



The update was approved by the NVF Board on the 12th of March 2024.

RULES OF PROCEDURE FOR NVF's working groups

Adopted by the NVF Board on 28th of November 1984 in Stockholm. Revised:

14th of February 1994 Lillehammer (§ 7), 17th of June 2005 Helsinki (§ 7),

25th of November 2011 Oslo (§ 6, 7, 9 and 10), 2015 Stockholm (§ 2, 5, 6, 7, 8, 9, 10 and 11)

21st of November 2019 Copenhagen (§ 5, 7 and 8, word "committees" changed to "working groups", decision not to translate rules into Danish)

12th of March 2024 (§ 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14, decision to translate rules only into English)

2nd of September 2024 (§ 2, 5, 9, and 13) words changed from chairman to chairperson and from secretary to vice-chairperson or vice-chair)

ORGANIZATION

§ 1 NVF's working groups consist of members from the individual countries. The number of members of working groups varies depending on the area of work.

§ 2 The NVF Board decides which country will be the chairperson and vice-chairperson of a working group.

§ 3 The NVF Board determines the working group's area of work and any changes to these. The NVF Board may give special minor assignments to the working groups.

§ 4 The working groups may not agree on positions in the name of NVF or try to constitute a Nordic voice vis-à-vis the EU, for example.

COSTS

§ 5 NVF working groups have no finances of their own and cannot enter into financial agreements. If the working group plans to organize activities that include financial transactions, the chair or vice-chair of the working group should contact the NVF secretary in the country where the activity is to be organized. If the national association can support the activity, an agreement can be made between the national NVF association and the other party (e.g. an organizer of the seminar).

MEETINGS

§ 6 The working groups shall meet at least once a year and when necessary. Otherwise, the working group is free to choose how often they want to meet, how the meetings should be organized and whether they should be physical or, for example, web based. Physical meetings must be held centrally in the country where the meeting is held, so that it does not require unnecessarily long, expensive and climate-intensive travel to be able to participate in the meeting. It must be possible to participate in the meeting via the web. The time and place of the working group's meeting must be entered in the calendar on NVF's website.

§ 7 Minutes shall be written and published on the working group's section of the association's website.

§ 8 At working group meetings, decisions are made by simple majority and open vote. Disagreement on majority decisions must be stated in the minutes of the meeting.

SEMINARS

§ 9 If the working group organizes open seminars or plans to participate in activities that include financial transactions, the chairperson or vice-chairperson of the working group shall contact the NVF secretary in the country where the activity is to be organized. If the national association can support the activity, an agreement can be made between the national NVF association and the other party (e.g. an organizer of the seminar).

§ 10 The working group shall follow the guidelines contained in the document "Guide to NVF seminars".

RESPONSIBILITY

§ 11 The working groups shall prepare and implement the operational plan that has been approved by the NVF Board. In addition, the working groups shall:

- Organize at least one Nordic working group meeting per year for all members of the working group
- Propose topics for the Via Nordica congress well in advance
- Organize open Nordic seminars and webinars during the four-year period, preferably together with other working groups.

§ 12 The working groups shall not publish large reports or carry out their own development projects.

§ 13 Chairperson and vice-chairperson of a working group

The work of the working group is led by a chairperson and a vice-chairperson.

The chair and vice-chair of a working group shall:

- At the beginning of the period, prepare the business plan for the entire period
- Coordinate the work of the working group
 - The chairpersons are welcome to organize subgroups
- Convening working group meetings and preparing matters for consideration
- Ensure that the decisions of the working group are followed up and that it is followed up on the decisions made by the NVF Board, which affect the working group
- Keep up to date with the working group's pages on NVF's website
- Report to the NVF Board no later than 1st November each year on the work during the previous year
- Participate in the annual Association Meeting together with the NVF Board, where information about the work of the working group is presented.

LANGUAGE POLICY

§ 14 The working groups shall comply with NVF's language policy.

NVF's main language is English. All Nordic events and documents must be in English, including the content on NVF's website. However, the working groups may choose to use Scandinavian if all participants can participate in the communication.

The language policy was adopted by the NVF Board on the 12th of March 2024.