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10 April 2009

Ministry of Civil Service and Administrative Reforms
Circular Letter No 13 of 2009
E/75/48/02 V2

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

The AAPAM Gold Medal Award

The African Association for Public Administration and Management (AAPAM) is inviting a nomination for the AAPAM Gold Medal Award. This Award is sponsored by the Canadian International Development Agency (CIDA) through the Good Governance Programme of the Institute of Public Administration of Canada (IPAC).

2. The Gold Medal Award is the highest and most prestigious to be bestowed on an individual by AAPAM in celebration of achievement and excellence and it is awarded as a mark of distinction and exceptional achievement to a person who has shown distinctive leadership in advancing Public Administration and Management or has made a distinctive contribution to the field of Public Administration and Management in Africa, through writings and other endeavors.

3. The objectives of the Award are:

- To recognize persons in Public Service who have made outstanding contributions in the field of Public administration in Africa;
- To draw attention to outstanding individual achievements which set standards for excellence to which others can aspire; and
- To achieve the goal of improving the quality of Public Administration and Management in Africa.

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4. The candidates for the Award should be nominated by Heads of Public Service, Permanent /Principal Secretaries or other selected representatives of the public sector. All nominations require three signatures of either colleagues or other distinguished persons and each nomination will have to be accompanied by the Curriculum Vitae (CV) of the nominee and a concise description of the work and achievements of the nominee, which qualifies the nominee for the Award. The person will be selected by an independent Committee comprising 5 Judges. The conditions and procedures of the Award are at Annex I. The winner would receive the Award at the 31st AAPAM Roundtable Conference to be held in Durban in November 2009.

5. It would be appreciated if you could forward to this Ministry nominations, if any, of eligible persons who have shown distinctive and exceptional achievements in the field of Public Administration in Africa by 21 April 2009 by noon at latest.



(S.K. Pather)
Supervising Officer

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

ANNEX 1

PROCEDURES AND CONDITIONS FOR THE AWARD

1. Candidates for the Award shall be nominated on a prescribed form by Heads of Public Service, Permanent /Principal Secretaries, Presidents/Vice-Chancellors of Universities, Heads of Municipal and Local Governments and other selected representatives of the public service.
2. Nominations shall be called in **January** and received by the Secretary General at the AAPAM Secretariat not later than the **30th day of April** in each year.
3. All nominations for the award shall be made over the signature of not less than three persons, accompanied by the Curriculum Vitae (CV) of the nominee. In order to qualify for consideration, the nomination must be received at the AAPAM Secretariat by the date indicated in 2 above.
4. Each nomination shall be accompanied by a concise description of the work and achievements of the nominee which, in the opinion of the nominators, qualify the nominee for the Award, together with such supporting evidence as they may wish the judges to consider.
5. The Secretary General shall refer all such nominations received by him to a special committee of independent judges appointed annually by the AAPAM Executive Committee.
6. The Committee of judges shall decide on or before the 31st day of July in each year the person, if any, who is to receive the Award for that year.
7. No award shall be made in any year if, in the opinion of the judges, no nomination worthy of an award is received.
8. A nomination may be reconsidered by the jury in a subsequent year provided that no nomination shall be considered more than three times.
9. No member of the AAPAM Council shall be eligible to receive the award until five years after serving on the Council.
10. The AAPAM Gold Medal shall be bestowed on the winner during the AAPAM Annual Roundtable Conference.