



PUBLICATION INFORMATION MANUAL

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

**DATE OF COMPILATION: January 2026
DATE OF REVISION:**

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1. List of Acronyms and Abbreviations

1.1	“HOIH”	Head of Information Holder
1.2	“IC”	Information Commission
1.3	“IO”	Information Officer
1.4	“ATIA”	Access to Information Act

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 Red Cross Society of Seychelles without the need for submitting a formal ATIA request;
2. Have an understanding of how to make a request for access to a record of the Red Cross Society of Seychelles
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 Red Cross Society of Seychelles regarding requests for access to the records, before approaching the information commission;
5. The description of the services available to members of the public from the Red Cross Society of Seychelles, 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 Red Cross Society of Seychelles 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 Red Cross Society of Seychelles has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Red Cross society of Seychelles

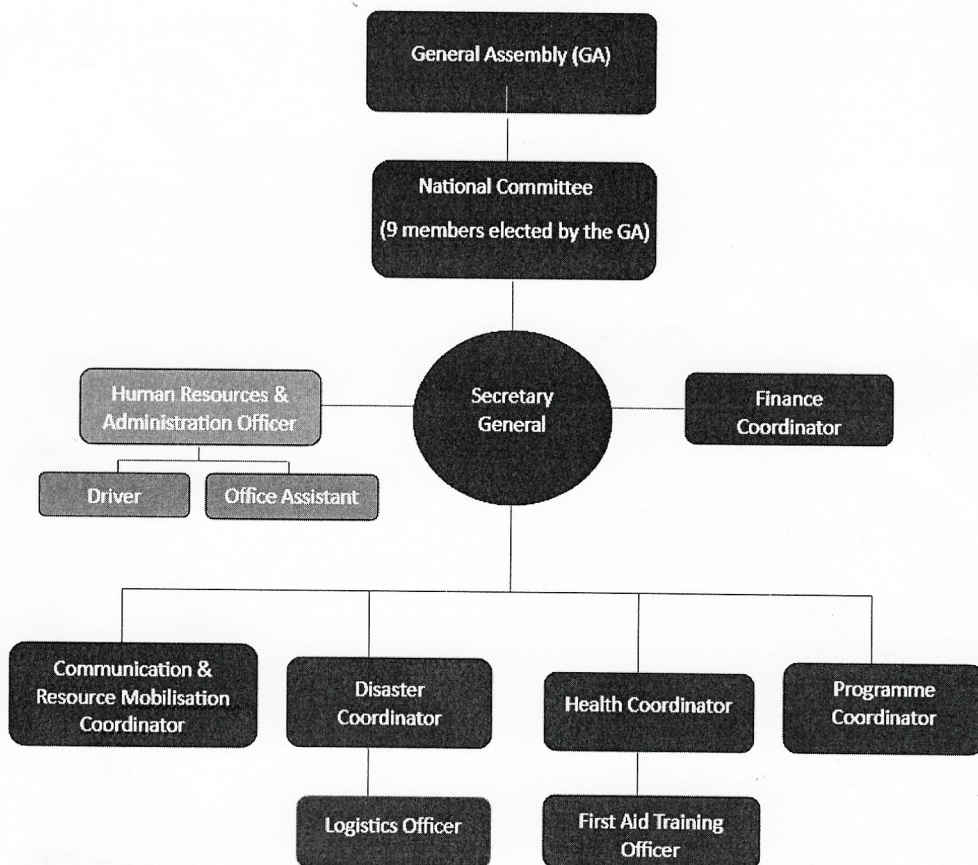
3.1. Objectives / Mandate

Mandate

The mandate of the Red Cross Society of Seychelles, as described in the 1991 Act, is “to prevent and alleviate suffering with complete impartiality, making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions”.

4. Structure of the Red Cross society of Seychelles and functions

4.1. Structure



4.2. Functions

- (a) contribute to the improvement of health and social welfare, the prevention of disease, the alleviation of human suffering and the promotion of respect for human beings;
- (b) organise emergency relief services for victims of disasters;
- (c) in the event of an armed conflict, assist the sick, wounded, civilians, prisoners of war and other victims of such conflict;
- (d) disseminate and implement the ideals and fundamental principles of the Movement as set out in the Preamble of the Statutes of the Movement;
- (e) take part in national preparedness and humanitarian response plans in situations of armed conflict and other situations of violence, natural or man-made disasters and other emergencies, which may occur within the territory of the Seychelles;
- (f) carry out training and certification in areas related to emergency services, pre- and post- hospital care, first aid, humanitarian assistance and disaster management;
- (g) carry out emergency response and provide ambulance services in areas of medical health care, accidents and other emergencies;
- (h) provide community services to the general population through the Society's own programs in such fields as health, the prevention of diseases, disaster management, shelter management, social welfare, education among other activities in the humanitarian field;
- (i) manage an effective national network to restore family links between people separated as a consequence of armed conflict, other situations of violence, natural or man-made disasters or other situations requiring a humanitarian response;
- (j) cooperate with the Public Authorities and public service personnel in the national application and implementation of international humanitarian law, and to ensure the protection of the red cross and of other distinctive emblems and designations recognised under the 1949 Geneva Conventions and their Additional Protocols;
- (k) promote and disseminate information on international humanitarian law, disaster law, the Fundamental Principles and the spirit of volunteerism;
- (l) cooperate with other Red Cross or Red Crescent Societies, the International Committee of the Red Cross and the International Federation of Red Cross and Red Crescent Societies in carrying out its activities freely and in accordance with the Fundamental Principles of the International Red Cross and Red Crescent Movement; and
- (m) do all other things incidental to or in furtherance of the above functions.

5. Key contact details for Access to Information of the Red Cross Society of Seychelles

5.1 Information Officer

Name: Belinda Valmont
Tel: 2521052
Email: angelavalmont@gmail.com

5.2 Head of Information Holder

Name: Secretary General -Marie-May Esparon
Tel: 4374544/2562963
Email: sg@redcrossseychelles.sc

5.3 Head Office Contact

Postal Address: Red Cross Society of Seychelles, Providence, Zone 18
Physical Address: Providence, Zone18
Telephone: 4374544
Email: sg@redcrossseychelles.sc
Website: www.redcrossseychelles.sc

6. Description of all remedies available in respect of an ATIA or failure to act by the Red Cross Society of Seychelles

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 Red Cross Society of Seychelles which are available without a person having to request access

Categories	Document Type	Available on website	Available upon ATIA request
About the RCSS	- Vision --Mission -Structure Contacts	www.redcrossseychelles.sc	
Strategic Documents (Plans and Reports)	- Organisational profile (overview , objectives , functions); - Annual Reports; - Strategic Plan; - Annual Performance Plan; - Strategic and performance Plans;	www.redcrossseychelles.sc	
Services & programmes	-Disaster Risk Management & Community Disaster Risk Reduction -Community-based Health & Safety -Recruitment of non-remunerated blood donors -Principles & values & Humanitarian Diplomacy Photo gallery of activities	www.redcrossseychelles.sc	
Legislations /Regulations	Red Cross Act Statutes IFRC regulations		

8. Services Available to members of the public from the Red Cross Society of Seychelles and how to gain access to those services.

8.1. Services available

Members of the public may access the services of the Red Cross Society of Seychelles (RCSS) through the following channels:

- **Direct contact with RCSS offices**, where individuals may seek information, request assistance, or be referred to relevant programmes
- **Community outreach and field activities**, including awareness sessions, trainings, and

- emergency response activities conducted at community level
- **Volunteer registration**, allowing individuals to participate in RCSS programmes and humanitarian actions
- **First Aid training programmes**, which are open to individuals, institutions, and organisations
- **Referrals through government departments, community leaders, or partner organisations**, particularly for social support and humanitarian assistance
- **Public communications**, including RCSS social media platforms, press releases, and public announcements, which provide information on available services and activities. RCSS services are provided **without discrimination**, in accordance with the Fundamental Principles of the Red Cross and Red Crescent Movement, and are based on assessed needs and available resources.

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Red Cross Society of Seychelles

The RCSS) encourages public participation and stakeholder engagement in the formulation of policies, the exercise of its powers, and the performance of its duties through the following mechanisms:

- Community consultations and outreach activities, including public awareness sessions, workshops, and community meetings at district and island level
- Volunteer engagement, where members of the public may register and participate directly in RCSS programmes and activities
- Stakeholder consultations with government ministries, departments, civil society organisations, and community leaders
- Feedback and complaints mechanisms, allowing individuals and communities to provide input, suggestions, or raise concerns regarding RCSS services and interventions
- Public information and communication channels, including press releases, social media platforms, public campaigns, and community events
- Participation in national committees and forums, where RCSS represents community perspectives and contributes to policy dialogue
- Constant meetings/consultations with relevant partners

Through these channels, RCSS ensures that public views, needs, and priorities are considered in decision-making processes and the delivery of humanitarian services.

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.redcrossseychelles.sc if any, of the public body;
2. At the head office of the public body for public inspection during normal business hours:

11. Updating of the Manual

The Red Cross Society of Seychelles will, if necessary, update and publish this Manual annually.

Issued by:

Belinda Valmont



Information Officer

10th February 2026

Date

Marie-May Esparon



Head of Information Holder

10th February 2026

Date



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OFFICIAL STAMP



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