

18 March 2011

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No 18 of 2011**  
**E/75/48/02V3**

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms  
To: Supervising Officers in charge of Ministries/Departments

***Fifth AAPAM Award for Innovative Management***

The African Association for Public Administration and Management (AAPAM) is inviting nominations to participate in the fifth AAPAM Award for Innovative Management. This Award recognizes organizational achievements in the public sector and is supported through the partnership between AAPAM and the Governance and Institutional Development Division (GIDD) of the Commonwealth Secretariat, London.

2. The Award promotes effective innovations that bring about improved performance in public sector organizations through the introduction of new ideas and new operational and management methods. The purpose and objectives of the Award are:

- (i) to recognise and publicise innovations in the public sector which are worthy of emulation;
- (ii) to enhance the image of the public sector in Africa;
- (iii) to promote innovation in the public sector by encouraging and recognizing organizations and people for creative and effective ways of solving specific problems of administration and management; and
- (iv) to facilitate the transfer of innovations and best practices as a way of improving the quality of Public Administration and Management in Africa.

3. Award recipients will be selected by an independent jury composed of five prominent Africans knowledgeable in the field of public sector management and representatives of the Commonwealth Secretariat. Five finalists will be invited to appear before the Jury to present and defend their submissions. The best three entrants will receive the Gold, Silver and Bronze Awards in order of merit. The other two finalists may receive recognition trophies. The Awards will be attributed to the winners at the AAPAM Roundtable Conference that will be hosted by the Government of the Republic of Malawi in October 2011.

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4. Winners and leading entries will be extensively publicized, including by way of features in the AAPAM Newsletter. They will receive recognition, acknowledgement and prestige within both the African and worldwide public administration communities.
5. Submissions in either English or French should be made on the prescribed entry form and should not exceed 1,500 words. An executive summary of not more than 50 words should also be provided. The closing date for submission of entries is *30 April 2011*.
6. All public sector organizations, i.e Ministries/Departments including Sections/ Divisions/Units, Public Sector Institutions, Local Governments and Municipal Authorities and Institutions of Higher Learning are eligible for participation. Information regarding conditions, procedures and rules of the competition, criteria for evaluation of submissions as well as information to be included on the entry form are available on the website of this Ministry at: <http://www.civilservice.gov.mu>
7. Entries for the AAPAM Award for Innovative Management should be forwarded directly to AAPAM by e-mail at [aapam@aapam.org](mailto:aapam@aapam.org) with copy to this Ministry at [mcsa-arua@mail.gov.mu](mailto:mcsa-arua@mail.gov.mu) by the closing date of 30 April 2011.
8. It would be appreciated if you could disseminate the contents of this Circular Letter to all public officers serving in your organization, including parastatal bodies operating under the aegis of your Ministry and encourage participation in the AAPAM Award for Innovative Management.

**(S. Seebaluck)**  
**Senior Chief Executive**

**Copy to:**

**Secretary to Cabinet and Head of the Civil Service**

**AWARD FOR INNOVATIVE MANAGEMENT****CONDITIONS, PROCEDURES AND RULES OF COMPETITION**

1. Entries shall be made by a Ministry/Organization/Authority in the public service or a Department/Agency/Section/Division/Branch within it depending on the choice of the entrant. All Government Ministries, Departments and Agencies, Public Sector Institutions, Local Governments and Municipal Authorities and Institutions of Higher Learning in African countries are eligible to participate in the competition.
2. Awards will not be made to individuals but to public sector organizations. All public sector organizations are eligible.
3. Submissions shall be made on a prescribed entry form and shall not exceed 1,500 words with an executive summary of not more than 50 words. All supporting materials shall be placed in an appendix.
4. A submission entered in a previous competition, but which was not among the winners in that year, may be re-submitted for consideration by the Jury, provided that no submission shall be considered more than three times.
5. The Jury shall consist of five (5) distinguished persons, who are knowledgeable in public sector management.
6. The Jury will draw up a final list of 5 entrants. The finalists will be invited to appear before the Jury to present and defend their submissions. The Jury will then determine the winners for the Gold, Silver and Bronze Awards.
7. The five finalists will be given opportunity to present their entries at the Annual Roundtable Conference following which the Winners in the three categories will be announced and the Awards given.
8. The decisions of the Jury shall be final; the Jury may decide not to award prizes if the submissions in any one year are not up to standard.
9. The best three entrants shall receive the Gold, Silver and Bronze Awards in order of merit. The other two finalists may receive recognition trophies.
10. Entries may be made in either English or French. All entries become the property of the African Association for Public Administration and Management.

# **AAPAM AWARD FOR INNOVATIVE MANAGEMENT**

## **CRITERIA FOR EVALUATION OF SUBMISSIONS      ANNEXTURE 2**

### **1. Innovativeness**

That the entry is genuinely innovative within the public sector; innovation being in the form of a successful experiment; the implementation of effective organizational change; the translation of new ideas into practice; or harnessing new technology.

### **2. Relevance**

That the innovation has relevance with the main functions of the organization and spells out clearly the impetus for the change; purpose and objectives of the change; positive outlook for the future; potential implications for other organizations.

### **3. Significance**

That the benefits of the innovation, either actual or potential, are significant; significance can be local as well as national and should not be valued simply on the ground of size and scale of benefits.

### **4. Sustainability**

The innovation has been implemented for a considerable period of time, and has shown evidence of being institutionalized and self-sustaining with local resources.

### **5. Replication**

The innovation has the potential of universal appeal, replication and transfer. Whether the innovation contains elements that can be adopted elsewhere to solve more or less similar problems in more or less similar organizations and country setups.

ANNEXURE 3

**ENTRY FORM**

**AAPAM AWARD FOR INNOVATIVE MANAGEMENT COMPETITION**

1. Name and address of the organization, section or division making the submission.
2. Name of Project
3. Name, title, telephone, fax numbers and email of the contact person.
4. Number of employees in the organization, section or division.
5. Describe in not more than 1,500 words on an attached sheet the managerial innovation, its nature and effects and the date of introduction.

**Submission should include the following:**

- (i) impetus for the change
- (ii) purpose and objectives of the change
- (iii) the innovation itself
- (iv) how it was done
- (v) results achieved to-date
- (vi) outlook for the future
- (vii) potential implications for other organizations

6. Executive Summary

7. Signature:

8. Date: