**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 (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

**Financing:**

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

* The AEC strives to cover travel expenses that are necessary to fulfil the WG member's tasks whenever possible from project grants.
* If this is not possible, the sending institution is asked to co-finance its staff member's WG activities within a previously defined framework recorded in a Memorandum of Agreement signed by the sending institution and the AEC.
* To a limited extent AEC is able to provide financial support in cases of hardship.
* The WG member commits to sensible economic behaviour in the use of AEC money.
* The working group member is expected to keep all travel receipts, boarding passes etc. as well as all receipts/invoices of costs that will be reimbursed and send them to the project officer and/or manager in due course.

**Membership terms:**

The AEC depends on the dedicated work of experienced WG members. In addition, attracting new members is also important to enable dynamic renewal and rejuvenation of the group. Therefore, the following rules apply to the duration of membership in a WG:

* Working group members are initially appointed for a three-year term.
* After the conclusion of a first 3-year term, working group members can be appointed for a further three years.
* Working group members who have been or are chairing the group can be appointed for a third three-year term.

Transitional arrangements:

A rotating schedule should be introduced in existing AEC working groups in order to progressively introduce new persons in the group while ensuring continuity.

Based on the number of years each member has been involved in the group, working group members will be asked to serve on the working group for either 1, 2 or 3 years. AEC office may provide a proposal for this allocation. Recruitments for new working group member will therefore take place every year.

*These Terms of References might be further specified according to the specific requirements of individual working groups, but they shall not be suspended.*