

CAF NATIONAL ACTION PLAN - ROMANIA

ULTIMATE SPONSOR OF THE CAF ACTIVITIES IN YOUR COUNTRY

The decision on introducing the Common Assessment Framework in Romanian public administration belongs to the Ministry of Administration and Interior (the actual Ministry of Interior and Administrative Reform), through the Central Unit for Public Administration Reform (CUPAR). This ministry is responsible for the public administration in Romania.

The promotion of this instrument, at the national level, started in 2005 and there was delivered several training sessions for the civil servants within the public institutions, both from the central and from the local level.

The implementation of the self assessment instrument is done on a voluntary basis, without being imposed by the Government, but it is fully sustained by CUPAR.

A. Spreading Information on CAF

A.1 Publications on CAF

Title of the publication	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
Guideline on implementing CAF	<ul style="list-style-type: none"> - CAF background; - CAF structure (criteria and sub-criteria); - the main steps for a successful implementation - the scoring systems 	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	Romanian public institutions, both from central and local level, including the de-concentrated and decentralised services	-	31 May 2007	Steluta Bulaceanu MIRA - CUPAR
CAF Brochure – “ <i>The easiest way to understand CAF</i> ”	<ul style="list-style-type: none"> - short presentation of CAF advantages - who can apply CAF - how is CAF structured - the support for public institutions from CUPAR 	Ministry of Interior and Administrative Reform (MIRA) /CUPAR	Romanian public institutions, both from central and local level, including the de-concentrated and decentralised services	-	By the end of June 2007	Steluta Bulaceanu MIRA - CUPAR
CAF brochure “ <i>CAF 2002 versus CAF 2006</i> ”	- The main differences between CAF 2002 and CAF 2006	Ministry of Interior and Administrative Reform (MIRA) /CUPAR	Romanian public institutions		By September 2007	Steluta Bulaceanu MIRA – CUPAR

Best practice Brochure	- the experiences of the most successful cases after CAF implementation	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	Romanian public institutions that have implemented CAF		By the end of 2007	Steluta Bulaceanu, MIRA - CUPAR Valentina Rusen MIRA - CUPAR
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A.2 Introductory Meetings

Title of the Meeting	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
The basics on CAF	- CAF advantages and limits; - how is CAF structured - the support for public institutions from CUPAR	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	Civil servants within decentralised and deconcentrated public services	National Modernizers network	By the end of 2007	Steluta Bulaceanu, MIRA - CUPAR Costin Dragne MIRA - CUPAR

A.3 CAF Website

Url of the website	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
http://modernizare.mai.gov.ro	- Information on CAF self-assessment instrument (guideline, brochures, presentations)	Ministry of Interior and Administrative Reform (MIRA) /CUPAR	Public institutions	-	Continuous	Costin Dragne MIRA - CUPAR

	- CAF users - Best practices from on CAF					
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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
Training for high civil servants	- the module dedicated to quality management instruments	National Institute for Administration (NIA) and MIRA - CUPAR	High ranking civil servants in public administration	INA – The training program	2007-2008	Noemi Marin NIA, Steluta Bulaceanu MIRA - CUPAR

B.2 Specific CAF trainings

Name of the training	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
CAF Training Session through NIA Regional Training Centres (8 in the country)	- CAF presentation (background, CAF 2006 model, the main steps for a successful implementation, scoring systems) -practical exercise -group work	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	Civil servants from local and central public institutions	INA	2007 - 2008	Steluta Bulaceanu MIRA - CUPAR Noemi Marin, NIA

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
Romanian Public Administration Quality Prize		Ministry of Interior and Administrative Reform (MIRA)/CUPAR				

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

Name of the training	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
Train the evaluators teams	<ul style="list-style-type: none"> - present the CAF model - explain the main steps the evaluators have to follow in order to implement CAF properly - present the evaluation grids - explain the scoring system 	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	The civil servants within the institutions that decided to implement CAF		2007-2008	Steluta Bulaceanu, MIRA - CUPAR Valentina Rusen MIRA - CUPAR

D.2 In-house coaching

Title of the coaching	Content	Sponsor/initiator	Target Group	Partner	Date/Timeframe	Contact Person
CUPAR's Support for the public institutions	Assist the public institutions during the whole process of CAF implementation (the coordinator role played by CUPAR)	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	Public institution that want to implement the self-assessment instrument		2007-2008	Steluta Bulaceanu, MIRA - CUPAR Costin Dragne MIRA - CUPAR

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
The National Modernizers Network seminar "Sharing the experiences on CAF uses"	<ul style="list-style-type: none"> - Presentation of the improvements that CAF implementation brought within the institutions that have applied it - What were the main obstacles faced during the implementation and how they succeeded to go further 	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	Civil servants within public institutions, members within National Modernizers Network		November 2007	Steluta Bulaceanu, MIRA - CUPAR Costin Dragne MIRA - CUPAR

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
Registration of CAF users on CUPAR's site: http://modernizare.mai.gov.ro	Ministry of Interior and Administrative Reform (MIRA)/CUPAR	Public institutions		Continuous	Costin Dragne MIRA - CUPAR

H. Other activities

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