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21st August, 2019

To: Financial Secretary
Permanent Secretaries

From: Cabinet Secretary/Head of the Public Service

RE: CIVIL SERVICE WEEK 2019 - IN HOUSE SESSIONS

Reference is made to the matter at caption, in relation to the annual celebration of Civil Service Week (CSW). This year, CSW will be celebrated over the period 17th – 23rd November, under the theme: “**Building and Sustaining a Culture of Excellence**”.

As is customary, a special day (**Thursday** of the week) is normally set aside for the celebration of Civil Servants in their work spaces. Over the years and in recent times, it has been noted that very few entities have been observing this provision. While we are not aware of the rationale for the failure to facilitate the celebrations, there is cause for concern.

In an effort to engender renewed interest and to allow for adequate time to make the necessary arrangements, you are hereby advised that **Thursday, 22nd November, 2019** during the hours of 8:30am to 4:30pm, is designated for the hosting of “In-House” Sessions across Public Sector entities. Consequently, all Ministries/Departments/Agencies are each expected to plan and effect a session geared to enhancing employee morale and engendering workplace balance.

All activities are to be registered with the Employee Welfare and Management Unit of the Ministry of Finance & the Public Service, **at least one month before the day**. This is to facilitate the scheduling of officers to attend the sessions across entities.

Whilst it is acknowledged that we operate within a tight fiscal space, it is important to ensure that the financial constraints do not impinge on our ability to motivate employees. We must therefore find creative ways to build and sustain a workforce that will redound to a culture of excellence in the Public Service.

I ask that you bring the contents of this circular to the urgent attention of the respective Heads of Departments and Agencies falling within the purview of your Ministry’s portfolio, and your cooperation and support are anticipated for this and other activities planned for the week.

Douglas Saunders