



SEYCHELLES PARKS AND GARDENS AUTHORITY

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

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|-----|---------------|----------------------------------------|
| 1.1 | “HOIH” | Head of Information Holder |
| 1.2 | “IC” | Information Commission |
| 1.2 | “IO” | Information Officer |
| 1.4 | “ATIA” | Access to Information Act |
| 1.5 | “CEO” | Chief Executive Officer |
| 1.6 | “DCEO” | Deputy Chief Executive Officer |
| 1.7 | “SPGA” | Seychelles Parks and Gardens Authority |

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 Seychelles Parks and Gardens Authority, 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 Seychelles Parks and Gardens Authority;
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 Seychelles Parks and Gardens Authority 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 Seychelles Parks and Gardens Authority, 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 Seychelles Parks and Gardens Authority 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 Seychelles Parks and Gardens Authority has appropriate security

measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Seychelles Parks and Gardens Authority

The Seychelles Parks and Gardens Authority was officially established in 2022, following the merger of the former Seychelles National Parks Authority (SNPA) and the National Botanical Garden Foundation (NBGF). This came about through the:

Seychelles Parks and Gardens Authority Act, 2022 (Act 4 of 2022)

Part II – Section 3 – Establishment and Functions of the Authority

Establishment of the Authority

3.(1) There is hereby established an Authority to be known as the Seychelles Parks and Gardens Authority.

(2) The Authority, shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name, be capable of —

(a) suing and being sued;

(b) purchasing or otherwise acquiring, holding, charging or disposing of movable or immovable property;

(c) borrowing money with the approval of the Minister responsible for finance;

(d) collecting all dues, rental fees and other moneys payable to the Authority under this Act or any other law administered by the Authority; and

(e) with the permission from the Minister responsible for finance opening and maintaining such accounts with a financial institution for any specific or general purpose.

(3) The Authority may enter into agreements and arrangements with any organisation in respect of any matter relating to parks and gardens or any matter the Authority deems expedient.

3.1. Objectives / Mandate

Vision: That the Parks and Gardens of Seychelles are secure and thriving, sustained by adequate finances and a network of relevant stakeholders.

Mission: Ensuring that the protected areas and gardens are managed for the benefit of all

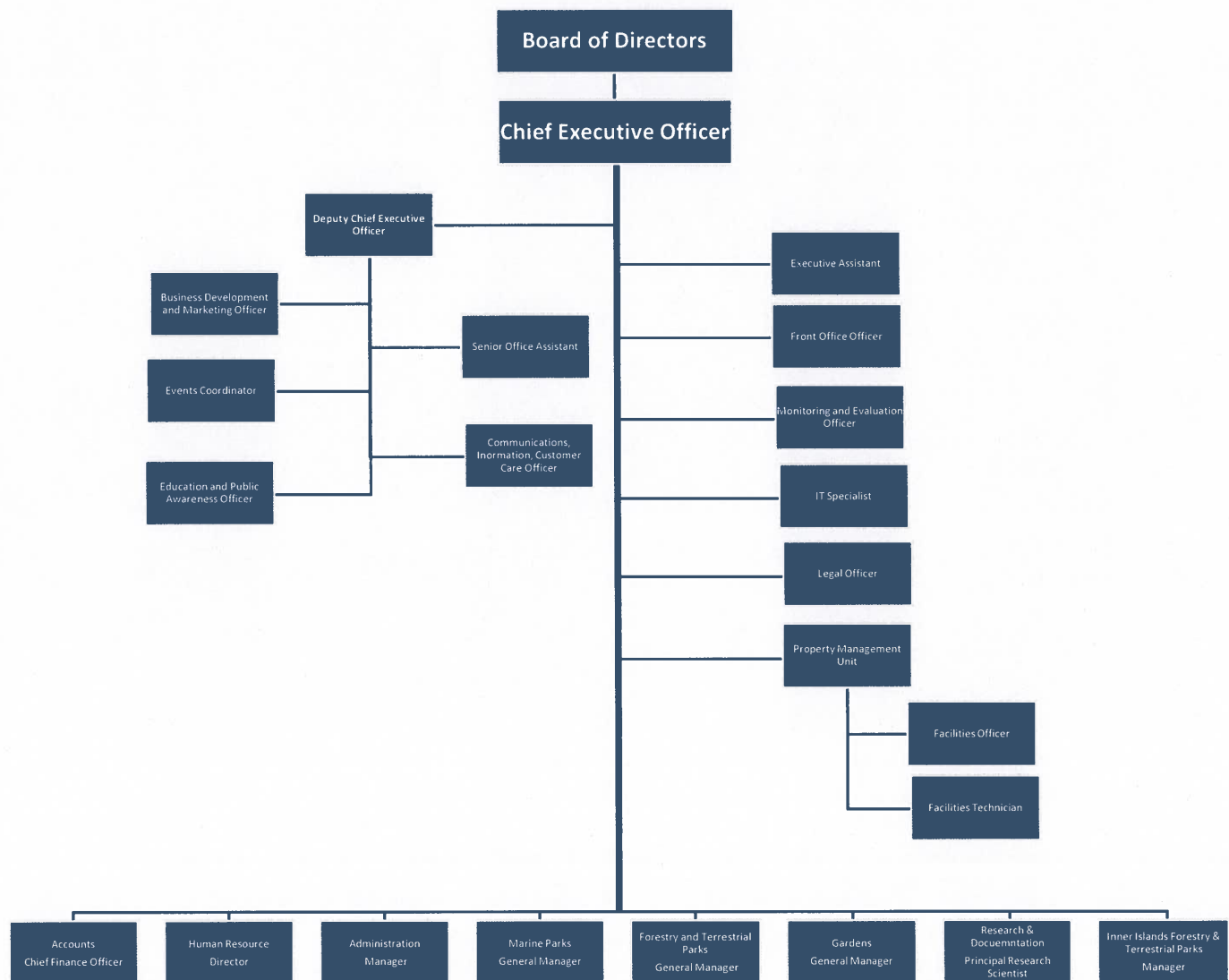
Commitments

- To protect, as a first priority, our natural environment and ecosystems and ensure that they remain healthy.
- To deliver a consistent, quality and reliable service to our customers.
- To demonstrate the value of protected areas to the country's economy, national development and its people. To inspire a generation of conservationists through passion and knowledge.

4. Structure of the Seychelles Parks and Gardens Authority and functions

4.1. Structure

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4.2. Functions

The functions of the Authority are to:

- (a) promote the participation of Government, the public and businesses in conservation work;
- (b) protect and manage effectively the ecosystems and biodiversity in designated Protected Areas which fall under the jurisdiction of the Authority;
- (c) implement national conservation policies and obligations under multilateral agreements;
- (d) implement forestry practices and management;
- (e) protect habitats and ecosystems from anthropogenic threats such as forest fire, pollution and coral destruction;
- (f) undertake specialist services such as plant identification and offer specialist consultancy services;
- (g) facilitate and conduct research related to biodiversity and protected areas;
- (h) deliver services of a high standard for the users of gardens and parks;
- (i) engage in commercial activities related to the functions of the Authority;
- (j) provide tourism and recreational activities;
- (k) provide gardening and landscaping services, guided tours, and similar services;
- (l) promote education and awareness activities.

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

5.1 Information Officer

Name: Geraldine Joubert (Ms.)
Tel: 4225114 / 2725057
Email: geraldine.joubert@gov.sc

5.2 Head of Information Holder

Name: Allen Cedras (Mr.)
Tel: 4225114 / 2726101
Email: a.cedras@gov.sc

5.3 Head Office Contact

Postal Address: P.O Box 1240, Victoria, Mahe
Physical Address: Orion Mall, Unit 5C -8C, Second Floor, Victoria, Mahe
Telephone: 4225114
Email: infospga@gov.sc
Website: www.spga.gov.sc

6. Description of all remedies available in respect of an ATIA or failure to act by the Seychelles Parks and Gardens Authority

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;

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- 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 Seychelles Parks and Gardens Authority which are available without a person having to request access

| Categories | Document Type | Available on website | Available upon ATIA request |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------|
| Tender Document | - Advertised Tender | X | |
| Vacancies | - Vacancies Adverts | X | |
| Legislations / Regulations | - Seychelles Parks and Gardens Authority Act, 2022 - Nature Reserves and Conservancy Act, 2022 | X | |
| Strategic Documents (Plans and Reports) | - Organizational profile (overview, objectives, functions) - Annual Reports - Strategic Plan - Management Plans - Research Strategic Plan - Board of Directors | X | |
| Services & Products | - Guides and Brochures - Official Nature Trails - Licensed tour guides - Commercial fees & Product fees | X | |

8. Services Available to members of the public from the Seychelles Parks and Gardens Authority and how to gain access to those services.

8.1. Services available

| Category | Service Type | Available on/at: |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recreational / eco-tourism | <ul style="list-style-type: none"> - Trails - Marine Protected Areas - Gardens - Rental of Facilities | <ul style="list-style-type: none"> - https://www.spga.gov.sc/sites/default/files/2024-01/list-of-official-nature-trails-jan-2024.pdf - https://www.spga.gov.sc/parks - https://www.spga.gov.sc/gardens - https://www.spga.gov.sc/sites/default/files/2024-01/garden-rates-2024.pdf |
| Education and Awareness | <ul style="list-style-type: none"> - Internship Programs - Talks and presentations - Research Opportunities - Clean-ups and planting activities | infospga@gov.sc |
| Products | <ul style="list-style-type: none"> - Coco de Mer - Plants - Timber Products | https://www.spga.gov.sc/our-products |

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the Seychelles Parks and Gardens Authority

1. Feedback Surveys

- <https://form.jotform.com/232152103993047>
- <https://form.jotform.com/232151327298052>

2. Stakeholder Quarterly Meetings

3. Public engagement and outreach activities in collaboration with general public/ educational institutions/ government and private organizations/agencies

4. Feedback and notifications via communications channels:

- Facebook
- Instagram
- LinkedIn
- Twitter
- Official Website

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.spga.gov.sc
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 Seychelles Parks and Gardens Authority (SPGA), will if necessary, update and publish this Manual annually.

Issued by:

Gaubert
Geraldine Joubert (Ms.)
Information Officer

30/01/24
Date

A
Allen Cedras (Mr.)
Head of Information Holder

30/1/24
Date

