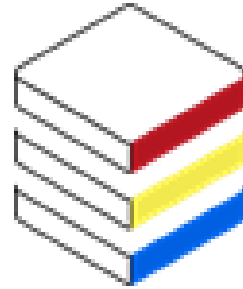


EHEA Secretariat updates

Horia Onița, Head of Secretariat
XCIII BFUG meeting
Budapest, Hungary – 26th-27th of
September 2024

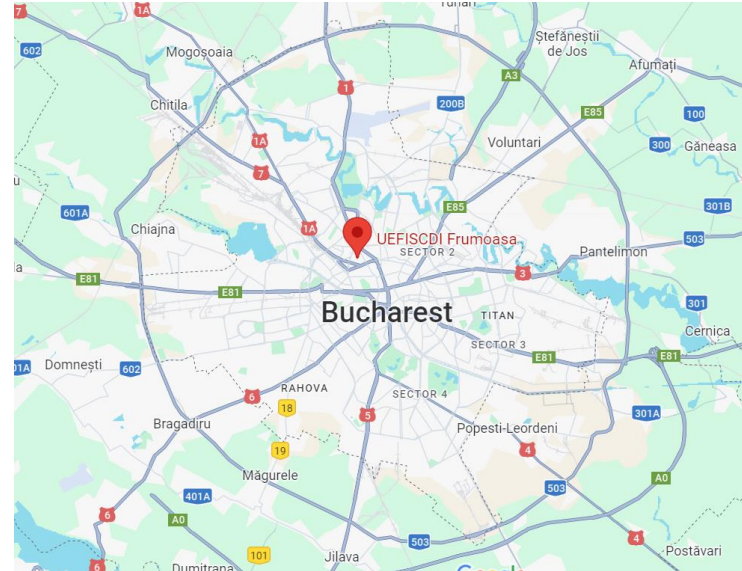


EHEA
Secretariat

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 Chişinău, Moldova.



Handover activities (June-July)



Handover
Action Plan



Informal
meeting with
the outgoing
HoS, Constanța



Online
handover
meeting with
Albania



Handover of the
website



Handover of the
social media



Archiving all
information on
hard drive

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 Druță	MD	Expert at ANACIP and specialist in QA at the Moldova State University

Current team – Support staff



Future staff



2 staff members

Others depending on
WP 2024-2027



**PR permanent staff
member**



Secondments

Call launched in
October



Tasks so far (July – August)



Website

✓	Updating contact info, legal notice
✓	Updating minutes and other documents (from outgoing Secretariat, co-chairs, projects)
✓	Updating the archive of the BFUG/Board minutes
✓	Liaising with co-chairs of former WS



Board & BFUG

✓	Practicalities, Board minutes
✓	Background notes Eurodoc, RoP, Networking session
✓	Draft agendas
✓	Calendar for adopting WP, collection of feedback
✓	Secretariat documents



Other

✓	Acquiring Zoom, OneDrive (internal + external), MeetGeek
✓	Updating EHEA database on demand
✓	Sending information to BFUG
✓	17 individual (third-party) requests
✓	Expressions of interest co-chairing

Meetings

**Coordination
meetings HU-IS**
July, August,
September

01.

**Meeting with
CIMEA (IN-
GLOBAL)**
July 2024

03.

**Training of the
Secretariat**
September 2024

05.

**CDEDU Sub-
group on HE**
September 2024

07.

**Informal WG on
Monitoring**
July 2024

02.

**NewFAV final
conference**
July 2024

04.

**Coordination
meeting PL-AL**
August 2024

06.

**Meeting with
the EC**
September 2024

08.

Documents from the Secretariat



EHEA
Secretariat

01.

Terms of
Reference 2024-
2027

02.

Guidelines for
minuting and
formatting

03.

Co-
chairmanship
arrangements

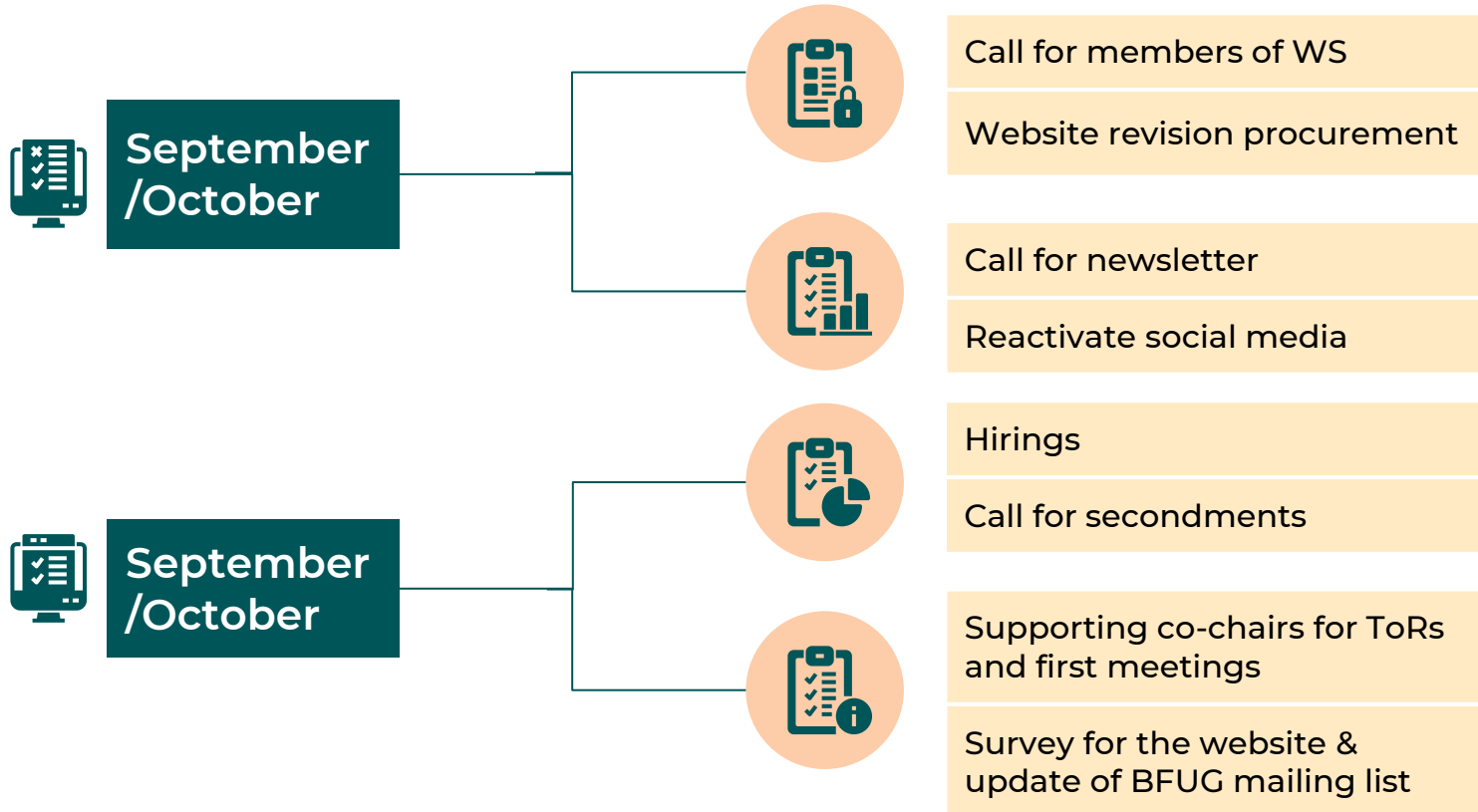
04.

Outline of the
website
(sitemap) and
member profiles

05.

General rules for
secondments

Future short-term activities



Newsletter – December 2024

Guidelines [here](#)



Deadline: 1st of
November to
secretariat@ehea.info



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



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

General Rules for Secondments



According to the RoP-
EHEA



Duration &
location



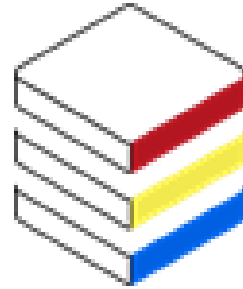
Relation with
sending
institution



Call for
secondments

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EHEA
Secretariat