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ROLE OF THE BFUG SECRETARIAT TERMS OF REFERENCE 2018-2020

1. BACKGROUND

When the BFUG Secretariat was first established following the Berlin meeting of Ministers responsible for higher education, the Bologna Follow-up Group (BFUG) agreed, after discussion, upon its role and functions. These proposals for a BFUG Secretariat were accepted by the BFUG Meeting in Rome in November 2003 (for further information see document BFUG1_3 of the meeting).

2. PRIMARY FUNCTIONS

For the period 1st of July 2018 until 30th of June 2020 the role and functions of the BFUG Secretariat will continue along the same lines as agreed previously at the BFUG meetings: the BFUG Secretariat will provide neutral support to further the consolidation of the European Higher Education Area under the authority of the BFUG.

More specifically, the functions include:

- providing administrative and operational support for the BFUG and its Board - including planning meetings and taking minutes;
- assisting the BFUG and its Board in the follow-up work for the period July 2018 to June 2020 – including planning of activities and following up on the BFUG decisions;
- supporting all Working Groups, Advisory Groups and other structures, and on demand, preparing the draft reports;
- carrying out any special tasks concerning the implementation of the work programme of the European Higher Education Area;
- reviewing and updating the European Higher Education Area website and archives;
- acting as an external and internal contact point for the European Higher Education Area;
- sharing important messages with members and stakeholders;
- providing representation at external events upon request of the organisers;
- supporting the BFUG Board to establish interaction with the European Research Area (ERA);
- preparing the Ministerial Conference in Italy (2020) and the Bologna Policy Forum under the supervision of the BFUG.

3. METHOD OF OPERATION

In conjunction with the co-chairs and vice-chair, the Secretariat:

- drafts agendas for the BFUG meetings;
- drafts background discussion documents (liaising with relevant authors as appropriate);
- drafts relevant papers for the BFUG and its Board, Working and Advisory groups and other structures;
- drafts minutes of the BFUG/Board meetings for clearance by the Chairs;
- sends these minutes for comments and subsequent adoption by the BFUG/Board at the next meeting;
- provides assistance and support for each Working Group and Advisory Group and any other structure.

The Secretariat carries out other specific tasks, as agreed by the BFUG sub-structures.



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Swiss Confederation

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Education and Research EAER

The Secretariat supports the implementation of the Work Plan adopted by the BFUG. To this end, the Secretariat should attend Bologna Seminars and other events, where and as appropriate.

The Secretariat reviews and updates the European Higher Education Area website ensuring that up-to-date information is made available at all times for the BFUG and the public at large. It will develop an ad-hoc communication system, using up-to-date digital tools. It will propose a new website in order to provide a more efficient service.

The Secretariat organises the Ministerial Conference and Bologna Policy Forum in Italy in 2020.

4. Contact details:

Segretariato italiano del BFUG / Italian BFUG Secretariat

Head of the Italian BFUG Secretariat:

Mr. Luca LANTERO

e-mail: secretariat@ehea.info

c/o CIMEA

viale XXI Aprile 36

00162 Roma

ITALIA