

PUBLICATION INFORMATION MANUAL

**Prepared in terms of Section 53 of the Promotion of Access to
Information Act 201**

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CONTENTS

1. LIST OF ACRONYMS AND ABBREVIATIONS	3
2. PURPOSE OF PUBLICATION MANUAL	3
3.1. OBJECTIVES / MANDATE	4
4. STRUCTURE OF THE SEYCHELLES METEOROLOGICAL AUTHORITY AND FUNCTIONS.....	5
5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE SMA.....	7
6. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ATIA OR FAILURE TO ACT BY THE SEYCHELLES METEOROLOGICAL AUTHORITY	7
7. CATEGORIES OF RECORDS OF THE SMA THAT ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS	8
8. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE SEYCHELLES METEOROLOGICAL AUTHORITY AND HOW TO GAIN ACCESS TO THOSE SERVICES.	8
9. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY, THE EXERCISE OF POWERS, OR THE PERFORMANCE OF DUTIES BY THE SEYCHELLES METEOROLOGICAL AUTHORITY.	8
10. AVAILABILITY OF THE MANUAL	9
11. UPDATING OF THE MANUAL.....	9

1. List of Acronyms and Abbreviations

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|-----|--------|--|
| 1.1 | "HOIH" | <i>Head of Information Holder</i> |
| 1.2 | "IC" | <i>Information Commission</i> |
| 1.3 | "IO" | <i>Information Officer</i> |
| 1.4 | "ATIA" | <i>Access to Information Act</i> |
| 1.5 | "SMA" | <i>Seychelles Meteorological Authority</i> |

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 Meteorological Authority, without the need for submitting a formal ATIA request.
2. To understand how to request access to a record of the Seychelles Meteorological 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 Meteorological Authority regarding requests 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 Meteorological 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 Commissioner, 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 Meteorological 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 Meteorological 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 Meteorological Authority
Meteorological Act, 2015 (Act 16 of 2015), an Act to provide for establishment of the Seychelles Meteorological Authority to be a national authority for early warning on weather and climate phenomena and tsunami in Seychelles, provide for meteorological services for international air and sea navigation, and for matters connected therewith or incidental thereto.

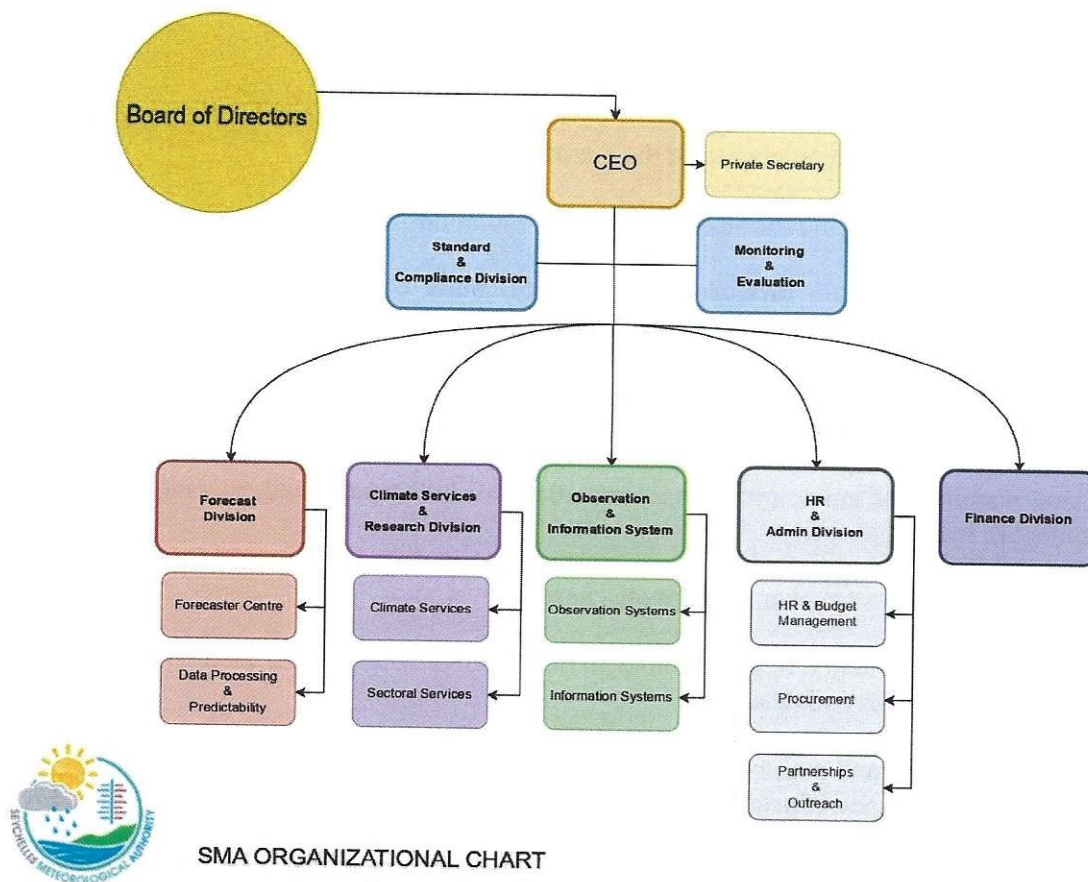
3.1. Objectives / Mandate

The objectives of the Authority are:

- a) To maintain, extend, and improve the quality of meteorological services
- b) To provide public good services and commercial services]
- c) To ensure ongoing collection and update of meteorological data
- d) To be the custodian of the reliable national climatological record
- e) To take measures to fulfill the international obligations under the Convention of the World Meteorological Organisation.
- f) To provide for meteorological services to international air and sea navigation
- g) To fulfill any other weather-related obligations as may be prescribed.

4. Structure of the Seychelles Meteorological Authority and Functions

4.1. Structure



Jan. 2025

4.1.1 List of Committees within the Seychelles Meteorological Authority

- Training Committee:
- RBM Committee
- Cash Flow Committee
- Evaluation Committee:
- Social Committee
- Early Warning Committee

4.2. Functions

The functions of the Authority are:

- a) Record, update and maintain meteorological observations required for meteorological and related purposes in accordance with the international standards.
- b) Forecast the weather and the state of the ocean and atmosphere.
- c) Establish and maintain meteorological stations, other observation and research stations, including technical installations and equipment.
- d) Ensure that the international standards in respect of aviation, maritime, and other general forecasts are observed by all relevant agencies.
- e) Issue warnings of gales, cyclones, storms tsunami and other weather conditions likely to endanger life and property.
- f) Monitor and assess weather and climate change.
- g) Supply or dissemination of meteorological information by publishing meteorological reports, bulletins advisories and data.
- h) Promote the use and supply of meteorological information and arranging for programs of public awareness and education.
- i) Conduct and assist research and investigations for the advancement of meteorological science.
- j) Advise the government and other agencies on meteorological matters and provide supportive roles and responsibilities to disaster management authorities in relation to disaster management, response and risk reduction.
- k) Develop, facilitate and provide training and instructions for persons whose duties and responsibilities concern matters relevant to meteorology and climate.
- l) Co-operate with national meteorological authorities of other countries and international organisations in relation to meteorological matters and supporting the principle of free and unrestricted exchange of meteorological data between such national meteorological services and international organisations.
- m) Conduct programmes for raising public awareness and climate change issues.
- n) Provide navigation weather forecasts for internal international navigation purposes.
- o) Provide aviation weather reports for pilots such as route forecast and terminal aerodrome forecasts, significant weather charts to pilots; and
- p) Perform such other functions as may be prescribed.

5. Key contact details for Access to Information of the Seychelles Meteorological Authority

5.1 Information Officer

Name: Ms. Rania Bristol
Tel: 4670707
Email: rania.bristol@meteo.sc

5.2 Head of Information Holder

Name: Vincent Amelie
Tel: 4670702
Email: v.amelie@meteo.sc

5.3 Head Office Contact

Postal Address: P.O. Box 1604, Victoria
Physical Address: Seychelles Meteorological Authority, International Airport, Mahe
Telephone: 4670700
Email: info@meteo.sc
Website: www.meteo.sc

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

1. Updated Website
2. SMA Board Directors
3. Minister responsible for meteorology

7. Categories of records of the Seychelles Meteorological Authority that are available without a person having to request access

Categories	Document Type	Available on website/SMA ONE platform	Available in raw data upon request and at times at a fee
Climate Data and products	- Weather parameters (rainfall, temperature, wind, tides etc...)	X	X

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

8.1. Services available

- Historical climate data and products
- Daily and seven-day weather forecasts
- Early warning bulletins
- Marine forecasts
- Tide data

Access is available through the website, TV weather presentation after Creole news in the evening, and via radio and Social media platforms, including Facebook, WhatsApp, and the Weather App, during bad weather events. Data and information can also be provided upon request.

9. Public Involvement in the formulation of policy, the exercise of powers, or the performance of duties by the Seychelles Meteorological Authority.

The Public can participate in or influence the formulation of policy, the exercise of powers, or the performance of duties by the Seychelles Meteorological Authority through surveys, an annual climate forum, and workshops that SMA organizes annually.

10. Availability of the Manual

This Manual is made available in the following official languages -

1. English.

A copy of this Manual or the updated version thereof is also available as follows-

1. On the www.meteo.sc of the Seychelles Meteorological Authority website.
2. At the head office of the Seychelles Meteorological Authority for public inspection during normal business hours:
3. To any person upon request
4. To the Information Commissioner upon request

11. Updating of the Manual

The Seychelles Meteorological Authority will, if necessary, update and publish this Manual annually.

Issued by:



Ms. Rania Bristol

Information Officer



Mr. Vincent Amelie

Head of Information Holder

Private Secretary

Date: 19.01.2026



Chief Executive Officer

Date: 23/01/2026