



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

27 September 2016

Circular Letter No. 41 of 2016

TA/1/1

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

NOMINATIONS FOR OVERSEAS TRAINING/SEMINARS/WORKSHOPS/STUDY TOURS

By way of Circular Letter (Ref: TA/1/1 V2) dated 29 October 2015, from the Ministry of Finance and Economic Development, Ministries/Departments were informed that, as from 01 November 2015, all nominations for overseas training would be processed and approved at the level of the Ministry of Civil Service and Administrative Reforms.

2. In view of the relatively limited number of offers from donor countries and in order to make judicious use of the available slots, the practice not to nominate any officer on overseas training courses/seminars/workshops/study tours **more than twice in any calendar year** is being maintained.

3. Supervising Officers are, therefore, requested to ensure that:

- (i) the most suitable officer is nominated to follow any overseas training course, seminar, workshop or study tour;
- (ii) the nominated candidate can free himself/herself from family and other personal obligations and can be released for the training, as last minute withdrawal leads to the loss of a training opportunity which could have otherwise been allocated to another officer; and
- (iii) the nominated candidate holds valid travel documents prior to his/her departure.

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4. Ministries/Departments must make it a point to abide by the **timeline set** for the submission of nominations and ensure that nominations are accompanied by **all** relevant documents and clearances to avoid undue delays. A lead time (**a minimum of 10 days**) is required by this Ministry to seek the necessary approval and to transmit the nominations to the Authorities concerned. Nominations received after the closing date for submission will **not** be processed and any request for covering approval where an officer has already proceeded for an overseas training will **not** be entertained.

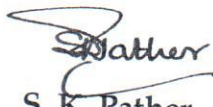
5. The responsibility to indicate whether or not there is any establishment objection for nominations regarding training overseas is, hereby, delegated to the Human Resource Division of respective Ministries/Departments. However, establishment clearance should continue to be sought from this Ministry for officers of the "**Human Resource Cadre**" and the "**General Services Cadre**" as well as for such cases where Ministries/Departments are **not** in a position to give clearances for one reason or another.

6. To facilitate Ministries / Departments in the processing of nominations for training overseas, the following documents are attached:

- (a) **Annex I** - Important notes regarding submission of nominations for approval, procedures to be followed and clearances required;
- (b) **Annex II** - Survey form; and
- (c) **Annex III** - Undertaking form.

7. Regarding **Missions** or attendance at **Conferences/Meetings Overseas**, where an officer is called upon to represent and/or defend the interests of Mauritius, your attention is invited to Circular Letter C/PS/16/1, dated 22 March 2002, from the Prime Minister's Office, which states that such recommendations should be submitted to the Prime Minister, through the Secretary to Cabinet and Head of the Civil Service, for consideration and approval.

8. You are kindly requested to bring the contents of this circular to the attention of all officers concerned, as well as to bodies falling under your Ministry's/Department's jurisdiction and to ensure that the above procedures are strictly followed.


S. K. Pather
Senior Chief Executive

*Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary for Foreign Affairs*

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.

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Annex II

SURVEY FORM

SECTION A – PARTICULARS OF CANDIDATE

- (i) Ministry/Agency submitting nomination
- (ii) Name of Candidate: Surname (Mr/Mrs/Miss)
Other Names
- (iii) Date of Birth: Age: I.D No:
- (iv) Designation:
- (v) Date joined service
- (vi) Qualification: Date of Confirmation

SECTION B – COURSE DETAILS

- (i) Type of training: Course Seminar Workshop Symposium Conference
Study Tour Visit Other (to be specified) (Tick as appropriate)
- (ii) Title:
- (iii) Dates: From To:
- (iv) Country:
- (v) Financing Institution/Organisation

SECTION C – DETAILS ON FINANCIAL IMPLICATION

- (i) Costs to be met by donor Country/Agency:
- (ii) Costs to be met by Government: Estimated costs:

SECTION D – OTHER TRAINING FOR WHICH THE CANDIDATE HAS BEEN NOMINATED

- (i) Type of training: Course Seminar Workshop Symposium Conference
Study Tour Visit Other (to be specified) (Tick as appropriate)
- (ii) Title:
- (iii) Dates: From To:
- (iv) Country:
- (v) Status of Nomination: Materialised Under consideration Rejected Withdrawn
(Tick as appropriate)

SECTION D – DETAILS OF PREVIOUS TRAINING/WORKSHOP/SEMINAR/STUDY TOUR FOLLOWED ABROAD BY OFFICER OVER THE LAST THREE YEARS

Type of Training	Title	Country	Date	
			From	To

I certify that the information provided above is accurate.

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Candidate's Signature

Date: Tel No.:

Certified correct by HR Section

Name:

Designation:

Signature:

Date Tel No.:

Endorsed by Reporting Officer *

Name:

Designation:

Signature:

Date Tel No.:

(Affix Ministry's seal)

* The Reporting Officer should not be below the rank of Deputy Permanent Secretary

Note1: Any inaccuracy will delay process

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Undertaking by the Applicant / Nominee

I have taken cognizance of the terms and conditions of the Training Award.

If accepted for a training award, I **undertake** to -

- (i) carry out such instructions and abide by such conditions as may be stipulated by both the nominating and host Government and the sponsoring Government / agency / organisation in respect of the course of training;
- (ii) follow the full course of training / study and abide by the rules and regulations of the university / institution / establishment in which I undertake to study or gain training;
- (iii) refrain from engaging in political activities, or any form of employment for profit or gain;
- (iv) submit any progress report which may be required / prescribed by the university / institution / establishment / sponsor / host Government;
- (v) return to my home country promptly upon completion of the course of study / training; and
- (vi) pledge to observe the laws and regulations, and respect the local customs of the host country where the study / training course will be held.

I also fully understand that if I am granted a fellowship / training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government / sponsoring agency.

Signature of Applicant / Nominee :

Name:

Date :