



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

04 October 2007

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 40 of 2007
E/62/02/08/04 V3

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To : Supervising Officers in charge of Ministries/Departments

All Africa Public Sector Innovations Awards 2007

Participation was invited through this Ministry's Circular Letter No.24 of 4 June 2007 for the All Africa Public Sector Innovations Awards (AAPSIA) organized by the African Union (AU). The AAPSIA presents a rare opportunity to showcase innovative ideas at continental level and the international fora. It is important that such initiatives be given due recognition, publicized and shared to help boost up the ongoing transformation of the African Public Service.

2. All public sector organisations, including parastatal bodies, are eligible to participate in the Awards. However, the projects to be presented should highlight the direct benefits accruing to the citizens of Mauritius or the African continent and should have been in existence for 2 years or more. Details of the AAPSIA Programme and the Submission Form are available at the following website:

<http://civilservice.gov.mu>

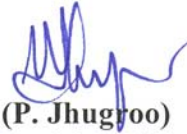
3. To allow for a wider marketing of the AAPSIA and provide a broader time span to willing participants, the deadline for submitting entries for the AAPSIA has been extended to **30 November 2007**. Nominations should be forwarded as per Submission Form directly to:

Ms Dudu Mthembu
International and African Affairs
Department of Public Service and Administration
Private Bag X916, Pretoria 0001
Republic of South Africa
e-mail: africaninnovationawards@dpsa.gov.za
Fax : + 27 (0) 865161725

A copy of the project submitted should be sent to the Administrative Reforms Division of this Ministry.

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4. It would be appreciated if you could disseminate the contents of this Circular Letter to all Divisions/Units of your Ministry/Department and Parastatal Bodies falling under your aegis. We take this opportunity to reiterate our request to encourage greater participation in the AAPSIA 2007.



(P. Jhugroo)
Supervising Officer

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



African Union

All Africa Public Sector Innovation Awards 2007

Submission Form

GENERAL INFORMATION

Purpose

The African Union (AU), New Partnership for Africa's Development (NEPAD) and the 5th Pan Africa Conference of Ministers of Public Service announces the first annual **All Africa Public Sector Innovation Awards**. The All Africa Public Sector Innovation Awards is the first Africa-wide awards programme that celebrates innovation in the public sector. The programme recognizes and rewards the achievements of public servants and their partners from the private and not-for-profit sectors who have successfully developed innovative solutions to service delivery and governance challenges. The purpose of the awards is to promote and encourage best practice in public sector innovation and service delivery. The awards recognize successful and effective service delivery projects and initiatives that have been achieved through the application of innovative approaches, methodologies and tools.

The awards provide opportunities for information sharing, lesson learning, partnerships and the possible replication of successful initiatives all over the African continent.

Eligibility

- The closing date for submissions is **30 November 2007**.
- The project must originate or have been significantly developed within Africa.
- Projects must provide direct benefits to the citizens in your own country or in the African continent.
- The awards are open to individuals or units in government departments, parastatals and partnership between public, private and /or community or community bodies.
- The project must operate within the public sector.
- The project must be in existence for 2 years or more.

Categories

Awards will be presented in the following categories:

- **Innovative Service Delivery Improvements:**
 - Improve the delivery of services to citizens and stakeholders external to government OR
 - Improve internal efficiency within the public sector
- **Innovative Partnerships between Government, Private Sector and Civil Society Organizations:**
 - Involve creative partnerships that have resulted in better than anticipated outcomes for the project;
 - Have built sustainable relationships between government and other social

partners through alternative approaches to participation and consultation

- **Innovations in the Systems and Processes of Governance**

- Projects focused on building accountable, transparent and ethical public services, which value the input and participation of citizens.

Criteria for Selection

Innovation:

- Reflect an innovative idea or concept that has been successfully implemented within the public sector context in Africa. This means that the approach must not have been tried before in the respective context from which it is being nominated – it should be 'new' for that country or community.

Impact:

- Demonstrate tangible improvements in quality of services delivered to their target groups; and be able to demonstrate levels of customer satisfaction with the services.
- Has demonstrated significant impact, either within the originating organization, or within the sector, or among the general public.
- Have a significant positive impact within your country or the continent as a whole.

Sustainability:

- Has been in operation for at least **two years** in the public sector.
- Has demonstrated its ability to be implemented, and there should therefore be growing momentum in implementation.
- Has demonstrated its sustainability, i.e. its ability to survive and prosper into the future (economically and in any other sense relevant). The social, economic and environmental impacts of the innovation on the external environment must be such that global sustainability is upheld and promoted.

Benefits of entering the All Africa Public Sector Innovation Awards

- 3 grand prizes for winners in each category.
 - The suggested grand prize for each category is assistance in the publication and marketing of a case study that showcases each winning project. Showcasing will take place in continental and where possible, international publications that profile public service and public administration.
- All winners will receive an All Africa Public Sector Innovator Award trophy

- 1st runner up per category will be awarded a certificate that reflects the recognition of the success of the project.
- All finalists will be invited to attend the Awards ceremony and the sponsors will cover the costs of travel and accommodation for the duration of the Awards.
- Automatic entry two prestigious international awards CAPAM and UNPAN awards.
- Publicity: All the finalist and winners may be expected to do interviews on their projects.

Submission Guidelines and Rules

- Submission should be stapled rather than bound.
- Submissions must be in English or Portuguese or French or Arabic.
- The submission form must be filled in correctly and with as much information and details as possible.
- Hand written submissions are not encouraged, in cases where this unavoidable please write legibly.
- Submissions can be posted, faxed or hand delivered to the Office of the Chairperson of the 5th Pan African Conference of Minister of Public/Civil Service on the following details:

Attention: Ms Dudu Mthembu
 Postal Address: Department of Public
 Service and Administration
 Private Bag X 916
 Pretoria
 0001

Physical Address: Corner 116 Proes Street and
 Schubart Street, Batho Pele
 House, Pretoria, RSA.

Email: africainnovationawards@dpsa.gov.za
 Fax: +27 (0) 865161725

Website: www.au.org, www.nepad.org,
www.dpsa.gov.za, www.cpsi.co.za

- No supporting material s or documents are necessary at application stage. The adjudicators may require these at the verification stage.
- Samples (videos, publications, brochures, CD/DVD) will not be returned.
- The prizes are not transferable.
- The adjudicators and their associates will not enter into discussion on the submissions.
- The information provided in the submission form and during the verification process is legally binding.
- The AU and NEPAD will not bear any of the costs of submission including postage.

Adjudication Process

- A panel of nominated judges will judge submissions.
- The adjudicators' decision is final and no correspondence will be entered into.
- Where necessary, project managers will be contacted for a verification process, which may be through email, telephone, face-to-face interview and /or a site visit.
- The adjudicators retain the right to move a submission to a category they deem to be appropriate.

Administration

- All submissions will be acknowledged and allocated a reference number.
- Submissions not allocated a reference number within **seven (07) working days**, should contact:

Ms Dudu Mthembu
 Postal Address: The Department of
 Public Service and Administration
 Private Bag X 916
 Pretoria
 0001

Physical Address: Corner 116 Proes
 Street and Schubart Street, Batho Pele
 House, Pretoria, RSA.

Email: africainnovationawards@dpsa.gov.za
 Fax: +27 (0) 865161725

Website: www.au.org, www.nepad.org,
www.dpsa.gov.za, www.cpsi.co.za

SUBMISSION FORM

OFFICE USE ONLY

REFERENCE NUMBER: _____

CATEGORY ALLOCATION: _____

SECTION 1

1. Name of organization/ entrant: _____
2. Type of entity: _____
3. Name of project being entered: _____
4. Award category in which project is being entered :(Tick one only)

Innovative Service Delivery Improvements

Innovative partnership in service delivery

Innovation in systems and processes of governance

5. Country/s: (where the project is based)

6. Level (e.g. national, region/province/district)

SECTION 2.

1. Name of Contact Person: _____
2. Department : _____
3. Postal address: _____
4. Physical address: _____
5. Email: _____
6. Phone: _____
7. Fax: _____
8. Mobile: _____

SECTION 3

1. Name of Project Initiators:

_____	_____
_____	_____

2. Names of other project staff?

_____	_____
_____	_____
_____	_____

3. **Project Overview:** Why was the project started? How many years has the project been in operation? What does the project aim to achieve? What problems does the project solve? What is the innovation or what is innovative about it? (**Maximum 500 words**). PLEASE USE SEPARATE SHEET

4. **Achievements:** What are the highlights / achievements of the project? (**Maximum 500 words**). PLEASE USE SEPARATE SHEET.

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5. **Sustainability and Replicability:** How is the project being sustained and replicated? Describe how your initiative can be or is being replicated/adapted elsewhere, where and by whom? Provide evidence of sustainability and replication process/ projects. (**Maximum 500 words**). PLEASE USE SEPRATE SHEET

6. **Challenges and Lessons:** What challenges is the project facing? What are the key lessons that can be shared with others? (**Maximum 500 words**). PLEASE USE SEPARATE SHEET

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7. Please explain and demonstrate how your project meets the criteria for the Awards with respect to the category you are entering. (**Maximum 200 Words**). PLEASE USE SEPARATE SHEET

8. Has the project received funding/money/sponsorship and what is the value of the funds? Mention the amounts and the funders.

9. What other awards programmes has the project been entered into?

10. How did you hear about the awards?

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Colleague | <input type="checkbox"/> Newspaper / magazine |
| <input type="checkbox"/> Radio | <input type="checkbox"/> E-mail / internet |
| <input type="checkbox"/> Department | <input type="checkbox"/> Other (specify) _____ |

11. Please provide a Summary of project (**100 words**) (**as you would like it to appear on the finalist publication and citation for the awards ceremony**). PLEASE USE SEPARATE SHEET

12. Certification of project.

I, _____ (Surname & title) agree that the information provided in this document is accurate and has been approved by _____ (Full name & title).

SIGNATURE OF APPLICANT / S

I/ We agree to adhere by the rules of the All Africa Public Sector Innovation Awards.

Full name: _____

Signature: _____

Date: _____

THANK YOU