



**Asia-Europe Classroom Network (AEC-NET)  
Co-ordinating Committee  
Terms of Reference**

*As at 16-Nov-2010*

**1. TITLE**

The name of the Committee shall be “Asia-Europe Classroom Network (AEC-NET) Co-ordinating Committee”.

**2. PURPOSE**

To provide a consultative forum that can effectively address matters arise from the Asia-Europe Classroom Network (AEC-NET). The committee will also provide advices and feedbacks on its direction and policies in relation to the AEC-NET.

**3. OBJECTIVES AND ROLES**

The objectives and roles of the AEC-NET Co-ordinating Committee are to:

- act as a provider of academic criteria in order to evaluate the different activities of the project
- access and advise on best direction, action plan and strategies on the programmes and activities of the AEC-NET for the future
- act as Ambassadors of the AEC-NET by promoting the programme at very possible opportunity
- provide feedback and suggestion on the upcoming conference programme
- evaluate and shortlist various AEC projects contending for the AEC Award at the annual AEC-NET conference<sup>1</sup>
- review and update on existing documents such as the award rubric, AEC project proposal criteria and FAQs etc.
- develop and review policies and standards on website appearance, students protection and copy right issue.

**4. RECRUITMENT OF THE CO-ORDINATING COMMITTEE**

The members of the AEC-NET Co-ordinating Committee members are nominated by the Asia-Europe Foundation based on the their professional and personal values for the AEC-NET. The nominated member(s) should be, in all circumstances, be an alumni of the AEC-NET.

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<sup>1</sup> *In the event that the CoCo member is also involved in any of the shortlisted project contending for the AEC Award, the member would naturally not be eligible to participate in this exercise.*

## **6. DURATION OF TERM**

The members of the Co-ordinating Committee will stay on board over a period of 3-year term, with the exception for the following:

- P2P Director, Asia-Europe Foundation
- Technical Advisor of the AEC-NET

In order to ensure there is continuity, it is necessary to ensure that the committee comprises of at least one or two former members staying on board for another year or so with the new coming committee members. This extension may be requested by the ASEF and subject to consent by the outgoing CoCo member.

## **5. ANNUAL MEETING**

The Co-ordinating Committee will meet annually (usually at the second half of the year) which is organised at the sidelines of the annual Asia-Europe Classroom Network Conference, alternating in Asia and Europe.

A draft agenda of the meeting will be circulated to the co-ordinating committee members prior to the meeting. Members are also encouraged to raise or propose items for further discussion during the meeting.

The minutes of the meeting will be drafted and circulated to all the members for verification and finalisation after the conclusion of the meeting.

## **6. AMENDMENTS**

The terms of reference shall be reviewed from time to time. They may be altered to meet the current needs of all committee members, upon consent by the majority of the committee members.

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