

# SEYCHELLES DEFENCE FORCES



## PUBLICATION INFORMATION MANUAL

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

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## Contents

1. List of Acronyms and Abbreviations .....	4
2. Purpose of Publication Manual.....	5
3. Establishment of the Seychelles Defence Forces.....	6
4. Structure of the Seychelles Defence Forces and functions.....	8
5. Key contact details for Access to Information of the SDF .....	22
6. Description of all remedies available in respect of an ATIA or failure to act by the Seychelles Defence Forces .....	23
7. Categories of records of the Seychelles Defence Forces which are available without a person having to request access .....	24
8. Services Available to members of the public from the Seychelles Defence Forces and how to gain access to those services. ....	25
9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Seychelles Defence Forces.....	25
10. Availability of the Manual.....	25
11. Updating of the Manual .....	26

## 1. List of 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>“SDF”</b>	Seychelles Defence Forces
1.6	<b>“SCG”</b>	Seychelles Coast Guard
1.7	<b>“SAF”</b>	Seychelles Air Force
1.8	<b>“SFU”</b>	Special Forces Unit
1.9	<b>“MTSC”</b>	Military Training Service Center
1.10	<b>“MC”</b>	Medical Center
1.11	<b>“DFHQ”</b>	Defence Forces Head Quarters
1.12	<b>“COS”</b>	Chief of Staff
1.13	<b>“CDF”</b>	Chief of Defence Forces
1.14	<b>“PSU”</b>	Presidential Security Unit
1.15	<b>“MP”</b>	Military Police
1.16	<b>“DFC”</b>	Defence Forces Council
1.17	<b>“CINC”</b>	Commander in Chief

## 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 Seychelles Defence Forces 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 Defence Forces;
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 Defence Forces 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 Defence Forces, 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 Defence Forces 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 Defence Forces 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 Defence Forces**

The Seychelles Defence Forces is established under the Defence Act (Chapter 58) of the Constitution of the Seychelles (1st January 1981). A review (amendment) was made on 19<sup>th</sup> May 2020.

#### **3.1. Objectives / Mandate**

The functions of the Defence Forces, as given in the Constitution are:-

- (a) To defend Seychelles and any other area over which the Republic has proclaimed its jurisdiction.
- (b) To assist in the fulfillment by the Republic of its international obligations.
- (c) During a period of emergency, to provide assistance to civil authorities;
  - (i) In a civil disaster or
  - (ii) In the restoration and maintenance of public order and security on being called out by the President In Seychelles or in any other area over which the Republic has proclaimed its jurisdiction: and
- (d) To perform as directed by the President, functions and services of a civil nature so as to participate to the maximum extent in the task of national development and improvement in accordance with or under an Act.

#### **3.2 Vision**

To ensure national security and national unity, defend the nation from external aggression and internal threats, and maintain peace and security within our borders.

#### **3.3 Mission**

The mission of the Seychelles Defense Forces is to defend Seychelles and protect its interests through decisive military actions, in partnership with other military and civilian organizations, both domestically and internationally. We will accomplish this by recruiting, training, and

equipping highly skilled and motivated soldiers, sailors, and airmen; developing and implementing innovative operational concepts; and fostering a culture of excellence and adherence to the highest standards of integrity, accountability, and professionalism.

### **3.4 Values**

**Integrity:** Adhering to the highest ethical standards and being honest and transparent in all actions.

**Professionalism:** Conducting oneself in a manner that is consistent with the best traditions of the military and upholding the highest standards of excellence.

**Courage:** Being willing to take risks and make difficult decisions in pursuit of the mission.

**Loyalty:** Being dedicated to the mission and to the organization, and supporting one's fellow service members.

**Discipline:** Adhering to rules and regulations, and maintaining a high degree of order and control.

**Respect:** Treating others with dignity and courtesy, and recognizing the value of diversity and inclusivity.

**Teamwork:** Working together effectively to achieve common goals.

**Adaptability:** Being open to change and able to respond quickly and effectively to new situations.

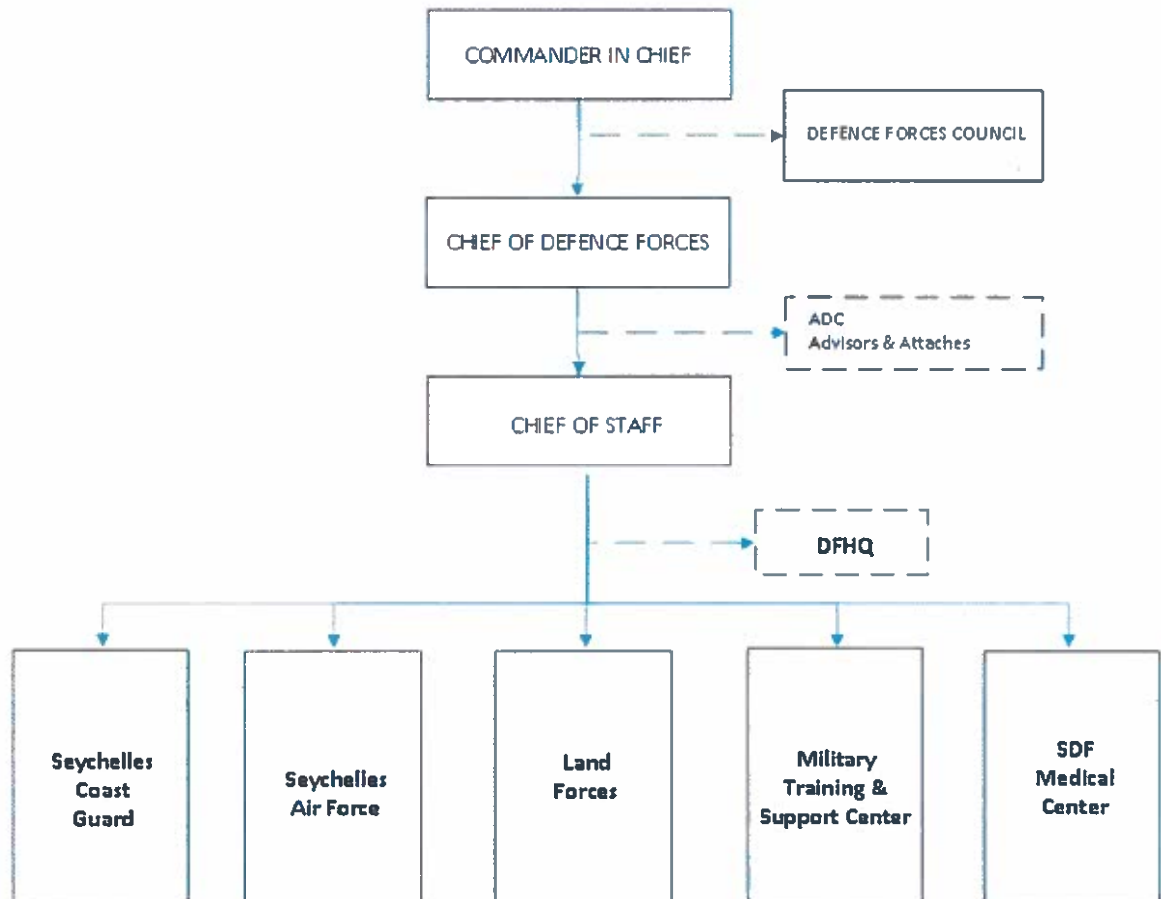
**Selfless Service:** Being willing to make sacrifices for the greater good and to serve the nation and its people.

### **3.5 MOTTO: "Service Before Self"**

#### 4. Structure of the Seychelles Defence Forces and functions

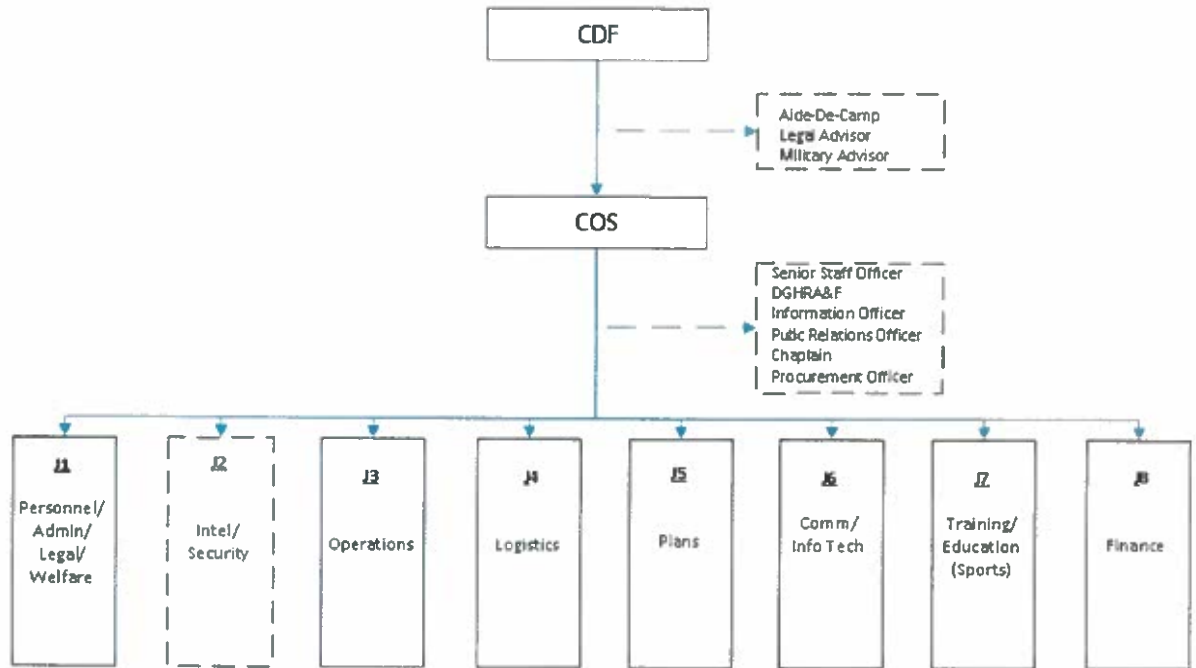
##### 4.1. Structure

### ORGANISATION STRUCTURE OF SDF

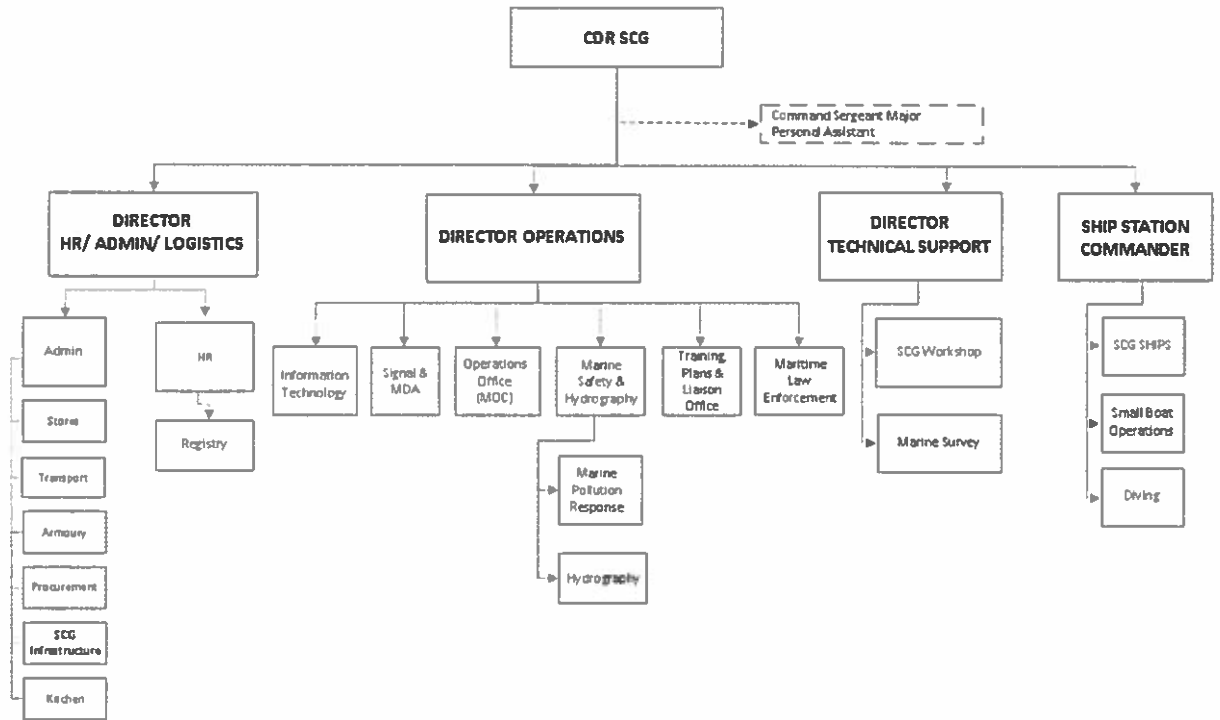




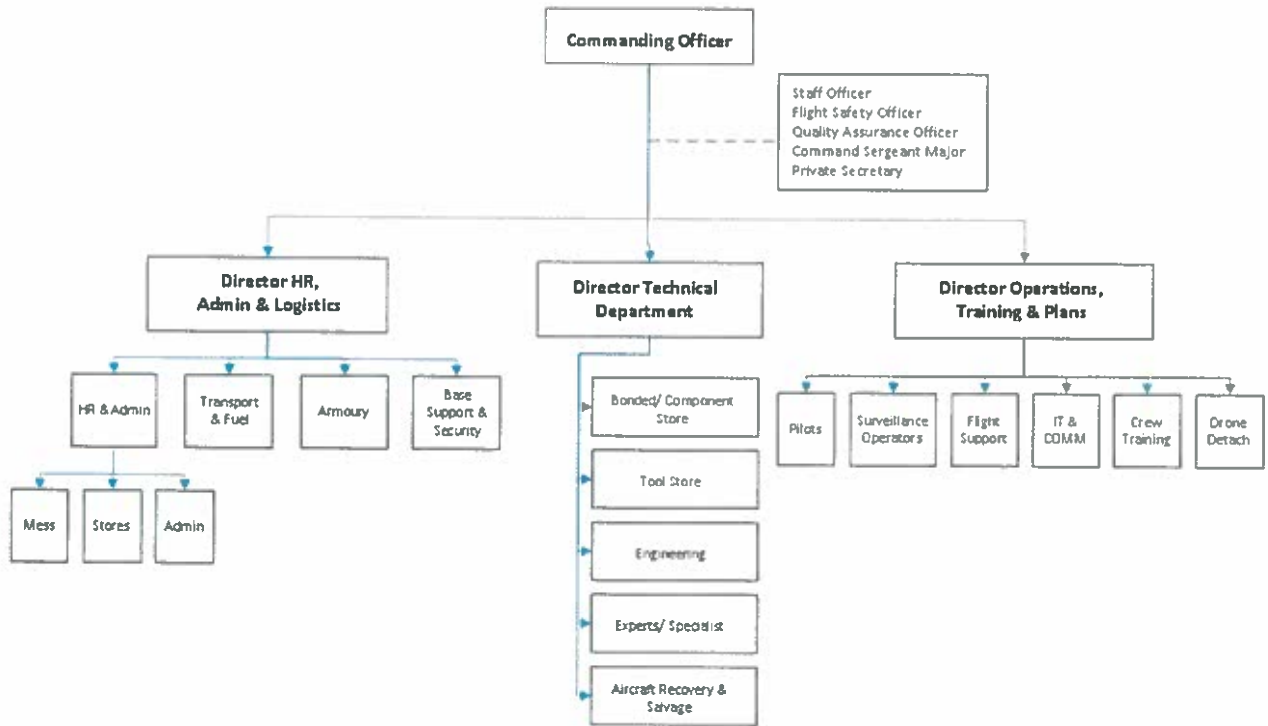
## ORGANISATION STRUCTURE OF DFHQ



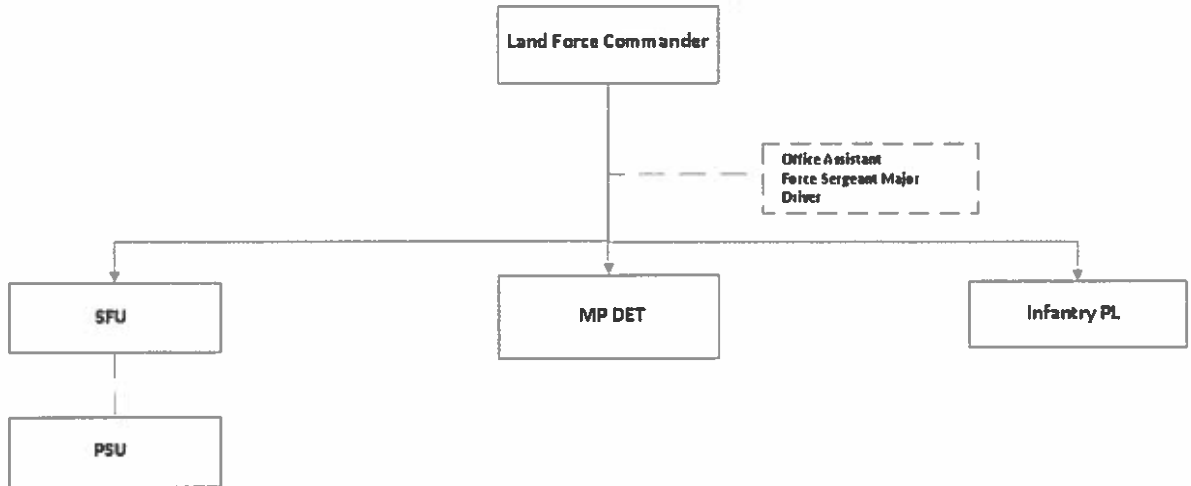
## ORGANISATION STRUCTURE OF SCG



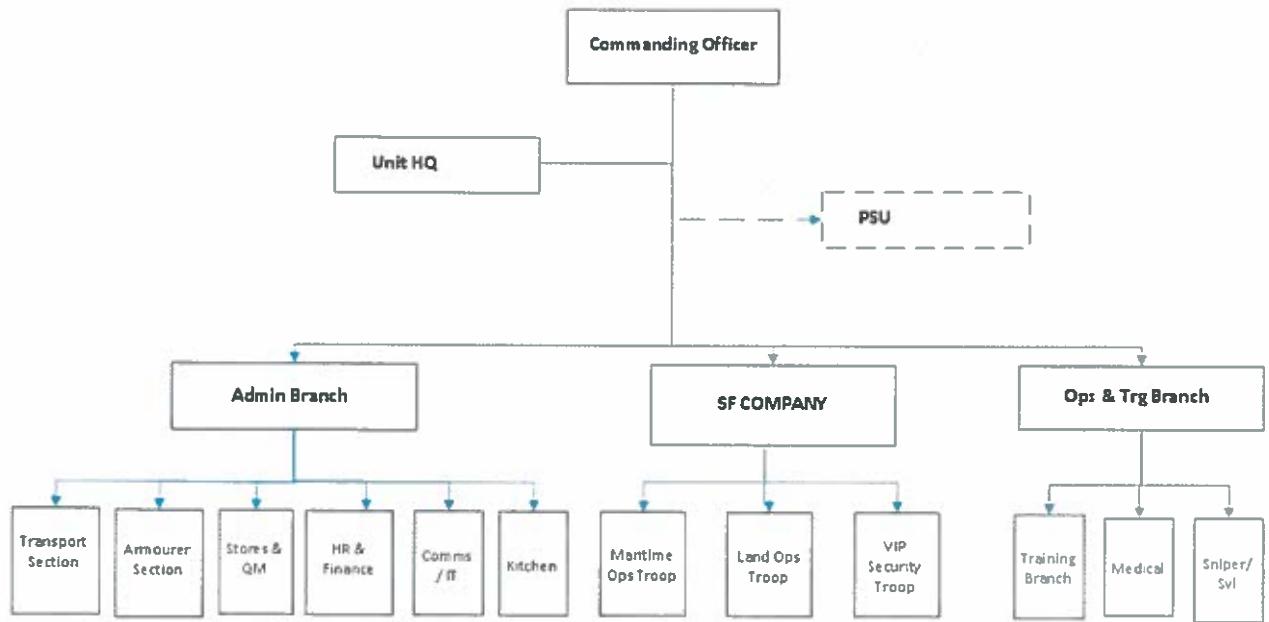
## ORGANISATION STRUCTURE OF SAF



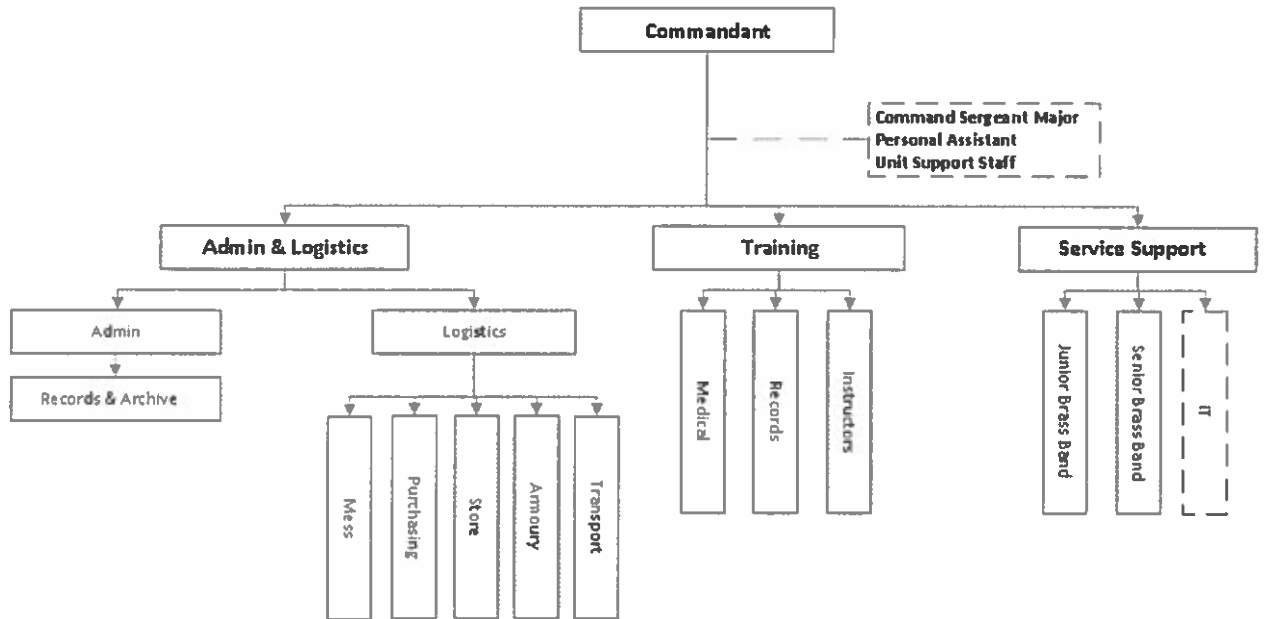
## ORGANISATION STRUCTURE OF LAND FORCES



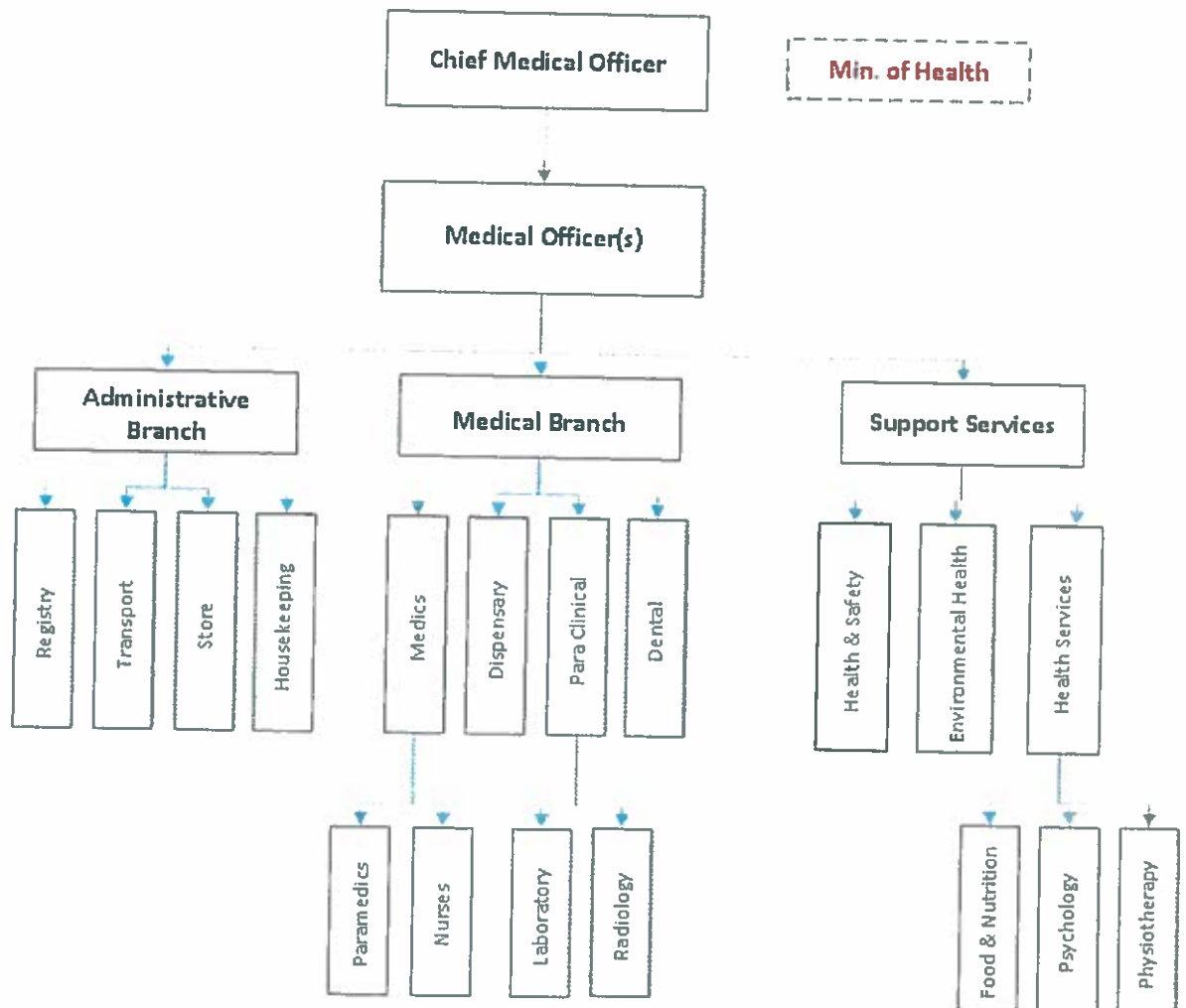
## ORGANISATION STRUCTURE OF SFU



## ORGANISATION STRUCTURE OF MTSC



# ORGANISATION STRUCTURE OF MEDICAL CENTER



## 4.2. Functions

The Seychelles Defence Forces is under the overall command of the Commander in Chief, who is the President of the Republic of Seychelles. The CinC is assisted by the Chief of Defence Forces is responsible for the operational and administrative command of the Force.

**4.21 Defence Forces Headquarters.** The Chief of Defence Forces executes his command over all components of SDF through the Defence Forces Headquarters (DFHQ). He is assisted in this by the Chief of Staff, who is responsible for the efficient administration and operational readiness of the Defence Force. The DFHQ itself is organized in various branches manned by suitable staff officers to deal with day to day functioning.

### **Tasks and Responsibilities**

It is the highest Headquarters of the Defence Forces responsible for the operational command and control, training and administration of the Defence Forces. The following are the main tasks of DFHQ :-

- (a) Interpret policies from the Defence Forces Council (DFC) into directives and ensure their implementation by units.
- (b) Set up operational, administrative, logistic and training standards.
- (c) Follow up of implementation of all directives issued to units by the DFC, DFHQ and Superior Authority.
- (d) Constantly reviewing state of combat readiness.
- (e) Constantly reviewing of discipline of SDF.
- (f) Constantly reviewing financial state and administration of SDF.
- (g) Recommending promotion, demotion and posting of service personnel to DFC.
- (h) Ensuring proper planning of Human Resource and individual career path.



- (i) Ensure state of readiness for reservist.
- (j) Ensure SDF remains abreast with IT development and legislations actions.
- (k) Ensure equal opportunity for all its members without discrimination to race, color and gender.
- (l) Prepare and issue Rules of Engagement.
- (m) Ensure welfare of all its personnel and their families.
- (n) Ensure adherence to approved unit action plan.
- (o) Ensure leisure and recreational activities for SDF personnel as well as their families.
- (p) Promote Moral and Spiritual values and ensure their development.
- (q) Educate SDF personnel on their civic duties.
- (r) Maintain Civil-Military relations.
- (s) Develop and Maintain Defence Diplomacy with Foreign countries.
- (t) Reviewing of SOPs, Defence Act and other Rules and Regulations in line with new challenges.
- (u) Generally responsible for SDF image building.

## 4.22 SEYCHELLES COAST GUARD

### Tasks and Responsibilities

The Seychelles Coast Guard (SCG) is the maritime branch of the Seychelles Defence Forces created in 1992 responsible for search and rescue in our SRR, environmental protection and maritime security operations within the Seychelles EEZ. It shall be responsible for the following tasks:-

- (a) Perform Operational tasks as Maritime arm of SDF.
- (b) Search and Rescue and Safety of lives and Properties at sea.
- (c) Facilitate interdiction of drugs/ contraband articles and illegal immigrants by undertaking Vessel Inspection and Vessel Monitoring.
- (d) Facilitate navigational safety through modern Hydrographic Survey, Navigational Aids and Services.
- (e) Assist in the protection of Marine Environment.
- (f) Prevent, Respond and Enforce against Marine Pollution.
- (g) Assist in the safety and functional ability of the Port.
- (h) Be prepared to assist Civil Administration, when requisitioned for:-
  - (i) Internal Security duties.
  - (ii) Disaster Management.
  - (iii) Civic assistance in circumstances such as Civil Strike etc.
  - (iv) Be prepared to carry out any other task constitutionally enshrined and as ordered by the Commander in Chief.

#### **4.23 SPECIAL FORCE UNIT (SFU)**

##### **Tasks and Responsibilities**

The primary role of SFU is to conduct special operation missions across all three operating environments in order to support strategic objectives and ensure territorial integrity of the Republic of Seychelles

These responsibilities include:

- a. Providing security to the Head of State at his residence, office, during gatherings and carrying out escort duties as may be required.
- b. Carrying out small scale non-conventional operations to ensure security of larger operations as and when ordered by DFHQ or when circumstances so dictate.
- c. Carrying out basic Anti-Terrorist/Anti-Hijacking operations independently or in support of police operations.
- d. Deploying as boarding team on board SCG platforms and conduct maritime interdiction operations, to include non-compliant, high risk boarding.
- e. Carrying out any conventional operation in defence of the country
- f. Carrying out any other task constitutionally enshrined and as ordered by the Commander in Chief.

#### **4.24 SEYCHELLES AIR FORCE (SAF)**

##### **Task and Responsibilities**

The Seychelles Air Force main roles is to defend the Sovereignty of the Republic of Seychelles by safeguarding our territory and our Exclusive Economic Zone which is directly related to our two main pillars of the economy, i.e. Fisheries & Tourism Industry. Furthermore, it carries out Joint Operation with the Seychelles Coast Guard and offer our services to other local Agencies such as Anti-Narcotic Bureau, Seychelles Fishing Authority, Seychelles Port Authority, Ministry of Health, Ministry of Environment and Island Development Company.

We achieve our aim by performing special tasks, such as;

- a. Conduct Anti-Piracy, Anti-Narcotics, Human Smuggling, Weapon Trafficking Maritime and over Land Patrol in our AOR.
- b. Intelligence, Surveillance and Reconnaissance Patrol (ISR)
- c. Illegal, Unreported and unregulated fishing (IUUs)

- d. Search & Rescue Operations (SAR)
- e. Medical/Casualty Evacuation (MEDEVAC/CASEVAC)
- f. Air Drop Capabilities
- g. Aerial Photography and Filming
- h. Environmental Patrols
- i. Transportation Flight

#### **4.25 MILITARY TRAINING SUPPORT CENTRE**

##### **Task and Responsibilities**

The primary role of the Military Training & Support Centre is to conduct leadership, operational and tactical courses for both officers and ranks of the Seychelles Defence Force as well as other local and foreign security-based entities.

Courses offered includes but not limited to:

- a. Officer Cadet / Officer Pre-Commission Course
- b. Warrant Officers Course
- c. Military Instructors Course
- d. Senior Non-Commissioned Officers Course
- e. Junior Non-Commissioned Officers Course
- f. Level 3 Course
- g. Military basic Recruitment Course

#### **4.26 SDF MEDICAL CENTER**

##### **Tasks and Responsibilities**

The SDF Medical Center is responsible for maintaining the health of SDF servicemen and women. The Service is represented wherever SDF personnel are deployed, providing medical support to operations, exercises and training. The Service has a role which ranges from providing immediate first aid emergency care in the front line and field to routine treatment or long-term care at SDF Medical Centre and unit dispensaries, as well as health promotion and disease prevention. In the field Military Medical Specialists combine expert medical training with leadership skills to coordinate trauma situations and humanitarian operations. It is located at Perseverance and performs the following tasks:-

- a. Provide comprehensive medical and health services to Defence personnel and dependent units.
- b. Improving medical and health standards of service personnel (SDF, Police, FB).
- c. Conduct daily out-patient department (OPD) services for SDF and other forces including Police and Seychelles Fire Services Department.
- d. Providing pharmaceutical services and medical store management.
- e. Provide expert medical cover to the units during the training and exercise.
- f. Conduct monthly sanitary and health rounds in all dependent units.
- g. Advising administrative authority on all medical and health aspect regarding their implementation.
- h. Organizing health lectures periodically in the units.
- i. Combat medical training.
- j. On the job training of medical personnel at SDF Medical Centre.
- k. Medical examinations for new recruits, re-engagement and re-listed personnel.
- l. Working in close collaboration with Ministry of Health and helping them in providing medical support in case of need.
- m. Forerunners in disaster management.
- n. Ensuring a drug free workplace at SDF.
- o. Safekeeping of all personnel medical files and maintaining weekly morbidity report which is to be sent to MoH regularly.

## 5. Key contact details for Access to Information of the SDF

### 5.1 Information Officer

**Name:** Lt Col Allain Pierre  
**Tel:** 4224070 Ext 409  
**Email:** allain.pierre@sdf.sc

### 5.2 Head of Information Holder

**Name:** Brigadier Michael Rosette  
**Tel:** 4224070 Ext 402  
**Email:** michael.rosette@sdf.sc

### 5.3 Head Office Contact

**Postal Address:** P.O Box 363  
**Physical Address:** Bealeu, Mahe  
**Telephone:** 4671400/ 4224070  
**Email:** sdf@sdf.sc  
**Website:** www.sdf.sc

**6. Description of all remedies available in respect of an ATIA or failure to act by the Seychelles Defence Forces**

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 Defence Forces 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 Success Bidder</li> </ul>		X
Legislations / Regulations			X
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>	X	X
Recent news		X	
Defence Forces Act		X	
Vacancies and job opportunities	Adverts	X	
Documents from Personal Files			X
Medical records			X



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

**8.1. Services available**

SDF is mandated by the Defence Forces Act. All request has to be done through the Chief of Defence Forces.

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

Formulation of policies are done by approval of the Chief of Defence Forces.

**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.sdf.sc](http://www.sdf.sc), if any, 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 information Commission upon request



## 11. Updating of the Manual

The Seychelles Defence Forces will, if necessary, update and publish this Manual annually.

Issued by:



Lt Colonel Allain Pierre

Information Officer

Date 14/12/2023



Brigadier Michael Rosette

Head of Information Holder

Date 14/12/23



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