**10th European CAF Users’ Event**

**under the Polish Presidency of the Council of the EU**

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**Good Practice Cases   
– short application form**

**(pre-selection)**

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| **General information** |

The theme of the 10th CAF Users' Event is the Common Assessment Framework (CAF) as quality management tool that can support public sector institutions in meeting citizens' expectations by:

* **creating a culture of innovation** that effectively facilitate the implementation of innovative solutions in the public sector,
* **digital transformation**, the ethical use of new technologies, including artificial intelligence,
* **“greening” of public administration,** making public administration more environmentally friendly.

The 10th European CAF Users’ Event will highlight the tangible results achieved through the use   
of CAF. The main goal is to demonstrate how this tool supports public sector organizations   
in implementing innovative, customer-focused solutions and supports their continuous quest   
for excellence.

**We are looking for the practices, that:**

* **are linked with the key themes (described in the point 2 of this formular),**
* **are innovative and transferable (universality of the innovation),**
* **bring tangible results of the CAF application.**

**Innovations in the field of greening of public administration and digital transformation will be additionally rewarded.**

Good practices will be selected by the Steering Committee composed of the representatives   
of the Polish Presidency, EIPA CAF Resource Centre and CAF National Correspondents network.

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| **1.** **Identification of the organisation:** | | | |
| **Name of the organisation / website** | |  | |
| **Name of the person in charge** | |  | |
| **Contact** (e-mail / phone) | |  | |
| **Level** (please underline): | | European, national / federal, regional, local | |
| **Sector** (please underline)**:** | | administration, finance, construction / infrastructures, defence / security, culture / education, justice, healthcare / social work, labour / employment, agriculture, environment or other public services | |
| **2. Link to the topics of the conference:**    **My case is linked to the following key theme** (mark “X” next to the chosen theme,  there is the possibility to mark both boxes) | | | |
| **Empowering people (co-creation, co-decision making)** | e.g.: intergenerational knowledge sharing, attractiveness of public sector, gender mainstreaming, wellbeing, leadership awareness, involvement of citizens | |  |
| **Transformative processes** | e.g.: greening of public administration (including social responsibility, role model of the public sector), digital transformation and innovation, new trends, knowledge management processes, integrity & anti-corruption, accessibility | |  |
| **3.Short description of the good practice** | | | |
| **Title of the case:** |  | | |
| **Keywords:** |  | | |
| **Short Case Description**  (max. 1 page; according to the following structure):   1. **Project background**: topic(s) that are dealt with by the case 2. **Change process**: major steps/activities undertaken, starting with the initial level, indicating what was the major problem addressed |  | | |
| **Results/tangible effects**  (max. 1 page):  Please give a brief description of  a tangible impact / result of the implemented practice for the organisation / people/ clients |  | | |

**The deadline for the CAF National Correspondents to send pre-selected 3-4 case descriptions per country is the 15th of October 2024.**

**Additional information:**

Following the selection process, early February 2025 the Steering Committee will ask the selected organisations to submit a full case description as well as the PowerPoint presentation till the 1st   
of March 2025.

We look forward to welcoming the authors of the best practices and the CAF users next year   
in Warsaw!

For further information, please contact your CAF National Correspondent / national contact person.

[Please view list of CAF National Correspondents](https://www.eipa.eu/caf-resource-centre/caf-national-correspondents/?utm_source=homepage+CAF&utm_medium=website&ad_sid=3871118356).

 The Polish EUPAN Presidency Team & EIPA CAF Resource Centre