



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

01 August 2019

Circular Letter No 54 of 2019  
E/152/75/22/20/04

From: Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Enhancement of Work Environment Programme (EWEP) -  
Financial Year 2019/2020

In line with this Ministry's mission to support the creation of the necessary conditions and a conducive work environment to inspire and improve the morale of Public Officers, the "Enhancement of Work Environment Programme" (EWEP) is being relaunched for this Financial Year.

2. Over the past years, all Ministries/Departments have so far benefitted from this scheme and 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, 85 projects have been funded under this Programme. The list of projects is available on this Ministry's website to facilitate the formulation of project/s for this current year.

3. For the Financial Year 2019/2020, an amount of Rs5M has been provided for the funding of projects under the EWEP. Ministries/Departments may resort to the EWEP Guidelines in order to better understand the proper mechanism under which projects are formulated, considered and funded. The EWEP Guidelines may be accessed on the website of this Ministry on the link: [[http://civilservice.govmu.org/English/Documents/Circulars/2018/oshu/EWEP%20Guidelines\(Single%20Page%20-%20Website\).pdf](http://civilservice.govmu.org/English/Documents/Circulars/2018/oshu/EWEP%20Guidelines(Single%20Page%20-%20Website).pdf)]

4. Supervising Officers are hereby requested to submit their project proposals, if any, to be considered under the above Programme based on the EWEP Guidelines as per the enclosed pro-forma, which may also be downloaded from this Ministry's website. The duly filled-in Project Proposal Form should reach the Occupational Safety and Health Division (OSHD) of this Ministry by **30 August 2019, at latest.**

5. Your attention is also drawn to the fact that proposals that do **not** satisfy the criteria set out in the Guidelines, would **not** be entertained. Proposal submitted will be considered on a first come first served basis. All approved quotations should reach this Ministry **within a time frame of two (2) months from the date of letter of approval of Project Proposal Form/s.**

*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 **28 June 2017** and is functional;

(ii) all projects submitted under the EWEP are based on the recommendations made by Safety and Health Officers on the basis of risk assessments and the SEC should examine and assess the relevancy of the projects. Once, the SEC has 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 at the level of the MCSAR, as and when required; and

(iv) Departmental Warrant/s 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 overflows into the subsequent Financial Year.

(b) All approved project/s should be completed **before end of June 2020**. A certificate of project completion which may also be downloaded from the Ministry's website, should mandatorily be forwarded to this Ministry for control and monitoring purposes.

(c) 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

(d) 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.



J. M. Simonet

Secretary for Public Service

**Encl.**

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