EHEA Long-Term Secretariat

Roadmap

status as of 18/6/2026

Date	What	Who	Comments	Status
2026				
April	Finalise fee proposal	Host & TF	Review model; prepare full proposal document in sync with EQAR model	drafted
May	Contact potential founding members	TF	Prepare information sheet	done
April - October	Draft statutes	TF	Prepare draft; discuss various iterations with TF co-chairs, Romania and TF; prepare draft for BFUG Board and review feedback; final draft for BFUG	in progress
30 June	1st information meeting for BFUG	TF / BFUG	• Discussion on financing (2027 fees) and how to pay them • Initial discussion on governance • Updates from Romania • Roadmap and timeline	
June - October	Review of EHEA Rules of procedure	TF	Identify changes that might be necessary in light of the transition to the LTS	
July	Profile and selection process for Head of Secretariat	TF	Draft proposals; review with TF co-chairs and TF; prepare BFUG proposals	
18 September	Face-to-face meeting (Romania)	TF	Review statutes	

Date	What	Who	Comments	Status
29 September	BFUG Board	BFUG Board	Review draft documents for BFUG	
5/6 November	BFUG meeting	BFUG	• Decisions:Approval of the statutes of the new legal entity • Final decision on fees • Profile and selection process for the Head of Secretariat • Appoint ad-hoc group for HoS selection For information: • Updated roadmap • Draft host country agreement/MoU	
Latest by November	Submit name availability request	TF	New association's name needs to be vetted before the actual founding; can be initiated right after the name is agreed	
Nov/Dec	Launch call for Head of Secretariat	Ad-hoc group	Based on agreed profile and selection process	
December	Founding the new legal entity	TF / founders	At least 3 founding members (incl. Romania) will found the new association – request to act as founders was sent to: • Vice-chairs: RO & MD • Co-chairs 2026/1: CY & NO • Co-chairs 2026/2: IE & MNE	
2027				
January	Interviews for Head of Secretariat	Ad-hoc group	Review applications, conduct interviews and propose a candidate to the BFUG	
February	BFUG	BFUG	Decisions on: • Appoint Steering Committee	

Date	What	Who	Comments	Status
			• Approve Head of Secretariat	
March/April	Contract HoS	LTS Board	Negotiate contractual arrangements with the HoS, sign contract (conditional to ministerial)	
March/April	Host country agreement/MoU	LTS / Romania	Sign final agreement/MoU (incl. assurance of in-kind contributions)	
March/April	Issue membership fee invoices	HoS / SC	Due after ministerial, but members encouraged to pay early if possible	
March - May	Recruit and train further staff	HoS / project	Employment contracts signed with a conditional clause	
March - May	Further preparations	HoS	Ensure that LTS can be operational by 1 July	
April	BFUG meeting – any open issues if arising	BFUG		
26/27 May	Official launch of the EHEA Secretariat	Ministerial Conference		
15 June	Due date first fees			
1 July	LTS fully operational and takes over from the previous EHEA Secretariat	LTS		