



Roles and responsibilities

NVF chairs and secretaries

- **What is your task?**
Your task is to manage the activities of the working group, ideally as a management team.
- **What is expected of you?**
You are expected to take responsibility for the work of the working group.
- **What do you get out of it?**
You learn a lot about network management. You get access to a strong network that includes both experts and decision-makers in the Nordic region. You enhance your CV.
- **What do your companies get out of it?**
Your company gets access to knowledge, unique skills development and a unique high level network.
- **What requirements do we make?**
We require that you assume responsibility.
- **What meetings are you expected to attend?**
You are expected to attend about two meetings annually in your own working group and one meeting annually with NVF's Association Board.
- **How long are you expected to serve as chairman or secretary?**
It depends on the period for which the working group has been set up, but not more than four years, since the period ends in June 2024.
- **Do you get paid for your work?**
No, you do not get any payment for your work.
- **Do you get any support?**
You are always welcome to contact your national NVF Secretary or the Secretary of the Association Board if you encounter any challenges, have questions, good ideas or need help to cope with a situation.



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“I became a member of the NVF to learn more about the development in our neighbouring countries and to get inspiration for measures that can renew the Swedish transport system.

It is extremely valuable to be able to compare the experience we have made in Sweden with the measures taken in other countries, regions and cities. Comparisons made between the Nordic countries are particularly important since we, in many ways, have the same challenges and opportunities.”

John Hultén, K2Centrum

Responsibility of the chair

The chair is responsible for:

- Coordinating the work of the working group
- Ensuring that the work complies with NVF's strategy
- Ensuring that an action plan is prepared for the entire period
- Ensuring annual (1 November) follow up on the group's work (using the same template as the action plan)
- Ensuring that the working group works in accordance with the policies adopted by the Association Board (i.e. rules for the working group, NVF's language policy, the Nordic and national NVF statutes)
- Ensuring that a working group meeting is convened for all members of the working group at least once a year
- Ensuring commitment from members of the working group
- Ensuring that non-active members are contacted to discuss their continued participation in the working group
- Ensuring that open Nordic seminars are organised during the period
- Ensuring that the working group's decisions are followed up as well as the decisions of the Association Board concerning the working group
- Ensuring that the working group's pages on NVF's website are up to date
- Ensuring that the working group participates in the planning and implementation of “Via Nordica 2024”
- Attending the annual association meeting where NVF's working group chairmen and secretaries and NVF's Association Board convene

Parts of the work can be delegated to the secretary and members of the working group, but the chairman is responsible for following up the work.

Qualifications:

The chairman of a working group must have the following qualifications:

- Knowledge of group dynamics
- Experience with project management and/or line management
- Knowledge of the main Nordic languages (Danish, Norwegian, Swedish) as well as English

The secretary's responsibilities

The secretary must:

- Assist the chair and carry out the tasks that the chair and the secretary have agreed should be handled by the secretary
- Prepare (draft) agendas and take decision minutes from the meetings of the working group
- Convene meetings and be in close contact with the members of the working group
- Keep in close contact with NVF's webmaster and ensure that documents are uploaded to the working group's pages on NVF's website and that these pages are updated
- Ensure that the membership database is up to date
- Attend the annual association meeting
- Ensure that the working group participates in the planning and implementation of "Via Nordica 2024"

Qualifications:

- Ability to work systematically
- Knowledge of group dynamics
- Preferably experience with project management and/or line management
- Knowledge of the main Nordic languages (Danish, Norwegian, Swedish) as well as English



Important dates

| What | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|-----------|---------|----------|----------|-----------|
| Start of period | July 2020 | | | | |
| Start-up meeting in Copenhagen for chairmen and secretaries | 16 Sep. | | | | |
| Action plan | 1 Nov. | 1 Nov. | 1 Nov. | 1 Nov. | |
| Association meeting | 23 Nov. | 24 Nov. | 23. Nov. | 22. Nov. | |
| Via Nordica 2024 | | | | | June 2024 |

Contact details:

You must contact the NVF secretary in your own country if you want to hear more about the work of the NVF chairman or secretary:

Sweden: Annelie Nylander, Trafikverket.

Norway: Marit Due, Vegvesen

Finland: Anne Ranta-Aho, Väylä

Iceland: Pétur Matthiasson, Vegagerdin

Faroe Islands: Armgarð Steinhólm, Landsverk

Denmark: Marianne Worm, Danish Road Directorate, mwo@vd.dk



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