

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

04 April 2019

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 24 of 2019
E/75/48/02

From : Supervising Officer, Ministry of Civil Service and Administrative Reforms

To : Supervising Officers in charge of Ministries/Departments

12th AAPAM Award for Innovative Management


The African Association for Public Administration and Management (AAPAM) is inviting participation in its 12th Continent-wide Innovative Management Award.

2. The objectives of the Award are to:
- (i) recognise and publicise innovations in the Public Sector, which are worthy of emulation;
 - (ii) enhance the image of the Public Sector in Africa;
 - (iii) promote innovation in the Public Sector by encouraging and recognizing organisations and people for creative and effective ways of solving specific problems of administration and management; and
 - (iv) facilitate the transfer of innovation and best practices as a way of improving the quality of Public Administration and Management in Africa.

3. The evaluation of entries will be carried out by an independent Jury Panel to be set up by AAPAM. Five finalists will be invited to appear before the Jury Panel to present and defend their respective submissions. The best three entrants will receive the Gold, Silver and Bronze Awards in order of merit, while the other two finalists may receive recognition trophies. The Awards will be attributed to the winners at the 40th AAPAM Roundtable Conference that will be held in October 2019 in Cairo, Egypt.

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4. Winners and leading entries will be extensively publicised, including by way of features in the AAPAM Newsletter and executive summaries will be posted on the website of AAPAM. They will receive recognition, acknowledgment and prestige within both the African and worldwide public administration communities.
5. All relevant information pertaining to conditions of participation (*Annex 1*), criteria for evaluation of submissions (*Annex 2*) as well as the Entry Form (*Annex 3*) are available on the website of this Ministry at: <http://civilservice.govmu.org>.
6. Submissions in either English or French should be made on the prescribed entry form and should not exceed 1,500 words. An executive summary of not more than 50 words should also be provided. Entries for the Award should be forwarded directly to AAPAM by e-mail at aapam@aapam.org/info@aapam.org/nancy@aapam.org with copy to this Ministry at mcsa-ar@govmu.org by **30 May 2019 at latest**.
7. Supervising Officers are requested to bring the contents of this Circular Letter to the attention of all Heads of Divisions/Units of their Ministry/Department, including Chief Executives of Parastatal Bodies falling under their purview as well as those in Local Authorities.


J.M Simonet
Supervising Officer

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

Encs.

CONDITIONS, PROCEDURES AND RULES OF COMPETITION – ANNEXURE 1

Submissions

1. Entries shall be made by a Ministry/Organization/Authority. Submissions can also be made by Division/Branch within organizations. All government ministries, departments and agencies, public sector institutions, local governments and municipal authorities and institutions of higher learning in African countries, non-governmental organizations, civil society organizations and international organization are eligible to participate in the competition.
2. Awards will not be made to individuals but to the organizations, therefore submissions are to be made by or on behalf of organizations and not individuals.
3. Submissions shall be made on a prescribed entry form and shall not exceed 1,500 words with an executive summary of not more than 50 words. All supporting materials shall be placed in an appendix. **(Applications must be typed and sent in word format)**
4. A submission entered in a previous competition, but which was not among the winners in that year, may be re-submitted for consideration by the Jury, provided that no same submission shall be considered for more than three consecutive times.

The Jury

5. The Jury shall consist of five (5) distinguished persons, who are knowledgeable in public sector management.
6. The Jury will draw up a final list of 5 entrants. The finalists will be invited to appear before the Jury to present and defend their submissions. The Jury will then determine the winners for the Gold, Silver and Bronze Awards.
7. The five finalists will be given opportunity to present their entries at the Annual Roundtable Conference.
8. The best three entrants shall receive the Gold, Silver and Bronze Awards in order of merit. The other two finalists may receive recognition trophies.
9. The decisions of the Jury shall be final; the Jury may decide not to award prizes if the submissions in any one year are not up to standard.
10. Entries may be made in English, French or Arabic. All entries become the property of the African Association for Public Administration and Management (AAPAM).

Disqualification

11. Institutions may be disqualified from any further evaluation for the following reasons:

- (i) Submissions received after the deadline of submissions.
- (ii) Failure to observe the submission rules for the nomination
- (iii) Any conflict of interest and Non-adherence of the process
- (iv) Presenting misleading and false information and supporting documents
- (v) Inability to provide sufficient documentation to review the initiative
- (vi) Unethical behavior, including undue pressure on any person involved in the evaluation and selection process

AAPAM AWARD FOR INNOVATIVE MANAGEMENT

CRITERIA FOR EVALUATION OF SUBMISSIONS

ANNEXURE 2

1. Innovativeness

That the entry is genuinely innovative within the public sector; innovation being in the form of a successful experiment; the implementation of effective organizational change; the translation of new ideas into practice; or harnessing new technology. The project should thus not have been carried out anywhere in Africa

2. Relevance

That the innovation has relevance to the main functions of the organization and spells out clearly the impetus for the change; purpose and objectives of the change; positive outlook for the future; potential implications for other organizations.

3. Significance

That the benefits of the innovation, either actual or potential should be significant in terms of the impact it creates either locally or nationally.

4. Sustainability

The innovation has evidence of sustainability like being institutionalized and self-sustaining with local resources.

5. Replication

The innovation has the potential of universal appeal, replication and transfer. Whether the innovation contains elements that can be adopted elsewhere to similar problems in more or less similar organizations and country setups.



ANNEXURE 3

Entry Form

AAPAM AWARD FOR INNOVATIVE MANAGEMENT COMPETITION

1. Name of the Organization:

2. Address of the Organization

3. Country:

4. Section/ division making the submission

5. Name of Project

6. Contact persons

Salutation	<input type="checkbox"/>	Mr.	<input type="checkbox"/>	Mrs.	<input type="checkbox"/>	Ms.	<input type="checkbox"/>	Dr.	<input type="checkbox"/>
Professor									
First Name:					Last Name:				

Job Title:	
Department:	
Organization:	
Mailing Address:	
Work Phone:	Mobile:
Email:	

Salutation	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Dr.	<input type="checkbox"/>
Professor					
First Name:	Last Name:				
Job Title:					
Department:					
Organization:					
Mailing Address:					
Work Phone:	Mobile:				
Email:					

7. Number of employees in the organization, section or division.

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8. Describe in not more than 1,500 words on an attached sheet the innovation, its nature and effects and the date of introduction of the project.

ATTACH SEPARATE SHEET

Submission should include the following:

- i. Impetus for the change
- ii. Purpose and objectives of the change
- iii. The innovation itself
- iv. How it was done
- v. Results achieved to-date
- vi. Outlook for the future
- vii. Potential implications for other organizations

9. Executive Summary

10. Signature:

11. Date: D/M/Y

Please return this form to AAPAM by:

Mail: The Secretary General
African Association for Public Administration and Management (AAPAM)
P O Box 48677, 00100 Nairobi, Kenya

Email: aapam@aapam.org/info@aapam.org /nancy@aapam.org

For assistance, please contact us by phone at +254 712 366 787 or +254 773 552 076 or +254 20 262 9650

For more information about the program, visit www.aapam.org