



MINISTRY OF FOREIGN AFFAIRS AND TOURISM

FOREIGN AFFAIRS DEPARTMENT

ACCESS TO INFORMATION 2018

ANNUAL REPORT FOR THE YEAR 2023

PUBLISHED AND SUBMITTED ON 04 MARCH 2024

**(SECTION 54 STATISTICAL REPORT AND SECTION 55
CATEGORIES OF INFORMATION REPORT STANDARD
FORMAT)**

TABLE OF CONTENTS

INTRODUCTION	2
MISSION AND VISION OR MANDATE OF THE ORGANISATION.....	3
ANNUAL REPORT REQUIREMENTS	4
THE CATEGORIES OF INFORMATION.....	8
CHALLENGES	10
RECOMMENDATIONS	11

INTRODUCTION

- The Foreign Affairs Department is responsible for implementing the country's foreign policy, which includes advancing and defending the country's interests in bilateral and multilateral forums, as well as mobilizing international aid and assistance, among other things. The Department is, therefore, the gatekeeper for Seychelles' national interests by providing a link with members of the international community and vice versa.
- Mrs. Louisa Lepathy has been appointed the Information Officer for the Foreign Affairs Department as from 1st January 2023.

MISSION AND VISION OR MANDATE OF THE ORGANISATION

➤ Vision

We aim to be an influential partner with increased visibility in the national and international arena and a global leader in issues relating to small island developing states.

➤ Mission

Our Mission is to protect, promote, and safeguard the national interests of Seychelles through an innovative and proactive diplomacy that contributes to the effective implementation of Foreign Policy 2021 while upholding the fundamental principles of the UN Charter.

ANNUAL REPORT REQUIREMENTS (AS PER SECTION 54 OF THE ACCESS TO INFORMATION ACT)

SR No	ATI ACT REQUIREMENTS	No
1)	The total number of ATI requests for access received;	0
2)	<u>TYPE OF INFORMATION</u>	
	The number of requests for personal information	0
	The number of request for public domain information	0
	The number of request for third party information	0
	The number of request for commercial and confidential Information	0
	The number of request for law enforcement information	0
	The number of request for privileged documents	0
	The number of request for protection of life and safety of an individual information	0
	The number of request for International relations	0
	The number of request for Academic or professional examination and recruitment process information	0
	The number of request for proposal submitted to Cabinet	0
3)	The number of requests for access granted in full;	0
4)	The number of requests for access refuse in full;	0
	The number of requests for access refuse in part;	0
5)	The number of times each provision of Part III (EXEMPTIONS) was relied on to refuse access in full;	0
	The number of times each provision of Part III (EXEMPTIONS) was relied on to refuse access in part;	0
6)	The number of request abandoned after request	0

7)	The number of request but no records exist	0
8)	The number of cases in which the periods stipulated in section 11 were extended in terms of section 12;	0
9)	The number of review applications lodged with the head of the information holder;	0
10)	The number of reviews lodged on the ground that a request for access was regarded as having been refused in terms of section 14;	0
11)	The number of cases in which, as a result of a review, access was given to information;	0
12)	The number of request transferred to another Public Body	0

	I. A description of the steps or efforts taken by the head of the body to encourage all officers of that body to comply with the provisions of this Act; N/A
	II. Any facts which indicate an effort by the body to administer and implement the spirit and intention of the Act according to its submitted plan; N/A

III. Particulars of any penalties imposed against any person under this Act;
YES ☐ NO ☐ (If yes, list down)

N/A

IV. Particulars of any disciplinary action taken against any person under this Act; YES ☐ NO ☐ (If yes, list down)

N/A

THE CATEGORIES OF INFORMATION (AS PER SECTION 55 OF THE ACCESS TO INFORMATION ACT)

LIST OF CATEGORIES	LOCATION OF THE INFORMATION
1. manuals, policies, procedures or rules or similar instruments which have been prepared for, or are used by, officers of the body in discharging that body's functions, exercising powers and handling complaints, making decisions or recommendations or providing advice to persons outside the body with respect to rights, privileges or benefits, or to obligations, penalties or other consequences, to or for which persons may be entitled or liable;	www.mfa.gov.sc
2. the name, designations and other particulars of the Information Officer of the public body, including his or her contact details and electronic addresses where persons may submit requests for information;	www.mfa.gov.sc
3. any prescribed forms, procedures, processes and rules for engagement by members of the public with the public body	www.mfa.gov.sc
4. the particulars of any arrangement, statutory or otherwise, that exists for consultation with, or representation by, members of the public in relation to the formulation or implementation of its policies, or similar documents;	N/A
5. where meetings of the public body, including its boards, councils, committees or similar other bodies are open to members of the public, the process for direct or indirect engagement and where a meeting is not open to the public, the contents of submissions received, the process for decision making and decisions reached	N/A
6. detailed information on the design and execution of any subsidy programmes implemented with public funds, including the amounts allocated and expended, the criteria for accessing the subsidy, and the beneficiaries	N/A
7. all contracts, licences, permits, authorisations and public-private partnerships granted by the public body;	N/A
8. reports containing the results of surveys, studies or tests, including scientific or technical reports and	N/A

environmental impact assessment reports, prepared by the public body;	
9. The particulars of its organisations, functions and duties;	www.mfa.gov.sc
10. Information containing interpretations or particulars of acts or policies administered by the body;	www.mfa.gov.sc
11. Details of its processes and procedures for creating, keeping, organizing and maintaining information;	N/A
12. A list of all the categories of information held by it or under its control;	www.mfa.gov.sc
13. A directory of its employees including their powers, duties and titles, indicating the permanent staff, the temporary staff and the outsourced staff, recruitment procedures and vacancies;	www.mfa.gov.sc
14. The salary band for each public employee and officer, including the system of compensation as provided in its laws, and the procedures followed in its decision-making process, including channels of supervision and accountability;	N/A
15. A description of the composition, functions, and appointment procedures of the boards, councils, committees, and other bodies consisting of two or more persons, constituted for the purpose of advice to or managing the public body;	N/A
16. Detailed travel and hospitality expenses for each employee and officer, and gifts, hospitality, sponsorships or any other benefits received by each employee and officer;	N/A
17. The detailed actual budget, revenue, expenditure and indebtedness for the current financial year, including all related estimates, plans, projections and reports, including audit reports;	N/A
18. The annual report submitted to the information commission under section 54 of this act;	Report submitted annually to the Information Commission
19. Any other relevant information	www.mfa.gov.sc

CHALLENGES

➤ *Not applicable.*

RECOMMENDATIONS

➤ *Not applicable.*

1) DECLARATION

I declare that in accordance to Section 54 of the Access to Information, Act 2018, the Annual Report are to the best of my knowledge, true, accurate and complete as per the requirements.

Louisa Lepathy

Name of Information Officer

Lepathy

Signature

4/3/2021

Date

I confirm that this Annual Report is verified and true, accurate and complete to my knowledge as the Head of Information Holder of the Foreign Affairs Department on the date stated below.

Vivianne Fock Tave

Name of Head of Information Holder

[Signature]

Signature

Dated this 14th of March, 2024.

