



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

'Terms of reference'

Co-funded by the
Creative Europe Programme
of the European Union



Working Group:

International Relation's Coordinators (IRC)

Title:

Working Group Member

Profile looked for:

A working group member should be:

- Willing and able to spend time and energy serving the aims and objectives of their working group
- Equipped with experience and/or expert knowledge in areas relevant to the working group's duty and objectives
- Aware about AEC's overall mission, vision, tasks and strategic goals
- Strategically aware, diplomatic, possessing good communication skills and sensitive to cultural and linguistic diversity
- Able to communicate in English (the main language of working group discussions)

Role and activities:

A working group member is expected to:

- Attend and participate in all or, at the worst, most of the planned meetings assigned to his/her working group
- Prepare for group meetings by searching for and reading relevant documentation
- Provide expertise during the meetings and contribute to the development and formulation of the working group outcome
- 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. Informing the AEC office 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 Higher Music Education (HME) for use in their home institutions
- Contribute to the future developments in HME
- Build up a network of international relations
- Participate in site visits and explore new systems
- Meet new colleagues and explore new approaches in a creative atmosphere

Financing:

A working group member will be reimbursed 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 (this does in general not include local transportation)
- Hotel and organized meals during the working group meetings and/or site visits that have been included into the official working plan/timetable

These expenses are covered out of project grants (e.g. FULL SCORE), the AEC budget or in individual cases and upon prior agreement by the partner institution who designated the working group member.

The working group member is expected to keep all boarding passes and/or train tickets for their travels as well as all receipts/invoices of costs that will be reimbursed and send them to the AEC office in the format requested and in due course.

Specific regulations for IRC Working Group:

- The term of membership is three years. One-time reapplication is admitted.
- The WG's chair is appointed by AEC CEO on a proposal made by the working group members. There might be appointed a vice-chair on the basis of the same rules, if needed. Both chair's and vice-chair's terms are for two years. The term shall be renewable.

The working group's task description:

- Preparing and delivering once a year an innovative, state-of-the art IRC conference
- Acting as an 'observatory' for issues that arise
- Creating tools, guidelines, policy statements, etc. for mobility and recognition in Europe HME sector
- Supporting the development of the field within AEC's portfolio of activities, whilst recognising the need for overall balance in these activities
- Acting, when requested, as an expert advisory and/or advocacy group to AEC Council
- Creating Continuous Professional Development seminars/events for IRCs

Specific requirements for IRC Working Group:

Attendance at meetings:

A working group member of the '*IRC Working Group*' is expected to attend and participate in two working group meetings plus the annual IRC meeting, in which a third WG meeting is embedded.