

BFUG Board\_HU\_IS\_92\_3\_3\_Draft Guidelines for minuting and formatting\_22.08.2024

## Guidelines for minuting and format of documents developed by the BFUG and its working structures Moldovan-Romanian Secretariat

To ensure consistency in the format of documents produced within the EHEA working structures and the minutes of meetings of the BFUG, its Board, and working structures, the Moldovan-Romanian Secretariat elaborated the present Guidelines, to be agreed by the BFUG at its' XCIII meeting in Budapest, Hungary. The document operationalises the provisions of the EHEA and BFUG Rules of Procedure in relation to minuting.

For the purpose of this document,

- 'Working structure' includes the BFUG, the Board and all the structures created in the framework of the EHEA (working groups, task forces, advisory groups, thematic peer groups etc).
- 'days' are interpreted as calendar days (including legal holidays/weekends). If the last day of the deadline falls during weekend, the deadline is considered the following Monday.

### I. Minutes of meetings

#### 1. Structure of the minutes

The meetings of all working structures in EHEA will follow the same structure:

- Name of the structure, number of the meeting, date and place of the meeting.
- List of participants:
  - The list of participants will include the name, delegation (country/organisation) represented and, if the case, the position under which they attended the meeting (e.g. co-chair). If a delegate has multiple responsibilities within the BFUG working structures, only those which are relevant for the meeting will be mentioned.
  - The list of participants will include the guests to the meeting (excluding technical staff that supports the practicalities for organising the meeting), clearly marking that they are not members of the working structure by adding 'Guest' in front of the name of the country/organisation represented, and the capacity in which they were invited to the meeting.
- List of members of the working structure which have not attended the meeting. If during the meeting a member arrives later or leaves earlier, this is inserted in *italics* in the minutes at the moment it occurred – e.g. '*X entered the meeting*'. As long as they attended at least one agenda point, they will be included in the table with the list of participants.
- Each item of the adopted agenda, in the order in which they were discussed.

- Links to presentations or documents discussed under each agenda point, if available.
- AOB, which will include subpoints for each of the information points raised during AOB.

## 2. Rules for minuting items on the agenda

The minuting of an agenda item starts with referencing (with hyperlink) the documents which were included in the agenda and, if the case, the proposed action to be taken for the agenda item.

This is followed by the presentation of the agenda item by the presenter (co-chair, guest, etc.). If a support presentation is available (such as a PowerPoint presentation, Word document, etc.), the minutes only include an outline of the presentation, with reference to the hyperlinked presentation.

The minutes of the subsequent discussion will abide the following rules:

- The minutes record the delegation, not the name of the individual speaking on behalf of the delegation. The rule also applies when multiple members of a delegation attend a meeting, unless the the delegate/the delegation requests to be named individually.
- When speaking in the name of a position, the position is mentioned (e.g. 'the co-chair from country X'). Unless mentioned otherwise, a co-chair is presumed to speak on behalf of that role. If speaking on behalf of the delegation, the minutes clarify this accordingly (e.g. 'the co-chair speaking on behalf of country/organisation X').
- The summary of all interventions will be recorded. The summary ensures that the position recorded in the minutes is understood clearly and unambiguously and that all the key elements of the interventions are included. If a member expressly requests that their intervention be recorded ad litteram, this will be highlighted in the minutes by using italic in double quotation marks ("*italic*").
- If other delegations agree with a previous speaker without adding new information in the discussion, the minutes will record only the list of delegations having agreed (e.g. 'supported by delegation X, Y, Z').
- Open issues and points of disagreement will be indicated.
- To ensure accuracy and reliability, when in doubt about summarising the discussion or the points of agreement/disagreement, the approach taken is to choose longer/more detailed minutes accurately depicting the interventions on the floor.

The last part for each agenda item is the conclusion offered by the co-chair(s), including the key takeaways from the discussion, if the case.

If decisions are taken, as announced by the co-chairs, they are underlined in the minutes (e.g. 'The BFUG decided to adopt the document')

## 3. Minuting style

The minutes are written using only one type of English spelling.

The minuting voice follows the rules of reported/indirect speech, as recommended in the [Editorial Manual of the United Nations](#).

The Editorial Manual will also be used as guidelines for footnotes, reference, abbreviations, capitalisation, punctuation and others.

#### **4. Adoption of the minutes**

After the meeting, the following steps are taken:

- The EHEA Secretariat prepares the minutes of the meeting and submits them to the relevant co-chairs within 10 days from the meeting.
- The co-chairs give feedback and agree on the draft minutes within 10 days from the receipt.
- The EHEA Secretariat sends the minutes to the members of the working structure, giving a 10-day deadline for sending comments. The feedback requested from the participants refers to the way the Secretariat summarised the discussions and noted the conclusions (or lack thereof) of the meeting. As such, the feedback cannot bring new content in consideration, which was not raised in the meeting.
- When the EHEA Secretariat receives feedback from a member, it checks the recording of the meeting and,
  - if the recording matches the feedback received, the Secretariat integrates the comments and informs the member who gave the feedback;
  - if the recording does not match the feedback received, the Secretariat contacts the member who gave the feedback and they attempt to find an agreement on the minuting.
    - If no agreement is reached, the Secretariat informs the co-chairs, which can decide to put the minutes on the agenda of the next meeting of the working structure.
- If agreement is reached for all feedback received, the EHEA Secretariat sends the new draft of minutes to the co-chairs, with changes from version sent to the members in 'track changes', asking to endorse the final version of the minutes.
- Once the co-chairs endorse the final version of the minutes, the EHEA Secretariat uploads them on the [eha.info](http://eha.info) website and informs the members via e-mail.

#### **5. Recording of the meetings**

All the working structure meetings are audio recorded. The meeting organisers should ensure that microphones are available so that the recording can be smooth. The EHEA Secretariat member attending the meeting makes sure the participants give their consent to the recording before the meeting commences.

The recording is meant to support the minuting process and serve as evidence if the recollection of the meeting is different. They are for the sole use of the EHEA Secretariat and are deleted from the internal archive of the Secretariat 12 months after the meeting.

## II. Format of documents

The documents produced within EHEA by the working structures within a work cycle (excluding the documents for the Ministerial Conference) will have the same format, which includes:

- Header: Logo of the European Higher Education Area and logo of the Bologna Process, logo of the EU country co-chair and logo of the non-EU country co-chair, in this order.
- Name of the document, on the upper right corner of the first page, as per EHEA practice: *Working Structure\_co-chair EU\_co-chair non-EU\_numer of the meeting\_agenda point\_name of the document\_last revised* (e.g. BFUG\_HU\_IS\_g2\_2\_Agenda\_10.09.2024) This also applies for the naming of files.
- Footer provided by the Moldovan-Romanian Secretariat. For 2024, this includes 25 years anniversary logo of EHEA (left), page number (center), EHEA Secretariat logo (right).
- Font: Constantia.
- Font size: 14 for title, 12 for headings, 11 for sub-headings and content.
- Alignment: Justify.
- Paragraph spacing.
- Line spacing: 1.

All internal documents are sent to the EHEA Secretariat in editable format (Word, PowerPoint). The Secretariat is responsible for ensuring the adequate naming of the documents and transforming them into PDF format before uploading them on the website. Draft documents will be circulated among members of working structure in editable format.