

# General Terms of Reference for AEC Task Forces



The AEC appreciates the commitment of its members to the common goals of its work. The active support of those who volunteer for this task by expressing their readiness and will to be part of an AEC Task Force is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

## Commitment

A Task Force member should be:

- willing and able to spend time and energy serving the aims and objectives of their Task Force, as well as the overall goal of the project
- aware of AEC's overall mission, vision, tasks and strategic goals
- aware of the political framework conditions to which Higher Music Education (HME) in Europe is exposed

## Tasks

A Task Force member is expected to:

- attend and participate in all meetings and activities assigned to his / her Task Force, unless this turns out to be impossible for justified and urgent reasons
- prepare for Task Force meetings by searching for and reading relevant documents
- provide expertise during the meetings and activities, and collaborate to the development and formulation of the project results
- complete the tasks distributed by the chair and AEC representatives (research, text drafting / editing, collection of information, etc.) in a timely manner, ensuring that deadlines are met
- communicate information to and from fellow Task Force members
- act as ambassador of the project by disseminating the results where appropriate, especially in his / her own institution and externally
- inform the project coordinator / manager about any dissemination activity undertaken

## Benefits

A Task Force member will have the opportunity to:

- exchange information, know-how and perspectives with other international experts in an ever-changing environment
- gain further knowledge and expertise in the field of HME for use in their home institutions
- contribute to the future developments in HME
- build up a network of international relations
- investigate, develop and test examples of good practice and new systems
- meet new colleagues and explore new approaches in a creative atmosphere

# **Specific Terms of Reference for the Communication Task Force of the AEC-Empowering Artists as Makers in Society project**

## **Activities and deliverables**

Activities of the Communication Task Force (TF3) – as planned in the project application – are:

1. Planning and executing communication and dissemination actions, and producing dissemination material
2. Measuring the impact

⇒ More information about these activities can be found [here](#)

⇒ A specific list of deliverables can be found [here](#)

## **Participation to activities and workload**

A member of the Communication TF is expected to prepare, attend and actively contribute to the following activities within the project period (for 3 years, from February 2022 to January 2025):

- At least 1 TF meeting in person per year (to be potentially organised in Brussels)
- At least 2 TF meetings online per year (to be discussed according to the group's needs)

In addition to preparation and participation to these meetings and events, TF members are expected to complete the tasks distributed by the chair and AEC representatives (research, text drafting / editing, collection of information, etc.) in a timely manner, and to assist other Working Groups with communication and dissemination matters.

## **Financing**

To be a member of a task force (TF) is a voluntary activity.

- A TF member will be covered by the project grant for the following expenses:
  - Travel and accommodation for attending TF meetings and / or other activities as agreed on by the group and approved by the AEC Office; the reservations will be handled by the AEC Office
  - Organised meals (i.e. catering) for TF meetings and / or other activities as agreed on by the group and approved by the AEC Office; the reservations will be handled the AEC Office
- A TF member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the TF member:
  - Local transport costs from home addresses to airports / train-bus stations and vice versa, and from airports / train-bus stations to hotels and vice versa
  - Consumptions during travels not included in the organised meals
  - Any other costs (e.g. taxis, parking slot, etc.)

- In case of financial impossibility, applicants are still strongly encouraged to apply, indicating they will need further support from AEC than the coverage described above. Financial impossibility is not considered in the selection process of the TF members. Once the TF members are selected, a mutual and binding agreement will be found concerning the financial conditions.

### **Membership terms**

- TF members are appointed for the duration of the project, which will last for 3 years. The membership is terminated no later than by the end of the project term (31 January 2025).
- In the rare case that a TF member wishes to resign from membership during the project's duration, he or she should inform the AEC Office as soon as possible and shall agree with the AEC Office on the length of the term on which he or she will continue to serve on the Task Force. He or she may then be replaced by another person selected upon an open call.
- AEC reserves the right to discontinue the membership of a TF member not compiling with the conditions stated in the present document. A TF member leaving his or her home institution, changing his or her job position or in any other similar circumstance, must notify the AEC Office as soon as possible.

(\*) AEC keeps the right to allocate additional tasks to the members of the Task Force upon agreement and payment of a service fee. These would depend on the particular circumstances and conditions that may arise for the good implementation of the project activities.

*The General Terms of Reference shall not be suspended. However, the Specific Terms of Reference for each Task Force might be further specified following the recommendation of the Task Force and according to each Task Force's individual needs and requirements.*