

## 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 "Digitisation" (Teacher Training in the Digital Age)**

### **Attendance at meetings:**

A working group member of the '*Digitisation Working Group*' is expected to attend and participate in 7 working group meetings within the project period 2018-2021 and in additional events aimed at presenting the work and result of the group and at delivering workshops - as planned in the project application:

- 2 meetings in 2018
- 2 meetings in 2019 (including one joint meeting with WG3 and 1 at the Network Meeting in combination with all other WGs) and presentation of first results at AEC Congress 2019 (by some WG members)
- 2 meetings in 2020 (including annual network meeting) and presentation of a workshop at the 2020 Congress on Societal Impact & Audience Engagement/Development
- 1 meeting in 2021 and presentation of the outcomes of the WG at the Annual Congress 2021

### **Deliverables and activities**

Activities of the '*Digitisation Working Group*' - as planned in the project application - include:

- COLLECTING AND MAPPING PRACTICES AND EXAMPLES
  - Collect practices on the use and the needs of digital learning material, distance learning and musical interaction tools
  - Collect practices on the use and the needs of digital learning material, distance learning and musical interaction tools and finalise the publication
  - Create a database providing access to digital learning tools
- DEVELOPING A PUBLICATION
  - on the use and needs of digital learning material, distance learning and musical interaction tools together with a a database providing access to digital learning tools
- CONTRIBUTING TO AEC EVENTS PROGRAMME AND DELIVERY
  - Prepare the EMU Forum 2019 on Digitisation and the AEC Congress 2019 on Entrepreneurship and Digitisation (together with WG3)
  - Contributing to preparing the AEC Congress 2020 on Societal impact and audience engagement together with other SMS working groups, and the AEC Congress 2021 (showcasing the outcomes of the SMS project)
- COOPERATING WITH OTHER WGs AND WITH EXTERNAL PARTNERS
  - Giving input to other SMS working groups (including to the WG on Entrepreneurship and on Music's and higher music education institutions' role in society)

### **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 working group members are appointed for the duration of the project. The membership is terminated no later than by the end of the 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.*