

# Long-term secretariat

TF Kick-off

3 Dec - Brussels

# Main Tasks



## Explore further detail on the SEC

Legal format (NGO / foundation)

Organisation / governance

Finance



## Identification of a host

A country / organisation

National legal environment / location

Support

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## Partially interdependent

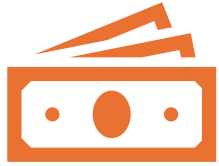
Legal situation

Price levels in a country

Location & venue

Date	What	Who
Sep 2024	establish a dedicated BFUG working group for the period 2024 – 2027 to oversee implementation	BFUG
spring 2025	launch a call for proposals for host of the Secretariat, incorporating the principles above	BFUG Input WG
June/July 2025	deadline for expressions of interest	
summer/autumn 2025	evaluate proposals and propose shortlist for the BFUG  review proposals for location and shortlist no more than 3	WG
Oct/Nov 2025	address the BFUG's questions with the shortlisted countries / organisations, further review of proposals for the BFUG decision	WG & BFUG
Nov 2025 – Mar 2026	Specification of legal, financial, organisational details respecting the relevant regulations and circumstances including the funding model. Plan for the Head of the Secretariat recruitment	Host candidates & WG
spring 2026	Selection of the potential Secretariat host / location  GO / NO GO DECISION  Alternatively, a call for a “rotating secretariat” linked to the host of the next ministerial conference 2030	BFUG Input WG
Nov 2025 – autumn 2026	Drafting Statutes, review of EHEA Rules of procedure, identification of potential necessary changes. Capacity specifications, resources	Host & WG
autumn 2026	Approval of the statutes of the new legal entity and selection of the Head of Secretariat	BFUG
autumn 2026 – spring 2027	Founding the new legal entity in the chosen location / other relevant steps	BFUG, WG, Host accordingly
first half of 2027	Recruitment and training of further staff  Organisational preparation	Head of the Secretariat
spring 2027	Official launch of the EHEA secretariat  During the Ministerial conference	Ministerial Meeting
1 July 2027	EHEA Secretariat full operation  Take over of the agenda of the previous secretariat	Secretariat

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