

Role Description – Steering Group at SAFER

The Steering Group at SAFER plays a central role in **securing the platform's long-term strategic direction** and ensuring that the operations align with the vision, mission, Main collaboration Agreement and the Strategic and Operational Workplan. This group provides system-level governance, focusing on the strategic development of SAFER as a collaboration platform, including its functions and deliverables. The Steering Group does not govern the scientific content or direction of individual projects, but ensures that SAFER as a platform remains relevant, balanced, and aligned with partner expectations and societal needs, in line with SAFER's value proposition.

The Steering Group operates in close collaboration with SAFER's partners and the operational team, providing guidance and decisions based on SAFER's Main Collaboration Agreement and the Strategic and Operational Work Plan.

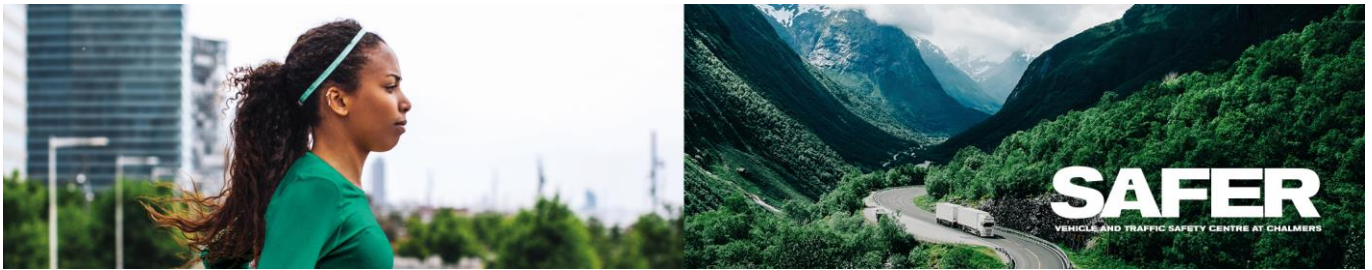
Note: *In the current formal agreements, the Steering Group is referred to as the Centre Board, and the role is regulated centrally by Chalmers University of Technology, which serves as the host of the centre.*

Composition and structure

- The Steering Group comprises 7–13 members and one chair, including one permanent member from the Swedish Transport Administration and two from Chalmers University of Technology.
- All members must represent organisations that are partners in SAFER.
- The members and chairperson are nominated by a Nomination Committee and formally appointed by the President of Chalmers, based on a recommendation from the General Assembly.
- The Steering Group's composition should cover a broad range of expertise within the field of traffic safety and strive for a balanced gender distribution. The group should also maintain a national balance between societal actors, private industry, and academia.

Terms and meetings

- Members are typically appointed for a maximum three-year term, with the possibility of reappointment for an additional three years.
- The Steering Group meets for ordinary meetings at least 4 times per year and one annual strategic workshop to decide on goals and directions for the upcoming operational year.
- Meeting materials are provided by the operational team at least one week prior to each meeting.



Decision-making

- Decisions are made by simple majority vote. In case of a tie, the Chair holds the casting vote.
- The Steering Group is considered quorate when more than half of its members are present at the meeting. If the group is not fully staffed, those voting in favour must represent at least one-third of the total number of members. At least one representative from the host university must be present for decisions to be valid.
- If a member wishes to step down, the Nomination Committee is responsible for proposing a replacement to the General Assembly.

Expectations of steering group members

- Act responsible with a holistic perspective, always prioritising the best interest of SAFER as a whole.
- Contribute with personal expertise and professional networks to strengthen SAFER's strategic direction and impact.
- Promote collaboration over competition, fostering trust and shared commitment among partners.

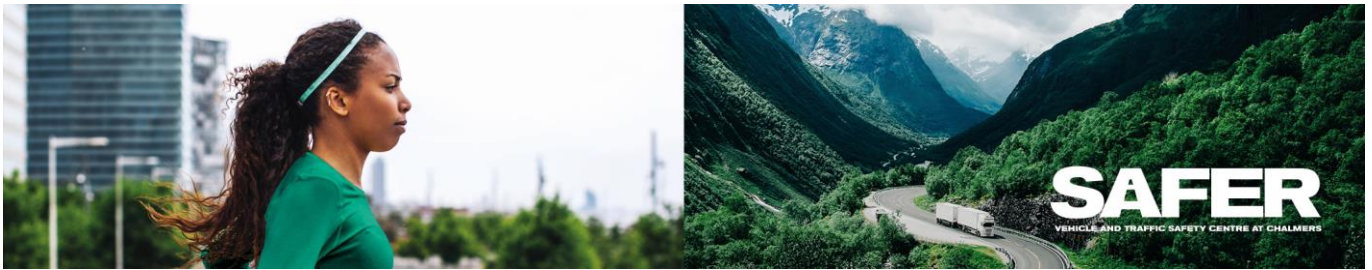
Responsibilities

Governance and strategic planning

- Guide the development of the annual operational plan, including key platform activities (e.g. SAFER Research Days), ensuring alignment with partner and societal needs.
- Contribute to the development and agreement of SAFER's strategic direction and use of funds, by providing input on priorities and initiatives – including platform investments, system-level activities, and key events – and by engaging in a mutual decision-making process on the annual budget proposal submitted to the General Assembly, ensuring alignment with SAFER's mission and value proposition.
- Approve and revise strategic priorities and the platform's focus.
- Contribute to the development of the annual report.

Partner engagement

- Identify key competences and relevant new partners needed for the platform's long-term development, with consideration to both strategic alignment and scientific excellence.
- Review new partnership applications, ensuring the platform remains relevant, balanced and of high quality and prepare decision at General Assembly.
- Support partner engagement processes like the facilitation process, ensuring that partner needs are captured and relevant knowledge-building activities are initiated.



Platform development

- Contribute to foresight activities and knowledge transfer, bringing insights from each member's sector to inform the platform's strategic direction.
- Guide the content and scope of SAFER activities and events, including decisions on external invitations and larger financial commitments related to these activities.
- Initiate working groups for specific topics or urgent matters when needed.

Working Groups governance

- Act as a governing body for the SAFER Working Groups, ensuring cross-topic alignment and providing a system-level perspective.
- Approve the formation of new Working Groups, including the appointment of leaders and co-leaders as needed, and dissolve existing Working Groups if justified.
- Provide scientific and tactical support to Working Groups, serving as a sounding board for critical topics and system-level challenges.
- The Steering Group shall, when needed, actively encourage the formation of new Working Groups to address emerging challenges and opportunities within the platform.

The SAFER Idea Exploration Program and strategic funding

- Oversee the strategic direction of the Idea Exploration Program, including the evaluation of proposals and ensuring alignment with SAFER's purpose and strategic orientation.
- Decide on the allocation of SAFER funds for strategic tasks, projects, and platform-level initiatives. The Steering Group may establish (a) specific evaluation group(s) to secure the necessary expertise for funding decisions.

Other

- Represent SAFER externally, when appropriate, both in partner dialogues and at relevant external events, strengthening SAFER's network and visibility.