MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

16 November 2015

Ministry of Civil Service and Administrative Reforms
Circular Letter No 44 of 2015
E/60/28/31 V2

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

To : Supervising Officers in charge of Ministries/Departments

Setting up of Reform Cell

Please refer to this Ministry's Circular Letter No. 43 of 2013, wherein Ministries/ Departments were invited to constitute their respective Reform Cells for monitoring the implementation of Public Sector Reform initiatives at their level as per the "Terms of Reference" (TOR) spelt out in the Errors, Omissions and Anomalies Committee (EOAC) Report – PRB 2013.

2.   Following discussions at the level of the Reform Steering Council on the need to render the Reform Cell more effective and also facilitate regular reporting on the implementation of reforms, its Terms of Reference (TOR) have been reviewed as at **Annex A**, with focus on the following main areas:

   i)   Major administrative reforms such as the HRMIS and PMS;
   ii)   Modernisation of services;
   iii)   Human Resource Planning to better respond to evolving needs and priorities;
   iv)   Strategies and actions for the promotion of good governance; and
   v)   Sectoral Reforms having a direct impact on service delivery.

3.   As recommended in the EOAC Report 2013, the Reform Cell should continue to be chaired by a senior officer **not below** the level of Deputy Permanent Secretary and comprise Heads of Sections as well as representatives of staff associations. In this respect, Supervising Officers are kindly requested to convey to this Ministry the composition of their respective Reform Cells by **Friday 18 December 2015**.

4.   Pending the setting up of the Public Sector Re-engineering Bureau, progress reports on the implementation of reforms should be submitted to the Administrative Reforms Division of this Ministry at the end of every quarter as from 2016. The report should be forwarded by email at mcsa-aru@govmu.org on the basis of the template as at **Annex B**. As regards reforms underway, we would appreciate to have a first progress report by 31 December, 2015.

Administrative Reforms Division, Ministry of Civil Service and Administrative Reforms
10th Floor, Wing A, SICOM Building 2, Cnr Chevreau & Rev Jen Lebrun St, Port Louis, Republic of Mauritius
Tel: 405 4100 Fax: 211 2734, e-mail: mcsa-aru@govmu.org

- 2 -

5.   The TOR of the Reforms Cell and template for monitoring of reform initiatives can also be downloaded from the website of this Ministry at *http://civilservice.govmu.org*. For any additional information, Mrs. A. Sarju or Mrs. A. Hurry may be contacted on tel nos 4055785 or 4055790.

6.   I reply on your collaboration and support for developing the Reforms Cell into an effective tool for monitoring reforms in the public service.

(P. Jhugroo)
Senior Chief Executive

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

Reform Cells in Ministries and Departments

Terms of Reference

1. Monitor the effective implementation of the Performance Management System (PMS) within the organization.

2. Monitor the implementation of the Human Resource Management Information System (HRMIS).

3. Ensure the effective use of the Electronic Attendance System (EAS).

4. Identification, implementation, monitoring and sustenance of ISO Certification projects.

5. Ensure compliance with best practices in Occupational Safety and Health to meet the required standards.

6. Ensure the modernisation of processes and procedures and provision of effective use of online e-services.

7. Monitor the development and implementation of the HR plan in line with the strategic objectives of the organization.

8. Ensure the implementation of Good Governance practices and ethical standards at all levels.

9. Report on Sectoral Reforms having a direct bearing on service delivery.

REFORM CELLS

MONITORING REPORT OF REFORM INITIATIVES

Ministry/Department:……………………………..

Reporting period:…………………………………….

S.No	Description	Progress Achieved	Constraints (if any)	Remarks

1.	**Report progress on the implementation of major Administrative Reform initiatives as follows:**
	
	(a) Performance Management System
	
	   i. % of officers having developed their work plan and signed their Performance Agreement
	   ii. Rate of compliance with the established processes (pre-appraisal, midterm, final appraisal)
	   iii. Effective follow up on developmental aspects of PMS:
	      ▪ Identification of performance gaps
	      ▪ Identification of training requirements
	      ▪ Action taken to address performance gaps
	
	(b) HRMIS
	
	   i. % completion of data cleansing exercise (*if still applicable*)
	   ii. Readiness to use the payroll module (Yes/No)
	
	(c) Electronic Attendance System (EAS)
	
	% of officers enrolled on and using EAS			

S.No	Description	Progress Achieved	Constraints (if any)	Remarks
	(d) ISO i. Number of ongoing ISO projects in your organisation ii. Identification of any new units to be ISO Certified			
2.	**Modernisation of Services** i. Number of effective online e-services being provided by your organization ii. Identification of services where processes and procedures need to be streamlined (Business Process Re-engineering) iii. Regular updating of website (Yes/No)			
3.	**Development of an HR Plan** Status / position of the development of the HR plan in line with the HR strategies			
4.	**Compliance with safety and Health Norms** Status of Safety and Health Policy, Safety and Health Committee, Risk Assessment, Emergency Procedures and Occupational Safety and Health Management System (OSHMS) where applicable.			
5.	**Good Governance and Ethics** Initiatives put in place to promote good governance & ethical behavior among public officers			
6.	**Sectoral Reforms** Major sectoral reforms being implemented for improving public service delivery			