

General Terms of Reference for AEC Working Groups (events related)



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 of events working groups

An AEC 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 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, search and contact of speakers, preparations of presentations of presentations, sessions report writing, etc**) in a timely manner, ensuring that deadlines are met
- **communicate** information to and from fellow working group members in a **timely manner**
- act as ambassador of the event by **disseminating** the results where appropriate, especially in his / her own institution and externally and inform the event coordinator / manager about any dissemination activity undertaken
- contribute to the development a **multiannual strategy and vision** for the constituencies they represent within the AEC network, under supervision and approval of the AEC office and AEC Council
- contribute to the discussion on **the choice of future events** venues to the AEC Council and Office
- contribute to finding and developing **connections and synergies with other AEC working groups, projects, events and constituencies**

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 Reference¹ for the International Relations Coordinators Working Group (IRC WG) 2025-2028²

Activities and deliverables

1. Organise the AEC Annual Meeting for International Relations Coordinators, on a yearly basis. The event addresses international relations coordinators of AEC member institutions
2. Renew the [IRC Manifesto](#) for the years 2025 – 2028
3. Follow and implement the new [AEC Global Strategy](#) looking at synergies beyond Europe
4. Review and provide an informed opinion to the AEC Council and Office regarding the IRC Meeting venues 2027 – 2029
5. Propose and organise joint activities with other AEC events platforms and projects

New AEC projects/activities that might be initiated in the future may prompt the AEC to assign supplementary responsibilities to WG members.

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 3 years term:

- At least 2 WG meetings in person per year (including 1 synergy meeting with other AEC WGs)
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- Organisation and attendance of the AEC Annual Meeting for International Relations Coordinators 2025 in Budapest, Hungary
- Organisation and attendance of the AEC Annual Meeting for International Relations Coordinators 2026 in Trento, Italy
- Organisation and attendance of the AEC Annual Meeting for International Relations Coordinators 2027 possibly outside Europe

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, search and contact of speakers, preparations of presentations of presentations, sessions report writing, etc.) in a timely manner. It is not possible to estimate in advance the workload for the tasks mentioned above.

¹ 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.

² 1st January 2025 to 1st January 2028

Financing

To be a member of a working group (WG) is a **voluntary activity**³. Therefore, the AEC does not cover working hours for the tasks performed in the framework of WG membership. However, should the WG member need certificates, declarations and invitations related to the tasks of the WG, those will be provided by the AEC office.

1. **Member institutions** are kindly asked to cover the following expenses **unless projects funds become available**:
 - Travel and accommodation for attending WG meetings and / or other activities as agreed on by the group and approved 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;

In case of availability of projects funds to support travel, accommodation and subsistence of WG members, the reservations will be handled exclusively by the AEC Office.

2. A WG member will NOT be covered in any case 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 necessarily need support from AEC for the costs described in paragraph 1 and/or 2. 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

- Members of the 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. WG 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

³ 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 circumstances and conditions that may arise for the good implementation of the activities.

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 WG⁴**. Student voices will be invaluable in shaping the discussions and outcomes of the WG, 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.
- As per the new AEC global strategy, **there will be position(s) in the WG reserved for:**
 - **representative(s) from European non-EU Countries**, i.e. EU acceding countries, candidate countries and potential candidates, as well as European Neighbourhood Policy countries)
 - **representative(s) from countries outside Europe**. We welcome applications from representatives from AEC active and associate members all over the world.
- 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 their home institution, changing their 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 their mandate, they should inform the AEC Office as soon as possible and shall agree with the AEC Office on the length of the term on which they will continue to serve on the WG. They may then be replaced by another person selected upon an open call.

Deadlines – Key Dates

- **28 November** the call is launched
- **15 December: deadline for applications**
- **20 December:** results communicated to the applicants. Accepted applicants are required to confirm as soon as possible and give their availability for the first wg meeting to be held in Budapest in February.

Documents to be sent by the applicants

⁴ The European Performing Arts Student Association, EPASA, will be consulted in relation to the appointment of the student representative(s).

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 Sara Primiterra, IRC working group coordinator, at events@aec-music.eu.