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**A Cyclic Procedure for dealing with Non-Implementation**

Proposal to the BFUG from AG3 on Dealing with Non-Implementation

The procedure [insert new name] is an eight-step cyclic process which aims to improve the implementation of the three key commitments of the Bologna process. It is based on principles of collaboration, peer-support, peer-learning and peer-counselling. Its main purpose is to improve full and effective implementation of Bologna key commitments throughout the EHEA.

The procedure follows the Bologna philosophy of peer- and process review which fits well with the collegiate and improvement-oriented ethos of the EHEA and aims to make implementation of key commitments more transparent.

The timeframe proposed for a single eight-step reporting cycle is the period between Ministerial Conferences, thus following the normal monitoring timeframe in the EHEA. Monitoring of the procedure is done through the normal monitoring activities of the EHEA, although actions taken under its different steps may refer to a longer time frame. The process will be supported by facilitating Committee appointed during the Ministerial Conference, the terms of reference for which are found in a separate document. .

**The eight steps of the cyclic procedure**

1. Survey: The level of implementation of the three key commitments is surveyed based on data submitted during the BFUG's normal monitoring procedures, using the scoreboard indicators in the Bologna Implementation Report. The implementation of the key commitments is addressed in a supplementary report thereon, and briefly summarised in a table in the monitoring report. Countries will be identified as either (a) sufficiently implementing each key commitment or (b) not, or insufficiently, implementing each key commitment. Sufficient implementation means that none of the relevant scoreboard indicators is red and not more than one is orange.
2. Report: The BFUG delegates of all EHEA countries receive a letter from the co-chairs of BFUG detailing the level of implementation of each key commitment

(a) Countries **successfully implementing all key commitment** will be asked to suggest ways in which they are willing to support countries having problems with implementation of key commitment, e.g. through peer-learning, reverse peer-review or other activities designed to share their examples of successful implementation and aid others in achieving the same.

(b) Countries found as having **not or insufficiently implemented** a key commitment will be asked to what peer support would be beneficial to aid implementation.

1. Response: The BFUG delegate sends a written reply to the Implementation Committee. The reply contains, where relevant, a list of people or stakeholders who could offer, or be the recipients of, peer-support or peer counselling to aid implementation of one or more key commitment.
2. Peer support: The Implementation Committee matches up countries offering peer-support with three target groups, one for each key commitment, containing representatives of those countries having identified the need for such support, and facilitates initial contact. At this point peer-support can start. As all relevant implementation information is available before the preceding Ministerial conference, this step should be initiated no later than after the first BFUG meeting following a Ministerial Conference
3. Document (or Plan?)The BFUG delegates of countries experiencing problems with implementation submit a document to the Implementation Committee, which highlights how it plans using the peer-support for implementation of the relevant key commitment(s) in their home country .
4. Publication: The plans are published on the EHEA website.
5. Update: The BFUG delegate of a country gives an update on progress with implementation to the Implementation committee no later than at the penultimate BFUG meeting before the next Ministerial Meeting.
6. Data: All EHEA countries submit their data for the next implementation report.

 The supplementary report on implementation of key commitments (see step 1) will show current implementation alongside level of implementation in the previous report for all countries. Submitted action plans on implementation of specific key commitments will be highlighted in the supplementary report.

**Incentives for improved implementation of key commitments**

The cyclic procedure is by its very nature an incentive for improved implementation, in the way that it highlights levels of implementation, and supports improvements through targeted peer-learning and support. In addition it is proposed that countries that have made significant progress will be offered the opportunity to highlight their work on implementation at the Ministerial Conference.

In the event that no action plan has been produced and no improvement in implementation noted from the data submitted during two cycles, the lack of improvement will be brought to the attention of the Ministerial Conference. The Ministers will be asked for recommendations on how to proceed on a case by case basis.