



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS
MAURITIUS

07 July 2020

Circular Letter No 41 of 2020
E/152/75/30/73

From: Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Enhancement of Work Environment Programme
Financial Year 2020-2021

The Ministry of Public Service, Administrative and Institutional Reforms is inviting Ministries and Departments to participate in the Enhancement of Work Environment Programme (EWEP) for Financial Year 2020-2021.

2. The EWEP has over the years developed into an appropriate programme for supporting Ministries and Departments in the creation of the necessary conditions and a conducive work environment in order to inspire and improve the morale of Public Officers.
3. Ministries and Departments have so far benefitted from this scheme and projects supported under this Programme have considerably contributed in upgrading and modernizing the physical and structural layouts of workplaces across the Public Service. For Financial Year 2019-2020, 65 projects have been funded under this Programme. The list of projects is available on this Ministry's website may be referred to while formulating new projects.
4. For Financial Year 2020-2021, an amount of Rs3M has been provided under this Ministry's budget for funding of projects under the EWEP. The EWEP Guidelines are available on this Ministry's website and may be consulted to better understand the proper mechanism under which projects are formulated, considered and funded.
5. Supervising Officers are accordingly requested to submit **at latest by 07 August 2020**, their project proposals, if any, as per attached pro-forma, to be considered under the above Programme based on the EWEP Guidelines.
6. Supervising Officers are also informed that proposals submitted will be considered on a first come first served basis and proposals which do **not** satisfy the criteria set out in the Guidelines, would **not** be entertained. All approved quotations should reach this Ministry **within a time frame of two (2) months from the date of letter of approval of projects.**

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7. **Supervising Officers should also ensure that:-**

(a) the Sectoral EWEP Committee (SEC) set up in their respective Ministries/Departments as per this Ministry's **Circular Letter No 43 of 2017** is operational;

(b) all projects submitted under the EWEP are based on the recommendations made by Safety and Health Officers through appropriate risk assessments and upon validated by the SEC;

(c) the Chairperson of the SEC regularly reports on progress achieved in the implementation of EWEP project/s and attends EWEP Coordination Meetings at the level of this Ministry, as and when required;

(d) Departmental Warrant/s provided under EWEP is/are utilized judiciously and solely for the implementation of approved project/s;


(e) all approved project/s are completed **before the end of June 2021**. The certificate of completion as provided on this Ministry's website should be filled in and mandatorily submitted to this Ministry for monitoring purposes; and

(f) projects in respect of which funds are available under the relevant vote items of their respective Ministries/Departments, are not submitted to this Ministry for funding.

8. Supervising Officers are reminded that the EWEP is **not** meant to cater for major infrastructural/structural works such as upgrading works, exterior painting of buildings and the like.

9. Principal Safety and Health Officers serving Ministries/Departments are available for any additional information or clarification required for the proper implementation of projects under EWEP. The Occupational Safety and Health Division of this Ministry may also be consulted on telephone number: 405-4105.

10. I rely on the collaboration and valuable support of all my colleagues Supervising Officers to ensure that the EWEP projects are given due consideration for the successful implementation of the scheme.



S. Ragen
Secretary for Public Service

Encl.

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