



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

04 July 2013

Ministry of Civil Service and Administrative Reforms
Circular Letter No 43 of 2013
E/60/28/31

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

To : Supervising Officers in charge of Ministries/Departments

Setting up of Reform Cell

Recommendations at Section 2.5 of the Errors Omissions Anomalies Committee (EOAC) Report- PRB 2013 provide for the setting up of Reform Cells under the responsibility of each Ministry and Department to facilitate the implementation of Public Sector Reform Strategies. The objectives of Reform Cells are, *inter-alia*, to:

- a) monitor performance indicators in the Programme-Based Budget and identify weaknesses hindering the progress within the organization;
- b) review processes, operations and procedures to improve service delivery;
- c) facilitate the effective implementation of all relevant approved reform initiative within the scope of their unit, including the execution of the e-Government Programme driven by the Ministry of Information and Communications Technology;
- d) devise an annual training plan for all members of staff after conducting a training needs analysis;
- e) develop, in tandem with the Management and the staff, schemes for performance-related initiatives based on agreed criteria and desired outputs; and
- f) provide regular reports on the progress, observations, and suggestions to the Public Sector Re-engineering Bureau and the Office of the Public Sector Governance.

2. You may wish to note that the Reform Cell should be chaired by an officer not below the level of Deputy Permanent Secretary and include all Heads of Section as well as representatives of staff associations or recognised unions.

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