Structure for the Final Reports of the BFUG Working Structures 2024–2027

I. Purpose

The document has two purposes:

- to ensure that the final reports of the BFUG working structures ('WS') are consistent, comparable and easy to compile into an overview for the Ministerial Conference; and
- to set out clearly who drafts each part of the report, so that all those involved can plan their contributions well ahead of the submission deadline.

Working structures may adapt the level of detail to the scale of their mandate, but the overall chapter sequence and the annex list below should be kept so that reports remain comparable across the EHEA.

The main body of the report (Chapters 1–5 as indicated below) should normally not exceed around 20 pages, and the Executive Summary should not exceed one page.

II. Roles and Responsibilities

Role	Responsibility for the final report
WS Co-chairs	Overall editorial responsibility for the report. Draft the analytical and policy chapters (Executive summary; introduction; Activities, findings, results; Proposals for the next cycle, Conclusions). Endorse the report and submit it to the BFUG Board.
WS Members	Provide substantive input; Review and comment on the full draft before it is finalised, and endorse the conclusions and recommendations.
EHEA Secretariat	Prepares the factual/administrative chapters and annexes: list of meetings, attendance lists, summaries of each meeting, and the annex containing the Terms of Reference and list of members. Provides formatting, editorial overview and ensures consistency. Coordinates submission logistics and compiles input from members.
BFUG Board	Reviews draft final reports ahead of adoption; flags cross-cutting issues or overlaps between working structures.

Role	Responsibility for the final report
BFUG	Adopts the final reports and forwards them to the Iași–Chișinău Ministerial Conference (May 2027).

III. Structure of the Final Reports

Section	Expected content (in brief)	Lead
1. Executive Summary	One-page synthesis of the mandate, main achievements and key recommendations.	Co-chairs
2. Introduction	Mandate and aims; objectives; context; methodology and organisation of work; message from the co-chairs.	Co-chairs
3. Activities, Findings and Results	Substantive account of the work by theme/action line, with evidence and outputs produced.	Co-chairs with contribution from members
4. Proposals for the Next Cycle (2027–2030)	Case for continuation; potential objectives; unfinished business handed over.	Co-chairs with endorsement from members
5. Conclusions	Closing statements; summary of messages	Co-chairs
6. Acronyms	Alphabetical list of abbreviations used in the report.	EHEA Secretariat
Annex I – Terms of Reference	Official ToR of the working structure, 2024–2027, as adopted by the BFUG.	EHEA Secretariat
Annex II – List of Members	Full membership list	EHEA Secretariat
Annex III – Attendance Lists	Attendance list for each meeting held.	EHEA Secretariat
Annex IV – Summary of Each Meeting	Dates, locations/modality, headline agenda items and short summary of discussions/decisions per meeting.	EHEA Secretariat
Annex V+ – Substantive Outputs	Guidelines, tools, studies, statements produced by the group, if the case.	Co-chairs

IV. Details for chapters

1. Executive Summary

A synthesis (one page) covering the mandate, key achievements and recommendations put forward for the Iași-Chișinău Communiqué and for the next cycle. A handbook of all executive summaries from the working structures will be compiled by the EHEA Secretariat for the Ministerial Conference.

2. Introduction

- Mandate and aims: the mandate as given by the Tirana Communiqué/BFUG Work Programme.
- Objectives as set out in the Terms of Reference.
- Context: how the mandate relates to wider EHEA priorities and to the work of other BFUG structures.
- Methodology and organisation of work: working methods used (plenary meetings, sub-groups/task forces, written procedures, surveys, stakeholder consultation, etc.).
- Message from the co-chairs

3. Activities, Findings and Results

The substantive core of the report, organised by theme or action line as set out in the Terms of Reference, presenting the activities of the group, the concrete outputs produced etc. Where the group worked also through thematic sub-groups, each can have its own sub-section.

4. Proposals for the Next Working Cycle (2027–2030)

The group's view on whether the topic requires continued work, a new or merged structure, or can be considered closed; a draft outline of objectives for a possible successor structure; and any unfinished business to be handed over.

5. Conclusions

6. Acronyms

Annexes

- Annex I — Terms of Reference of the working structure, 2024–2027, as adopted by the BFUG.
- Annex II — List of members, including co-chairs and contact persons.
- Annex III — Attendance lists for each meeting held.
- Annex IV — Summary of each meeting (discussions and decisions, drawing on the approved minutes).
- Annex V onwards — Substantive outputs of the group (guidelines, tools, studies, statements), if any, as decided by the group.

V. Proposed Indicative Timeline

When	Milestone
September 2026	The BFUG Board agrees with this template.
Up to 1st of February 2027	Draft report circulated to members for comments; the Secretariat compiles the annexes.
February 2027 BFUG meeting	Draft reports presented at the BFUG meeting.
March 2027 BFUG Board meeting	The BFUG Board discusses final reports.
April 2027 BFUG meeting	BFUG adopts the final reports.
May 2027	Iași–Chișinău Ministerial Conference