

CAF Excellence Recognition (CER) training Agenda, draft 20.6.2025

October, 14th and 15th 2025

Brussels, BOSA Strategy and support, Tahiti room. *Boulevard Simon Bolivar, 30, 1000 Brussels, Belgium*

For National CAF Correspondents and External Feedback Actors (EFA's)

Duration: 2 days (09:30–16:30)

Focus: Understanding and applying the updated CAF External Feedback Procedure

Day 1 – Understanding CER: Purpose, process, and principles

09:30 – 10:30 | Welcome & objectives of the training – Icebreaker and expectations

10:30 – 11:15 | What's new in the CER procedure

11:15 – 11:30 | Coffee break

11:30 – 12:30 | The CER steps – Part I: Step-by-step walkthrough of the full procedure

12:30 – 13:30 | Lunch break

13:30 – 15:30 | Levels of recognition and evaluation criteria

15:30 – 16:15 | Q & A Session

16:15 – 16:30 | Wrap-up and preview of Day 2

Day 2 – Applying CER: Roles, tools and simulation

09:30 – 10:00 | Welcome back, recap and clarification of day 1 questions

10:00 – 11:00 | Role of the external feedback actor: Competencies, behavior, communication

11:00 – 11:15 | Coffee break

11:15 – 12:45 | Covering all corners:

- The role of the National Organiser, EIPA and External Feedback Actors

- The requirements and how they are (not) met
- The costs
- The case of minor and bigger non conformities with CER requirements
- The CER Guidelines

12:45 – 13:45 | Lunch break

13:45 – 14:30 | Linking CER requirements for all 3 levels with organizational / management practices and on-site evidences

14:30 – 16:00 | Checklist and documentation review in practice: Interpreting SAR, improvement plans, interviews and monitoring documents; Expert Exchange in plenum.

15:15 – 16:00 | Lessons learned, Q&A, and challenges in practice

16:00 – 16:30 | Evaluation and certificates

Day 3- CAF in Education

10.00 – 12:00 | The CAF Education training

12.00 – 15.00: Onsite visit to a school in Overijs (TBC)