



**NATIONAL ASSEMBLY OF
SEYCHELLES
MEDIA ACCREDITATION**

MEDIA ACCREDITATION AT THE NATIONAL ASSEMBLY

Journalists and other media personnel whose work requires access to the National Assembly may apply for media accreditation.

There are two options for accreditation to the National Assembly.

- Full media accreditation for regular access to the National Assembly precincts.
- Media day-pass accreditation which allows access on a pre-arranged date to attend a specific event. (more appropriate for technicians or journalists covering a specific event outside of normal sittings)

Freelance media who require accreditation are required to demonstrate that their work is likely to be used by a news organisation. As such, as supporting signature of an Editor/Head of News/Pictures Editor/ or equivalent will be required when applying for accreditation.

All accredited media are required to adhere to the Media Access: Terms and Conditions Rules¹.

All accredited media are required to adhere to the National Assembly's Code of Conduct² for journalists and other media personnel.

PROCEDURES FOR MEDIA ACCREDITATION

Full Media Accreditation

Accreditation will be granted upon presentation of valid press credentials including a:

1. Completed Media Accreditation Form³
2. Letter of Assignment on official letterhead of a media organization signed by the Editor in Chief specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted.
3. Photocopy of National ID Card.

Validity Period of Passes

Once issued, all passes will be valid for a period of twelve months from the date of issue, after which time, journalists and media personnel will be required to renew their passes.

¹ Annex 1: Terms and Conditions

² Annex 2: Code of Conduct for Journalists and Media Personnel

³ Annex 3: Media Accreditation Form

The procedure for renewal is by the submission of a completed Media Accreditation Renewal Form⁴. All renewal forms must be submitted at least one month before the date of expiry on the passes.

The National Assembly reserves the right to grant or withdraw parliamentary passes.

Media Day-Pass: ID Requirements

Once the PR & Communications Office has approved a media day pass application, the following identification must be presented on arrival at the National Assembly. No pass will be issued unless acceptable ID is shown.

Forms of acceptable ID are:

- National Identity Card
- Driving License

Media passes must be clearly displayed on your person at all times while you are in the National Assembly Precincts.

Media day-passes are only for use within the Assembly precincts and MUST be returned to the public entrance, where you will be required to sign out, before you leave. On NO occasion can passes be removed from the precincts, this includes for the purpose of short breaks.

FURTHER ENQUIRIES

To enquire further on how to apply for full or day accreditation please contact:

Ms. Shelda Commettant
PR & Communications Officer
Tel : 285600
Email : pr.comet@nationalassembly.sc

⁴ Annex 4: Media Accreditation Renewal Form

ANNEX 1

TERMS AND CONDITIONS

Part 1: Media Access

Sets out the arrangements for physical access to the building for accredited journalists and accredited media personnel.

The National Assembly access arrangements (i.e. physical access arrangements) are based upon the presumption that all security-cleared media passholders should have unrestricted access to all areas subject to the following conditions:

Areas with no media access:

- The floor of the debating Chamber (unless authorised by the Speaker)
- The Committee Rooms (unless authorised by the Speaker and/or the Committee Chairperson)

Areas where access is by invitation only:

- The Speaker's and Clerk's offices
- All Assembly staff offices

Areas of free access:

- All public areas and entrances⁵
- The Media gallery (behind the Speaker's Chair)
- The Members' Lounge
- The Press Room (1st Floor, Speaker's Wing)
- The Library

Areas with specific access arrangements:

- All Committee Rooms.
- Conference Rooms.

Part 2: Broadcast Access

Access for broadcasters to film or record takes account of the above physical access arrangements for all security-cleared media pass holders. Broadcasters may film or record in all areas where they have access or are invited to access subject to the following conditions:

⁵ Public Entrance/Carpark: Right of the building

The Chamber (Debating Floor/Galleries):

- Filming or recording on the floor of the Chamber is subject to the Presiding Officer's approval. Requests should be routed via the PR & Communications office. Access will be on a case by case basis.
- Filming or recording from the VIP gallery, public gallery and media gallery is not permitted except where authorisation is received from the Office of the Speaker.

Committee rooms/Conference Rooms

- Requests to film in Committee Rooms and Conference Rooms should be routed through the PR & Communications Office.
- Filming or recording non-core parliamentary business such as meetings or media conferences held by MNAs are in accordance with the Member's wishes. Access will require media to be pass-holders. (or vouched for by the Member.)

Public Areas

- Filming or recording in public areas within the precinct is permissible, but broadcasters are required to respect the privacy of building users. Building users should not be the focus of the shot or recording unless prior permission has been given by the individual.

Members' Lounge

- The privacy of building users should be respected in this catering area. Requests to film, record or take pictures should be routed via the PR & Communications Office.

Designated Smoking Area

- The privacy of building users should be respected in this area. Request to film, record or take pictures should be routed via the PR & Communications Office.

Security Features

- Filming or recording should take account the need to protect the Assembly's security. Filming (or taking pictures of) security equipment or security measures requires the agreement of the Office of the Speaker.

Lobby/Stairs

- Broadcasters are asked not to film or have presenters talk to camera from the stairs in the reception/lobby area or the stairs at the back of the building unless permission has been sought from the PR & Communications Office in advance. This measure is to avoid causing any obstructions.

Interview Locations

- Media are welcome to conduct interviews with Members throughout the Assembly precincts in accordance with the above terms. Broadcasters are expected to show due courtesy and consideration for other building users when exercising this right of access.

Part 3: Photographers Access

Accreditation

- Photographers who work for mainstream media organisations, whose work requires access to the National Assembly, may apply for accreditation. Freelance photographers, like freelance journalists are required to demonstrate that their work is likely to be used by mainstream media organisations. As such, the countersignature of a Pictures Editor or similar will be required by freelance photographers when applying for accreditation.

Physical access to the National Assembly

- Accredited photographers will have the same physical access rights to the National Assembly as other media pass holders.

Media photography in the Chamber

- Photographers are permitted to cover proceedings in the Chamber from the Media Gallery. All requests to cover proceedings must first be routed through the PR & Communications Office.

Media photography in Committee

- All requests to cover proceedings must first be routed through the PR & Communications Office who will seek the approval of the Committee/Office of the Speaker. Given the relatively confined spaces of committee rooms, access should not be intrusive to proceedings or those giving evidence. PR & Communications Office will take this into account when considering access requests.

Media photography in public areas

- All access requests to take pictures elsewhere in the precincts will be judged on their merits and will take into account the privacy of building users. Requests for press photography inside must first be routed through the PR & Communications Office.

ANNEX 2
CODE OF CONDUCT FOR JOURNALISTS AND MEDIA PERSONNEL

1. Accredited journalists should conduct themselves in a manner befitting the National Assembly of Seychelles.
2. Accredited journalists should observe agreed National Assembly regulations and areas that are out-of-bounds and other agreed conventions.
3. Accredited journalists should treat Members and staff of the National Assembly with due courtesy and respect.
4. Accredited journalists should not act as lobbyists, paid or unpaid, for any individual organisation that seeks to influence the political process or benefits from inside knowledge of the political process.

ANNEX 3
MEDIA ACCREDITATION FORM

Name: _____

NIN: _____

Nationality: _____

Agency/News Organisation: _____

Print Radio Television Photography

Contact Address: _____

Telephone No: _____

Mobile No: _____

Fax No: _____

Email: _____

Date: _____ Signature: _____

ANNEX 4

MEDIA ACCREDITATION RENEWAL FORM

(All renewal forms MUST be submitted at least one month before pass
expiry date)

Name: _____

Agency/News Organisation: _____

Print Radio Television Photography

Pass Number: _____

Date of Issue: _____

Date of Expiry: _____

Contact Address: _____

Telephone No: _____

Mobile No: _____

Fax No: _____

Email: _____

Date: _____

Signature: _____