



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

19 June 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No 39 of 2014
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

AAPAM Award for Innovative Management 2014

The African Association for Public Administration and Management (AAPAM) is inviting participation in its eighth continental-wide Innovative Management Award, which honours Public Sector institutions, organisations and Ministries/Departments which have made exceptional and longstanding contributions to the Public.

2. The Award promotes effective innovations that bring about improved performance in Public Sector organisations through the introduction of new ideas, operational and management methods.


3. The purpose and 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.

4. Award recipients will be selected by an independent jury composed of five prominent persons knowledgeable in the field of public sector management. Five finalists will be invited to appear before the Jury to present and defend their submissions. The best three entrants will receive the Gold, Silver and Bronze Awards in order of merit. The other two finalists may receive recognition trophies. The Awards will be attributed to the winners at the AAPAM Roundtable Conference which will be hosted by the Government of Ethiopia in November 2014.

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5. Winners and leading entries will be extensively publicised, including by way of features in the AAPAM Newsletter. They will receive recognition, acknowledgement and prestige within both the African and worldwide public administration communities.
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. The closing date for submission of entries is **30 June 2014**.
7. All public sector organizations, i.e Ministries/Departments including Sections/ Divisions/Units, Public Sector Institutions, Local Governments and Municipal Authorities and Institutions of Higher Learning are eligible to participate. Information regarding conditions, procedures and rules of the competition, criteria for evaluation of submissions as well as information to be included in the entry form are available on the website of this Ministry at: <http://www.civilservice.gov.mu>
8. Entries for the AAPAM Award for Innovative Management should be forwarded directly to AAPAM by e-mail at aapam@aapam.org with copy to this Ministry at mcsa-aru@mail.gov.mu by the **closing date of 30 June 2014**.
9. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your organization as well as those of Parastatal and other Statutory Bodies operating under the aegis of your Ministry.


(N. Bheenieck) Mrs
for Senior Chief Executive

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



AWARD FOR INNOVATIVE MANAGEMENT

ANNEXURE 1

CONDITIONS, PROCEDURES AND RULES OF COMPETITION

1. Entries shall be made through a Ministry/Organization/Authority/ in the public service or a Department/Agency/Section/Division/Branch within it depending on the choice of the entrant. All Government Ministries, Departments and Agencies, Public Sector Institutions, Local Governments and Municipal Authorities and Institutions of Higher Learning in African countries are eligible to participate in the competition.
2. Awards will not be made to individuals but to public sector organizations. All public sector organizations are eligible.
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.
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 submission shall be considered more than three times.
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 following which the Winners in the three categories will be announced and the Awards given.
8. 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.
9. The best three entrants shall receive the Gold, Silver and Bronze Awards in order of merit. The other two finalists may receive recognition trophies.
10. Entries may be made in either English or French. All entries become the property of the African Association for Public Administration and Management.

AAPAM AWARD FOR INNOVATIVE MANAGEMENT

CRITERIA FOR EVALUATION OF SUBMISSIONS

ANNEXURE 2

1. Innovativeness

The entry is genuinely innovative within the public sector. Innovation can be in the form of a successful experiment; an implemented effective organizational change; the transition of new ideas into practice or harnessing new technology. The project should thus not have been carried out anywhere in Africa.

2. Relevance

The innovation has relevance within the 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

The benefits of the innovation, either actual or potential, are significant; significance can be local as well as national and should not be valued simply on the ground of size and scale of benefits.

4. Sustainability

The innovation has been implemented for a considerable period of time, and has shown evidence of 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 solve similar problems in organizations and country setups.

ANNEXURE 3

ENTRY FORM

AAPAM AWARD FOR INNOVATIVE MANAGEMENT COMPETITION

1. **Name of the Organization:**.....

Address of the Organization.....

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Country:

Section/ division making the submission.....

2. **Name of Project**.....

3. **Contact persons:**

a) Name :	b) Name
Title/ Designation:	Title/ Designation:
Telephone Number: Office: Mobile Telephone:	Telephone Number: Office: Mobile Telephone:
Fax number	Fax number
Email:	Email

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

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

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

6. Executive Summary

7. Signature:

8. Date: