



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

18 April 2016

Circular letter No 12 of 2016

E/60/28/22/02

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

To: Supervising Officers in charge of Ministries/Departments

The E-Learning System (ELS)

In the process of modernisation and reforms in the Civil Service, training and capacity building are of paramount importance. In this context, this Ministry has, on the 17 March 2016, launched a new learning tool, namely the E-Learning System (ELS). The ELS is a web-based learning platform using multimedia (including sound and videos) which can be accessed through web site on <http://training.civilservice.govmu.org>. An initial list of eleven online courses available on the platform together with their aims and objectives is set out in Annex 1.

2. The setting up of the ELS constitutes a technological breakthrough that will have a significant impact on both personal and organisational development in the Civil Service in the coming years. This will ultimately contribute in promoting high-quality public service delivery. The ELS provides a multitude of advantages to Public Officers, in terms of extensive capacity building compared to traditional face-to-face training. E-Learning courses, which can be developed at a relatively low cost, also have the potential to reach a larger number of officers, who can learn at their own pace and place, thus ensuring the smooth running of normal activities in Ministries and Departments. In addition, it provides a vast array of learning opportunities to respond to the growing training needs of Ministries and Departments.

3. The Pay Research Bureau (PRB) has, in its reports emphasised on the importance of training and staff development for improving performance in the Civil Service. Moreso, in its last report released on the 1 April 2016, it has stated, at paragraph 9.1, that training and development represents a mutual obligation – the obligation of the organisation to see that all its staff are regularly and continuously trained, developed and updated. The ELS platform thus provides an additional avenue for the mounting of training courses in different areas not covered so far. In this context, Training Committees and Reforms Cells in Ministries and Departments together with the support of Officers of the HR Cadre will have to play a crucial role in nurturing a culture of continuous learning.

4. Heads of Ministries and Departments are therefore kindly invited to seize this opportunity and make full use of the ELS platform by coming up with appropriate training proposals for the mounting of online courses with the support of their respective Training Committees. The ELS Secretariat set up at the level of this Ministry is at your disposal for providing assistance in the mounting and development of courses to be integrated on the ELS platform. The ELS Secretariat can be contacted at the following address:

ELS Secretariat
(Attn: Mr S.Arnachellum, ELS Project Coordinator)
c/o Ministry of Civil Service and Administrative Reforms
6th Floor, SICOM Building 2
Cr Rev. Jean Lebrun and Chevreau Streets
Port Louis

Tel: 405 5416
Fax: 212 4168
Email: trainingmcsar@govmu.org

5. It is to be noted that all officers possessing an email account with a "govmu.org" domain will be able to self-register on the ELS platform and follow online courses. Database Administrators (Officers of the Central Information System Division) posted in respective Ministries/Departments will also provide necessary assistance to officers encountering difficulties to work on the ELS platform. More complex technical issues will have to be directed to the ELS Secretariat which will coordinate with those concerned for appropriate action.

6. It would be appreciated if the contents of this circular could be brought to the attention of all Heads of Divisions/Sections of your Ministries and Departments.

7. We rely on your collaboration and support for the promotion of the ELS as a new learning method in the Civil Service.



P. Jhugro
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service
The Director General, Civil Service College, Mauritius

<u>Course Title</u>	<u>Responsible Ministry/Department</u>	<u>Aims and objectives</u>
1. Code of Ethics for Public Officers	Ministry of Civil Service and Administrative Reforms	Setting out the standards of correct conduct expected from Public Officers;
2. Basics of ICT Security	Ministry of Technology, Communications and Innovation (IT Security Unit)	Describing the types of computer threats that may be encountered by users and measures to be taken
3. Performance Management System in the Civil Service	Ministry of Civil Service and Administrative Reforms	Enabling participants to understand the importance and underlying benefits of the system.
4. Understanding Safety and Health at work for Public Officers	Ministry of Civil Service and Administrative Reforms	Understanding the legal obligations and responsibilities to better manage safety and health at their respective workplaces,
5. Service Resilience Awareness	National Disaster Risk Reduction Management Centre	Identifying what needs to be done to respond to incidents so as to recover with the minimum disruption.
6. Stress Management	Ministry of Social Security, national Solidarity and Reform Institution (Life Plus Unit)	Enabling participants to understand the impact of stress on performance and how it should be managed..
7. Integrated Vector Management	Ministry of Health and Quality of Life	Raising awareness on mosquito control.
8. Responsible Care Management	Ministry of Environment, Sustainable Development, and Disaster and Beach Management	Understanding the characteristics of hazardous chemicals and precautions to be taken

9. Budget Preparation and Execution	Ministry of Finance and Economic Development	Describing the different stages of the budgeting process
10. Introduction to the Social Register of Mauritius	Ministry of Social Security, national Solidarity and Reform Institution	Elaborating the rationale behind the Social Register of Mauritius project.
11. Gender Equality	Ministry of Gender Equality, Child Development and Family Welfare	Enabling participants to gain a deeper understanding of the concept of gender and gender mainstreaming