



**DICT**

DEPARTMENT OF INFORMATION  
COMMUNICATIONS TECHNOLOGY

# PUBLICATION INFORMATION MANUAL

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## 1.0 List of Acronyms and Abbreviations

1.1	<b>"DICT"</b>	Department of Information Communications Technology
1.2	<b>"HOIH"</b>	Head of Information Holder
1.3	<b>"IC"</b>	Information Commission
1.4	<b>"IO"</b>	Information Officer
1.5	<b>"ATIA"</b>	Access to Information Act

## 2.0 Purpose of Publication Manual

This Publication Manual is useful for the public to:

- i. Check the nature of the records which may already be available at DICT, without the need for submitting a formal ATIA request;
- ii. Have an understanding of how to make a request for access to a record of DICT;
- iii. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
- iv. Know all the remedies available from DICT regarding request for access to the records, before approaching the IC;
- v. The description of the services available to members of the public from DICT, and how to gain access to those services;
- vi. A description of the guide on how to use ATIA, as updated by the IC and how to obtain access to it;
- vii. If DICT 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;
- viii. Know if the DICT 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
- ix. Know whether the DICT has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

## 3.0 Establishment of DICT

### 3.1 Background

DICT is a Government budget dependent organization which is under the purview of the Vice-President's Office and its organizational structure is based on the delivery of the core functions of the Department. The department is responsible for the ICT portfolio nationally and has as main roles: policy development, regulatory enforcement and IT Solutions Provider of Government.

### 3.2 Vision

To have a government which fully makes use of ICT in supporting the delivery of its services and which creates the necessary framework (policies, legislations & regulations) that allows the full potential of ICT to be harnessed nationally for the benefit of the country.

### 3.3 Mission

The missions of the Department are:

- i. The development and enforcement of legislations, regulations, strategies and policies pertaining to ICT and related services;
- ii. The development and maintenance of software applications to support the delivery of government services;
- iii. The implementation, management and maintenance of the Government's ICT infrastructure; and
- iv. The collaboration and coordination with the various Government's Ministries, Department and agencies in addressing their specific ICT needs and requirements.

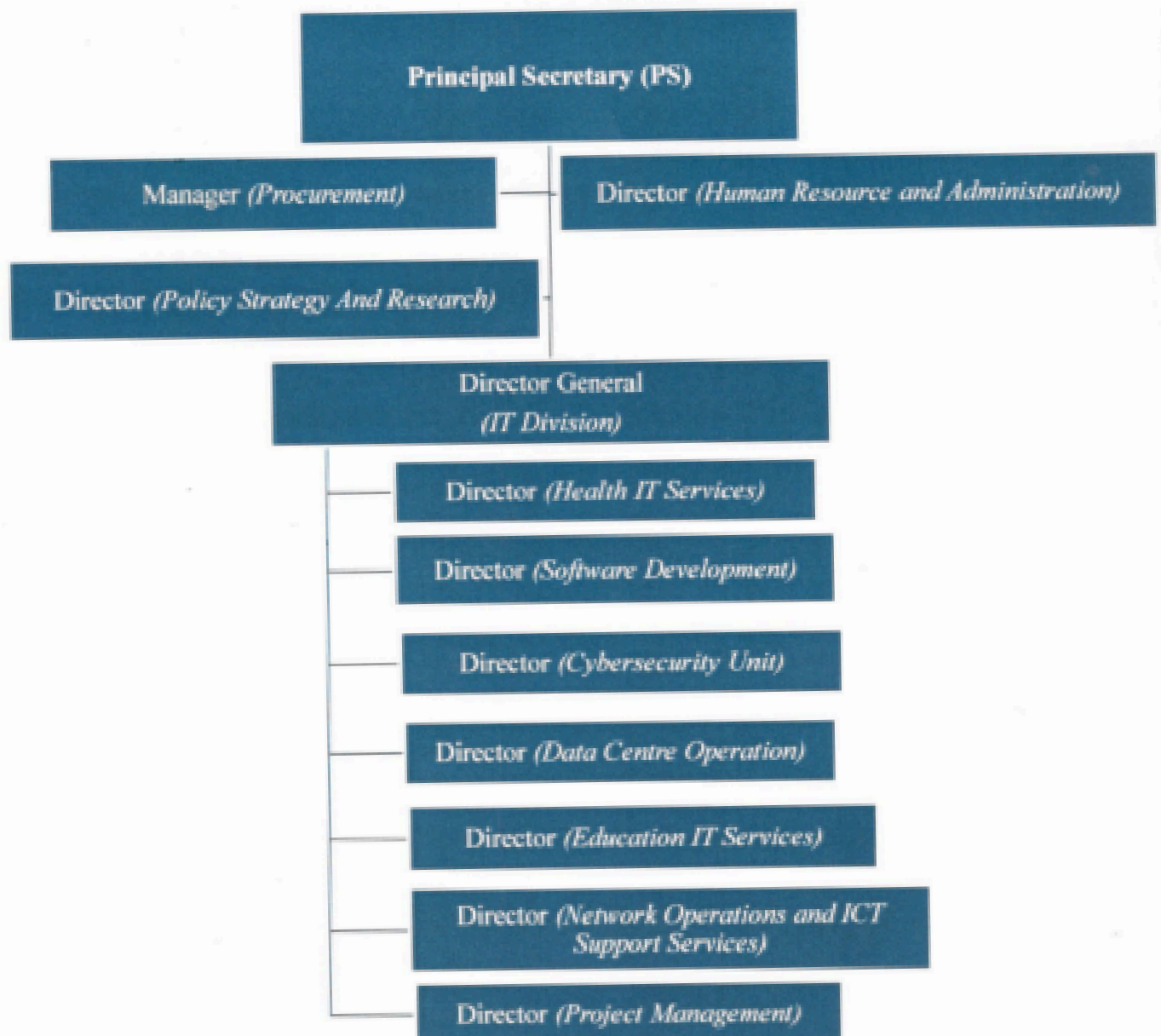
### 3.4 Strategic Objectives

The work of DICT is guided by the National ICT Policy. There are 5 areas addressed by the policy. The areas and their associated policy objectives that guide the sector are:

- 1) **ICT Infrastructure** – Promote the provision of accessible, universal, affordable, reliable, modern and high quality levels of ICT facilities and services.
- 2) **Legal and Regulatory Framework** – Provide for the creation of an enabling legal and regulatory environment that ensures the growth and development of the Information and Communications Technology (ICT) sector.
- 3) **Human Resource Development** – Promote the use of ICT to enhance education and skills development and build a growing ICT-savvy Nation.

## 4.0 Structure of DICT and function

### 4.1 Structure of DICT:



### 4.2 Function

The main function of DICT is the provision of information systems which will support decision-making in government and delivery of government services in terms of efficiency and effectiveness.

## 5.0 Key contact details for Access to Information of DICT

### 5.1 Information Officer

**Name:** Kevin Marie  
**Tel:** (+24) 4286643  
**Email:** [kevin.marie@ict.gov.sc](mailto:kevin.marie@ict.gov.sc)

### 5.2 Head of Information Holder

**Name:** Benjamin Choppy  
**Tel:** (+248) 4286609  
**Email:** [psoffice@ict.gov.sc](mailto:psoffice@ict.gov.sc)

### 5.3 Head Office Contact

**Postal Address:** P.O. Box 737  
**Physical Address:** 3<sup>rd</sup> Floor,  
Caravelle House,  
Manglier Street,  
Victoria,  
Republic of Seychelles

**Tel:** (+248) 4286600  
**Email:** [psoffice@gov.sc](mailto:psoffice@gov.sc)  
**Website:** [www.ict.gov.sc](http://www.ict.gov.sc)

## 6.0 Remedies available in respect of the ATIA

### 6.1 Remedies

1. Proactive disclosure of information through DICT's functional and updated website and social media platforms.
2. Publicly available contact details of DICT's IO and HOIH.

## 7.0 Categories of Proactively Disclosed Records of DICT

Categories	Document Type	Available on Website	Available upon ATIA Request
Manuals	Publication Information Manual	X	X
Legislations/ Regulations	Communications Act	X	X
	Electronic Transactions Act	X	X
Forms	Laptop Scheme Supplier Application Form	X	X
	Laptop Scheme Student Application Form	X	X
Policies and Strategies	National ICT Policy	X	X
	National Cybersecurity Policy	X	X
	National Cybersecurity Strategy (2019-2024)	X	X
Annual Reports	Annual AIA Reports	X	X
Directory of IO and HOIH	Details of Information Officers	X	X
Other Documents	Laptop Scheme Brochure	X	X

## 8.0 Public Services offered by DICT

### 8.1 Services available

#### 8.1.1 *Government Laptop/Tablet Scheme for Students*

The Government has a scheme to assist designated student groups in financing the purchase a laptop computer or tablet to support them in their studies. This scheme provides a three thousand rupees (SR 3,000.00) contribution towards the purchase price of a laptop computer or tablet of the students' choice. The scheme excludes the purchase smart phones and desktop computers.

More details about the scheme at the following link:

<https://ict.gov.sc/documents/laptopscheme/LaptopSchemeBrochure2.pdf>

**8.1.2 *Seychelles' Digital Identification (SeyID)***

SeyID is Seychelles' digital Identity platform introduced to provide members of the public with convenience and security when accessing government services online by giving them the choice to create a Digital Identity with an accredited identity app.

More details about the SeyID at the following link:

<https://www.seyid.gov.sc/AboutSeyID>

**8.1.3 *Government eService catalogue (monServis)***

monServis is an online catalogue of all available Government electronic services to allow users to easily access, communicate and transact with government services online.

More details about the monServis at the following link:

<https://monservis.gov.sc>

**8.1.4 *Business Authorisation Portal (Biz Auth)***

Biz Auth is an online portal that allows business owners to easily onboard its organization and its users to begin transacting with government eservices

More details about the monServis at the following link:

<https://bizauth.gov.sc>

## 9.0 DICT's Public Involvement in Policy, Strategy and Legal Instruments formulation.

DICT consults key stakeholders in the drafting of policies, strategies and legal instruments. Based on recommendations of the Cabinet of Ministers, DICT also extend the draft documents to the general members of the public through the white paper stage for legal instruments.

## 10.0 Availability of the Manual.

10.1 This Manual is made available in English.

10.2 A copy of this Manual or the updated version thereof, is also available as follows:

- i. On DICT's website at the following link:  
<https://ict.gov.sc/AboutUs/AccessToInformation>
- ii. To any person upon request; and
- iii. To IC upon request.

## 11.0 Updating of the Manual

DICT will, if necessary, update and publish this Manual annually.

Issued by:



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**Kevin Marie (Mr.)  
Information Officer**

09/02/2026

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**Date**



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**BENJAMIN CHOPPY (Mr.)  
Head of Information Holder**

9/2/2026

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**Date**



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**OFFICAL STAMP**