

## **General Terms of Reference for AEC Platforms and 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;
- be aware of AEC's overall mission, vision, tasks and strategic goals;
- be 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 Working group "European Platform for Artistic Research in Music (EPARM)"**

#### **Attendance at meetings:**

A working group member of the *'EPARM Working Group'* is expected to attend as a rule 2 working group meetings per year - one of them taking place embedded in the annual EPARM meeting. Representatives of the WG are also expected to participate in events aimed at presenting the work and result of the group and at delivering workshops that might be scheduled in addition to the regular work of the WG.

#### **Objectives, Priorities and Target Groups of EPARM:**

The EPARM WG's work aims at promoting Artistic Research activities at Higher Music Education institutions (HMEIs) through

- creating environments for sharing and discussing work at the forefront of artistic research in music, helping to focus and coordinate activity, enhance quality and raise the profile of this emerging branch of musical research;
- providing a European forum and network for information exchange about developments across the whole spectrum of Artistic Research in music;
- supporting institutions and individuals across Europe who are working to develop concepts, principles and practices of Artistic Research in music;
- providing a ready platform for advice relevant to institutions across Europe that wish to introduce or develop further programmes involving Artistic Research in music, especially at third-cycle level;
- developing a Europe-wide network of experts able to act as counsellors or external specialist examiners for programmes involving Artistic Research in music;
- encouraging the expansion of awareness and understanding across Europe and beyond concerning the nature and the forms of output of Artistic Research in music, and to communicate this understanding to those working in other artistic and scientific disciplines and to artists working in the professional world;
- creating public channels of communication which articulate how the outcomes of Artistic Research in music may contribute to the unique cultural capital of the European Space and help to stimulate and enhance professional activity and employment;
- stimulating synergies and potential cooperation between institutions and individuals engaged in the development of Artistic Research.

The EPARM WG's activities are addressing the following target groups:

- Individuals (instrumental teachers in HMEIs) and institutions already producing and/or supporting Artistic Research;
- Institutions wishing to introduce Artistic Research, whether in the context of Third-Cycle programmes, research undertaken by staff or both.
- Individuals (free-lance musicians/professionals) in and outside institutions wishing to gain a better understanding of Artistic Research.

### **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:

- WG 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.
- As a transitional arrangement a rotating schedule should be introduced in the existing EPARM WG in order to progressively introduce new persons in the group while ensuring continuity. As soon as the recommended group size is reached (6 to a maximum of 8 members), old working group members will be asked to step out of the working group within a defined timeframe in order to ensure renewal. AEC office may provide a proposal for this allocation.

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