



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

Date: 04 October 2017

Ministry of Civil Service and Administrative Reforms
Circular Letter No 72 of 2017
E/70/1/1/59

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

To : Supervising Officers in Charge of Ministries/ Departments

**Construction of a new Civil Service College for Mauritius by the Government of India:
Training Needs Assessment**

The Government of India has agreed to provide funding for the construction of an appropriate infrastructure to house a Civil Service College for capacity and capability development of public officers. In this context, a plot of land of the extent of 6A76p (approximately 28,533m²) at Le Réduit Triangle (near the ICAC Headquarters) has already been vested in this Ministry.

2. The Memorandum of Understanding (MOU) for the financing of the above project was signed during the official visit of the Prime Minister to India in May this year.
3. It is provided in Article II of the MOU that the Government of India shall appoint the Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis (AIGGPA), Bhopal, as the Partner Institution for the successful implementation of the project. AIGGPA will also be responsible for preparing the detailed report and specifications of the building facilities.
4. A first round of discussion was held in August 2017 with the representatives of the Indian Side, including the Director of AIGGPA, who is also the project Consultant. According to AIGGPA, there is an urgent need to develop a training strategy which will in turn determine the technical requirements of the new Civil Service College.

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5. In this regard, AIGGPA has proposed to conduct a Training Needs Assessment of a representative sample of employees in Ministries/Departments and parastatal organizations in view of collecting data on current training needs as well as future requirements. Also, a SWOT analysis has been recommended in order to gauge the degree of preparedness of organisations to tackle emerging capacity building challenges.
6. It is timely to recall that the Civil Service College, Mauritius which was set up in October 2012 and came into operation in November 2015, is currently accommodated in a rented building at Atom House, Royal Street, Port Louis, and the educational centre is located at Fooks House, Bourbon Street, Port Louis. The existing facilities are, however, both exiguous and inadequate and constitute a serious impediment for the expansion of the activities of the College, thus constraining it from responding to the growing capacity and capability development needs of the public sector.
7. The setting up of a new Civil Service College is in line with the vision of Government to instil a culture of excellence in the Civil Service through the development of capacity, capability and learning skills and competencies of employees.
8. Accordingly, it would be appreciated if you would arrange for the enclosed questionnaires at Annexes A and B to be duly filled in and forwarded to this Ministry on the mail address - trainingmcsar@govmu.org, by 15 October 2017, at latest.
9. I rely on your usual cooperation and understanding so that the exercise of generating the sought-after information is given the utmost and prompt attention.
10. Please bring the contents of this Circular to the Heads of Parastatal Bodies falling under the purview of your respective Ministry/Department.



S. K. Pather
Senior Chief Executive

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

Instrument for SWOT Analysis

Respondents: Chief Executive Officers/Permanent Secretaries

Name of Officer	Designation	Name of Department

1. Kindly identify significant strengths of your department on priority basis and rank them according to their importance. They may be technical or otherwise.

Strengths

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

2. Please identify significant weaknesses of your department on priority basis. Identify areas which are adversely impacting the effectiveness of the department.

Weakness

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

3. Please identify significant opportunities for your department which could enhance effectiveness.

Opportunities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

4. Kindly identify External Barriers/Threats pertaining to the effectiveness of the department.

Threats

- 1.
- 2.
- 3.
- 4.
- 5.

Annexure -B

Training Areas Prioritization Format for all the Departments

Instructions: There are 5 broad areas/category of training indicated below, under each category there are different training themes. Please prioritize the following training themes under each broad category. In the Priority column please indicate the ranking order in term of your perceived Priority.

Respondents: Officer Grade including Technical Staff & General Service Staff

Name of Officer	Designation	Name of Department

Governance and strategy

Sl. No.	Category/Training Area/Theme	Priority
1.	Governance and Strategy	
a.	Issues of Governance like Rule of law, Accountability, Transparency, Control of Corruption, Ethics etc.	
b.	Strategic, transformational leadership/Team Building	
c.	Laws and Rules	
d.	Public Administration	
e.	Process Management/Business Process reengineering/Manuals/SOP	

Management

	Category/Training Area/Theme	Priority
2.	Management	
a.	Managing Physical Resources	
b.	Managing Human Resource/Recruitment/ Training/Employee welfare	
c.	Monitoring and Evaluation	
d.	Problem Solving	
e.	Quality Management/ISO/Customers Service	

f.	Information Communication Technology (ICT)/Social Media	
g.	Managing uncertainty, crisis situations and disasters	
h.	Office Management/ Noting and Drafting	
i.	Performance Management	
j.	Project Management	
k.	Knowledge Management	
l.	Time Management	
m.	Managing Change	
n.	Event Management	
o.	Procurement/Tendering	

Organizational Behavior

	Category/Training Area/Theme	
3	Organizational Behavior	Priority
a.	Communication Skills	
b.	Improving organizational culture/Motivation	
c.	Inter personal skills/Protocol and etiquette	
d.	Stress Management	
e.	Negotiation and Mediation/Conflict Management	
f.	Emotional Intelligence	

Finance & Economics

	Category/Training Area/Theme	
4	Finance & Economics	Priority
a.	Financial Management	
b.	Macro Economics	
c.	Public Finance	
d.	Public Private Partnership (PPP)/Infrastructure	
e.	Audit	

Environment

	Category/Training Area/Theme	
5	Environment	Priority
a.	Climate Change	
b.	Disaster Management	

c.	Public Infrastructure	
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6	Other training need, please specify	
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