity with the ship <sup>21, 22</sup>	

Number <sup>23</sup>	Surname or family name	Given name(s)	Rank or rating	Nationality	Place and date of birth	Nature and Number of Identity Document
1						
2						
3						

.....

X						
Y						

I state that I am duly authorized to make, on behalf of the Company/legal entity, this request and to declare, on behalf of the Company/legal entity, that the Company/legal entity assumes the responsibility for making the necessary arrangements and formalities for vaccinating the seafarers named above and that the collector named below has been authorized to collect the vaccines.

Name(s) and Surname	
Visitors address	
Telephone number	

<sup>19</sup> To be completed if the legal entity making the application is other than the Company.

<sup>20</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

<sup>21</sup> To be completed if the legal entity making the application is other than the Company.

<sup>22</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

<sup>23</sup> The table may be replaced by sending those for which vaccines are requests using the form provided for Crew List (IMO FAL Form 5).

After office hours telephone number	
E-mail address	

The vaccines will be collected from the place designated by the Ministry of Health by:

Name of collector	
Name and Surname of person ( <i>if known</i> )	
Telephone number <sup>24</sup>	
E-mail address <sup>25</sup>	

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<sup>24</sup> To be used when notifying that the vaccines are ready for collection.

<sup>25</sup> To be used when notifying that the vaccines are ready for collection.

## Annex 2

### Model of a Record of Vaccination (please complete a separate return for each day)

[Date]

Permanent Secretary  
Ministry of Health  
*through*  
Permanent Secretary  
Shipping Deputy Ministry

The seafarers named on the attached list<sup>26</sup> employed or engaged on board the ship named below have been vaccinated against the COVID-19 virus:

Name of ship	
Call Sign	
IMO Number	
Port of registry <sup>27</sup>	
Company <sup>28</sup>	
Legal entity <sup>29, 30</sup>	

<sup>26</sup> The electronic version of Excel sheet template to be used which is available on the Shipping Deputy Ministry's website and should be completed and attached to this Record of Vaccination. The completed Excel sheet template should send, together with the Record of Vaccination, in an electronic format, in addition sending it as an attachment to the Record of Vaccination in printed format.

<sup>27</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

<sup>28</sup> In accordance with the Safety Management Certificate.

<sup>29</sup> To be completed if the legal entity which has applied for the provision of the vaccines is other than the Company.

<sup>30</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

Business address on legal entity <sup>31, 32</sup>	
Relation of legal entity with the ship <sup>33, 34</sup>	

*For the person administering the vaccines*

I/We the person(s) named below hereby certified that I/the have vaccinated the seafarers named on the attached list.

Name(s) and Surname		
Visitor's address		
Telephone number		
E-mail address		

*For the master of the ship*

I hereby certify that the following vaccines have been discarded as required by the local legislation:

Vaccine name	
Dose of Vaccines	
Number of vials of vaccines	

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<sup>31</sup> To be completed if the legal entity which has applied for the provision of the vaccines is other than the Company.

<sup>32</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

<sup>33</sup> To be completed if the legal entity which has applied for the provision of the vaccines is other than the Company.

<sup>34</sup> If the ship is flying the flag of Cyprus, it does not need to be completed.

With respect to the seafarers named on the list which is attached to this Record of Vaccination I would like in provide the following explanations<sup>35</sup>:


I hereby certify that all information provided above is true and correct.

Name(s) and Surname	
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<sup>35</sup> To be used if there is a need to provide explanations. Otherwise, to be left blank.

***Concordance table of terminology and explanatory notes***

*Excel sheet template*

*Crew list (IMO Form 5)/Explanatory notes*

ID	Number of Identity Document (it is advisable to use Passport number)
ID Type	Nature of Identity Document (it is advisable to use Passport)
Name	Given name(s)
Surname	Surname or Family name
Date of birth	Date of birth
Phone number	in format + ( <i>Country Code</i> ) - ( <i>Area Code</i> ) - ( <i>Mobile telephone number</i> )
Vaccination Country	Use the Country List Code provided on the Excel sheet template
Vaccine ID	Use ASTRAZEN01 for AstraZeneca vaccines and JOHNSON01 for Janssen vaccines
Vaccination Date	-
Dose	-
Batch ID	-
Comments	To be used, when necessary, otherwise to be left blank.

## **Attachments**

The update version attachments is available on the public website of the

Shipping Deputy Ministry

together with Circular 32/2021

and

can be accessed and downloaded from the following URL

<https://www.dms.gov.cy/dms/shipping.nsf/All/38B6D4BC8D398A41C22586570027BB45?OpenDocument>

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