



Republic of Seychelles
Ministry of Foreign Affairs and the Diaspora

PUBLICATION INFORMATION MANUAL

**Prepared in terms of Section 53 of the Promotion of Access to
Information Act 2018**

DATE OF COMPILATION: 17 January 2024
DATE OF REVISION: 05 January 2026

Contents

1. List of Acronyms and Abbreviations	4
2. Purpose of Publication Manual.....	4
3. Establishment of the Ministry for Foreign Affairs and the Diaspora.....	5
4. Structure of the Ministry for Foreign Affairs and the Diaspora and functions	6
5. Key contact details for Access to Information of the Ministry for Foreign Affairs and the Diaspora	7
6. Description of all remedies available in respect of an ATIA or failure to act by the Ministry of Foreign Affairs and the Diaspora	7
7. Categories of records of the Ministry for Foreign Affairs and the Diaspora which are available without a person having to request access	8
8. Services Available to members of the public from the Ministry of Foreign Affairs and the Diaspora and how to gain access to those services.	9
9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the Ministry of Foreign Affairs and the Diaspora.....	10
10. Availability of the Manual	10
11. Updating of the Manual	11

1. List of Acronyms and Abbreviations

1.1	“ATIA”	Access to Information Act
1.2	“HOIH”	Head of Information Holder
1.2	“IC”	Information Commission
1.3	“IO”	Information Officer
1.4	“MFAD”	Ministry of Foreign Affairs and the Diaspora

2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Check the nature of the records which may already be available at the Ministry of Foreign Affairs and the Diaspora (MFAD) without the need for submitting a formal ATIA request;
2. Understand how to make a request for access to a record of the MFAD;
3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
4. Know all the remedies available from the MFAD regarding request for access to the records, before approaching the information commission;
5. The description of the services available to members of the public from the MFAD, and how to gain access to those services;
6. A description of the guide on how to use ATIA, as updated by the information commission and how to obtain access to it;
7. If the body will process personal information, the purpose of processing of personal information and the description of the categories of data subject and of the information or categories of information relating thereto;
8. Know if the MFAD has planned to transfer personal information outside the Republic of Seychelles and the recipients or categories of recipients to whom the personal information may be supplied; and
9. Know whether the MFAD has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Ministry for Foreign Affairs and the Diaspora

As per the CAP 42 of the Constitution of the Republic of Seychelles (1993), Chapter V – The Executive:

66. *(1) The executive authority of the Republic shall vest in the President and shall be exercised in accordance with this Constitution and the laws of Seychelles.*
- (2) The executive authority vested in the President under this article shall extend to the execution and maintenance of this Constitution and the laws of Seychelles and to all matters with respect to which the National Assembly has power to make laws.*
- (3) Subject to this Constitution, the functions conferred on the President by clause (1) may be exercised by the President directly or through subordinate officers.*
- (3A) The President is politically responsible for a Ministry or department that the President has not specifically assigned to the Vice-President or a Minister.*

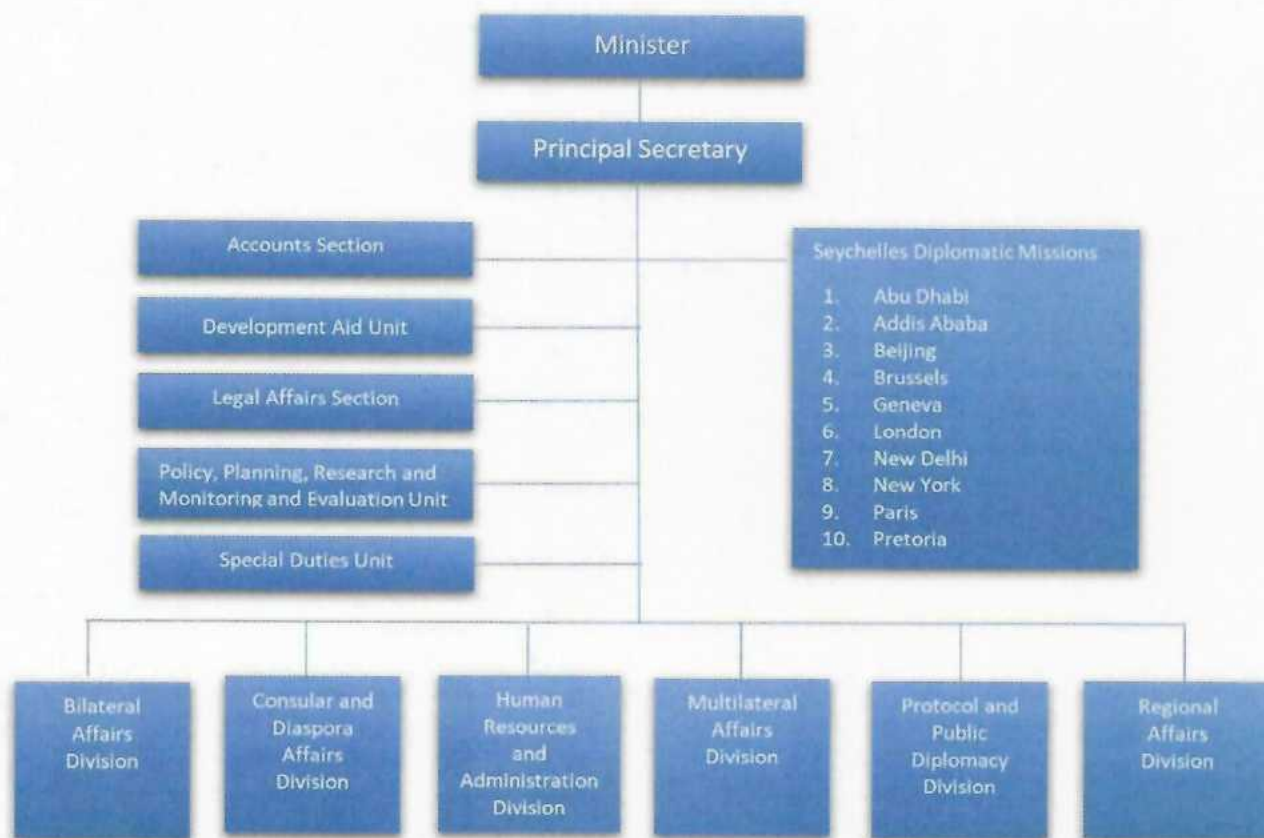
Art 66(3A) ins by s 3(c) of Act 14 of 1996 w.e.f. 14 August 1996

3.1. Objectives / Mandate

The Ministry for Foreign Affairs and the Diaspora 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 Ministry is, therefore, the gatekeeper for Seychelles' national interests by providing a link with members of the international community and vice versa.

4. Structure of the Ministry for Foreign Affairs and the Diaspora and functions

4.1. Structure



4.2. Functions

70. (1) A Minister has such title, portfolio and responsibility as may be determined from time to time by the President and a Minister may be assigned the responsibility of more than one Ministry at any time.

(2) Nothing in this article operates to prevent the conferring of functions on a Minister by or under an Act.

Art 70(2) rep and art 70(3) renumbered as art 70(2) by s 2(f) of Act 14 of 1996 w.e.f. 14 August 1996

(3) Ministers shall perform their functions under clause (1) under the direction of the President.

Art 70(4) renumbered as art 70(3) by s 2(f) of Act 14 of 1996 w.e.f. 14 August 1996

5. Key contact details for Access to Information of the Ministry for Foreign Affairs and the Diaspora

5.1 Information Officer

Name: Aline Morel
Tel: 4283546/ 2814632
Email: amorel@mfa.gov.sc

5.2 Head of Information Holder

Name: Ian Madeleine
Tel: 4283605
Email: IMadeleine@mfa.gov.sc / ps@mfa.gov.sc

5.3 Head Office Contact

Postal Address: P. O Box 656

Physical Address: Ministry of Foreign Affairs and the Diaspora
Maison Quéau de Quinssy
Victoria
Mahe
Republic of Seychelles

Telephone: 4283500

Email: ps@mfa.gov.sc

Website: www.mfa.gov.sc

6. Description of all remedies available in respect of an ATIA or failure to act by the Ministry of Foreign Affairs and the Diaspora

1. Manuals referred to in subsection 53 (1) shall include the categories of information that the information holder will proactively disclose and those which will be made available only through the formal request process.
2. The information manual shall, together with the information required in subsection 53 (2), include the following information about the information holder —
 - a) A description of the structure and its functions, powers and duties;
 - b) Physical and electronic contact details of the information officer and the head of the information holder;

- c) The guidelines developed by the information commission under section 51(2);
- d) A description of any arrangement or provision for a person to make recommendations or to otherwise participate in the formulation of policy or the exercise of powers or performance of duties by the information holder;
- e) A description of remedies available in respect of an act or omission by the information holder; and
- f) The manner of payment of any reproduction fees, and transcription fees.

3. An Information Holder shall —

- (a) update and publish its information manual whenever material changes to the information therein occur, but at least every 2 years; and
- (b) submit the updated information manual to the Information Commission.

7. Categories of records of the Ministry for Foreign Affairs and the Diaspora which are available without a person having to request access

Categories	Document Type	Available on website	Available upon ATIA request
Strategic Documents (Plans and Reports)	- Organisational profile (overview, objectives, functions); - Strategic Plan 2021 - 2025; - Foreign Policy;	X	
Legislations / Regulations/Reports	- List of Multilateral Treaties to which Seychelles is Party, March 2023 - Privileges and Immunities (Diplomatic, Consular and International Organisations) Act 1980 - UPR Report Working Group – Human Rights Council – Seychelles 2021 - Seychelles Report to the Universal Periodic Review – 2021	X	

Diplomatic Directory	- Seychelles Representations Abroad - Foreign Missions Accredited to Seychelles	X	
Newsroom/ Publications	- Press Releases - Speeches and Statements - Newsletters - Gallery	X	
Resources	- Policies and Guidelines - Seychelles Membership to International Organisations - International Conventions, Agreements and Laws - National Order of Precedence - Anthems - List of Public Holidays in Seychelles - Frequently Asked Questions - Publication Information Manual	X	

8. Services Available to members of the public from the Ministry of Foreign Affairs and the Diaspora and how to gain access to those services.

8.1. Services available

The below mentioned services are offered to members of the public and can be accessed in a number of ways as listed below:

1. MFAD website on the following link, www.mfa.gov.sc
2. By calling the Office on 4283500
3. For Protocol related matters, they can send an email to protocol@mfa.gov.sc
4. For Diaspora related matters, individuals can send an email to diaspora@mfa.gov.sc or
5. Call the diaspora hotline which is 2722226

Consular Services

- Authentication of Documents
- Passport information
- Consular Assistance to Seychellois
- Consular Assistance to Visitors
- Information for Travelling to Seychelles

Protocol Services

- VIP Lounge and Pre-arrival Notification
- Protocol Transport
- Protocol Assistance and Guidance
- Exemption and Refund of Taxes
- Issuance of ID Cards
- Guidance on the Proper Display of the Seychelles Nation Flag
- Guidelines on Specifications and Correct Usage of the Seychelles National Symbols
- Sale of Seychelles National Flag

Diaspora services

- Diaspora Registration Form

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the Ministry of Foreign Affairs and the Diaspora.

Not applicable

10. Availability of the Manual

This Manual is made available in the following official language -

1. English;

A copy of this Manual or the updated version thereof, is also available as follows-

1. On www.mfa.gov.sc , if any, of the public body;
2. At the head office of the public body for public inspection during normal business hours;
3. To any person upon request
4. To the information Commission upon request

11. Updating of the Manual

The Foreign Affairs Department will, if necessary, update and publish this Manual annually.

Issued by:

ANNE MOREL

Information Officer

Date 07/01/2026

IAN MADELEINE
Head of Information Holder


Date

