Ministry of Civil Service and Administrative Reforms
Circular Letter No. 67 of 2014
E/10/1/1/209

20 October 2014

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c of Ministries/Departments

Training Programme on Protocol

This Ministry is proposing to organise a 3-half day training programme in mid November 2014 on Protocol for public officers who are directly involved in events management and duties related to protocol.

2. The objectives of the programme are to:
   • understand the foundations of Protocol;
   • explain the importance of national symbols; and
   • understand protocol observations when hosting conferences, seminars, VIPs and other events.

3. Supervising Officers in charge of Ministries/Departments are invited to submit, in order of priority (as per Annex pro-forma), the names of five nominees for the programme. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th Floor, Atom House, Royal Street, Port Louis, at latest by Tuesday 28 October 2014. Should you need any additional information, please contact Mrs B. Bunjun/Miss T. Jogeedoo on phone nos 208-7598/208-7647.

4. The Circular Letter together with the pro-forma may be accessed on the website of this Ministry on the following address: http://civilservice.gov.mu.

I.M. Oree (Mrs)
Ag Senior Chief Executive

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

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