

CAF NATIONAL ACTION PLAN 2010-2011 TEMPLATE

INTRODUCTION

The action plan 2007-2008 as approved by the network of national CAF correspondents in Köln in February 2007, asks each national correspondent to draw a national action plan. The CAF RC was asked to make a template to inspire the national correspondents and to stimulate the uniformity of the national action plans. These are the 2 objectives of this template. It tries to give an overview of all the possible actions that could be taken into consideration in a national action plan. It must be clear that it is absolutely not necessary to fill in all the boxes. On the contrary, some prioritisation of actions is needed.

ULTIMATE SPONSOR OF THE CAF ACTIVITIES IN YOUR COUNTRY

Please start your action plan referring to the kind of decision(s) that is/are at the basis of the CAF activities in your country in general and your activity as the national Caf correspondent in particular. This can be a decision of

- the government
 - the minister that is responsible for the public administration
 - the top manager that is in charge of public administration
- etc.

TEMPLATE ACTION PLAN

A. Spreading Information on CAF

A.1 Publications on CAF

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A.2 Introductory Meetings

Title of the Meeting	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
Seminar on CAF	Introductory seminar on CAF – model, experiences	State Chancellery	Public administration institutions	Ministry of Welfare	To be confirmed (May-June 2010)	Inese Vaivare Inese.vaivare@mk.gov.lv
Seminar on CAF	Introductory seminar on CAF – model, experiences	State Chancellery	Public administration institutions	Ministry of Welfare	May-June 2011	Inese Vaivare Inese.vaivare@mk.gov.lv

A.3 CAF Website

Url of the website	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
http://www.mk.gov.lv/lv/valsts-parvaldes-politika/kvalitates-vadiba/Kvalitates-vadibas-modeli/caf/	- information on CAF -information on CAF Resource Center	State Chancellery	Public administration institutions	Ministry of Welfare CAF Resource Center	To be improved by June 2010, regulary reviewed 2 times per year	Inese Vaivare Inese.vaivare@mk.gov.lv

B. Trainings

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

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B.2 Specific CAF trainings

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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
CAF movie	Translated in Latvian	State Chancellery Ministry of Welfare	Public administration institutions		April 2010	Inese Vaivare Inese.vaivare@mk.gov.lv
CAF experiences	CAF experiences in Latvia available on CAF web	State Chancellery	Public administration institutions	Ministry of Welfare	November 2010	Inese Vaivare Inese.vaivare@mk.gov.lv

C.2 Case studies

Name of the Case	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
To be added after November 2010						

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
To be added after CAF seminar in May 2010 – after individual requests by organisations						

E. Stimulate CAF partnerships at regional and local level

Type of partnership	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
Seminar on CAF	Local/regional public administrations also are invited to CAF seminar	State Chancellery	Public administrations		May-June 2010	Inese Vaivare Inese.vaivare@mk.gov.lv
Seminar on CAF	Local/regional public administrations also are invited to CAF seminar	State Chancellery	Public administrations		May-June 2011	Inese Vaivare Inese.vaivare@mk.gov.lv

F. CAF events/activities

F.1 Users' events

Name of the users event	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
CAF users meeting	Discussion on experiences of introduction of CAF	State Chancellery	Institutions introducing CAF	Ministry of Welfare	22.03.2010.	Inese Vaivare Inese.vaivare@mk.gov.lv
CAF users meeting	Discussion on experiences of introduction of CAF	State Chancellery	Institutions introducing CAF	Ministry of Welfare	November 2010	Inese Vaivare Inese.vaivare@mk.gov.lv
CAF users meeting	Discussion on experiences of introduction of CAF	State Chancellery	Institutions introducing CAF	Ministry of Welfare	March 2011	Inese Vaivare Inese.vaivare@mk.gov.lv

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
To be included in CAF web, collection of information organised by State Chancellery	State Chancellery	Public administrations		From June 2010 regularly	Inese Vaivare Inese.vaivare@mk.gov.lv

H. Other activities

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