Disclaimer:

The translation into English of Nordic Road association (NVF)’s “Rules for working groups” is to be regarded entirely as a service. In the event of any discrepancy or shortcomings in the translation the Swedish version will prevail

# Rules for the working groups

This update was approved by the Association Board on 21 November 2019. At the same time, it was decided not to translate it into Danish.

**REGULATIONS FOR THE NVF’s WORKING GROUPS**

Adopted by the board on 28 November 1984 in Stockholm. Revised 14 February 1994 in Lillehammer (clause 7) and 17 June 2005 in Helsinki (clause 7) and 25 November 2011 in Oslo (clauses 6, 7, 9 and 10), 2015 in Stockholm (clause 2,5,6,7, 8,9,10 and 11) and on 21 November 2019 in Copenhagen (clauses 5, 7 and 8; in addition, the word ‘committee’ was changed to ‘working groups’ according to the board’s decision on 12 June 2019).

**ORGANISATION**

1. The working groups of the Nordic Road Association (NVF) consist of members from the individual countries.

2. The Association Board decides which country will serve as the chair and secretary of a working group.

3. The Association Board sets out the working group’s area of activity and is responsible for making any necessary changes to it.

**COSTS**

4. The NVF’s working groups do not have their own budgets and cannot enter into financial agreements. If a working group organises open seminars or plans to participate in activities that involve financial transactions, it must contact the NVF secretary in one of the six NVF associations. If the national association wants to support the activity, an agreement can be concluded between the national NVF association and the other party (e.g. the organiser of a seminar).

**MEETINGS**

5. The working groups must meet at least once a year and when necessary. The time and place of the working group’s meeting are entered in the calendar on the NVF’s website. Meetings can be held as web meetings. Minutes are taken and published on the working group’s page on the association’s website.

6. Working group meetings make decisions subject to a simple majority of votes and open voting. Disagreements regarding majority decisions must be described in the minutes of the meeting.

**RESPONSIBILITY**

7. The working groups must prepare and implement the business plan approved by the board. In addition, the working groups must:

• Propose topics for the Via Nordica congress well in advance

• Organise open Nordic seminars

8. The chairperson and secretary of a working group must:

• Prepare a business plan for the entire period at the beginning of the period

• Coordinate the work of the working group

• Convene working group meetings and prepare matters to be discussed

• Follow up on decisions of the working group, and follow up on decisions made by the association board affecting the working group.

• Update the working group’s pages on NVF’s website

• Report on the work of the previous year to the association board no later than 1 November each year

• Participate in the annual association meeting together with the Association Board, where they describe the work of the working group.