



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

Circular Letter No. 29 of 2002

28/05

06 September 2002

Secretary for Public Service Affairs

Supervising Officers in Charge of Ministries/Departments

*Civil Service Reforms – Designation of Desk Officers*

Please refer to this Ministry's Circular Letter No. 2 of 2000 dated 24 January (copy enclosed), wherein Supervising Officers of Ministries/Departments were requested to designate an officer of the level of Assistant Secretary or above to liaise with the Administrative Reforms Unit in the context of Civil Service Reforms.

As this Ministry is currently updating the list of Desk Officers, it would be appreciated if you could designate two Desk Officers (one firm and one alternate) and would ensure that there is proper follow up in your Ministry/Department on the administrative reform initiatives.

The Desk Officers are called upon to play a significant role in the reform initiatives underway. Their role/responsibilities focus on the following:-

- (i) to form part of the Administrative Reforms Unit set up in their own department;
- (ii) to act as the change agent and liaison officer between their organisation and the Administrative Reforms Unit (ARU) of the Ministry of Civil Service Affairs and Administrative Reforms;
- (iii) to implement reform measures as agreed by the Steering Committee/ARU;
- (iv) to formulate, implement, follow up and report on reform measures agreed upon by their own organisations;
- (v) to report progress to the Steering Committee/ARU;

- (vi) to provide support to the Steering Committee as and when required; and
- (vii) to sensitize and brief officers of their own organisations on the issues/activities discussed at the Desk Officers meetings.

In order to ensure that the Desk Officers play their role fully, top level commitment and allocation of adequate resources are imperative in order to sustain momentum of reforms both departmentally and centrally.

A brief report on the Brainstorming Session held with Desk Officers on April 2002 is enclosed. The 8th meeting of Desk Officers will be held on Friday 19 September 2002 at 14 00 hours in the Conference Room of the Ministry of Public Service Affairs and Administrative Reforms.

It would be appreciated if:-

- (i) the names of the Desk Officers, with their particulars and contact details could be forwarded to this Ministry by Thursday 12 September; and
- (ii) the Desk Officer (firm) could be released to attend the meeting.



(D. P. Ruhee)

*Secretary for Public Service Affairs*

Secretary to the Cabinet and Head of the Civil Service