

General Terms of Reference for AEC and SMS Working groups

The AEC appreciates the commitment of its members to the common goals of our 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 about the political framework conditions to which Music Higher Education (HME) in Europe is exposed

Tasks:

A working group member is expected to:

- Attend and participate in all or, as a minimum, most of the planned meetings assigned to his/her working group
- Prepare for group meetings by searching for and reading relevant documents
- Provide expertise during the meetings and collaborate to the development and formulation of the project results
- Complete the tasks distributed by the chair and AEC representatives (research; text drafting and/or editing; collection of information, etc.) in a timely manner, ensuring that deadlines are met
- Disseminate the results wherever it seems to be appropriate, especially in his/her home institution and in appropriate national fora. Inform the project officer and/or manager about any dissemination activity undertaken
- Communicate information to and from fellow group members

Benefits:

Working group members will have the opportunity to:

- Exchange information, know-how and perspectives with other international experts in a 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
- Explore 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 SMS Working group "Music's and Music Higher Education Institutions' (HEIs) Role in Society"

Attendance at meetings:

A member of the working group "Music's and music HEIs' role in Society" is expected to attend and participate in 6 working group meetings within the period 2019-2021, in additional events aimed at presenting the work and result of the group and in the delivery of a capacity-building workshop.

The project application foresees the following meetings and events:

- In 2019: 2 WG meetings (including an annual network meeting in May) and for some WG members, the Annual Congress 2019 dedicated to Entrepreneurship and Digitisation
- In 2020: 2 WG meetings; the AEC Congress on Societal Impact and Audience Engagement/Development; and for some WG members, the AEC EPARM (European Platform for Artistic Research in Music) meeting in Autumn dedicated to the contribution of research to society
- In 2021: 2 WG meetings; the Annual Congress 2021; the workshop delivered by the WG for AEC members; and for some WG members, the AEC PJP (Pop and Jazz Platform) meeting on the role of music in society.

The first physical meeting of the working group will take place on 1st - 3rd May 2019 in Riga.

Deliverables and activities

Activities of the 'Music's and Music HEIs' Role in Society' include:

- COLLECTING AND MAPPING EXAMPLES OF PRACTICES
 - Collecting examples which show how music HEIs and other music education bodies are embedded in and/or impact on society (for example through their activities as cultural centres), how they enhance accessibility to arts education and how they address audience development and contribute to placemaking

- DEVELOPING RESOURCES FOR AEC MEMBERS
 - Preparing a publication which documents how music HEIs and other music education bodies impact on society and enhance accessibility to arts education
 - Developing an advocacy toolkit for AEC member institutions
 - Developing a capacity-building workshop for AEC members (to be delivered in 2021) which offers guidance on how to demonstrate Music HEIs' impact on society, how to make political arguments and advocate, and how to deal with the ethical dimensions of higher music education

- ADVISING THE AEC
 - Advising the AEC on ways in which it can demonstrate the role of its members in society and their impact, and thus strengthen its lobbying and advocacy activities

- SYNTHESISING THE OUTCOMES OF THE OTHER SMS WGS AND PULLING THE FINDINGS OF THE PROJECT
 - Considering ways in which ideas and recommendations from the other WGs for this project can be synthesised in order to produce a more encompassing view of the social relevance and social responsibility of musicians and Music HEIs
 - Drawing on the proposals from the other WGs to show how, through effective social engagement, musicians and music HEIs can play significant roles in developing and sustaining resilient and resourceful communities

- CONTRIBUTING TO AEC EVENTS PROGRAMME
 - Presenting the work and results of the WG at AEC events (such as AEC Congress 2019)
 - Assisting in preparing the programme for the 2020 Congress on Societal Impact and Audience Engagement/Development (together with contributions from other WGs of the SMS project)
 - Contributing to the preparation of the 2020 AEC EPARM meeting dedicated to the contribution of research to society (Redefining the Music HEI's role and task in society), the AEC Congress 2021 (showcasing the outcomes of the SMS project) and the 2021 AEC PJP meeting on the role of music in society

- COOPERATING WITH OTHER WGs AND WITH EXTERNAL PARTNERS
 - Giving input to other SMS working groups
 - Attending any relevant meeting or event organised at national or international level (to be approved first by the WG coordinator)
 - Inviting relevant guests to WG meetings (to be approved first by the WG coordinator)

Financing:

To be a member of a working group is a voluntary activity.

- A working group member will in general be reimbursed out of the SMS project grant for the costs of:
 - Travel to cities where working group meetings and/or site visits are held that have been included into the official working plan/timetable
 - Hotel and organized meals during the working group meetings and/or site visits that have been included into the official working plan/timetable
- It is the responsibility of the partner institution who designated the working group member to reimburse:
 - Local transportation costs from home addresses to airports/train stations and vice-versa, and from airports/train stations to hotels and vice-versa
 - Consumptions during travel and non-organized meals
 - Any other unexpected costs
- To a limited extent AEC is able to provide financial support in cases of hardship
- A mutual and binding agreement will be found concerning the financial conditions once the candidates are selected
- The WG member commits to sensible economic behaviour in the use of AEC funding
- The working group member is expected to keep all original travel receipts, boarding passes etc. as well as all original receipts/invoices of costs that will be reimbursed by the AEC and send them to the project financial officer in due course

Membership terms:

- SMS WG1 members are appointed for the second, third and fourth years of the SMS project (i.e. 2019, 2020 and 2021). The membership is terminated no later than by the end of the SMS project term (30 November 2021).
- In the rare case that a working group 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.

These Terms of References shall not be suspended. However, the Specific Terms of References 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.