

Minutes of the 16th Task Force on establishing a long-term Secretariat meeting

Online, 26th of May 2026

List of participants

Country/Organisation	Name	Last Name
Czech Republic, Co-chair	Michal	Karpisek
EHEA Secretariat	Horia Serban	Onita
EUA, Co-chair	Michael	Gaebel
European Commission	Hugo Miguel	Pinto de Abreu
Germany	Michaela	Böhme
Hungary	Andras	Balo
Iceland, Co-chair	Una	Strand Viðarsdóttir
Romania	Luminița	Matei
Project expert (Guest)	Colin	Tück

EQAR, Italy and Kazakhstan were absent. Romania sent its apologies.

The meeting started at 15:32 CEST.

1. Welcome remarks

The TF Co-chairs welcomed participants to the meeting and outlined the meeting's agenda.

2. Adoption of the 15th TF meeting minutes

Documents: [TF LTS 15 Minutes](#)

The minutes were acknowledged without remarks.

3. Updates from Romania

The EHEA Secretariat informed about the written updates sent by Romania. The Romanian ministry informed that they had initiated the administrative procedures necessary for acting as founders of the association. Furthermore, they announced that two offers from public higher education institutions in Bucharest had been received for the hosting the long-term Secretariat. In this regard, the Ministry informed that they will initiate a dialogue with the two applicants in order to identify the best offer and follow-up on the matter.

On another note, the EHEA Secretariat informed that they sent the letters to potential founding members (Cyprus, Norway, Ireland, Montenegro, Moldova) to gauge their availability and interest in potentially acting as founders of the association together with Romania.

4. BFUG online information session

The online information session with the BFUG would take place on the 30th of June between 10:00 – 11:30 CEST, with save-the-dates to be sent by the EHEA Secretariat soon.

The TF discussed to include the following agenda items: i) process and timeline, ii) membership fees and finances, iii) governance and discussions about Statutes and iv) updates from Romania. By the 15th of June the Task Force would send documents to the BFUG, notably additional information about the budget and fees, and possibly also selected matters regarding the statutes to be developed. It was noted that the draft

Statutes would be circulated to the BFUG in autumn, respectively in time for a 2nd online information meeting, to take place end September or early to mid October.

Regarding the timeline, the TF recalled that at the BFUG meeting in Dublin the BFUG should agree on the fees for 2027, on the Statutes for the association and on the call for the selection of the Head of Secretariat. The establishment of the association should take place by January 2027, and after January 2027 the BFUG members would be invited to join the association.

The TF co-chairs asked the EHEA Secretariat to prepare [a document](#) where TF members can list remaining pending issues that should be addressed with the BFUG in the upcoming meetings.

5. Financial issues

The TF agreed to propose charging full fees for 2027, with the amount based on the proposals presented to the BFUG, even if the Secretariat would operate only for the second semester, in order to build up reserves.

The European Commission suggested to present a financial plan for the first year of activity and then a plan for the recurring operations for the Secretariat. Upon a question raised regarding the Romanian financial reporting rules, the EHEA Secretariat clarified that in Romania the fiscal year is the calendar year, and therefore 2027 would be treated as a full fiscal year despite only six months of activity.

The EHEA Secretariat suggested to outline in the roadmap the timings for when the BFUG members would be invited to join the association and to pay the membership fees. The EUA Co-chair suggested that the admission procedure could also take place in written form.

Regarding the payment of the fees, Colin Tück suggested that the invoice could be sent to members before the Ministerial Conference (in January, along with the opening for joining the association), yet with the payment deadline scheduled shortly after the Ministerial Conference when the ministers formally endorse the launch of the long-term Secretariat. In this way, those members who want to pay early, also to enable the LTS to take up its operations could do this, whereas others would have time to process the requests after the final decision of the ministers.

The Czech Co-chair noted that since the Head of Secretariat should be hired in the first months of 2027, some financial resources should already be available. As the new Secretariat should build capacity to take over soon after the Ministerial Conference and the approvals from ministries acting as founding members might take some time, he informed that DZS will look into whether the new association can be part of the Erasmus+ project supporting the TF and thus receive funding through it. The EHEA Secretariat pointed out to the advantage that the new Secretariat starts over summer, thus allowing a buffer time until the activity fully kick starts in autumn, e.g. in relation to hiring the new staff.

6. Statutes

The EUA Co-chair raised the necessity to discuss with the BFUG the relationship between the BFUG and the association in light of i) what should be inserted in the Statutes and ii) the potential need to revise the Rules of Procedure. While maintaining the minimum legal requirements, he noted that the Statutes of the association should not be too detailed and should reference wherever possible the BFUG Rules of Procedure, as well as BFUG membership as membership criteria. In this way, the Statutes would avoid duplication and would not require adjustment when the BFUG Rules of Procedure might be changed.

The EHEA Secretariat considered that, in light of the Romanian law, it would not be an issue to reference BFUG membership (or a delegate thereof) as a membership criterion for the association, whereas referencing the BFUG RoP applicability would be partially possible with careful legal design.

The EUA Co-chair also highlighted the potentially changing role of the BFUG Vice-chair, since the country hosting the next Ministerial Conference and thus nominating the Vice-chair would no longer host the Secretariat. In this sense, he noted that the Vice Chair might not necessarily be interested in the governance of the Secretariat and, on the other hand, the BFUG could select someone else for this more permanent role, such as a president of the association's Board.

The Czech Co-chair noted that the upcoming host of the Ministerial Conference could be engaged in the association either by having the vice-chair as a member of the association's board and/or by seconding staff to the association.

Upon the Icelandic Co-chair's suggestion, the TF agreed not to raise this issue in the information session but rather mention it as a potential element to be considered in the context of the revision of the BFUG Rules of Procedure. While the RoP would require some changes, one should try to avoid a complete overhaul in view of the changed and, once the LTS has taken up its tasks, possibly further changing needs of the BFUG re governance.

7. AOB

Germany inquired whether the collapse of the government could have any potential unintended consequences for the funding of the Secretariat, with the EHEA Secretariat pointing out that the contributions are not in a position to be affected in any way. In the same vein, the Czech Co-chair emphasised the need to clarify with whom the contract regarding the in-kind contributions should be signed.

Notwithstanding the online TF meeting on the 22nd of June, the TF agreed to organise the next in-person meeting on the 18th of September 2026 in Bucharest. The EHEA Secretariat will liaise with the Romanian colleagues to discuss the capacity of attending the meeting and to plan a visit to the facilities.

As there were no other points, the meeting closed at 16:34 CEST.