

## General rules regarding secondments at the EHEA Secretariat

### I. Introduction

According to Section VIII.1 – Roles and Tasks (of the EHEA Secretariat) from the Rules of Procedure of the Bologna Follow-Up Group, *'In addition to its own staff, the Secretariat shall be able to accept secondments from members and consultative members. Secondments should follow rules approved by the BFUG, ensuring geographic balance as well as securing the independence of the Secretariat from the seconding members and consultative members.'*

Members and consultative members of the EHEA are thus invited to consider sending secondments to the Moldovan-Romanian Secretariat. These would lead to increasing work capacity, while showcasing the unique collaboration model that is underpinning the success of European cooperation in the framework of the Bologna Process.

The Moldovan-Romanian hosts of the EHEA Secretariat are eager to support a multinational EHEA Secretariat for the current Work Programme.

### II. Independence from the sending institution

While still employed by the sending institution, the seconding members of the EHEA Secretariat may neither receive nor seek instructions in connection with the performance of their duties within EHEA Secretariat from any government, authority, organisation or person outside the Secretariat, including their own.

If the seconded member oversees or implements duties in the sending organisation that are linked to the work of the Bologna Follow-Up Group and its substructures, a clear limitation should be ensured to avoid any potential conflict of interest.

### III. Working conditions, location and duration

For the full duration of the secondment, the seconding member enjoys all the rights prescribed by the national law applicable to their employment contract in the sending institution. The sending institution remains responsible for covering the salary and other associated benefits for the seconding member.

The EHEA Secretariat will cover the travel costs incurred by the exercise of functions within the EHEA Secretariat.

The secondment has a duration of at least 12 months and cannot exceed the 1st of July 2027. In receiving and accepting secondments, the EHEA Secretariat will prioritise proposals for secondments with a longer duration to decrease handover/training costs.

While the possibility of detachment to the Secretariat's headquarters would be considered an advantage, the EHEA Secretariat can accept a seconding member who teleworks (without changing their physical location).

#### IV. Application process

In October 2024, the EHEA Secretariat will open a call for secondments until January 2025. If needed, the call can be extended or re-opened at a later stage.

The call will include the calendar, the number of available places, expected qualifications, the desired areas of contribution and the selection criteria. The selection would take into account supporting the geographical balance of the Secretariat, pursuant to the RoP.