



PUBLICATION INFORMATION MANUAL

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

January 2026

Content

1. List of Acronyms and Abbreviations.....	3
2. Purpose of Publication Manual	3
3. Establishment of the National Council for Children (NCC).....	4
4. Structure and functions of the NCC	5
5. Key contact details for Access to Information	7
6. Description of all remedies available in respect of an ATIA or failure to act	7
7. Categories of records which are available without a person having to request access.....	8
8. Services Available to members of the public and how to gain access to them.....	9
9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by the NCC.	12
10. Availability of the Manual	13
11. Updating of the Manual.	14

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	"NCC"	National Council for Children

2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

- 2.1 Check the nature of the records which may already be available at the NCC without the need for submitting a formal ATIA request
- 2.2 Have an understanding of how to make a request for access to a record of the NCC
- 2.3 Access all the relevant contact details of the persons who will assist the public with the records they intend to access
- 2.4 Know all the remedies available from the NCC regarding request for access to the records, before approaching the information commission
- 2.5 The description of the services available to members of the public from the NCC, and how to gain access to those services
- 2.6 A description of the guide on how to use ATIA, as updated by the information commission and how to obtain access to it
- 2.7 If the body will process personal information, the purpose of the processing of personal information and the description of the categories of data subject and of the information or categories of information relating thereto
- 2.8 Know if the NCC 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
- 2.9 Know whether the NCC has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the National Council for Children.

Seychelles National Council for Children Act

Act 30 of 1980

Commenced on 1 January 1981

[This is the version of this document at 30 June 2012 and includes any amendments published up to 30 June 2014.]

[Act 30 of 1980; Act 9 of 1991; Act 9 of 1997]

Part I – Preliminary

1. Short title

This Act may be cited as the National Council for Children Act.

2. Interpretation

In this Act,

"Chairman" means the Chairman of the Council;

"Council" means the National Council for Children established under section

"member" means a member of the Council.

Part II – The Council

3. National Council for Children

(1) There is established by this Act the National Council for Children in Seychelles, which shall be a body corporate with perpetual succession.

(2) The Council shall consist of 12 members who shall be appointed by the President.

(3) The President shall appoint two of the members of the Council to be its Chairman and ViceChairman respectively.

(4) A member shall hold office for such term and on such conditions as the President may determine and shall, at the expiry of his term of office, be eligible for re-appointment.

4. Patron

The Council shall appoint as Patron a person devoted to the functions of the Council.

5. Functions (1) The functions of the Council shall be—

- (a) to advocate and protect the interests of the children;
- (b) to promote the well-being of children and families;
- (c) to promote positive family values;
- (d) to collaborate with and support providers of care and assistance to children in need
- (e) to advise and support agencies that administer and provide facilities for the welfare of the children;
- (f) to collaborate with other persons and public and private organisations, both nationally and internationally, in furtherance of the welfare of the children;
- (g) to initiate reforms in legislation, policies and practices pertaining to children;
- (h) to advise Government on all matters relating to children and families;
- (i) to raise greater awareness on issues relating to children;
- (j) to promote and provide training of all persons involved with children on a professional basis;
- (k) to work for the prevention of all forms of child abuse;
- (l) to promote and develop treatment programmes for children and families;
- (m) to undertake such other activities in relation to the care and well-being of children as may be provided by or under any written law;
- (n) to carry out research and other activities in furtherance of the aforementioned functions;
- (o) to promote the implementation of the United Nations Convention on the Rights of the Child; and
- (p) to raise funds in Seychelles or elsewhere to enable it to carry out the aforementioned functions

(2) Subject to this Act, the Council shall have power to do all things necessary or convenient to be done for, or in connection with, or incidental to, the exercise of its functions.

Part III – Administration and procedure

6. Council meetings

- (1) Subject to this section, the Council shall regulate its meetings and proceedings in such manner as it thinks fit.
- (2) The Council shall meet at least once every 3 months but otherwise at such intervals as the Council may decide or when convened by the Chairman for a special meeting in accordance with subsection (3).
- (3) Subject to subsection
- (4), the Chairman may at any time, and shall, without delay at the request of at least 3 members, convene a special meeting of the Council.
- (4) The Chairman shall give at least 7 days' notice of a special meeting of the Council and in the notice the Chairman shall also specify the purpose for which the meeting has been convened.
- (5) Subject to subsection
- (6), the Chairman and 4 other members shall constitute a quorum for a meeting of the Council

- (6) Where the Chairman is absent from Seychelles or is unable to attend a meeting, 5 members shall constitute a quorum for a meeting of the Council.
- (7) At a meeting of the Council— (a) the Chairman or, in his absence, the Vice-Chairman, or in the absence of both the Chairman and the Vice-Chairman, the member elected to preside at the meeting by the members present, shall preside; (b) all questions shall be decided by a majority of votes of the members present and voting; (c) each member shall have one vote but the Chairman or person presiding at the meeting shall, in the event of an equality of votes, have also a casting of vote.

7. Execution of deeds

All deeds, instruments, contracts and other documents shall be deemed to be duly executed by or on behalf of the Council if they are—

- (a) sealed with the seal of the Council; and
- (b) signed by —
 - (i) the Chairman or by a person delegated by him in writing to exercise his powers under this section either generally or for a particular purpose; and
 - (ii) one other member of the Council

8. Officers and staff

(1) The Council shall appoint or employ such officers and staff as may be reasonably necessary for the purposes of or in connection with its functions under this Act on such terms and conditions as the Council may determine.

- (2) The Council may —
 - (a) provide for training, career development and discipline for its officers and staff;
 - (b) give directions to its officers and staff with regard to any matter and the officers and staff shall comply with the directions.
- (3) The officers and staff shall be under the administrative control of the Council

9. Funds of the Council

(1) The funds and property of the Council shall consist of —

- (a) moneys provided to the Council by the Government;
- (b) moneys and property lawfully received by the Council by way of grant, subsidy, donation, loan or otherwise for the purposes of the Council;
- (c) moneys due on any investment made by the Council;
- (d) moneys derived from the sale of any property of the Council;
- (e) income derived from any assets of the Council.

(2) The Council may apply its funds and property —

- (a) for the purpose of paying the expenses and meeting any other financial obligations of the Council;
- (b) for any purpose in connection with, or for the furtherance of any of, the functions of the Council.

10. Accounts and audit

(1) Unless the Minister responsible for Finance otherwise directs, the financial year of the Council shall end on the 31st December of each year.

(2) The Council shall —

- (a) cause to be prepared before the beginning of each financial year estimates of its income and expenditures for the financial year;
- (b) cause to be kept proper books and records of its income, expenditure, assets and liabilities;
- (c) cause the accounts of the Council at the end of each financial year to be audited by an auditor qualified in accordance with the Companies Act and appointed by the Council.

(3) The auditor appointed for the purposes of subsection (2)(c) shall satisfy himself that the accounts of the Council have been properly prepared in accordance with sound accounting principles and shall submit his report in respect of the accounts to the Council.

11. Annual report

The Council shall within 6 months after each financial year publish an annual report dealing with the work of the Council during the preceding year.

Part IV – Miscellaneous

12. Exemptions

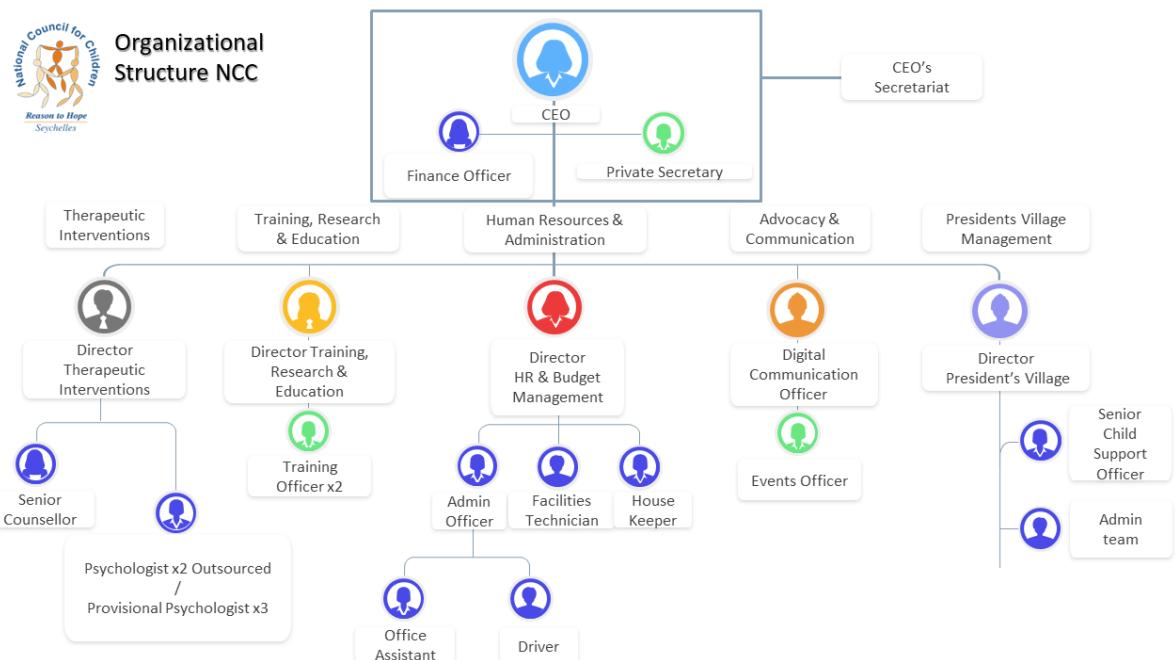
- (1) The Council shall not be subject to the Companies Act.
- (2) The Council shall not be liable to any taxation or duty imposed by law in respect of income, whether gross or net, profits, gifts or legacies, or to any duty, fee, rate, cess or other impost under any law.
- (3) No duty shall be chargeable under the Stamp Duty Act in respect of any instrument executed by or on behalf of, or in favour of, the Council.
- (4) The Minister may, whether for the purpose of removing doubt as to the extent of this section or for the purpose of extending the immunities of the Council, by order in the Gazette specify any tax, duty, fee, rate, cess or other impost as one to which the Council shall not be liable, and the law relating thereto shall have effect accordingly.
- (5) No liability shall be incurred by, and no action shall be brought against, the Council or any of its officers or staff in respect of any advice given in good faith by it or them.

13. Regulations

The Minister may make regulations for the better carrying out the objects and provisions of this Act.

4. Structure of and functions of the NCC.

4.1. Structure



4.2. Functions

The functions of the Council are prescribed by the NCC Act 1980 as previously mentioned. According to section 5 of the Act, the functions are as follows:

- ▶ to advocate and protect the interests of the children;
- ▶ to promote the well-being of children and families;
- ▶ to promote positive family values;
- ▶ to collaborate with and support providers of care and assistance to children in need;
- ▶ to advise and support agencies that administered and provide facilities for the welfare of the children;
- ▶ to collaborate with other persons and public and private organisations, both nationally and internationally, in furtherance of the welfare of the children;
- ▶ to initiate reforms in legislation, policies and practices pertaining to children;
- ▶ to advise Government on all matters relating to children and families;
- ▶ to raise greater awareness on issues relating to children;
- ▶ to promote and provide training of all persons involved with children on a professional basis;
- ▶ to work for the prevention of all forms of child abuse;
- ▶ to promote and develop treatment programmes for children and families;
- ▶ to undertake such other activities in relation to the care and well-being of children as may be provided by or under any written law;
- ▶ to carry out research and other activities in furtherance of the aforementioned functions;

- ▶ to promote the implementation of the United Nations Convention on the Rights of the Child; and
- ▶ to raise funds in Seychelles or elsewhere to enable it to carry out the aforementioned functions

5. Key contact details for Access to Information of the National Council for Children.

a. Information Officer

Name: Mr. San Finesse
Tel: 4283900/2642282
Email: s.finesse1@gov.sc

b. Head of Information Holder

Name: Mrs. Yasmin Umarji
Tel: 4283900/2633272
Email: yumarji@gov.sc

c. Head Office Contact

Postal Address: P.O.BOX337

Physical Address: French Chang Him Road, Bel Eau
Telephone: 4283900
Email: yumarji@gov.sc
Website: ncc.gov.sc

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

1. Active and updated website.
2. Schedule and checklist for continuous update of website.
3. Visibility and presence on Facebook, Instagram and YouTube
4. Continuous liaison with different internal information holder.
5. Continuous refresher on the Access to the Information Act internally.

7. **Categories of records of the NCC which are available without a person having to request access.**

Categories	Document/Information Type	Available on Website	Available upon ATIA Request
Manual	Publication Information Manual	✓	✓
Legislation/ Regulations	NCC ACT Child protection policy 2012 Safeguarding Children in the media policy	✓ ✓ ✓	✓ ✓ ✓
Strategic Documents	Access to Information Report 2020 - 2025 Budget Summary 2023 - 2024 NCC statistics report 2020-2023 NCC Statistics Report 2024 NCC Strategic plan 2022-2025 NCC Operation Plan and Priorities 2022, 2023, 2024 and 2025 Training Section Annual Report 2025	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓
Forms	Job application form	✓	✓
Particulars of organization and procedures	Mission statement, Vision Services on offer (Sections) Structure or organization List and details of employees Procedures for requesting training services Procedures for requesting therapeutic services Procedures for donations Presidents Village Admissions procedures	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Main Projects and events	Festival Zanfan Photo gallery	✓	✓
Access to information Menu	Procedures on Access to Information	✓	✓
Links to other websites	Ministry of Education Agency for Social Protection The Family Tribunal The Seychelles Police The Seychelles Government Portal	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
Mention and link to other social media platforms.	Facebook Instagram WhatsApp YouTube	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓

8. Services available to members of the public from the NCC and how to gain access to those services.

Services available

8.1 Training, Research and Education Section

- Provides professional development opportunities that promote, advocate and strengthen the safeguarding and protection of children
- Develop and maintain a robust approach that promotes the voice and leadership of children.
- Conduct research on issues pertaining to children and produce papers and publications for influencing decision makers.
- Courses and training opportunities that relate to the articles of the United Nation Convention on the Rights of the Child (UNCRC)
- All our courses are free of charge and requires a prior booking of 7 working days.
- To enquire about or to book for a course please contact 4283900 and ask for the Training Section

8.2 Psychology and Counselling Services

- The section offers counselling and therapy for childhood behavioural and emotional problems, family conflicts and parental problems.
- Providing therapy encompasses a range of interventions, based on psychological theory and evidence, which help individual to alter their thinking, behaviours and relationships in the present, and process trauma and disturbance from the past, in order to alleviate emotional distress and improve psychosocial functioning.
- The section also works to empower families in enhancing/developing coping strategies, family well-being, maintaining and extending social networks, managing/coping with a crisis and, where appropriate, recognizing early signs of relapse.
- Other functions of the section are to advocate on behalf of clients when necessary, work in partnership with other agencies to ensure wellbeing and best interest of children.
- Interventions are conducted both at individual and group level.
- The services are offered in house as well as in the community.
- Procedures for accessing services are found on the website under the services section. To book an appointment, please contact 4283900 and ask for the Therapy Section.

8.3 Communication and Events

- This section uses a range of medium and communication strategies to promote the vision and mission of NCC.
- It helps organize events and activities that promote the rights of the child.
- It encourages the local community and businesses to contribute towards projects and events aimed at empowering children and their families.
- It also ensures the presence of the organization on different mediums such as social media platforms, television, radio, newspapers and website.
- The section produces press releases, arranges for media interviews and ensures the dissemination of information

8.4 President's Village

- The facility is able to cater for 30 children and provides a warm and loving home to at risk children who have been removed from their parents by Social Services.
- Each house provides a family setting where boys or girls of different ages share chores, interact with each other and their caregiver whilst sharing a common compound.
- The facility is managed by the National Council for Children and is funded by the government.
- The residents benefit from education, health care, food, shelter, clothing and therapeutic support.
- The facility relies on the help of other benefactors to cater for activities such as special treats to cinema, shopping and holiday trips.
- The power for admission of residents as well as access to the resident's rest with Social Services in their capacity as the children's legal custodians. (More information regarding the admission procedures can be found in the resources section of the website)
- Individuals and groups wishing to be benefactors of the Village, have to address all correspondence to the CEO. Procedures are then followed to gather information. Suitability check is conducted working in partnership with Social Services. The check is important due to the vulnerability and safety of the children.

8.5 Human Resource and Administration Section

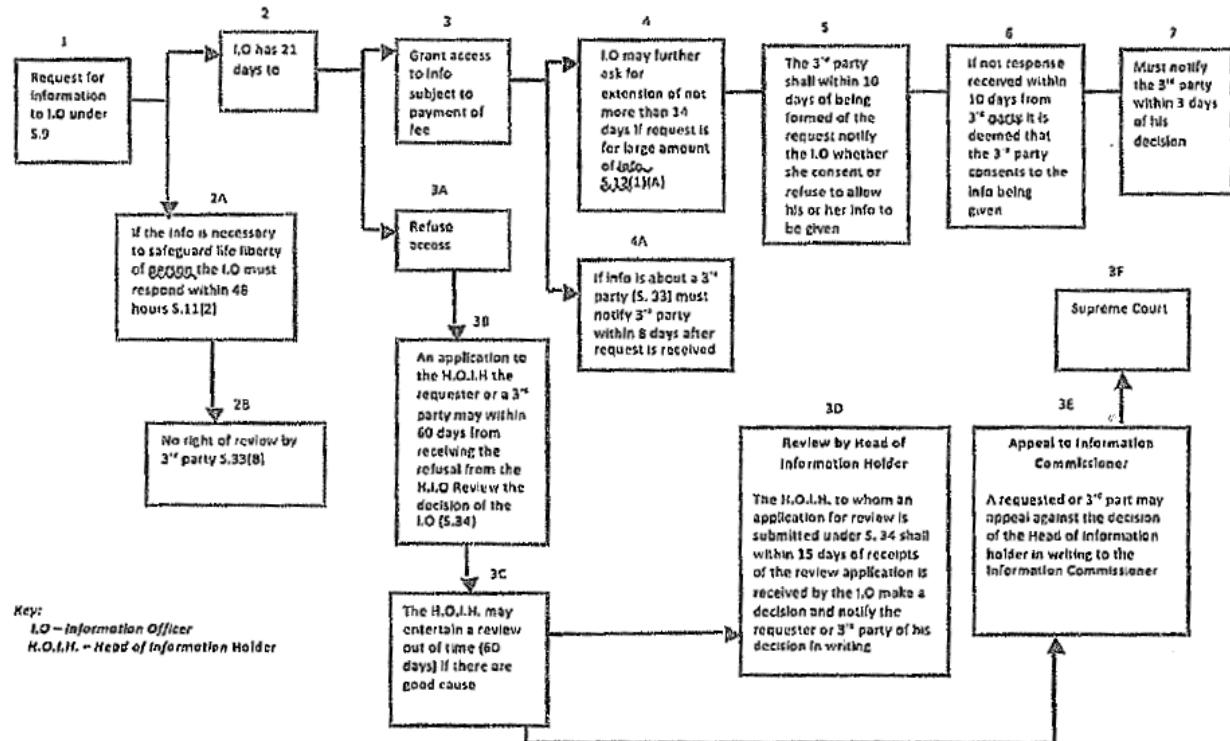
- This service provides effective and efficient services to the organization on matters relating to workforce planning, administrative issues, application of employment laws, health and safety, property management and logistics to achieve organizational goals.
- The section oversees the following roles:
 - a) Administrative duties
 - b) Human Resource Management
 - c) Procurement & Logistics
 - d) Property management & Maintenance

9 Access to Information Request

- An Information Officer is an independent public official responsible for promoting and enforcing the Access to Information Act, 2018.
- Any person who wishes to obtain access to information under this Act may make a request in writing to the Information Officer of the concerned public body. (ATI, how to manual 2020)
- Any requests for information should be addressed to the Information Officer, named above, in a letter or an email.
- For proper processing, the applicant(s) should firstly refer to the sections 9 (1) of the Access to Information Act before listing the specific query.
- Upon receipt of the formal request, the Information Officer (IO) will acknowledge receipt. The acknowledgment letter will inform the requestor, if the entity is the relevant organization that can provide the information or if not, redirect the requestor to the appropriate authority and its Information Officer.
- Within 21 days, the Information Officer, will provide the information requested, unless this concerns the life or liberty of a person, where the information will be provided within 48 hours.
- The Information Act, 2018, also exempts some categories of information. If the request falls in these categories, the applicants may appeal through the CEO of the organization.
- Should there be any objection, a requestor can file a complaint to the office of the Information Commission as per Sections 35, of the ATI Act, 2020.
- The request must make reference to section 9 (1) of the Access to Information Act while listing the information being requested.
- Requests may be communicated through email or hard copy.
- If the requestor is uncertain of the procedures or facing difficulties to express a request in writing, s/he may contact the IO in person. The IO can provide the necessary assistance in formatting the request.
- This is followed by an acknowledgement from the IO to the requestor in writing. The requestor, at this point, is made aware of the availability of the information within the organization if it does not belong to the exemption category. The time frame by which the information is to be released is also communicated in the acknowledgment.
- Supply for information in normal course must be done before 21 working days.
- Supply of information that concerns the life or liberty of a person must be done within 48 hours
- In cases where the requested information belongs to the exempted list and cannot be released, the requestor may appeal through the CEO of the organization and later to the Information Commission as stated in the ATI Act, Sections 35.

ANNEX 5

ACCESS TO INFORMATION PROCESS UNDER THE ACCESS TO INFORMATION ACT, 2018 FLOW CHART



10 Public involvement in the formulation of policy or the exercise of powers or performance of duties by the NCC.

- All clients are asked to complete an evaluation form upon completion of their therapeutic interventions as a means of measuring customer satisfaction. The information gathered is also used to help NCC make informed decisions.
- Through the intake procedure, members of the public can put forward views, concerns and complaints relating to any child related issues. These concerns are then passed on to the relevant decision maker.
- Feedback process after each training section is also used to improve services.
- Feedback and complaints are also received through the website, CEO's emails and Facebook account.

11 Availability of the Manual

This Manual is made available in the following official language:

1. English;
2. A copy of this Manual or the updated version thereof, is also available as follows-
 - a) On www.ncc.gov.sc, of the NCC Website
 - b) At the NCC Headquarters for public inspection during normal business hours:
3. To any person upon request
4. To the Information Commission upon request

12 Updating of the Manual

The National Council for Children will, if necessary, update and publish this Manual 1 annually.

Issued by:

San Finesse:

Information Officer



Date: 27/01/2026



Yasmin Umarji

Head of Information Holder

Date: 27/01/2026