

## **General Terms of Reference for AEC Working Groups, Task Forces and Stakeholder Networks**

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 (WG), Task Force or Stakeholder Network (hereafter referred to as *Working Group*) is a cornerstone of AEC's successful work. In the name of its members AEC expresses gratitude to them.

The AEC is committed to ensuring that participation in its working groups is open, inclusive, and reflective of the rich diversity across its network of member institutions. In particular, the AEC strives to address structural barriers to access and to create equitable opportunities for teachers, students, administrative staff, alumni, and others, especially those from under-represented and minoritised communities. This commitment is central to the mission of all AEC working groups.

### **Commitment**

A working group member should:

- Be willing and able to dedicate time and energy to supporting the aims and objectives of their working group, as well as AEC's overall goals.
- Have a clear understanding of AEC's mission, vision, tasks and strategic goals.
- Be 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 actively participate in all meetings and activities assigned to their working group, unless attendance is impossible due to justified and urgent reasons.
- Prepare for Working Group meetings by reviewing relevant documents.
- Provide expertise or offer a relevant perspective and valuable insights during working group meetings and activities, contributing to the development and formulation of the results.
- Complete tasks assigned by the WG Chair and other AEC representatives (such as research, crafting texts, collecting information, etc.) in a timely manner, ensuring deadlines are met.
- Communicate information to and from fellow Working Group members in a timely manner.
- Act as an ambassador for AEC by disseminating the results where appropriate, particularly within their own institution and externally.
- Inform the AEC Working Group coordinator about any dissemination activities undertaken.
- Contribute to building connections and synergies with other AEC Working Groups, external 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.
- Acquire additional knowledge and expertise in the field of HME for apply within their home institutions.
- Contribute to the future developments in HME.
- Build a strong network of international professional relations.
- Investigate, develop and test examples of good practice and innovative systems.
- Meet new colleagues and explore creative approaches in a collaborative atmosphere.

## Membership terms

- Members of the Working Group 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 designed to encourage new perspectives and participation, while also providing experienced members the opportunity to take on leadership responsibilities if desired.

- In the rare case that a WG member wishes to resign from membership during their term, 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 working group. They 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 complying 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.
- 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.

## **Specific Terms of Reference for the AEC Pop and Jazz Platform Preparatory Working Group (PJP WG)**

### **Participation to activities and workload**

The goal of the PJP is to contribute to a better understanding, collaboration, and diversity within music and higher music education.

The PJP discusses and promotes educational, pedagogical, musical, and professional issues on the basis of the particular expertise and experience the PJP community possesses.

The PJP supports the development of jazz, pop, folk, global music, and related programmes in the AEC's membership institutions.

The PJP promotes diversity in HME. Genre diversity in HME may be a complex issue and pose challenges for the institutions. Other ways of categorising the field than by genre are possible, for example by differences and similarities in teaching/learning and in musical and artistic processes. The PJP will therefore in particular stimulate the discourse on the concept of genre, genre diversity, teaching and learning processes, self-perception and identities.

PJP organises meetings on a regular basis for these programmes in AEC membership institutions addressing relevant issues, at the same time providing a meeting ground for networking and the sharing of experiences among the programmes.

As a platform within the AEC, the PJP subscribes to and adheres to the [Vision and Mission of the AEC](#) and to the [AEC Strategy 2030](#).

A member of the PJP 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)
- Organisation of the AEC Pop and Jazz Platform 2027 and following AEC Pop and Jazz Platforms or joint AEC Platform events in 2028 and 2029.
- Contribution to the discussion on the choice of future events to the AEC Council and AEC Office
- Participation in sessions at other AEC events coordinated by other Working Groups

In addition to preparation and participation to these meetings and events, WG members are expected to complete the tasks distributed by the Chair and other AEC representatives (research, text drafting / editing, collection of information, etc.) in a timely manner. New AEC projects/activities that might be initiated within the WG membership term may prompt the AEC to assign supplementary responsibilities to WG members\*.

### **Financing**

To be a member of a Working Group (WG) is a voluntary activity.

- A Working Group member will have the following expenses covered:
  - 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 arranged by 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.

(\*) AEC keeps the right to allocate additional tasks to the members of the Working Group upon agreement and, if relevant, 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.*

## Application

The AEC is seeking representatives from its member institutions to apply for the following positions. Please indicate in your application which position you are applying for:

- AEC Pop and Jazz Platform Working Group Member (**1 vacant position**)

### Deadline – key dates:

- 11 May: the call is launched
- **31 May: deadline for applications**
- mid June: results communicated to the applicants
- mid June: selected applicants are required to confirm their participation

During the application process, the AEC Office reserves the right to conduct short interviews with candidates via Zoom prior to a final decision being taken by the AEC.

### Documents to be sent by the applicants:

1. The candidates' **CV** (max. one page)
2. The candidates' **motivation letter** (max. one page) to join the AEC Pop and Jazz Platform Working Group
3. A short **identity statement** (max. 250 words) outlining how your background, perspectives, experiences, and values may contribute to inclusive, creative, and socially engaged work within the Working Group and the AEC. If you choose to refer to relevant experiences, you are encouraged to do so in a general and non-identifiable way, focusing on insights, motivations, or approaches rather than personal details.
4. 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 AEC Pop and Jazz Platform Working Group.  
OR FOR ALUMNI: A recommendation letter from a representative of an AEC member institution or another organisation in the cultural sector.

If the application exceeds the page limits, it may be rejected.

Applications should be sent via email to **Beatriz Laborda**, AEC Pop and Jazz Platform Working Group Coordinator at [beatrizlaborda@aec-music.eu](mailto:beatrizlaborda@aec-music.eu)