MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

12 April 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No 13 of 2016
E/60/28/29/3 V2

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

To : Supervising Officers in charge of Ministries/Departments

Civil Service Reforms Strategy

In line with Government’s vision to bring about meaningful change and transformation in the Civil Service, this Ministry is in the process of formulating a Civil Service Reforms Strategy, incorporating a Human Resource and a Capacity Building Strategy.

2. In this context, Ms Kelly Susan Culver, Consultant in Civil Service Reforms from Canada, has been designated by the Commonwealth Secretariat (COMSEC) to provide technical assistance to this Ministry to formulate the Reforms Strategy, crafted on three main pillars, namely, people, process and technology. The scope of work would, inter-alia, include the following:

(i) reviewing of existing reform initiatives and building an understanding of the reform context;

(ii) conducting organisational assessment and core stakeholder’s consultation to identify the priorities for Civil Service Reforms;

(iii) formulating the draft Civil Service Reforms Strategy document, incorporating a Human Resource as well as a Capacity Building Strategy; and

(iv) developing a draft implementation matrix for the short, medium and long term activities.

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3. The Consultant has started the assignment since 4 April 2016, which she proposes to complete in March 2017. The key milestones and deliverables along with the timeline are highlighted below:

<table>
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<tr>
<th>Timeline</th>
<th>Key Milestones and Deliverables</th>
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<tr>
<td>30 June 2016</td>
<td>End of first round of consultations with a maximum of stakeholders and identification of priorities for the Civil Service Reforms Strategy.</td>
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<tr>
<td>30 September 2016</td>
<td>First draft of Reforms Strategy completed and validated by stakeholders.</td>
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<td>31 October 2016</td>
<td>Second Round of consultations on the first draft of Reforms Strategy completed and validated by stakeholders.</td>
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<tr>
<td>28 February 2017</td>
<td>Submission of the whole Civil Service Reforms Strategy, together with the implementation and action plan.</td>
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4. Given the national importance of the Reforms Strategy linked to the Vision Statement 2030, this Ministry has constituted, in consultation with the Secretary to Cabinet and Head of the Civil Service, a team of Senior Public Officials to provide support to the Consultant. Other officials would be co-opted as and when required. Consultations would also be held with stakeholders concerned, including representatives of Trade Unions of the public sector, the Civil Society and the Private Sector, among others.

5. Supervising Officers in charge of Ministries/Departments are invited to submit their initial proposals pertaining to the Civil Service Reforms Strategy for consideration by **Monday 02 May 2016**. These inputs should be submitted by email to Ms Kelly Culver on mcsar-csrs@govmu.org with copy to the Administrative Reforms Division of this Ministry on mcsa-aru@govmu.org.

6. We rely on your full collaboration and support in the conduct of this important exercise.

(P. Jhugroo)
Senior Chief Executive

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