

## 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.

<b>A. Administrative information</b>	
<b>1. Applicant (or consortium leader)</b>	Czech National Agency for International Education and Research (hereinafter referred to as <b>DZS</b> ), the organization founded by Ministry of Education, Youth and Sports (hereinafter referred to as <b>MEYS</b> )
<b>2. Legal representative</b>	Michal Uhl, director of DZS
<b>3. Contact person and information</b>	Michal Uhl, michal.uhl@dzs.cz
<b>4. Consortium members (if applicable), contacts</b>	
<b>B. Facts and information regarding the hosting of the Secretariat</b>	
<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>	
<b>5. Legal form (max. 2000 words)</b>	<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) <b>Any other form</b>	
d) Any other explanation or information you want to add	

Under the proposed model, the EHEA Secretariat would be established as a dedicated internal department within DZS, directly under the Director of the organisation. This arrangement ensures strong institutional anchoring, access to established administrative structures, and legal continuity throughout the Secretariat's mandate. By integrating the Secretariat into the DZS structure, Czechia can offer a reliable legal environment, including budgetary infrastructure, long-term facilities, and human resource support.

In order to fully respect the multilateral nature of the EHEA and ensure the operational independence of the Secretariat, a governance mechanism is foreseen to be developed together by DZS and BFUG. Specifically, a Steering Committee or Governing Board could be established to oversee the strategic functioning of the Secretariat. This body would be composed of representatives nominated by the BFUG, and would recommend to the director of DZS to appoint and, if necessary, dismiss the Head of the Secretariat.

This mechanism would guarantee that the leadership of the Secretariat is not subject to unilateral decisions by DZS or MEYS. At the same time, DZS would remain a key institutional partner and a representative of the hosting country in this structure. The Director of DZS would formally carry out employment-related and financial decisions, as required by Czech national law, and remain legally accountable for these actions. However, such decisions would be based on recommendations or binding instructions from the Steering Committee. This governance structure ensures that DZS fulfils its legal role without interfering in the strategic or content-related functioning of the Secretariat. A DZS representative is envisaged to be a permanent member of the Steering Committee, ensuring institutional coordination and continuity.

[DZS](#) itself is a public allowance (contributory) organisation established by [MEYS](#) through a founding charter ([zřizovací listina](#)) in accordance with Czech national law. The Director of DZS is appointed and can be dismissed by the Minister of Education. However, the proposed arrangement would clearly separate this national-level appointment from the governance of the Secretariat. The Steering Committee or other type of governance would act autonomously within the scope of its mandate, particularly with respect to leadership and strategic guidance. This legal and organisational solution allows for the Secretariat to be hosted within a robust institutional structure while maintaining its functional independence. It also reduces administrative burden by avoiding the creation of a new legal entity and allows for flexibility in adapting the Secretariat's internal organisation to the evolving needs of the EHEA.

In legal terms, all operations of the Secretariat would fall under the existing regulatory framework applicable to DZS, including compliance with Czech labour law, public procurement rules, and financial regulations. DZS is authorised to receive and manage national and international funding, including from EHEA member states, and to contract personnel under fixed-term or project-based agreements.

## 6. Location (max. 400 words)

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

The suggested location for hosting the EHEA Secretariat is the city of Prague, the capital of Czechia. Prague offers excellent connectivity with other European cities, modern infrastructure, and strong international visibility, making it a strategic and practical choice for the Secretariat. The city is recognised as a safe, vibrant, and culturally rich European capital, well-suited to hosting representatives from EHEA member countries.

The proposed venues are located on the premises of DZS. Two buildings in the city centre are under consideration: the main building at Na Poříčí 1035/4, Prague 1 – Nové Město, and the building at Dlouhá 740/17, Prague 1 – Staré Město. Both locations are centrally situated and easily accessible by public transport, surrounded by a wide range of dining, and conference facilities,

close to other Czech institutions.  
Each building offers fully equipped office spaces as well as around five meeting rooms suitable for internal and external use (with capacity from 10 to 35 participants), most of them furnished with high-quality audiovisual equipment. The Dlouhá Street building is currently undergoing renovation, which will result in brand-new office and meeting facilities, including several guest rooms for short-term accommodation. For the Secretariat, 1–3 dedicated offices will be made available, offering a standard comparable to one for DZS employees.

**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.*

**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?*

n/a

**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.*

**a) Independence and Accountability**

*The Secretariat should operate independently from the country and/or organisation (with)in which it is hosted. Its legal, financial and organisational arrangements should ensure its independence, minimise the risk of undue influence. It should operate under the authority of and be fully accountable to the BFUG including its governing structure arrangements, reporting and appointment of its staff. Its main source of funding should be contributions by the EHEA members.*

**b) Sustainability**

*The chosen arrangements for the Secretariat must be sustainable, with a clear perspective on how it can function for a longer term.*

**c) Staff**

*The Secretariat must be able to recruit and contract a sufficient number of staff, with suitable profiles and competences, from different EHEA countries. The employment rules of the country in which the Secretariat is based should allow for this, under flexible and fair contracts. In addition to its own staff, the Secretariat should be able to accept secondments from EHEA members and consultative members, according to the rules approved by the BFUG.*

**d) Legal environment**

*Regulations of the country where the Secretariat will be located must ensure the rule of law, allow its*

operation without undue influence of the national and local authorities. There should be no obstacle for receiving funding from different other EHEA countries.

### e) Non-Profit principle

The Secretariat would operate on a non-profit basis, with any surpluses reinvested into its budget. It may accumulate a reserve, which however should not exceed one annual budget. Otherwise, the fees for EHEA members should be reduced.

### 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

### 9. Complying with the hosting principles

#### a) Independence and Accountability

Czechia proposes a hosting model that guarantees the Secretariat's independence while ensuring full accountability to the BFUG. The Secretariat would be formally embedded within DZS, a public institution, but would operate under the exclusive authority of the BFUG and its governance structures.

A Steering Committee, composed of representatives appointed by the BFUG, would be responsible for overseeing the Secretariat's strategic direction, and would hold the authority to nominate Head of Secretariat to be appointed or dismissed. This structure ensures that leadership and core decisions are under international rather than national control.

Although administratively part of DZS, the Secretariat would function autonomously in terms of its strategic agenda planning, reporting, and programme implementation. All such decisions would be made in alignment with BFUG priorities and procedures. Operational and content-related priorities will be defined in line with BFUG procedures and executed by the Secretariat team. Employment and financial decisions will be formally executed by the Director of DZS, who remains the legally responsible authority under Czech law. These actions will follow recommendations or decisions made by the Steering Committee.

Importantly, MEYS will have no decision-making power over the Secretariat's activities, personnel, or outputs. The Secretariat's independence from Czech national authorities will be guaranteed through internal rules and operational arrangements, and clearly reflected in practice.

DZS would provide necessary infrastructure and administrative support, such as HR services or financial management under the supervision of director of DZS, but without interfering in content-related or strategic matters. This model ensures both independence and efficiency, while benefiting from the institutional capacity of an experienced public body.

#### b) Sustainability

The proposed model is designed for long-term sustainability. By placing the Secretariat within DZS, Czechia offers a stable legal and institutional environment, backed by MEYS and integrated into existing public administration.

This solution avoids the need to establish a new legal entity, reducing administrative overhead and allowing the Secretariat to become operational without delay. DZS's public funding base, internal infrastructure, and long-term strategic orientation provide a reliable framework for continuous operation beyond individual project cycles.

DZS has a long-standing tradition of managing international cooperation in education and research, and it has consistently expanded its scope and activities over time. Its development

has been supported both nationally and at the European level, reflecting confidence in its institutional capacity and relevance. The agency continues to grow in line with evolving European priorities, ensuring it remains a future-proof environment for international structures.

Czechia is committed to hosting the Secretariat for the full term and to supporting its uninterrupted functioning in close cooperation with EHEA members.

#### c) Staff

DZS has full legal capacity to recruit both national and international staff under Czech labour law. There are no legal obstacles to hiring foreign nationals or professionals, based on qualifications defined by the Secretariat and approved by the BFUG.

While knowledge of the local language (Czech) may be an asset for at least one member of the Secretariat team, it is not a requirement. In the absence of Czech-speaking staff, DZS is fully prepared to provide dedicated support to overcome language barriers. A DZS employee with relevant language skills will be made available to assist the Secretariat with communication in the local administrative or legal context as needed.

According to the budget proposal, DZS anticipates that, within the planned budget for 8 FTEs, 5 staff members will work directly in the Secretariat, dedicated to the core expert work for the BFUG. The remaining 3 FTEs will, in agreement with the Steering Committee, be allocated across relevant departments within DZS that provide supporting functions to the Secretariat – such as finance, accounting and payroll, IT support, communication, human resources, and others.

Administrative support will be provided to facilitate all necessary procedures related to visas, residence permits, and work authorisations, in accordance with Czech immigration law.

Where applicable, DZS is also prepared to assist Secretariat staff with issues related to tax residence, in full compliance with Czech tax legislation and international agreements. Relevant information and support will be available to incoming international staff to ensure clarity and legal certainty. DZS has practical experience as deploying staff abroad, including teachers and lecturers of the Czech language, demonstrating its operational capability in managing international employment arrangements.

The Secretariat will also be open to secondments from EHEA member countries and consultative members. While the detailed framework for such secondments is still to be defined, Czechia is committed to working with the BFUG to establish clear and transparent rules.

All recruitment and employment processes will follow fair and transparent principles, enabling the Secretariat to attract a diverse, multilingual, and qualified team. The Secretariat will benefit from DZS's established HR infrastructure while maintaining the flexibility to adapt its staffing to operational needs.

#### d) Legal environment

The Czech legal system is based on the rule of law, democratic principles, and full respect for international cooperation. As a member of the European Union, Czechia fully adheres to the EU legal framework, including principles of transparency, non-discrimination, financial accountability, and data protection. This provides an additional layer of assurance regarding the integrity of legal and institutional conditions.

There are no restrictions on hosting international structures, or on receiving public funding from other countries' organisations or international organisations. Czech law allows public institutions to engage in international cooperation and manage cross-border financial flows, in accordance with EU rules and public finance legislation.

DZS, as a public body, is fully authorised to receive and manage foreign contributions, conclude international agreements, and employ foreign staff. It operates transparently, is regularly audited, and is accountable to MEYS and the Supreme Audit Office. Its practices are aligned with EU financial regulations and standards applicable to recipients of European funds.

The Secretariat will be protected from undue political or administrative interference. Its independence can be guaranteed through internal organisational arrangements and clearly defined roles and responsibilities, fully in line with Czech law. Czechia's legal environment is therefore fully compatible with the needs of an international Secretariat and offers the necessary guarantees for neutrality, stability, and effective cooperation within the EHEA.

e) Non-Profit principle

The Secretariat would operate as a non-profit function within DZS. All funds received from EHEA member countries would be dedicated exclusively to its activities, with no profit or commercial use.

Any financial surpluses would be reinvested into the Secretariat's annual budget. If appropriate, surpluses beyond a reasonable reserve could be reflected in reduced contributions, upon agreement with BFUG.

This model follows standard public sector budgeting principles, and is consistent with DZS's existing practice in managing European funds and international cooperation projects on a non-profit basis.

### 10. Ability to fulfil the roadmap

Czechia confirms that it is fully prepared to fulfil the roadmap for establishing the EHEA Secretariat between Spring 2026 and June 2027. The proposed hosting model allows for an efficient and realistic timeline, both legally and operationally.

a) The key advantage of the Czech proposal is that the Secretariat would be hosted within an existing public institution – DZS – which eliminates the need to create a new legal entity. This significantly reduces the time required for legal and administrative setup. The Secretariat would function as an internal unit of DZS, which already has the legal capacity to employ staff, manage international funds, and host international initiatives.

The exact duration of staff onboarding and operational readiness will partly depend on the profiles and nationalities of the selected team members. For EU citizens, procedures such as employment registration or residence confirmation can be completed efficiently. For non-EU nationals, DZS will provide full support with visa and work permit procedures in accordance with Czech legislation. We believe that the timing and steps required can be jointly coordinated with the BFUG to ensure that the Secretariat is fully operational within the roadmap timeframe. As for physical establishment, both candidate premises (within DZS offices) will be ready to be adapted for the Secretariat's needs. Necessary renovations, equipment purchases, and ICT setup can be initiated following the BFUG decision, allowing for timely physical occupation of the space. DZS has previously prepared similar office and meeting infrastructure within a short timeframe.

b) DZS will provide all necessary administrative, legal, technical, and logistical assistance to ensure that the Secretariat is operational in line with the roadmap. The combination of institutional readiness, simplified legal setup, and available infrastructure makes this goal realistic and achievable within the proposed timeframe.

Czechia is committed to closely cooperating with the BFUG throughout the transition period to ensure a smooth and timely start to the Secretariat's mandate.

## 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)*

Czechia's motivation to host the EHEA Secretariat reflects its long-standing commitment to the Bologna Process and to strengthening the European Higher Education Area. As an active and constructive member of the EHEA, Czechia aims to contribute not only through policy engagement but also through direct support for its coordination mechanisms, particularly through establishing a long-term Secretariat.

Hosting the Secretariat would enable Czechia to assume a more visible and practical role in fostering cooperation among member countries and institutions. It would also reinforce Czechia's commitment to European values in education, academic freedom, and mutual trust-building.

DZS, as the proposed host organisation, is uniquely positioned to support the Secretariat. It manages a wide portfolio of international programmes and initiatives, including Erasmus+, the European Solidarity Corps, CEEPUS, and others. It also coordinated education and research-related events during Czechia's Presidency of the Council of the EU in 2022.

In addition to its administrative and technical capabilities, DZS offers thematic expertise directly aligned with the EHEA agenda—ranging from learning mobility and digitalisation to inclusion and quality enhancement in higher education. Its mandate as a national agency provides structured access to relevant stakeholders in government, higher education institutions, and civil society.

Locating the Secretariat within DZS would enable synergies with existing European and international activities already hosted by the agency. It would also ensure continuity, knowledge-sharing, and operational efficiency through shared resources and institutional support.

Hosting the Secretariat is not only a responsibility Czechia is ready to take on, but also a strategic opportunity to contribute to the long-term development of the EHEA. Prague as the seat of the Secretariat would carry symbolic significance—both due to its central location in Europe and as a representative of the newer EU member states, bridging historical and geographical divides between former East and West.

## 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*

## 13. Relevance (max. 400 words)

*Why do you think your proposal is suitable?*

### 12. Financial and in-kind contributions

Czechia, through MEYS and in cooperation with DZS, is committed to supporting the Secretariat through the following in-kind contribution:

- Provision of office space and availability of meeting rooms for the Secretariat team (1–3 fully equipped offices), located at DZS premises in central Prague.

Additional contributions will be provided depending on the financial support received from EHEA member states' organisations, as defined in the Secretariat's budget and based on proportional cost-sharing or provided finance for personnel support. These may include:

- Operational costs such as utilities, cleaning services, basic maintenance, and security.
- Access to DZS's IT infrastructure and services, including software licenses, IT support, and hybrid meeting facilities.
- Administrative and back-office support for the Secretariat's day-to-day functioning (e.g., HR, finance, procurement), provided within existing DZS capacities.
- Basic office equipment and furnishings in line with DZS internal standards.

All contributions are planned for the entire duration of the Secretariat's mandate. They are

subject to standard public budgeting, internal regulations, and approval procedures. While most operational and logistical support can be guaranteed by DZS, any additional funding for activities beyond the Secretariat's core functions (e.g., public events, travel, interpretation services) may require case-by-case approval or complementary funding mechanisms.

### 13. Relevance

The proposal to host the EHEA Secretariat in Czechia is both strategically aligned with the long-term ambitions of the Bologna Process and practically suited to the needs of the Secretariat. It reflects Czechia's commitment to fostering European cooperation in higher education while offering a realistic and efficient model for implementation.

The proposed arrangement ensures institutional anchoring within DZS, a public body with the legal capacity, infrastructure, and administrative systems required to host an international structure. The absence of the need to establish a new legal entity, combined with the availability of suitable premises and operational procedures, allows for timely, stable, and cost-effective implementation. This setup creates a solid foundation for the Secretariat's independent functioning and continuity.

The Secretariat would not operate in isolation, but would be part of a broader ecosystem of European and international activities managed by DZS. These include mobility programmes, policy support services, and multilateral cooperation platforms. This environment enables natural opportunities for collaboration, peer exchange, and professional support, while fully respecting the Secretariat's independent mandate.

The geographical location of Prague, at the intersection of Central and Eastern Europe, adds symbolic and practical relevance. It reflects the inclusive and balanced nature of the EHEA and reinforces the principle of shared ownership among member countries. Prague's accessibility, institutional landscape, and cultural openness make it a strong candidate for hosting an international body.

The proposal is also forward-looking. Rather than relying on temporary or ad hoc solutions, it integrates the Secretariat into a stable and sustainable institutional setting. This ensures continuity and resilience throughout the Secretariat's mandate.

Czechia's intention is not only to host the Secretariat, but to actively contribute to the EHEA's transparency, trust, and coordination. The proposed solution meets the practical needs of the Secretariat while supporting the broader objectives of the Bologna Process and the EHEA.

These elements together make the proposal both feasible and relevant for the long-term success of the EHEA.

## 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*

Czechia proposes a hosting model that enables the EHEA Secretariat to operate effectively, sustainably and autonomously within DZS and the national legal and institutional framework. The core of the proposal is the integration of the Secretariat into the structure of DZS, a public agency with experience in managing international cooperation in education and research.

This approach provides a strong legal and operational base for the Secretariat without the need to establish a new legal entity. DZS has the authority to receive and manage international funding, employ foreign and domestic staff, and provide the necessary infrastructure and services to support the Secretariat's daily operations.

The Secretariat will be administratively embedded within DZS and governed through a dedicated body composed of BFUG-appointed representatives and with the participation of a DZS representative. This Steering Committee will oversee strategic direction and will

recommend a candidate to the Director of DZS for the appointment and dismissal of the Head of Secretariat. The Director of DZS will remain formally responsible for employment contracts and financial transactions, in accordance with Czech legislation. These actions will follow the recommendations or decisions adopted by the Steering Committee, ensuring that strategic and content-related independence is respected. MEYS will not interfere in these matters, ensuring full accountability to the BFUG and its structures, and in accordance with DZS internal principles.

All key resources will be secured: office space in central Prague, IT and communication tools, meeting rooms, and administrative services. DZS's internal procedures are aligned with Czech and EU regulations, ensuring transparency and compliance in areas such as procurement, finance, and data protection.

DZS is prepared to support international staff in obtaining visas, residence permits, and work authorisations, and is also ready to address issues related to tax residence. If needed, a Czech-speaking staff member will support the Secretariat in overcoming language barriers in local procedures.

All employment and cooperation arrangements will follow fair and transparent principles. The proposed timeline is realistic and achievable. Thanks to DZS's capacity and available premises, preparatory steps can begin immediately after the final BFUG decision. The Secretariat can be fully operational within the expected timeframe without administrative delays.

Czechia is committed to hosting the Secretariat for the full mandate and ensuring that it can function smoothly and autonomously within DZS. The model combines legal readiness, logistical capacity, and institutional commitment to support the EHEA's coordination in a transparent and sustainable manner.

#### F. Annexes – optional

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

**Name of the legal representative, position  
Signature of the legal representative**

Michal Uhl, director of DZS

**Michal Uhl** Digitálně podepsal Michal Uhl  
Datum: 2025.06.16 12:36:40 +02'00'

<sup>i</sup> "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  All values must be stated in gross terms. Estimative total full-time equivalent (FTE) = 8.	Head of Secretariat	1	To be revised	/	/
	Secretariat members	4	To be revised	/	
	Administrative staff (financial and accounting, communications, IT)	3	To be revised		
	<b>TOTAL</b>	8	-	0	
Logistics costs	Rent	-	-	0	provided <i>in kind</i>
	Utilities	-	-	14000	estimation of the share of the costs
	IT maintenance and software	-	-	12000	mainly HW and SW licences
	Taxes	-	-	0	
	Furnishing	-	-	4000	annual share
	Miscellaneous	-	-	2000	depending on the needs of the office
	<b>TOTAL</b>	-	-	32000	
Other costs (Add rows if needed)	Catering	-	-		depending of activities and events organised by Secretariat
	Special event's costs	-	-		
	Promo materials	-	-		
	Travel costs	-	-		
	Translations, etc.	-	-		

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.

<b>Total budget (euro)</b>	32000
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## Introduction

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 25<sup>th</sup> 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?

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.

Both forms - association and foundation - are legally possible in the Czech Republic. Both allow participation of international members and could, in principle, ensure the Secretariat's independence and accountability to the BFUG.

However, the practical feasibility of such models would also depend on the legal possibilities of other EHEA member states to act as founding or governing members under their national laws.

Either option would moreover require the creation of a new legal entity, with separate registration, governance, and financial administration, leading to significant administrative complexity, increased costs, and potential operational delays. Establishing such structures in the Czech legal environment is a time-consuming and highly formal process involving notarial acts, registration in the public registry, and continuous statutory reporting obligations.

In the Czech legal environment, any newly established entity must have a formally recognised institutional base within the country. Without such a legal and administrative anchor, it would not be possible to complete key processes such as registration, accounting, taxation, or the opening of a bank account. Therefore, even a fully international association or foundation would need a Czech institutional counterpart to ensure compliance with domestic law and interaction with national authorities.

In practice, this would require the involvement or representation of the Ministry of Education, Youth and Sports (MEYS), or another authorised national body, in order to facilitate the entity's formal establishment and guarantee its legal capacity to operate in the Czech Republic. Such representation would not imply any interference in the Secretariat's activities or strategic direction but would serve as a necessary legal safeguard.

As a result, the Secretariat could not be entirely detached from the national legal and institutional framework even under these legal forms.

	<p>The model proposed within DZS therefore offers a more efficient, legally sound and sustainable solution, providing immediate institutional capacity, full compliance with Czech and EU law, and ensuring both independence and operational readiness through a governance mechanism jointly defined with the BFUG. It builds upon existing experience, internal systems and well-established procedures, and has been formally supported by the leadership of the Ministry.</p> <p>While additional governance arrangements remain open for discussion with the BFUG, Czechia considers this an integrated and practical proposal, reflecting institutional maturity and readiness. Within the education sector, there is no prior experience with operating an association or foundation of this kind, whereas DZS represents a proven, experienced and stable institutional environment capable of effectively hosting the Secretariat.</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>Establishing an association in the Czech Republic is legally straightforward, but for an international structure of this kind, the process would require additional coordination, translation and registration steps, making it more complex.</p>
<p>A.3 Please reference the specific provisions (primary law or other legislative provisions) that regulate associations in your own country.</p>	<p><a href="#">Civil Code</a> (Act No. 89/2012 Coll.), particularly Sections 214–302</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 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>The association form would ensure formal legal independence; however, its operational autonomy would still rely on national compliance and representation requirements. (See above A.1 for more about the institutional base within the country)</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>An association must be registered and operate through mandatory governing bodies. The law requires at least a General Assembly (Členská schůze) as the supreme decision-making body and a Statutory Body (Executive Committee or Chairperson) responsible for representation and day-to-day management.</p> <p>Additional bodies, such as a Control Commission, may be established under the statutes if deemed appropriate.</p> <p>All founding and statutory documents must, however, be maintained in the Czech language, as required by national registration and administrative procedures. An English version may be prepared for reference, but the Czech version remains legally binding.</p>
<p>A.5.2 What would be the legal liability of the members of</p>	

governance bodies (deliberative and/or executive bodies)?	
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.	
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?	
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>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"> <li>• specific requirements regarding nationality or residency of the associations' members, or the representatives of its governance structures,</li> <li>• limitations regarding the purpose of the legal form,</li> <li>• 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 held in the country, national regulations that would restrict the activity of association with</li> </ul>	See above (A.1 – institutional base within the country, A.5 language of documentation)

international members, or set specific rules for it, etc.)

## B. Foundation

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

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	See above (A.1)
B.2 How easy and feasible is the establishment of a foundation as a long-term EHEA Secretariat in your own country?	
B.3 Please reference the specific provisions (primary law or other legislative provisions) that regulate foundations in your own country.	<a href="#">Civil Code</a> (Act No. 89/2012 Coll.), particularly Sections 306–393 (Foundation) and Sections 394–401 (Endowment Fund).
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)	The foundation form would ensure formal legal independence; however, its operational autonomy would still rely on national compliance and representation requirements. (See above A.1 for more about the institutional base within the country)
B.5 Please detail how the BFUG might exercise the governance and administrative responsibilities within a foundation under your national legislative framework, including 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?	It must be registered and have mandatory governing bodies, typically a Board of Trustees (Správní rada) and an Audit/Control Board. A minimum endowment of CZK 500,000 is required for a foundation. An endowment fund (nadační fond) does not require this minimum but is subject to similar oversight.
B.5.2 What would be the legal liability of the members of governance bodies (deliberative and/or executive bodies)?	
B.5.3 What would be the rules for nomination, appointment or removal of members of such bodies? Please also describe the	

<p>level of flexibility permitted to adjust those provisions.</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>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>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"> <li>• specific requirements regarding nationality or residency of the foundations' members, or the representatives of its governance structures,</li> <li>• limitations regarding the purpose of the legal form,</li> <li>• 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.)</li> </ul>	<p>See above (A.1 – institutional base within the country)</p>
<p>B.7 In your view, between association or foundation, which legal form would fit best the criteria for the Secretariat and its link to BFUG governance? What would you see as advantages or disadvantages?</p>	<p>As explained above (see A.1), both the association and foundation forms are legally feasible under Czech law. However, the foundation model is more rigid and administratively demanding, while the association form provides greater flexibility. Both options would require establishing a new legal entity and involve the participation or representation of the Ministry of Education, Youth and</p>

	Sports to ensure compliance with national legal requirements.
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>The observations regarding administrative and institutional implications have already been presented at the beginning (see A.1), to provide a clearer understanding of the overall legal and operational context for both models.</p> <p>Establishing the Secretariat as an association or foundation would increase administrative and financial requirements, extend the preparation period, and necessitate additional legal arrangements. This could affect the timing and scope of the proposed contribution. The DZS model, by contrast, offers a ready-to-operate institutional framework, with established financial and HR mechanisms, allowing for efficient use of resources and immediate start of operations.</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.

C.1 Would the secretariat be a separate legal entity?	<p>No, under the proposed model the EHEA Secretariat would not be established as a separate legal entity. It would operate as an internal organisational unit within the Czech National Agency for International Education and Research (DZS).</p> <p>DZS is an existing legal entity established by the Ministry of Education, Youth and Sports (MEYS) as a public contributory organisation (příspěvková organizace) under Czech law. It possesses full legal personality and operates under its own identification number (IČO).</p> <p>This arrangement allows the Secretariat to benefit from DZS's established legal, financial, and administrative infrastructure, ensuring compliance with Czech and EU regulations while avoiding the need to create a new legal entity. All formal acts would be executed under DZS's legal personality.</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.	
C.3 If not, C.3.1 Who would be legally responsible for the Secretariat?	<p>The Czech National Agency for International Education and Research (DZS) would be legally responsible for the Secretariat.</p> <p>The agency operates under its founding charter (zřizovací listina) issued by MEYS and within the framework of the Act No. 218/2000 Coll. on Budgetary Rules, which defines the legal status, rights, and obligations of public contributory organisations. The functioning of the Secretariat and its governance arrangements would be formally reflected in the DZS founding charter, ensuring legal clarity and institutional continuity.</p>

	<p>Within this framework, DZS acts as the legal and financial guarantor of all operations carried out under its structure, including the activities of the Secretariat. While the Director of DZS remains the legally responsible authority, certain operational competences may be delegated to the Head of the EHEA Secretariat, in accordance with Czech law and internal procedures. This ensures that the Secretariat can function independently in day-to-day management, while maintaining overall accountability through DZS.</p>
<p>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?</p>	<p>All financial and administrative operations of the Secretariat would be conducted under DZS's legal capacity. DZS already holds the authority to manage domestic and international funds, maintain bank accounts, sign contracts, and employ staff, including foreign nationals.</p> <p>The Secretariat would therefore be able to carry out all necessary financial and administrative functions through DZS's established systems, which comply with national and EU financial regulations. This approach ensures transparency, accountability, and immediate operational readiness without the need to create new administrative structures.</p>
<p>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.</p>	<p>Employees will not be affected by any legal provisions other than the Labour Code (Act No. 262/2006 Coll.). Salary levels can be set to correspond to international or UN standards. The Czech Labour Code provides a high level of protection for employees' rights, including clear conditions for termination and dismissal. Further employment conditions can be set directly in individual contracts.</p> <p>Secretariat staff would not be civil servants and would not fall under the personnel authority of the Ministry. Their management would be determined by internal rules, under the competence of the Head of the EHEA Secretariat, as defined by governance arrangements approved by the BFUG.</p>
<p>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?</p>	<p>The relationship between the BFUG and the Secretariat can be defined through mutually agreed conditions. In general, the BFUG's competence to oversee the Secretariat's functioning and budget can be established by a bilateral agreement or other form of formal cooperation arrangement.</p> <p>DZS is legally authorised to conclude private-law or public-law agreements, such as memoranda of cooperation, partnership agreements, or implementation contracts (e.g. in EU-funded projects). The BFUG could nominate its representative(s) to participate in selection procedures for Secretariat positions, and regular reporting and auditing mechanisms can be established to ensure transparency and accountability.</p>

<p>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>	<p>The main advantage of hosting the EHEA Secretariat within DZS is that no new legal entity needs to be created. DZS is a reliable public institution with established administrative systems, experienced personnel, and the infrastructure necessary to support the Secretariat's setup and operation.</p> <p>DZS has a strong international reputation and experience in managing European and multilateral programmes. As an organisation directly managed by MEYS, it benefits from long-term institutional stability. It cannot be dissolved without formal legal procedure. Ministerial oversight ensures proper functioning and adherence to Czech law.</p> <p>By law, DZS must operate with a balanced budget, ensuring that the Secretariat manages its finances responsibly and avoids deficits. DZS also provides centrally located office space in Prague, eliminating the need to rent external premises at high market rates.</p>
<p>C.5 What could be disadvantages?</p>	<p>A certain level of influence or supervision by the Ministry might appear as a potential limitation. However, this can be effectively mitigated through contractual arrangements and governance mechanisms jointly agreed with the BFUG, ensuring operational independence.</p> <p>It should also be noted that some level of national legal oversight is unavoidable under any legal form established in the Czech Republic. In comparison, the DZS model provides a transparent and accountable framework, offering the best balance between independence and institutional reliability.</p>

## D. Additional questions for individual applicants

### D.1 Czech Republic

If the Secretariat would be established as part of the national agency,

- i) What would be the nature of the agreement between the BFUG and the host agency? Would it prevent the Secretariat of being subject to laws and regulations specifically applicable to the Czech public administration?

**The legislative order of the Czech Republic cannot be replaced by any form of agreement between two entities, but that is the essence of the rule of law and it would not be fair to pretend that this is possible. As mentioned above, DZS can sign contracts of various natures, but the question is what type of contract is possible for BFUG. We propose, in close cooperation with the Presidency, to create a draft agreement between BFUG and DZS and a proposal for the involvement of BFUG and its representatives in processes**

**The agreement could outline, in particular: BFUG's role in staff selection procedures (including the Head of Secretariat); mechanisms for oversight of funding and activities; and provisions ensuring regular reporting and audit access for BFUG representatives. Such an agreement would not replace Czech law but would provide sufficient guarantees of independence and transparency within its framework.**

While we are aware of the BFUG's efforts to ensure the smooth running of the Secretariat and its maximum efficiency, we believe that its control by the BFUG should be such that it would mean an additional administrative burden for the BFUG and its individual members. We should therefore seek an optimal model in interested cooperation.

ii) Would it enable full compliance with BFUG governance?

Yes. There are no legislative obstacles in Czech law that would prevent full compliance with BFUG governance or restrict the Secretariat's accountability to the BFUG. The Secretariat and its staff could operate fully under BFUG's strategic and operational guidance, based on an agreed delegation or cooperation framework. The Presidency could assign tasks to the Secretariat, and the same approach could apply to Task Forces, Thematic Peer Groups, and Working Groups.

In addition, BFUG representatives could be formally involved in oversight procedures - for example, approving the Secretariat's annual work plan, participating in recruitment processes, or receiving periodic reports and audits. There are no legal barriers preventing BFUG access to information or supervision, except for standard limitations arising from personal data protection (GDPR), which apply uniformly across the EU.

We acknowledge that the BFUG has not yet finalised a comprehensive concept for the Secretariat's internal management, and we are therefore ready to work jointly with the BFUG Presidency to develop detailed governance arrangements ensuring both independence and full alignment with BFUG structures.

Under Czech law, the Director of DZS remains the legally responsible authority, ensuring compliance with national legislation and financial rules. However, operational and strategic decisions concerning the Secretariat's activities would be delegated to the Head of Secretariat and guided directly by BFUG governance structures, thus combining legal accountability with functional independence.

iii) Would Secretariat staff be public servants or contractual staff? Who would be their employer?

Secretariat staff would be contractual employees of the Czech National Agency for International Education and Research (DZS), not public servants. They would be employed under the Czech Labour Code (Act No. 262/2006 Coll.) on fixed-term contracts, which may be linked to the duration of the Secretariat's mandate or the completion of specific tasks.

iv) How would hiring and salary negotiation work under agency rules? How would this impact and condition the recruitment, and dismissal of staff?

Recruitment would be conducted through open and transparent selection procedures, in line with DZS internal regulations and Czech labour law, as was outlined in the application. The BFUG, through its designated representatives (e.g. Steering Committee or Presidency), could participate in the selection process for key positions particularly for the Head of Secretariat.

Salary negotiations would take place within a flexible remuneration framework, allowing alignment with international and UN reference standards, while respecting Czech legal requirements.

In line with the principles of equal treatment, remuneration should remain proportionate and comparable to equivalent positions within the organisation. The principle of equal treatment is applied to the base salary only, without taking into account additional international compensation elements such as post adjustment or allowances.

For Czech applicants, the salary level should therefore be reasonably comparable to those paid for similar positions within DZS under national law. As a reference, DZS follows Government Regulation No. 466/2024 Coll., on the salary conditions of employees in public services and administration, which provides an orientation for public-sector pay scales.

Employment contracts would be concluded by the Director of DZS, based on recommendations or decisions from the BFUG or its governance body.

Termination or non-renewal of contracts would follow the Czech Labour Code, ensuring fairness, transparency, and legal protection for all staff.

Further details concerning recruitment procedures, salary setting, and the role of BFUG in decision-making are subject to discussion, to ensure that final arrangements reflect both BFUG governance principles and the Czech legal framework.

v) Would the Secretariat's budget be under the agency rules?

Yes. The Secretariat's budget would be managed under DZS's financial and accounting regulations, which are based on the Act No. 218/2000 Coll. on Budgetary Rules and in full alignment with Czech and EU public finance standards.

This framework ensures transparency, accountability, and proper auditing of all funds, including international contributions from EHEA members. The BFUG would participate in budget planning and oversight, receiving regular financial reports to ensure full control over the Secretariat's expenditure and strategic use of funds.

vi) Would the Secretariat be subject to national public procurement and financial rules?

Yes. The Secretariat, as part of DZS, would follow Czech public procurement law and financial regulations applicable to public contributory organisations. This is considered an advantage, as it guarantees transparency, equal treatment, and traceability in all procurement and contractual procedures. DZS has extensive experience managing EU and internationally funded projects, and its internal systems are already fully compliant with national and EU procurement requirements.

vii) Are there precedents for public authorities from other countries paying (membership) fees to the national agency? Would you consider any practical difficulties arising in this case?

DZS has experience in managing international contributions and funds originating from foreign institutions within EU and multilateral programmes. It is therefore administratively and technically prepared to handle cross-border financial flows in accordance with Czech and EU accounting rules. From the Czech legal perspective, there are no obstacles to receiving financial contributions from abroad, provided that the source, legal status and purpose of the payment are clearly defined.

However, the practical arrangements will depend on the final decision by BFUG regarding the payer structure - whether contributions will be made directly by member states, or through designated institutions or agencies acting on their behalf. Once this mechanism is clarified, DZS

can propose the most suitable contractual and accounting framework to ensure transparency, compliance, and traceability. At this stage, further discussion within the BFUG on the payment structure will be essential before formal arrangements can be finalised.

viii) Are there any specific administrative rules that would support or impact the functioning of the Secretariat (administrative rules, IT rules and platforms, etc.)?

DZS operates under a modern administrative and digital framework, fully compliant with Czech and EU legislation, including data protection (GDPR) and cybersecurity standards. The Secretariat would benefit from access to DZS's established IT and administrative infrastructure, including:

- the Microsoft 365 environment (Outlook, Teams, SharePoint, OneDrive) for communication, collaboration, and document sharing,
- an integrated accounting and financial management system,
- a secure document management and registry system (spisová služba) ensuring full traceability of official documents,
- and an internal HR and workflow platform supporting electronic approval and reporting processes.

These systems provide a stable, secure and efficient working environment, enabling paperless operations and remote collaboration with BFUG members.

Administrative, IT (including all cybersecurity rules and other digital conditions required by EU and national law) and HR support would be ensured through DZS's central services, allowing the Secretariat to focus fully on its substantive tasks. No restrictive rules would apply - on the contrary, integration within DZS offers a ready-to-use, secure and compliant infrastructure that will significantly support the Secretariat's effective functioning.

ix) Do you have any examples of an organisation established in a similar fashion?

There is no direct precedent within the Czech education sector for hosting an international secretariat under this specific legal arrangement.

However, DZS has extensive experience in managing international and multilateral programmes involving cross-border cooperation, multi-stakeholder governance, and shared funding structures (for example, Erasmus+, CEEPUS, or EEA Grants). Through these programmes, DZS regularly coordinates activities with foreign ministries, agencies, and international organisations, and operates under EU-level audit and reporting requirements.

These experiences demonstrate that DZS already possesses the institutional capacity, administrative expertise, and legal framework required to effectively host and manage the EHEA Secretariat, even though such a specific configuration has not yet been implemented in the Czech Republic.

## 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. 13<sup>th</sup> or additional salary).

**In the Czech Republic, all regular salary components including base salary, post adjustment, and most allowances are subject to income tax, social security, and health insurance contributions, unless they are reimbursements of actual, documented expenses (e.g. housing or school fees paid upon proof).**

**As a result, the effective net income (after all deductions) is usually 69–76% of the total gross compensation, depending on individual circumstances.**

**The table below does not include potential performance-related bonuses or quarterly and annual rewards, which may be granted in accordance with DZS internal regulations and Czech labour law.**

**In the Czech Republic, employers are required to pay additional 33.8% of the employee's gross salary in mandatory social security (24.8%) and health insurance (9%) contributions. As a result, the total employment cost for the employer amounts to approximately 134% of the gross salary. These contributions cover pension, sickness, unemployment, and public healthcare systems and are uniform for all employees regardless of nationality. The total costs are added in the last column of the table.**

**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.**

Table for answers related to questions II.1-2

Category	Gross amount	Netto amount	Description/explanation
Head of Secretariat – 5 years of experience	Please take from the table (Annex I)		Netto amount is around 72 % (depending on student status of children, etc.)
Head of Secretariat – 10 years of experience	Please take from the table (Annex I)		Netto amount is around 71 % Total costs are 304 337 USD
Senior policy officer	Please take from the table (Annex I)		Netto amount is around 73 %

Junior policy officer – P <sub>2</sub> level	Please take from the table (Annex I)		Netto amount is around 76 %
Junior policy officer – P <sub>3</sub> level	Please take from the table (Annex I)		Netto amount is around 76 %

II.3 Please indicate, if not already provided,

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

**Employment relationships in the Czech Republic are governed by the Labour Code (Act No. 262/2006 Coll.), which regulates all aspects of employment, including recruitment, rights and duties of employees and employers, working time, remuneration, and termination.**

**The Labour Code applies equally to Czech and foreign nationals employed in the territory of the Czech Republic. An official English summary of the Labour Code is available on the website of the Ministry of Labour and Social Affairs ([document to download in pdf](#)).**

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

**There are no special restrictions on employing international staff in the Czech Republic. EU/EEA citizens and Swiss nationals enjoy full access to the Czech labour market and do not require work or residence permits. Non-EU nationals may be employed under standard procedures based on a work permit, employee card, or blue card, issued by the Ministry of the Interior. All foreign employees enjoy equal labour rights and protections under the Czech Labour Code.**

II.4 Please explain how the BFUG would

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

**As indicated above and in the application, the formal employer of the Head of Secretariat would be the Czech National Agency for International Education and Research (DZS), represented by its Director, in accordance with the Czech Labour Code and DZS internal regulations.**

**In line with BFUG governance principles, the selection and appointment process would be carried out under the supervision and participation of BFUG representatives, who would take part in the selection committee and have the right to approve the final candidate before the employment contract is signed.**

**The Director of DZS would then sign the employment contract on behalf of the agency, based on the decision or recommendation of the BFUG.**

**Similarly, any dismissal or non-renewal of the Head of Secretariat's contract would be executed by the Director of DZS, but only upon a formal decision or request from the BFUG, ensuring that all procedures remain fully aligned with BFUG governance and compliant with Czech labour law.**

**However, in exceptional circumstances involving serious breaches of duty or misconduct (e.g. proven cases of harassment, intoxication, or violation of workplace ethics and safety rules), the Director of DZS may take immediate disciplinary or termination action, as permitted under the Czech Labour Code (§ 52(g) and, where applicable, § 55(1)(b)), while promptly informing the BFUG / Presidency.**

**This mechanism, as outlined also in Section D.1.iv, ensures a clear division of roles: DZS provides the legal and administrative capacity as the employer, while BFUG retains strategic oversight and final authority regarding appointment and dismissal decisions, except in legally justified urgent cases.**

### **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.

**As indicated in the application (Annex 1), the Czech National Agency for International Education and Research (DZS) is ready to provide in-kind support in the form of fully equipped office premises, IT and administrative infrastructure, and access to shared services (HR, finance, logistics, communication, etc.).**

**This support is offered for the entire duration of the Secretariat's mandate, and it is backed by a formal commitment from DZS, endorsed by the Ministry of Education, Youth and Sports (MEYS).**

**The commitment is firm and long-term, reflecting the strategic decision of the Czech authorities to host the EHEA Secretariat in a stable institutional environment.**

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

**There is no pre-defined limit to the duration for which the Secretariat could be hosted within DZS. As a public institution established by MEYS, DZS operates on a permanent legal basis and can therefore continue to host the Secretariat indefinitely, subject to periodic agreements with BFUG. The arrangement can be renewed or extended based on mutual agreement, ensuring continuity, institutional stability, and long-term operational security.**

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

**Standard access for employees is available from 6:00 to 22:00 on weekdays through the agency's secure electronic entry system. Managers, including the Head of Secretariat, have unrestricted 24/7 access.**

**Visitors, including BFUG representatives and international partners, may enter the building upon registration and in the company of a DZS employee, in line with standard building security procedures.**

**During weekends and public holidays, access for other Secretariat staff or visitors (accompanied by staff) is also possible with prior approval from the Head of Secretariat or authorised manager. This flexible system ensures both security and operational continuity, allowing the Secretariat to function effectively whenever needed.**