

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 2 years, from 2023 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 2 more 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.