



PUBLICATION INFORMATION MANUAL

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

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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
1.5.	“DBE”	Department of the Blue Economy

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 Department of the Blue Economy (DBE) 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 Department of the Blue Economy;
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 Department of the Blue Economy 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 Department of the Blue Economy, 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 Department of the Blue Economy 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 Department of the Blue Economy has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Department of the Blue Economy

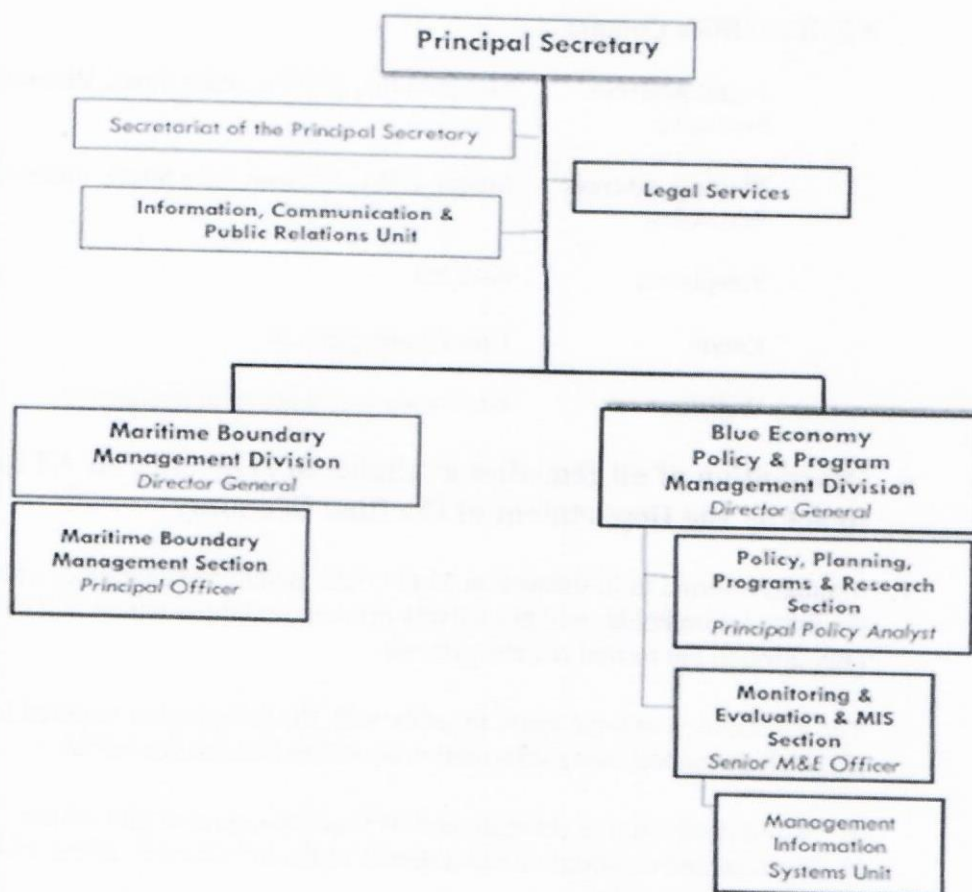
The Department of the Blue Economy (DBE) was created in February 2015, and is currently positioned under the Ministry of Fisheries and the Blue Economy.

3.1. Objectives / Mandate

The mandate of the Department is to provide strategic direction and coordination of the Blue Economy implementation, as part of the continued sustainable development of Seychelles.

4. Structure of the Department of the Blue Economy and functions

4.1. Structure



4.2. Functions

- Create sustainable wealth
- Share prosperity
- Secure healthy, resilient and productive oceans
- Strengthen the enabling environment.

5. Key contact details for Access to Information of the (Insert the name of the Public Body)

5.1 Information Officer

Name: Terrence Crea
Tel: 4672307
Email: terrence.crea@yahoo.com

5.2 Head of Information Holder

Name: Mrs. Phillianne Ernesta
Tel: 4672317
Email: phillianne.albert@gov.sc

5.3 Head Office Contact

Postal Address: Maison collet, 2nd Floor, Palm Street, Victoria, Mahe,
Seychelles
Physical Address: Maison collet, 2nd Floor, Palm Street, Victoria, Mahe,
Seychelles
Telephone: 4672300
Email: blueeconomy@gov.sc
Website: <http://www.mofbe.gov.sc/blue-economy/>

6. Description of all remedies available in respect of an ATIA or failure to act by the Department of the Blue Economy

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 Department of the Blue Economy 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)	<ul style="list-style-type: none"> - Organisational profile (overview , objectives , functions); - Blue Economy Strategic Policy Framework and Roadmap, - Annual Performance Plan; - Strategic and performance Plans; - Communication Plans 	X	

8. Services Available to members of the public from the Department of the Blue Economy and how to gain access to those services.

8.1. Services available

The public can access information via the Department's website or by telephoning the Information officer who can provide a soft copy of the requested documents.

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the Department of the Blue Economy.

The public may participate in such processes if they are invited to either share their views and position. Additionally, throughout the processes and the nature of the work of the Department various stakeholders, including the public is consulted when needed.

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 the Department of the Blue Economy Website (<http://www.mofbe.gov.sc/blue-economy/>), 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 Blue Economy Department upon request

11. Updating of the Manual

The Department of the Blue Economy will, if necessary, update and publish this Manual annually.

Issued by:

Serena Guérin
Information Officer

20/01/25
Date

P. Gneite
Head of Information Holder

20/01/25
Date

OFFICAL STAMP