



# Access to Information Manual

Title: **Access to Information Manual of the Seychelles Broadcasting Corporation**

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

## Contents

1.	List of Acronyms and Abbreviations .....	2
2.	Purpose of Publication Manual .....	3
3.	Establishment of the Seychelles Broadcasting Corporation .....	4
3.1	Mandate .....	4
3.2	Vision.....	4
3.3	Strategic Priorities 2022 – 2024.....	4
4.	Structure of the (Seychelles Broadcasting Corporation) and functions .....	7
4.1	Structure.....	7
4.2	Functions.....	8
4.3	Committees .....	8
5.	Key contact details for Access to Information of the Seychelles Broadcasting Corporation. ....	9
5.1	Information Officer .....	9
5.2	Head of Information Holder.....	9
5.3	Head Office Contact .....	9
6.	Description of all remedies available in respect of an ATIA or failure to act by the (Seychelles Broadcasting Corporation).....	10
7.	Categories of records of the Seychelles Broadcasting Corporation which are available without a person having to request access .....	11
8.	Services Available to members of the public from the Seychelles Broadcasting Corporation and how to gain access to those services. ....	14
8.1	Services Available .....	14
9.	Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Seychelles Broadcasting Corporation.....	14
10.	Availability of the Manual .....	14
11.	Updating of the Manual .....	15

### 1. List of Acronyms and Abbreviations

**NB: please insert relevant acronyms and abbreviations**

1.1	<b>“HOIH”</b>	Head of Information Holder
1.2	<b>“IC”</b>	Information Commission
1.3	<b>“IO”</b>	Information Officer
1.4	<b>“ATIA”</b>	Access to Information Act
1.5	<b>“SBC”</b>	Seychelles Broadcasting Corporation

## **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 Broadcasting Corporation 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 Broadcasting Corporation:
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 Broadcasting Corporation 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 Broadcasting Corporation, 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 Broadcasting Corporation 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 Broadcasting Corporation 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 Broadcasting Corporation**

The SBC is guided by [Article 168 of the Constitution](#) which makes provision for a State-funded but independent broadcasting corporation.

- 1. The State shall ensure that all broadcasting media which it owns or controls or which receive a contribution from the public fund are so constituted and managed that they may operate independently of the State and of the political or other influence of other bodies, persons or political parties.*
- 2. For the purposes of clause (1), the broadcasting media referred to in that clause shall, subject to this Constitution and any other law, afford opportunities and facilities for the presentation of divergent views.*

The **SBC Act 2011** establishes SBC as an independent body corporate administered by a board of directors, appointed by the President of the Republic. In 2017, amendments to the SBC Act (SBC Amendment Act 2017) changed the manner in which board members were appointed. The 2017 amendment also introduced the post of Deputy CEO.

#### **3.1 Mandate**

The Seychelles Broadcasting Corporation's mandate is to organise and conduct public broadcasting services in order to inform, educate and entertain the public, and to ensure an equitable representation of divergent views, as per article 168 of the Constitution of Seychelles.

#### **3.2 Vision**

The Seychelles Broadcasting Corporation's vision is to be:

- Valued and respected as the National Broadcaster
- Modern, agile and innovative
- A premier employer and investor in skills and talents

#### **3.3 Strategic Priorities 2022 – 2024**

##### **1. Improve the Quality & Audience Appeal of SBC's Outputs**

- Improve the quality of our Local Content, particularly News and Current Affairs programmes and live outside broadcasts.
- Increase the quantity of local content by developing new programmes formats and commissioning more local programmes from external producers.
- Repurpose our audio-visual archives contents into new, compelling, relevant programmes.
- Acquire more compelling and varied foreign programmes.

**2. Reinforce the SBC's role in the 4th Pillar of our Democracy, and put more emphasis on our Inform and Educate mandates**

- Produce more insightful factual and current affairs programmes.
- Introduce new programme formats with a view to educate and inspire, our Youths in particular.
- Improve collaboration with Civil Society Organisations, NGOs and other stakeholders, especially towards ensuring that our nation is better informed and educated on pertinent issues related to their respective mandates .

**3. Continue to move our Public Broadcaster into the Digital era**

*(Thereby helping to assure its long-term relevance and future.)*

- Provide an OTT (Over-the-Top) broadcast service via the internet, which will include streaming, catch-up and Video-on-Demand (VOD) services.
- Digitise SBC's Video & Audio Archives.
- Continue to improve SBC's Multimedia services and online presence (via the SBC Radio Apps, Facebook, Website, and other online platforms).
- Ensure a staffing complement that is better able to deliver in the new converged digital broadcasting landscape, via a wide-ranging Training and Development approach and targeted recruitments.
- Invest in modern broadcast technologies and equipment that will help to improve efficiency, delivery, and quality of services.
- Increase in the Internet Bandwidth available to SBC, whilst reducing the cost per MB.

**4. Develop, Optimise and Incentivise our Staffing Resource**

- Capacity-Building: Improve available skillset and capabilities through training and targeted recruitment to ensure that the SBC has a staff complement that is
- better prepared to deliver a continually improving service in the new >
- broadcasting and multi-media landscape.
- Rationalise and optimise SBC's human resources through multi-skilling and putting emphasis on performance and productivity.
- Undertake a comprehensive Human Resource Review, to include review of the Schemes of Service and Performance Management systems, to enable meritorious remuneration and retention of performing staff.
- Acquire modern technology and tools that improves efficiency, collaboration, and communication.

**5. Revamp and Modernise our Infrastructures**

- Ensure proactive oversight of the completion of the new SBC Broadcast House project, including making sure that risks identified, especially in the MEP (Machinery, Electrical, Plumbing) schedules, are adequately mitigated and finishing works are to acceptable standards, ensuring a workplace and facilities that are fit for purpose and future-proofed.
- Modernise our FM Radio Transmitters.
- Relocate and improve the A.M. (Medium Wave) Radio Transmitter Infrastructure.

- Ensure a modern, efficient, and resilient IT and Video broadcast network set- up.
- Improve our live outside broadcast capabilities.

#### **6. Improve SBC's Financial Situation**

- Increase our Revenue: Pursue Revenue opportunities, including providing a Video-Audio-on-Demand subscription service, improved sponsorship of productions and live outside broadcasts.
- Reduce our Expenditures, wherever possible. For example: Reduce electricity costs by installing Photo-Voltaic panels at our transmission sites and on the New SBC House and adopting other energy efficient practices.
- Funding: foster a better understanding from government on the funding requirements of the Corporation, enabling better medium-term budget.

#### **7. Reinforce Stakeholders Engagement**

- Improve Audience engagement and retention.
- Build better collaborative partnerships with Stakeholders aimed at ensuring more programmes that educate, inform and inspire, whilst assisting them in promulgating their respective mandates and objectives.
- Maintain continued engagement with Government and other stakeholders on the strategic objectives of the Corporation and its challenges.

#### **8. Strengthen Governance**

- Ensure amendments to the SBC Act that strengthens the independence of the SBC.
- Maintain continuity in the Corporation's administration, namely overlap in Board members' appointments.
- Continue to produce and publish necessary internal policies and procedures, that reinforces transparency and accountability.
- Put in place Risk Management and Internal Audit frameworks.

#### **4. Structure of the (Seychelles Broadcasting Corporation) and functions**

##### **4.1 Structure**

The SBC is governed by an independent Board of Directors, which is made up of a Chairperson, a Vice-Chairperson and seven members:

1. Gérard LAFORTUNE (Chairperson)
2. Ms Marie Anette ERNESTA (Vice-Chairperson)
3. Ms Evelina ANTHA
4. Mrs Marion GENDRON
5. Mr Audric GOVINDEN
6. Mr Ralph LABLACHE
7. Mrs Joana NICETTE
8. Mr Michel PIERRE
9. Mr Harry TIRANT

The CEO, Deputy CEO and the Elected Staff representative are ex-officio members of the SBC Board.

The SBC is managed by a passionate Executive Team. The SBC's Executive is headed by the Chief Executive Officer, assisted by a Deputy Chief Executive Officer. Both executives were appointed following recommendations made by the SBC Board to the President, who in turn, consulted with the Speaker of the National Assembly and the Chief Justice, as per the stipulations of the SBC Act.

There are eight sections within the functional structure of the SBC.

The final outputs which our audience hears and views on the air is a result of the concerted efforts of these different sections:

1. Human Resources & Administration
2. Finance
3. Engineering & Technology
4. Marketing, Multimedia & Corporate Affairs
5. News, Current Affairs & Sports
6. Television Programmes
7. Radio Programmes
8. Support Services

## **4.2 Functions**

The SBC is the National Public Broadcaster of the Republic of Seychelles.

The SBC owns and operates 3 Television channels, SBC1, SBC2 and SBC3 and 2 radio services: Radyo Sesel & Paradise FM.

SBC1 is the flagship channel; providing a balanced programming schedule, catering for all of the SBC's mandates and genres and providing first runs for most programmes.

SBC2 is aimed at catering mostly for the entertainment and educational part of the SBC mandate. It is dedicated to Archived Programmes, live broadcast of the National Assembly sessions and live Outdoor Broadcasts including key sporting events.

SBC3 is primarily a special events channel which broadcasts live events such as press conferences. It also carries reruns of other live content aired originally on SBC1 and SBC2.

SBC also broadcast free-to-view international television services on its DTT platform, namely; Al Jazeera, Deutsche Welle, TV5 Monde Afrique, TiVi5, TV5 Lifestyle, CGTN NEWS, CGTN Français, and France 24.

The SBC also has the responsibility of relaying 2 international radio stations namely Radio France International (RFI) and British Broadcasting Corporation (BBC World Service) on FM.

## **4.3 Committees**

1. Content-Sub Committee
2. Senior Executives
3. Editorial Committee
4. Content Commissioning Committee
5. Music Review Committee
6. Social Club Committee



**5. Key contact details for Access to Information of the Seychelles Broadcasting Corporation.**

**5.1 Information Officer**

**Name:** Nella Samson  
**Tel:** 4289745  
**Email:** [Nella.Samson@sbc.sc](mailto:Nella.Samson@sbc.sc)

**5.2 Head of Information Holder**

**Name:** Bérard Duprès  
**Tel:** 4289692  
**Email:** [ceo@sbc.sc](mailto:ceo@sbc.sc)

**5.3 Head Office Contact**

**Postal Address:** Seychelles Broadcasting Corporation (SBC), P.O. Box 321,  
Victoria, Mahé, Seychelles

**Physical Address:** Seychelles Broadcasting Corporation (SBC), Hermitage, Victoria,  
Mahé, Seychelles

**Telephone:** 4289600

**Email:** [ceo.secretary@sbc.sc](mailto:ceo.secretary@sbc.sc)

**Website:** [www.sbc.sc](http://www.sbc.sc)

**6. Description of all remedies available in respect of an ATIA or failure to act by the (Insert the name of the Public Body)**

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 Seychelles Broadcasting Corporation which are available without a person having to request access.**

Categories	Document Type	Available on website	Available upon ATIA request
Tender Document	<ul style="list-style-type: none"> <li>- Advertised Tender</li> <li>- Name of Successful Bidder</li> </ul>		✓
Legislations / Regulations	<p>SBC Act 2011</p> <p>SBC Amendment Act 2017</p>	<p><a href="#">SBC-ACT-2011.pdf</a></p> <p><a href="#">SBC-Amendment-Act-2017-i2.pdf</a></p>	✓
Strategic Documents (Plans and Reports)	<ul style="list-style-type: none"> <li>- Organisational profile (overview, objectives, functions);</li> <li>- Annual Reports;</li> <li>- Strategic Plan;</li> <li>- Annual Performance Plan;</li> <li>- Strategic and performance Plans;</li> </ul>		✓
About SBC	<ul style="list-style-type: none"> <li>- About SBC</li> <li>- Governance / SBC Board of Directors</li> <li>- Senior Executives Team</li> <li>- Functional Sections/ Structure of the SBC</li> <li>- Historic Milestone</li> </ul>	<p><a href="#">About Us - Seychelles Broadcasting Corporation (sbc.sc)</a></p>	✓
Strategic, Financial and Governance	<ul style="list-style-type: none"> <li>- Annual Report 2022</li> <li>- Financial Statements 2021</li> <li>- PPBB Statements 2022</li> <li>- Strategic Objectives 2022-2024</li> <li>- PPBB Statements 2021</li> <li>- SBC Report 2017-2021</li> <li>- Financial Statements 2020</li> <li>- PPBB Statements 2020</li> <li>- Financial Statements 2019</li> <li>- SBC Strategic Plan 2019-2021</li> <li>- Financial Statements 2018</li> <li>- PPBB Statements 2018</li> <li>- Financial Statements 2017</li> </ul>	<p><a href="#">Public Documents - Seychelles Broadcasting Corporation (sbc.sc)</a></p>	✓
Public Policies and Guidelines	<ul style="list-style-type: none"> <li>- Policy on Faith-based Content</li> <li>- Identifying of Persons Arrested in Criminal cases</li> <li>- Policy and Procedures for Press Conferences</li> <li>- Airtime Quota for Political Parties</li> </ul>	<p><a href="#">Public Documents - Seychelles Broadcasting Corporation (sbc.sc)</a></p>	✓

	<ul style="list-style-type: none"> <li>- Editorial Guidelines</li> <li>- Policy on Airtime for Public Service Entities (MDAs) and Civil Society Organisations (CSOs)</li> <li>- Policy on Procurement of Local Content</li> </ul>		
<p>Press Releases and Statements</p>	<ul style="list-style-type: none"> <li>- SBC publishes its 2022 Annual Report - October 3, 2023</li> <li>- SBC Audience Survey 2023 - March 20, 2023</li> <li>- SBC Board responds to State House Press Release regarding the Lopinyon Programme - November 25, 2022</li> <li>- SBC launches Leko, its new Audio-on-Demand service - May 30, 2022</li> <li>- SBC launches Policy on Faith-based Content - April 5, 2022</li> <li>- The SBC’s policies on Political Press Conference and Airtime Quota for Political Parties are sincere endeavours aimed at supporting our developing democracy - April 5, 2022</li> <li>- SBC publishes its Report for the period 2017- 2021 - April 1, 2022</li> <li>- United Seychelles Press Conferences are not banned on SBC - March 30, 2022</li> <li>- SBC rejects allegations of bias and ill-intent by journalists and asks Politicians to substantiate their allegations - March 25, 2022</li> <li>- SBC Audience Survey 2021 - January 6, 2022</li> <li>- Radyo Sesel service is now on Cable TV and Intelvision - August 23, 2021</li> <li>- Konferans Lapres par Parti Politik - February 25, 2021</li> <li>- SBC Audience Survey 2020 - February 1, 2021</li> <li>- National Assembly moves to automated filming - October 28, 2020</li> <li>- SBC reaffirms its impartiality in the face of criticisms - September 13, 2020</li> <li>- SBC House Update - August 17, 2020</li> <li>- SBC’s Analogue TV Service is Off -July 30, 2020</li> <li>- SBC Strategic Plan 2019-2021 - May 27, 2019</li> </ul>	<p style="text-align: center;"><a href="http://sbc.sc">Public Documents - Seychelles Broadcasting Corporation (sbc.sc)</a></p>	<p>✓</p>

	<ul style="list-style-type: none"> <li>- SBC to start acquiring Local Content from Independent Producers - May 23, 2019</li> <li>- Update on DTT - April 20, 2019</li> </ul>		
Other Documents and forms	<ul style="list-style-type: none"> <li>- Declaration of Originality</li> <li>- Report Audience survey 2023</li> <li>- Complaints Procedure</li> <li>- SBC Tariff range for Procurement of Independently Produced Local TV and Radio Programmes</li> <li>- Faith-based Content Submission Form</li> <li>- Press conference request form.</li> <li>- Report – Audience Survey 2021</li> <li>- Archived Programme Request Form – F1 – Personal Use</li> <li>- Archived Programme Request Form – F2 – Corporate and Commercial Use</li> <li>- Report – Audience Survey 2020</li> <li>- Programme Proposal Form-MDA’s-CSOs</li> <li>- SBC Content Proposal Form</li> <li>- Recommendations for TV Sets Specifications</li> </ul>	<p style="text-align: center;"><a href="http://sbc.sc">Public Documents - Seychelles Broadcasting Corporation (sbc.sc)</a></p>	✓

**8. Services Available to members of the public from the Seychelles Broadcasting Corporation and how to gain access to those services.**

**8.1 Services Available**

The SBC's website provides sufficient information on the services available from the Seychelles Broadcasting Corporation website: [www.sbc.sc](http://www.sbc.sc)

**9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Seychelles Broadcasting Corporation.**

Members of the public can participate in or influence the formulation of policy or the exercise of powers or performance of duties, by contacting any of the key contacts as listed under Section 5 of this manual

**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 Seychelles Broadcasting Corporation website: [www.sbc.sc](http://www.sbc.sc)
2. At the head office of the Seychelles Broadcasting Corporation
3. To any persons upon request
4. To the Information Commission upon request

**11. Updating of the Manual**

The **Seychelles Broadcasting Corporation** will, if necessary, update and publish this Manual annually.

Issued by:



Ms. Nella Samson  
Information Officer

Date 21 March 2024



Mr. Bérard Duorès  
Head of Information Officer

Date 21-MARCH-2024



---

Official Stamp

**DO NOT PRINT THIS PAGE**

**Version Control**

		Written by:	Valerie Brown, Mandy Adonis
		Approved by:	Chief Executive Officer
Issue:	<b>1</b>	Date:	21-Mar-2024

**AMENDMENT HISTORY**

Revision/ Issue	Issued Date	Originator/ Modified by	Reason(s) for Change	Approved by