



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS

MAURITIUS

08 April, 2004

Ministry of Civil Service Affairs and Administrative Reforms

Circular Letter No. 16 of 2004

E/70/1/01/87

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

To: Supervising Officers i/c Ministries/Departments

Training Needs Assessment (TNA)

As announced in the Presidential Address and following the recommendations made by the Pay Research Bureau in its Report 2003, this Ministry will soon embark in the elaboration of a Training Needs Assessment in the public sector.

2. In this context, the Government of India has agreed to assist us through the provision of the services of **four** ITEC Experts for a period of one year as from April/May 2004. These Experts will be attached to the Ministry of Civil Service Affairs and Administrative Reforms and the terms of reference are detailed hereunder:

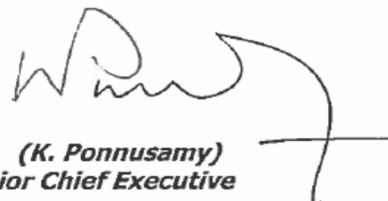
- (i) To carry out a Training Needs Assessment (TNA)
- (ii) To formulate a training policy following the TNA
- (iii) To prepare a Plan laying down the training strategy in the Civil Service and its execution.

3. In accordance with the request contained in this Ministry's Circular Letter No. 26 Of 2003 (copy enclosed for easy reference) and in line with the recommendations made in PRB Report 2003, Ministries/Departments are requested to ensure that the Training Committee is set up and activated. In view of the fact that the experts would need to establish proper linkage, Heads of Ministries/Departments are invited to set up a team of officers from the Personnel Section and ensure that one officer not below the rank of a Principal Assistant Secretary is assigned the responsibility of heading the team and co-ordinate the TNA assignment and liaise with the ITEC Experts.

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4. As a number of Ministries and Departments have not yet responded to the Ministry's Circular Letter No. 26 of 2003 concerning the setting up of Training Committees, we would therefore appreciate if you could kindly submit the relevant information in accordance with the annexed proforma so as to reach this Ministry **not later than Friday 16 April, 2004 at the following address:**

**The Senior Chief Executive,
Ministry of Civil Service Affairs
and Administrative Reforms,
(Attn Mr. A.K. Hoolass),
Training and Distance Learning Unit,
4th Floor, ATOM House,
16, Royal Road,
Port Louis.
Tel No: 208 7626 Fax No: 208 7632**



**(K. Ponnusamy)
Senior Chief Executive**

PROFORMA

Setting up of Training Committees in Ministries/Departments (As per PRB 2003 Recommendations Vol I Para 9)

1. **Ministry/Department:**

2. **Objectives of the Ministry/Department**

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3. **Name of Coordinator (not below the rank of a Principal Assistant Secretary)**

Name:
Designation:
Tel No:
Fax No: **E-Mail:**

4. **Composition of the Training Committee (as recommended at Volume I Para. 9 of PRB Report 2003 – Re this Ministry’s Circular Letter No 26 of 2003)**

<u>Name</u>	<u>Designation</u>	<u>Phone No.</u>	<u>Fax No</u>	<u>E-Mail</u>
Chairman:				
Members				

