



GUIDELINES FOR WORKING VISITS TO THE REPUBLIC OF SEYCHELLES

*Honorary Consuls
of the Republic of Seychelles*

*Consular Section
Foreign Affairs Department
Ministry of Foreign Affairs and Tourism
~September 2021~*

1.0 INTRODUCTION

Honorary Consuls of the Republic of Seychelles may travel to Seychelles on working visits. The impetus for the visit may be from the Ministry of Foreign Affairs and Tourism – Foreign Affairs Department, hereinafter referred to as FAD, or the respective Honorary Consulate. The Consular Section of the FAD in coordination with the Protocol Section of the same Ministry, is responsible for planning and coordinating incoming working visits by Honorary Consuls.

2.0 PRE-TRAVEL ARRANGEMENTS

Prior to a working visit, there are important arrangements that need to be made to ensure that the visit is conducted smoothly and efficiently. In the preparatory stage, the Honorary Consulate should provide the following information to the Consular Section promptly through an e-mail to ps@mfa.gov.sc.

2.1 Purpose of travel

The purpose of travel and the main points of discussion proposed for the visit should be included.

2.2 Composition of the delegation

The number, names and designations of accompanying delegates, if any, should be made known.

2.3 Travel itinerary for all delegates

The confirmed travel itinerary for the Honorary Consul and other accompanying delegates should be submitted no later than three (3) working days prior to the visit. The travel itinerary should contain the port of embarkation, port(s) of transit and port of disembarkation. This requirement is in line with the health measures in place in Seychelles in relation to the COVID-19 pandemic.

2.4 Application to use the Fast Track service

The Fast Track service is extended on a complimentary basis to all visiting Honorary Consuls to Seychelles. The service consists of the following:

- Welcoming by a Protocol Personnel
- Assistance with luggage upon disembarkation
- Assistance with health formalities
- Assistance with immigration formalities
- Assistance with luggage retrieval from conveyor belt
- Assistance with Customs

2.5 VIP lounge service at the Seychelles International Airport

Honorary Consuls are extended the courtesy of VIP lounge at a reduced cost of 45 USD per head, per use of the lounge. The Honorary Consulate should take the necessary steps to book the VIP lounge at Seychelles International Airport by completing the VIP lounge-request form annexed to this document. If the Honorary Consul is accompanied by other delegates on his/her visit, the same fee of 45 USD is applicable for any extra delegate, per head, per use of the lounge.

2.6 Request for courtesy calls, bilateral meetings and other events

Any specific requests for courtesy calls on, or bilateral meetings with, local officials should be communicated promptly to the Foreign Affairs Department so that the necessary planning and coordination can be made. Requests for other events such as handing over ceremonies or donations should be made in the same manner. In consideration of the purpose of the working visit, the Foreign Affairs Department may also propose relevant courtesy calls, bilateral meetings and other events.

2.7 Lists of participants attending courtesy calls, bilateral meetings and other events

In line with the health measure in place in relation to the COVID-19 pandemic, there is a limit to the number of delegates permitted to attend scheduled events. To ensure that this health requirement is met, once the event is confirmed, the Consular Section will communicate to the Honorary Consulate, the number of delegates permitted to attend the event (s).

2.8 Transportation

2.8.1 One vehicle will be provided to the Honorary Consul and his/her delegation for official purposes, based on his/her programme of visit.

2.8.2 If the Honorary Consul requires extra vehicles, the Consular Section will provide a list of reputable private companies from which other vehicles can be procured.

2.9 Accommodation

2.9.1 The Consular Section will assist with the booking of hotel rooms for the working visit if requested by the Honorary Consulate. The booking will be made under the name of the Honorary Consul.

2.10 Aviation security screening

2.10.1 Restrictions on substances in carry-on luggage on commercial flights

Seychelles has restrictions limiting the amount of liquids, aerosols and gels permitted to be taken on board commercial international flights to and from Seychelles in carry-on luggage. To comply with the Government of Seychelles' regulations, any liquids, aerosols or gels (such as drinks, creams, perfumes and toothpaste) that passengers wish to take on board in their carry-on luggage must be in containers of one hundred millilitres (100 *ml*) or less,

and all containers should fit comfortably in a transparent, sealable plastic bag with a volume of one litre (1l) or less. All visiting dignitaries, including those eligible for security-screening exemption, are expected to comply with the carry-on restrictions for liquids, aerosols and gels.

2.11 Health requirements to travel to Seychelles

When travelling to Seychelles the Honorary Consul should be aware of the public health measures in place in the country.

2.11.1 Yellow Fever Vaccination Certificate

Visitors coming from countries where there is a risk of yellow fever will be requested to produce their Yellow Fever Vaccination Certificate to the Seychelles Health Authorities upon arrival in Seychelles.

2.11.2 COVID-19 test

There are strict COVID-19 health measures in place in the country to mitigate the spread of the virus. Everyone travelling to Seychelles is required to take a PCR test no more than 72 hours prior to embarkation. In order to be granted permission to travel, the PCR test result should be negative.

2.11.3 Health Travel Authorisation (HTA)

Everyone travelling to Seychelles is required to apply through the Health Travel Advisory (HTA) system *Travisory* to be granted permission by the Public Health Authority (PHA) to enter Seychelles. The PCR test certificate as well as other information in relation to their travel should be loaded into the system. The system will issue a certificate that should allow entry to the visitor. The system can be accessed on <https://seychelles.govtas.com>. The service, however, is not free of charge.

3.0 ARRIVAL

3.1 Welcoming at Seychelles International Airport

As mentioned earlier in this document, the Honorary Consul and delegation (if any) will be received by a Protocol representative. In line with the COVID-19 measures in place, Honorary Consuls are encouraged to use contactless means of greetings such as a nod or *Namaste*. Face masks should be worn by all the delegates at all times and, as far as possible, social distancing should be observed.

3.2 Health procedure

Upon arrival at Seychelles International Airport, the Honorary Consul and delegation (if any) are required to submit their HTA certificate and are subjected to temperature checks. If the Honorary Consul or an accompanying delegate records a temperature above 37.5 degrees celsius, the person will be required to isolate himself/herself for the duration of the visit at his/her hotel and take a PCR test at his/her own cost. If the test

is positive the delegate is required to quarantine at his/her hotel until departure. In such cases, the other delegates are requested to undergo a PCR test to rule out any possibility of COVID-19 transmission.

3.3 Airport formalities

3.3.1 Immigration procedure at the airport is attended to by a representative of Protocol.

3.3.2 The following documents (where applicable) should be submitted to the representative of Protocol upon disembarkation for the necessary formalities:

- Passports
- Return-tickets
- Baggage tags
- Yellow Fever Vaccination Certificates
- HTA Certificates.

3.3.3 The luggage should be clearly labelled in English or French for easy identification upon arrival in Seychelles.

4.0 PROGRAMME

4.1 Bilateral meetings and courtesy calls

4.1.1 Courtesy calls are usually scheduled to last no more than 30 minutes.

4.1.2 Courtesy calls on the Head of State of the Republic of Seychelles are possible only if recommended by the Ministry of Foreign Affairs and Tourism.

4.1.3 Bilateral meetings are scheduled to last no more than 1 hour.

4.1.4 All COVID-19 requirements in place in the country should be respected at the meetings. The most notable measures are:

- Wearing of face masks at all times
- Temperature checks at the entrance to the meeting venue
- Hand sanitizing
- Social distancing
- The number of people attending a meeting should not exceed the maximum number specified by the meeting venue.

4.1.5 The dress code at courtesy calls and meetings is semi-formal.

4.2 Other events

All events organised should follow the above-mentioned requirements. The dress code will vary depending on the nature of the scheduled event and will be communicated by the Consular Section when the event is confirmed.

5.0 DEPARTURE

5.1 Departure at Seychelles International Airport

Similar to his/her arrival, the Honorary Consul will be assisted by a Protocol representative. In line with the COVID-19 measures in place, Honorary Consuls are encouraged to use contactless means of farewell such as a nod or *Namaste*. Face masks should be worn by all the delegates at all times and, as far as possible, social distancing should be observed.

5.2 PCR test requirement

An exit PCR test depends on the requirement of the airline and/or the country of destination of the delegation. Such tests can be conducted at the Seychelles Hospital or private clinics. The cost of the PCR test is borne by the Honorary Consulate. The Consular Section will assist in booking an appointment for the test.

5.3 Airport formalities

5.3.1 Immigration procedure at the airport is attended to by a representative of Protocol.

5.3.2 The following documents should be submitted to the representative of Protocol for processing:

- Passports
- Return-tickets (if applicable)
- Yellow Fever Vaccination Certificate (if applicable)
- PCR test certificate (if applicable).

5.3.3 The representative of Protocol will bid farewell to the Honorary Consul at the entrance of Immigration clearing.