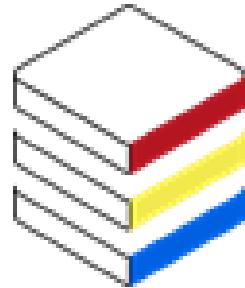


EHEA Secretariat updates

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

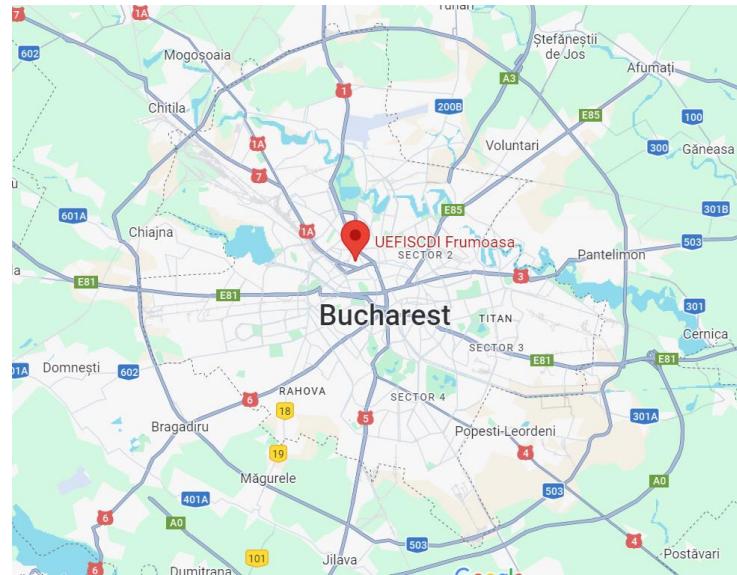


EHEA
Secretariat

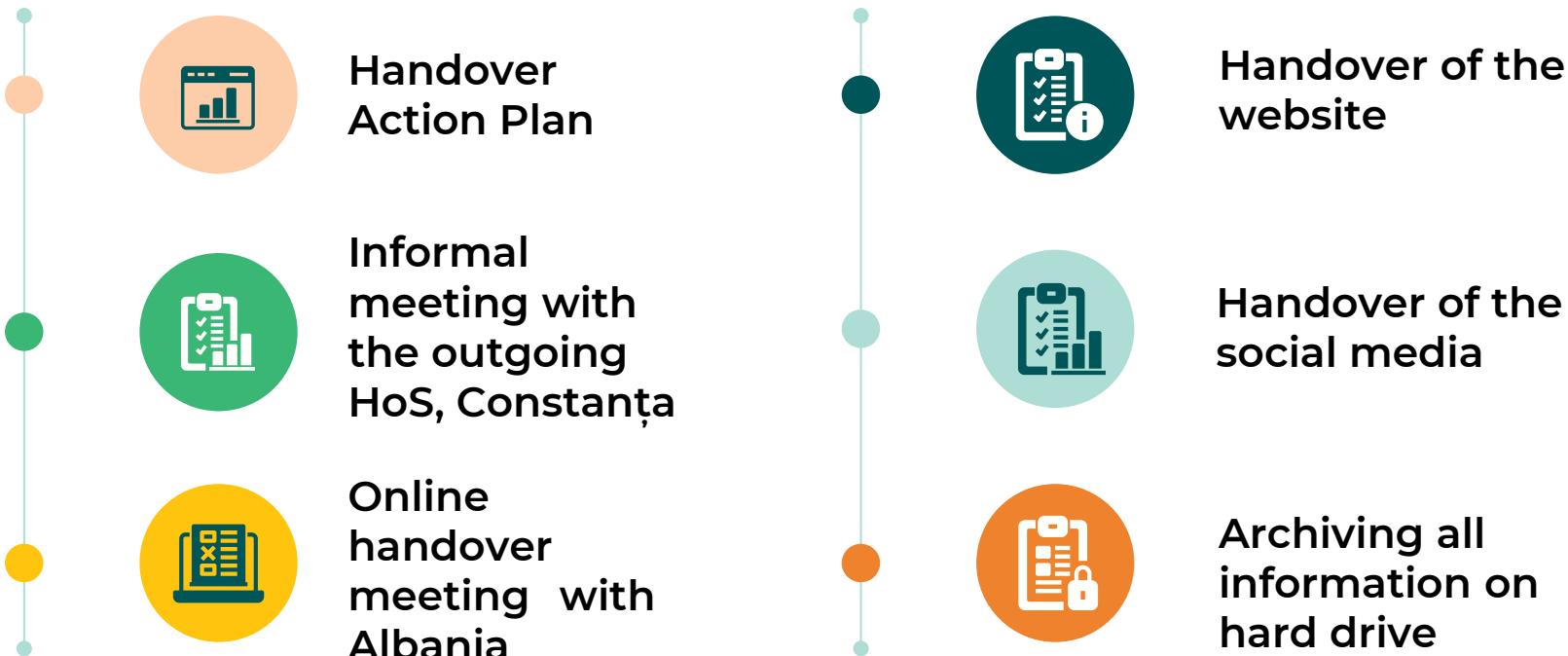
Headquarters

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 Chișinău, Moldova.



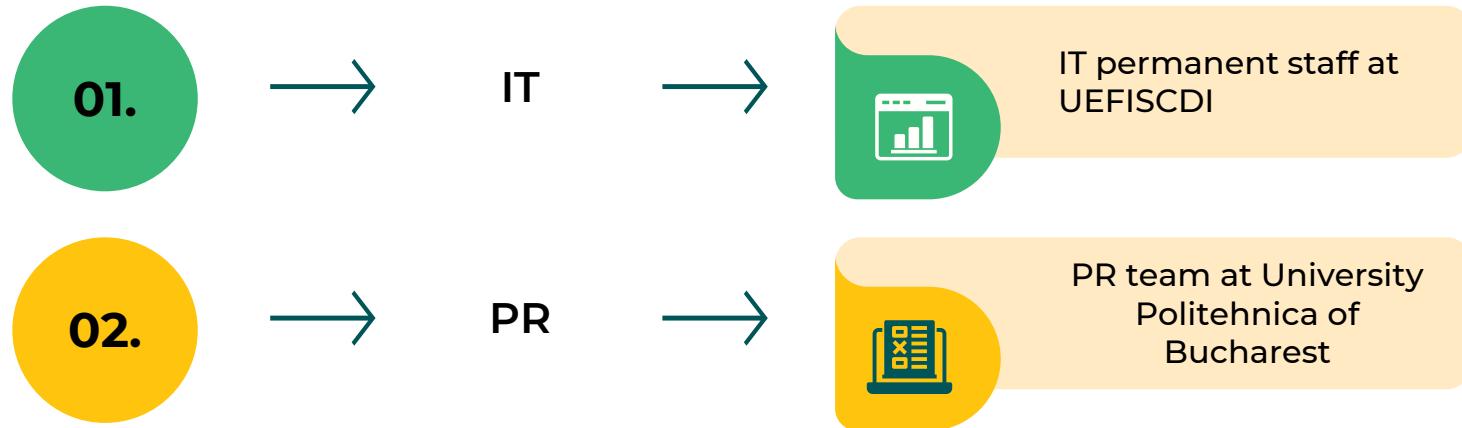
Handover activities (June-July)



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 staff members

Others depending on
WP 2024-2027



**PR permanent staff
member**



Secondments

Call launched in
October



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



Board & BFUG

<input checked="" type="checkbox"/>	Practicalities, Board minutes
<input checked="" type="checkbox"/>	Background notes Eurodoc, RoP, Networking session
<input checked="" type="checkbox"/>	Draft agendas
<input checked="" type="checkbox"/>	Calendar for adopting WP, collection of feedback
<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"/>	17 individual (third-party) requests
<input checked="" type="checkbox"/>	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.

02.

Informal WG on Monitoring
July 2024

04.

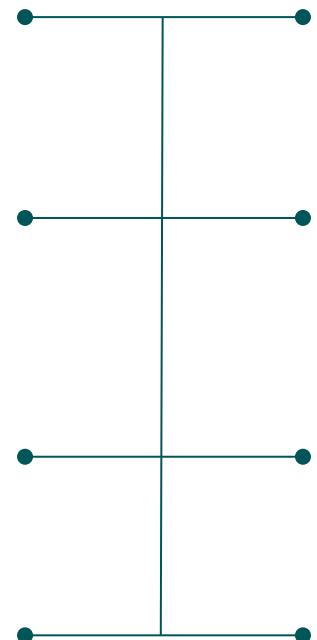
NewFAV final conference
July 2024

06.

Coordination meeting PL-AL
August 2024

08.

Meeting with the EC
September 2024



Documents from the Secretariat

01.

Terms of
Reference 2024-
2027

02.

Guidelines for
minuting and
formatting

03.

Co-
chairmanship
arrangements

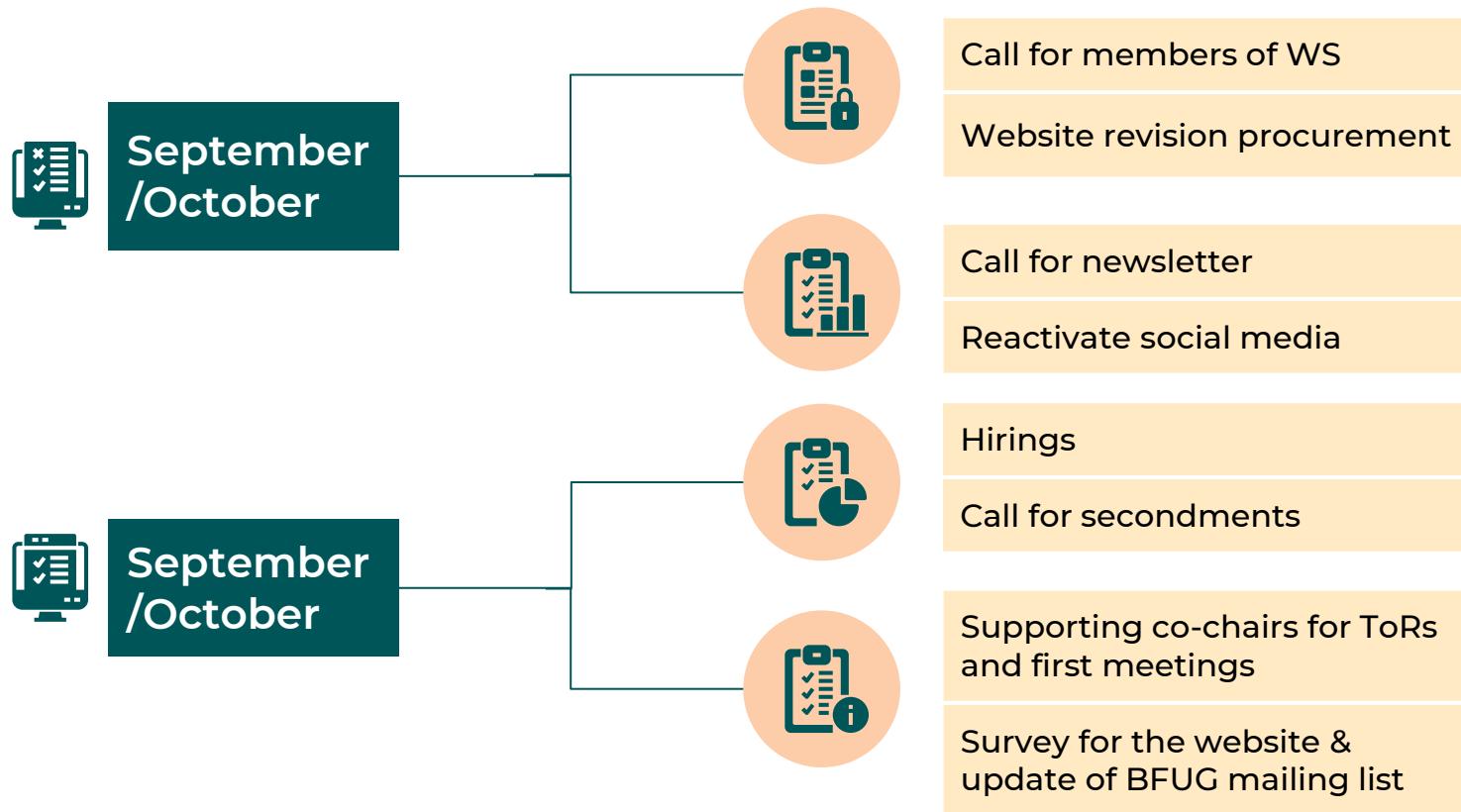
04.

Outline of the
website
(sitemap) and
member profiles

05.

General rules for
secondments

Future short-term activities



Newsletter – December 2024

Guidelines [here](#)



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



Deadline: 1st of
November to
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

General Rules for Secondments



According to the RoP-
EHEA



Duration &
location



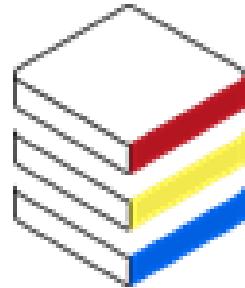
Relation with
sending
institution



Call for
secondments

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EHEA
Secretariat