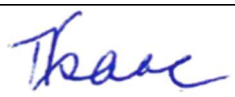
PROTOCOL MANUAL

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Approved by	The Clerk to the National Assembly, *Mrs. Tania Isaac*
Signature	

Public Relations and Protocol Division

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1) Introduction

Protocol refers to the rules, customs, and procedures that govern the conduct of official events, ceremonies, and interactions between the National Assembly and its official visitors. It ensures smooth communication, proper precedence, etiquette, and the maintenance of institutional decorum. In a parliamentary context, the Public Relations & Protocol Division leads efforts to uphold the dignity of the National Assembly, facilitate diplomatic relations, manage the institution's public image, and ensure proper respect for parliamentary practices.

This manual provides the Public Relations and Protocol Manager, designated Protocol Officers, National Assembly Service Staff, and Members of the National Assembly with guidance on best practices for protocol, etiquette, and ceremonial conduct.

Protocol Officers should prioritize the dignity of the persons they are assisting. They must be well-versed and confident when interacting with dignitaries, visiting delegations, government officials, and Members of the National Assembly.

1.1 Responsibilities of the Public Relations and Protocol Manager

(a) Plan and host special events, meetings, conferences, and ceremonial functions.
(b) Greet and escort visitors.
(c) Ensure proper seating arrangements, introductions, and delivery of speeches and testimonials using the organizational and National Orders of Precedence.
(d) Organize appropriate transportation.
(e) Oversee gift selection and presentation in accordance with established guidelines.
(f) Manage and monitor flag placement in coordination with the Sergeant-at-Arms.
(g) Represent the National Assembly at national events and official functions.

1.2 General Responsibilities for all Protocol Officers

(a) Greet and escort visitors.
(b) Provide timely and professional protocol services when designated.
(c) Assist the Public Relations and Protocol Manager as required.
(d) Represent the National Assembly at national events and official functions.

1.3 Authority and Alignment of Protocol

The procedures outlined in this manual are designed to uphold the dignity of the institution as a whole. The National Assembly's protocol practices are harmonized with national protocol standards established by the Ministry of Foreign Affairs, as well as international parliamentary standards.

2) Salient Features of the National Assembly

The following section outlines the features that represent the identity, symbolism, and guiding values of the National Assembly of Seychelles.

2.1 The Motto

The official motto of the National Assembly is "Unity in Diversity." In a parliamentary institution such as the National Assembly, differences of opinion will naturally arise. Rather than divide, these differences should strengthen the institution. Through unity in diversity, the National Assembly fulfils its constitutional role in ensuring stability and prosperity for the nation.

2.2 The Logo

The National Assembly logo incorporates several elements, each symbolizing a fundamental aspect of the institution and the nation:



(a) **The Building**: Represented by two pillars, symbolizing the two principal political forces: the Government and the Opposition. Together, they support the Seychellois nation, depicted by the crown of the building.
(b) **The Constitution**: The book between the pillars represents the Constitution of the Republic of Seychelles, the supreme law of the land. It reminds all citizens and Members of the National Assembly of their duty to respect, defend, and uphold the Constitution.
(c) **The Colours of the National Flag**: The ground beneath the building is rendered in the national colours of Seychelles, representing the foundation of national identity.
(d) **The Coco de Mer**: Encircling the design, the Coco de Mer symbolizes the uniqueness of the Seychelles. The two palm leaves at the base, facing in opposite directions, signify balance achieved through opposing forces.
(e) **The Third Republic and the Archipelago**: The year 1993 marks the establishment of the Third Republic and the creation of the National Assembly. The 155 spikes surrounding the logo represent the 155 islands of the Seychellois archipelago.

2.3 The Mace

The Mace is the symbol of the Speaker's authority. It is carried into the Chamber by the Sergeant-at-Arms, who is its official custodian. In the National Assembly of Seychelles, the Mace is placed upright in a wooden stand to the Speaker's own right (observer's left). A Sitting of the National Assembly cannot formally proceed without the Mace present in the Chamber.

The Mace is made of *Bwa Nwar (bois noir*), a locally found protected species of tree. At its top rests an open book, engraved with the Preamble to the Constitution of the Republic of Seychelles, symbolizing the supremacy of the Constitution. The book rests on a genuine Coco de Mer, a unique emblem of Seychelles. Below this is a drum-like bust bearing the National Crest, flanked by engravings of two fish representing the surrounding ocean. At the centre is a slab of granite, symbolizing the natural foundation of the Inner Islands. The base bears an engraving of the National Flag. The Mace was designed and crafted by Mr. Colin Dyer, former Member of the National Assembly for Beau Vallon.





A smaller replica of the Mace (*left)* is used functionally, while the original craft (*right)* is stored and displayed in the National Assembly Parliamentary Museum.

2.4 The National Assembly Service

(a) **Vision**: A modern, independent, and democratic National Assembly, responsive to the needs and aspirations of the Seychellois people.
(b) **Mission**: To serve as the forum for the exercise of legislative, oversight, and representative powers.

(c) **Mandate**: To ensure the efficient functioning of the Legislature by delivering services that adhere to the highest ethical standards, while upholding the dignity of the National Assembly in the execution of its constitutional duties.
(d) **Values**: Leadership, Integrity, Impartiality, Accountability, Respect, Professionalism, and Confidentiality.
(e) **Culture**: An innovative, team-oriented, and supportive workplace.

2.5 The Theme

For the duration of each Assembly, a theme is adopted to guide the National Assembly in its activities, conduct, and public engagement. The theme is set by the respective Speaker, reflecting the vision of the Presiding Officer for that parliamentary term.

This parliamentary tradition serves both symbolic and practical purposes: it communicates the Assembly's priorities to the public, inspires Members and staff in their work, and highlights the central role of the Speaker in shaping the institution's direction. Similar traditions are observed in other Commonwealth and African parliaments, as well as parliamentary organisations such as the Pan-African Parliament.

3) National Symbols

Protocol Officers must be well-versed in the National Symbols of the Republic of Seychelles and able to explain their meaning simply and clearly. National Symbols form an integral part of the State's identity, embodying national values and heritage, and carry specific ceremonial and legal protections.

Under the **National Symbols Act, 1996 [CAP 145A]**, Seychelles recognizes four National Symbols:

(a) The National Flag
(b) The Armorial Bearings
(c) The National Anthem
(d) The President's Standard

3.1 The National Flag

The National Flag is the primary emblem of national identity. It consists of a rectangular field (proportions 1:2) with five oblique bands radiating from the bottom of the hoist in the following order: blue, yellow, red, white, and green.



Each colour carries a symbolic meaning:

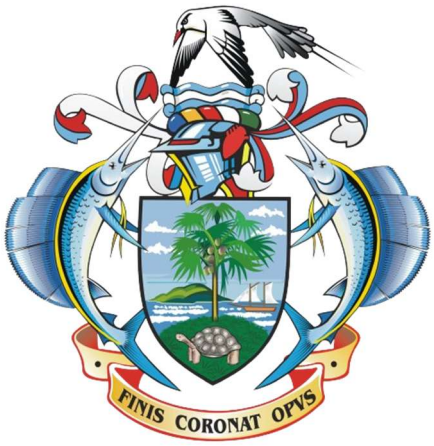
(a) **Blue** – the sky and sea surrounding Seychelles.
(b) **Yellow** – the sun, a source of life and light.
(c) **Red** – the Seychellois people, united in love and determination.
(d) **White** – social justice and harmony.
(e) **Green** – the land and natural environment.

Protocol Officers should be able to describe these colours and their symbolism during official events or to foreign delegations when prompted.

3.2 The Armorial Bearings (Crest)

The Armorial Bearings consist of four parts:

(a) **The Arms** – A shield depicting an Aldabra Giant Tortoise beneath a Coco de Mer tree, with a green island and a two-masted schooner in the background.
(b) **The Crest** – A silver helmet surmounted by a torse in the national colours, above which a White-tailed Tropicbird flies over stylised waves.
(c) **The Supporters** – A pair of Sailfish, one on either side of the shield.
(d) **The Motto** – "*FINIS CORONAT OPUS*" ("The End Crowns the Work"), meaning the achievement gives value to the labour that produced it.



Protocol Officers should ensure that any document containing the Armorial Bearings is in its correct and up-to-date form. The Armorial Bearings may not be altered or stylised.

3.3 The National Anthem

The National Anthem is a patriotic composition evoking national unity and heritage. The Anthem of Seychelles is titled "Koste Seselwa" ("Unite All Seychellois"). The official version of the National Anthem of the Republic of Seychelles is as below in both Creole and English (as published by the Ministry of Foreign Affairs):

Creole	English
KOSTE SESELWA *Sesel ou menm nou sel patri* *Kot nou viv dan larmoni* *Lazwa, lanmour ek lape* *Nou remersye Bondye* *Prezerv labote nou pei* *Larises nou losean* *En leritaz byen presye* *Pour boner nou zanfan* *Reste touzour dan linite* *Fer monte nou paviyon* *Ansanm pou tou leternite* *Koste Seselwa!*	*UNITE ALL SEYCHELLOIS* *Seychelles, our only motherland* *Where we live in harmony* *Happiness, love and peace* *We give thanks to God* *Preserve the beauty of our country* *The riches of our oceans* *A precious heritage* *For the happiness of our children* *Live forever in unity* *Raise our flag* *Together for all eternity* *Unite all Seychellois!*

3.4 The President's Standard

The President's Standard (or Presidential Flag) is based on the National Flag with the addition of the Armorial Bearings centered in the red band.



The following directives apply:

(a) It is accorded the same dignity as the Office of the President.
(b) It may only be flown by the President or by a person authorized by the President.
(c) When displayed with the National Flag, the Presidential Standard is placed to the observer's right, while the National Flag holds the Position of Honour (observer's left).

4)National Anthem Protocol

National Anthems are a symbol of sovereignty and national identity. Protocol Officers must ensure that any anthems played or performed at the National Assembly are done so with respect and dignity at all official functions.

4.1 General Protocol

(a) When multiple national anthems are performed, the host nation's anthem is played last.
(b) All present should stand in silence with arms at their sides for the duration of any anthem, regardless of nationality.
(c) Men should remove headgear; women are not generally required to do so.
(d) Members of the armed forces, police, or veterans in uniform should render a salute from the first to the last note.

4.2 The Seychelles National Anthem

"*Koste Seselwa*" should only be used in its official composition and lyrics in Creole. It may also be:

(a) Played as a recorded version.
(b) Performed by a band or orchestra.
(c) Performed as a solo concert.

4.3 Prohibitions

(a) The National Anthem may not:
(b) Be played partially or in a shortened form.
(c) Be combined with or played over other music.
(d) Be used in support of another composition.
(e) Be broadcast in any serial or programme without prior approval.
(f) Be altered, remixed, or distorted in a manner that renders it unrecognizable.

4.4 Guidance on Foreign Anthems

(a) All foreign national anthems must be accorded the same respect as the Anthem of Seychelles.
(b) As a sign of respect, foreign national anthems must be played first, followed by the host nation.
(c) The Public Relations and Protocol Division will liaise with the Ministry of Foreign Affairs to obtain official versions and avoid erroneous or unofficial renditions.

5) National Assembly Logo Protocol

The logo of the National Assembly represents the identity, authority, and prestige of the institution. It communicates what the Assembly stands for and must be treated with respect at all times.

5.1 General Principles

(a) The logo should never be displayed upside down.
(b) If displayed on a flag:
    - The flag must not be folded, crumpled, or placed on the floor.
    - The logo must always remain clearly visible.
(c) Permission must be obtained from the Speaker of the National Assembly before using the logo in any manner.
(d) The logo must not be used in connection with objectives or activities incompatible with the aims and principles of the National Assembly.
(e) The logo must not be used to imply endorsement of any business, enterprise, or organization.
(f) The logo must be used in its entirety without distortion, modification, or separation of its components. Any modification requires express permission from the Speaker.

5.2 Authorised Modifications

Modifications to the logo may only be approved for special occasions, such as commemorating significant anniversaries (e.g., the 30th Anniversary of the National Assembly). Any such adaptation must maintain the integrity, dignity, and recognizability of the original logo. It is the responsibility of the Public Relations and Protocol Division to ensure that all internal and external communications adhere strictly to these rules.



6) Flag Protocol

Flags are symbols of sovereignty, identity, and authority. Protocol Officers must ensure that all flags in use are always displayed, handled, and stored with dignity and respect.

6.1 General Rules of Respect

All flags must be:

(a) Hoisted at sunrise (0600hrs) and lowered at sunset (1800hrs).
(b) Never allowed to touch the ground.
(c) Never displayed upside down (this is a sign of surrender).
(d) If displayed outdoors at night, the flag must be properly illuminated.
(e) Never deface the flag with writing, slogans, or other designs.
(f) When displayed vertically, the blue band should align with the flagpole.
(g) Flags with fringes should not be displayed alongside flags without fringes.
(h) Flags which are frayed, dirty, or dishevelled must not be displayed. Poles and halyards must also be well-maintained.

6.2 The Correct Display of Flags

(a) Position of Honour
- When displayed with foreign national flags, the National Flag occupies the Position of Honour (observer's left or centre, depending on the number of flags).
- The Position of Honour should be maintained alongside empty flag poles.



Display of the National Flag, in the Position of Honour.

(b) In the Company of National Flags
- All flags should be of approximately the same size and on separate poles.
- **Even number of flags:** National Flag at the left; others follow alphabetically.



Display of the National Flag with an even number of flags of other Nations.

- **Odd number of flags:** National Flag in the centre; others follow alphabetically, displayed left to right alternately.



Display of the National Flag with an odd number of flags of other Nations.

(c) In the Company of Non-National Flags

- National flags take Position of Honour over organisational or institutional flags.
- In these cases, the National Flag may also be at least one flag's breadth higher **OR** on a flagpole in front of the others.
- The flags of national and international organisations follow alphabetically.
- Order: National Flag → national organisations → international organisations.



Display of the National Flag, and the flag of an Institution or International Organisation.

(d) Crossed Staff Display

- National Flag seen on the observer's left, pole in front.
- Hoists of both flags should face towards each other, with flags fully spread.
- This configuration applies to flags of nations, national organisations, and international institutions.



Display of the National Flag, with the flag of another Nation, crossed staff.

(e) Courtesy Calls / Souvenir Photographs

- Flag of the visiting nation occupies the Position of Honour (observer's left).
- National Flag occupies position behind the local dignitary (observer's right).
- National Assembly flag proceeds the National Flag further right.



Display of the National Flag and National Assembly Flag during a Courtesy Call or Souvenir Photograph.

**United Nations: Never display the UN flag in a semi-circle or circle of flags. It should be on flagpole in the centre or observer's left.*

6.3 Displaying a Flag Indoors

Indoors, the National Flag should retain the Position of Honour. This applies to a display behind the Presiding Officer, or during an address at a podium.

6.4 At Half-Mast

Flags may only be flown at half-mast on the express **instructions of the President or Speaker**. The procedure is as follows:

(a) Raise to top of mast → lower to half-mast.
(b) Before lowering at sunset: raise to top of mast → lower and remove from flagpole.
(c) Applies to **both National and National Assembly flags**.

6.5 Disposal of Flags

Flags unfit for service (worn, faded, damaged) must be destroyed respectfully. Preferred methods include burning in private or returning to the Protocol and Public Diplomacy Division of the Ministry of Foreign Affairs.

6.6 Respect for Customs

National Flags of other countries must always be displayed in accordance with their own laws, customs, and traditions. Protocol Officers must exercise diligence to avoid inadvertent disrespect during official events, ceremonies, or meetings involving foreign dignitaries.

(a) Never assume foreign flags may be displayed in the same manner as the Seychelles National Flag.
(b) Verify **orientation, colour, inscriptions, and positioning** before display.
(c) Ensure flags with religious or sacred elements (e.g., Saudi Arabia) are **never displayed incorrectly**.

Examples of restrictions include, but are not limited to:

Country	**Restriction**
Saudia Arabia, Sri Lanka, Pakistan	Vertical display of the flag is prohibited.
Saudia Arabia	The Shahada inscription prohibits the use of the flag on clothing, merchandise, or items that may touch the ground.
Bhutan	The Druk flag must always be displayed with the dragon upright and facing the hoist.
Nepal	The flag must retain its “double triangle” shape and may not be altered into a rectangle.

6.7 Impermissible Uses

National Flags must never:

(a) Be used as a tablecloth, or to cover statues/monuments.
(b) Be defaced, altered, partially concealed, or used for advertising.
(c) Touch the ground.
(d) Be displayed upside down (except in genuine emergencies).
(e) Be displayed at night without illumination.

(f) Be torn, frayed, or faded.

6.8 Flag Arrangements for Tables

The order of Table Flag arrangements is as follows:

(a) **In the case of a visiting foreign nation or international organisation:** Visiting Nation (Position of Honour) → Seychelles National Flag (observer's right) → National Assembly Flag.
(b) **In the case of a national organisation:** Seychelles National Flag (Position of Honour) → National Assembly Flag → Organisational flag (observer's right).
(c) Flags in front of respective dignitaries.
(d) Flags **same size**, poles same length.

7) Order of Precedence

Orders of Precedence exist to establish a formal hierarchy of officials and dignitaries for use at state and parliamentary functions. By setting out a clear ranking, Orders of Precedence help avoid disputes, ensure respect is accorded to officeholders, and reflect the constitutional balance between the Executive, Legislature, and Judiciary.

Internationally, many countries maintain both a National Order of Precedence and internal institutional lists (such as those used by parliaments, courts, or diplomatic services).

7.1 The National Order of Precedence

The National Order of Precedence (NOP) is the established hierarchy of officials and dignitaries to be observed at official functions and events hosted in the Republic of Seychelles. It provides a framework for seating arrangements, ceremonial introductions, signing ceremonies, and other official occasions.

Although the basic order has long been established, the NOP is not static. It evolves over time to reflect changes in society, including the recognition of diverse groups, constitutional developments, and the creation of new offices. The Ministry of Foreign Affairs is the custodian of the official NOP and circulates updated versions as necessary. The NOP ensures due respect is accorded to the three branches of Government, while also guiding the treatment of other national leaders and dignitaries such as former government officials and nationally recognised religious figures.

It is the responsibility of the Public Relations and Protocol Division to retain an updated copy of the NOP List. The Division is duly required to either draft or vet all necessary procedures and documents where the NOP List is referenced, such as official Orders of Address, invitation lists, and seating arrangements.

7.2 The National Assembly Order of Precedence

The National Assembly of Seychelles also observes its own internal Order of Precedence, which applies during functions taking place within the precincts of Parliament, such as the State of the Nation Address, official receptions, or any event convened under the authority of the Office of the Speaker.

The internal Order of Precedence is as follows:

(a) The Speaker of the National Assembly
(b) The Deputy Speaker of the National Assembly
(c) The Leader of the Opposition
(d) The Leader of Government Business
(e) The Chief Whip of the Opposition Party
(f) The Chief Whip of the Majority Party
(g) Honourable Members of the National Assembly, according to their seniority and length of service.
(h) The Clerk of the National Assembly
(i) The Deputy Clerk of the National Assembly

A list of Honourable Members according to their seniority and length of service will be maintained by the Public Relations and Protocol Division, with the support of the Office of the Clerk and the Information Centre Division.

8) Official Forms of Address

Correct forms of address and titles are among the most important aspects of protocol. Misaddressing a dignitary, senior official, or Member of Parliament may cause offence and undermine the dignity of the institution. All representatives of the National Assembly, including Honourable Members, must therefore be well versed in the correct spoken greetings, formal introductions, and written styles of address.

8.1 Commonly Accepted Forms of Address

Position	Spoken Greeting	Official/Written Address
President	Mr./Madam President; or Your Excellency	**His/Her Excellency (H.E.) Mr./Mrs./Ms.** Full Name**, President of** (Place)
Royalty (Monarch)	Your Majesty	**His/Her Majesty, King/Queen** Full Name
Royal Duke/Royal Prince	Your Royal Highness; then Sir	**His Royal Highness the Duke of** (Place)/ **Prince** Full Name
Princess	Your Royal Highness; then Ma'am	**Her Royal Highness Princess** Full Name

Speaker of the Legislative Assembly	Mr./Madam Speaker; or Honourable Speaker	**Speaker of the National Assembly of** (Place), **Honourable** Full Name
Chief Justice	His Lordship/Her Ladyship; or Mr./Madam Chief Justice	**Honourable Chief Justice of…**
Members of Parliament	Honourable (Name)	**Honourable** Full Name, **MNA**
Foreign Ambassador	Mr./Madam Ambassador; or Your Excellency	**His/Her Excellency (H.E.)** Full Name, **Ambassador of** (Place)
Foreign *Chargé d'Affaires*	Mr./Madam *Chargé d'Affaires*	**Mr./Mrs./Ms.** Full Name**, Chargé d'Affaires of** (Place)
Consul	Mr./Madam Consul	**Mr./Mrs./Ms.** Full Name, **Consul of** (Place)
Senior Military Officers	Chief of Defence, General, Admiral, etc.	**General/Admiral** (Last Name), **Chief of…**
Apostolic Nuncio (Papal Representative)	Your Excellency; or Archbishop	**His Excellency, The Most Reverend** (Full Name)
Prime Minister	Mr./Madam Prime Minister; or Your Excellency	**His/Her Excellency (H.E.)** Full Name, **Prime Minister of** (Place)
Minister	Mr./Madam Minister; or Minister (Last Name)	**Mr./Mrs./Ms.** Full Name, **Minister of** (Portfolio)

All positions with a "second-in-command", such as a Vice or Deputy, will follow the same format as their senior.

8.2 Official Address for Members of the National Assembly

All Members of the National Assembly, including the Speaker, are formally styled as "Honourable". Where Members hold additional honorifics or professional titles, these should be included, both in speech and in writing:

Honorific	Explanation	Correct Sequence
Doctor (Dr.)	Holds a doctoral degree.	Hon. Dr. (Full Name)
Professor (Prof.)	Holds a senior academic post.	Hon. Prof. (Full Name)
Reverend (Rev.)	Holds an ordained religious office or is nationally recognised as a religious leader.	Hon. Rev. (Full Name)
Sir/Dame	Knighted under the Commonwealth Honours system.	Hon. Sir (Full Name) / Hon. Dame (Full Name)

In written form, Members of the National Assembly are officially referred to as "Honourable First Name, Last Name, **MNA**". The post-nominal "MNA" follows international conventions and is a formal recognition that the individual is a sitting member of a legislative body.

In other parliamentary systems, this may appear as "Honourable Name, Last Name, **MP**". This format is used in formal documents, official communication, and media to maintain clarity and protocol. The formatting of honorifics, as above, applies. In spoken conversation or electronic communications, Members may be referred to as "Honourable Last Name".

8.3 Addressing Parliamentary Officials

In official capacities and formal written communications, the Clerks of the National Assembly are officially referred to as "**Honourable Clerk** Mr./Mrs./Ms. First Name, Last Name". In spoken conversation or electronic communications, the functional title "Mr./Madam Clerk/Deputy Clerk" is used. In other parliamentary systems, this may appear as Secretary General, Chief Clerk, Executive Secretary, or Parliamentary Counsel.

8.5 Country-Specific Naming Conventions

Different countries have unique conventions, influenced by cultural norms and linguistic structures. Below is a guideline for addressing dignitaries in various international contexts. When in doubt, always confirm the preferred form of address through official channels.

Country/Region	Name Order	Correct Usage
East Asia	Family Name (surname) → Given Name (first name)	H.E. Mr. SAKUTA Makoto
Middle East	Given Name → Patronymic Name → Family Name *Patronymic structure: "bin" (son of) or "bint" (daughter of)*	H.E. Mr. Khalid bin Ahmed Al-Faisal
Eastern Europe	Given Name → Patronymic Name → Family Name *Patronymic structure: Derived from the father's first name, "-ovich" (son of) and "-ovna" (daughter of)*	H.E. Mr. Ivan Petrovich Sokolov
Spanish and Portuguese speaking countries	Given Name → First Family Name (*father)* → Second Family Name (*mother*)	H.E. Mr. Luiz Inácio Lula da Silva

9) Chamber Protocol

Order 58 of the Standing Orders (Behaviour of Members in the Assembly) provides the guiding framework for conduct within the Chamber and on the Parliamentary Precinct. Central to this is the principle that all who enter the Chamber shall bow to the Chair. The bow is performed by slightly lowering the upper torso and head while facing the Speaker or Presiding Officer. Rooted in Commonwealth parliamentary custom, these courtesies serve to remind Members, staff, and visitors alike of the decorum expected within the Chamber and reinforce the principle that parliamentary proceedings are conducted with solemnity and respect.

9.1 Members

Upon entering, a Member shall bow to the Chair before proceeding to their seat. Members shall rise upon the arrival and departure of the Speaker, following the instruction of the Sergeant-at-Arms. Before leaving the Chamber, a Member shall rise, bow to the Chair, and then exit via the nearest door. These practices are not directed at the individual presiding, but at the institution of Parliament itself, symbolising respect for its traditions, rules, and the democratic values it upholds.

9.2 Ministers and Accompanying Officials

Ministers enter and exit via the Side Entrance, escorted by a Hansard Reporter.

(a) On entry, a Minister shall bow to the Chair, walk to the Sergeant-at-Arms' table, pause, bow again, then proceed to the Minister's Table.
(b) On exit, and once leave has been granted by the Speaker, the Minister shall rise, bow to the Chair, and bow again before leaving via the Side Entrance.

Accompanying officials shall bow to the Chair before taking their place at the Officials' Table, and again upon rising to leave through the Main Entrance.

9.3 National Assembly Service Staff

Staff seated at the Clerk's Table or Speaker's Podium shall bow when leaving or resuming their place. Other staff entering or leaving the Chamber shall bow to the Chair. When attending to the Speaker's or Clerk's Table, staff shall bow both before stepping onto and after stepping down from the Podium.

9.4 Impermissible Acts

(a) National Assembly Service staff shall not occupy the Speaker's Chair, the Clerk's Table, or Members' seats unless performing official maintenance duties.
(b) Permission from the Office of the Speaker, through the Public Relations and Protocol Office, is required before any photographs are taken in the Chamber.
(c) Members shall not pass between the Chair and a Member who is speaking, or between the Chair and the tables.

10) Seating Arrangements

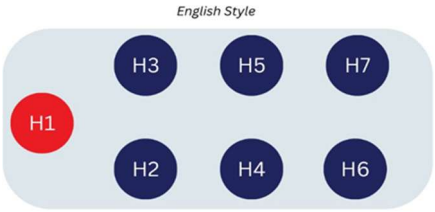
Seating arrangements are a visible expression of hierarchy and respect. Proper placement of participants ensures that protocol is observed, prevents misunderstandings, and facilitates smooth communication. The following guidelines outline the arrangements to be applied in different

contexts within the National Assembly and at official functions. In all cases, seating should follow the **National Order of Precedence** (see Section 7), unless otherwise agreed in advance.

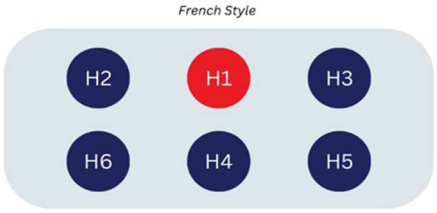
10.1 Seating Arrangements in Meetings

(a) **Internal Meetings**

- *English Style Seating*: The Chairperson is placed at the head of the table, with the Deputy or Co-Chair to their right, and the next in hierarchy to their left. The remaining participants are arranged alternately on either side according to rank and seniority.

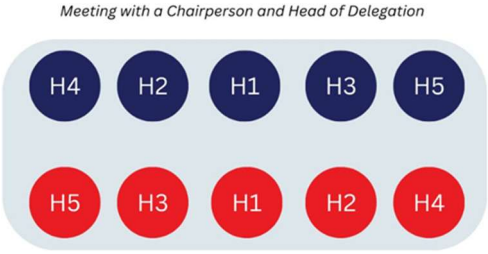


- *French Style Seating*: The Chairperson sits at the centre of the table, with the Deputy or Co-Chair on the right, and the next in hierarchy on the left. Remaining participants are then placed opposite in a mirrored sequence.



(b) **External Meetings**

When meeting with external delegations, the Chairpersons of each side should be seated opposite one another. To avoid the discourtesy of shaking hands over the table, opportunities should be provided before or after the meeting. Both Chairpersons should follow the right-hand-side rule.

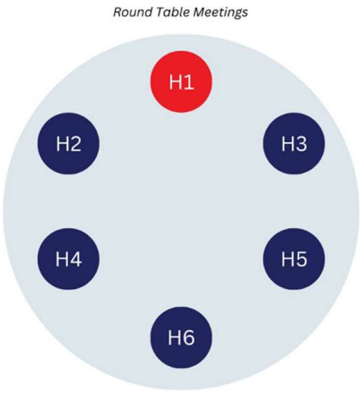


(c) **Meetings in the Office**

In offices, seating is organised based on the furniture available and layout of the room. The Host and Guest(s) are expected to occupy the more prestigious or comfortable seating, while support staff are expected to make provisions for additional seating behind or in a less conspicuous area.

(d) **Round Table Meetings**

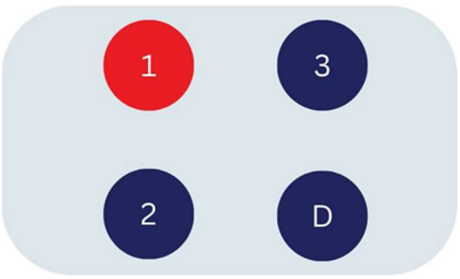
Round tables symbolise equality and facilitate open exchange. Where there is a designated Chair, the right-hand-side rule still applies, and other participants are placed alternately in a 'zigzag' according to rank or seniority. Someone may occupy the "head" of the table if Chairing or leading discussions.



10.2 Car Seating

In official vehicles, the **Seat of Honour (1)** is diagonally behind the **Driver (D)**. Where two people are travelling, the principal guest is seated on the side opposite the driver, with the spouse or **Secondary Guest (2)** behind the driver. **Support Staff (3)** may sit in front or in a separate vehicle. The driver should always assist by opening and closing the door for the VIP, ensuring comfort before taking their place.

Car Seating



10.3 Seating at Official Luncheons and Dinners

The host is responsible for arranging guests according to rank. In Seychelles, the French Table Arrangement is most often used, with provision for a **Guest of Honour (G1)** and their **partner (G2).**

(a) When both men and women are present:

- The highest-ranking male guest sits to the right of the hostess; the second in rank sits to her left.
- The spouse of the highest-ranking male guest sits to the left of the host. If unmarried, the highest-ranking woman is placed there.
- Spouses without official rank are seated according to their partner's precedence.
- Non-ranking guests are seated at the discretion of the host, taking into account age, social standing, personal achievements, language, and compatibility with their neighbours.

French Style Luncheon / Dinner Arrangements



(b) Additional considerations:

- Once the Guest of Honour and second-ranking guest are placed, non-ranking guests may be seated between those of higher rank.
- Men and women should be alternated wherever possible to create balance.

11) Airport Duties

Airport duty is one of the most visible aspects of parliamentary protocol, as it represents one of the first points of contact between the National Assembly and visiting delegations. Beyond administrative efficiency, airport duty reflects the National Assembly's commitment to upholding

national standards of courtesy and hospitality, projecting a professional image of Seychelles as a welcoming host country. Proper execution of this duty by the Public Relations and Protocol Division, in consultation with the Ministry of Foreign Affairs, ensures that all visitors experience respect, dignity, and seamless service in accordance with established diplomatic norms.

11.1 Internal Arrangements

Members of the National Assembly form part of the diplomatic community in Seychelles and enjoy privileges as per protocols extended to diplomats, including the right to access the VIP Lounge when travelling on personal or official mission. VIP access at the airport is facilitated for:

(a) The Speaker
(b) The Deputy Speaker
(c) Members of the National Assembly
(d) Other dignitaries, as per established protocols of the Ministry of Foreign Affairs

11.2 External Arrangements

For international delegations and visiting dignitaries, VIP access is granted according to their status and purpose of visit to Seychelles. The Protocol Manager shall:

(a) Compile the personal details and flight itinerary of the visiting dignitary or delegation.
(b) Complete the VIP Access Form provided by Foreign Affairs and submit it at least 72 hours in advance.
(c) Ensure that arrangements are confirmed with both Foreign Affairs and the Airport Authority prior to arrival or departure.
(d) Coordinate with the Administration Division of the Parliamentary Corporate Services Department for transport logistics.

11.3 Upon Arrival

Prior to proceeding to the airport, the Protocol Officer on duty must confirm the aircraft's scheduled arrival time by contacting the Air Seychelles International Flight Enquiry Office (**Tel: 4384000**).

(a) When welcoming the VIP, Protocol Officers must:

- Greet any welcoming party and escort them to the designated seating area
- Meet the VIP at the aircraft steps, while wearing the appropriate vest and lanyard, and escort them to the VIP Lounge, **or**
- Await the VIP at the VIP Lounge and introduce the welcoming party.
- Ensure that Air Seychelles staff at the VIP Lounge are on stand-by to provide welcoming refreshments.

(b) Documentation

- Request valid passports and luggage tags to facilitate entry. These may be handed over to the MFA Officer on duty who will assist with airport procedures, otherwise the Protocol Officer should proceed to the immigration counters.

- With the express permission of the VIP, the Protocol Officer may hold on to the passports until arrival at the hotel, to facilitate check-in.

(c) Customs and Security

If Customs authorities select a VIP's luggage for inspection, the following steps shall be taken:

- The Protocol Officer, accompanied by a representative from the Ministry of Foreign Affairs, will escort a Customs Officer to the lounge and courteously inform the VIP that a search is required.
- The search must be conducted in the presence of the VIP and handled with discretion and respect for privacy.

11.4 Upon Departure

The Protocol Officer must arrive at the airport **one to two hours before** the scheduled departure time unless the Public Relations and Protocol Department has been notified of any change by Air Seychelles.

On arrival at the airport, the Protocol Officer should:

- Escort the VIP either through the express check-in or to the VIP Lounge, and ensure they are seated and offered refreshments.
- Handover all passports and luggage to awaiting airport and MFA Staff.
- Assist with any check-in formalities as required.
- At boarding time, the Protocol Officer will invite the VIP to board the aircraft and must ensure they are wearing the appropriate security pass for ramp access.
- If the flight is delayed, reassure and inform the VIP of the new estimated departure time. Ensure that refreshments and communication facilities are available to the VIP.

If the VIP is delayed in arrival, the Protocol Officer should:

- Contact the VIP and confirm their estimated time of arrival.
- Inform MFA promptly and attempt to commence check-in procedures.
- Should there be no recourse, the Protocol Officer should then contact the VIP and begin arrangements for a new flight.

11.5 Lost Luggage

If any luggage belonging to the VIP does not arrive on the same flight, the Protocol Officer shall:

- Contact the Air Seychelles desk in the arrival hall to report the missing luggage.
- Obtain the Lost Baggage Claim Form and corresponding slip.
- Inform the VIP of the expected date and flight of arrival of the missing luggage.

- If the VIP prefers to handle the claim personally, the Protocol Officer shall escort them to and from the Air Seychelles desk.

12) Welcoming Dignitaries to the National Assembly Precinct

The Public Relations and Protocol Division is responsible for ensuring that all aspects of official protocol are observed when a dignitary or delegation visits the National Assembly precinct. This includes visits by both national and foreign dignitaries, whether of ministerial, diplomatic, or of a parliamentary rank.

When required, the Public Relations and Protocol Division shall liaise with the Ministry of Foreign Affairs to coordinate high-level visits and ensure alignment with national protocol standards.

12.1 Preparations Prior to the Visit

The Public Relations and Protocol Division shall:

(a) Confirm in advance the name, title, and delegation composition of the visiting dignitary and the purpose of the visit.
(b) Assign a Protocol Officer to receive, accompany, and oversee all arrangements for the dignitary.
(c) Identify the designated meeting or reception area and ensure that all arrangements are complete, including furniture layout, name plates, flags, flower arrangements, and any necessary signage.
(d) Arrange for photographic coverage in coordination with the Media Operations Division, if applicable.
(e) Ensure that an official gift is selected and prepared for presentation when appropriate.
(f) Confirm the composition of the welcoming party for high-level visits and brief all participants on their roles and positions.
(g) Display the national flag of the visiting dignitary's country in the Speaker's Receiving Room and at the building's exterior, in accordance with established protocol and the Order of Precedence.

12.2 Arrival and Reception of the Dignitary

The assigned Protocol Officer shall:

(a) Be stationed at the main entrance or designated arrival point in advance of the dignitary's arrival.

(b) Ensure that any welcoming party (including the Speaker, Deputy Speaker, Leader of the Opposition, Leader of Government Business, Clerk, or Deputy Clerk, as appropriate) is positioned according to the established order of precedence.
(c) Guide the Speaker or presiding official to the entrance or ramp to greet the dignitary. The Speaker shall walk on the left-hand side of the dignitary, while the Protocol Officer leads slightly ahead to indicate the host's guidance.
(d) Oversee formal introductions, ensuring they occur in proper order of seniority, starting with higher-ranking officials.
(e) Escort the dignitary or Head of Delegation to the designated meeting room, ensuring that they walk on the right-hand side of the Protocol Officer.
(f) Coordinate with the Office of the Sergeant-at-Arms to provide a suitable waiting area for delegation members not participating in private meetings.

12.3 During the Visit

The Protocol Officer shall:

(a) Remain with or near the visiting dignitary throughout the engagement to facilitate transitions between meetings and ensure adherence to the programme.
(b) Ensure that any media coverage, refreshments, or formal introductions occur according to protocol and schedule.
(c) Address unforeseen issues discreetly and, where necessary, report them to the Public Relations and Protocol Manager for immediate guidance.

12.4 Departure of the Dignitary

Upon conclusion of the visit, the Protocol Officer shall:

- Escort the dignitary or Head of Delegation back to the main entrance or departure point.
- Oversee farewells between the dignitary and the welcoming officials.
- Remain at the entrance until the dignitary has left the premises.

13) Passing Away of a Member of the National Assembly

The passing away of a Member of the National Assembly is an occasion of solemn national significance. The Public Relations and Protocol Division, in coordination with the Office of the Speaker, the Office of the Clerk, and where applicable the Ministry of Foreign Affairs, shall ensure that all ceremonial, communication, and logistical arrangements are carried out with dignity and respect. The National Assembly shall assist with funeral-related costs as necessary, in consultation with the family.

14.1 Official Notification and Announcement

(a) Upon confirmation of the passing, the Clerk to the National Assembly shall immediately inform the Speaker and Deputy Speaker, the Leaders of the House, and all Members of the National Assembly.
(b) The Speaker shall notify the Executive and issue a formal letter of condolence to the spouse or next of kin of the late Member.
(c) Members may also send personal messages of condolence.

14.2 Public Announcement and Press Release

(a) The Public Relations and Protocol Division, in consultation with the Office of the Speaker, the Office of the Clerk, and the family of the late Member, shall prepare and issue an initial press release to announce the passing.
(b) The announcement shall follow the approved Press Release template and be shared promptly with media houses and public communication channels.
(c) A subsequent press release shall provide details of funeral arrangements, lying in repose, and the opening of the Book of Condolences.

14.3 Book of Condolences

(a) A Book of Condolences shall be opened to the public for at least two days prior to the funeral.
(b) The location and timings shall be determined in consultation with the Office of the Speaker, the Office of the Clerk, and the family of the late Member.
(c) Common locations may include:
- The District Administration Office of the late Member's constituency;
- The National Assembly precinct;
- A public administrative building such as the Mayor's Office; or
- The church or venue where the official funeral service will take place.

14.4 Flying the National Flag at Half-Mast

(a) The National Flag shall be flown at half-mast at the National Assembly Building from the day of the Member's passing until the day of the funeral.
(b) The flag shall also be flown at half-mast on the day of the first Sitting of the National Assembly held after the funeral.

14.5 Official Funeral

(a) A Member who passes away while in office is entitled to an Official Funeral (distinct from a State Funeral).
(b) The Public Relations and Protocol Division shall coordinate the funeral arrangements in consultation with the family, the Office of the Speaker, the Office of the Clerk, and relevant government authorities.

(c) The coffin shall be draped with the National Flag and carried by six pallbearers from the Seychelles Police Force and the Seychelles People's Defence Force.
(d) The pallbearers shall accompany the coffin from the mortuary to the location where it lies in repose, then to the church, and finally to the cemetery.
(e) The National Band shall perform a funeral march as the coffin enters the church and during the lowering of the coffin at the cemetery, in accordance with national ceremonial traditions.
(f) Media Houses may be invited to cover the service, subject to family approval.
(g) The Speaker and a Member from the same political party as the late Member shall each deliver a eulogy on behalf of the Assembly.
(h) Floral arrangements, media access, and the production of the order of service booklet will be organised by the National Assembly, in consultation with the family.

14.6 Lying in Repose

(a) The location of the 'lying in repose' shall be decided by the family.
(b) Members of the National Assembly, led by the Speaker, shall attend to pay their respects.
(c) The term "Lying in State" shall not be used, as it is reserved for individuals entitled to a State Funeral.

14.7 Funeral Cortege

The official funeral cortege shall proceed in the following order, coordinated by the Public Relations and Protocol Division and the Police:

Order	Vehicle Description
^ Police Outrider ^	^ Police Outrider ^
Car 1	Protocol Car
Car 2	Pallbearers in Van
Car 3	Hearse with Coffin
Car 4	Immediate Family Members
Car 5	Speaker of the National Assembly
Car 6	Government Representatives
Car 7	Representatives of the late Member's Party
Car 8+	Other family members, friends and colleagues, National Assembly Service Staff

14.8 At the Cemetery

(a) Upon arrival, the pallbearers shall carry the coffin from the hearse to the graveside.
(b) The National Flag shall be removed, folded respectfully, and presented by a pallbearer to the spouse or next of kin.

(c) After the coffin is lowered and covered, wreaths shall be laid in the following order:
- Spouse and immediate family.
- Speaker of the National Assembly.
- Government representative(s).
- Representative of the late Member's party.
- Ministers and Members of the National Assembly (by precedence).
- Other invited guests.

(d) Mourners shall then present their condolences to the family before departing.

14.9 National Assembly Sitting Following the Funeral

(a) The National Assembly shall not sit until after the funeral has taken place.
(b) At the first Sitting following the funeral:
- The late Member's seat shall remain vacant, draped with a black ribbon, with a bouquet of flowers and a framed photograph placed before it.
- The family shall be invited to attend and seated in the Speaker's Gallery by formal letter.
- The Speaker shall open the Sitting by welcoming the family and offering condolences, followed by a eulogy.
- Additional short eulogies may be delivered by the Deputy Speaker, the Leader of the late Member's political party, and up to four other Members.
- The Sergeant-at-Arms, at the Speaker's instruction, shall present the Books of Condolences to a family representative on the floor of the House.
- The Sitting shall then be adjourned for the day, followed by refreshments in the Main Lobby at the discretion of the Speaker.

14.10 Passing Away of the Speaker of the National Assembly

(a) Should the Speaker of the National Assembly pass away while in office, the Speaker shall be accorded a State Funeral.
(b) The arrangements shall be led by the Ministry of Foreign Affairs, in consultation with the Public Relations and Protocol Division, the Office of the Clerk, and officials from State House.
(c) All ceremonies shall observe national mourning protocols as prescribed for State Funerals.

15) Official Functions and Events Organised by the National Assembly

Official functions and events hosted or co-hosted by the National Assembly reflect the institution's dignity and parliamentary decorum. The Public Relations and Protocol Division, under the direction

of the Office of the Clerk and the Office of the Speaker, shall ensure that all official functions are conducted with proper protocol, order, and ceremonial respect.

15.1 Arrival and Seating Protocol

(a) For all official functions, the Speaker (and their spouse, if applicable) shall enter the venue last, preceded by invited dignitaries and guests.
(b) All attendees shall be requested to rise, and the arrival of the Speaker shall be formally announced.
(c) Once the Speaker has taken their seat, all guests may be seated unless instructed otherwise.
(d) The Protocol Officer shall be seated nearby, in direct view of the Speaker, to provide immediate support as required.

15.3 Monitoring and Event Coordination

(a) The Protocol Officer shall oversee all aspects of the function, including:
- Timing and flow of the event.
- Hospitality and catering service.
- Operation of audiovisual and electronic systems.
- Movement of guests and dignitaries.
- Protocol compliance and guest assistance.

15.5 Departure of the Speaker

(a) Prior to the Speaker's departure, the Protocol Officer shall ensure that the Speaker's vehicle is positioned at the designated exit point.
(b) The Protocol Officer shall escort the Speaker to the vehicle and confirm a smooth departure before other guests exit.
(c) As a rule, Members of the National Assembly and staff should not depart before the Speaker unless there is a genuine emergency or express permission from the Speaker.

16) The Message on the State of the Nation Address

The Message on the State of the Nation Address (SONA) by the President of the Republic marks the opening of the National Assembly's annual session. The event is of national significance and requires detailed coordination among multiple institutions. Within the National Assembly Service, an Organising Committee headed by the Office of the Clerk oversees all planning, logistics, and communication.

16.1 Planning and Coordination

(a) Planning shall begin immediately once the date of the SONA is confirmed by the Office of the President.
(b) The Organising Committee shall convene coordination meetings to determine:
- The official programme and running order
- The guest list and invitations
- Seating plans and security measures
- Menu, catering, and hospitality
- Media access, press invitations and releases, and other logistics

16.3 Programme

(a) The Organising Committee shall prepare a draft programme for review and approval by the Office of the Speaker.
(b) The programme shall include ceremonial elements such as processions, announcements, and the formal arrival of dignitaries, following national protocol standards.

16.4 Guest List and Invitations

(a) The Public Relations and Protocol Division shall prepare the guest list according to the National Order of Precedence.
(b) Invitations shall include clear details such as:
- *Entrance gate and security access (e.g., "Gate 1").*
- *Dress code [**see Annex 2 for more information]*.**
- *Seating time (e.g., "Kindly be seated by 1635 hrs").*
- *RSVP details, including deadline and contact information*.

(c) All responses, whether acceptances or regrets, shall be accurately recorded to ensure appropriate seating and name tag preparation.
(d) Unexpected guests shall be received courteously and accommodated where possible, in accordance with protocol.

16.5 Seating Arrangements and Name Tags

(a) Seating shall strictly observe the National Order of Precedence.
(b) Floor access is restricted to Members of the National Assembly and State House staff accompanying the President.
(c) Invited guests shall be seated in the Public Gallery according to their precedence ranking.
(d) The Media Gallery shall remain open to accredited journalists and necessary support staff, including Protocol Officers from the Ministry of Foreign Affairs.
(e) All name tags shall be clearly displayed to assist ushers and security personnel.

16.6 Cocktail Reception

(a) Following the Address, a cocktail reception may be hosted at the National Assembly Precinct.
(b) The Office of the Clerk shall approve the catering menu and beverage selection.
(c) Catering personnel shall be properly briefed and identified.

16.7 Security Arrangements

(a) The Office of the Clerk, in coordination with the Office of the Sergeant-at-Arms, shall liaise with the Seychelles Police Force and other relevant agencies to ensure appropriate levels of security.
(b) Entry control, screening, and emergency procedures shall be reviewed and approved prior to the event.
(c) Staff Briefings: All key personnel, including ushers, security staff, and media coordinators, shall be briefed on the programme, timings, and protocol procedures before commencement.
(d) Following the arrival of the President, all gates to the National Assembly precinct will remain closed until the conclusion of the Address. During such period, no individual may enter the precinct under any circumstances.

16.9 Post-Ceremony Procedures

(a) After the ceremony, the precinct shall be restored to its original condition.
(b) A post-event debrief may be convened by the Office of the Clerk to evaluate the event's success and identify improvements for future ceremonies.

17) Compliance

Adherence to the protocols and procedures outlined in this document is essential to uphold the dignity, order, and professionalism of the National Assembly. Consistent compliance ensures that all official engagements reflect the Assembly's institutional values and align with national and international parliamentary standards. Members of the National Assembly and all Parliamentary Staff are expected to familiarise themselves with these guidelines and apply them in all relevant circumstances.

For any clarification, guidance, or assistance in implementing these protocols, please contact the Public Relations and Protocol Division at press@nationalassembly.sc

Annexure

Annex 1: Guidelines on Official Gifts and Tokens of Appreciation

1. Disclaimer

Gifts may be given and received with no intention of creating a conflict of interest. They may be given or received as a matter of protocol, such as parliamentary delegations and international visits. Regardless of the circumstances of the giving or receiving of gifts, it is widely accepted that Members should publicly report the receipt of gifts. In the case of gifts and reportable interests more generally, monetary thresholds should be set above which reporting is mandatory.

1.1 Official Gifts for Ambassadors and Heads of State

Ambassadors and Heads of State are esteemed representatives of their nations. Gifts extended to them must symbolise mutual respect, friendship, and the shared values between Seychelles and the recipient's country. Examples of appropriate gifts include:

- **Handcrafted Creations:** Intricately designed sculptures or artisan-crafted products reflecting Seychelles' cultural heritage.
- **Commemorative Plaque or Shield:** Inscribed with the crest of the National Assembly as a lasting reminder of the visit.
- **Locally Produced Goods:** High-quality products such as Seychellois spices, SeyTe tea, or locally distilled rum.
- **Seychellois Art and Craftwork**: Paintings or sculptures by Seychellois artists, or unique craftwork made from shells or natural materials.
- **Customized Memorabilia: Specially** designed items branded with both the Seychelles and National Assembly emblems.
- **Leather-bound official publications** (e.g., Seychelles Constitution or National Assembly milestones).

1.2 Official Gifts for Foreign Delegates

Foreign delegates representing legislative, governmental, or intergovernmental bodies should receive gifts that reflect the purpose of their visit and Seychelles' culture. Examples include:

- **Functional Memorabilia:** High-quality stationery or desktop items featuring the National Assembly crest, such as paperweights, fountain pens, leather notebooks, etc.
- **Cultural Tokens:** Small handicrafts or art pieces showcasing Seychellois culture, such as Coco de Mer crafts, coconut oil products, art prints, etc.
- **Books on Seychelles:** Publications highlighting Seychelles' governance, culture, biodiversity, and democracy (e.g., Wildlife of the Seychelles or The Colours of Seychelles).
- National Assembly Publications: Custom publications outlining the institution's history and milestones.

- Commemorative Items: Framed photos, certificates, or personalised tokens marking the visit.

1.3 Gifts for Government Officials and Distinguished Visitors

For senior government officials, gifts should convey respect and institutional recognition.

- **Commemorative Plaque or Shield** bearing the National Assembly crest, or framed photograph of the National Assembly.
- **Quality Souvenirs:** Notebooks, pens, tote bags, bookmarks, or keychains branded with the National Assembly emblem.
- **Cultural Showpieces:** Small sculptures or art prints symbolising Seychelles' identity.

1.4 Gifts for Visiting Groups

For visiting groups such as students, community representatives, or parliamentary staff delegations, gifts should balance practicality with educational value.

- **Educational Materials:** Booklets or brochures explaining the National Assembly's role and Seychelles' governance.
- **Branded Souvenirs:** Items such as caps, bags, or bookmarks featuring the National Assembly emblem.
- **Commemorative Tokens:** Postcards or stickers featuring landmarks, national symbols, or events.
- **Event-Specific Tokens:** Customised keepsakes commemorating the visit or occasion.

2. Recommended Gifts by Region

The following regional recommendations serve as guidance to align with cultural preferences and diplomatic practices. Care must be taken to avoid gifts that could be considered inappropriate, overly lavish, or culturally insensitive.

The list below is not exhaustive but provides a general overview and sense of regional gifting cultures. Each recommendation aligns with international diplomatic norms.

2.1 Europe and Middle East

Country	Recommended Gifts	Gifts to Avoid
France	Seychellois art prints depicting marine life, tropical landscapes, or Creole culture; locally produced rum.	Mass-produced or generic items.

United Kingdom	Books on Seychellois governance or natural history; Local tea gift set.	Alcoholic beverages.
Germany	Sustainable crafts (e.g., reclaimed wood or recycled plastic); Coco de Mer symbols.	Luxury items without practical use.
Italy	Locally found spices (cinnamon, nutmeg, vanilla).	Mass-produced souvenirs.
Spain	Locally crafted pottery or tropical fruit preserves (mango, guava, passionfruit).	Items lacking cultural relevance.
UAE	Framed calligraphy or fine art; incense and essential oils; sustainable wooden crafts.	Alcoholic beverages.
Belgium	Prints/photographs of Seychellois landscapes.	Overly abstract or avant-garde items.
Yemen	Handmade textiles; aromatic oils and candles; framed art prints.	Non-halal products.
Netherlands	Commemorative plaque or shield.	Overly expensive or ostentatious gifts.
Russia	Lacquered wooden boxes; framed art prints of Seychelles landscapes; coffee table books.	Mass-produced or non-cultural items.

2.2 Asia-Pacific Nations

Country	Recommended Gifts	Gifts to Avoid
China	Seychellois tea blends; premium rum; framed art; institutionally branded plaques.	Clocks, sharp objects, or symbols of bad luck.
India	Coconut-based artisanal products; Seychellois spices; wooden craftwork.	Excessively lavish gifts.
Japan	Seychellois tea sets; framed landscapes.	Items symbolising division (e.g., knives or scissors).
South Korea	Reclaimed wood or coconut shell crafts; Seychellois spices or jams.	Mirrors or overtly luxurious gifts.
Sri Lanka	Handwoven fabrics; cinnamon blends; tea assortments.	Overly luxurious items.
Singapore	Ethically sourced woven crafts; traditional Seychellois art; fruit preserves or locally sourced honey.	Common or impersonal items.
Malaysia	Seychellois wooden crafts; tropical fruit jams.	Flashy or overly expensive gifts.
Thailand	Seychellois spices or teas; handmade jewellery; framed wildlife art.	Large or extravagant items.

Australia	Wooden sculptures; art prints; local rum.	Overly luxurious items.
Bangladesh	Art prints; wooden carvings; eco-friendly stationary.	Leather and alcoholic products (non-halal).

2.3 African Nations

Country	Recommended Gifts	Gifts to Avoid
South Africa	Wooden sculptures; premium rum; shell crafts.	Excessively lavish gifts.
Kenya	Handcrafted wooden items; Seychellois teas and spices; framed nature photos.	Large or expensive gifts.
Nigeria	Wooden sculptures; framed photography.	Overly modest or impractical gifts.
Egypt	Framed Seychelles art; wooden crafts; local tea blends.	Sharp objects.
Ghana	Wooden crafts; Seychellois spices; tea sets.	Extravagant gifts.
Tanzania	Seychellois fruit preserves, local chilli or chutneys; traditional woven art.	Overly lavish gifts.
Uganda	Handcrafted art pieces; fruit jams; rum; tea blends.	Displays of wealth or culturally insensitive gifts.
APCOI Member States	Handcrafted marine-themed sculptures; textiles representing oceanic heritage; local spices and coconut products	Limit alcoholic products and Coco de Mer symbols.

2.4 American Nations

Country	Recommended Gifts	Gifts to Avoid
United States	Seychellois art prints; handcrafted woodcraft; gourmet spices.	Extravagant gifts.
Canada	Handwoven textiles; wooden sculptures.	Expensive or ostentatious items.
Brazil	Local spices; framed photography; ceramic or shell crafts.	Overly modest items.
Mexico	Handwoven textiles; fruit jams; wooden sculptures; premium rum.	Overly modern or abstract gifts.
Argentina	Seychellois spices; art prints; fine rum.	Lavish gifts.
Chile	Tropical fruit preserves; framed photography.	Simplistic gifts lacking significance.
Colombia	Wooden artifacts; gourmet food items; Seychellois tea.	Excessively formal or luxurious gifts.

Peru	Textiles; wooden sculptures; framed photography.	Extravagant or expensive gifts.

3. <u>Documentation and Record-Keeping</u>

A Gift Register must be maintained by the Public Relations and Protocol Division in compliance with international parliamentary transparency standards. It shall include:

(a) Date of gift exchange.
(b) Name and position of the recipient.
(c) Name and position of the giver.
(d) Description of the gift.
(e) Cultural or symbolic significance, if applicable.
(f) Purpose or context of the gift exchange (e.g., official visit, diplomatic gesture, or ceremonial occasion).

Annex 2: Representation and Professional Conduct

Representing the National Assembly of Seychelles nationally and internationally is both an honour and a responsibility, requiring the highest standards of professionalism, decorum, and cultural awareness. We as representatives play a crucial role in shaping the outward reputation of the Assembly and building relationships with stakeholders in diverse settings.

To support this responsibility, the Public Relations and Protocol Division serves as a vital hub, offering advice on dress, etiquette, and cultural considerations. They also assist representatives in preparing for engagements by providing briefings on customs, norms, and expectations of host countries or organizations. Additionally, the Protocol team is available to accompany Members, Committees, or other delegations when necessary, ensuring seamless adherence to protocol and addressing any uncertainties during events or interactions.

1. Dress Codes and Appropriate Attire

Acknowledging gender norms and cultural expectations is essential in fostering respect, professionalism, and inclusivity within any institution. Gender norms often influence traditional dress codes and behaviours, which can carry deep cultural and societal significance. Recognizing these norms ensures that interactions are respectful and culturally sensitive, particularly in diverse or international settings. However, it is equally vital to create an environment where self-identity and gender diversity are valued. Welcoming gender diversity means allowing all members of the institution to dress and present themselves authentically, provided it aligns with professionalism and the context of their role.

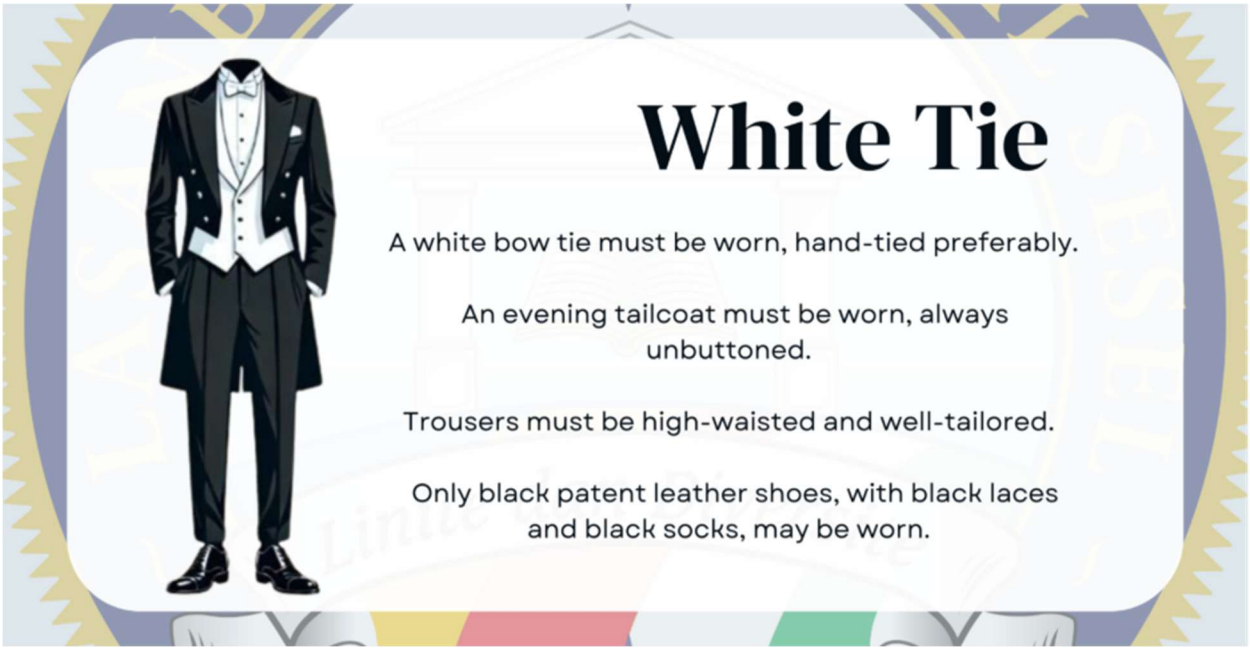
Please note that each guide provides examples of attire traditionally associated with men and women. Representatives are welcome to select the style that best aligns with their identity while adhering to these professional standards.

1.1 White Tie

White Tie, also known as “Full Evening Dress” or simply “Tails”, refers to the most formal dress code in Western society, traced back to 18th century nobility. Currently, it survives as the formal dress code for royal ceremonies and audiences, weddings, balls, and a select group of events, e.g. the Nobel Prize Ceremony. Official functions such as State Dinners, Presidential inauguration ceremonies, and special visits hosted by members of the Royal Family will often specify White Tie as the required standard of dress.

You May:	You May Not:
Wear a top hat.	Wear ill-fitting garments, or garments with a thigh-slit.
Carry a dress cane as an accessory.	Wear translucent, gaudy, or brightly patterned fabrics.
Carry a pocket watch as an accessory.	Neglect proper grooming or overdo make-up, jewellery, and fragrance.

Wear a brooch on the lapel.	Wear a wristwatch.
Wear a tiara.	Wear a coloured shirt.



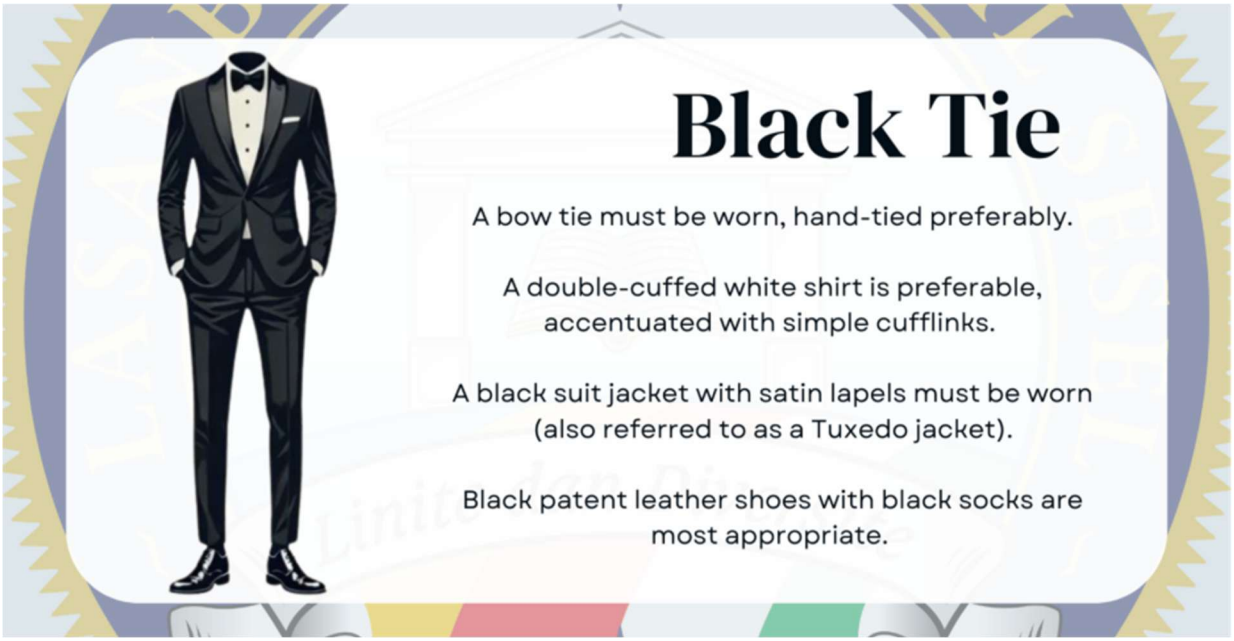


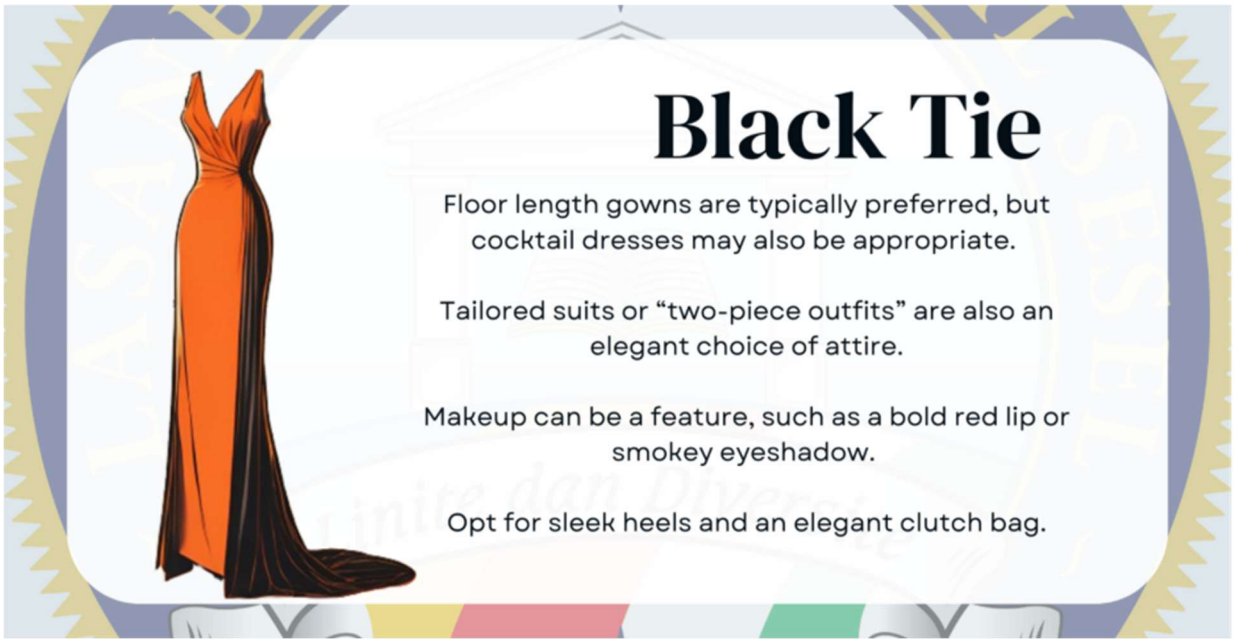
1.2 Black Tie

Black-Tie is a formal dress code for evening events that originated in the 19th century, often used for award ceremonies, balls, and formal parties. Traditionally, Black Tie is worn only for events after

6 p.m. and is more open to interpretation than White Tie. Remember: An actual black tie is not enough for a Black-Tie dress code.

You May:	You May Not:
Wear a cummerbund **or** a waistcoat to cover the top of the trousers.	Wear a slim black tie or a white tie – *instead, opt for a black bow tie.*
Wear brightly coloured or patterned dresses.	Wear ill-fitting garments.
Wear a dress watch as an accessory.	Wear a mini dress or overly revealing outfit.
Wear a patterned silk pocket square.	Neglect proper grooming or overdo make-up, jewellery, and fragrance.





1.3 Business Formal

Business formal attire is a professional dress code for formal occasions, such as award ceremonies, benefits, and other important business events. It's similar to "Black Tie" attire but should be reserved to maintain professionalism. While wholly subjective to the environment, business formal is generally defined by modest colours and styles. Suit jackets and blazers must always be worn.

You May:	You May Not:
Carry a purse or briefcase to avoid loose items carried by hand.	Wear translucent or revealing clothing.
Wear a belt that matches or complements the colour of the shoes.	Wear ripped, stained, ill-fitting, or wrinkled clothing.
Wear plain coloured socks.	Wear visibly worn-out footwear, or heels that are higher than 2 inches.
Wear a solid-coloured or simple-patterned tie.	Neglect proper grooming or overdo make-up, jewellery, and fragrance.



1.4 Business Professional

“Business professional” is a formal dress code commonly found in more traditional workplace settings. Industries such as banking, accounting, law, government and finance typically require business professional dress in the workplace. It is a step below Business Formal, so it allows for a more personal style to show through. Suit jackets and blazers are expected to be worn but may be removed as necessary.

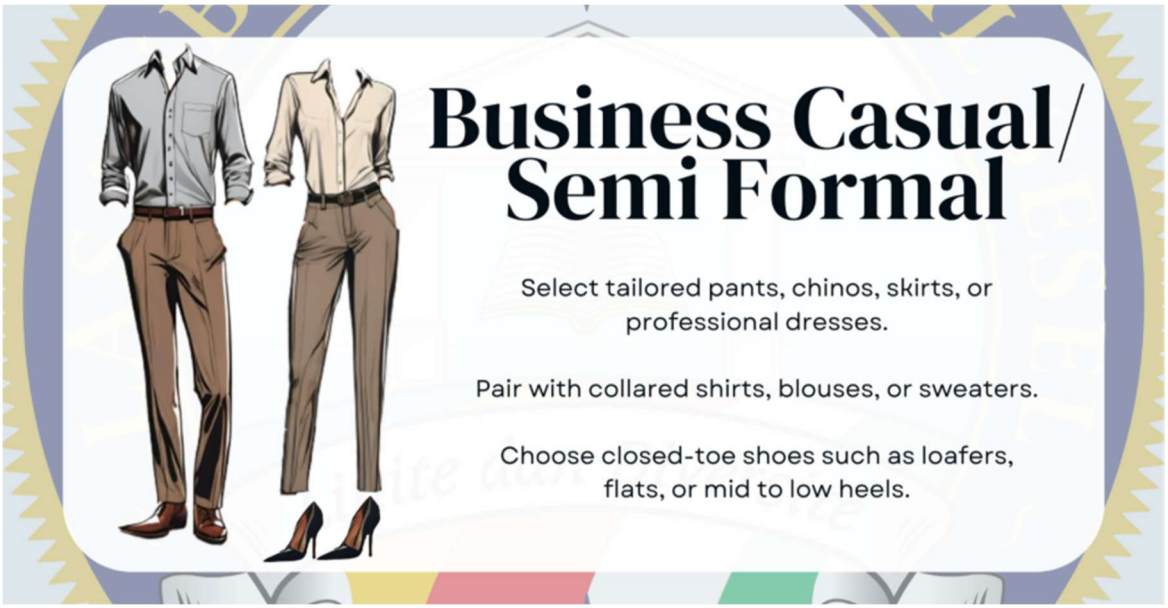
You May:	You May Not:
Wear a sleeveless blouse with a blazer.	Wear translucent or revealing clothing.
Wear a blue or white collared shirt.	Wear ripped, stained, ill-fitting, or wrinkled clothing.
Wear patterned or coloured socks.	Wear visibly worn-out footwear, or heels that are higher than 2.5 inches.
Wear a patterned tie.	Neglect proper grooming or overdo make-up, jewellery, and fragrance.



1.5 Business Casual / Semi-Formal

A polished yet relaxed style suitable for professional settings, blending formal and casual elements. This style of dress is preferred in professional environments with a modern twist or events with a more laid-back atmosphere. Examples include workplaces with relaxed work-cultures, non-formal client or team meetings, casual networking events, select workshops or conferences, and after-hours work functions.

You May:	You May Not:
Wear a comfortable jacket or blazer in a neutral colour or pattern.	Wear jeans.
Wear a sweater or a turtleneck style top.	Wear sneakers or overly casual footwear.
Wear subtle jewellery.	Overdress *(overdressing for an occasion is as noticeable as underdressing)*.



1.6 Casual

This refers to a relaxed, informal style prioritizing comfort and practicality, suitable for: outdoor work events, informal networking, creative workspaces, community work and volunteering efforts.

You May:	You May Not:
Wear jeans of any colour – *ensure you look well-polished and put together!*	Wear ripped jeans or overly revealing clothing.
Wear appropriate open-toed shoes.	Wear flip-flops.
Wear a head covering, hat, or sunglasses if working outdoors.	Neglect proper grooming or overdo make-up, jewellery, and fragrance.



1.7 Supplementary Guidelines

Suit Jackets and Blazers: It is not recommended to wear a single-breasted suit jacket with more than three buttons. If you feel inclined to wear one with four or more buttons, remember to leave the last button undone. Note that fastening the last button will give the illusion of extra weight or bunched up fabric.



If you plan to leave some buttons undone, it is most traditional to fasten the top button. The decision ultimately rests with you on how to wear your suit jacket, and your understanding of suit etiquette. The key is to strike a balance between sophistication and comfort, while respecting the dress code.



Do not advise another guest if you see them violating these conventions, unless you are closely familiar or know that they are particularly new to wearing suits.

Site Visits: Working site visits are a critical aspect of representing the National Assembly, providing opportunities to engage directly with communities, stakeholders, and projects in various environments. Maintaining a polished, yet practical, appearance ensures that the image of the National Assembly remains one of professionalism, public trust, and consistency.

Safety, functionality, and comfort are also key considerations when creating a balanced attire for hands-on work. The following guidelines for Committee Members and Committee Clerks should be considered:

You May:	You May Not:
Wear comfortable practical trousers or jeans, in neutral colours.	Wear shorts or ripped jeans.
Wear appropriate, closed, or open-toed shoes.	Wear flip-flops.
Wear the National Assembly cap.	Neglect proper grooming or overdo make-up, jewellery, and fragrance.
Use a neutral-coloured backpack or other bag to keep hands free.	Wear branded or ostentatious clothing.
Wear a face mask when ill or visiting a medical institution.	Wear earphones or take frequent phone calls.

In cases where the above may not apply, the following recommendations may be considered:

(a) If attending a visit during a working day or amongst other work obligations:
- Committee Members may remain dressed in their general work attire.
- Committee Clerks may remain dressed in their daily NAS Uniform.

(a) If engaging in a high-level visit to a prestigious setting or will be alongside high-ranking officials:
- Committee Clerks should wear long-sleeved uniforms and appropriate footwear.
- Committee Members may opt for Business Professional attire, or
- Consult the Public Relations and Protocol Division.

2. Behaviour and Etiquette

This section relates to Members of the National Assembly and National Assembly Service Staff with accommodation for Committee Clerks. While behaviour and etiquette should generally remain professional regardless of the circumstances, the following guidelines should alleviate any gaps in knowledge or prevent uncomfortable situations from developing unnecessarily.

Professionalism

All individuals engaged with the National Assembly, i.e. Honourable Members and NAS Service, should actively embody the role of **parliamentary representatives.** This entails general behaviour that reflects favourably on the reputation of the institution.

Honourable Members

The expected behaviour of MNAs "*in the discharge of their obligations to the Assembly, their constituents and the public at large*" is laid out in Schedule 1 of the Standing Orders titled "Code of Conduct for Members". To supplement this Code, the following guidelines are available:

- Members should endeavour to protect, strengthen, and promote the image of the National Assembly.
- Members shall respect the roles, rights, and responsibilities of Parliamentary Staff, including the obligations of Committee Clerks.
- Members should endeavour to treat one another, the Parliament and its Staff, and the public with due respect, courtesy, and dignity.
- Members should not engage in behaviour which may be perceived as intimidating or harassing in the discharge of their duties.

National Assembly Service Staff

The expected behaviour of NAS Service Staff is laid out in the "*Code of Conduct and Values for Parliamentary Staff*". To supplement this Code, the following guidelines are available:

- Parliamentary Staff should endeavour to protect, strengthen, and promote the image of the National Assembly.
- Parliamentary Staff shall adhere to their roles, rights, and responsibilities, including the obligations of Committee Clerks.
- Parliamentary Staff should endeavour to treat one another, the Parliament and its Membership, and the public with due respect, courtesy, and dignity.
- Parliamentary Staff shall not engage in behaviour which may be perceived as dishonest or partisan in the discharge of their duties.

Etiquette

The following are general rules when attending events on behalf of the National Assembly. Further advice may be sought to supplement these:

(a) **RSVP**: If an invitation requires an RSVP, it is best to respond promptly to confirm your attendance or send your regrets. Avoid sending this too late, as this may give the impression of disinterest in the event.
(b) **Punctuality**: It is best to follow the advertised time of arrival as per the invitation or arrive slightly earlier. If you are running late, and are able to contact the host, it is polite to send your apologies and provide an estimated time of arrival.
(c) **Greetings and introductions:** When entering an event, extend a warm greeting to the hosts and other invited guests. If you are comfortable doing so, offer a handshake. If necessary, introduce yourself (and companions if applicable).

(d) **Mingling and conversation:** Avoid topics which may be perceived as contentious or sensitive. It is also crucial to remain mindful of diversity; differences in culture, religion, ethnicity, sexual orientation, gender identity, and personal beliefs should be equally respected. Avoid making discriminatory comments or assumptions based on someone's background or beliefs.
(e) **Phone etiquette:** Depending on the nature of the event, it is best to remain mindful of your phone usage. For more formal events, keep your phone in silent mode and excuse yourself to a private area to make or take calls. For more informal events, the above still applies, but you may have more liberty.
(f) **Departure**: Avoid leaving an event abruptly – particularly if there is a guest of honour. In such cases, await their departure and then say appropriate goodbyes and thanks to the host. If you must leave urgently, inform the host and leave discreetly. It is equally important to avoid overstaying your welcome – allow your hosts the grace of winding down and cleaning up after hosting the event.

3. Dining

Dining is arguably the most important aspect of a formal event, save for cocktail receptions, with the most potential for protocol mishaps. No matter the level of the event, or the number of attendees, adhering to protocol measures will ensure a smooth and seamless dining experience.

Before the meal:

(a) If there are place cards, ensure you find the correct seat by making one round around the seating area. Do not linger or hover over guests who are already seated or make too many rounds as this gives the impression of being disoriented or absent-minded.
(b) Do not place any bags, purses, sunglasses, or briefcases on the table.
(c) If you are unfamiliar with the guests alongside you, make a brief introduction and remain open to conversation.
(d) Bread should be eaten by tearing it into small pieces, buttering only a few bites at a time. Do not cut bread with a knife or eat whole.
(e) Follow the direction of the host, or of the guests in general, when approaching alcohol. Do not order alone, and do not overindulge.
(f) Avoid making special requests for changes to dishes. The exception, of course, is if you have allergies or other health-related dietary restrictions; in that case, let your server know so that they can ensure you don't receive anything that could harm you.

During the meal:

(a) When presented with a variety of eating utensils, remember the guideline to "start at the outside and work your way in". For example, if you have two forks, begin with the fork on the outside (*See illustration below)*.
(b) Do not talk with your utensils in your hand and never hold a utensil in a fist.
(c) Set the utensils on your plate, not the table, when you are not using them.

(d) Maintain a moderate pace while eating – try to observe and match the general speed at the table.
(e) Do not rest your elbows on the table.
(f) If you are seated beside your companion(s), ensure that you remain aware of the general ambiance and conversation of the table and are not caught off guard if called upon.
(g) If you do need to get a server's attention, try to make eye contact and raise your hand no higher than your shoulder. Raising your voice, snapping, or making other gestures is unnecessary and rude.
(h) Don't announce that you must go to the bathroom; it's not polite or necessary. Simply excuse yourself quietly and leave the table.

After the meal:

(a) You do not have to clean your plate, especially if you are full. Do not make yourself uncomfortable or make negative remarks. It is acceptable to leave some food on your plate.
(b) Do place "discards" (like bones or other inedible things) together in the upper left of your plate; never place such things on the tablecloth, in your napkin, or anywhere else that servers may not expect.
(c) When you are finished, leave your plates in the same position, do not push your plates aside or stack them.
(d) If you are done, place your knife and fork side-by-side, either pointing straight up and down on your plate or at a diagonal between the 10 o'clock and 4 o'clock positions.

