

BFUG SECRETARIAT



Albanian **BFUG** Secretariat
2021-2024

Enida Bezhani

Head of BFUG Secretariat

15 April 2021

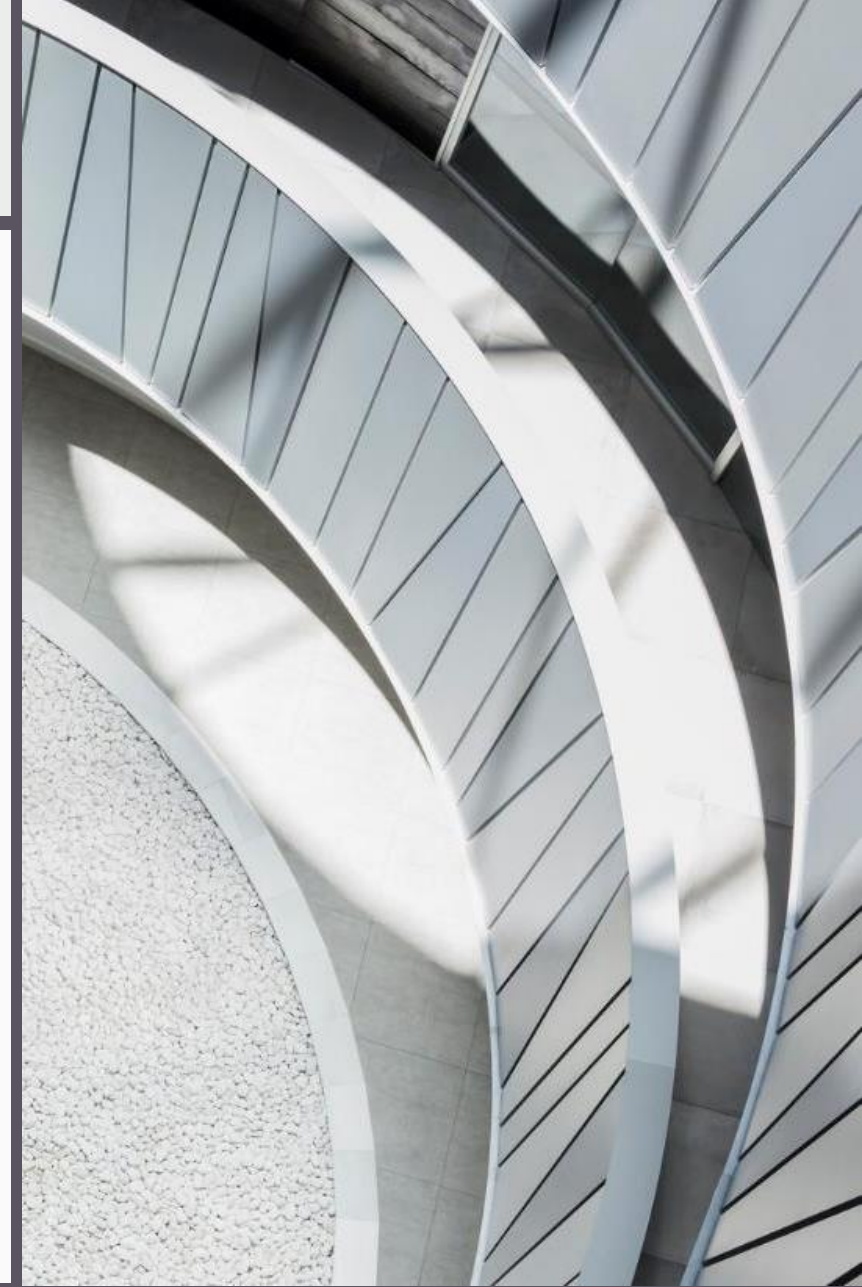


BFUG Secretariat (Currently, 9 staff)

- FT Head of Secretariat;
- FT Assistant to Head of Secretariat;
- FT Experts in the field of project management and implementation, assisting with organizing activities and meetings of BFUG and its groups, as well as the Ministerial Conference;
- FT Expert assisting with Comms to help with implementing the social media strategy and instruments;
- PT Expert assisting with IT, maintaining and updating the EHEA website (being recruited);
- FT & PT Senior Experts assisting with taking strategic decisions and drafting guidelines for BFUG activities' implementation
- FT Expert assisting with drafting and preparing supporting documents for BFUG, managing technical and institutional processes, data analysis and providing recommendations and assistance to the working groups.

Note 1: Staff training with Chairs of WGs and TFs

Note 2: Cautious/prudent team expansion, considering the skill sets needed the most.





BFUG Secretariat

Skills:

- Internal Quality Assurance;
- E-Learning and lifelong learning expertise (certified by UNED University, Nebrija University, Salamanca University);
- Project design and management - Implementation of education-related projects in the European area;
- Web, Social Media and Event Management for the European Union Delegation to Albania;
- Communication, Consulting, Logistics, Strategic Planning, Monitoring, Evaluation.

Academic Background:

- PhDs in Management and Socio Culture and Didactic;
- Fulbright, Soros, DAAD, Erasmus Scholars;
- Graduates of Bocconi, UCLA, Pablo de Olavide University, Cass Business School, City University London, Northeastern University, University of California, etc.;
- Fields of Study: Linguistics, Business - Management, International Economics and Consulting, Political Science and International Relations, U.S. History, etc.

Languages:

Albanian, English, French, German, Greek, Italian, Spanish

Secretariat has reached out via online calls and emails to:

- BFUG Members & Commission
- Consultative Members

...to learn from experience and advice and discuss how the Secretariat can be most efficient and of most help to the BFUG.

Introducing the Secretariat

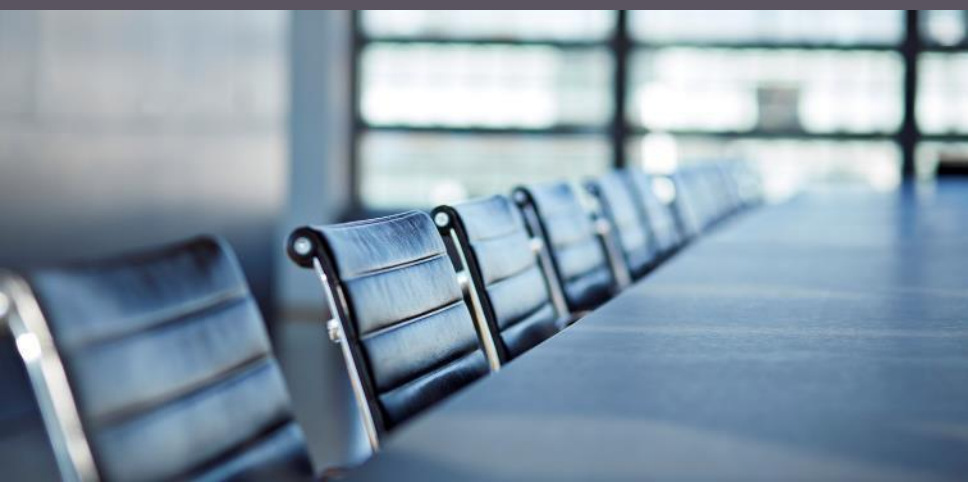
As of May, the Secretariat will reach out to update the contacts database
(contact details, positions ...)

Website

Database

- Countries' Representations;
- National Reports.

Updates to Database & Website



Call for Expression of Interest

- For WGs - Sent out on March 19th with a reply date of April 8th
 - *Expressions came in at a satisfactory rate from day one*
- For TFs - Sent out on April 1st with a reply date of April 12th
- Extensions requested by a number of BFUG members. Secretariat has accommodated them all.

Rome Communique

**ROME
COMMUNIQUE**



**BFUG may consider
posting unofficial
translations online,
as backbone of this
work period**

THANK YOU



BFUG Secretariat



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