

BFUGB 11 3b  
BFUGBOARD 11  
January 2006

COPY OF LETTER SENT TO COUNTRIES WHO INDICATED INTENTION TO BID

### **CANDIDATES FOR 2009 MINISTERIAL CONFERENCE**

You confirmed at the October meeting of the Bologna Follow Up Group (BFUG) that you were considering submitting a bid to host the next Ministerial conference.

As we agreed at the meeting, bids now need to be formally submitted to the Secretariat by 31 December 2005 for further consideration by the Board when it next meets at the end of January 2006.

Before you submit any bid, I thought it might be helpful to outline in a little more detail what is involved in providing the Secretariat which is associated with hosting the Ministerial conference.

As outlined in paper BFUG7 3 that I presented to BFUG at the Manchester meeting, the duties of the Secretariat are to:

- to provide administrative and operational support for 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 next period – 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.

We have allocated three full-time members of staff to the Secretariat. The staff were selected on the basis that they had experience of:

- working in a European context
- current developments in higher education (i.e. the Bologna Process)
- working with other government agencies, higher education institutions and a range of other higher education bodies
- supporting large working groups
- drafting minutes of meetings
- preparing discussion papers
- project management
- IT (to support the website)
- using their communication skills effectively (both written and oral).

We have also made allowance for a considerable travel and subsistence budget, as members of the Secretariat are expected to travel to meetings of BFUG and the Board, Bologna seminars and Working Group meetings.

Over and above the regular duties of the Secretariat, working with colleagues in the UK's Department of Education and Skills, we will have a role in planning and delivering the next Ministerial conference that will take place in London in May 2007. We have yet to fully cost the conference, but expect it will be about £200,000 (c€280,000). Some funding may be available from the European Commission for this purpose, but this is not guaranteed.

In the event that the Board has to consider a number of bids, it would be helpful if, when you write confirming your bid, you could give in outline some details of how you plan to organise and fund the secretariat, bearing in mind that English is the working language of BFUG, as well as where you would plan to hold the conference.

Many thanks

Yours sincerely

ANN McVIE  
Bologna Secretariat