

39. MINISTRY OF ARTS AND CULTURAL HERITAGE

- 39.1 The Ministry of Arts and Cultural Heritage aims at promoting Mauritian arts and cultural values; and preserving the tangible, intangible and documentary heritage including written and spoken languages. Its objectives are to: preserve and foster cultural values both at individual and collective levels; promote cultural interaction among different cultural components within the country and abroad for mutual understanding and enrichment; upgrade, strengthen and extend the existing cultural infrastructure and construct new structures; provide support to association of artists and to individuals involved in artistic and cultural heritage activities; organise cultural activities for the public at large; encourage the development of a dynamic arts, culture and heritage sector; and consolidate national unity.
- 39.2 In line with its strategic direction for the year 2020, the Ministry intends, among others, to: support artists and performers to showcase their creations; protect and promote our cultural heritage through the revamping of the National Heritage Act to further safeguard our tangible and intangible Cultural Heritage including relics, archaeological artefacts, underwater heritage and historical remnants of flora and fauna; ensure the transmission of Intangible Cultural Heritage to the youth; promote cultural and heritage tourism; and transform Mauritius into a preferred shooting destination.
- 39.3 The Ministry encompasses under its portfolio the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) Unit which aims at providing library facilities to the public and promoting cultural activities by encouraging and promoting reading through artistic, cultural and educational activities; and make reading material easily accessible to the public. The National Archives Department and the Film Classification Board as well as a few parastatal bodies equally operate under the *aegis* of the Ministry and have been reported upon separately in this Report.
- 39.4 A Permanent Secretary is the accounting officer and is responsible for the overall administration and general supervision of the departments/units falling under the portfolio of the Ministry. Incumbent is shouldered in the performance of his duties by officers of the administrative, professional and technical cadres as well as those of the General Services. The Director of Culture is at the apex of the technical arm of the Ministry and is assisted in his day-to-day activities by officers of the Culture Officer and Arts Officer Cadres. The CELPAC Unit is headed by a Coordinator, who in turn is assisted by an Assistant Coordinator, Library and Animation Officer/Senior Library and Animation Officers and other employees in supporting grades.
- 39.5 In the context of this review exercise, the union members made representations, among others, to: restyle certain positions; review the mode of appointment of a few grades; create supervisory levels in certain cadres; increase establishment size; and grant enhanced conditions of service. In addition, they requested to elongate the salary scale of the grade of Culture Officer to reduce attrition rate; harmonise the salary grading for grades requiring a Diploma across the Civil Service; and amend the mode of appointment of the grade of Assistant Coordinator, so that recruitment be

made among serving Library and Animation Officer/Senior Library and Animation Officers.

- 39.6 Management on its side submitted, *inter alia*, that: the salary and qualifications requirement of the grade of Arts Officer be aligned with those of other grades in the Civil Service where a Diploma qualification is required; the proviso in the scheme of service of the grade requiring Arts Officers to follow a Diploma course, as approved and arranged by the Ministry, be waived; and the salary of the grade of Chief Arts Officer be aligned with that of the grade of Principal Culture Officer. In addition, request has been made to: create the grade of Scene-Shifter/Mechanist; and grant of enhanced travelling benefits to officers of certain grades.
- 39.7 The proposals of all parties were examined and we view that: new grades are created based on functional needs; an upgrading in qualifications requirement should be in consonance with the nature and level of duties performed and may not necessarily warrant an upgrading of the salary scale of the grade; and a few requests pertained to internal issues which need to be dealt with administratively.
- 39.8 We are, in this Report, making appropriate recommendations for those proposals which are meritorious. We are, therefore, reviewing the mode of appointment to the grades of Arts Officer and Assistant Coordinator, CELPAC; providing for the Ministry to sponsor officers in the grade of Library and Animation Officer/Senior Library and Animation Officer to follow a Certificate course; providing for the grant of time-off facilities to concerned officers; and maintaining the continued payment of existing allowances.

Arts Officer

- 39.9 At present, the grade of Arts Officer is filled by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma obtained after having successfully completed a one-year full-time course or a two-year part-time course in one of the areas of arts i.e. cinema, dance, dramatic arts or music. In the absence of qualified candidates, selection is made from among candidates who possess a Cambridge School Certificate with credit in at least five subjects; and a Cambridge Higher School Certificate. They are required to follow a course leading to the obtention of a Diploma in one of the areas of arts i.e. cinema, dance, dramatic arts or music and on successful completion of the course, they are considered for appointment as Arts Officer in a substantive capacity.
- 39.10 During the consultative meeting, Management apprised the Bureau that given there are qualified Diploma holders on the market, the proviso in the scheme of service of the grade of Arts Officer requiring the Ministry to sponsor the officers to follow the Diploma course be waived such that recruitment to the grade be made by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma in one of the areas of Arts.

39.11 The submission of Management was examined and considering that qualified candidates possessing the required Diploma are available in the market, we are acceding to same. We, however, hold that newly recruited Arts Officers should undergo on-the-job training for appointment to the grade for an enhanced service delivery. We are, therefore, making recommendations to that end.

Recommendation 1

39.12 We recommend that, in future, appointment to the grade of Arts Officer should be made by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained in one Certificate at the General Certificate of Education 'Advanced Level' and a Diploma obtained after having successfully completed a one-year full-time course or a two-year part-time course in any one of the areas of Arts that is Cinema, Dance, Dramatic Arts or Music.

39.13 We further recommend that the scheme of service of the grade of Arts Officer be amended to include a proviso requiring candidates to undergo on-the-job training in all aspects of the work of an Arts Officer for a period of at least one year, so that appointment to the grade in a substantive capacity would only be made on satisfactory completion of the training and on being favourably reported upon.

Time-Off Facilities

39.14 Officers of the Arts Officer and Cultural Officer Cadres, along with the Theatre Superintendent are granted time-off for working outside normal working hours on a regular basis, to organise artistic and cultural activities. In the event time-off cannot be granted within a period of four months, they are compensated at normal hourly rate, subject to putting in a minimum number of hours in a month. We are retaining this provision.

Recommendation 2

39.15 We recommend that officers of the Arts Officer and Culture Officer Cadres as well as the Theatre Superintendent, who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, should as far as possible be granted, on application, equivalent time-off within the current month for the extra hours put in. However, where it has not been possible for Management to grant time-off within a period of four consecutive months, the officers should be compensated at the normal hourly rate per extra hour, subject to their having put in a minimum of 15 extra hours in a month.

'On-Call' and 'In-Attendance' Allowances

39.16 At present, "on-call" and "in-attendance" allowances are being paid to the Theatre Manager and Theatre Superintendent for attending rehearsals and events which are hosted after normal working hours. Since this arrangement is appropriate, we are maintaining the continued payment of these allowances.

Recommendation 3

39.17 We recommend that the Theatre Manager and Theatre Superintendent should be paid:

- (i) a daily "On-Call" Allowance of Rs 115; and**
- (ii) an "In-Attendance" Allowance when attending to rehearsals and events after normal working hours at the normal hourly rate for every hour of attendance.**

Height Allowance

39.18 During the performance of their duties, Technicians (Light/Sound) (Roster – Day and Night) and Electricians are required to climb scaffolds of a height between 20 and 30 feet for rigging and focusing projectors. In this context, they are paid a Height Allowance for the time put in to carry out such work. We are retaining the payment of the allowance while extending it to Senior Technicians (Light/Sound) (Roster – Day and Night).

Recommendation 4

39.19 We recommend that employees in the grades of Technician (Light/Sound) (Roster– Day and Night) and Senior Technician (Light/Sound) (Roster– Day and Night) as well as Electricians who during the course of their duties effectively climb scaffolds of a height ranging from 20 to 30 feet for rigging and focusing projectors be paid a Height Allowance at the rate of 80% of the normal hourly rate for every hour put-in in carrying out this task.

Centres de Formation Artistique

39.20 At present, instructors/resource persons dispensing short-term courses at the "Centres de Formation Artistique" in the fields of photography, sound and light techniques, classical Indian dance, painting, tabla, among others, are paid a sessional fee. We are maintaining this arrangement and harmonising the fees payable in other organisations.

Recommendation 5

39.21 We recommend that qualified instructors and non-qualified instructors/resource persons dispensing courses at the "Centres de Formation Artistique" as at the eve of publication of this Report should be paid Rs 350 and Rs 300 per session of 1 ¼ hours duration respectively, on a personal basis.

39.22 We further recommend that for future recruitment, the rate of payment per session of 1¼ hours duration for dispensing courses at the "Centres de Formation Artistique" should be Rs 235 for qualified instructors and Rs 165 for non-qualified instructors/resource persons.

Roster and Staggered Hours

39.23 Grades provided in the table below are categorised as those operating on staggered or roster basis. **This element has been taken into consideration in determining the recommended salary for these grades.**

Staggered Hours	Roster
All grades of the Culture Officer and Arts Officer cadres	Driver (Roster)
Library and Animation Officer/Senior Library and Animation Officer	Driver (Roster-Day and Night)
Theatre Superintendent	Driver (Heavy Vehicles above 5 tons) (Roster – Day and Night)
Theatre Manager	Public Address Operator
	Technician (Light/Sound) (Roster– Day and Night)
	Senior Technician (Light/Sound) (Roster– Day and Night)

CELPAC Unit

Assistant Coordinator, CELPAC

39.24 The grade of Assistant Coordinator, CELPAC is presently filled by selection from among serving officers who reckon at least four years' service in a substantive capacity in their respective grade and who possess a Diploma in Information System or Library and Information Science or Administration or Management or an equivalent qualification.

39.25 The staff side represented that the mode of appointment to the grade of Assistant Coordinator, CELPAC be amended to enable the serving Library and Animation Officer/Senior Library and Animation Officers to apply for the post. Management was equally agreeable to the proposal.

39.26 After examining the request, we opine that there is merit in the proposal.

Recommendation 6

39.27 We recommend that, in future, appointment to the grade of Assistant Coordinator, CELPAC should be made by selection from among officers in the grade of Library and Animation Officer/Senior Library and Animation Officer who possess a Diploma in Information System or Library and Information Science or Administration or Management or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the grade. In the absence of qualified serving Library and Animation Officer/Senior Library and Animation Officers, appointment should be made by selection from among

serving officers who possess the required qualifications and reckon at least four years' service in a substantive capacity in their respective grade.

- 39.28 The Union has equally requested for the creation of a grade of Principal Library and Animation Officer as there is need for a level to be responsible to monitor the functioning of the different Centre de Lecture et d'Animation Culturelle (CLAC) around the island and as a career path for the Library and Animation Officer/Senior Library and Animation Officers. Management on its side viewed that there is presently no functional need for such a level as its creation would lead to a duplication of duties with the existing grades of Assistant Coordinator, CELPAC and Coordinator, CELPAC, the moreso, the latter grades exist as a promotional avenue for the Library and Animation Officer/Senior Library and Animation Officers.
- 39.29 We have examined the submissions of both parties and subscribe with the views of the Ministry. **We, however, consider that the Ministry of Arts and Cultural Heritage should carry out a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report prior to increasing the establishment size of the grade of Assistant Coordinator, CELPAC so as to enable the Unit to better deliver on its mandate and attain its objectives in an effective manner.**

Library and Animation Officer/Senior Library and Animation Officer

- 39.30 At present the grade of Library and Animation Officer/Senior Library and Animation Officer is filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Cambridge Higher School Certificate; and Certificate in Library Studies or Librarianship or Information Studies. In the absence of qualified candidates, appointment to the grade is made by selection from among candidates possessing a Cambridge School Certificate, with credit in at least five subjects and a Cambridge Higher School Certificate. They are appointed in a temporary capacity and are required to follow at their own cost, a course leading to a Certificate in Library Studies or Librarianship or Information Studies. Appointment to the grade in a substantive capacity is thereafter made upon successful completion of the course.
- 39.31 During consultation, Management informed that problems are being faced to recruit and retain officers in the grade of Library and Animation Officer/Senior Library and Animation Officer. We have also been apprised that the turnover rate of the grade is relatively high inasmuch as, in certain CLACs there is no Library and Animation Officer/Senior Library and Animation Officer and the duties are being carried out by Office Auxiliaries/Senior Office Auxiliaries. To address this problem, Management proposed for the officers to be sponsored to follow the Certificate course in Library Studies.
- 39.32 After duly examining the different views, we consider that the proposed course of action by Management is justified as it may address the problem of retention at the level of Library and Animation Officer/Senior Library and Animation Officer.

Recommendation 7**39.33 We recommend that:**

- (i) in future, appointment to the grade of Library and Animation Officer/Senior Library and Animation Officer should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Cambridge Higher School Certificate; and
- (ii) the Ministry should sponsor the Library and Animation Officer/Senior Library and Animation Officers appointed in a temporary capacity, to follow a course leading to a Certificate in Library Studies or Librarianship or Information Studies and on successful completion of the course, they be considered for appointment in the grade in a substantive capacity.

Allowance to Word Processing Operator (Oriental Language)

39.34 At present, Word Processing Operators (Oriental Language) who are also called upon to type in other languages such as English/French/Kreol are entitled to the payment of a monthly allowance of Rs 265. The quantum of this allowance is being revised.

Recommendation 8

39.35 We recommend that Word Processing Operators (Oriental Language) who are also called upon to type work in other languages such as English/French/Kreol be paid a monthly allowance of Rs 280.

MINISTRY OF ARTS AND CULTURAL HERITAGE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
05 000 106	Rs 107000 Director of Culture
05 091 102	Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500 Deputy Director of Culture

Salary Code	Salary Scale and Grade
05 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Principal Culture Officer
05 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Culture Officer
05 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Culture Officer
05 070 088	Rs 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Chief Arts Officer
05 067 083	Rs 34825 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Principal Arts Officer
05 054 079	Rs 25000 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675 Senior Arts Officer
05 038 077	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Arts Officer
05 063 088	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Coordinator, CELPAC
05 060 083	Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Assistant Coordinator, CELPAC

Salary Code	Salary Scale and Grade
05 058 088	<p>Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Theatre Manager</p>
05 037 077	<p>Rs 18650 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800</p> <p>Theatre Superintendent</p>
05 031 071	<p>Rs 17045 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 38400</p> <p>Library and Animation Officer/Senior Library and Animation Officer</p>
22 044 077	<p>Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800</p> <p>Senior Technician (Light/Sound) (Roster– Day and Night)</p>
22 043 076	<p>Rs 20500 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Technician (Light/Sound) (Roster– Day and Night) (Personal to officers in post as at 31.12.20)</p>
22 035 072	<p>Rs 18100 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 - 39350</p> <p>Technician (Light/Sound) (Roster– Day and Night)</p>
08 029 066	<p>Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000</p> <p>Word Processing Operator (Oriental Language)</p>
10 026 065	<p>Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175</p> <p>Public Address Operator (Roster)</p>

Salary Code	Salary Scale and Grade
10 025 064	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 32350 Public Address Operator (Personal to holder in post as at 30.06.08)
25 026 059	Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225 Carpenter Electrician
24 035 063	Rs 18100 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525 Driver (Heavy Vehicles above 5 tons) (Roster - Day and Night)
24 030 063	Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525 Leading Hand/Senior Leading Hand
24 027 060	Rs 16005 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29050 Driver (Roster – Day and Night)
24 026 059	Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225 Driver (Roster) (Personal to employees in post as at 30.06.08)
24 025 058	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 Driver
24 022 055	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525 Attendant/Senior Attendant (Arts and Culture)
24 022 052	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 Gardener/Nursery Attendant

Salary Code	Salary Scale and Grade
24 019 050	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 Stores Attendant
24 018 048	Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 Handy Worker
24 001 045	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 General Worker

FILM CLASSIFICATION BOARD

- 39.36 Established under the Films Act 2002, the Film Classification Board (FCB) functions in a regulatory capacity as a Unit of the Ministry of Arts and Cultural Heritage. The FCB is also governed by the Films Regulations 2009 and the Stage Plays Act 1951.
- 39.37 Its objectives are, *inter alia*, to: protect viewers of films and publicity materials from exposure to unsolicited or offensive materials; safeguard children from harmful materials; and to assist viewers to make informed choice about films and publicity materials.
- 39.38 The Secretary, who is also the Chief Executive of the Board, is responsible for the day-to-day administration of the FCB. He is assisted in his functions by officers in the Projectionist Cadre and other supporting personnel.
- 39.39 Neither the staff side nor Management has submitted any proposal for this review exercise. Furthermore, the parent Ministry has apprised the Bureau that the present structure is fit for purpose and appropriate in enabling the FCB to attain its objectives. We are, thus, maintaining the current structure while revising the quantum of the existing allowance.

Allowance in connection with Film Censorship

- 39.40 At present, officers in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Executive Assistant; Senior Projectionist; and Projectionist are paid an allowance on a sessional basis, for sessions of at least two hours whenever they are called upon to perform duties related to censorship of films beyond their normal working hours. The quantum of this allowance is being revised.

Recommendation 9

39.41 We recommend that officers in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Senior Projectionist; and Projectionist should be paid an allowance on a sessional basis, for sessions of at least two hours whenever they are called upon to perform duties related to censorship of films beyond their normal working hours as hereunder:

Grade	Allowance per session (Rs)
Secretary, Film Classification Board	525
Assistant Secretary, Film Classification Board	450
Senior Projectionist	380
Projectionist	380

FILM CLASSIFICATION BOARD**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
08 069 088	Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Secretary, Film Classification Board
08 049 076	Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 Assistant Secretary, Film Classification Board
10 051 074	Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 Senior Projectionist
10 032 069	Rs 17305 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550 Projectionist

