

Draft Terms of Reference

The European Higher Education Area Secretariat 2024-2027

The European Higher Education Area Secretariat ('EHEA Secretariat') is jointly hosted by Romania and the Republic of Moldova from the 1st of July 2024 to the 30th of June 2027. The main headquarters of the Secretariat are located in Bucharest, Romania, with an office established in Chişinău, Republic of Moldova.

The primary function of the EHEA Secretariat is to provide neutral support to the work of the EHEA and its further consolidation. It carries out its activity in close communication with the BFUG and under its authority.

The Secretariat supports the BFUG, its Board and working structures, and the organisation of the Ministerial Conference. It acts independently of the countries hosting it, acting exclusively under the mandate given by the BFUG.

I. Functions

The main functions of the EHEA Secretariat are:

- to provide administrative and operational support for the BFUG, its Board and working structures, including planning meetings, preparing background papers and minute-taking;
- to assist the BFUG, its Board, and working structures in implementing the 2024-2027 Work Programme and in the follow-up work, including planning activities and following up on the BFUG decisions;
- to revise and maintain the European Higher Education Area website and to maintain archives up-to-date and accessible;
- to administer the European Higher Education Area social media accounts and its newsletter, in coordination with the Co-chairs and the Vice-chair;
- to act as an external and internal contact point for the European Higher Education Area;
- to ensure the internal communication within the BFUG and its working structures;
- to support the organisation of the Ministerial Conference and Bologna Policy Forum in Iaşi and Chişinău in 2027 by ensuring logistical preparations and supporting the preparation of the background documents, under the supervision of the BFUG and in close cooperation with the Vice-chair;
- to provide representation at external events, upon request of the organisers and in consultation with the BFUG Co-chairs;
- to support the interaction and liaison with the European Education Area (EEA) and the European Research Area (ERA) and promote the Work Programme of EHEA to organisations and third parties;
- to prepare and provide appropriate information and dissemination materials about the EHEA for the European and international higher education community and stakeholders, and for the general public;
- to carry out any special tasks concerning the implementation of the Work Programme of the European Higher Education Area as mandated by the BFUG or the BFUG Co-chairs, within the scope of these ToRs;
- to carry out other specific tasks as agreed by the working structures, subject to approval

of the Head of the Secretariat.

II. Activities

The Secretariat implements the following activities:

- coordinates or supports the drafting of the official documents within the Bologna Process and provides background discussion documents, liaising with relevant authors, as appropriate;
- coordinates the scheduling of meetings to ensure there is no avoidable overlap between meetings;
- provides first draft agendas for BFUG and BFUG Board meetings. It circulates the invitation, agenda, registration form and relevant papers for meetings of the BFUG and its working structures and drafts the minutes of the meetings, based on the approach agreed by the BFUG;
- provides participants with information on practical arrangements for meetings in consultation with the Co-chairs, supports the practical arrangements during meetings, in cooperation with the hosts, if necessary and requested;
- ensures the virtual infrastructure for organising online meetings and sharing documents with and by the members of the BFUG and its working structures in the backoffice;
- supports the Co-chairs in monitoring the work of the working structures in relation to the Work Programme and the Terms of Reference, through ongoing liaison with the appropriate parties responsible;
- shares information with European and international stakeholders, as requested by the Co-chairs or Vice-chair of the BFUG and its working structures;
- attends external events related to the mandate of the working structures. Where appropriate, the Secretariat may also represent the BFUG in settings and on occasions to be agreed with the Co-chairs;
- updates the EHEA calendar on the website, based on the information provided by EHEA members, consultative members and partners;
- develops dissemination tools and organises activities related to enhancing knowledge sharing about the Bologna Process, including supporting BFUG members upon availability, and supports the engagement of experts in the Bologna Process and their liaison with the BFUG;
- provides specific support, including legal support, for the work of the Task Force on establishing a long-term Secretariat;
- oversees the appointment of secondments to the EHEA Secretariat;
- provides a certified copy of the EHEA Rules of Procedure to all members and consultative members.

III. Contact details

The general e-mail address of the Secretariat is secretariat@ehea.info. Sending an email to this address ensures that all Secretariat members are informed.

For practical purposes, each member of the Secretariat has an individual e-mail address, following the rule name.surname@ehea.info

The Secretariat is established at the premises of UEFISCDI, the Romanian Executive Agency for Higher Education, Research, Development and Innovation Funding.

The address is 30 Frumoasă Street, District 1, Bucharest, Romania.

The Head of Moldovan-Romanian Secretariat is Horia Onița:

- E-mail: horia.onita@ehea.info
- Phone: (+40) 748 880 910

When contacting the Secretariat for sending messages to BFUG or its working structures, it is advised that the Co-chairs or other members of the working structures prepare the specific text to be forwarded to the working structure and clearly indicate the documents to be attached and their format.