

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 part of the overall goals of the AEC
- 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 of the WG
- 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 WG and the AEC by disseminating the results where appropriate, especially in his / her own institution and externally
- inform the WG coordinator 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

Membership terms

- Members of the Working Group (WG) are appointed for a 3-year term. At the end of this initial term, WG members have the option to re-apply for another 3-year term. WG members are not permitted to serve on the group for more than two full terms, totaling 6 years, unless they choose to apply for the WG Chair position. Working Group members are allowed to apply for the WG Chair position whenever the position is vacant, regardless of how long they have been WG members.
- **Appointment as Chair** would allow a member to continue for 3 additional years. After this initial 3-year term as Chair, the person can then reapply to serve as WG Chair for another 3-year term by communicating an indication of interest to the WG Coordinator and the other members of the WG. This results in a maximum possible period of 12 years total: 6 years as a regular WG member (two 3-year terms) plus up to 6 years as WG Chair (two 3-year terms). This structure is designed to encourage new perspectives and participation, while also providing experienced members the opportunity to take on leadership responsibilities if desired.
- **Proactivity, as well as geographical, expertise and gender balances**, will be the applied criteria to guarantee the diverse and dynamic character of the group, who should ideally recreate the diversity of AEC member institutions.
- The AEC believes it is crucial to directly incorporate student perspectives and gain insights from their lived experiences. As such, **there will be position(s) reserved for student representative(s) in the Working Group.** Student voices will be invaluable in shaping the discussions and outcomes of the Working Group, and we would like students to contribute with their voices and ideas, while also gaining experience in collaborating with representatives from AEC's member institutions. We welcome applications from students across all relevant academic fields and levels of study.
- 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.
- In the rare case that a **WG member wishes to resign from membership** during his/her mandate, 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.

Specific Terms of Reference for the AEC Traditional, Folk and Global Music Working Group (TFG WG)

Participation to activities and workload

Activities carried out by the TFG WG for the next WG term (2024 – 2027):

A member of the TFG WG is expected to prepare, attend and actively contribute to the following activities

- 1 WG meeting in person per year during the event
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- Eventually attending or organising meetings/sessions addressing specific target groups within art HEIs

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 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
 - 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
- A WG member will NOT be covered 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.

Deadlines – Key Dates

- **23 August**: the call is launched
- **4 October**: deadline for applications
- **18 October**: results communicated to the applicants
- **25 October**: accepted applicants are required to confirm

Documents to be sent by the applicants

1. The candidates' **CV**
2. The candidates' **motivation letter** to join the WG
3. A **letter from the legal representative of the institution** confirming the institution's readiness to enable and recognise the participation of the candidate to the WG (if selected)

Applications should be sent to AEC Traditional, Folk and Global Music Working Group (TFG WG) Beatriz Laborda at the following email address: beatrizlaborda@aec-music.eu

(*) 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.

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.