

ROLE OF SECRETARIAT: PROPOSED TERMS OF REFERENCE 2005-2007

1. BACKGROUND

When the Bologna Secretariat was first established following the Berlin meeting of Ministers, the Bologna Follow Up Group (BFUG) discussed and agreed its role and function. The proposals for the Secretariat were agreed at the BFUG Meeting in Rome in November 2003 (for further information please see BFUG paper 1 3 from the meeting).

2. PRIMARY FUNCTIONS

For the period July 2005 until June 2007 we are proposing that the role and function of the Bologna Secretariat should continue along the same lines as the Norwegian Bologna Secretariat, as agreed at the BFUG meeting in Rome.

The primary functions of the Secretariat will therefore be:

- to provide administrative and operational support for the Bologna Follow Up Group (BFUG) and its Board – including planning meetings; preparing papers; and minute-taking
- to assist the BFUG and its Board in the follow-up work for the period July 2005 to June 2007 – including planning of activities and following up on BFUG decisions; supporting Bologna Working Groups and carrying out any special tasks concerning the implementation of the work programme
- to maintain the Bologna Secretariat website and archives
- to act as an external and internal contact point for the Process
- to provide representation at external events

3. METHOD OF OPERATION

We will provide first draft agendas for BFUG meetings for decision by the BFUG Chair on which items are to be included for discussion. We will coordinate and provide discussion documents, liaising with relevant authors as appropriate. We will circulate Invitation, Agenda & relevant papers. We will take responsibility for practical arrangements for meetings in consultation with Chair. We will draft minutes of meetings for clearance by Chair and circulate minutes for comment and subsequent adoption by BFUG/Board at next meeting.

We will provide Secretariat support for each Bologna Working Group Meeting and carry out any special tasks. We will also coordinate follow up work, including monitoring of progress against work programme through on going

liaison with appropriate parties. This will include attending Bologna seminars and other events, where appropriate.

We will maintain the website ensuring that up to date information is made available at all times.

4. WE ARE

Ann McVie (Team Leader);
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Further information about us can be found by clicking on our names on the Bologna Secretariat website at: www.dfes.gov.uk/bologna