

## **ROLE OF THE BOLOGNA SECRETARIAT: TERMS OF REFERENCE 2007-2009**

### **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 a Secretariat were agreed at the BFUG Meeting in Rome in November 2003 (for further information please see document BFUG1\_3 from the meeting).

### **2. PRIMARY FUNCTIONS**

For the period July 2007 until June 2009 the role and function of the Bologna Secretariat will continue along the same lines as the Norwegian Bologna Secretariat, as agreed at the BFUG meeting in Rome (November 2003), and the UK Bologna Secretariat, as agreed at the BFUG meeting in Manchester (October 2005). The primary function of the Secretariat will therefore be to provide neutral support to further the Bologna Process under the authority of the Chair of the BFUG.

More specifically, the functions include:

- to provide administrative and operational support for the 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 2007 to June 2009 – 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 send messages on practical arrangements for meetings in consultation with the Chair, and during meetings we could take responsibility for practical arrangements, if necessary. We will draft minutes of meetings for clearance by the Chair and circulate the minutes for comment and subsequent adoption by BFUG/Board at the next meeting.

We will provide Secretariat support for each Bologna working group and carry out any special tasks. We will also coordinate the follow up work, including monitoring of progress

against the work programme through ongoing 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. Moreover we will turn the website into an information instrument for a wider public than the BFUG.

#### **4. WE ARE**

Marlies Leegwater	(Head of Secretariat)
Marie-Anne Persoons	(General coordinator)
Cornelia Racké	(Adviser)
Françoise Bourdon	(Adviser)

#### **Contact details:**

e-mail: [secr@bologna2009benelux.org](mailto:secr@bologna2009benelux.org)  
telephone: + 32 2 553 9809

Further information can be found on the Bologna Secretariat website at:  
[www.bologna2009benelux.org](http://www.bologna2009benelux.org)