

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 proposal; 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. 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 Student Working group

Attendance at meetings:

A member of the Student Working Group (SWG) is expected to attend and participate in 2 SWG meetings each year (1 in Brussels and 1 during the AEC Annual Congress) and in 2 to 4 additional events or activities aimed at presenting the work and result of the group, at delivering workshops, and/or at holding counseling visits at an AEC member institution (for example in relation to how to improve or establish a Student Representation System). The SWG may also decide to organize additional Skype meetings.

Moreover, each member is expected to attend the meetings of another AEC Working Group (either of a working group acting as a think tank within the SMS project, or of a Working Group in charge of organizing one of AEC annual events).

Deliverables and activities:

Activities of the Student Working Group include:

- **CREATING A EUROPEAN STUDENT NETWORK**
 - Developing and maintaining an (online) network of students across Europe
 - Exchanging experiences with local student representatives during Working Group Meetings and AEC events to further develop the network and, if requested, provide counselling about student representation systems
 - Exploring how a European Music Student Association could be created
- **ENSURING THAT THE VOICE OF THE YOUNG MUSICIANS IS TAKEN INTO ACCOUNT IN AEC ACTIVITIES**
 - Providing input to AEC about students' needs and concerns, as well as about AEC's work, activities and events
 - Contributing to the work achieved in the different strands of SMS by giving input to some of the project WGs
 - Acting, when requested, as an expert advisory and/or advocacy group to AEC Council and engaging with the constantly ongoing discussions within AEC bodies (General Assembly, Council and Office)
- **CONTRIBUTING TO AEC EVENTS PROGRAMME AND DELIVERY**
 - Presenting the results of the WG at AEC events (such as AEC Congress)
 - Taking responsibility to deliver one or more session(s) during the different AEC events, both targeting students and all participants

Financing:

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

- A SWG member will 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
 - 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
 - The SWG 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:

- All SWG members must be enrolled at one of the AEC member institutions
- All SWG members must be proficient in English
- 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 might be further specified according to the specific requirements of individual working groups, but they shall not be suspended.