

CAF NATIONAL ACTION PLAN - GREECE

ULTIMATE SPONSOR OF THE CAF ACTIVITIES IN YOUR COUNTRY

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A. Spreading Information on CAF

A.1 Publications on CAF

Title of the publication	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
CAF 2006	Revised CAF	Ministry of Interior, Decentralization and Public Administration/ Secretariat General of Public Administration & E-Government/ Directorate of Efficiency & Quality	Central, Regional and Local government organizations		2/2007	Pantelis Tagalakis Tel. 0030-210-3393474 Fax: 0030-210-3393329 e-mail: p.tagalakis@ypesdda.gov.gr
CAF Guide	Guidelines on how to implement the CAF	Ministry of Interior, Decentralization and Public Administration, Secretariat General of Public Administration & E-Government/ Directorate of Efficiency & Quality	Central, Regional and Local government organizations		2/2007	Pantelis Tagalakis Tel. 0030-210-3393474 Fax: 0030-210-3393329 e-mail: p.tagalakis@ypesdda.gov.gr

A.2 Introductory Meetings

Title of the Meeting	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
www.gspa.gr	Information regarding issues of public administration	Ministry of Interior, Decentralization and Public	Central, Regional and Local government			Nikos Michalopoulos Tel. 0030-210-3393557 Fax: 0030-210-3393329 e-mail:

	including CAF publications and supporting documents	Administration/ Secretariat General of Public Administration & E-Government/ Directorate of Efficiency & Quality	organizations			n.michal@ypesdda.gov.gr
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A.3 CAF Website

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B. Trainings

B.1 CAF integrated in general training programmes for civil servants

Name of the training	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
From process management to performance management	CAF presentation	National Centre of Public Administration	Employees working in central, regional and local government organizations	Ministry of Interior, Decentralization and Public Administration		Nikos Michalopoulos Tel. 0030-210-3393557 Fax: 0030-210-3393329 e-mail: n.michal@ypesdda.gov.gr

B.2 Specific CAF trainings

Name of the training	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
Evaluation procedures & Efficiency	CAF presentation	National Centre of Public Administration	Employees working in central, regional and	Ministry of Interior, Decentralization and Public		Nikos Michalopoulos Tel. 0030-210-3393557 Fax: 0030-210-3393329 e-mail:

			local government organizations	Administration		n.michal@ypesdda.gov.gr
Goal-setting and quality issues	One day seminar on CAF presentation and Balanced Scorecard	Hellenic Agency for Local Development and Local Government	2nd level Local Government Organizations	Ministry of Interior, Decentralization and Public Administration		Nikos Michalopoulos Tel. 0030-210-3393557 Fax: 0030-210-3393329 e-mail: n.michal@ypesdda.gov.gr

B.3 CAF trainings by partners

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C. Developing additional tools

C.1 Guidelines

Name of the guideline	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
Team-building and team leadership	Document providing guidelines on team-building and the role of the team president/leader	Secretariat General of Public Administration & E-Government/ Directorate of Efficiency & Quality	Central, Regional and Local government organizations			Pantelis Tagalakis Tel. 0030-210-3393474 Fax: 0030-210-3393329 e-mail: p.tagalakis@ypesdda.gov.gr

C.2 Case studies

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C.3 CAF for specific sectors

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D. Organise support for individual organisations in implementing CAF

D.1 In-house training

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D.2 In-house coaching

Title of the coaching	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
CAF coaching for National Quality Awards	Provide support on CAF application for public organizations that are candidates for the National Quality Award	Secretariat General of Public Administration & E-Government/ Directorate of Efficiency & Quality	Evaluation teams of candidate organizations for the National Quality Award		2/07-7/07	Nikos Michalopoulos Tel. 0030-210-3393557 Fax: 0030-210-3393329 e-mail: n.michal@ypesdda.gov.gr

E. Stimulate CAF partnerships at regional and local level

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F. CAF events/activities

F.1 Users' events

Name of the users event	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
National Quality Award	National Awards for top performers on CAF application	Ministry of Interior, Decentralization and Public Administration/ Secretariat General of Public Administration & E-Government/ Directorate of Efficiency & Quality	Central, Regional and Local government organizations		2/07-12/07	Pantelis Tagalakis Tel. 0030-210-3393474 Fax: 0030-210-3393329 e-mail: p.tagalakis@ypesdda.gov.gr

F.2 Quality Conferences involving CAF

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G. National registration of CAF users

Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
“ <i>Quality Network</i> ”: Network of public organizations discussing quality issues including CAF	Secretariat General of Public Administration & E-Government/ Directorate of Efficiency & Quality	Public organizations using CAF and/or involved in quality policies	Participating public organizations	Regular meetings every 2 to 3 months	Olga Gravani Tel. 0030-210-3393333 Fax: 0030-210-3393329 e-mail: o.gra@ypesdda.gov.gr

H. Other activities

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