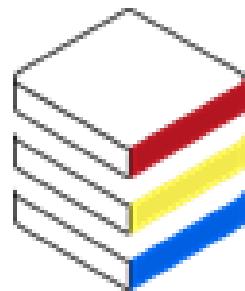


# EHEA Secretariat updates

Horia Onița, Head of Secretariat  
XCII BFUG Board meeting  
Reykjavik, Iceland – 3rd of September  
2024

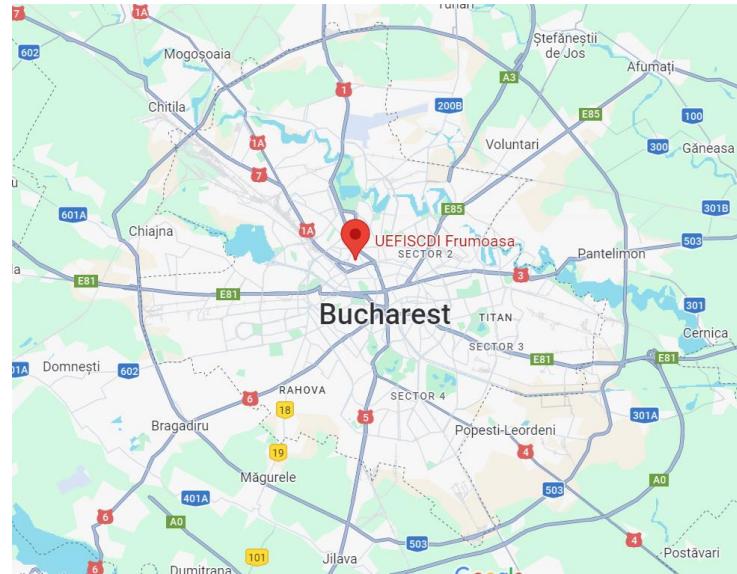


EHEA  
Secretariat

# Headquarters

The headquarters of the Secretariat are in Bucharest, Romania, on the premises of the Executive Agency for Higher Education, Research and Innovation Funding, under the auspices of the Ministry of Education.

A secondary headquarters is being established in Chișinău, Moldova.



# Handover activities (June-July)



# Current team – permanent staff

Name	Country	Background
Horia Onița	RO	Former President of ESU
Lilia Parhomenco	MD	Head of Department. Public Policies and European Integration at the Ministry of Education
Petrișor Țucă	RO	Head of the QA department at the University Politehnica of Bucharest
Alexandrina Drută	MD	Expert at ANACIP and specialist in QA at the Moldova State University

# Current team – Support staff



# Future staff



**2 policy experts**

Others depending on  
WP 2024-2027



**PR permanent staff  
member**



**Secondments**

Information provided  
at the BFUG



# Tasks so far (July – August)



EHEA  
Secretariat



## Website

<input checked="" type="checkbox"/>	Updating contact info, legal notice
<input checked="" type="checkbox"/>	Updating minutes and other documents (from outgoing Secretariat, co-chairs, projects)
<input checked="" type="checkbox"/>	Updating the archive of the BFUG/Board minutes
<input checked="" type="checkbox"/>	Liaising with co-chairs of former WS



## XCII Board

<input checked="" type="checkbox"/>	Practicalities
<input checked="" type="checkbox"/>	Background notes Eurodoc, RoP
<input checked="" type="checkbox"/>	Draft agendas
<input checked="" type="checkbox"/>	Calendar for adopting WP
<input checked="" type="checkbox"/>	Secretariat documents



## Other

<input checked="" type="checkbox"/>	Acquiring Zoom, OneDrive (internal + external), MeetGeek
<input checked="" type="checkbox"/>	Updating EHEA database on demand
<input checked="" type="checkbox"/>	Sending information to BFUG
<input checked="" type="checkbox"/>	12 individual (third-party) requests

# Meetings

Coordination  
meeting HU-IS

July 2024

Meeting with  
CIMEA (IN-  
GLOBAL)

July 2024

2<sup>nd</sup>  
Coordination  
meeting HU-IS

August 2024

01.

02.

03.

04.

05.

06.



Informal WG on  
Monitoring

July 2024

NewFAV final  
conference

July 2024

Coordination  
meeting PL-AL

August 2024

# Documents from the Secretariat to be presented

01.

Terms of  
Reference 2024-  
2027

02.

Co-  
chairmanship  
arrangements

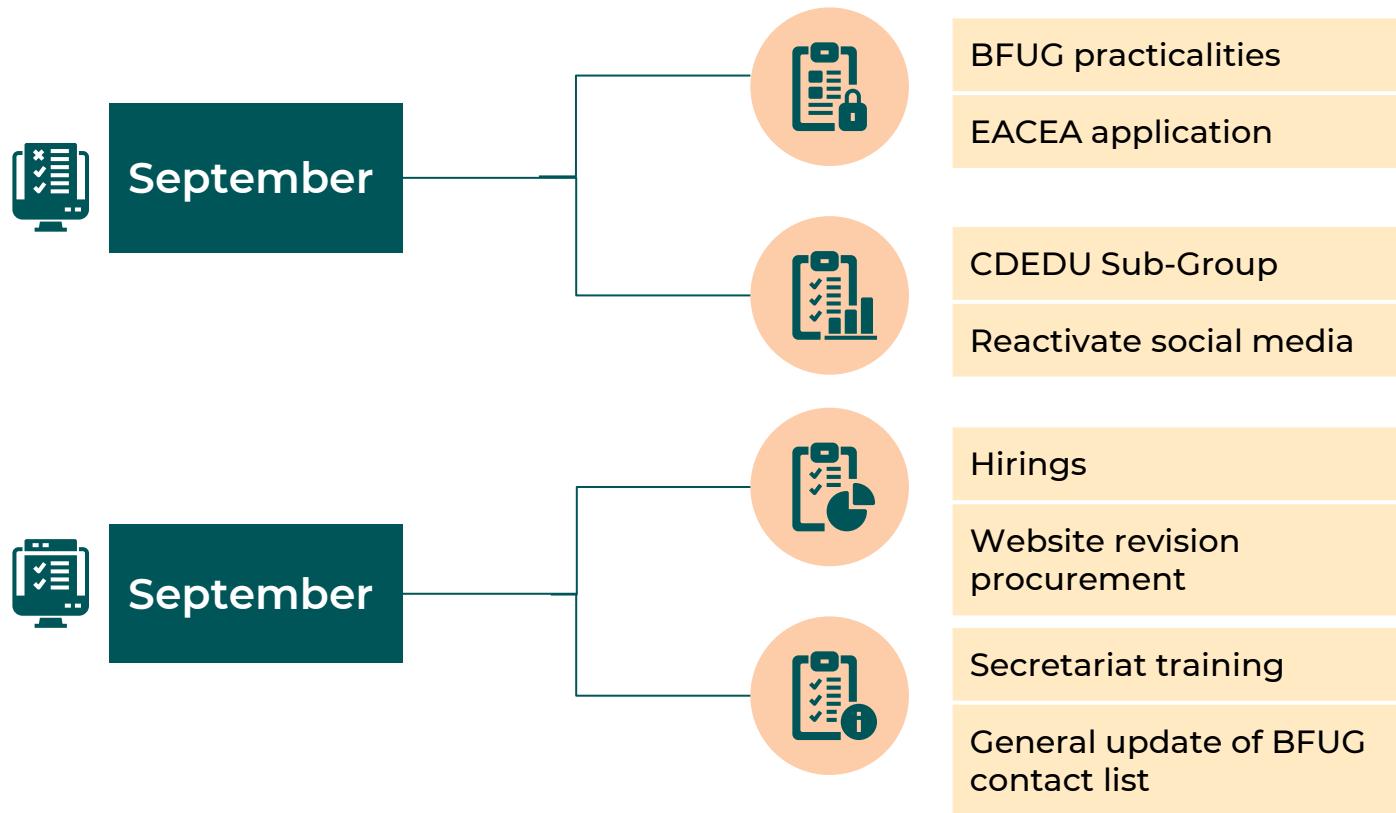
03.

Guidelines for  
minuting and  
formatting

04.

Outline of the  
website  
(sitemap) and  
member profiles

# Future short-term activities



# Newsletter – December 2024

Guidelines [here](#)



Promoting the Tirana  
Communiqué and  
past activity (projects,  
working structures)



Deadline: 1st of  
November to  
[secretariat@ehea.info](mailto:secretariat@ehea.info)



Looking forward  
at the new goals  
for the next  
cycle – new WP



# ToRs 2024-2027



Compliance with  
RoP-EHEA/BFUG



Considering previous  
RO experience



Maintaining the  
basic responsibilities



Enhanced policy  
support

Review of the past 5 ToRs



Evolving  
communication roles



Enhancing  
knowledge sharing

Based on adopted  
ToRs →Secretariat  
Action Plan

# Guidelines for minuting and formatting

01.

## Structure of minutes

Putting customary rules into writing



02.

## Rules for minuting

Style, type of summary, open issues, naming contributions, rules for adopting minutes



03.

## Formatting

Naming, font, alignment etc



# Website structure

## Objectives

- Device adaptability
- Cybersecurity
- Accessibility
- Live chat
- User-friendliness

## Design rules

- Hierarchy
- Contrast
- Balance

## Front page - new

- EHEA introduction
- Events (also by members)
- News
- Pictograms and thumbnails
- Sitemap

## Sitemap

- Add 'Governance'
- Restructure 'Topics' in 'Bologna Reforms'
- New subsection on monitoring and implementation
- Merged archive

# Membership profiles



Better links with other websites (Eurydice, ENIC-NARIC, StudyinEurope etc)



Contact points



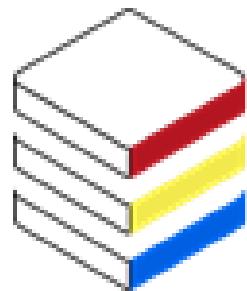
Country strategies and reports



Using diverse data sources

# EHEA Secretariat updates

Horia Onița, Head of Secretariat  
XCII BFUG Board meeting  
Reykjavik, Iceland – 3rd of September  
2024



EHEA  
Secretariat