

# Report to the BFUG

## Task Force on establishing a long-term EHEA Secretariat

### 1. Important information for the Copenhagen BFUG

The Task Force will

1. present and discuss some key features for the establishment of the long-term Secretariat (LTS), based on an updated concept note. The BFUG is invited to indicate issues that would need further exploration and clarification with regards to the preparation of the “go/no-go decision” to be taken at the BFUG in Nicosia.
2. present the results of the call for hosts of the long-term Secretariat (LTS), and the results of the review that it carried out. On this basis, the BFUG would establish a shortlist of maximum 3 hosts through an opinion poll via a secret ballot.

The session plan is foreseen as follows:

15 Dec

#### A. Long-term Secretariat

The TF will present the main points from the concept note regarding

- a. Establishment of a legal entity
- b. Governance
- c. Staffing
- d. Costs & budget
- e. Finances, and the contribution of individual BFUG members

Followed by discussion. There is no need to take a decision, but it would be good to understand:

- What further information is needed by the BFUG in preparation of the Go/No-go decision
- Specific issues that individual BFUG members may foresee, and any further support they might need.

### B. Hosting arrangement:

- The TF will present briefly the main results from the call and the review of the applications, and the approach for establishing the shortlist.
- Questions should focus on the process and hosting in general.
- It is not planned to discuss individual applications,
- as BFUG members had the opportunity to attend the info session, and submit questions beforehand.
- This will be followed by an opinion poll, under a “**Plurality-at-large**” approach. Each ballot can select no more than the available places (three), without indication of any internal ranking. This approach has been previously used by the BFUG for the elections of the BFUG Board members before the current rotating arrangement. The three applications with the highest number will go forward.

#### 16 Dec.

A brief exchange on open issues, and in particular regarding the questions raised above, also with regards to Nicosia BFUG in March.

It should give the TF in indication what additional information is needed for the establishment of LTS, and also for the final decision on the host, to be chosen among the three shortlisted offers.

## 2. Report: Work of the TF so far

The Task Force had nine meetings. It focused on:

- 1) Exploration of the long-term Secretariat. The discussions focused in particular on the legal form, its implications and opportunities for the organization and work of the Secretariat, but also the governance structure and accountability towards the BFUG.
- 2) the hosting arrangement, with the preparation and launch of the call, and the review and discussion of the applications received.

Both activities went hand in hand, with a lot of cross-fertilization.

The process in detail:

12 June	In response to the Call for hosting the long-term Secretariat, five applications have been received, from Cyprus, Czech Republic, Germany, Romania, and Türkiye.
30 June	Application and annexes were shared with the BFUG
23-24 June	The applications were shared with all TF members and discussed. On the basis of the available information, the TF concluded that principally all applications provided interesting and feasible proposals and settings to establish the Secretariat. But it also agreed that there was not sufficient or sufficiently detailed information by individual applicants to review the initial applications against the criteria for the long-term Secretariat (independence, governance,

	employment etc.), and to compare them with each other.
August	Therefore, additional questions were sent to applicants. As the initial submissions had not always quoted internationally competitive salaries, the batch of additional questions also included a grid of mock salaries, borrowed from UN salary grid, with the request to state brutto and netto salaries, to get an idea of national taxation and employer costs etc.
September	On the basis of the submitted application and the responses to the additional questions, each application has been reviewed by three reviewers, all members of the TF, independently from each other, with the aid of a review form that considered the established criteria for the long-term Secretariat (independence, governance, employment etc.). Care was taken to ensure that the reviews of individual applicants were carried out by reviewers who had no connections to the applying country.
September	The completed review forms were circulated to the TF, which in a meeting compared and discussed the results. The discussion focused particularly on feasibility of the legal form, and its potential implications for the governance and functioning of the SEC.
15 October	Applicants' responses to additional questions were shared with the BFUG
22 October	An online information session open to all BFUG members has been held. The recording was shared with all BFUG members.
4 Nov	The TF its work, and preliminary conclusions to the BFUG Board Meeting on in Vaduz, in a <a href="#">written report</a> and orally.
13 Nov to 10 Dec	BFUG members and consultative members were offered to submit questions to individual and all applicants via an online facility. All questions and answers are made accessible to all BFUG members.

## 3. Information base & documents

### 1. Submission for hosting

[BFUG Board DK LI 96 5.7 TF long-term Secretariat 1 Expression of interest Cyprus](#)

[BFUG Board DK LI 96 5.7 TF long-term Secretariat 2 Expression of interest Czech Republic](#)

[BFUG Board DK LI 96 5.7 TF long-term Secretariat 3 Expression of interest Germany](#)

[BFUG Board DK LI 96 5.7 TF long-term Secretariat 4 Expression of interest Romania](#)

[BFUG Board DK LI 96 5.7 TF long-term Secretariat 5 Expression of interest Turkiye](#)

### 2. Report to the BFUG Board - [BFUG Board DK LI 96-5.7 TF long-term Secretariat Report to the Board 31.10.2025](#)

### 3. [Call for expressions of interest](#) (including the Principles for establishing the long-term EHEA Secretariat)

### 4. Information provided for the Copenhagen BFUG

- [A concept note](#) on the long-term Secretariat – and update from the [previous one](#), which will give enhanced attention to costs, budget, governance and the involvement and contribution to individual BFUG members.
- Hosting arrangement
  - [Comparative overview of the applications](#)
  - [Results of the review](#)