



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

22 June 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No 24 of 2016
E/62/02/08/04 V7

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

To : Supervising Officers i/c Ministries/Departments

All Africa Public Sector Innovation Awards (AAPSIA) - 2016

The Centre for Public Service Innovation (CPSI) is inviting nominations for the All Africa Public Sector Innovation Awards (AAPSIA) 2016. The AAPSIA is the first Africa – wide awards programme that celebrates innovation in the public sector. The purpose of AAPSIA is to promote and encourage innovative public service delivery practices. The Awards are meant to recognize successful and effective service delivery initiatives that have been achieved through the application of innovative approaches, methodologies and tools.

2. The theme for the 2016 AAPSIA Awards is “**Public Sector Innovation towards the Africa we want**” and entries for the Awards are being invited for the following three categories:-

- (i) Category 1 - Innovative Service Delivery Institutions;
- (ii) Category 2 - Innovative Partnerships in Service Delivery; and
- (iii) Category 3 - Innovations in the Systems and Processes of Governance.

3. Projects must reflect an innovative idea or concept that has been successfully implemented within the public sector context in Africa. The eligibility criteria for the Awards are as follows:-

- The projects must originate or have been significantly developed within Africa;
- Projects must provide direct benefits to the citizens in their own country, region or across the African continent;
- The Awards are open to individuals or units in government departments, parastatals and public –private partnerships;
- The project must operate within the public sector and must be in existence for at least one year.

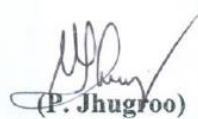
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4. Submissions will be judged by a panel of nominated adjudicators. All finalists will be invited to attend the Awards Ceremony where a grand prize will be awarded to each of the winners of the three categories. All category winners will receive a trophy. The runners-up will be awarded a certificate that reflects the recognition of the success of the project.
5. The Awards Submission Form and details of the AAPSIA 2016 are available on the following websites: www.unpan.org and aga-platform.org as well as on the website of this Ministry on civilservice.govmu.org
6. The closing date for submission of entries is **07 October 2016**. Submissions must be in either English or French or Portuguese or Arabic and can be posted, faxed or e-mailed. Entries for AAPSIA 2016 should be forwarded as per official Awards Submission Form directly to:

**The Secretariat
2016 AAPSIA Awards
Centre for Public Service Innovation (CPSI)
Postnet Highveld, Suite 404
Private Bag X 111
Centurion, 0046
South Africa**

**Email: aapsia@cpsi.co.za
Fax: +27 12 643 0943**

7. A copy of your submission should be sent to the Administrative Reforms Division of this Ministry. For any additional information, Mrs A. Sarju or Ms S. Ramdin may be contacted on tel nos 405 5785 or 405 5792 respectively.
8. It would be appreciated if you could disseminate the contents of this Circular Letter to all Officers/Divisions/Units within your Ministry/Department and Parastatal organizations falling under the aegis of your organization and encourage participation in the AAPSIA 2016.



**(P. Jhugroo)
Senior Chief Executive**

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

2016 All Africa Public Sector Innovation Awards

Submission Form



General Information

Background

The African Union (AU), and the 8th Pan Africa Conference of Ministers of Public Civil/Service announces the fourth annual All Africa Public Sector Innovation Awards 2016 (AAPSIA 2016). The All Africa Public Sector Innovation Awards is the first Africa-wide awards programme that celebrates innovation in the public sector. The programme recognises and rewards the achievements of public officials and their partners from the private and not-for-profit sectors who have successfully developed innovative solutions to service delivery and governance challenges.

Purpose

The purpose of AAPSIA is to promote and encourage innovative public service delivery practices. The Awards recognise successful and effective service delivery initiatives that have been achieved through the application of innovative approaches, methodologies and tools.

The Awards programme provide opportunities for information sharing, lesson learning, partnerships and the possible replication of successful initiatives all over the African continent.

The Theme: "The Public Sector Innovating towards the Africa we want"

The theme for the 2016 AAPSIA Awards is informed by Agenda 2063's vision of an integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the international arena. The Awards programme specifically contributes towards the aspiration of "an Africa of Good Governance" having capable and innovative institutions guided by transformative leadership at all levels of government.

Categories

Awards will be presented in the following three categories:

1. Innovative Service Delivery Institutions
 - A project should improve the delivery of services to citizens and stakeholders external to government;
OR
 - Improve internal efficiency within the public sector.
2. Innovative Partnerships in Service Delivery
 - A project should involve creative partnerships that have resulted in better than anticipated outcomes for the project;
OR
 - Build sustainable relationships between government and other social partners through alternative approaches to participation and consultation.
3. Innovations in the Systems and Processes of Governance
 - Projects focused on building accountable, transparent and ethical public services which value the input and participation of citizens.

Criteria for Selection

The entered project should demonstrate:

Innovation:

Reflect an innovative idea or concept that has been successfully implemented within the public sector context in Africa. This means that the approach must not have been implemented before in the respective context from which it is being nominated – it should be 'new' for that country or community.

Impact:

Demonstrate tangible improvements in the quality of services delivered to target groups and demonstrate levels of customer satisfaction with the service(s). Further demonstrate significant positive impact, either within the originating organisation, within the sector, amongst the general public, within the country or Africa as a whole.

Sustainability:

The project must be fully implemented, operational and must demonstrate its ability to survive and prosper into the future.

Eligibility

- The project must originate or have been significantly developed within Africa.
- Projects must provide direct benefits to the citizens in their own country, region or across African.
- The Awards are open to individuals or units in government departments, parastatals and public-private partnerships.
- The project must operate within the public sector and must be in existence for at least one year.

Benefits of entering the All Africa Public Sector Innovation Awards

All finalists will be invited to attend the Awards ceremony where a grand prize will be awarded to each of the winners of the three categories. Part of the grand prize is assistance in the publication and marketing of a case study that showcases each winning project. Showcasing will take place in continental and where possible, international publications that profile public service and public administration.

All category winners will receive a trophy. The runners-up will be awarded a certificate that reflects the recognition of the success of the project.

Submission Guidelines and Rules

- A project may only be entered for one category.
- Submission should be stapled rather than bound.
- Submissions must be in English, Portuguese, French or Arabic.
- The submission form must be filled in correctly and with as much information and details as possible.
- Hand written submissions are not encouraged, in cases where this unavoidable writing should be legible.
- Submissions can be posted, hand delivered, faxed, e-mailed to the contact details below.
- No supporting material or documents are necessary at application stage. The adjudicators will require these at the verification stage.
- Samples (videos, publications, CDs/DVDs, etc.) will not be returned.
- Prizes are not transferable.
- The adjudicators and their associates will not enter into discussion or correspondence on the submissions or their decisions.
- The information provided in the submission form and during the verification process is legally binding.
- The AU or Secretariat will not bear any of the costs relating to submissions, including postage and attendance of the awards ceremony.

Ineligible Projects

- Previous winners are not allowed to enter the same project.
- Large projects with a budget of more than US\$20 million cannot enter.
- Incomplete submissions will not be considered.

Adjudication Process

- A panel of nominated adjudicators will judge submissions.
- The adjudicators' decisions are final and no correspondence will be entered into.
- Where necessary, project managers will be contacted for a verification process through email, telephone interview, face-to-face interview and/or site visits.
- The adjudicators retain the right to move a submission to a category they deem to be more appropriate.

Administration

- The closing date for submissions is 07 October 2016.
- All submissions will be acknowledged and allocated a reference number.

Contact Details

To enter simply complete the attached submission form (or download the electronic form) and send to the Secretariat (CPSI) by email, fax, post, courier or hand delivery:

Postal Address:

2016 AAPSIA Awards
Postnet Highveld, Suite 404
Private Bag X111
Centurion, 0046
South Africa

Physical Address:

CPSI
Floor 1, Block A
Corporate 66 Office Park
269 Lenchen Street (Cnr Lenchen
Street and Von Willigh Avenue)
Centurion
South Africa

Fax: (+27) 12 643 0943
Email: aapsia@cpsi.co.za

Websites: www.cpsi.co.za
www.au.int

Submission Form

Official Use Only:

Reference Number:

Category Allocation:

Section 1

1. Name of Organisation / Entrant : _____
2. Type of Entity (e.g. Government Department): _____
3. Name of project being entered: _____
4. Award category in which project is being entered (tick one only):
 Innovative Service Delivery Institutions
 Innovative Partnership in Service Delivery
 Innovation in Systems and Processes of Governance
5. Country/ies: (where the project is based): _____
6. Level (e.g. national/federal/state/region/province/district/municipal): _____
7. Has this project been entered into AAPSIA previously? Yes No If yes, in which year(s)? _____
8. Has this project been entered into any other awards programme? Yes No If yes, please specify which and when:

9. Has the project received funding/sponsorship and what is the value of the support? Yes No
 If yes, please specify the amounts and funders:

10. How did you hear about the AAPSIA Awards?
 Colleague / Superior
 Newspaper / Magazine
 Department / Official Correspondence
 Radio / TV
 E-mail / Internet
 Other (specify) _____

Section 2

1. Name(s) of Project Initiator(s): _____
2. Contact Person: _____
3. Department: _____
4. Postal address: _____
5. Physical address: _____
6. Email: _____
7. Phone: _____
8. Fax: _____
9. Mobile: _____

Please turn the page →

Section 3

PLEASE USE SEPARATE SHEETS

1. Project Overview:

- a. Why was the project started? (Maximum 100 words)
- b. How many years has the project been in operation? (Maximum 100 words)
- c. What does the project aim to achieve? (Maximum 100 words)
- d. What service delivery problems does the project solve? (Maximum 100 words)

2. Innovation:

- a. What is the innovation or what is innovative about the project? (Maximum 100 words)
- b. Is this original or an adaptation? Explain (Maximum 200 words)

3. Impact:

- a. What are the highlights/achievements of the project in reference to service delivery? (Maximum 500 words)
- b. Provide evidence of improvements in the quality of services delivered through this project. Quantify where possible e.g. increased number of beneficiaries. (Maximum 500 words)

4. Sustainability:

- a. How is the project being sustained and replicated? (Maximum 200 words)
- b. How do you ensure the continued existence of the project? (Maximum 300 words)

5. Replicability:

- a. Describe how your initiative can be or is being replicated / adapted elsewhere? (Maximum 300 words)

6. Challenges and Lessons:

- a. What challenges were experienced during the implementation of the project and how were they overcome? (Maximum 300 words)
- b. What are the key lessons that can be shared with others? (Maximum 300 words).

7. Please provide a summary of the project (as you would like it to appear in a finalist publication and citation for the awards ceremony).

- a. Project overview (Maximum 100 words)
- b. What is the innovation (Maximum 150 words)

8. Certification of project:

I, _____ (surname & title) confirm that the information provided in this document is accurate and has been approved by _____ (full name & title).

9. Signatures of Applicants:

I/We agree to adhere by the rules of the All Africa Public Sector Innovation Awards.

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CLOSING DATE: 7 October 2016!

