



Ministry of Civil Service and Administrative Reforms

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Circular Letter No 16 of 2014
E/70/1/1/03

03 April 2014

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

SUBJECT: Implementation of PRB Reports (Training and Staff Development)
and implementation of the Learning Management System (LMS)

You may wish to refer to this Ministry's Circular Letter No.43 dated 04 July 2013 on the setting up of Reform Cells, wherein Ministries/Departments were also required to identify their training needs and devise their annual training plans in the context of the implementation of Public Sector Reform Strategies.

2. Furthermore, the Pay Research Bureau has in its various reports made several recommendations in respect of training and development, inter-alia the formulation of training plans and the mounting of training courses for officers in various grades, either in-house or through the Ministry of Civil Service and Administrative Reforms (MCSAR).

3. Ministries/Departments which have identified their training needs may discuss with this Ministry on the possibility of running relevant courses on a collaborative and cost-sharing basis at their own training facilities/venues or at this Ministry's Lecture Room. Prior to discussions, the relevant information may be submitted, **both in hard and soft copies**, as per enclosed proforma to the Human Resource Development Division, Ministry of Civil Service and Administrative Reforms, 4th Floor, Atom House, Royal Street, Port Louis **by 18 April 2014 at latest**.

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4. You may also wish to note that the MCSAR is promoting e-learning as a complementary learning strategy. In this context a Learning Management System is being implemented, in collaboration with the UNDP, in three phases which would allow the development of web-based courses for public officers, starting mainly with Public Financial Management Courses in the 1st phase. The LMS would be developed to help meet specific training needs in the public service and plug in the skill gaps identified inter-alia by Training Needs Assessments and during Performance Management exercises. The LMS will eventually be integrated with the Human Resource Management Information System. Other Ministries and departments concerned and interested to participate in the LMS will be taken on board during implementation of the 2nd and 3rd phases of the project.

5. It would be appreciated if appropriate action could be taken at your end with regard to paragraph 3 above.

6. I rely on your usual support and collaboration in the Ministry's efforts for Training and Human Resource Development in the Public Service.


S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

Implementation of PRB Reports – Training and Development

Ministry/Department:

SN	Training courses to be mounted (in order of priority)	(Tick as appropriate)	
		To be conducted by your Min/Dept	To be conducted in collaboration with MCSAR
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Do you have any Training venue at your premises? Yes No

If yes, please specify:

(a) No. of trainees that can be accommodated:

(b) Logistics (including Laptop, Projector and PowerPoint presentations):

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Name of Training Manager:

Signature:..... **Date:**.....