

General Terms of Reference for AEC Working Groups



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 Working Group is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, 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 working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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 AEC Goes Green Working Group of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity carried out by the AEC Goes Green WG – as planned in the project application – is:

1. Providing AEC members with inspiration and insight to make the sector more sustainable and environment-friendly

⇒ 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 AEC Goes Green WG is expected to prepare, attend and actively contribute to the following activities within the project period (for 3 years, from 2022 to 2024):

- At least 1 WG meeting in person per year (including 1 synergy meeting with all other WGs)
- At least 1 WG meeting online per year (to be discussed according to the group's needs)
- 2 WG members delivering at least 1 session per year at AEC annual events, and at any other relevant external event for project dissemination

In addition to preparation and participation to these meetings and events, WG 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.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A WG member will be covered by the project grant for the following expenses:
 - Travel and accommodation for attending WG 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 WG 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 WG member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the WG 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 WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- WG 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 WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.

General Terms of Reference for AEC Working Groups



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Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, as well as the overall goal of the project
- aware of AEC's overall mission, vision, tasks and strategic goals
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Tasks

A working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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
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Specific Terms of Reference for the Capacity Building Working Group of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activities of the Capacity Building WG – as planned in the project application – are:

1. Revisiting rationales, tasks and objectives of HMEIs
2. Innovating Learning & Teaching at HMEIs

⇒ 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 Capacity Building WG is expected to prepare, attend and actively contribute to the following activities within the project period (for 3 years, from 2022 to 2024):

- At least 2 WG meetings in person per year (including 1 synergy meeting with all other WGs)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- 2 WG members delivering at least 1 session per year at AEC annual events, and at any other relevant external event for project dissemination

In addition to preparation and participation to these meetings and events, WG 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.

Financing

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 - Organised meals (i.e. catering) for WG 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
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 - 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 WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- WG 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 WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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.

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Commitment

A working group member should be:

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Benefits

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Specific Terms of Reference for the Diversity, Inclusion & Gender Equality Working Group (DIGE WG) of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activities of the DIGE WG – as planned in the project application – are:

1. Enabling HMEIs to enhance diversity and inclusion within their students and staff
2. Empowering HMEIs to deal with power relation issues (see [PRIhME](#))
3. Opening up HMEIs to diverse traditions and music genres
4. Fostering access and diversity of educational offers in music
5. Supporting emerging female artists by contributing to 2 mentorship programmes

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

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

Moreover, within the DIGE WG, 2 individuals will form the Gender Equality & Non-Discrimination Mainstreaming Task Force (TF3), in order to help bringing specific expertise to the WG regarding gender equality and, at the same time, being responsible for promoting non-discrimination within the project itself. Applicants wishing to take part in TF3 are kindly requested to indicate it in their application.

Participation to activities and workload

A member of the DIGE WG is expected to prepare, attend and actively contribute to the following activities within the project period (for 3 years, from 2022 to 2024):

- At least 2 WG meetings in person per year (including 1 synergy meeting with all other WGs)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- 2 WG members delivering at least 1 session per year at AEC annual events, and at any other relevant external event for project dissemination
- 2 WG members delivering 1 workshop per year at HMEIs on-site

Applicants interested in joining the Gender Equality & Non-Discrimination Mainstreaming Task Force (TF3) are expected to organise some additional online meetings.

In addition to preparation and participation to these meetings and events, WG 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.

Financing

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 - Travel and accommodation for attending WG 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
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 - 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
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 - Any other costs (e.g. taxis, parking slot, etc.)
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Membership terms

- WG 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).
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Commitment

A working group member should be:

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Tasks

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Benefits

A working group member will have the opportunity to:

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Specific Terms of Reference for the Digitisation Working Group of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity carried out by the Digitisation WG – as planned in the project application – is:

1. Supporting the process of digital transformation in HME institutions

- ⇒ 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 Digitisation WG is expected to prepare, attend and actively contribute to the following activities within the project period (for 3 years, from 2022 to 2024):

- At least 2 WG meetings in person per year (including 1 synergy meeting with all other WGs)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- 2 WG members delivering at least 1 session per year at AEC annual events, and at any other relevant external event for project dissemination

In addition to preparation and participation to these meetings and events, WG 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.

Financing

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Membership terms

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Commitment

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- communicate information to and from fellow working group 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 working group 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
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Specific Terms of Reference for the International Relations Coordinators Working Group (IRC WG) of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity carried out by the IRC WG – as planned in the project application – is:

1. Organising events addressing specific target groups within art HEIs (e.g. AEC Annual Meeting for International Relations Coordinators, on a yearly basis)

⇒ 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 IRC WG is expected to prepare, attend and actively contribute to the following activities within the project period (for 3 years, from 2022 to 2024):

- At least 2 WG meetings in person per year (including 1 synergy meeting with all other WGs)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- Organisation of the AEC Annual Meeting for International Relations Coordinators 2022
- Organisation of the AEC Annual Meeting for International Relations Coordinators 2023
- Organisation of the AEC Annual Meeting for International Relations Coordinators 2024

In addition to preparation and participation to these meetings and events, WG 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.

Financing

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 - Consumptions during travels not included in the organised meals
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Membership terms

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- act as ambassador of the project by disseminating the results where appropriate, especially in his / her own institution and externally
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Benefits

A working group 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
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- investigate, develop and test examples of good practice and new systems
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Specific Terms of Reference for the Lifelong Learning Working Group (LLL WG) of the AEC- Empowering Artists as Makers in Society project

Activities and deliverables

Activities of the LLL WG – as planned in the project application – are:

1. Monitoring the mapping of Lifelong Learning opportunities for artists
2. Encouraging AEC members to improve and / or develop LLL opportunities for artists
3. Enhancing the teachers' competencies as facilitators
4. Exploring the feasibility of turning AEC into a LLL provider

⇒ 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 LLL WG is expected to prepare, attend and actively contribute to the following activities within the project period (for 3 years, from 2022 to 2024):

- At least 2 WG meetings in person per year (including 1 synergy meeting with all other WGs)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- 2 WG members delivering at least 1 session per year at AEC annual events, and at any other relevant external event for project dissemination
- 2 WG members delivering 9 Innovative Conservatoires (ICON) courses for instrumental and vocal teachers in HME twice (including 4 sessions in person and 14 sessions online)

In addition to preparation and participation to these meetings and events, WG 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.

Financing

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- A WG member will be covered by the project grant for the following expenses:
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- In the rare case that a WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.

General Terms of Reference for AEC Working Groups



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 Working Group is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, 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 working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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 Advocacy Advisory Group of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activities carried out by the Advocacy AG – as planned in the project application – are:

1. Developing AEC's advocacy strategy and advocacy tools for AEC and its members
2. Collaborating with European partners to advocate for the artist as a maker in society

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

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

Moreover, within the Advocacy Advisory Group, 1 individual will form the Advocacy Task Force (TF1), together with 2 AEC representatives. Applicants wishing to take part in TF1 are kindly requested to indicate it in their application.

Participation to activities and workload

A member of the Advocacy AG 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 WG meetings in person per year (to be potentially organised in Brussels)
- At least 1 WG meetings online per year (to be discussed according to the group's needs)
- 1 workshop per year at the AEC Annual Congress and General Assembly

In addition to preparation and participation to these meetings and events, WG 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.

Applicants interested in joining the Advocacy Task Force (TF1) are expected to organise some additional meetings online and/or in presence.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A WG member will be covered by the project grant for the following expenses:
 - Travel and accommodation for attending WG 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 WG 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 WG member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the WG 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 WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- WG 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 WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.

General Terms of Reference for AEC Working Groups



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 Working Group is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, 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 working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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 AEC / YMTE Working Group of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity of the AEC / YMTE Working Group – as planned in the project application – is:

1. Promoting talents from an early age on
 - ⇒ 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 AEC / YMTE WG 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 2 WG meetings in person per year (out of which 1 will be organised in Brussels)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- 2 WG members delivering at least 1 session per year at AEC annual events, and at any other relevant external event for project dissemination

In addition to preparation and participation to these meetings and events, WG 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.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A WG member will be covered by the project grant for the following expenses:
 - Travel and accommodation for attending WG 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 WG 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 WG member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the WG 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 WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- WG 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 WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.

General Terms of Reference for AEC Working Groups



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 Working Group is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, 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 working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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 AEC Pop and Jazz Platform Preparatory Working Group (PJP WG) of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity carried out by the PJP WG – as planned in the project application – is:

1. Organising events addressing specific target groups within art HEIs (e.g. AEC Pop and Jaz Platform, on a yearly basis)

⇒ 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 PJP WG 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 2 WG meetings in person per year (out of which 1 will be organised in Brussels)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- Organisation of the AEC Pop and Jazz Platform 2023 in Rome (Italy)
- Organisation of the AEC Pop and Jazz Platform 2024 (location tbc)

In addition to preparation and participation to these meetings and events, WG 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.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A WG member will be covered by the project grant for the following expenses:
 - Travel expenses for attending WG 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 WG 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 WG member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the WG member:
 - Accommodation expenses for attending WG 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
 - 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 WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- WG 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 WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.

General Terms of Reference for AEC Working Groups



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 Working Group is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, 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 working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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 AEC Pop and Jazz Platform Preparatory Working Group (PJP WG) of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity carried out by the PJP WG (students) – as planned in the project application – is:

1. Organising events addressing specific target groups within art HEIs (e.g. AEC Pop and Jaz Platform, on a yearly basis)

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

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

Participation to activities and workload

A student member of the PJP WG is expected to prepare, attend and actively contribute to the following activities within the project period (from June 2022 to February 2024):

- At least 2 WG meetings in person per year (out of which 1 will be organised in Brussels)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- Organisation of the AEC Pop and Jazz Platform 2023 in Rome (Italy)
- Organisation of the AEC Pop and Jazz Platform 2024 (location tbc)

In addition to preparation and participation to these meetings and events, student 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.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A student member will be covered by the project grant for the following expenses:
 - Travel and accommodation expenses for attending WG 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 WG 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 student member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the student 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, students 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 WG members. Once the student members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- In the rare case that a student 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 working group. The student may then be replaced by another person selected upon an open call.
- AEC reserves the right to discontinue the membership of a student member not compiling with the conditions stated in the present document. A student member leaving his or her home institution 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.

General Terms of Reference for AEC Working Groups



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 Working Group is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, 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 working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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 SCHEME Working Group of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity of the SCHEME Working Group – as planned in the project application – is:

1. Empowering music school and classroom teachers

⇒ 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 SCHEME WG 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 2 WG meetings in person per year (out of which 1 will be organised in Brussels)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- 2 WG members delivering at least 1 session per year at AEC annual events, and at any other relevant external event for project dissemination

In addition to preparation and participation to these meetings and events, WG 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.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A WG member will be covered by the project grant for the following expenses:
 - Travel and accommodation for attending WG 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 WG 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 WG member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the WG 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 WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- WG 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 WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.

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.

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 European Online Application System (EASY) Task Force of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity of the EASY Task Force – as planned in the project application – is:

1. Facilitating the administration of exchanges (teachers and students)

⇒ 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 EASY 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 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.

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.

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 AEC Early Music Platform Task Force (EMP) of the AEC- Empowering Artists as Makers in Society project

Activities and deliverables

Activity carried out by the EMP Task Force – as planned in the project application – is:

1. Organising events addressing specific target groups within art HEIs (e.g. The Quodlibet 2022 – the AEC Online Forum on Early Music)

⇒ 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 EMP Task Force 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)
- Organisation of The Quodlibet 2022 – the AEC Online Forum on Early Music
- Organisation of Early Music Education Session within REMA Early Music Summit 2023
- Organisation of Early Music Education Session within REMA Early Music Summit 2024

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.

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.

General Terms of Reference for AEC Working Groups



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 Working Group is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

Commitment

A working group member should be:

- willing and able to spend time and energy serving the aims and objectives of their working group, 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 working group member is expected to:

- attend and participate in all meetings and activities assigned to his / her working group, unless this turns out to be impossible for justified and urgent reasons
- prepare for working group 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 working group 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 working group 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 AEC European Platform for Artistic Research in Music Preparatory Working Group (EPARM WG) of the AEC-Empowering Artists as Makers in Society project

Activities and deliverables

Activity carried out by the EPARM WG – as planned in the project application – is:

1. Organising events addressing specific target groups within art HEIs (e.g. AEC European Platform for Artistic Research in Music, on a yearly basis)

⇒ 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 EPARM WG 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 WG meeting in person per year (to be potentially organised in Brussels)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- Organisation of the AEC European Platform for Artistic Research in Music 2023
- Organisation of the AEC European Platform for Artistic Research in Music 2024

In addition to preparation and participation to these meetings and events, WG 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.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A WG member will be covered by the project grant for the following expenses:
 - Travel and accommodation for attending WG 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 WG 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 WG member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the WG 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 WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

Membership terms

- WG 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 WG 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 working group. 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 WG member not compiling with the conditions stated in the present document. A WG 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 Working Group 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 working group might be further specified following the recommendation of the working group and according to each working group's individual needs and requirements.