



Role of the Bologna Secretariat: Terms of Reference (ToR) 2021-2024

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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 Annex VII).

2. PRIMARY FUNCTIONS

For the period 1st of January 2021 until 30th of June 2024 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 January 2021 to June 2024 – including planning of activities and following up on the BFUG decisions;
- supporting all BFUG Groups (AG, WG, CG, BICG, TPGs) and other structures, and in agreement with the Co-Chairs, taking minutes and 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 Albania (Spring Semester 2024) and the Bologna Policy Forum under the supervision of the BFUG and close cooperation with BFUG Vice-chair.

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 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 any other structure

The BFUG Secretariat carries out these tasks also in respect of Working Groups, the BICG, the TPGs, task forces, ad hoc groups, and similar bodies, in agreement with the respective Co-chairs.

The BFUG 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 BFUG 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.

The BFUG Secretariat organises the Ministerial Conference and Bologna Policy Forum in Albania in 2024.





4. Contact details:

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Albanian **BFUG** Secretariat
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