Annex I
(to MCSAR Circular Letter No. 41 of 2016)

Guidelines for Submission of Nominations for Overseas Training

1. Ministries/Departments should submit their nominations for overseas training/seminar/workshop/study tour together with all supporting documents as one complete set, for approval to:

   The Senior Chief Executive
   Ministry of Civil Service and Administrative Reforms
   (Technical Assistance Programming Section)
   4th Floor, SICOM Building 2
   Corner Chevreau and Rev Jean Lebrun Streets
   Port Louis

2. The nominating agency should –

   (i) give full justification for the participation and highlight all cost implications;

   (ii) ensure that the modified Survey Form (Annex II) and Undertaking Form (Annex III) are used; and

   (iii) the Survey Form and Undertaking Form should be endorsed by an officer not below the level of Deputy Permanent Secretary and submitted along with the application/nomination forms, relevant clearances and other supporting documents (as appropriate).

3. The Undertaking Form referred to above is a commitment from the nominated officer to ensure that he/she follows and completes the training course/seminar/workshop/study tour for which he/she has been enrolled. This measure will avoid any diplomatic embarrassment to Government when officers do not complete the training course for which they are nominated and return home without any valid reason (except for medical cases). Candidates who do not comply with this requirement may be liable to refund the costs already incurred (e.g. airfares, accommodation) and debarred from other nominations for a period not exceeding 3 years.

4. The following procedures shall continue to apply:

   (i) Channelling of applications - All nominations should be mandatorily approved by the respective Responsible Officers. The approval of the Supervising Officers should also be obtained prior to the release of the officer.

   (ii) Age Limit - Unless otherwise specified by the donor country/agency, candidates nominated to attend training courses abroad should, generally, not be over 55 years of age. For seminars/workshops/study tours, the maximum age limit is 60 years. Where the nomination of a candidate above the age limit is considered absolutely necessary, the Ministry/Department should provide full justification in support thereof;
(iii) **the prior approval of the Secretary to Cabinet and Head of the Civil Service** should be obtained when nominating an officer of the Administrative Cadre;

(iv) **Advisers or Contract Officers** should not normally be nominated to follow training courses abroad. They may, however, be nominated to attend seminars/workshops/study tours, in which case the procedure as laid down in paragraph 5 of Circular Letter dated 22 March 2002 from the Secretary to Cabinet and Head of the Civil Service shall apply. **Such nominations should be submitted to the Prime Minister through the Secretary to Cabinet and Head of the Civil Service for approval**;

(v) **invitations obtained through personal contacts** should be submitted to the Head of the Ministry/Department and copied to this Ministry for nominations to be made in accordance with established procedures;

(vi) invitations received by an officer in his **personal** capacity to attend a training course/seminar/workshop/study tour will be processed by this Ministry **only if** it is at **no cost** to Government and subject to the endorsement of the Supervising Officer;

(vii) **the final decision to retain or reject a nomination rests with the donor country/agency**, and this Ministry remains the official link between Government and the donor country/agency. **Candidates should refrain from contacting or writing to High Commissions / Embassies or the organizers to enquire about their nomination, to avoid any embarrassment to the Government**;

(viii) upon receipt of confirmation of the acceptance of a nomination from the donor country/agency, the nominating Ministry should immediately confirm to this Ministry the acceptance of the award by the nominee;

(ix) upon return from training, an officer should submit a detailed report on the benefits derived and the relevance of the course to his work and to attaining the objectives of his Ministry/Department, in accordance with **Circular Letter No. 33 of 2012**; and

(x) as a general rule, participation in a training course overseas, which has to be fully funded by Government, should be envisaged **only if** the training is in a priority field, or forms part of an established scheme for which funds have been earmarked by the nominating agency.

5. **Offers of sponsorship for overseas training from the World Bank, International Monetary Bank (IMF), Africa Regional Technical Assistance Centre (AFRITAC), Africa Training Institute (ATI) and Collaborative Africa Budget Reform Initiative (CABRI)** will continue to be dealt with by the Ministry of Finance and Economic Development, as such courses relate to financial and economic matters.
6. All clearances (establishment, financial, approval of the Secretary to Cabinet and Head of Civil Service and PSC/DFSC) where applicable, should be sought prior to submission of nominations, except when the established criteria, as stated below, are observed:

(a) **Establishment Clearance**

(i) the officer to be nominated should be confirmed in his post;
(ii) the course should be of less than four months’ duration;
(iii) the arrangements for the replacement of the officer during his absence should be made;
(iv) the approval of the **Responsible Officer** must be obtained where officers belonging to “**General Services**” are to be nominated; and
(v) the officer to be nominated has not attended any course/conference/seminar/workshop/study tour abroad for the past three years.

**Note:** Requests for establishment clearances from this Ministry should be addressed to:

The Senior Chief Executive  
Ministry of Civil Service and Administrative Reforms  
(Attn. Conditions of Service Unit No. 1)  
Level 8, SICOM Building 2  
Corner Chevreau and Rev Jean Lebrun Streets  
Port Louis

(b) **Financial clearance**

Where there is no cost involvement on the part of Government, such clearance is not required.

In case there are financial implications to the Government, financial clearance, as appropriate, should be sought and obtained and clear indication should be given as to whether funds are available or not.

(c) **Approval of Secretary to Cabinet and Head of the Civil Service**

Such clearance is **not** required if the nominee is **not** from the Administrative Cadre or is **not** the Head of Department/Agency. However, where an officer of the Administrative Cadre or a Head of Department/Agency is recommended, the approval of the Secretary to Cabinet and Head of the Civil Service should imperatively be sought.

(d) **PSC/DFSC Clearance**

PSC/DFSC clearance is **not** required if the course is not a requirement for promotion in the said cadre/grade, and does not enhance the promotional prospect of the officer. In other cases, the approval of the Commissions should be sought.

**Date:** 27 September, 2016  
**Ministry of Civil Service and A. R.**