



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

05 March 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No 16 of 2018
E/75/48/02

From : Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Call for nominations for the AAPAM Gold Medal Award 2018

The African Association for Public Administration and Management (AAPAM) is inviting nominations for its 5th Gold Medal Award.

2. The objectives of the Award are to:

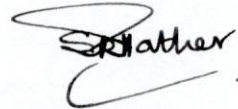
- (i) recognise persons in the Public Service who have made outstanding contributions in the field of Public Administration and Management in Africa;
- (ii) inspire other public servants to work towards achieving excellence in the field of Administration and Management; and
- (iii) foster excellence in Public Administration and Management in Africa.

3. Candidates should be nominated for the Award by the Supervising Officer in charge of their Ministries/Departments. All duly filled in application forms should be submitted to this Ministry. After screening, the applications will be referred to the Secretary to Cabinet and Head of the Civil Service for validation or otherwise, prior to submission to the AAPAM Secretariat.

4. A Special Committee of Independent Judges will be appointed by the AAPAM Executive Committee to assess the entries received. The Committee of Judges shall decide not later than two months before the next AAPAM Annual Roundtable Conference who the Award Winner for that year will be.

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5. The Gold Medal Award of the African Association for Public Administration and Management (AAPAM) will be presented and made to the winner during the AAPAM Annual Roundtable Conference scheduled for November 2018 in Gaborone, Botswana.
6. Information regarding the procedures and conditions of participation (*Annex 1*) and the Entry Form (*Annex 2*) are available on the website of this Ministry at: <http://civilservice.govmu.org>.
7. Submissions in either English or French should be made on the prescribed entry form and should not exceed 1,000 words. Entries for the Award should be forwarded by e-mail to this Ministry at mcsa-ar@govmu.org followed by a printed copy by **09 April 2018 at latest**.
8. 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.



S. K. Pather
Secretary for Public Service

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

Encs.

ANNEXURE**PROCEDURES AND CONDITIONS FOR THE AAPAM GOLD MEDAL AWARD**

1. Candidates for the Award shall be nominated by Heads of Departments of the organisation.
2. All nominations for the award shall be made over the signature of not less than three supporters or nominators, accompanied by the Curriculum Vitae (CV) of the nominee. In order to qualify for consideration, the nomination must be received at the AAPAM Secretariat by **7th May 2018**.
3. Each nomination shall be accompanied by a concise description of the work and achievements of the nominee which, in the opinion of the nominators, qualify the nominee for the Award, together with such supporting evidence as they may wish the judges to consider.
4. The Secretary General shall refer all such nominations received by him to a special committee of independent judges appointed by the AAPAM Executive Committee.
5. The Committee of judges shall decide not later than two months before the next AAPAM annual Roundtable Conference on the person, if any, who is to receive the Award for that year.
6. No Award shall be made in any year if, in the opinion of the judges, no nomination worthy of an award is received.
7. A nomination may be reconsidered by the jury in a subsequent year provided that no nomination shall be considered more than three times.
8. No member of the AAPAM Council shall be eligible to receive the award until five years after serving on the Council.
9. The Gold Medal Award of the African Association for Public Administration and Management (AAPAM) shall be bestowed on the winner during the AAPAM annual Roundtable Conference.

**AFRICAN ASSOCIATION
FOR PUBLIC ADMINISTRATION
AND MANAGEMENT
(AAPAM)**



**ASSOCIATION AFRICAINE POUR
L'ADMINISTRATION PUBLIQUE
ET LE MANAGEMENT
(AAAPM)**

UN Avenue, Magnolia Close,
132 Fuchsia, Gigiri
P. O. Box 48677, 00100 GPO
Nairobi, Kenya.

Tel: 254-020-2629650, 0712366787
Email: aapam@aapam.org
Website: www.aapam.org

2018 AAPAM GOLD MEDAL AWARD NOMINATION FORM

***The Gold Award will be given during the 39th Roundtable
Conference in November 2018 Gaborone, Botswana***

Kindly note that:

- ✓ **A nominator is a public institution/agency/ department/ institution of higher learning or any other public/civil organization)**
- ✓ **ALL sections should be filled hence incomplete forms shall not be considered**
- ✓ **ALL the nominations MUST be submitted through the office of the Head of Public/Civil Service or Permanent /Principal Secretaries or Presidents/Vice-Chancellors of Universities or Heads of Municipal and Local Governments or other selected representatives of the public sector**

Dear Nominator,

Thank you for your interest in AAPAM Gold Medal Award. Kindly complete all the sections with true relevant information.

Section I: Candidate's Contact Information:

Title <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:	
Country:	
Number of years in the Current Organization:	
Mailing Address: Organization address	
Individual's address:	
Work telephone Number:	Mobile/Personal telephone Number:
Email: 1. 2.	

Section III: Nominator's Details

This section is to be filled by the office of either Head of Public/Civil Service or Permanent /Principal Secretaries or Presidents/Vice-Chancellors of Universities or Heads of Municipal and Local Governments or other selected representatives of the public sector depending on the nominating organization.

Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Professor
Name of Organization/ Institution
Country
Office (Tick As appropriate): <input type="checkbox"/> Head of Public Service <input type="checkbox"/> Head of Public Service Permanent /Principal Secretaries <input type="checkbox"/> Presidents/Vice-Chancellors of Universities Heads of Municipal and Local Governments <input type="checkbox"/> other selected representatives of the public sector (Specify.....)
Authorizing Person Title.....

Name.....Designation.....	
DepartmentSignature.....	
Official organization Stamp..... Date	
Contact: Mailing address	
Work Telephone:	Mobile Number:
Email:	
Fax:	

Section III: Referees

This section is to be filled by individuals supporting the nominee's nomination. They can be his/her colleagues, supervisors, mentors or any other persons who attest to the nominee's academic, professional or in any other qualification.

Kindly enter your contact information

1st Referee Contact Information

Title <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:	
Country	
Relation to the Nominee:	
Mailing Address:	
Work Phone:	Mobile:
Email:	
Signature:	

2nd Referee Contact Information

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:	
Country	
Relation to the Nominee:	
Mailing Address:	
Work Phone:	Mobile:
Email:	
Signature	

3rd Referee Contact Information

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:					
Country					
Relation to the Nominee:					
Mailing Address:					
Work Phone:			Mobile:		
Email:					
Signature:					

Section IV: Work and Achievements of the Nominee

A) Work and Achievements

In not more than 1000 words describe the **work and achievements** of the nominee which in the opinion of the nominators qualifies the nominee for the Award. Kindly attach all the supporting evidence you may wish the judges to consider.

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the user to provide information or a response.

B) Published Work (Starting with latest)

List the published work by the Nominee giving the title, year of publication and publishing firm including co-author where publications were co-authored.

A smaller, empty rectangular box with a thin black border, located below the text. It is intended for the user to list the published work of the nominee.

C) Other Awards given to the Nominee

Presidential Accolade: No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, kindly specify:Year:
Any other Awards (specify)
1.....Year.....
2.....Year.....
3.....Year.....

Please return this form with a detailed CV and passport size picture of the Nominee to AAPAM through the contact below by 7th May 2018:

Mail: The Secretary General
African Association for Public Administration and Management (AAPAM)
UN Avenue, 132 Fuchsia Close, Gigiri
P. O Box 48677 Nairobi, Kenya

Or

Email: aapam@aapam.org and info@aapam.org

We also accept video presentations that are relevant to the Award
For any inquiry or clarification, 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 Award please visit www.aapam.org

Only successful applicants will be contacted for the interview