



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

26 March 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No 21 of 2018
E/75/76/01/14

From : Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

CAPAM 2018 International Innovations Awards (IIA)

The Commonwealth Association for Public Administration and Management (CAPAM) is inviting participation from public organisations in the **CAPAM 2018 International Innovations Awards (IIA)** Programme.

2. The Programme is organised to celebrate the spirit of innovation in the public service by recognising organisations that have made significant contributions to improving governance and services. It also aims at inspiring and encouraging innovators to continue exploring, creating and implementing new ideas in order to enhance the quality of life of citizens, communities and nations.

3. The CAPAM 2018 International Innovations Awards include four categories, namely:-

a) **INNOVATION DNA**

This category is meant to recognise initiatives centred on building internal capacity for creativity and innovation, for example those that cultivate the necessary conditions to increase opportunities to inspire others and promote innovation as a function of the organisation.

b) **INNOVATION IN PUBLIC SERVICE MANAGEMENT**

This category recognises innovative solutions related to business processes such as Information Management/Information Technology, Human Resources Management and Project Management.

c) **CITIZENS-FOCUSED INNOVATION**

This category honours innovative policies, programmes, services and access to services that are outward-facing and client-based.

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d) INNOVATION INCUBATION

This category celebrates innovation that represents early thinking and promotes unproven innovative ideas that have not yet become replicable actions. It highlights forward thinking that can ignite further ideas for innovative practices.

For more information about the 4 categories, you may visit CAPAM's website at <https://www.capam.org>

4. Entries for the Awards Programme should be forwarded to CAPAM by **16 April 2018 at latest** through CAPAM's IIA Submission Form available at https://www.capam.org/awards/iaa/2018_iaa_submissions.html. A copy of the submission should be forwarded to this Ministry at mcsa-ar@govmu.org.

5. Submissions must reflect an organisational rather than an individual achievement and must include:

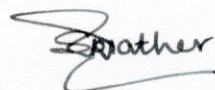
- (i) a 300 to 500 word Executive Summary of the project;
- (ii) a 2500 to 3000 word Project Details in line with the criteria identified for the category and reflecting the context in which the innovation has been implemented; and
- (iii) a signed letter of authorisation from a senior public official authorising the submission by the applicant.

The cost of participation per submission for organisations holding Institutional CAPAM Membership is USD 300 and for non-member organisations the cost is USD 500.

6. In October 2018, finalists will be invited to make presentations of their submissions to the Jury at the CAPAM 2018 Biennial Conference to be held in Georgetown, Guyana from 22 to 24 October 2018. Winners will be announced during the President's Dinner at the end of the Conference. All costs, including submission fees and travel expenses, will have to be borne by the participating organisations.

7. Ministries/Departments are encouraged to participate in this Award Programme as it will be an opportunity to demonstrate excellence, innovation and quality service delivery in the public Service. For additional information, CAPAM may be contacted at capam@capam.org.

8. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all Heads of Sections serving in the different Divisions of your Ministry/Department.



(S. K. Pather)

Secretary for Public Service

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