



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

03 August 2018

Circular Letter No 57 of 2018
E/152/75/22/20/03

From: Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Enhancement of Work Environment Programme (EWEP) -
Financial Year 2018/2019

In line with the Government vision and commitment to provide decent workplaces to public officers, this Ministry is pursuing action on the "Enhancement of Work Environment Programme" (EWEP), focusing on the uplifting of the safety and health standards of work-environment for public officers with the ultimate objective of prompting better performance and a higher level of productivity.

2. Over the past years, projects supported under the above Programme have considerably contributed in upgrading and modernizing the physical and structural layouts of several workplaces across the Civil Service. During the last Financial Year, 67 projects benefitted from funding under the Programme.

3. For Financial Year 2018/2019, an amount of Rs8M has been provided for the funding of projects under the EWEP. To enable Ministries/Departments to fully take advantage of the Programme, the parameters to qualify projects for funding have been reviewed to keep pace with emerging safety and health challenges within the Civil Service. Safety and health projects have been classified in three different categories in order of priority to minimize restriction on projects and thus create a gateway to allow Ministries/Departments to come up with well-thought through and viable projects. The selection process will consider different areas, namely risk rating, cost and duration of project/s, funding and involvement of other stakeholders.

4. Supervising Officers are requested to submit their project proposals, if any, to be considered under the Programme based on the EWEP Guidelines which can be accessed on the website of this Ministry on <http://civilservice.govmu.org>.

5. Project proposals should be forwarded to the Occupational Safety and Health Division (OSHD) of this Ministry as per the enclosed pro-forma, which may also be downloaded from the Ministry's website. The duly filled-in Form should reach this Ministry by Friday 31 August 2018, at latest.

6. The attention of ...

6. **The attention of Supervising Officers is kindly invited to the following:**

(a) **Supervising Officers should ensure that:**

(i) a Sectoral EWEP Committee (SEC), is set up in their respective Ministries/Departments as per **Circular Letter No 43 of 2017**, dated **28th June 2017** and is functional;

(ii) all projects submitted under the EWEP are based on the recommendations made by Safety and Health Officers based on risk assessments and the SEC should examine and assess the relevance of the projects. Once, the SEC would have validated the project proposal, same should be submitted to the MCSAR;

(iii) the Chairperson of the SEC should regularly report on progress of project implementation and attend EWEP Coordination Meetings, as and when required, at the level of the MCSAR;

(iv) Departmental Warrants provided under EWEP are utilized judiciously and solely for the implementation of approved project/s and in no case would this Ministry meet any expenditure which over spills on to the subsequent Financial Year and funding of the same projects will **not** automatically be carried forward to the next Financial Year; and

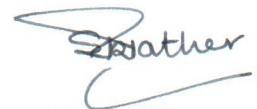
(v) funded projects are completed **before end June 2019** and a certificate of project completion which may also be downloaded from the Ministry's website, should be forwarded to this Ministry for control and monitoring purposes.

(b) Supervising Officers shall refrain from submitting projects in respect of which funds are available under the relevant vote items of their respective Ministries/Departments, for example office furniture and equipment, maintenance of buildings amongst others; and

(c) this programme is **not** meant to cater for major infrastructural/structural works such as upgrading works, exterior painting of buildings and the like, which are normally taken care of either by the Ministry of Public Infrastructure and Land Transport for Government buildings or by landlords for private buildings under their obligations as owners under the "Lease Agreement" and "Landlord and Tenant Act.

7. Should you need any assistance or additional information, the **Principal Safety and Health Officer servicing your organization may be approached** or you may contact the **Administrative Section of the OSHD on telephone number: 405-4105.**

8. I thank you for your cooperation in the matter.



S. K. Pather

Secretary for Public Service

Encl.

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