



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

08 January 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No 2 of 2016
E/75/76/01/14

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

To : Supervising Officers in charge of Ministries/Departments

2016 CAPAM International Innovations Awards (IIA)

The Commonwealth Association for Public Administration and Management (CAPAM) is inviting participation from public organisations in the **2016 CAPAM International Innovations Awards (IIA)** Programme.

2. This Programme is organised to celebrate the spirit of innovation in the public service by recognising organisations that have made significant contributions to improving governance and services. It also aims to inspire and encourage innovators to continue exploring, creating and implementing new ideas in order to enhance the quality of life of citizens, communities and nations.

3. The 2016 CAPAM International Innovations Awards include four categories, namely:-

a) INNOVATION DNA

This category is meant to recognize initiatives centred on building internal capacity for creativity and innovation, eg. those that cultivate the necessary conditions to increase opportunities to inspire others and promote innovation as a function of the organisation.

b) INNOVATION IN PUBLIC SERVICE MANAGEMENT

This category recognises innovative solutions related to business processes such as Information Management/Information Technology, Human Resources Management and Project Management.

c) CITIZENS-FOCUSED INNOVATION

This category honours innovative policies, programmes, services and access to services that are outward-facing and client-based.

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d) **INNOVATION INCUBATION**

This category celebrates innovation that represents early thinking and promotes unproven innovative ideas that have not yet become replicable actions. It highlights forward thinking that can ignite further ideas for innovative practices.

More information about the 4 categories is available on the website of CAPAM at <https://www.capam.org>

4. Entries for the Awards Programme should be forwarded to the CAPAM by **28 February 2016 at latest** through CAPAM's IIA Submission Form available at https://www.capam.org/awards/iaa/2016_iaa_submissions.html. A copy of the submission should be forwarded to this Ministry at mcsa-ar@govmu.org.

5. Submissions must reflect an organisational rather than an individual initiative and must include:

- (i) a 300 – 500 -word Executive Summary of the project; and
- (ii) a 2500 to 3000 word Project Details in line with the criteria identified for the category and reflecting the context in which the innovation has been implemented.

The cost of participation per submission for organisations holding Institutional CAPAM Membership is USD \$ 300 and for non-member organisations the cost is USD \$ 500.

6. In October 2016, finalists will be invited to make presentations of their submissions to the Jury at the 2016 CAPAM Biennial Conference to be held in Port-of-Spain, Trinidad from 17 to 19 October 2016. Winners will be announced during the President's Dinner at the end of the Conference.

7. Ministries/Departments are encouraged to participate in this Award Programme as it will be an opportunity to demonstrate excellence, innovation and quality service delivery in the public Service. For additional information, CAPAM may be contacted at capam@capam.org or atibbetts@capam.org.

8. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all Heads of Sections serving in the different Divisions of your Ministry/Department.


(P. Jhugroo)
Senior Chief Executive

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