



**MINISTRY FOR CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORM
MAURITIUS**

18 May, 2000

Ministry for Civil Service Affairs
& Administrative Reform
Circular Letter No 21 of 2000
E/60/28/04

From: Acting Permanent Secretary, Ministry for Civil Service Affairs and
Administrative Reform

To: Supervising Officer in charge of Ministries/Departments

Civil Service Reforms - Submission of Projects

At the meeting of the Steering Committee with Desk Officers held on Friday 28 April 2000, the issues listed at the Annex were discussed.

2. Desk Officers were invited to submit project proposals on reforms, preferably relating to the improvement of counter services, according to the proforma already circulated. It was also decided that the cost for the implementation of some of these projects would be funded by this Ministry subject to availability of funds.

3. It would be appreciated if the project proposals could be submitted to Mr R. Jugurnath, Director, Management Audit Bureau and member of the Steering Committee on Reforms at 30, Deramann Tower, Sir William Newton Street, Port Louis by Friday 16 June 2000 at latest (Telephone No. 211-0283). A copy of the proposals should be sent to the Administrative Reform Unit of this Ministry for follow up purposes.

4. The projects submitted will form the basis of discussions at the meeting with Desk Officers of 21 June 2000.


Y. Moorghen (Mrs)
for Acting Permanent Secretary

Copy to: Desk Officers

Record of main issues raised at the meeting of the Steering Committee with Desk Officers held on Friday 28 April 2000 at 10.30 am in the Conference Room of the Ministry of Civil Service Affairs & Administrative Reform

Schedule of meetings for Desk Officers

Three other meetings would be held during the year, on 21 June, 16 August and 18 October 2000 at 2.00 p.m at the same venue.

Roles of the Steering Committee, Administrative Reform Unit and the Desk Officers

The Chairman presented a paper highlighting the roles and functions of the Steering Committee, the Administrative Reform Unit (ARU) of the Ministry for Civil Service Affairs & Administrative Reform and the Desk Officers. He informed officers present that the assistance of Consultants was being sought to properly structure the Administrative Reform Unit.

Project Proposals

Project forms were distributed to the Desk Officers. They were requested to identify projects preferably on the improvement of counter services in their respective Ministries/Departments as emphasis is being laid on the improvement of counter services in the short term. But in case their Ministries/Departments did not offer counter services, other types of projects could be considered in the context of reforms.

Project Management

Desk Officers were advised that their supervising officers had a key role to play in spearheading reforms in their respective organisations. Hence it was important that a core unit be set up in each Ministry/Department to initiate, implement, coordinate and monitor reform measures.

Funding of Projects

Desk Officers were informed that funds for reforms would be made available centrally in the next budget under the vote item of the Ministry for Civil Service Affairs & Administrative Reform. Funds would be made available to the different Ministries/Departments upon the approval of their project proposals by the Steering Committee.

Code of Ethics and Burrenchobay Report

The desk officers were advised to make the Code of Ethics and Burrenchobay Report available to all officers. It was proposed that relevant extracts of the Report should be circulated to categories of officers as appropriate.

Mission statements

Desk Officers were requested to work on the Mission statements of their Ministries and Departments on the basis of the draft list of mission statements and objectives submitted.

Correspondence with the Steering Committee

Desk officers were advised to channel all their correspondence to the Steering Committee through the Administrative Reform Unit.

.....