Up-date from the Task Force on the Establishment of the Long-term Secretariat

BFUG

05.11.2026

Dublin, Ireland

Update on the work of the TFLTS

Done

March BFUG: go-no-go decision

Founding members: Romania, Norway, Austria

Secretariat host: National University of Science and Technology Politehnica Bucharest

Info sessions in June and October

Statutes developed, recruitment process for Head of LTS prepared

To be decided BFUG in Dublin

- Financial contributions
  - To be endorsed
- Statutes
  - administrative committee
- Recruitment Head of LTS
  - Selection process

1. Financial Model

for endorsement

Financial model (for endorsement)

Key principles

1. **Solidarity-based** Countries sorted into 4 groups by an index of GDP and GDP per capita (vs. EHEA average), as in EQAR
2. **Simple & predictable** 4 fee groups in a fixed 1 : 2 : 3 : 4 ratio
3. **Shared funding** EU (Erasmus+) ≈30 %, EHEA members ≈70 %; Romania covers office space in kind
4. **Financially resilient** 15 % reserve; full 2027 fee charged although LTS starts 1 July
5. **Value kept over time** Fees indexed annually to Romanian CPI for services
6. **Member-governed** Fees approved annually by the General Assembly; groups updated ≥ every 5 years; review with LTS evaluation in 2033
7. **Clear consequences** Persistent non-payment: loss of General Assembly vote – BFUG voting rights unaffected

NB: as discussed at the Spring BFUG Cyprus

Annual budget: € 832 427

EU € 250 000	EHEA members € 582 427

Costs: staff (8 FTE) € 614 250 · travel € 64 600 · other admin € 45 000 · reserve (15 %) € 108 577 · office space in kind (RO)

Four fee groups

Group	Index	Annual fee	Members
1	> 1.50	**€ 20 804**	11
2	≤ 1.50	**€ 15 603**	8
3	≤ 0.75	**€ 10 402**	16
4	≤ 0.25	**€ 5 201**	12

Sorting criteria: Index = ½ × (GDP ÷ EHEA average GDP + GDP per capita ÷ EHEA average GDP per capita); thresholds 0.25 / 0.75 / 1.50 define the 4 groups

Data source: IMF World Economic Outlook database (GDP and GDP per capita, USD, current prices) or similar reliable source; current list based on WEO October 2021

Indexation: $Fee_{N+1} = Fee_N \times CPI_{Aug} / 100$ (Romanian CPI for services, INSSE)

Endorsement sought at BFUG Dublin, 5–6 November 2026

What each country pays (annual fee, 2027)

Group 1	Group 2	Group 3	Group 4
€ 20 804	**€ 15 603**	**€ 10 402**	**€ 5 201**
per country / year	per country / year	per country / year	per country / year
France	Austria	Andorra	Albania
Germany	Belgium	Croatia	Armenia
Ireland	Denmark	Cyprus	Azerbaijan
Italy	Finland	Czech Republic	Bosnia and Herzegovina
Liechtenstein	Iceland	Estonia	Bulgaria
Luxembourg	Poland	Greece	Georgia
Netherlands	Sweden	Hungary	Holy See
Norway	Türkiye	Kazakhstan	Moldova
Spain		Latvia	Montenegro
Switzerland		Lithuania	North Macedonia
United Kingdom		Malta	Serbia
		Portugal	Ukraine
		Romania	
		San Marino	
		Slovak Republic	
		Slovenia	
11 countries · **€ 228 844** 39 % of member income	8 countries · **€ 124 824** 21 % of member income	16 countries · **€ 166 432** 29 % of member income	12 countries · **€ 62 412** 11 % of member income

47 members · total **€ 582 512** per year (target € 582 427) · Russia and Belarus (suspended) not included

Fees indexed annually to Romanian CPI for services. Group assignment based on IMF WEO data; to be refreshed before invoicing and at least every five years.

2. Statutes

for approval

Statutes for the EHEA Secretariat Association

Context and principles

- Need for a legal entity
- Association format
- Lean statutes, aligned with Romanian legislation and etablished ways of working in BFUG and EHEA

Organisational structure

- General assembly
  - Operated as part of BFUG
- Administrative committee
  - Role restricted to those prescribed by law (cannot legally be BFUG Board)
  - Acts on instruction from BFUG/BFUG Board
  - No policy content
  - Reports to the Board in same way as other working structure
- Auditor

Interim Administration Committee

- Tasks:
  - Establish the Association
- Members:
  - Founding members: RO, NO, AT

Administrative Committee

Composition

- 5-7 individuals total
- 3-5 members appointed by the GA/BFUG
- 1 appointed by the host of the next Ministerial Conference (BFUG vice-chair)
- 1 consultative member
- In personal capacity, for entire working period

Tasks

- no policy/content matters
- oversees the Secretariat re administration, management (also of staff), budget
- overview on finance & accountancy
- annual appraisal of the HoS, issues regarding work contracts etc.
- problem solving (e.g. staff, relationship with host etc.)
- prepares the General Assembly
- Attend BFUG Board (1 representative – usually the chair
- provide regular reports to BFUG and BFUG Board

To be set up at the BFUG in February or April 2027

Discussion and decision on Statutes

- Proposed action:
  - Adopt the Statutes
  - Approve interim Administrative committee



3. Recruitment of the Head of Secretariat

Approval of approach & procedure

Head of Secretariat

Profile

- Higher education degree (usually, Master or comparable)
- Strong leadership and organisational skills - with at least 3 years experience in senior management, preferably in leading an organisation
- Proven experience in European higher education policy, and the Bologna Process
- Experience in intergovernmental collaboration
- Excellent personal skills, and ability to work with diverse stakeholders on complex tasks
- English proficiency and excellent communication and drafting skills

Tasks

- Managing the Secretariat and its staff, budgets and administrative operations,
- Ensuring effective reporting and accountability
- Maintaining the EHEA website and its archive.
- Providing optimal support for the work of the BFUG, its working structures and other related activities.
- Preparing policy documents, reports, meetings and high-level events

Recruitment of the Head of Secretariat

Nov 2026: Publication of vacancy

5 January: First deadline

Compliance check: TF & Czech National Agency for International Education and Research

Full list to Selection panel, including compliance check results

14 Jan: 1st Selection Panel meeting:

- "longlist", i.e. applications that will be reviewed
- individual reviews (at least 2 per application)

21 Jan 2027: 2nd Selection Panel meeting:

- Short list 8-12 candidates for online interviews
- Additional info – availability for 2nd interview in person (10-11 March

End Jan.- Mid Feb 2027: online interviews

10-11 March 2027: In-person interview of up to 5 candidates

Circulation of outcome to BFUG for decision/endorsement in Kaunas:

- 1-3 candidates with a report

Start of contracting through the association

Negotiation of starting date / transition etc.

Selection panel

- 6 BFUG members
- 1 Consultative member

Process organised by TF and supported by Czech National Agency for International Education and Research

Task Force: Support for the Selection Process

The TF will prepare and support the selection and recruitment process, as follows:

- reception and registration of applications and compliance check
- pre-review against criteria, resulting in a full list (List 1) with a score and written comments, to prepare the work of the Selection Panel.
- Two members of the TF, usually the co-chairs, will support the Selection Panel in a secretarial capacity.
- If requested by the Selection Panel, preparation of reports and documentation etc.

As it cannot rely on the support of the EHEA Secretariat, it proposes to use the capacity of one of the co-chairs' organisations.

EU-funded EHEA Secretariat project (led by CZ and EUA)

- The project purpose: to support the work of the Task Force, support the establishment of the Association and the Secretariat.
- The Czech National Agency:
  - Admin and coordination
  - register the applications
  - assist in organisation of the interviews

  in close coordination with the chairs of the TF, thus avoiding potential conflicts of interest.
- Funding:
  - recruitment and selection process, including for advertisement, legal expertise if needed,
  - travel and subsistence cost for the selected final candidates
  - travel cost of Selection Panel members.

Selection Panel composed of BFUG members

Tasks

- Conduct and oversee the recruitment process
- Work mainly through written exchanges, online meetings (about 3) and one inperson meeting in Brussels or Prague for the final selection round.
- Review applications based on the review grid that the BFUG has endorsed (see below)
- Conduct the structured interviews based on approach and method that it will agree on, in considerations of the suggestions provided by the TF
- Agree and document any additional approaches and criteria they may deem necessary
- Establish the longlist and shortlist of potential candidates for BFUG

Panel members

- Criteria:
  - BFUG Member
  - have experience in the BFUG and its work over 2 working periods;
  - are familiar with the work of the Secretariat from own experience of interacting with it;
  - have relevant experience in recruitment
- TF puts forward a proposal to the BFUG based on geographical and gender balance

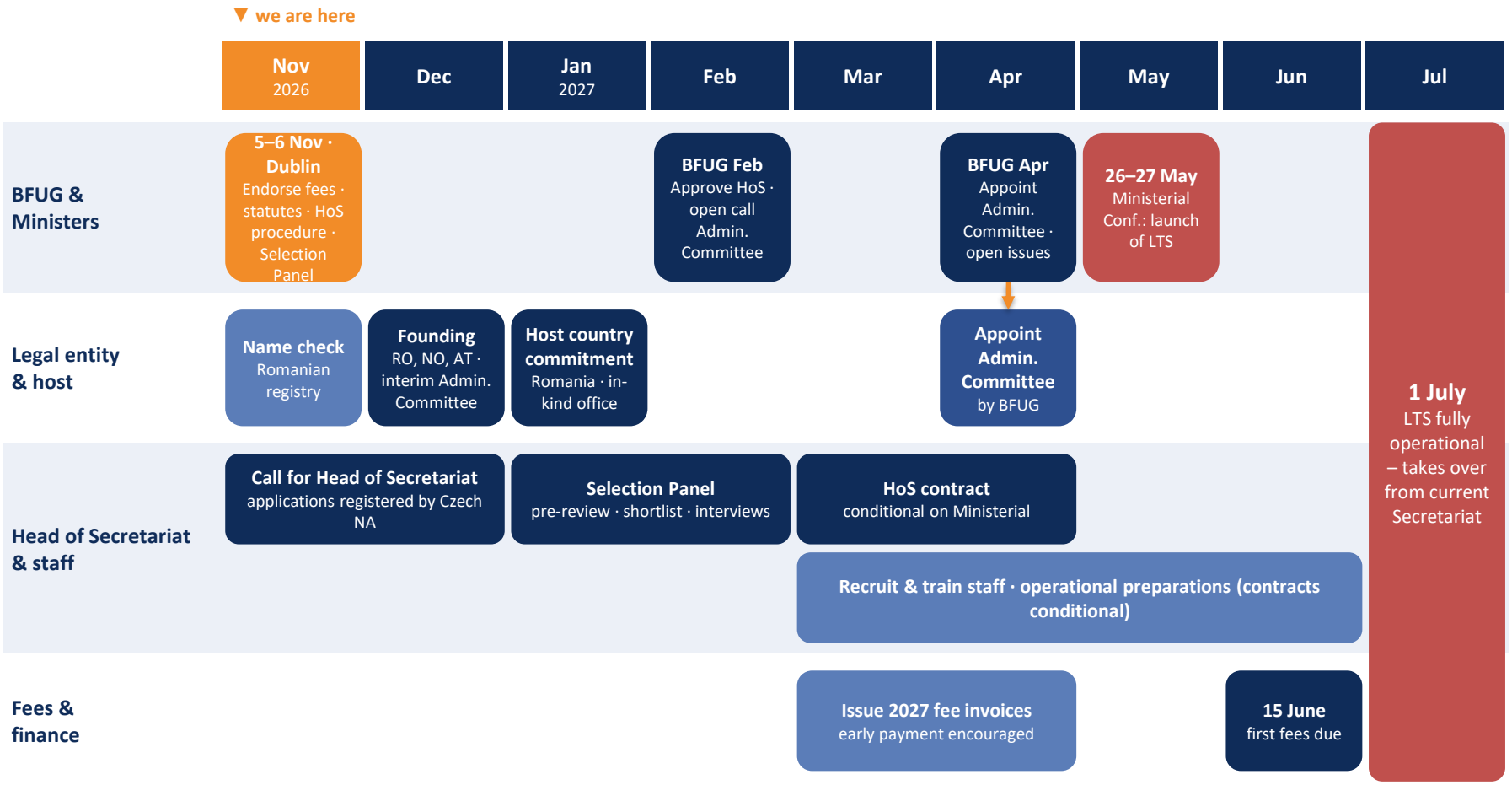
Discussion and Decision on Recruitment Process of Head of Secretariat

Proposed action:

- Approve procedure
- Volunteer/suggest members for Selection Panel to be confirmed tomorrow (6 Nov)



Roadmap: from BFUG Dublin to the launch of the LTS



Critical path & open points

- **HoS call must be launched right after Dublin** to allow BFUG approval in February and a contract by April.
- **Until the Admin. Committee is appointed (Apr), the interim committee (founders) signs the HoS contract and confirms the host country commitment;** "Steering Committee" in earlier drafts = Administrative Committee.
- **All contracts and payments are conditional on the Ministerial decision (May 2027);** fees paid early are reimbursed if ministers decide otherwise. EHEA Rules of Procedure to be aligned before the Ministerial.