

Replies to Questionnaire on Format and Timing of BFUG and Ministerial Meetings: Question 2 - <u>Duration of BFUG meetings</u>		
Country/Organisation	Answer	Comments
Andorra	Should vary according to the agenda	
Armenia	Should vary according to the agenda	The suggestion of each BFUG meeting should depend on the volume of the issues to be discussed. Yet, a representative thinks that meetings should not last more than 2 days.
Austria	Should vary according to the agenda	
Belgium-FI. Community	Should vary according to the agenda	
Belgium-Fr. Community	Should vary according to the agenda	
Bosnia Herzegovina	Should vary according to the agenda	
Council of Europe	1,5 days	As a norm, a day and a half, starting on the morning of the first day and ending at lunch time on the second day, seems a reasonable compromise between what may ideally be desirable and what is realistically possible. We should be prepared to add an extra day on the rare occasion when the agenda might warrant this, but a day and a half should be the rule.
Croatia	1,5 or Variable according to the agenda	While the duration of the meeting should vary according to the agenda, we feel that for the exchange of opinions, facilitating cooperation and building general rapport between BFUG representatives, there should be a free evening between two meeting days. We therefore endorse that meetings last for 1.5 days on average, or perhaps 1 day if the agenda allows, but then the agenda should be similar to the one we had in Lisbon (day 1 work in the afternoon and day 2 work in the morning).
Cyprus	1 day	Usually BFUG meetings last 1,5 days. If this is shortened to one day it will save one whole working day for all those of us who have long travel journeys and spend one day forward and one day during the return home.
Czech Republic	Should vary according to the agenda	
Education International	Should vary according to the agenda	Especially when approaching the ministerial summit it is important to have enough time to discuss the communiqué, it is difficult to foresee the amount of time needed for this and therefore the duration should vary according to the agenda. At the same time the meetings should not be shorter than 1 day.

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Estonia	Should vary according to the agenda	
France	1,5 days and variable	1,5 days for regular BFUGs; Variable for draft Communiqués. 1,5 days is fine (with opening discussion at 9 am on day 1, and wrap up at 1 pm on day 2), except when discussing thoroughly the draft Communiqué to be presented to Ministerial meetings (2 full days are required).
Germany	1,5 days	The agenda is usually full, but 2 day meetings will not change this. Therefore 1,5 days should be kept, with exceptions possible for the meetings in the last six months before the ministerial conference.
Greece	Should vary according to the agenda	
Holy See	Should vary according to the agenda	Avoid last minute circulation of documents. Those who send them too late could bring photocopies on their own to the meeting. The deadline for sending documents to the secretariat should be somehow a week before the meeting
Hungary	Should vary according to the agenda	
Iceland	Should vary according to the agenda	
Italy	Should vary according to the agenda	
Latvia	Should vary according to the agenda	
Liechtenstein	Should vary according to the agenda	
Lithuania	1,5 days	I agree with 1,5 day duration of the meetings as average but also I suggest to arrange BFUG meetings in more flexible way which is vary according to the agenda.
Malta	1,5 days	
Moldova	2 days	
Montenegro	Should vary according to the agenda	
Netherlands	1,5 days	Or 1 day. Longer meetings are not always more efficient

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Norway	Should vary according to the agenda	
Poland	1,5 days	Generally 1,5 days, but more if necessary.
Portugal	1,5 days	
Russia	1,5 days	
Slovakia	1,5 days	
Slovenia	1,5 days	The minimum duration should be 1.5 days but, if necessary, it should be longer as well. Thus, the last two meetings before Ministerial conferences should be 2-day meetings.
Spain	Should vary according to the agenda	
Sweden	Should vary according to the agenda	Experience talks into the direction of 1,5 days sharp since the evening (in between 1 and 1,5) is useful as extra time and also gives time for informal contacts.
Switzerland	1,5 days	We think that a duration of 1,5 days is reasonable. However, we are happy to have longer meetings from time to time, if there is much to discuss.
"the former Yugoslav Republic of Macedonia"	Should vary according to the agenda	1,5 days-2 days
Turkey	Should vary according to the agenda	
UK-Scotland	Should vary according to the agenda	