

## Terms of reference for BFUG working groups

<b>Name of the working group</b>
<b>Contact person (Chair)</b>
<b>Composition</b> (Please ensure the necessary balance with regard to geography, size, old vs. new, countries vs. organisations etc.)
<b>Purpose and/or outcome</b>
<b>Reference to the London Communiqué</b>
<b>Specific tasks</b>
<b>Reporting</b> <u>Minutes</u> of working group meetings will be made available to BFUG on the protected part of the website (by the Bologna Secretariat).  <u>BFUG should also receive regular reports and updates.</u> To allow for good communication with BFUG as a whole and for the necessary consultations, progress reports should be submitted at least two weeks before each BFUG meeting. In between BFUG meetings, updates can be circulated by the Bologna Secretariat via e-mail.  Deadline for final report (draft version): 15 January 2009 Deadline for final version: 1 March 2009
<b>Meeting schedule</b> There should be no working group meetings in the last two weeks before any BFUG meeting (see point on reporting).
<b>Liaison with other action lines</b> Please specify how the cooperation will be organised
<b>Additional remarks</b>