

General Terms of Reference for AEC Working Groups



The AEC appreciates the commitment of its members to the common goals of its 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, Task Force or Stakeholder Network (hereafter referred to as *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 to support the aims and objectives of their working group, as well as AEC's overall goals.
- Have a clear understanding of AEC's mission, vision, tasks and strategic goals.
- Be aware of the political framework conditions to which Higher Music Education (HME) in Europe is exposed.

Tasks

A working group member is expected to:

- Attend and participate in all meetings and activities assigned to his / her working group, unless attendance is impossible due to justified and urgent reasons.
- Prepare for working group meetings by reviewing relevant documents.
- Provide expertise during the meetings and activities, contributing to the development and formulation of the working group's results.
- Complete the tasks distributed by the chair and AEC representatives (research, text drafting / editing, collection of information, etc.) in a timely manner, ensuring that deadlines are met.
- Communicate information to and from fellow working group members in a timely manner.
- Act as ambassador of the WG and the AEC by disseminating the results where appropriate, particularly within their own institution and externally.
- Inform the AEC working group coordinator about any dissemination activity undertaken.
- Contribute to building connections and synergies with other working groups, projects, events and constituencies.

Benefits

A working group member will have the opportunity to:

- Exchange information, know-how and perspectives with other international experts in an ever-changing environment.
- Gain additional 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.

- Investigate, develop and test examples of good practice and new systems.
- Meet new colleagues and explore new approaches in a creative atmosphere.

Membership terms

- Members of the Working Group (WG) are appointed for a 3-year term. At the end of this initial term, WG members have the option to re-apply for another 3-year term. WG members are not permitted to serve on the group for more than two full terms, totaling 6 years, unless they choose to apply for the WG Chair position. WG members are allowed to apply for the WG Chair position whenever the position is vacant, regardless of how long they have been WG members.

Appointment as Chair would allow a member to continue for 3 additional years. After this initial 3-year term as Chair, the person can then reapply to serve as WG Chair for another 3-year term by communicating an indication of interest to the WG Coordinator and the other members of the WG. This results in a maximum possible period of 12 years total: 6 years as a regular WG member (two 3-year terms) plus up to 6 years as WG Chair (two 3-year terms). This structure is designed to encourage new perspectives and participation, while also providing experienced members the opportunity to take on leadership responsibilities if desired.

- In the rare case that a WG member wishes to resign from membership during his or her term, 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.
- AEC reserves the right to discontinue the membership of a WG member not complying with the conditions stated in the present document. A WG member leaving his or her home institution, changing his or her job position or in any other similar circumstance, must notify the AEC Office as soon as possible.
- Proactivity, as well as geographical, expertise and gender balances, will be the applied criteria to guarantee the diverse and dynamic character of the group, who should ideally recreate the diversity of AEC member institutions.

Specific Terms of Reference for the AEC Pop and Jazz Platform Preparatory Working Group (PJP WG)

Participation to activities and workload

The goal of the PJP is to contribute to a better understanding, collaboration, and diversity within music and higher music education.

The PJP discusses and promotes educational, pedagogical, musical, and professional issues on the basis of the particular expertise and experience the PJP community possesses.

The PJP supports the development of jazz, pop, folk, global music, and related programmes in the AEC's membership institutions.

The PJP promotes diversity in HME. Genre diversity in HME may be a complex issue and pose challenges for the institutions. Other ways of categorising the field than by genre are possible, for example by differences and similarities in teaching/learning and in musical and artistic processes. The PJP will therefore in particular stimulate the discourse on the concept of genre, genre diversity, teaching and learning processes, self-perception and identities.

PJP organises meetings on a regular basis for these programmes in AEC membership institutions addressing relevant issues, at the same time providing a meeting ground for networking and the sharing of experiences among the programmes.

As a platform within the AEC, the PJP subscribes to and adheres to the [Vision and Mission of the AEC](#).

A member of the PJP WG is expected to prepare, attend and actively contribute to the following activities:

- 1 WG meeting in person per year during the event
- At least 2 WG meetings online per year (to be discussed according to the group's needs)
- Organisation of the AEC Pop and Jazz Platform 2026 and following AEC Pop and Jazz Platforms or joint AEC Platform events in 2027 and 2028
- Contribution to the discussion on the choice of future events to the AEC Council and AEC Office
- Participation in sessions at other AEC events coordinated by other Working Groups

In addition to preparation and participation to these meetings and events, WG members are expected to complete the tasks distributed by the chair and AEC representatives (research, text drafting / editing, collection of information, etc.) in a timely manner. New AEC projects/activities that might be initiated within the WG membership term may prompt the AEC to assign supplementary responsibilities to WG members*.

Financing

To be a member of a working group (WG) is a voluntary activity.

- A WG member will be covered for the following expenses:
 - Travel expenses for attending WG meetings and / or other activities as agreed on by the group and approved by the AEC Office; the reservations will be handled by the AEC Office
 - Organised meals (i.e. catering) for WG meetings and / or other activities as agreed on by the group and approved by the AEC Office; the reservations will be handled by the AEC Office
 - Accommodation expenses for attending WG meetings and / or other activities as agreed on by the group and approved by the AEC Office; the reservations will be handled by the AEC Office
- A WG member will NOT be covered by the project grant for the expenses below, which are to be reimbursed by the institution who designated the WG member:
 - Local transport costs from home addresses to airports / train-bus stations and vice versa, and from airports / train-bus stations to hotels and vice versa
 - Consumptions during travels not included in the organised meals
 - Any other costs (e.g. taxis, parking slot, etc.)
- In case of financial impossibility, applicants are still strongly encouraged to apply, indicating they will need further support from AEC than the coverage described above. Financial impossibility is not considered in the selection process of the WG members. Once the WG members are selected, a mutual and binding agreement will be found concerning the financial conditions.

(*) AEC keeps the right to allocate additional tasks to the members of the Working Group upon agreement and, if relevant, payment of a service fee. These would depend on the particular circumstances and conditions that may arise for the good implementation of the project activities.

The General Terms of Reference shall not be suspended. However, the Specific Terms of Reference 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.

Application

The AEC is seeking representatives from its member institutions to apply for the following positions. Please indicate in your application which position you are applying for:

- AEC Pop and Jazz Platform Working Group **Member (3 vacant positions)**
- AEC Pop and Jazz Platform Working Group **Student Member (1 vacant position)**

Deadline – key dates:

- 21 May: the call is launched
- **15 August: deadline for applications**
- 29 August: results communicated to the applicants
- 5 September: selected applicants are required to confirm their participation

During the application process, the AEC Office reserves the right to conduct short interviews with candidates via Zoom prior to a final decision being taken by AEC.

Documents to be sent by the applicants:

1. The candidates' **CV** (max. 2 pages)
2. The candidates' **motivation letter** to join the AEC Pop and Jazz Platform Working Group (max. 2 pages)
3. **A letter from the legal representative of the institution** confirming the institution's readiness to enable and recognise the participation of the candidate to the AEC Pop and Jazz Platform Working Group (max. 2 pages)

If the application exceeds the page limits, it may be rejected.

Applications should be sent via email to **Beatriz Laborda**, AEC Pop and Jazz Platform Working Group Coordinator at beatrizlaborda@aec-music.eu