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*Bosnia and Herzegovina
Ministry of Civil Affairs*

BFUG SECRETARIAT UPDATE

BFUG MEETING LXXXIV
SWEDEN

11 – 12 May 2023



Albanian **BFUG** Secretariat
2021-2024

THE SECRETARIAT STAFF COMPOSITION

Head of Secretariat

Five Senior Experts

Two Technical and Institutional Processes Experts

One Communications Expert

One IT Expert

One Logistics Expert



FROM JANUARY 2023

- Demonstrated a stronger commitment to the BFUG and its structures;
- Ensured that all responses to BFUG correspondence are submitted within 48 hours of receipt;
- Assignment of each expert to a specific BFUG working structure;
- Ensured that the EHEA website is updated promptly and regularly with accurate and current information;
- Established closer collaboration with WG Co-Chairs to better understand specific needs of each WG and tailor the support accordingly;
- Streamlined the meeting organization process by implementing a 5-day deadline for Doodles and G-Forms;
- Maintain an active Twitter account to promote the EHEA's mission and goals.



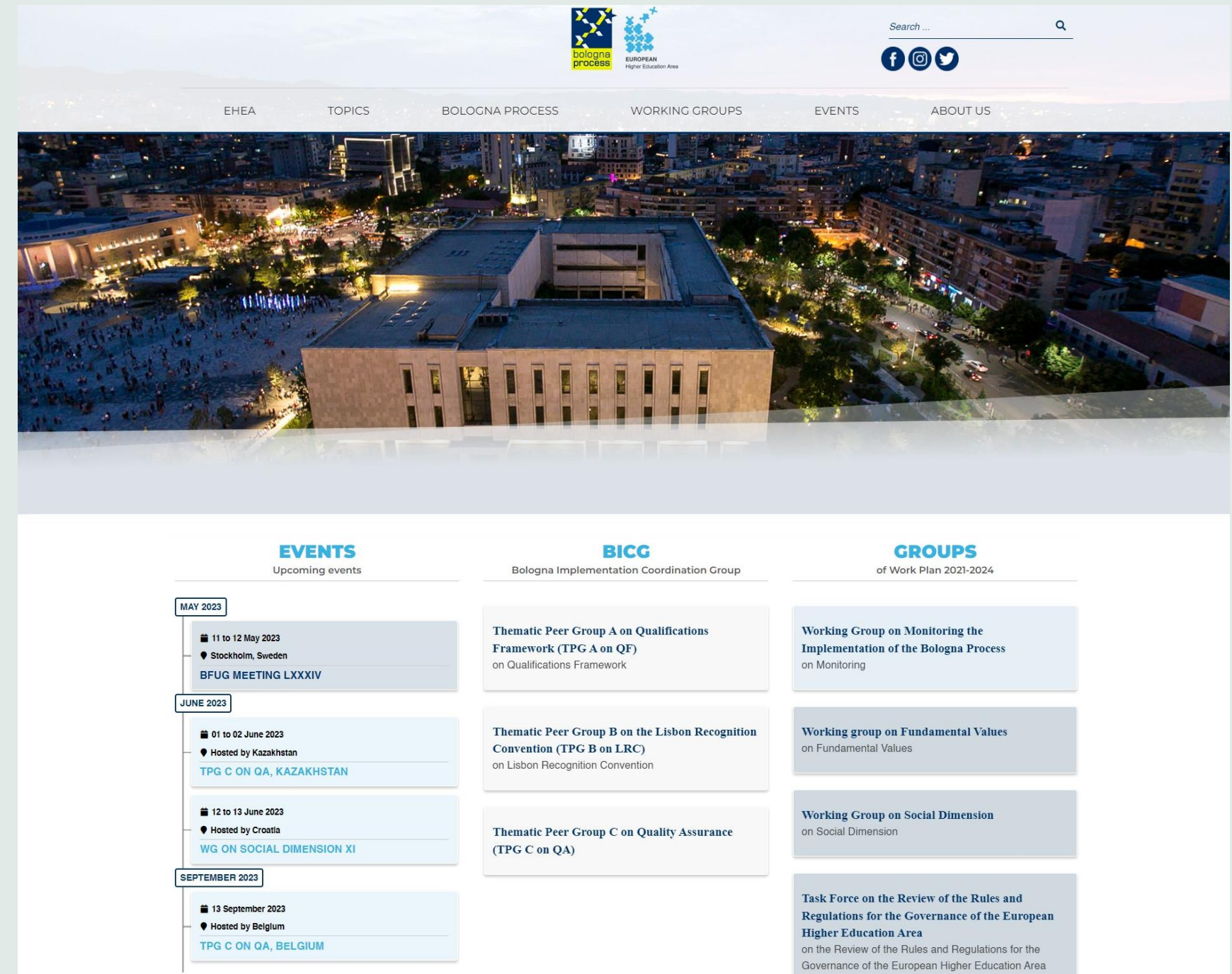
EHEA WEBSITE REFRESH

- Social Media Account Linked;
- Improved BFUG Working Structures visibility;
- Conducted a website audit;
- Improved website design;
- Optimized website content;
- Enhanced user experience;
- Ensured mobile responsiveness.



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TASKS PERFORMED

- Provided and finalized Minutes of Meetings and facilitated the review process for the Co-Chairs;
- Provided support in the drafting of the:
 - Agendas for the BFUG Board & BFUG Meetings;
 - Roadmap towards the Ministerial Conference and Global Policy Forum 2024; Terms of Reference of the Drafting Committee;
 - Draft Structure of the Tirana Ministerial Communiqué.
- Keeping up-to-date correspondence with BFUG Co-Chairmanship and respective Working Structures;
- Review of the mailing database by communicating with the BFUG members and consultative members to update and confirm their representatives;
- Distribute the questionnaire on the implementation of the Bologna Process Report to BFUG members;
- Collaborated closely with experts in Communications and IT to initiate the website refreshing process.

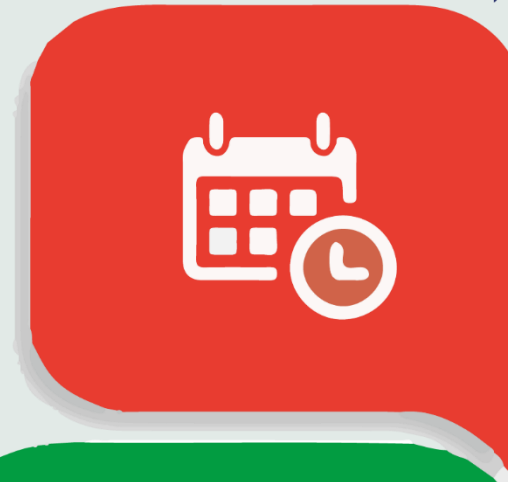


SINCE THE BFUG BOARD MEETING

Expressions of Interest for
BFUG working structures



Alignment with SE & BA
Co-Chairs and Vice-Chair



Interface with ES & GA
Incoming Co-Chairs

Organization of meetings



Periodic updates on the
EHEA Website

ORGANIZED MEETINGS

- Coordination meetings with BFUG Chairs;
- Alignment meetings with Incoming BFUG Co-Chairs. Meetings with BFUG Working Structure Co-Chairs;
- Meetings with the TF on Enhancing Knowledge Sharing in the EHEA Community and the EU-funded In-Global project team regarding the website refreshing;
- Support in the organization of BFUG, Board and Working Structures and subgroup meetings:
 - Meetings held — 101;
 - Doodle polls — 58;
 - Google Forms — 29;
 - MoMs finalized — 83 (in process: 10)



WORK PLAN ACTIVITY 2021-2024

BOLOGNA FOLLOW-UP GROUP (BFUG)

BFUG BOARD

WG ON MONITORING
(6 MEETINGS)

WG ON LEARNING AND
TEACHING (7 MEETINGS)

BICG
(6 MEETINGS)

WG ON FUNDAMENTAL
VALUES
(6 MEETINGS)

WG ON SAN MARINO
ROADMAP
(5 MEETINGS)

TPG A ON QF (4 MEETINGS)
TPG B ON LRC (5 MEETINGS)
TPG C ON QA (3 MEETINGS)

WG ON SOCIAL DIMENSION
(10 MEETINGS)

CG ON GLOBAL POLICY
DIALOGUE (6 MEETINGS)

DRAFTING COMMITTEE
(4 MEETINGS)

EHEA NETWORK OF QF NATIONAL CORRESPONDENTS (2 MEETINGS)

AD HOC TASK FORCE TO INCREASE SYNERGIES BETWEEN THE EHEA-EEA-ERA (2 MEETINGS)

TASK FORCE ON ENHANCING KNOWLEDGE SHARING IN THE EHEA (6 MEETINGS)

TASK FORCE ON THE REVIEW OF THE RULES AND PROCEDURES OF THE EHEA (5 MEETINGS)

INCOMING SEMESTER

- Incoming Co-Chairs to share their respective logos with the Secretariat for use in official documents during the autumn semester;
- The handover meeting between the Outgoing and Incoming Co-Chairs will take place online during the last week of June;
- A calendar for alignment meetings will be developed to ensure that the Incoming Co-Chairs are aligned with the Secretariat's work plan and priorities.





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THANK YOU

THE ENTIRE BFUG SECRETARIAT TEAM

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