

Seychelles Public Service Awards

Information for Applicants

1. **For which award is the application being made?** (Please tick appropriate category)

- Improvement of public service results
- Improvement of the quality of the public service process
- Innovations in the public service

2 **Name of organisation/department/division/unit:**

Contact Person:

Post Title:

Postal address:

Telephone:

Fax:

mail:

Participating members' names and post title

3 **Kindly submit a written description of your project using the following format:**

Project Title

Summary

In no more than 250 words (1 side A4 paper), summarise the achievements.

Please note that the summary should be in narrative, not point form.

Time frame

Provide key dates of specific examples of activities relevant to the award.

Narrative

In no more than 2,000 words, use the following categories to describe achievements

- Initiatives (what prompted the organisation to take on this initiative?)
- priorities and purposes
- Strategies
- changes resulting from the achievements)

Sustainability and transferability

In no more than 300 words, describe how the actions are being replicated, maintained or cascaded through public service.

Lessons learnt

No more than 300 words.

Documentary evidence

Please attach any evidence to support application: Nation articles or other records ; include letters received from satisfied customers, if available

Please return filled forms, typed submission and supporting documents to :

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National House
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