

**Italian Presidency of
the Bologna Follow-up**

BOLOGNA FOLLOW-UP GROUP

**Responsibilities of the Board - Tasks of the Secretariat
Final document approved by the members of the BFUG
during the meeting in Rome, the 14th November 2003**

"Ministers entrust the implementation of all the issues covered in the Communiqué, the overall steering of the Bologna Process and the preparation of the next ministerial meeting to a Follow-up Group... A Board...shall oversee the work between the meetings of the Follow-up Group... The overall follow-up work will be supported by a Secretariat which the country hosting the next ministerial Conference will provide. In its first meeting after the Berlin Conference, the Follow-up Group is asked to further define the responsibilities of the Board and the tasks of the Secretariat." (Berlin Communiqué, 19 September 2003).

Preamble

The main purpose of the Bologna Follow-up Group consists in raising the general awareness of the Bologna principles and in promoting the widest participation in the Bologna Process of all actors in Higher Education.

In order to achieve this, the process must be open, participatory and inclusive, while at the same time, generating debate and awareness. The full involvement of member countries must be encouraged at all stages, as each decides on the most appropriate means - legislative or otherwise - for implementing the objectives of the Bologna Process. Equally, the support of all of the partners in Higher Education is central to the realisation of these objectives. However, the genuine commitment to the process can only be maintained through a bottom-up approach, which will also preserve the progress achieved to date and improve it furthermore.

In the last few years, the Bologna Process has gained momentum and enlarged its boundaries in a way, which could not have been foreseen by its "founding fathers". The scale of involvement is such that this process can no longer function without a permanent support structure. However, such a structure needs not be large or excessively bureaucratic. On the other hand, it must be capable of dealing with complex or multifaceted issues, while allowing for flexibility of procedures and approach.

Against this background, the members of the Bologna Follow-up Group, during the meeting of 14 November 2003 in Rome, approved the following:

Responsibilities of the Board of the Bologna Follow-up Group

The Board supports the Bologna Follow-up Group in its activities and has the mandate to provide efficiency to the management of the Bologna Process, assuring at the same time its continuity. As such, the responsibilities of the Board consist of co-ordinating and monitoring the effective implementation of the work programme.

The following list, which is not exhaustive, illustrates the scope of this responsibility:

- overseeing the preparation of the next Ministerial Conference by means of supporting and coordinating the realisation of the Bologna events, as described and listed in the work programme 2003-2005;
- providing support and assistance to new members as they seek to meet the objectives of the Bologna Process and, at the same time, looking after the effective participation of representatives of the candidate countries in the Bologna events;
- maintaining contacts with ENQA as it undertakes the work defined in the Berlin Communiqué;
- co-ordinating actions for the preparation of the stocktaking exercise for 2005;
- organising Working Groups composed by BFUG members and/or experts on special issues decided by the BFUG.

The BFUG may also delegate to the Board tasks it deems appropriate and necessary to achieve the objectives of the Bologna Process.

In line with these responsibilities, the Board shall prepare issues for the BFUG. If urgent decisions have to be taken on specific matters, the Board will consult through e-mail the BFUG members before taking any decision.

Tasks of the Secretariat of the Bologna Follow-up Group

General mandate

The tasks of the Secretariat will include:

- administrative and operational aspects associated with the next Ministerial Conference, including the setting up of a web site;
- secretarial functions as directed by the BFUG and the Board;
- execution, under specific mandate from the BFUG or the Board, of special tasks concerning the implementation of the work programme
- function of reference point for information on the Bologna Process and the activities of the Bologna Follow-up Group.

The Secretariat is made up by persons of the Country hosting the next Ministerial Conference. There is also the possibility to second national experts to the Secretariat.

The Secretariat is under the authority of the Chair of the BFUG while, as to the administrative aspects, it is responsible to the Country hosting the next Ministerial Conference.

Additional mandate for the present Secretariat

The Secretariat is organised as a special section within the Norwegian Ministry of Education and Research and operates under the administrative rules of the Ministry. Tasks performed under a mandate from the BFUG/Board will be reported back to the BFUG/Board.