

Task Force on Establishing a Long-Term Secretariat

Call for Expression of Interest for the Hosting of a Long-
Term Secretariat of the European Higher Education Area

*BFUG, Warsaw
24 February 2025*

Content

- Tasks and objective of the TF
- Application Process
- Criteria & principles
- Assessment

TASK FORCE SEC OBJECTIVE

Specific tasks

- Develop further proposals for a long-term Secretariat
- Call for hosting (expressions)
- Evaluation of applications including conditions
- A reasoned proposal for the arrangements and ToR for the Long-term Secretariat with a proposal for the hosting country / organisation
- Prepare a discussion and a decision making process within the BFUG including a decision on feasibility of the long-term secretariat in spring 2026
- Support implementation and introduction of the Secretariat arrangements including reflections in the Rules of procedure, selection of a director(if agreed)

Members

- Czech Republic (co-chair)
- EUA (co-chair)
- EQAR
- EC
- Hungary
- Iceland
- Italy
- Kazakhstan
- Romania
- San Marino
- Turkiye

Application process

- Launch the call asap (February, or beginning March)
- Deadline 12 June 12.00 CEST
- Analysis by TF:
 - 3 reviews per proposal
 - Analysis and discussion of the reviews in the TF, forming of an opinion
- Sep/Oct: BFUG receives
 - Results of the analysis: summative overview and analysis
 - All applications made accessible

Criteria, principles & scales

Criteria, principles

Criteria, principles	Weight
1. Independence & autonomy	20 %
2. Sustainability	15 %
3. Staff	15 %
4. Legal Environment	15 %
5. Non-Profit Principle	15 %
6. Envisaged costs of the Secretariat	5 %
7. Accessibility	5 %
8. Support (non-material)	10 %
Financial or in-kind contribution	bonus

Scales

Level	Score
does not meet requirements	1
partially meets requirements	2
fully meets requirements	3
exceeds the requirements and shows evidence	4

Timeline

Date	Item
Feb 2025	Call for expression of interest to host the long-term Secretariat
June 2025	Deadline for expression of interest. Start of TF analysis
Oct 2025	Task Force: Dissemination of results (applications, their summative overview & analysis) to the BFUG. Opportunity for further clarification (possible webinar)
Dec 2025	BFUG Denmark: BFUG Decision (selection or shortlisting of candidate/s)
< spring 2026	Clarification of details (re selected host or a shortlist)
Spring 2026	BFUG Cyprus. Go/no go decision. If Go, selection of the host
< summer 2027	Structure and capacity development for the secretariat (possible support by the Erasmus+ project). Following the roadmap proposed by the host, within the general roadmap.