

AEC EASY MO Consortium

Users Agreement and Code of Conduct

Purpose

The EASY MO Consortium brings together Higher Music Education Institutions committed to the shared use and further development of EASY MO, the system provided by the AEC for the digital management of mobility.

The Consortium is based on **shared resources, shared knowledge and mutual support**. By joining the Consortium, each institution agrees to the following principles and commitments.

Basic Principles

1. Long-term commitment

Participation in the Consortium represents a **long-term institutional commitment** to the use and development of EASY MO as a common tool for the digitalisation of the Erasmus+ mobility cycle.

Institutions commit to investing the necessary time and resources to understand, implement and use the system. An **access fee will be introduced** for new institutions joining starting from 2027 to support the long-term sustainability of the Consortium and the system.

2. Commitment to acquire and share knowledge

Each institution commits to developing sufficient knowledge of EASY MO and to sharing its experience with other Consortium members.

This includes:

- Reading the available manuals and documentation.
- Participating in relevant training sessions.
- Developing an understanding of the **logic and standard workflows** of the system.
- Sharing experience, good practices and solutions with colleagues.
- Supporting other Consortium members where appropriate.

3. Commitment to the common standard process

The Consortium is based on a **common standard process**. Institutions commit to following this process and to avoiding unnecessary individual adaptations or parallel procedures.

Customisation should only be considered where there is a genuine institutional need. Any customisation:

- must be discussed with the AEC and raised with the SoP EASY MO Project Manager;
- must be approved by the SoP EASY MO Project Manager before implementation;
- must be paid for by the institution requesting it;
- must not undermine the common Consortium process.

Any consequences, additional work or complications resulting from an institution-specific customisation remain the responsibility of the institution requesting it.

Institutions should therefore **adapt their internal procedures to the standard EASY MO process wherever reasonably possible**, rather than expecting the common system to reproduce every existing institutional practice.

4. Clear, correct and timely communication

Effective cooperation requires communication that is **clear, accurate, timely and transparent**.

Institutions commit to:

- Providing correct and complete information to partners and the AEC Office;
- Avoiding communication that could be inaccurate, ambiguous, misleading or based on assumptions;
- Following the indications of the AEC when it comes to terminology and phrasing to be used both when communicating with partners and reporting issues;
- Reacting to actions and requests from partner institutions within the required timeframe.

When in doubt about an EASY MO-related issue, institutions should contact the **AEC Office** via email at **events@aec-music.eu** which will coordinate with the relevant parties, including SoP where appropriate.

Cooperation and Continuous Improvement

Consortium members commit to:

- Give constructive feedback and report bugs, problems and improvement needs.
- Share experience and help colleagues.
- Contribute to shared developments and solutions where these can benefit the Consortium as a whole.
- Follow the agreed system processes and respond to partner actions in due time.
- Consider the impact of institutional decisions on the wider Consortium.
- Take a long-term view of the digitalisation of the complete Erasmus+ mobility cycle.

Commitment to the Consortium

Participation in the EASY MO Consortium means accepting that the effectiveness of the common system depends on the **collective commitment of all participating institutions**.

Institutions therefore commit to working within the agreed Consortium structure and **not opting out of the common approach or creating parallel processes that undermine it**.

The Consortium is founded on a simple principle:

We share resources, acquire and share knowledge, follow common processes and communicate clearly and responsibly in order to build a sustainable digital mobility environment for all members.