



ސަރުކާރުގެ ސަރުވީސް ޕްލޭޓްފޯމް  
CIVIL SERVICE COMMISSION



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Civil Service Training Institute



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# MALDIVES CIVIL SERVICE CONFERENCE

SMART GOVERNANCE FOR CIVIL SERVICE EXCELLENCE

Civil Service Commission is pleased to issue the **Call for Papers for the Maldives Civil Service Conference 2023**. Scheduled to be held on 25<sup>th</sup> & 26<sup>th</sup> October 2023, the theme and sub-themes for the conference are as below:

## Theme for conference: “SMART GOVERNANCE FOR CIVIL SERVICE EXCELLENCE”

Maldives Civil Service is one of the most substantial driving forces of the government’s policy and democratic governance in the Maldives. Therefore, it is of utmost significance that Maldives Civil Service (MCS) is transformed into a modernized body of proficient civil servants that provide value-added services to the public. Smart governance enables the utilization of modern technologies and ICT to ensure innovative, efficient, responsive and transparent governance mechanisms and excellent service provision.

## Sub-themes for Conference:

### 1. Digital Transformation

- Provision of services digitally
- Transformation of internal processes and procedures
- Efficient, transparent and cost-effective approaches

### 2. Covid-19; Lessons for Policy Making in Crisis

- Crisis Management
- Workforce Management
- Building resilience

### 3. Responsive and Accountable Civil Service

- Responsive towards citizen’s needs and demands
- Streamlined organizational processes
- Transparent and accountable governance

### 4. Embedding a Culture of Ethics and Values

- Emphasis on ethical practices and
- Value alignment with behavioral competencies
- Culture of professionalism and integrity

## GUIDELINE FOR PAPER SUBMISSION FOR MALDIVES CIVIL SERVICE CONFERENCE 2023

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Individuals and groups of four (maximum number of members in a group is 4) can participate in paper presentation for the conference. Paper presentation and participation in the conference is free of charge. Abstracts and papers can be submitted in both English and Dhivehi language. The deadline for abstract submission is **8<sup>th</sup> March 2023**. (Please refer to page 4 for other related dates regarding the conference). The following details must be included in the abstract:

1. Author details (Full Name, Contact Number & Email address)
2. Title of the paper
3. Estimated word count of the paper
4. Length (word limit) of abstract

The abstract should be no more than 300 words and the word limit for the paper is 8000 words. They must be submitted in PDF format. The paper submission will occur via email. Therefore, it is recommended to draft, edit, and save the proposal in a MS Word document and then ensure accuracy in word count, spelling, and grammar before converting it into a PDF file. Abstracts will be accepted only in written format (other file formats such as audio, video or other multimedia files will not be accepted). Abstract template and paper submission guideline have been shared as Appendices (refer to Appendix 1 and 2 respectively).

For any inquiries related to abstract or paper submission, please contact Civil Service Training Institute at 3307370/3307373 or email to [info@csti.gov.mv](mailto:info@csti.gov.mv).

## Important dates regarding conference

|  |  |
|--|--|
| Abstract Submission                                  | 08 <sup>th</sup> March 2023                      |
| Abstract Review and Shortlisting of Paper presenters | 30 <sup>th</sup> March 2023                      |
| Paper Submission                                     | 09 <sup>th</sup> June 2023                       |
| Paper Review and Final Paper Submission              | 03 <sup>rd</sup> August 2023                     |
| Conference Date                                      | 25 <sup>th</sup> & 26 <sup>th</sup> October 2023 |



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## APPENDIX 1- ABSTRACT TEMPLATE

### TITLE OF PAPER

Presenting Author's Name (Surname with Initials)

Co-Author's Name/s (Surname with Initials)

*University / Institute, Country*

*E Mail / Contact Details*

*Category – (Student / Delegate)*

### ABSTRACT

An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words. An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words. An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words. An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words. An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words. An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words. An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words. An abstract is a single paragraph, without indentation, compendious summary of a paper's substance including research question, background, purpose, methodology, results, and conclusion in 175 to 275 words.

Keywords: Single, Paragraph, Summarizes, words, indentation (maximum 6 words)

Themes: (Related Theme)

Length (word limit): maximum 300 words

## Biography

Please send your biography together with the abstract using following format:

1. Full name
2. Position /department/organization/country
3. Biography (word count should not exceed 50 words)
4. Contact information (Address, contact/mobile number, email address, Twitter account & LinkedIn account)

### Example Biography:

(Only 50 words)

Since joining the University of Wales Cardiff, Jonathan has been involved with studies related to tourism related challenges and strategies in small Islands. Before joining University, Johnathan worked at a Research company as a senior researcher. Since 2011 Jonathan worked as a dean of Faculty of Marketing Management.

Colored  
photograph with a  
minimum size of  
3.5cm x 2.5cm



## APPENDIX 2- PAPER SUBMISSION GUIDELINE

### 1. PAGE LAYOUT AND STYLE

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The page layout should conform to the following rules.

#### **1.1 Basic layout features**

- The layout is appropriate for A4 format.
- Two columns are used except for the title part and possibly for large figures that need a full page width.
- Left margin is 20 mm. Right margin will depend on the size of the paper. Column width is 80 mm.
- Spacing between columns is 10 mm.
- Top margin 25 mm (except first page which has 30 mm to the title top). Bottom margin will depend on the size of the paper.
- Text height (without headers and footers) is a maximum of 235 mm.
- Spacing should be 1.0

#### **1.1.1 Headings**

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Section headings are centered in boldface with capitalized letters. Sub-headings start at the left margin in the column with the first letter capitalized and the rest of the heading in lower case. Sub-sub-headings appear like sub-headings, except that they are in italics and not boldface. No more than 3 levels of headings should be used. Empty lines should be left above and below each section heading.

#### **1.1.2 Text font**

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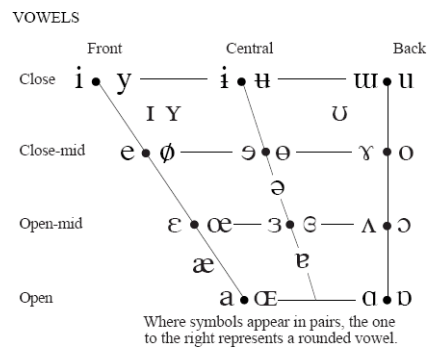
Times New Roman font is used for the main text. Recommended font size is 12 points. Other font types may be used if needed for special purposes.

### 1.1.3 Figures

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All figures should be centered on the column (or page, if the figure spans both columns). Figure captions should precede each figure and have the format given in Fig. 1.

Figures should preferably be line drawings. If they contain grey shades or colors, it should be checked that they print well on a high-quality non color laser printer.



**Figure 1:** The vowel chart used in the International Phonetic Alphabet (IPA).



## 1.2 Tables

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An example of a table is shown as Table 1. Somewhat different styles are allowed according to the type and purpose of the table. Color should not be used, but grey shading is allowed. There should be a margin of 6 points (pt.) above and below the table.

The caption text may be above or below the table, but this should be consistent throughout the submission. Left and right indentation of the caption should be 0.5 cm.

**Table 1:** This is an example of a table showing Decibel (dB) ratios.

| Ratio  | Decibels |
|--------|----------|
| 1/1    | 0        |
| 2/1    | 6        |
| 3.16   | 10       |
| 1/10   | -20      |
| 10/1   | 20       |
| 100/1  | 40       |
| 1000/1 | 60       |

## 1.3 Equations

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Equations should be placed on separate lines and numbered. An example of an equation is given below:

$$(1) \quad t_0 = \frac{1}{f}$$

Numbers of equations can be on the right or on the left margin of the text column.

## 1.4 Examples

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Examples from other languages can either be presented in the body text, or, if referred to elsewhere or particularly long and complex, can be put on a separate, numbered line, as should be done for equations.

## 1.5 Page numbering

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Page numbers will be added electronically to the document later. ***Please do not add page number.***

## 1.6 References

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Please use APA style referencing. References are to be numbered in alphabetical order. Please double-check the final version of your paper with regard to the correct correspondence of references to their numbers.

## 1.7 Hyperlinks

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Links to URLs or email addresses should be formatted as according to APA referencing

# 2. MULTIMEDIA FILES

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Multimedia data that are part of the paper are to be embedded in the submitted PDF; they cannot be submitted as supplementary data. Any images are to be included in the paper as Figures (see Section 2.3 above). It is the authors' responsibility to check image quality ahead of submission. Audio examples are to be embedded within the PDF. To do this, authors can generate the PDF, and then embed the audio files using Adobe Acrobat Professional. Alternatively, they may use other software that offers the same outcome, so that the audio is included in the PDF. The presence of audio data should be identified in the text.

We encourage authors to illustrate video data using still photographs from the video, and to include them as figures in the PDF. We cannot accept embedded video files, but authors are welcome to refer readers to a URL on the internet where these can be viewed.

### 3. PDF DETAILS

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PDF files submitted must comply with the following requirements:

- 1.7.2 All special fonts and symbols must be embedded in the PDF file so that correct rendering of the PDF does not depend on the fonts installed on the viewer's computer
- 1.7.3 There must be no password protection on the PDF file, i.e. PDF files must not be protected by PDF security in any way, i.e. content extraction, document assembly, high resolution printing etc. must not be forbidden
- 1.7.4 PDF files should not contain any colors, hyperlinks, multimedia or 3D content, and no JavaScript or forms
- 1.7.5 PDF files should be no larger than 5 Mb.

### 4. ANONYMITY

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Please also try to make your own previous research as anonymous as possible. As an example: do not write “In our previous study [8] we could show ...” but “As shown in [8] ...” Or refer to your own published or otherwise widely known work, and to that of the other authors, in the “Julius Caesar style i.e. in the third person (for example: his work, her work, their work). Reference as “anonymous” only work that you or the other authors have submitted for publication, but which has not yet been published, e.g. [1].

Acknowledgements and references to one's own work are possible as usual.