



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

**Ministry of Civil Service and Administrative Reforms**

**Circular Letter No. 38 of 2015**

**E/75/72/01/01**

16 October 2015

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

To: Supervising Officers i/c of Ministries/Departments

**Training and Development**

Training and Development is an important component of Human Resource Management and is part of the overall strategy to nurture a culture of performance in the public service. The Pay Research Bureau has thus laid emphasis in its different reports on the need to equip public officers with the required skills and competencies in order to be more efficient and effective. In this respect, it has also recommended the setting up of Training Committees in Ministries/Departments with the main objective of identifying performance gaps and training needs.

2. In the process of change and modernization of the public service, the Civil Service College, Mauritius (CSCM) has also been set up to specifically cater for the growing training and development needs of officers at all levels, including those from Local Authorities and Parastatals. The CSCM will focus on reforms oriented, performance based and demand driven training and is called upon to greatly contribute in translating the vision of the Government in bringing about the much awaited transformation of the Civil Service through continuous professional development.

3. The CSCM will henceforth be the focal point for all matters relating to training and staff development. The college will start its first training programmes shortly and, in this respect, it will officially communicate to all Ministries/ Departments the modalities for conducting the training as well as the terms of the payment of course fees. This follows the Directive No. 14 issued on 10 October 2013 on Procurement of Training Services, wherein it is stated that:-

*“For any procurement of training services, the public body should consider the Civil Service College as a first option through direct procurement. The price for the services will be determined jointly by the public body and the Civil Service College”.*

4. For the effective operationalisation of the CSCM, the full involvement and commitment of Training Committees is crucial. In this connection, Supervising Officers are invited to constitute their Training Committees, to be chaired by an Officer not below the grade of Deputy Permanent Secretary. The composition of the Training Committee should be communicated to this Ministry by **Monday 26 October, 2015 at latest**.

5. We rely on your support and collaboration in our common Human Resource Development mission.

  
*P. Jhugroo*  
*Senior Chief Executive*

*Copy to: Secretary to Cabinet and Head of the Civil Service  
Director General, Civil Service College, Mauritius*