

Annex 1 – Application Form

Application Form for the expression of interest for hosting the EHEA Secretariat

- Please fill in the template attached (Annex 1) containing the application form.
- Please try to respond to the questions of the form as complete and accurate as possible. The maximum number of words are estimative (not an eligibility criterion).
- If you have any questions, please address them to the TF Co-chairs and the Secretariat. Questions and responses will be shared with all potential applicants.
- Feel free to include additional information and documentation that you think might be helpful, in the application or referenced as annexes.
- Based on the expression of interest, you may be invited to answer further questions, in writing and/or during online meetings with the TF. A presentation of the application to the BFUG is expected in autumn 2025.

A. Administrative information	
1. Applicant (or consortium leader)	Republic of Cyprus Ministry of Education, Sport and Youth (MoESY)
2. Legal representative	Mr. George Panteli Permanent Secretary Cyprus Ministry of Education, Sport and Youth
3. Contact person and information	Dr Terpsa Constantinidou Director, Department of Higher Education Cyprus Ministry of Education, Sport and Youth Tel.: +357 22 800616/617 Email: dae@moec.gov.cy
4. Consortium members (if applicable), contacts	Not applicable (individual application)
B. Facts and information regarding the hosting of the Secretariat	
<i>Please provide the necessary factual information as accurately as possible. Also indicate in case of issues where you are not entirely sure, and that you do not know.</i>	
5. Legal form (max. 2000 words)	<i>Please advise on what would be best legal form for the Secretariat in the national context and describe the regulatory framework. Please describe the national legislation to the extent in which it allows flexibility for the governance and operations of the Secretariat.</i>

- a) As an association
- b) As a foundation
- c) Any other form
- d) Any other explanation or information you want to add

Within the national governance and administrative framework of Cyprus, the most appropriate approach for establishing the long-term Secretariat of the European Higher Education Area would be the creation of an independent, non-profit structure that can serve a clear public-interest mission, operate with international visibility, and reflect the collaborative nature of the EHEA.

Cyprus allows for the establishment of non-profit organisations that are well-suited to managing educational and international cooperation activities. Such entities can be set up to operate independently, with the necessary degree of administrative autonomy, and with the ability to manage their own governance, staffing, and finances. These organisations may take the form of a foundation or a non-profit association, both of which are commonly used in Cyprus. The exact form can be decided based on the final design chosen at EHEA level, as both options offer sufficient flexibility to accommodate the operational and strategic needs of the Secretariat.

The Head of Secretariat may be appointed through a transparent process that ensures accountability to the BFUG. Staff may be recruited internationally, allowing for geographic diversity and expertise. The organisation would also be able to receive secondments from EHEA member countries or partner institutions and work in close collaboration with rotating co-chairs and working groups.

The entity would be capable of receiving financial contributions from EHEA members as well as funding from the European Commission or other sources. It would manage its own finances independently, with appropriate internal and external controls. Office space, communications, digital infrastructure, and daily operations would all be handled by the organisation itself, in close coordination with the BFUG and other stakeholders.

Cyprus has experience in supporting similar bodies that manage European programmes, including in the education and training sectors. The national administrative environment is conducive to international cooperation and provides the necessary support mechanisms for such an entity to function effectively. The structure can be designed to ensure neutrality, transparency, and long-term continuity, while remaining fully aligned with the objectives and work programme of the EHEA.

6. Location (max. 400 words)

- a) *Do you suggest a particular, or several venues and locations?**
- b) *If so, under what conditions and why do you think they are suitable?*
- c) *If not, can you propose how venue and location should be identified, regarding the criteria and the process?*

a) Suggested Venue and Location

It is proposed that the Secretariat is located in Nicosia, the capital city of Cyprus. Nicosia offers proximity to public institutions, Universities, Research Centres, and Embassies, making it an ideal location for the Secretariat's operations.

b) Conditions and Suitability

Nicosia provides office spaces at relatively low rental rates as well as specialised office centres, featuring modern utilities and facilities, fully equipped with ICT infrastructure, meeting rooms, and administrative support. The city offers access to locally located diplomatic missions, legal support provided by local and international legal firms, and a safe multilingual and multicultural environment, making it suitable and inviting for international staff and their families.

c) Identification of Venue and Location

The identification of suitable office space will be conducted based on criteria such as proximity to key institutions, availability of modern facilities, and cost-affordability. The process will involve collaboration with local real estate agencies and consideration of properties that meet the operational requirements of the Secretariat. The Ministry of Education, Sport and Youth will provide all the necessary support needed throughout this process.

7. Budget

Please include an approximate budget estimate, based on national costs and the resources required for the operation of the Secretariat, that would be realistic for a Secretariat established in this location. Please note that the main source of funding should be contributions by the EHEA members.

Send the budget separately as an annex, based on the template provided in annex 2.

Provided separately (Annex 2).

8. Other models (max 400 words) – optional

Can you suggest any other entity comparable to the EHEA Secretariat, located in your country, that could serve as a model?

An example of a comparable entity operating in Cyprus that illustrates the successful operation of a nationally based, European-facing organisation is the Foundation for the Management of European Lifelong Learning Programmes (<https://idep.org.cy/>). This organisation plays a central role in the implementation of major European education and training initiatives, such as the Erasmus+ programme. It has developed into a well-established structure with both national and international responsibilities, managing a wide range of activities in cooperation with European institutions and local stakeholders.

The foundation operates as a non-profit entity with full administrative autonomy. It is governed by a board and staffed by a team of professionals who handle project coordination, communication, stakeholder support, dissemination of information, and financial administration. Its role includes managing multi-annual plans, overseeing funding schemes, ensuring compliance with European procedures, and maintaining strong engagement with both public and private institutions involved in education and training.

Its ability to function independently while maintaining a close working relationship with national and European bodies demonstrates the kind of balance that would be essential for the successful operation of a permanent EHEA Secretariat. The foundation also serves as a stable point of contact for international cooperation, with the necessary infrastructure, staffing expertise, and communication systems already in place.

The experience and structure of this organisation reflect the key characteristics needed for a Secretariat that supports a broad network of countries and institutions. The example of the Foundation for the Management of European Lifelong Learning Programmes demonstrated how a non-profit body based in Cyprus can operate effectively within the European education landscape, managing complex responsibilities while ensuring transparency, professionalism, and continuity. This model offers a strong basis for understanding how a similar organisation, such as the EHEA Secretariat, could be successfully hosted in Cyprus. It provides insights into governance, staffing, funding, and international collaboration, confirming that Cyprus, as a member of the European Union, has both the capacity and the institutional readiness to support an organisation of this kind.

C. Conditions to be met

9. Complying with the hosting principles (max. 6000 words)

Elaborate separately how your application complies with each principle in section III) for hosting the Secretariat.

9a. Independence and Accountability

Cyprus provides the legal framework that supports and warrants the operational independence of entities such as the EHEA Secretariat. National legislation ensures ringfencing, restricting and prohibiting interference by public authorities, allowing the Secretariat to function autonomously and report directly to the BFUG. No national body will intervene on matters of staffing, operations, or public communication.

Within this framework, the Secretariat will be governed by statutes that clearly define its accountability to the BFUG, which will retain full authority over strategic direction, internal governance, staff appointments, and performance reporting. This structure ensures that the Secretariat remains fully aligned with the goals and procedures of the Bologna Process.

The Cypriot legal environment also facilitates independent financial and administrative operation. The Secretariat will be able to manage its own finances, enter into legal agreements, and receive funding from EHEA members without restriction. Its financial activities will be subject to regular external audits, ensuring both transparency and credibility.

The host's role will remain strictly supportive and administrative, limited to practical facilitation (e.g. legal registration, visa processes), without compromising the Secretariat's independence or influencing its agenda.

This arrangement complies fully with the principle of independence and accountability, enabling the Secretariat to operate effectively under the exclusive authority of the BFUG while benefiting from a stable and enabling legal context.

9b. Sustainability

The Republic of Cyprus is committed to supporting the Secretariat in the long term by facilitating administrative procedures, ensuring stable operational conditions, and providing continuity in hosting. The legal framework allows for the permanent operation of independent non-profit entities, with full legal personality and financial autonomy.

Cyprus, a member of European Union, offers a cost-effective environment, experienced multilingual workforce, and proven capacity to host international structures sustainably. The host is also prepared to assist during the establishment phase to ensure a smooth transition into long-term operations.

9c. Staff

The Secretariat will be able to recruit staff from across EHEA countries. Cypriot employment law permits the hiring of international experts under fair and flexible contracts, aligned with the operational needs of the Secretariat. The local tax system is also comparatively favourable to international staff residing in Cyprus.

The Ministry of Education, Sport and Youth is committed to supporting the Secretariat by facilitating expedited procedures for residence, visa, and work permits for both employed and seconded personnel. The local context also offers access to a multilingual workforce with experience in international and EU-funded environments, ensuring the Secretariat can attract and retain qualified professionals from across the EHEA.

9d. Legal Environment

Cyprus provides a stable and transparent legal environment that fully supports the independent operation of international non-profit entities. The Secretariat will be able to operate without

interference from national or local authorities and will be free to receive funding, enter into legal agreements, and manage its affairs autonomously.

There is a robust legal framework developed over the years based on the Anglo-Saxon system complemented by the adoption of European Law and guidelines. There are no restrictions with regards to freedom of movement of capital in and out of the country.

In addition, there are no obstacles to receiving international contributions or secondments. The Republic of Cyprus will assist the Secretariat in navigating legal and administrative processes such as registration, taxation, and social security compliance. The legal environment is designed to minimise bureaucracy and facilitate efficient operations in line with European standards.

9e. Non-Profit Principle

The Secretariat will operate fully as a non-profit association under Cypriot law. Its legal status ensures that any financial surplus will be reinvested into the Secretariat's activities, in accordance with national regulations governing non-profit entities.

The legal framework governing non-profit organisations, prohibits profit distribution and requires that all resources be used exclusively to support the organisation's objectives. This guarantees alignment with the EHEA's principles of transparency, accountability, and public interest.

10. Ability to fulfil the roadmap (max. 1200 words)

Please detail the necessary steps and the approximate time needed to establish the Secretariat once a decision would be taken by the BFUG.

- a) *Between Spring 2026, and June 2027, is it realistic to establish the Secretariat in the country, legally (legal status, registration, visa, residency and working permit for the director and other staff members, etc.) and physically (identification of venue and rental of office premises)*
- b) *Would you as the host be able to provide the necessary support to ensure this*

a) Feasibility Between Spring 2026 and June 2027

Establishing the EHEA Secretariat in Cyprus within the proposed timeframe is entirely feasible. The registration process for a non-profit association under Cypriot law is straightforward and can typically be completed within three months, provided all necessary documentation is in order.

In parallel to the above process, suitable office premises in Nicosia can be identified and leased in a very short time. The city offers a range of modern office spaces equipped with the necessary infrastructure to support the Secretariat's operations.

Regarding staffing, the Ministry of Education, Sport and Youth will facilitate the expedited processing of visas (where required for non-EU staff), residence status registration, and work permits for the director and other staff members. The processing time for these permits typically ranges from four to six weeks after the submission of all required documents.

With these processes running concurrently, the Secretariat is expected to be fully operational by early 2027, ensuring a smooth commencement of activities in alignment with the BFUG's strategic objectives.

b) Host Support

The Republic of Cyprus, through the Ministry of Education, Sport and Youth, is committed to providing comprehensive support during the establishment phase of the Secretariat. This includes assistance with legal registration, identification and leasing of appropriate office premises, and facilitation of administrative procedures related to staff employment and integration.

This coordinated support ensures that the Secretariat can be established effectively and within the proposed timeline, operating within a stable and supportive legal and administrative environment.

D. Host motivation, contribution and self-assessment

11. Motivation and capacity of the host (max. 800 words)

What is your motivation, your main ideas and intentions in offering to host the Secretariat? In what ways can you, directly or through related administration and organizations and agencies contribute to the support of the Secretariat? (pls. avoid overlap with the next question)

The Republic of Cyprus is deeply committed to promoting the core values of the European Higher Education Area (EHEA), including academic freedom, institutional autonomy, inclusiveness, and international cooperation. Hosting the EHEA Secretariat aligns seamlessly with Cyprus' strategic objectives to enhance its role in European Higher Education and to foster deeper engagement with the Bologna Process.

This initiative is consistent with Cyprus' Strategic Plan for Higher Education, which focuses on the promotion of internationalisation and excellence in Higher Education. The Ministry of Education, Sport and Youth will ensure effective collaboration, high-quality support services, and political backing to the Secretariat without interfering with its independence.

Cyprus has a proven track record of hosting international educational events and organisations, demonstrating its capacity to support such initiatives. The country's Higher Education Institutions are actively involved in European programmes and have established numerous international partnerships, reflecting their commitment to the EHEA's objectives.

The Ministry of Education, Sport and Youth, along with related agencies, stands ready to provide comprehensive support to the Secretariat. This includes facilitating administrative processes, offering logistical assistance, and ensuring a conducive environment for the Secretariat's operations.

12. Financial and in-kind contributions (max. 600 words) – optional

Expressions of interest should spell out what the host may offer, but also the limitations, in terms of the nature, volume and duration of any support or contribution, and distinguish between guaranteed and potential provisions

The Republic of Cyprus, through the Ministry of Education, Sport and Youth, is prepared to offer targeted in-kind contributions to support the establishment and operation of the EHEA Secretariat. These contributions are designed to facilitate the Secretariat's integration and functionality within Cyprus, ensuring alignment with its objectives and operational needs.

In-Kind Contributions:

Office Identification Assistance: The Ministry will assist in identifying suitable office premises in central Nicosia, ensuring accessibility and proximity to key institutions and services.

Logistical and Administrative Support: Support will be provided for logistical arrangements, including assistance with translations where necessary, to ensure smooth communication and operations.

Public Visibility: Efforts will be made to enhance the Secretariat's public visibility through collaboration with relevant stakeholders and participation in educational and cultural events.

Access to Public Facilities: Preferential access to public facilities for meetings and conferences will be facilitated, subject to availability and in accordance with applicable regulations.

13. Relevance (max. 400 words)

Why do you think your proposal is suitable?

Cyprus is an EU country strategically positioned at the crossroads of Europe, Asia, and Africa, offering high accessibility and serving as a bridge between diverse cultures and regions. This geographical advantage enhances its role as a hub for international collaboration in Higher Education.

The country's dynamic Higher Education sector is characterized by a commitment to excellence, internationalisation, and alignment with European standards. Cyprus actively participates in the European Higher Education Area (EHEA) and adheres to the Bologna Process, ensuring compatibility and quality across its Institutions.

Cyprus' strategic vision for education focuses on enhancing international engagement and promoting excellence in teaching and research. The Ministry of Education, Sport and Youth is dedicated to supporting initiatives that align with these goals, providing effective collaboration, high-quality support services, and political backing to the Secretariat while respecting its independence.

E. Summary

14. Summary (max. 500 words)

Please summarize the main points, in presenting how you manage that the EHEA Secretariat could operate, within the hosting arrangement that you proposed above

The Republic of Cyprus, through the Ministry of Education, Sport and Youth, proposes to host the EHEA Secretariat in Nicosia, offering a stable, supportive, and internationally connected environment. The Secretariat will be legally established as a non-profit association under Cypriot law, ensuring full independence, flexibility, and operational excellence.

Cyprus is a member of the European Union and its strategic location at the crossroads of Europe, Asia, and Africa enhances its accessibility and positions it as a bridge between diverse regions. The country's dynamic Higher Education sector, reputation of outward looking international corporate culture, and strategic vision for education make it an ideal and reliable partner to host the Secretariat.

The Ministry guarantees administrative support, international staff facilitation, and access to key infrastructures. This includes assistance in identifying suitable office space in the capital city of Nicosia, facilitating logistical arrangements, and providing preferential access to public facilities for meetings and conferences.

This hosting offer aligns with Cyprus' strategic commitment to promote quality Higher Education, European cooperation, and international engagement. By hosting the EHEA Secretariat, Cyprus aims to contribute meaningfully to the advancement of the European Higher Education Area's objectives.

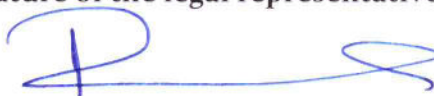
F. Annexes – optional

Please list below the annexes that you attach to this application, apart from the budget

Name of the legal representative, position:

Mr. George Panteli
Permanent Secretary
Cyprus Ministry of Education, Sport and Youth

Signature of the legal representative:




ⁱ "suggest" does not mean provide or offer.

Annex 2 - Template budget for the long-term Secretariat

Cost Category	Specific costs	Number of Full-Time Equivalent Staff	Annual salary rate (gross)	Total yearly costs (euro)	Budget justification/comments
Staff costs / Salaries <i>All values must be stated in gross terms. Estimative total full-time equivalent (FTE) = 8.</i>	Head of Secretariat	1	To be revised	To be revised	Salaries are calculated in gross, including all contributions (e.g. insurance, employers' payments)
	Secretariat members	4	To be revised		Salaries are calculated in gross, including all contributions (e.g. insurance, employers' payments)
	Administrative staff (financial and accounting, communications, IT)	3	To be revised		Salaries are calculated in gross, including all contributions (e.g. insurance, employers' payments)
	TOTAL	8	-	0	
Logistics costs	Rent	-	-	49000	
	Utilities	-	-	6800	Electricity, Water, Internet, Telecommunication, Municipality Services
	IT maintenance and software	-	-	15000	
	Taxes	-	-	33000	Social Insurance contribution by employer
	Furnishing	-	-	20000	
	Miscellaneous	-	-	10000	Consumable expenses
	TOTAL	-	-	133800	
Other costs (Add rows if needed)	Medical Insurance	-	-	18000	Private / National Healthcare System
	Professional fees	-	-	10000	Legal support, accounting, auditing
	...	-	-		
	...	-	-		

Percentage of costs

Please send the template in both pdf and excel format together with the application form (Annex 1). Please add rows and explanations as appropriate.

Total budget (euro)	161800
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Introduction

Thank you once again for your application.

The Task Force on establishing a long-term Secretariat met on 23–24 June in Brussels (**6th Task Force meeting [link](#)**) and reviewed all submitted applications ([here](#)). It concluded that all applicants should be invited to further elaborate and clarify specific elements of their proposals.

This document sets out:

- **Questions** to be addressed by all applicants. If you are sure that you have already **fully answered this in your application**, you may nevertheless fill it again, but you are not obliged to.
- **Questions** for individual applicants. They should help you to understand where further information is needed. If your response to the general questions to applicants cover them, no need to answer them again.

Apologies for the additional work, and this period of the year, but your responses would help us to get a clearer understanding of your application.

We kindly ask you to:

- Submit your responses in writing (Word document) to the EHEA Secretariat by **the 25th of September (EOD)**.
- Keep your answers concise and focused. If a question cannot be answered, please indicate this, and maybe also the reason.

How the process will continue

- An **online information session** with the BFUG is planned for **end of October**, offering applicants an opportunity to present their proposals and address questions.
- You will be asked to confirm your participation and indicate the name(s) of the presenter(s).
- If colleagues not regularly attending BFUG meetings are involved, their number should be limited to **two**.
- As you have been informed, **the decision on the applications will be taken by the BFUG**, which is expected to discuss them at the BFUG meetings in Copenhagen, 15-16 December, and in Cyprus (1 half 2026).

Questions

I. Legal Form, under which the Secretariat could be established

Even if your application focusses on another, third type of legal form, it is important that you provide information on both association and foundation. This would give the BFUG a wider choice.

Wherever applicable, please reference the specific legal provision (article, paragraph, etc).

A. Association

Can the Secretariat be established as an association, and what are the implications?

<p>A.1 Would it be possible to establish the Secretariat as an association under your national legislative framework? – If not at all possible, no need to answer the following questions in this section.</p>	<p>Yes. Under the Associations and Foundations and Other Related Matters Law of 2017 (Law 104(I)/2017), it is possible to establish the Secretariat as an association.</p> <ul style="list-style-type: none"> • According to Article 3, every person has the right to establish an association, provided the conditions of the law are met. • An “association” is defined in Article 2 as an organised union consisting of at least twenty persons, with the purpose of achieving a non-profit objective. • Article 5(1) provides that an association acquires legal personality from the date of its registration in the official Register and the issuance of a certificate of registration by the competent District Officer. <p>Therefore, legally it is entirely feasible to establish the EHEA Secretariat as an association under Cypriot law.</p>
<p>A.2 How easy and feasible is the establishment of an association as a long-term EHEA Secretariat in your own country?</p>	<p>The establishment of an association in Cyprus is considered straightforward and feasible.</p> <ul style="list-style-type: none"> • The procedure is clearly laid out in Article 7, which states that founders must submit a written application to the Registrar, including the statute signed by at least twenty founding members, the names and addresses of the board members, and the association’s registered address. • Once all required documents are correctly submitted, the Registrar must decide on the application within three months (Article 7(4)). The certificate of registration, once issued, is published in the Official Gazette and constitutes proof of the association’s legal existence (Article 7(5)). • The statute must also contain all necessary provisions regarding governance, membership, financial resources, and dissolution, as required by Article 8. <p>Given these clear procedures and deadlines, the creation of a new association can be completed within a</p>

	<p>short timeframe (generally less than three months). The legal framework is designed to facilitate such establishments, especially for non-profit entities pursuing public-interest objectives such as international cooperation in higher education.</p>
<p>A.3 Please reference the specific provisions (primary law or other legislative provisions) that regulate associations in your own country.</p>	<p>Associations in Cyprus are regulated under the Associations and Foundations and Other Related Matters Law of 2017 (Law 104(I)/2017). The most relevant provisions include:</p> <ul style="list-style-type: none"> • Article 2: Provides the definition of an “association” as an organised union of at least twenty persons, established for a non-profit purpose. • Article 3: Establishes the right of every person to found and participate in an association, subject to the conditions of the law. • Article 5(1): States that an association acquires legal personality from the date of registration in the Register and the issuance of a certificate by the competent Registrar. • Articles 7–11: Regulate the registration procedure, including submission of application, statute, and issuance of certificate, as well as modifications to the statute and dissolution. • Article 8: Specifies the mandatory content of the association’s statute, including purpose, name, headquarters, membership rules, governing bodies, financial resources, procedures for general assemblies, auditing of accounts, and rules for dissolution. • Articles 16–19: Set out governance rules, including the composition, powers, and responsibilities of the administrative board, as well as the powers of the general assembly of members. • Article 24–25: Provide the legal grounds and procedures for dissolution and liquidation of an association. • Article 49: Imposes an obligation to keep proper accounting records and submit audited annual accounts (unless the income is below €40,000). <p>These provisions ensure that associations are subject to clear rules of governance, transparency, and accountability, while granting them full legal personality and the ability to operate independently.</p>
<p>A.4 Please explain whether and how, based on the legislative framework, an association would ensure the independence of the Secretariat, its legal and operational accountability</p>	<p>Under the Associations and Foundations and Other Related Matters Law of 2017 (Law 104(I)/2017), the framework guarantees that an association operates as an independent legal entity, accountable to its own</p>

exclusively to the BFUG and that the host would not have other legal, financial or organisational competencies or responsibilities than those shared by the BFUG collectively (see the Call for details on the interpretation of the independence principle)

governing bodies and statute, and free from interference by national authorities:

- Legal Independence:
 - Article 5(1) provides that an association acquires full legal personality upon registration, meaning it can enter into contracts, manage finances, employ staff, and represent itself in court without reliance on public authorities.
 - This ensures that the Secretariat would act autonomously, subject only to the decisions of its governing bodies as established in its statute.
- Accountability to BFUG:
 - The law requires the general assembly of members to be the supreme decision-making body (Article 19), empowered to approve budgets, appoint and dismiss board members, amend the statute, and decide on dissolution.
 - For the Secretariat, this structure could be designed so that the BFUG (or its designated body) acts as the general assembly, thereby ensuring that all strategic and financial decisions are taken directly by BFUG.
- Host's Limited Role:
 - National authorities (Registrar/Εφόρος) have only an administrative role in verifying compliance with the law, such as ensuring legality of purpose (Article 4) and keeping the Register up to date. They have no competence over the internal governance, staffing, or financial decisions of an association once registered.
 - The only reporting obligation to the state is the submission of annual accounts and membership changes (Articles 10 and 49), which does not interfere with operational independence.
- Non-Profit Safeguards:
 - The law prohibits distribution of profits to members or founders (Article 2, definition of "non-profit"). Any surplus must be reinvested to achieve the association's objectives, in this case, supporting BFUG's mandate.

	<p>Thus, under the Cypriot legal framework, the Secretariat as an association would be entirely independent from the host government, while its statute could be tailored to ensure full accountability to the BFUG as the sole governing authority</p>
<p>A.5 Please detail how the BFUG might exercise the governance and administrative responsibilities within an association under your national legislative framework, including:</p> <p>A.5.1 Does the legislative framework for associations mandate any specific governance bodies. If yes, how would the composition and competencies (authority) of such bodies be best aligned with the governance structure of the BFUG?</p>	<p>Yes. Under Article 16(1), every association must be governed by a Board of Directors (minimum five members).</p> <p>The General Assembly of members is defined as the supreme decision-making body (Article 19(1)). It approves budgets, appoints or dismisses board members, decides amendments, and dissolution. For the EHEA Secretariat, the BFUG (or its designated representatives) could be explicitly designated in the statute as the General Assembly, ensuring that BFUG holds exclusive authority. The Board would act as the executive body, accountable to the BFUG.</p>
<p>A.5.2 What would be the legal liability of the members of governance bodies (deliberative and/or executive bodies)?</p>	<p>Under Article 18(4), the association is liable towards third parties for unlawful acts or omissions by its officers or employees, provided these acts occur within their duties.</p> <p>If such acts are intentional, fraudulent, or due to gross negligence, personal liability falls on the responsible board members (Article 18(4)).</p> <p>Therefore, BFUG representatives serving in governance would not face liability unless they personally committed unlawful acts.</p>
<p>A.5.3 What would be the rules for nomination, appointment or removal of members of such bodies? Please also describe the level of flexibility permitted to adjust those provisions.</p>	<p>The General Assembly appoints and removes board members (Article 19(2)–(3)).</p> <p>The statute can define the nomination and removal procedures, term length, and eligibility criteria (Article 8(e)).</p> <p>Flexibility: Amendments to the statute can be made by a qualified majority (normally $\frac{3}{4}$ of members) (Article 22). This allows BFUG to adapt governance rules if needed, provided they remain consistent with the law.</p>
<p>A.5.4 How would the BFUG and BFUG Board (or a similar executive structure) be in a position to take decisions in relation to the Secretariat, including related to the adoption and execution of the budget? Are there any restrictions?</p>	<p>The General Assembly (BFUG) would have authority to approve the budget, appoint auditors, and oversee financial management (Article 19(2)).</p> <p>The Board is responsible for executing these decisions, managing the Secretariat’s day-to-day operations (Article 18(1)–(3)).</p> <p>There are no restrictions in Cypriot law preventing BFUG from exercising full control, provided these responsibilities are clearly allocated in the statute.</p>

<p>A.5.5 How would the establishment as an association impact the employment status of staff, the definition of staff profiles, remuneration/salary grids, ability to appoint/dismiss the Head of Secretariat and other employment rules? Please briefly elaborate if there are any additional regulations beyond the general labour laws.</p>	<p>Staff of associations are employees under general Cypriot labour law (not civil servants). Their employment status, contracts, and salaries are determined by the association itself, within the framework of national labour legislation. The Board (on behalf of BFUG) has the authority to appoint/dismiss staff, including the Head of Secretariat, as provided in the statute. There are no restrictions on setting salary scales or profiles beyond compliance with Cypriot employment law (e.g. social insurance contributions, tax deductions). Thus, the Secretariat would retain full flexibility in defining positions, recruiting internationally, and ensuring competitive remuneration packages.</p>
<p>A.6 Do you see any particular rules and requirements that could pose difficulties for the BFUG, respectively its representative body, e.g. the BFUG Board or a committee to be established under the legal form. For example,</p> <ul style="list-style-type: none"> • specific requirements regarding nationality or residency of the associations' members, or the representatives of its governance structures, • limitations regarding the purpose of the legal form, • other practical requirements that might be difficult to implement (e.g. pertaining to the physical presence of the association's members, General Assemblies have to be held in the country, national regulations that would restrict the activity of association with international members, or set specific rules for it, etc.) 	<p>Under the Associations and Foundations and Other Related Matters Law of 2017 (Law 104(I)/2017), there are some formal requirements that should be noted, although none of them would prevent the establishment or effective operation of the Secretariat:</p> <ol style="list-style-type: none"> 1. Minimum number of founders <ul style="list-style-type: none"> • An association requires at least 20 founding members (Article 2, definition of "association"). • This can be addressed by designating BFUG member countries (or their representatives) as founders, ensuring compliance. 2. Residency of founders and board members <ul style="list-style-type: none"> • The law requires that the registered office of the association be in Cyprus (Article 8(b)). • However, there is no nationality requirement for members or board representatives. Non-Cypriot and international representatives can fully participate in governance structures. 3. General Assembly requirements <ul style="list-style-type: none"> • By law, associations must hold a General Assembly of members (Article 19). • Physical presence in Cyprus may be required for certain formalities (e.g. signing of founding documents at establishment). However, the statute can allow for meetings via electronic means, ensuring flexibility for BFUG representatives abroad. 4. Purpose of the association <ul style="list-style-type: none"> • The purpose must be non-profit and lawful (Article 4). This aligns perfectly

	<p>with the Secretariat’s mission and poses no limitation.</p> <p>5. Auditing and reporting obligations</p> <ul style="list-style-type: none"> • Associations must submit annual accounts, audited if income exceeds €40,000 (Article 49). • This is a safeguard for transparency, but it does add a layer of compliance (though fully manageable for an entity like the Secretariat). <p>6. Other practical requirements</p> <ul style="list-style-type: none"> • Official documents must be in Greek and submitted to the Registrar (Article 7(2)). This can be handled administratively, with working language(s) for BFUG operations set in English. • The statute and amendments must be filed with the Registrar (Articles 10–11), but this does not interfere with autonomy; it is only a legal formality.
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B. Foundation

Can the Secretariat be established as a foundation, and what are the implications?

<p>B.1 Would it be possible to establish the Secretariat as a foundation under your national legislative framework? – If not at all possible, no need to answer the following questions in this section</p>	<p>Yes. The Associations and Foundations and Other Related Matters Law of 2017 (Law 104(I)/2017) provides a clear legal basis for the establishment of a foundation.</p> <ul style="list-style-type: none"> • Article 2 defines a “foundation” as a group of assets allocated to a specific non-profit purpose, managed by an administrative board, and established either by a unilateral act inter vivos, by will, or by law. • Article 26(1) states that a foundation acquires legal personality once it is registered in the official Register of Foundations by the competent District Officer (“Εφορος”). • Article 26(2) specifies that the founding act must clearly determine the purpose, assets, governance, and rules for operation of the foundation. • Article 27–31 further regulate the management and governance of foundations, including appointment of administrators, financial obligations, and supervisory mechanisms. <p>Therefore, under Cypriot law, it is entirely possible to establish the EHEA Secretariat as a non-profit foundation with full legal personality, independence,</p>
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	<p>and the capacity to operate autonomously in line with BFUG’s mandate.</p>
<p>B.2 How easy and feasible is the establishment of a foundation as a long-term EHEA Secretariat in your own country?</p>	<p>The establishment of a foundation in Cyprus is feasible and relatively straightforward, provided that the statutory requirements are met.</p> <ul style="list-style-type: none"> • Founding Act: According to Article 26(2), a foundation is established through a founding act, which must clearly define its non-profit purpose, its assets, and its governance rules. For the Secretariat, the founding act would specify that its sole purpose is to serve the mandate of the BFUG. • Minimum Assets: A foundation must be endowed with assets that are adequate to achieve its stated purpose (Article 26(3)). There is no fixed monetary threshold in the law, but the Registrar must be satisfied that the resources are sufficient for sustainability. This is compatible with the Secretariat model, which would be funded by EHEA member contributions. • Registration: Once the founding act and supporting documentation are submitted, the competent District Officer registers the foundation in the Register of Foundations (Article 26(1)). Upon registration, the foundation acquires full legal personality. • Administrative Bodies: The law requires the appointment of an Administrative Board to manage the foundation (Article 27). The composition and powers of this board are set out in the founding act, which means it could be tailored to reflect the governance structure of the BFUG. • Timeframe: In practice, registration of a foundation typically takes a few months, depending on the completeness of documentation and the review of the founding act. This is comparable to the timeframe for establishing an association.
<p>B.3 Please reference the specific provisions (primary law or other legislative provisions) that regulate foundations in your own country.</p>	<p>Foundations in Cyprus are regulated under the Associations and Foundations and Other Related Matters Law of 2017 (Law 104(I)/2017). The most relevant provisions include:</p> <ul style="list-style-type: none"> • Article 2: Provides the definition of a “foundation” as a group of assets allocated to a specific non-profit purpose, with its own legal personality, governed by an administrative board.

	<ul style="list-style-type: none"> • Article 26(1): Establishes that a foundation acquires legal personality upon its registration in the Register of Foundations by the competent District Officer. • Article 26(2): Requires that the founding act specify the name, purpose, assets, registered office, governance rules, and dissolution provisions. • Article 26(3): States that the foundation must have sufficient assets to achieve its purpose, as assessed at registration. • Article 27: Provides for the establishment of an Administrative Board, responsible for the management of the foundation, in accordance with the founding act. • Articles 28–30: Regulate the duties and powers of the administrative board, including representation, financial management, and compliance with the purpose. • Article 31: Imposes obligations for transparency, including preparation and submission of annual financial statements. • Article 42: Provides rules for the dissolution and liquidation of a foundation, including the disposition of its assets. <p>These provisions ensure that foundations are recognised as independent legal entities with clear governance, accountability, and financial transparency, while strictly requiring them to operate in pursuit of a non-profit purpose.</p>
<p>B.4 Please explain whether and how, based on the legislative framework, an foundation would ensure the independence of the Secretariat, its legal and operational accountability exclusively to the BFUG and that the host would not have other legal, financial or organisational competencies or responsibilities than those shared by the BFUG collectively (see the Call for details on the interpretation of the independence principle)</p>	<p>Under the Associations and Foundations and Other Related Matters Law of 2017 (Law 104(I)/2017), a foundation operates as an independent legal entity with its own assets and governance. This framework is well suited to ensure that the Secretariat is accountable exclusively to the BFUG:</p> <ul style="list-style-type: none"> • Legal Independence: <ul style="list-style-type: none"> ○ A foundation acquires legal personality upon registration (Article 26(1)). This grants it the ability to enter into contracts, manage finances, employ staff, and represent itself in legal proceedings independently of any state authority. • Exclusive Purpose: <ul style="list-style-type: none"> ○ The founding act must define the foundation’s non-profit purpose clearly (Article 26(2)). For the Secretariat, the statute would explicitly state that its sole

	<p>objective is to implement and support the mandate of the BFUG.</p> <ul style="list-style-type: none"> ○ Foundations are prohibited from pursuing for-profit activities beyond what is necessary to achieve their objectives (Article 2, definition of “foundation”). ● Governance and Accountability to BFUG: <ul style="list-style-type: none"> ○ A foundation must be governed by an Administrative Board (Article 27). The composition, appointment rules, and responsibilities of this board are determined by the founding act, offering flexibility to align governance directly with BFUG structures. ○ This means that BFUG (or its designated representatives) could be written into the founding act as the appointing authority for the board, ensuring exclusive control and accountability. ● Host’s Limited Role: <ul style="list-style-type: none"> ○ The Registrar oversees legality and registration, but has no authority over internal decision-making once the foundation is registered. ○ The only obligations are compliance with reporting requirements (e.g. financial statements, Article 31) and lawful operation of the foundation’s purpose. ● Transparency and Oversight: <ul style="list-style-type: none"> ○ Foundations must maintain proper accounting records and submit annual reports (Article 31). These mechanisms ensure transparency without interfering with operational independence.
<p>B.5 Please detail how the BFUG might exercise the governance and administrative responsibilities within a foundation under your national legislative framework, including</p> <p>B.5.1 Does the legislative framework for foundations mandate any specific governance bodies. If yes, how would the composition and competencies (authority) of such bodies be best aligned with the governance structure of the BFUG?</p>	<p>Yes. Every foundation must be governed by an Administrative Board (Article 27(1)).</p> <p>The powers and duties of the board are defined in the founding act (Article 27(2)). This gives flexibility to structure the foundation so that BFUG (or its designated representatives) directly appoint the board and set its competencies.</p> <p>In this way, the board could act as the executive body, while BFUG retains strategic and budgetary authority as stipulated in the founding act.</p>

<p>B.5.2 What would be the legal liability of the members of governance bodies (deliberative and/or executive bodies)?</p>	<p>Board members must manage the foundation’s assets and operations in accordance with its purpose and the law (Article 28(1)). If board members act unlawfully, fraudulently, or with gross negligence, they bear personal liability for any resulting damages (Article 28(3)). Otherwise, liability rests with the foundation itself as a legal entity.</p>
<p>B.5.3 What would be the rules for nomination, appointment or removal of members of such bodies? Please also describe the level of flexibility permitted to adjust those provisions.</p>	<p>The founding act defines the rules for appointment and dismissal of board members (Article 26(2)(d)). BFUG could be named as the authority empowered to appoint and remove board members. Flexibility: The founding act can be amended if necessary, following the procedures established within it and subject to registration by the Registrar (Article 26(4)). This allows adjustment of governance rules over time if required.</p>
<p>B.5.4 How would the BFUG and BFUG Board (or a similar executive structure) be in a position to take decisions in relation to the Secretariat, including related to the adoption and execution of the budget? Are there any restrictions?</p>	<p>The board is responsible for day-to-day management and execution of the budget (Article 27(2)). However, the founding act can stipulate that BFUG approves the budget annually and provides binding instructions on its implementation. There are no restrictions in Cypriot law preventing BFUG from exercising such authority, as long as this is written into the founding act.</p>
<p>B.5.5 How would the establishment as a foundation impact the employment status of staff, the definition of staff profiles, remuneration/salary grids, ability to appoint/dismiss the Head of Secretariat and other employment rules? Please briefly elaborate if there are any additional regulations beyond the general labour laws.</p>	<p>Staff of foundations are employees under general Cypriot labour law, not civil servants. Their contracts, rights, and salaries are governed by standard employment legislation. The board (acting on behalf of BFUG) would have full authority to appoint and dismiss staff, including the Head of Secretariat, as per the founding act. There are no special restrictions on setting salary grids or profiles, beyond compliance with national labour laws (e.g. social insurance, taxation, minimum employment standards). This provides maximum flexibility for BFUG to recruit international staff and ensure competitive remuneration packages.</p>
<p>B.6 Do you see any particular rules and requirements that could pose difficulties for the BFUG, respectively its representative body, e.g. the BFUG Board or a committee to be established under the legal form. For example,</p> <ul style="list-style-type: none"> • specific requirements regarding nationality or residency of the foundations’ members, or the 	<p>While the establishment of a foundation in Cyprus is legally feasible, the following practical considerations may need to be addressed:</p> <ol style="list-style-type: none"> 1. Minimum assets requirement <ul style="list-style-type: none"> • A foundation must be endowed with sufficient assets to achieve its purpose (Article 26(3)).

<p>representatives of its governance structures,</p> <ul style="list-style-type: none"> • limitations regarding the purpose of the legal form, • other practical requirements that might be difficult to implement (e.g. pertaining to the physical presence of the foundation's members, General Assemblies have to held in the country, national regulations that would restrict the activity of foundation with international members, or set specific rules for it, etc.) 	<ul style="list-style-type: none"> • The law does not set a fixed monetary threshold, but the Registrar must be satisfied that the resources are adequate. • This could require an initial financial contribution (in cash or kind) before registration, which might be seen as a higher entry requirement compared to associations. <ol style="list-style-type: none"> 2. Administrative Board requirement <ul style="list-style-type: none"> • Every foundation must be governed by an Administrative Board (Article 27(1)). • While the composition is flexible, at least some board members may need to be designated in the founding act at registration. This could limit BFUG's flexibility in the very initial phase, though it can be overcome by defining appointment procedures that give BFUG full authority. 3. Registration and oversight formalities <ul style="list-style-type: none"> • The founding act and any amendments must be filed with the Registrar for approval (Article 26(4)). • Annual financial statements must be submitted (Article 31). • These are compliance obligations rather than restrictions, but they add an administrative layer compared to an association. 4. Residency and presence <ul style="list-style-type: none"> • The registered office of the foundation must be in Cyprus (Article 26(2)(b)). • However, there are no nationality restrictions for board members or staff. International representatives from BFUG can serve on the board without limitations. 5. Language of official documents <ul style="list-style-type: none"> • Founding documents must be submitted in Greek to the Registrar (Article 7(2), applied mutatis mutandis to foundations). • This is a procedural issue only; working languages of the Secretariat could remain English.
<p>B.7 In your view, between association or foundation, which legal form would fit best the criteria for the Secretariat and its</p>	<p>Both associations and foundations are viable under Cypriot law (Law 104(I)/2017), but they offer different strengths. Association</p>

link to BFUG governance? What would you see as advantages or disadvantages?

Advantages:

- **Simpler establishment:** Requires only a statute and at least twenty founding members (Article 2, Article 7).
- **Lower entry requirements:** No obligation to provide minimum assets at registration, unlike foundations.
- **Direct governance by members:** The General Assembly (Article 19) gives a natural framework for BFUG to be integrated as the decision-making authority.
- **Flexibility:** The statute can easily be amended to adapt governance and operational rules (Article 22).
- **Quick registration process:** Must be completed within three months once documents are submitted (Article 7(4)).

Disadvantages:

- Requires a minimum of 20 founding members, which may create some administrative complexity at the start.
- Associations must hold general assemblies (potentially requiring quorum procedures), though this can be resolved through digital participation.

Foundation

Advantages:

- **Asset-based stability:** Foundations are established with dedicated assets for their non-profit purpose (Article 26(3)), which may enhance perceptions of financial solidity.
- **Clear governance structure:** Managed by an Administrative Board (Article 27), whose composition and powers can be defined in the founding act, ensuring accountability directly to BFUG.
- **Strong independence:** Foundations operate as autonomous legal entities with assets legally separated from the founders, reducing any perception of state influence.

Disadvantages:

- **Higher entry threshold:** Registration requires evidence of sufficient assets (Article 26(3)), which may demand upfront financial commitments.
- **More formal oversight:** Amendments to the founding act must be registered with the Registrar (Article 26(4)), adding administrative steps compared to associations.
- **Less flexible than associations:** Since the founding act functions like a “constitution,”

	<p>adapting governance may be more cumbersome than amending an association's statute.</p>
<p>B.8 If you did not propose an association or foundation in your expression of interest, would the establishment of the Secretariat in your country in such a legal form impact your proposed contribution?</p>	<p>n/a</p>

C. Other legal forms for the long-term Secretariat

If your expression of interest included any other legal form for establishing the Secretariat (i.e. not an association or a foundation), please answer this section.

<p>C.1 Would the secretariat be a separate legal entity?</p>	<p>Yes. According to the Companies Law, Cap. 113, any company incorporated and registered under its provisions acquires separate legal personality distinct from its members. Specifically, Section 3(1) of Cap. 113 provides that from the date of incorporation, the subscribers to the Memorandum of Association, together with all other persons who may become members of the company, "shall be a body corporate by the name contained in the memorandum, capable of exercising all the functions of an incorporated company."</p> <p>Therefore, the BFUG Secretariat, if established as a company limited by guarantee without share capital pursuant to Section 20 of Cap. 113, would be recognised in Cyprus law as a separate legal entity with its own legal personality, able to contract, own property, sue and be sued in its own name.</p>
<p>C.2 If yes, what would be the legal entity? Please reference the specific provisions (primary law or other legislative provisions) that regulate in your own country.</p>	<p>The Secretariat would be established as a company limited by guarantee without share capital, under the provisions of the Companies Law, Cap. 113.</p> <ul style="list-style-type: none"> • Section 4(2) of Cap. 113 provides that a company may be formed as a company limited by guarantee, where the liability of members is limited to the amount they undertake to contribute in the event of winding up. • Section 20 of Cap. 113 specifically allows for the incorporation of such companies for the promotion of commerce, art, science, religion, charity, or any other useful object, provided that the profits, if any, are used solely to promote the company's objectives and no dividends are distributed to members. • Furthermore, by licence of the Council of Ministers, such a company may be registered

	<p>without the addition of the word “<i>Limited</i>” to its name (Section 20(1)(b)).</p> <p>Thus, the BFUG Secretariat could be legally incorporated in Cyprus as a non-profit company limited by guarantee, fully regulated by the Companies Law, Cap. 113, with its Memorandum and Articles of Association clearly stating its non-profit purpose and internal governance rules.</p>
C.3 If not,	n/a
C.3.1 Who would be legally responsible for the Secretariat?	n/a
C.3.2 What are the implications for the Secretariat regarding its competence to adopt, execute and manage the budget, open bank accounts, sign contracts and hire staff?	n/a
C.3.3 Would this impact the employment status of staff, the definition of staff profiles, remuneration/salary grids, ability to appoint/dismiss the Head of Secretariat and other employment rules? Please briefly elaborate if there are any additional regulations in addition to generic labour laws.	n/a
C.3.4 How would the BFUG relate to the Secretariat and the legal entity that governs it? E.g. would this be based on a written agreement? Of what legal status?	n/a
C.4 What would you see as the major advantages of this legal form, compared to establishing it as an association or a foundation?	<p>Establishing the Secretariat as a company limited by guarantee without share capital under Cap. 113 offers:</p> <ul style="list-style-type: none"> • Separate legal personality (Section 3(1)) and full capacity to act in its own name. • Limited liability for members (Section 4(2)). • Non-profit character in line with BFUG objectives (Section 20), with the option to omit “<i>Limited</i>” by licence of the Council of Ministers. • Operational flexibility to employ staff, manage funds, and hold property without requiring special legislation.
C.5 What could be disadvantages?	<ul style="list-style-type: none"> • Regulatory obligations, such as annual returns and audited accounts (Sections 118–121). • Need for a Council of Ministers licence to omit “<i>Limited</i>” (Section 20(1)(b)).

	<ul style="list-style-type: none"> Restrictions on immovable property beyond 6 donums without approval (Section 21). Slightly less familiar to continental partners compared to associations or foundations.
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D. Additional questions for individual applicants

No specific questions for the application of Cyprus.

II. International staff

Please note that the Task Force considered that the salaries proposed for the Head of Secretariat and the policy staff (non-administrative staff) were not sufficiently internationally competitive, as determined in the Call. In this sense, based on the [United Nations' Common System Compensation Package](#), the TF proposed in the table attached (Annex I) a list of potential salaries, which do not represent actual proposals for the salaries of the Secretariat, but guiding, estimate gross salaries helpful for better understanding the implications of the fiscal systems in the applicants' countries.

For each of the non-administrative staff category, the table includes a level/grade based on the UN system (for junior policy officer two levels), a minimum number of years of relevant experience (for the Head of Secretariat two alternative proposals), as well as information regarding dependant spouse and children.

Apart from base salary, the compensation includes post adjustment (to quantify differences in cost of living) and, in the case of the Head of Secretariat and senior policy officer, additional allowances.

II.1 Based on the table provided, please indicate for each category in the table the netto amount. Please take into account income tax, contributions to pension funds or healthcare, as well as other regular or customary levies.

II.2 Please explain how you reached the netto amount (what type of levies and the amount) the fiscal treatment of the allowances or other benefits, as well as any particular mandatory or customary pecuniary benefits (e.g. 13th or additional salary).

Table for answers related to questions II.1-2

NOTE: Please note that the answers from applicants for this question have not been distributed at this stage to the Bologna Follow-Up Group, due to their fictive nature. The data was requested for the internal calculations of the Task Force.

Category	Gross amount	Netto amount	Description/explanation
Head of Secretariat – 5 years of experience	Please take from the table (Annex I)	////////	Social Insurance 8.8% General Healthcare System 2.65% Effective income tax ≈ 25.6%
Head of Secretariat –	Please take from the table (Annex I)		Social Insurance 8.8%

10 years of experience			General Healthcare System 2.65% Effective income tax ≈ 26.0%
Senior policy officer	Please take from the table (Annex I)		Social Insurance 8.8% General Healthcare System 2.65% Effective income tax ≈ 23.5%
Junior policy officer – P ₂ level	Please take from the table (Annex I)		Social Insurance 8.8% = General Healthcare System 2.65% = Effective income tax ≈ 17.9% =
Junior policy officer – P ₃ level	Please take from the table (Annex I)		Social Insurance 8.8% = General Healthcare System 2.65% = Effective income tax ≈ 20.7% =

Based on the recommendation of the Task Force, the use of the United Nations' Common System Compensation Package was proposed. Subsequently, it was requested to present the net amounts (netto) for each staff category, taking into account taxation and compulsory contributions in Cyprus. For this purpose, the current legislative provisions of the Republic of Cyprus were applied, with deductions for Social Insurance (8.8% for salaried employees) and for the General Healthcare System (GESY) (2.65%), while income tax was calculated according to the progressive tax rates (20%–35%) after the above contributions had been deducted.

Note 1: These figures refer to salaried employees. In addition, the employer is obliged to contribute 8.8% to Social Insurance and 2.9% to GESY, while the state contributes 2% to Social Insurance and 4.7% to GESY.

Note 2: Should the Secretariat be established as a company formed exclusively for non-profit purposes, the Income Tax Law (Cap. 118), Article 8(17) provides that: *“There shall be exempt from the tax – subject to such conditions as the Council of Ministers may impose, the income of any company formed exclusively for the purpose of promoting art, science or sport, not involving the acquisition of profit by such company or by its individual members and whose activities are confined solely to that purpose”*

Example of Calculations: Head of Secretariat – 5 years experience

1. Social Insurance (8.8%)
2. GHSY (2.65%)
3. Taxable income
4. Income Tax (progressive brackets, Cyprus)
 - 0 – 19,500 → 0% = 0
 - 19,501 – 28,000 (8,500) × 20% = 1,700

- $28,001 - 36,300 (8,300) \times 25\% = 2,075$
- $36,301 - 60,000 (23,700) \times 30\% = 7,110$
- $60,001 - 164,968 (104,968) \times 35\% = 36,739$

II.3 Please indicate, if not already provided,

II.3.1 The applicable national legal employment regulation (link, ideally to an English text version)

II.3.2 Any particular rules impacting international staff (in the case of applicants from EU countries, both EU and non-EU international staff)

The applicable national legal employment framework is regulated by the laws of the Republic of Cyprus. Information (in English) is available on the website of the Department of Labour, Ministry of Labour and Social Insurance, for both EU and non-EU citizens:

https://www.mlsi.gov.cy/mlsi/dl/dl.nsf/index_en/index_en?OpenDocument

Additionally, the Department of Labour Relations provides access to legislation, regulations and orders (mainly in Greek):

https://www.mlsi.gov.cy/mlsi/dlr/dlr.nsf/lawsregulationorders_en/lawsregulationorders_en?opendocument

Please note that the majority of the texts of the laws are available only in Greek. However, the Department of Labour Relations issues Legislation Guides on Labour Legislation in other languages, in order to explain the legislation in plain language for the general public.

The Companies Law can be found on Appendix 2.

II.4 Please explain how the BFUG would

II.4.1 appoint and dismiss the Head of Secretariat under the applicable employment regulations

Staff are employees under general Cypriot Labour Law, not civil servants. Their contracts, rights, and salaries are governed by standard employment legislation. The Board (acting on behalf of BFUG) would have full authority to appoint and dismiss staff, including the Head of Secretariat. There are no special restrictions on setting salary grids or profiles, beyond compliance with national labour laws (e.g. social insurance, taxation, minimum employment standards).

(Appendix 1 – The Societies and Institutions and other related Matters Law of 2017 – English Translation)

(Appendix 2 – The Companies Law, Cap. 113 – English Translation)

III. In-kind support

III.1 In case you offered in your application in-kind support, please clarify the duration for which it would be offered and whether the in-kind support is backed by a firm commitment. n/a

III.2 In case you have not already stated this, is there any limit of duration for which the Secretariat could be hosted? n/a

III.3 In case you offer premises, are there any limitations regarding access, during weekends, holidays? Are there any restrictions for visitors? n/a