

Facts & Figures

# Swedish Government Offices Yearbook **2011**



REGERINGSKANSLIET

Government Offices  
of Sweden



Facts & Figures

Swedish Government Offices Yearbook **2011**

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# Preface

The Government Offices of Sweden is a politically controlled organisation, where the Government determines the direction of operations and the issues that are to be accorded priority. The duty of the Government Offices is to assist the Government in its task of governing the realm and achieving its policy objectives.

The purpose of the yearbook is to present facts and figures about the organisation, duties and activities of the Government Offices of Sweden with focus on the following areas of operation:

- The legislative process
- The budget process and agency management
- Administrative business
- International cooperation
- External communication
- Internal development

The statistical information in this publication is based on data from December 2011.

The yearbook also contains information about the ministers who served in the Swedish Government in 2011 and a section on sources of information and useful contacts at the Government Offices. If you have any questions that are not answered in these pages or would like more information, please feel free to contact us. You are also welcome to visit our international website at [www.sweden.gov.se](http://www.sweden.gov.se).



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# The Government Offices – a brief presentation

All public power in Sweden proceeds from the people. The people elect the Riksdag (Swedish parliament) and governments are formed on the basis of how party seats are distributed. To assist it in its tasks, the Government has a staff of approximately 4 350 officials and political appointees working at the Government Offices and on government committees. In 2011, the Government Offices comprised the Prime Minister's Office, eleven ministries and the Office for Administrative Affairs.

## Organisation of the Government Offices

The Government Offices form a single public authority that serves as the Government's staff. The Prime Minister has dual roles – as Head of the Government Offices and Head of Government. In addition, the Prime Minister's Office has a Permanent Secretary with overall responsibility for the administration of the Government Offices and for cross-ministerial administrative matters.

The leadership of every ministry comprises between one and three ministers, one of whom is head of ministry. Each minister has a staff of politically appointed officials, for example state secretaries, political advisers and press secretaries. In all, some 200 of the Government Offices' 4 350 employees are politically appointed ministers and officials.

THE GOVERNMENT											
Prime Minister's Office	Ministry of Justice	Ministry for Foreign Affairs	Ministry of Defence	Ministry of Health and Social Affairs	Ministry of Finance	Ministry of Education and Research	Ministry for Rural Affairs	Ministry of the Environment	Ministry of Enterprise, Energy and Communications	Ministry of Culture	Office for Administrative Affairs

In the organisational chart above, the ministries are listed in historical order according to the seniority principle, i.e. the oldest ministry first.



Missions abroad within the Ministry for Foreign Affairs – i.e. embassies, consulates, representations and delegations to the UN, the EU, the OECD and other organisations – also belong to the Government Offices. Missions abroad report directly to the Ministry for Foreign Affairs, but they are also authorities in their own right.

## **Duties of the Government Offices**

“The Government Offices are responsible for preparing government business and in other respects assisting the Government and its Ministers in their activities.”

(Section 1 of the Ordinance concerning the Duties of the Government Offices 1996:1515)

The Government decides the direction of operations and the issues that are to be accorded priority.

## **Staff responsibilities at the Government Offices**

The great majority of staff at the Government Offices are not political appointees but officials who retain their posts in the event of a change of government.

Accordingly, they must be highly skilled at analysing problems from different viewpoints, finding alternative solutions and keeping abreast of the political debate. At the same time, when dealing with government proposals, officials must be able to put forward any objections they feel are warranted. Officials assist the Government by supplying background material as a basis for decisions and conducting inquiries into national and international issues. They are also responsible for supervising the government agencies that report to the ministries by drafting the annual appropriation directions and monitoring operations. International negotiations, for example in the context of the European Union, may also form part of their duties.

## **Operations at the Government Offices**

The main tasks of government officials fall into one of several categories which apply to all the ministries alike. More detailed information and statistics are available on pages 18–54 in the section entitled Facts and figures.

## **Legislation**

Government officials are required to develop political initiatives, formulate terms of reference for committees of inquiry and assist in the appointment of government committees. They also take delivery of reports and circulate them for comment, draft referrals to the Council on Legislation, draft government bills and process acts of parliament.

## **The budget process and agency management**

Officials at the Government Offices prepare and follow up budget bills, issue appropriation directions specifying goals and funding allocations for government agencies, participate in the appointment of agency boards and directors-general, and maintain regular contact with agencies.

## **Administrative business**

The Government Offices are the supreme administrative authority in Sweden, which means that staff prepare decisions on such items of business as exemptions, applications and petitions, etc.

## **International cooperation**

Officials at the Government Offices also prepare Swedish positions at meetings of international organisations, represent Sweden abroad and incorporate the terms of international agreements into Swedish policies.

## **External communication**

A further task of the Government Offices is to assist the Government of the day in other areas of communication with the world at large. The officials draft ministerial replies to questions and interpellations from the Riksdag and prepare answers to postal and email enquiries from the general public.

## **Internal support and development**

Staff at the Government Offices are also responsible for a wide range of other tasks, including operational planning, financial administration, ICT issues, surveillance and security, archive management, the registration of public documents, and the administration of property and premises.

For more detailed information about these areas of operation, please see the section entitled Facts and figures on pages 18–54.

# Policy areas at the ministries in 2011

In 2011, the Government Offices of Sweden comprised the Prime Minister's Office, eleven ministries and the Office for Administrative Affairs. Their main policy areas are described briefly below.

The information in this section refers to 2011. Employment figures include both ministry officials and employees serving on government committees or commissions of inquiry. Please note that the ministries are presented in historical order according to the seniority principle, i.e. the oldest ministry first.

## The Prime Minister's Office

The Prime Minister's Office leads and coordinates the work of the Government Offices and is responsible for the coordination of Swedish EU policy.

The Prime Minister's Office is divided into the Office of the Prime Minister, the Office of the Minister for EU Affairs, the Secretariat for Legal and Linguistic Draft Revision, the Coordination Secretariat, the EU Coordination Secretariat, the Office of the Permanent Secretary and the Office of the Director-General for Legal Affairs. The Government Offices Internal Audit and the Crisis Management Coordination Secretariat are also part of the Prime Minister's Office. The Prime Minister's Office is headed by the Prime Minister.

Approximately 200 officials worked at the Prime Minister's Office in December 2011. Members of staff who work at the Office of the Prime Minister, the Office of the Minister for EU Affairs and the Coordination Secretariat are politically appointed. Officials in other parts of the Prime Minister's Office are not.

## The Ministry of Justice

The Ministry of Justice had the following areas of responsibility: the Swedish Constitution and legislation in the areas of criminal law, civil law and legal procedure etc., the judicial system, migration and asylum policy, business relating to clemency in criminal cases, certain other criminal law matters, democracy issues and consumer affairs.

The Ministry of Justice was responsible for 123 agencies, including the Swedish Police Service, the Prosecution Authority, Sweden's courts of law, the Swedish Prison and Probation Service, the Swedish Migration Board, the Chancellor of Justice, the Data Inspection Board, the National Council for Crime Prevention, the Swedish Consumer Agency and the Election Authority. In December 2011, 351 officials worked at the ministry.

## The Ministry for Foreign Affairs

The Ministry for Foreign Affairs had the following areas of responsibility: foreign and security policy, global development and development assistance, trade policy, help to Swedes abroad, international law and human rights, export controls of military equipment, international cooperation with countries and regions, and trade, investment and the promotion of Sweden.

The Ministry for Foreign Affairs is responsible for 100 missions abroad – Sweden's embassies and consulates abroad – which, together with the Ministry for Foreign Affairs, make up the Foreign Service. Via its diplomatic missions abroad, the Ministry extends consular support to Swedish citizens abroad and issues visas to foreign visitors. Swedish embassies report on political, economic and human rights developments in their countries of operation, promote Swedish economic interests there, and actively encourage foreign investment in Sweden. In those countries where Sweden pursues development cooperation activities, the Swedish missions abroad work to ensure that these activities are as effective as possible.

The Ministry for Foreign Affairs was responsible for eleven agencies in Sweden including the Swedish Institute, the Swedish International Development Cooperation Agency (Sida), the Invest in Sweden Agency and the Board of Trade. In December 2011, 1 248 officials worked at the Ministry for Foreign Affairs in Stockholm, 514 of them at missions abroad.

## The Ministry of Defence

The Ministry of Defence had the following areas of responsibility: total defence and contingency measures against accidents, emergency preparedness, international peace support operations, international law in armed conflicts and security intelligence.

The Ministry of Defence was responsible for eleven agencies including the Swedish Armed Forces, the Swedish Defence Research Agency, the Swedish Coast Guard and the Swedish Civil Contingencies Agency. In December 2011, 151 officials worked at the ministry.

## The Ministry of Health and Social Affairs

The Ministry of Health and Social Affairs had the following areas of responsibility: health and medical care, public health, children's rights, disability issues, care of the elderly, social services, sickness insurance and pensions and financial support for families. Other areas of responsibility include public administration, housing and construction, and religious communities.

The Ministry of Health and Social Affairs was responsible for 56 government agencies including the National Board of Health and Welfare, the Swedish Social Insurance Agency, the National Institute of Public Health, the Swedish Institute for Infectious Disease Control, the Medical Products Agency, the county administrative boards, the National Board of Housing, Building and Planning and the Office of the Ombudsman for Children. In December 2011, 325 officials worked at the ministry.

## The Ministry of Finance

The Ministry of Finance had the following areas of responsibility: economic policy, the government budget, tax policy, financial market issues, lotteries and gaming, international economic cooperation, state-owned companies, local government finance and legislation.

The Ministry of Finance was responsible for 13 agencies including the Swedish Tax Agency, the Swedish Financial Supervisory Authority and the Swedish Customs Service. In December 2011, 427 officials worked at the ministry.

## The Ministry of Education and Research

The Ministry of Education and Research had the following areas of responsibility: pre-school activities, out-of-school centres and other educational activities, pre-school classes, compulsory school, upper secondary school, special schools at compulsory and upper secondary levels, adult education as well as adult education for those with special needs. Other areas of responsibility included courses in the Swedish language for immigrants, vocational training, popular adult education, higher education, research, financial support for students, gender equality, youth policy and issues relating to civil society.

The Ministry of Education and Research was responsible for 57 agencies including the Swedish National Agency for Education, the Swedish Schools Inspectorate, the Swedish National Agency for Higher Vocational Education, the Swedish National Agency for Higher Education, the Royal Library, the Swedish Research Council, CSN (financial aid for studies), and the Swedish National Board for Youth Affairs. In December 2011, 194 employees worked at the ministry.

## The Ministry for Rural Affairs

The Ministry for Rural Affairs (formerly the Ministry of Agriculture) changed its name on 1 January 2011. The Ministry had the following areas of responsibility: agriculture and environmental issues relating to agriculture, rural development, forestry, fisheries and aquaculture, Sami and reindeer husbandry issues, horticulture, animal welfare and health, food production, hunting and game management, and higher education and research in land-based industries.

The Ministry for Rural Affairs was responsible for seven agencies including the Swedish Board of Agriculture, the National Food Administration, the Swedish Forest Agency, the Sami Parliament, the National Veterinary Institute and the Swedish University of Agricultural Sciences. In December 2011, 155 employees worked at the ministry.

## The Ministry of the Environment

The Ministry of the Environment had the following areas of responsibility: toxic-free everyday environment, climate, water and seas, biological diversity, nature conservation, the environmental objectives system, international

environmental cooperation, ecocycles, nuclear safety and radiation protection, and environmental legislation, technology and research.

The Ministry of the Environment was responsible for seven agencies including the Swedish Environmental Protection Agency, the Swedish Chemicals Agency, the Swedish Agency for Marine and Water Management, the Swedish Meteorological and Hydrological Institute Survey and the Stockholm Environment Institute. In December 2011, 173 officials worked at the ministry.

## **The Ministry of Enterprise, Energy and Communications**

The Ministry of Enterprise, Energy and Communications had the following areas of responsibility: regional growth, energy, transport and infrastructure, IT/communications, and the business and industrial community. This sector includes business and enterprise, competitiveness and smoothly functioning markets as well as needs-driven research and innovation.

The Ministry of Enterprise, Energy and Communications was responsible for 22 agencies, including four public enterprises and one court of law including the Swedish Agency for Economic and Regional Growth, the Swedish Competition Authority, the Swedish Companies Registration Office, the Swedish Transport Administration, Transport Analysis, the Swedish Post and Telecom Agency and the Swedish Patent and Registration Office. In December 2011, 311 officials worked at the ministry.

## **The Ministry of Culture**

The Ministry of Culture had the following areas of responsibility: culture and creative artists, cultural heritage, the media, film and sport.

The Ministry of Culture was responsible for 24 agencies, six companies and a number of foundations and institutions including the Swedish Arts Council, the Swedish National Archives, the National Heritage Board, Moderna museet, the Living History Forum, the Broadcasting Commission, the Royal Dramatic Theatre AB, the Royal Opera AB, the Swedish Film Institute (foundation), the Skansen Foundation, Sveriges Radio AB, Sveriges Television AB and Sveriges Utbildningsradio AB. In December 2011, 97 officials worked at the ministry.

## The Ministry of Employment

The Ministry of Employment had the following areas of responsibility : issues relating to working life and conditions of employment, labour market policy, integration, discrimination issues, human rights at the national level, Swedish citizenship and national minorities.

The Ministry of Employment was responsible for 12 agencies including the Swedish Public Employment Service, the Swedish Labour Court, the Swedish Work Environment Authority, the Institute for Evaluation of Labour Market and Education Policy (IFAU), the Equality Ombudsman and the Board against Discrimination. In December 2011, 137 officials worked at the ministry.

## The Office for Administrative Affairs

The Office for Administrative Affairs is a joint resource for the Government Offices and is responsible for the development and provision of cross-ministry administrative support and services. The Office for Administrative Affairs also provides some administrative support to government-appointed committees of inquiry, as well as to missions abroad.

The Permanent Secretary at the Prime Minister's Office is head of the Office for Administrative Affairs. In December 2011, approximately 590 officials worked at the Office for Administrative Affairs.

Owing to a reorganisation of the Swedish ministries, the Ministry of Integration and Gender Equality ceased to exist on 1 January 2011. Its areas of responsibility were reallocated to other ministries, primarily the Ministry of Education and Research and the Ministry of Employment. The Ministry of Agriculture changed its name to the Minister for Rural Affairs on 1 January 2011.



# Members of the Swedish Government 2011

Every four years, the Swedish people go to the polls to elect their representatives in the Riksdag (Swedish parliament). The Riksdag appoints a Prime Minister, who is given the task of forming a government. The Government rules the country by implementing decisions taken by the members of the Riksdag and by taking the initiative for new laws or amendments. To assist it in its task, the Government has the staff at the Government Offices and some 400 government agencies.

Government decision-making is discharged on a collective basis. This means that, at their weekly meetings, the members of the Cabinet take joint decisions on all government business. Consequently, all the ministers have a say in government decisions and the Cabinet as a whole is collectively responsible for them. The agenda for cabinet meetings is published each week on the Government Offices Swedish website [www.regeringen.se](http://www.regeringen.se).



## Government ministers 2011

Since the general elections in 2010, Sweden has had a non-socialist minority government consisting of members of four parties: Moderate Party (Moderata samlingspartiet) abbreviated M, Centre Party (Centerpartiet) abbreviated C, Liberal Party (Folkpartiet) abbreviated FP, Swedish Christian Democrats (Kristdemokraterna) abbreviated KD.



**Fredrik Reinfeldt (M)**  
Prime Minister  
Prime Minister's  
Office



**Lena  
Adelsohn Liljeroth (M)**  
Minister for Culture  
and Sports  
Ministry of Culture



**Beatrice Ask (M)**  
Minister for Justice  
Ministry of Justice



**Stefan Attefall (KD)**  
Minister for Public  
Administration and  
Housing  
Ministry of Health  
and Social Affairs



**Carl Bildt (M)**  
Minister for Foreign  
Affairs  
Ministry for Foreign  
Affairs



**Tobias Billström (M)**  
Minister for Migration  
and Asylum Policy  
Ministry of Justice



**Jan Björklund (FP)**  
Minister for Education  
Deputy Prime Minister  
Ministry of Education  
and Research



**Ewa Björling (M)**  
Minister for Trade  
Ministry for Foreign  
Affairs



**Anders Borg (M)**  
Minister for Finance  
Ministry of Finance



**Gunilla Carlsson (M)**  
Minister for Interna-  
tional Development  
Cooperation  
Ministry for Foreign  
Affairs



**Lena Ek (C)**  
Minister for the  
Environment  
Ministry of the  
Environment



**Catharina  
Elmsäter-Svärd (M)**  
Minister for  
Infrastructure  
Ministry of Enterprise,  
Energy and  
Communications



**Hillevi Engström (M)**  
Minister for  
Employment  
Ministry of  
Employment



**Eskil Erlandsson (C)**  
Minister for Rural  
Affairs  
Ministry for Rural  
Affairs  
(formerly Ministry of  
Agriculture)



**Anna-Karin Hatt (C)**  
Minister for Informa-  
tion Technology and  
Energy  
Ministry of Enterprise,  
Energy and Communi-  
cations



**Göran Hägglund (KD)**  
Minister for Health and  
Social Affairs  
Ministry of Health and  
Social Affairs



**Ulf Kristersson (M)**  
Minister for Social  
Security  
Ministry of Health  
and Social Affairs



**Maria Larsson (KD)**  
Minister for Children  
and the Elderly  
Ministry of Health  
and Social Affairs



**Annie Lööf (C)**  
Minister for Enterprise  
Ministry of Enterprise,  
Energy and Communi-  
cations



**Peter Norman (M)**  
Minister for Financial  
Markets  
Ministry of Finance



**Birgitta Ohlsson (FP)**  
Minister for EU Affairs  
Prime Minister's  
Office



**Nyamko Sabuni (FP)**  
Minister for Gender  
Equality  
Ministry of Education  
and Research



**Sten Tolgfors (M)**  
Minister for Defence  
Ministry of Defence



**Erik Ullenhag (FP)**  
Minister for  
Integration  
Ministry of  
Employment

#### Ministers who left the Government in 2011

Andreas Carlgren, Minister for the Environment, Ministry of the Environment,  
6 October 2006–29 September 2011.

Maud Olofsson, Minister for Enterprise and Energy, Ministry of Enterprise,  
Energy and Communications, 6 October 2006–29 September 2011.

## Facts & figures

This section describes activities at the Swedish Government Offices on the basis of certain statistical criteria. The data is structured in accordance with the Government Offices' principal areas of operation:

- the legislative process
- the budget process and agency management
- government business
- international cooperation
- external communication
- internal support and development



## **The legislative process**

Laws are enacted by the Riksdag (Swedish parliament). As a rule, they are drawn up at the Government's initiative, and the procedure is usually as follows.

### **Committees of inquiry, Government Official Reports and Ministry Publications Series**

Before the Government presents a bill to the Riksdag, it will sometimes appoint a committee or commission of inquiry to look into a particular matter. The committee compiles and analyses facts and statistics and puts forward proposals on the basis of its findings, sometimes in the form of a legislative proposal.

On completing its work, the committee submits a report to the Government, setting out its proposals. These reports are published regularly in the Swedish Government Official Reports series. Alternatively, legislative proposals may be studied and drawn up within the Government Offices. In such cases, they are reported in memorandums published regularly in the Ministry Publications Series.

### **Referrals, bills and government communications**

Before the Government adopts a position on the report or the ministerial memorandum, the document is referred for consideration to the relevant authorities, organisations and interest groups. Once this referral process has been completed, a government bill is drafted specifying the proposed new law. In certain cases, the draft bill is referred to the Council on Legislation.

Sometimes, the Government outlines its position on a particular matter without bringing any legislative proposals before the Riksdag. In such cases, they are reported in government communications to the Riksdag.

### **Acts of parliament and the Swedish Code of Statutes**

When a bill is adopted by the Riksdag, a parliamentary communication is conveyed to the Government. The Government formally promulgates the new law, which is then published in the Swedish Code of Statutes (SFS).

## COMMITTEE SERVICE

The table below shows the number of employees serving on committees/inquiries for all or part of December in each year. It also shows the gender breakdown for each year.

### Committee Service

	2007	2008	2009	2010	2011
Prime Minister's Office	1	–	–	–	–
Ministry of Justice	43	43	40	37	34
Ministry for Foreign Affairs	6	8	14	9	2
Ministry of Defence	8	13	8	7	8
Ministry of Health and Social Affairs	61	67	48	49	67
Ministry of Finance	39	41	26	41	40
Ministry of Education and Research	32	27	25	24	20
Ministry for Rural Affairs	4	13	6	6	4
Ministry of the Environment	30	17	16	25	24
Ministry of Enterprise, Energy and Communications	29	34	29	26	26
Ministry of Integration and Gender Equality	17	13	12	1	
Ministry of Culture	29	24	16	12	15
Ministry of Employment	10	4	4	4	11
Total Government Offices	309	304	244	241	251
Proportion women/men (%)	53/47	54/46	57/43	60/40	61/39

## SWEDISH GOVERNMENT OFFICIAL REPORTS AND THE MINISTRY PUBLICATIONS SERIES

The tables below show the number of publications in the Swedish Government Official Reports series and the Ministry Publications Series for each year.

### Government Official Reports

	2007	2008	2009	2010	2011
Prime Minister's Office	1	–	–	–	–
Ministry of Justice	28	31	24	19	14
Ministry for Foreign Affairs	1	3	1	1	2
Ministry of Defence	2	6	4	4	3
Ministry of Health and Social Affairs	12	19	12	15	23
Ministry of Finance	18	21	16	12	9
Ministry of Education and Research	8	12	7	23	8
Ministry for Rural Affairs	8	2	6	4	3
Ministry of the Environment	8	9	6	6	7
Ministry of Enterprise, Energy and Communications	17	15	12	13	10
Ministry of Integration and Gender Equality	5	3	2	6	
Ministry of Culture	2	6	5	3	1
Ministry of Employment	3	4	5	1	6
Total Government Offices	113	131	100	107	86

## Ministry Publications Series

	2007	2008	2009	2010	2011
Prime Minister's Office	1	–	1	–	1
Ministry of Justice	20	29	18	11	16
Ministry for Foreign Affairs	1	2	2	3	3
Ministry of Defence	2	1	2	–	1
Ministry of Health and Social Affairs	5	15	9	8	12
Ministry of Finance	5	6	12	6	3
Ministry of Education and Research	3	6	4	1	0
Ministry for Rural Affairs	1	5	4	2	1
Ministry of the Environment	3	4	3	1	2
Ministry of Enterprise, Energy and Communications	5	3	5	4	3
Ministry of Integration and Gender Equality	–	2	3	4	
Ministry of Culture	2	2	2	1	2
Ministry of Employment	5	12	4	7	2
Total Government Offices	<b>53</b>	<b>87</b>	<b>69</b>	<b>48</b>	<b>46</b>



## GOVERNMENT BILLS AND COMMUNICATIONS

The table shows the number of government bills and written communications submitted to the Riksdag for each year.

### Number of government bills and communications

	2007	2008	2009	2010	2011
Prime Minister's Office	3	4	3	5	3
Ministry of Justice	26	44	37	38	31
Ministry for Foreign Affairs	10	18	13	12	16
Ministry of Defence	5	3	3	6	4
Ministry of Health and Social Affairs	14	24	22	22	16
Ministry of Finance	43	52	63	58	40
Ministry of Education and Research	8	8	11	13	14
Ministry for Rural Affairs	4	6	6	4	4
Ministry of the Environment	8	9	16	13	11
Ministry of Enterprise, Energy and Communications	12	26	30	33	26
Ministry of Integration and Gender Equality	2	6	7	6	
Ministry of Culture	2	1	7	4	1
Ministry of Employment	5	11	6	4	5
Total Government Offices	142	212	224	218	171

## LAWS AND ORDINANCES

The Government promulgates and publishes new laws following a decision in the Riksdag. Ordinances contain rules which the Government may determine under the constitution. Ordinances regulate, for example, the activities of government agencies.

### Number of laws and ordinances issued per ministry

	2007	2008	2009	2010	2011
Prime Minister's Office	6	6	2	8	4
Ministry of Justice	254	338	339	502	311
Ministry for Foreign Affairs	19	24	24	22	28
Ministry of Defence	59	53	40	76	16
Ministry of Health and Social Affairs	150	139	236	245	176
Ministry of Finance	338	235	342	344	426
Ministry of Education and Research	115	117	111	118	128
Ministry for Rural Affairs	52	41	70	54	65
Ministry of the Environment	94	107	108	155	173
Ministry of Enterprise, Energy and Communications	192	253	191	350	196
Ministry of Integration and Gender Equality	38	28	30	55	
Ministry of Culture	48	27	57	45	30
Ministry of Employment	98	65	50	96	47
Total Government Offices	1 463	1 433	1 600	2 070	1 600

## **The budget process and agency management**

### **The budget process in brief**

Work on the central government budget begins more than a year in advance. In December, the Ministry of Finance presents the Government with forecasts of how Sweden's economy is likely to develop. In January, it continues to review and update the forecasts of revenue and expenditure in the central government budget, government borrowing requirements, etc. At the same time, the other ministries revise the forecasts for their own expenditure areas and appropriations. The appropriations in the central government budget are divided among 27 expenditure areas, and each specifies a sum that, subject to parliamentary approval, is to be used for a certain purpose.

At the end of February, the government agencies submit their annual reports and their budget documents for the coming three-year period.

### **Spring fiscal policy bill and supplementary budget – April**

Government deliberations on the central government budget take place in March. The main thrust of economic policy over the next few years is set out in the Spring Fiscal Policy Bill, which is brought before the Riksdag in April. At the same time, the Government generally submits a supplementary budget that contains proposed changes in appropriations for the current year as well as an annual report for central government activities the previous year.

The Spring Fiscal Policy Bill focuses on the guidelines for, and challenges facing, economic policy in the longer term. Detailed proposals on new reforms are only to be presented in the autumn Budget Bill.

During the spring and summer, the ministries divide the funds into individual appropriations. When doing so, they have to keep within the expenditure area frameworks agreed in March.

### **Budget Bill – September**

The Government submits its Budget Bill to the Riksdag in the latter half of September. The Budget Bill contains proposals on expenditure ceilings, surplus targets for the coming three-year period and frameworks for the 27 expenditure areas, as well as proposals on how government funds should be distributed per appropriation during the coming year. It also reports the outcome of government activities in the various policy areas during the previous year.

## Appropriation directions for government agencies – December

While the Riksdag discusses the Budget Bill, the ministries begin work on drafting appropriation directions (see below) for the government agencies under their jurisdiction. The Riksdag approves the economic framework for each appropriation in mid-December, whereupon the Government has until the end of the year to issue its directions to the government agencies.

## SUMMARY OF THE CENTRAL GOVERNMENT BUDGET

The budget process in 2011 involved the allocation of close to SEK 900 billion. The following tables show the distribution of budget funds in recent years in terms of revenue and expenditure in current prices.

### Summary

	2007	2008	2009	2010	2011
Revenue	863.7	901.3	709.5	779.5	872.4
Expenditure, etc.	760.5	766.1	885.7	780.6	804.6
Central government budget balance	103.2	135.2	-176.1	-1.1	67.8

## Revenue, SEK billion

	2007	2008	2009	2010	2011
Direct taxes on labour	483.0	497.5	475.7	474.7	490.5
Indirect taxes on labour	390.6	411.5	391.4	399.2	418.2
Taxes on capital	208.7	163.5	160.2	191.5	187.0
Tax on consumer goods and inputs	393.1	412.8	417.7	443.9	450.6
Import duty	5.9	5.9	5.2	5.7	5.7
Taxes due and other taxes	-0.8	-3.3	-4.2	2.1	4.1
Deductible items, EU taxes	-7.3	-7.3	-6.8	-7.1	-7.2
Deductible items, taxes to other sectors	-648.0	-693.6	-703.6	-720.4	-751.2
Accruals and deferrals	-9.7	21.8	-29.8	-10.1	42.3
Revenue from central government activities	66.5	53.0	48.1	41.8	55.3
Revenue from sale of property	18.0	76.5	0.1	0.2	23.1
Repayment of loans	2.0	1.9	1.7	1.7	1.5
Computed revenue	8.2	8.7	8.9	8.9	11.1
EU subsidies, etc.	13.0	11.0	11.7	13.0	12.3
Credit payments associated with the tax system	-51.9	-56.2	-66.8	-65.5	-70.8
Expenditure in the form of credits to tax accounts	-7.7	-2.4	0.0	0.0	-0.1
<b>Total revenue</b>	<b>863.7</b>	<b>901.3</b>	<b>709.5</b>	<b>779.5</b>	<b>872.4</b>

## Expenditure, SEK billion

Expenditure area	2007	2008	2009	2010	2011
1 Governance	10.6	11.0	12.2	11.7	11.2
2 Economic and financial administration	11.2	11.4	12.0	12.1	12.9
3 Taxes, customs and enforcement	9.7	9.4	9.4	9.4	9.9
4 Justice	30.6	32.7	33.6	35.5	37.2
5 International cooperation	1.6	1.8	1.8	2.0	1.9
6 Defence and contingency measures	46.5	43.0	42.1	45.7	44.2
7 International development cooperation	25.4	27.5	29.6	26.7	29.2
8 Migration	5.3	6.1	6.5	7.1	7.6
9 Health care, medical care and social services	46.7	49.1	53.1	56.0	56.5
10 Financial security for the sick and disabled	119.5	115.9	110.0	99.9	95.8
11 Financial security for the elderly	43.7	42.6	42.3	41.5	41.6
12 Financial security for families and children	64.9	66.4	68.1	70.2	72.0
13 Integration and gender equality	4.3	5.0	5.3	5.2	5.0
14 Labour market and working life	54.9	47.8	60.6	68.6	63.3
15 Financial support for students	19.7	19.5	21.4	22.6	21.8
16 Education and academic research	41.8	44.1	48.9	53.2	53.7
17 Culture, media, religious communities and leisure	10.1	10.1	10.3	11.3	12.0
18 Planning, housing provision, construction and consumer policy	2.4	2.1	1.9	1.6	1.1
19 Regional development	2.9	2.8	3.2	3.2	3.2
20 General environmental protection and nature conservation	4.3	4.7	5.2	5.2	5.2
21 Energy	2.2	2.1	3.0	2.7	2.9
22 Transport and communications	44.3	61.5	40.6	39.8	38.7
23 Green industries, rural areas and food	15.5	16.5	16.4	17.4	16.4
24 Industry and trade	4.3	12.8	6.6	8.5	5.4
25 General grants to local government	73.0	64.8	81.6	75.7	88.0
26 Interest on the central government debt, etc.	47.3	48.2	36.5	23.4	34.5
27 Contribution to the European Union	26.6	31.5	19.2	30.4	30.6
<b>Total expenditure</b>	<b>769.2</b>	<b>790.3</b>	<b>781.3</b>	<b>786.4</b>	<b>801.5</b>
Adjustment to cash basis	-4.3	3.7	-0.3	3.4	1.5
National debt office lending, etc.	-4.3	-27.9	104.7	-9.2	1.6
<b>Total expenditure</b>	<b>760.5</b>	<b>766.1</b>	<b>885.</b>	<b>780.6</b>	<b>806.6</b>

## AGENCY MANAGEMENT

Government agencies are the Government's most important instruments in carrying out its policies. The remit of each ministry includes responsibility for a number of government agencies. The Government regulates both the powers and duties of the various government agencies and takes decisions that affect the conditions under which agencies operate.

The basic policy instrument for each agency is a set of government instructions in the form of an ordinance. The Government may sometimes draft ordinances of other kinds, or take special decisions in directing agency operations. Annual appropriation directions establish both an economic framework for each agency and the aims and focus of its activities. In addition, the Government appoints the agencies' directors-general.

### Number of government agencies reporting to the Government

The table below shows the number of government agencies that report to the Government and that have ordinances on 31 December of each year. The figures do not include Swedish missions abroad or committees.

#### Number of government agencies

	2007	2008	2009	2010	2011
Prime Minister's Office	3	3	3	2	2
Ministry of Justice	142	142	136	136	123
Ministry for Foreign Affairs	11	11	11	11	11
Ministry of Defence	16	13	12	12	11
Ministry of Health and Social Affairs	16	14	16	18	56
Ministry of Finance	57	59	61	58	13
Ministry of Education and Research	66	61	55	59	57
Ministry for Rural Affairs	11	10	10	7	7
Ministry of the Environment	40	16	15	10	7
Ministry of Enterprise, Energy and Communications	27	29	24	26	22
Ministry of Integration and Gender Equality	13	12	8	6	
Ministry of Culture	34	34	33	32	24
Ministry of Employment	11	10	10	10	12
<b>Total Government Offices</b>	<b>447</b>	<b>414</b>	<b>394</b>	<b>387</b>	<b>345</b>

Since 2006 the Government has carried out and commenced a series of organisational changes in order to strengthen and streamline the central administrative system. In consequence the number of government agencies is gradually decreasing. This process continued in 2011.

## APPROPRIATION DIRECTIONS

More than 200 of the agencies that are regulated by ordinances also receive annual appropriation directions, which represent an important part of the process by which the government directs agency operations from year to year. These documents set out the economic resources at the agency's disposal and the goals that it is expected to achieve. Appropriation directions are also drawn up for certain special allocations and govern how these funds are to be used. During a fiscal year, adjustments can be made to the appropriation directions via special government decisions (amendments). The table shows the number of appropriation directions and amendments for the respective year and how many referred to agencies and appropriations respectively.

### Total number of appropriation directions and amendments

	2007	2008	2009	2010	2011
<b>Appropriation directions</b>					
to appropriation	104	100	106	104	104
to agency	218	211	247	238	237
<b>Amendment decisions</b>					
to appropriation	51	68	87	80	99
to agency	279	292	450	307	225
<b>Total</b>	<b>652</b>	<b>671</b>	<b>890</b>	<b>729</b>	<b>665</b>

*Appropriation directions and amendments of recent years are published in the register of appropriations, which is available (in Swedish) on the website of the Swedish National Financial Management Authority: [www.esv.se](http://www.esv.se).*



## Administrative business

The Government Offices are the principal administrative authority in Sweden. This means that the Government takes decisions on certain items of business that do not fall within the remit of the other authorities, for example, appeals, exemptions and other cases in which natural or legal persons are parties, as well as matters relating to appropriations and grants, etc.

The table below shows the number of items of government business, i.e. both administrative business and business in other principal areas of operation.

### Total number of items of government business

	2007	2008	2009	2010	2011
Prime Minister's Office	70	67	65	72	55
Ministry of Justice	1 628	1 466	1 335	1 661	1 472
Ministry for Foreign Affairs	469	543	458	557	503
Ministry of Defence	500	473	463	516	388
Ministry of Health and Social Affairs	732	678	574	585	872
Ministry of Finance	624	659	628	665	508
Ministry of Education and Research	456	482	483	492	541
Ministry for Rural Affairs	256	264	259	245	239
Ministry of the Environment	638	731	653	783	616
Ministry of Enterprise, Energy and Communications	791	866	801	833	739
Ministry of Integration and Gender Equality	188	181	167	197	
Ministry of Culture	347	294	319	300	251
Ministry of Employment	253	268	190	127	171
Total Government Offices	6 952	6 972	6 395	7 033	6 355

*The figures refer to the number of business registry entries listed at Cabinet meetings.*

*Several decisions may be taken (i.e. several registration numbers) under the same agenda item).*

## **International cooperation**

With the growth of globalisation and the entry of Sweden into the European Union (EU), the Government Offices' international workload has increased. All the ministries are involved in work related to the European Union. Officials prepare Swedish positions at meetings of international organisations and oversee legal matters under the European Court of Justice.

### **NEGOTIATIONS, MEETINGS AND CONFERENCES**

Other work at an international level undertaken by the ministries includes representing Sweden in international negotiations and ensuring that the provisions of international agreements are incorporated into Swedish policies.

The ministries also take part in bilateral meetings with other Member States, implement support programmes on behalf of candidate countries, organise information reviews and international conferences, and provide information about Sweden's international work to the Riksdag, etc.

The list below shows Sweden's missions abroad in 2011. The missions are independent government agencies in their own right, but come under the jurisdiction of the Government Offices. Mission staff are provided by the Ministry for Foreign Affairs and to some extent by other ministries as well.

## SWEDISH MISSIONS ABROAD

### Missions

Abu Dhabi	Chisinau	London	Rabat
Abuja	Copenhagen	Luanda	Rejkjavik
Addis	Damaskus	Lusaka	Riga
Abeba	Dar es Salaam	Madrid	Riyadh
Algiers	Dhaka	Maputo	Rome
Amman	Guatemala	Mexico	Santiago de Chile
Ankara	Haag	Minsk	Sarajevo
Astana	Hanoi	Monrovia	Seoul
Athens	Harare	Moscow	Singapore
Bagdad	Havanna	Nairobi	Skopje
Bamako	Helsinki	New Dehli	Tallinn
Bangkok	Islamabad	Nicosia	Tbilisi
Beijing	Jakarta	Oslo	Teheran
Belgrad	Kabul	Ottawa	Tel Aviv
Berlin	Kampala	Ouagadougou	Tirana
Bern	Khartoum	Paris	Tokyo
Bogotá D.C.	Kiev	Phnom	Vienna
Brasilia	Kigali	Penh	Vilnius
Budapest	Kinshasa	Prag	Warsaw
Buenos Aires	Kuala Lumpur	Pretoria	Washington
Cairo	La Paz	Pristina	Zagreb
Canberra	Lisbon	Pyongyang	

### Consulates

Hong Kong	Mariehamn
Istanbul	St Petersburg
Jerusalem	

### Delegations

Permanent Representation to the EU, Brussels  
 Swedish Mission to NATO, Brussels  
 Permanent Representation to the OECD, Paris  
 Permanent Representation to the OSCE, Vienna  
 Permanent Mission to the UN and international organisations in Geneva  
 Permanent Mission to the UN, New York  
 Permanent Representation to the Council of Europe, Strasbourg

## OFFICIALS STATIONED ABROAD

The Swedish missions abroad are staffed by the Government Offices and by some 1 300 local employees. The table below shows the number of staff from the Government Offices employed at Swedish missions abroad in December of each year.

	2007	2008	2009	2010	2011
Prime Minister's Office	–	–	1	1	–
Ministry of Justice	18	17	20	13	6
Ministry for Foreign Affairs	589	579	577	520	514
Ministry of Defence	13	15	20	13	13
Ministry of Health and Social Affairs	2	4	6	3	2
Ministry of Finance	10	10	12	9	10
Ministry of Education and Research	4	4	5	3	3
Ministry for Rural Affairs	4	7	8	5	6
Ministry of the Environment	2	4	5	2	3
Ministry of Enterprise, Energy and Communications	7	7	7	5	4
Ministry of Integration and Gender Equality	1	–	1	–	
Ministry of Culture	7	5	7	7	7
Ministry of Employment	2	2	2	2	2
Office for Administrative Affairs	2	2	3	1	1
<b>Total Government Offices</b>	<b>661</b>	<b>656</b>	<b>674</b>	<b>584</b>	<b>571</b>
Proportion of women/men (%)	54/46	52/48	52/48	53/47	54/46

## VISAS AND PASSPORTS

One of the tasks of the Swedish missions is to issue visas to foreign citizens who wish to visit or work in Sweden, and to receive and process residence and work permit applications. Another task is to process passport and national ID card applications.

	2007	2008	2009	2010	2011
Visa applications	227 300	234 404	197 100	205 714	220 623
Passport and national ID cards issued and approved	33 592	32 173	30 296	24 629	30 237
Residence permit applications	62 791	69 048	74 303	72 831	51 679



## WORKING DAYS IN INTERNATIONAL BODIES

The Swedish Government Offices are represented in more than one thousand different working parties in international organisations. The tables below show the approximate number of working days spent by government officials in international meetings. Days spent preparing for meetings or follow-up afterwards are not included. The increase in working days between 2008 and 2009 was due to the Swedish EU Presidency, July–December 2009.

### Working days in the European Commission's committees and groups of experts

	2007	2008	2009	2010	2011
Ministry of Justice	67	127	198	111	108
Ministry for Foreign Affairs	308	126	290	228	268
Ministry of Defence	12	89	69	25	27
Ministry of Health and Social Affairs	108	89	115	96	150
Ministry of Finance	260	240	273	261	280
Ministry of Education and Research	145	217	271	207	162
Ministry for Rural Affairs	156	146	154	146	134
Ministry of the Environment	53	65	116	116	68
Ministry of Enterprise, Energy and Communications	233	182	232	314	277
Ministry of Integration and Gender Equality	68	42	102	83	
Ministry of Culture	12	54	22	11	11
Ministry of Employment	56	71	76	89	78
<b>Total Government Offices</b>	<b>1478</b>	<b>1448</b>	<b>1918</b>	<b>1687</b>	<b>1563</b>

## WORKING DAYS IN COUNCIL WORKING PARTIES

		2007	2008	2009	2010	2011
Ministry of Justice		572	589	1 060	458	565
Ministry for Foreign Affairs		519	696	1 427	645	521
Ministry of Defence		109	67	106	44	47
Ministry of Health and Social Affairs		63	101	179	82	82
Ministry of Finance		298	444	566	304	304
Ministry of Education and Research		24	43	112	122	103
Ministry for Rural Affairs		331	354	623	296	323
Ministry of the Environment		248	327	519	212	190
Ministry of Enterprise, Energy and Communications		116	154	456	199	218
Ministry of Integration and Gender Equality		22	70	131	56	
Ministry of Culture		41	36	62	50	32
Ministry of Employment	53	31	44		26	59
<b>Total Government Offices</b>	<b>2 395</b>	<b>2 912</b>	<b>5 285</b>	<b>2 494</b>	<b>2 444</b>	

## WORKING DAYS IN INTERNATIONAL ORGANISATIONS OUTSIDE THE EU

	2 007	2 008	2 009	2 010	2 011
Ministry of Justice	330	371	493	231	207
Ministry for Foreign Affairs	1 347	1 506	1 267	1 053	1 384
Ministry of Defence	227	87	114	62	56
Ministry of Health and Social Affairs	183	202	155	220	286
Ministry of Finance	332	450	272	363	341
Ministry of Education and Research	221	241	258	213	173
Ministry for Rural Affairs	464	369	509	229	321
Ministry of the Environment	892	889	1 731	827	572
Ministry of Enterprise, Energy and Communications	582	223	288	400	350
Ministry of Integration and Gender Equality	246	214	135	110	
Ministry of Culture	60	229	113	68	81
Ministry of Employment	162	146	120	99	101
Office for Administrative Affairs	-	-	-	-	18
<b>Total Government Offices</b>	<b>5 046</b>	<b>4 927</b>	<b>5 455</b>	<b>3 875</b>	<b>3 890</b>



## BACKGROUND BRIEFS

Background briefs contain a summary of European Commission proposals and set out the Swedish Government's views on them. The briefs are submitted to the Riksdag's Secretariat of the Chamber and are then handled by the relevant parliamentary committee. The table below shows the number of background briefs submitted to the Secretariat of the Chamber in each year.

	2007	2008	2009	2010	2011
Prime Minister's Office	3	2	5	7	7
Ministry of Justice	26	22	28	30	47
Ministry for Foreign Affairs	17	10	9	24	14
Ministry of Defence	3	4	2	1	-
Ministry of Health and Social Affairs	4	8	11	3	6
Ministry of Finance	15	22	25	26	27
Ministry of Education and Research	2	5	3	4	10
Ministry for Rural Affairs	15	14	14	7	12
Ministry of the Environment	10	11	11	10	8
Ministry of Enterprise, Energy and Communications	25	41	34	21	25
Ministry of Integration and Gender Equality	5	5	3	2	
Ministry of Culture	2	2	1	2	1
Ministry of Employment	10	4	4	1	7
<b>Total Government Offices</b>	<b>137</b>	<b>150</b>	<b>150</b>	<b>138</b>	<b>164</b>

*Background briefs are available (in Swedish) at [www.riksdagen.se](http://www.riksdagen.se).*

## External communication

An important part of the Government Offices' operations involves communication with the world at large, including such activities as:

- replying to parliamentary questions and interpellations,
- writing ministerial speeches,
- answering queries from the general public,
- informing and consulting with the business sector, interest groups and the general public in joint working groups,
- taking part in seminars and trade fairs, etc.

Important channels of communication include the Government Offices website [www.regeringen.se](http://www.regeringen.se) (abridged international website: [www.sweden.gov.se](http://www.sweden.gov.se)) and to an increasing extent social media.

### THE GOVERNMENT OFFICES WEBSITES

Government Offices' operations also involve providing information about the work of the Government and the Government Offices. One channel for this is the Government Offices website [www.regeringen.se](http://www.regeringen.se) (in Swedish). Apart from reading news items on the web, visitors can subscribe to press releases and newsletters and view webcast press conferences given by the Government. Government bills and communications, Swedish Government Official reports and other publications and information materials are available on this website. In 2011, the Swedish website had approximately 22.5 million page views.

## REPLIES TO PARLIAMENTARY INTERPELLATIONS

Interpellations are questions put by a member of the Riksdag to a government minister, and are debated almost every week in the chamber. Members of Parliament present such questions in writing but receive a reply both in writing and in person from the minister concerned, who comes to the chamber for the purpose.

The table shows the number of interpellation replies delivered in each year. The data does not take account of the ministry that has prepared the response. Instead, the response is attributed to the ministry where the minister concerned was stationed at the time of the response.

	2007	2008	2009	2010	2011
Prime Minister's Office	17	8	3	4	3
Ministry of Justice	78	60	70	38	28
Ministry for Foreign Affairs	61	45	32	32	25
Ministry of Defence	29	20	14	8	15
Ministry of Health and Social Affairs	78	88	61	66	78
Ministry of Finance	119	91	102	69	45
Ministry of Education and Research	63	54	33	19	45
Ministry for Rural Affairs	21	14	14	12	18
Ministry of the Environment	16	19	21	16	24
Ministry of Enterprise, Energy and Communications	120	163	89	85	86
Ministry of Integration and Gender Equality	46	27	15	10	
Ministry of Culture	35	30	15	11	23
Ministry of Employment	95	83	62	66	63
<b>Total Government Offices</b>	<b>778</b>	<b>702</b>	<b>531</b>	<b>436</b>	<b>453</b>

## REPLIES TO PARLIAMENTARY QUESTIONS

This section refers to written replies to written questions put to a government minister by a member of the Riksdag. The data does not take account of the ministry that has prepared the response. Instead, the response to questions raised in the Riksdag is attributed to the ministry where the minister concerned was stationed at the time of the response.

	2007	2008	2009	2010	2011
Prime Minister's Office	16	11	10	7	12
Ministry of Justice	248	225	133	96	94
Ministry for Foreign Affairs	257	217	239	125	98
Ministry of Defence	69	67	35	42	24
Ministry of Health and Social Affairs	210	192	146	99	99
Ministry of Finance	223	226	184	129	102
Ministry of Education and Research	136	124	45	48	36
Ministry for Rural Affairs	62	54	55	40	43
Ministry of the Environment	82	63	63	60	37
Ministry of Enterprise, Energy and Communications	249	234	122	142	121
Ministry of Integration and Gender Equality	53	52	26	18	
Ministry of Culture	73	56	30	19	19
Ministry of Employment	96	82	84	44	38
<b>Total Government Offices</b>	<b>1 774</b>	<b>1 603</b>	<b>1 172</b>	<b>869</b>	<b>723</b>

*Interpellations and the Government's replies are available (in Swedish) at [www.riksdagen.se](http://www.riksdagen.se).*

## CORRESPONDENCE

Each year, the Government Offices receive a large number of letters from private individuals. Some of these concern requests and representations of various kinds, such as appeals and applications. Letters from private individuals containing questions or proposals directed to the Government are normally answered by correspondence. The table shows the number of replies that have been dispatched by each ministry over the past years and recorded in the Government Offices' business register.

	2007	2008	2009	2010	2011
Prime Minister's Office	4 370	3 232	3 714	3 464	2 253
Ministry of Justice	4 419	4 206	3 907	3 346	2 966
Ministry for Foreign Affairs	1 505	914	1 112	748	537
Ministry of Defence	590	729	569	384	359
Ministry of Health and Social Affairs	4 901	4 337	4 206	5 267	5 038
Ministry of Finance	4 412	3 770	3 842	2 269	2 091
Ministry of Education and Research	4 731	5 030	4 557	4 951	4 338
Ministry for Rural Affairs	1 145	1 583	1 214	1 247	1 142
Ministry of the Environment	1 780	1 631	1 625	2 032	1 437
Ministry of Enterprise, Energy and Communications	1 902	1 876	3 234	3 363	3 489
Ministry of Integration and Gender Equality	1 052	935	765	806	
Ministry of Culture	940	669	806	743	867
Ministry of Employment	4 901	1 142	2 688	1 686	3 032
Office for Administrative Affairs	50	89	63	55	22
<b>Total Government Offices</b>	<b>36 698</b>	<b>30 143</b>	<b>32 302</b>	<b>30 361</b>	<b>27 571</b>

## Internal support and development

The following tables show the internal organisation of the Government Offices on the basis of certain

### EMPLOYEES PER MINISTRY

The table on the next page shows the number of people employed, including staff at committees and staff stationed abroad, who were in service for the whole or part of the month of December each year. Leave of absence and sickness absence on a full-time basis have been deducted. Holiday leave has not been deducted. The column on the right shows the proportion of women and men in each ministry in December 2011. In connection with government reshuffles and other organisational changes, certain responsibilities and business categories are sometimes re-allocated between ministries. Comparisons over time must therefore be made with caution. Operations at the Office for Administrative Affairs (OAA) are a good example of such fluctuations. Over the last few years the OAA has gradually taken over practical and administrative duties and personnel from the ministries. Office services of various kinds, libraries, IT support, records and registers, as well as salary administration have been incorporated into the OAA. However in 2010 the OAA underwent organisational restructuring which has resulted in a reduction of permanent administrative staff.

The increase in the number of employees between 2008 and 2009 was largely due to temporary reinforcements in preparation for Sweden's EU Presidency in 2009.



## Employees per ministry

	2007	2008	2009	2010	2011	Proportion of women/men
Prime Minister's Office	132	177	199	160	186	62/38
Ministry of Justice	358	371	394	348	351	62/38
Ministry for Foreign Affairs	1 350	1 322	1 343	1 258	1 248	58/42
Ministry of Defence	162	167	180	176	151	50/50
Ministry of Health and Social Affairs	285	305	285	264	325	62/38
Ministry of Finance	447	452	481	464	427	54/46
Ministry of Education and Research	209	215	208	194	194	64/36
Ministry for Rural Affairs	146	162	156	154	155	72/28
Ministry of the Environment	196	191	200	183	173	68/32
Ministry of Enterprise, Energy and Communications	322	324	350	328	311	57/43
Ministry of Integration and Gender Equality	122	133	134	100		
Ministry of Culture	119	111	99	97	97	59/41
Ministry of Employment	94	97	92	96	137	73/27
Office for Administrative Affairs	697	708	674	649	590	55/45
Joint*	-	36	61	-	-	-
<b>Total Government Offices</b>	<b>4 639</b>	<b>4 771</b>	<b>4 856</b>	<b>4 471</b>	<b>4 345</b>	<b>59/41</b>
Proportion of women/men (%)	58/42	59/42	59/41	59/41	59/41	

*\*Members of staff under 'Joint' in 2008 and 2009 refer to the establishment of a meetings secretariat ahead of the Swedish Presidency of the EU.*

## EMPLOYEES PER STAFF CATEGORY

Employees refers to the number of people employed, including staff on committees and staff stationed abroad, who were in service for the whole or part of the month of December each year. Leave of absence and sickness absence on a full-time basis have been deducted. Holiday leave has not been deducted.

Administrative efficiency measures have meant that the proportion of support staff has decreased. The fall in the number of specialists is partly due to the fact that extra staff engaged during the Swedish Presidency of the EU were personnel who had specialist contracts.

	2007	2008	2009	2010	2011
Heads of administrative units	358	354	359	346	329
Executive officers	2 616	2 719	2 810	2 715	2 616
Advisers/Specialists	549	605	669	456	511
Political appointees	195	193	196	191	203
Permanent administrative staff	921	900	822	763	686
<b>Total Government Offices</b>	<b>4 639</b>	<b>4 771</b>	<b>4 856</b>	<b>4 471</b>	<b>4 345</b>
Calculated as FTEs	4 503	4 625	4 735	4 356	4 427

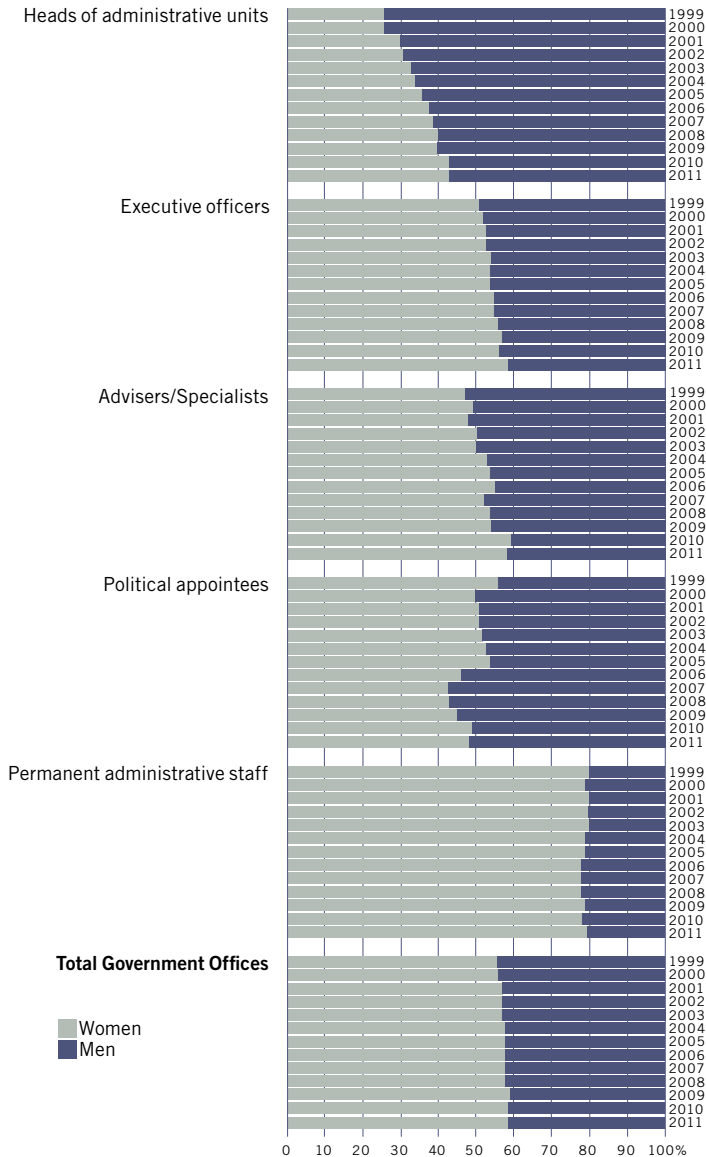
The **heads of administrative units** category refers to those employed under the Government Offices' senior officials agreement, excluding state secretaries. Deputy heads of department, section heads and group heads (primarily at the Ministry for Foreign Affairs and the Office for Administrative Affairs) do not fall under this agreement but are included here under executive officers. **Executive officer** refers to officers employed in accordance with the ALFA or URA agreements. This includes positions such as Desk Officer, Deputy Director and Senior Adviser. The **advisers/specialists** category refers to those employed under the Government Offices' specialist agreement. They are mainly committee and inquiry staff, legal and special advisers, etc, employed for a fixed term. The **political appointees** category refers to government ministers, state secretaries, political advisers and others employed under the Government Offices' agreement on politically appointed staff. The **permanent administrative staff** category refers to administrative officers, assistants, service staff, etc.

Calculation as FTEs (full-time equivalents) means that extent of employment has been taken into account. Thus, two members of staff working 50 per cent each are counted as one FTE.



### PROPORTION OF WOMEN AND MEN PER STAFF CATEGORY

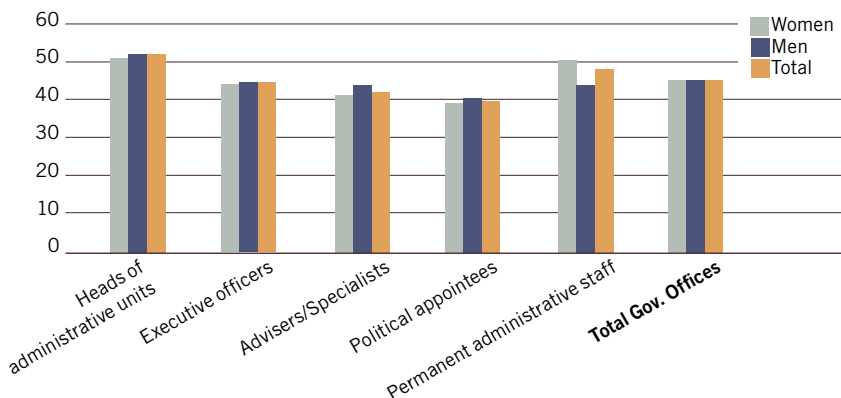
This diagram shows that the proportion of women has gradually increased among heads of administrative units. The increase in the number of female heads of administrative units may seem slow, but women have made up more than 50 per cent of people appointed to these positions in recent years.



## AVERAGE AGE AND AVERAGE LENGTH OF SERVICE

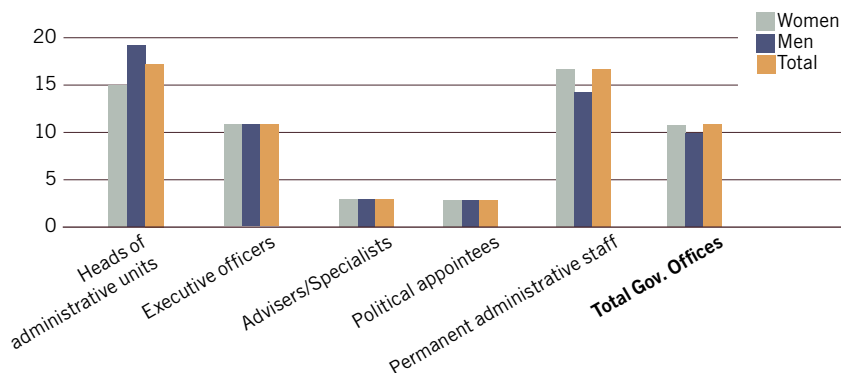
The diagrams show average age and average length of service per staff category among employees in December 2011.

### Average age per staff category



*In recent years the average age of staff at the Government Offices has stabilised at around 45 years.*

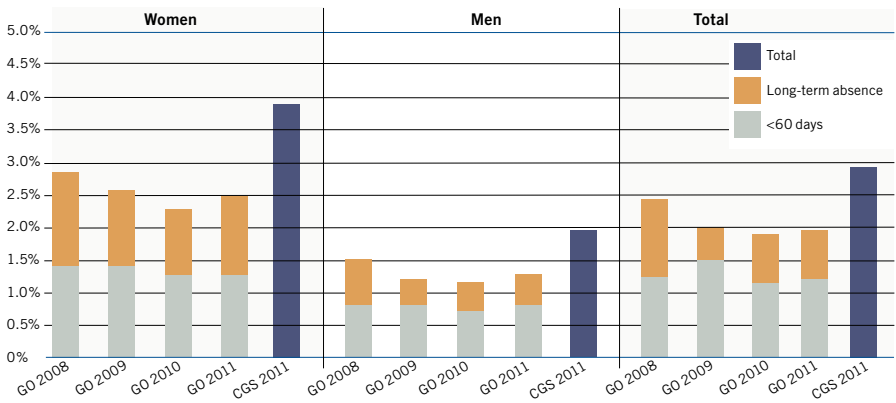
### Average length of service per staff category



*The diagram shows how the average length of service varies substantially between staff categories, the average length of service in Government Offices is 11 years. The longest period is among male managers. The period of employment is shorter among female managers due to the fact that a larger proportion of them were recruited recently, which is also reflected in an increasing proportion of women managers. The short period of employment among specialists is due to the fact that they are appointed on a temporary basis, often to committees.*

### SICKNESS ABSENCE

The sickness absence rate at the Government Offices (GO) was 1.9% in 2011, which was significantly lower than the overall rate for the central government sector (CGS) among both women and men.



## **PARENTAL LEAVE AND TEMPORARY CARE OF CHILDREN IN 2011**

Of the total number of working hours for women in the Government Offices in 2011, 4.6% were spent on parental leave and 0.4% on temporary care of children. The equivalent figures for men were 2.9% and 0.5%.

## **EQUAL PAY**

Regular gender analyses are carried out at the Government Offices to identify any unjustified pay differentials. The work is conducted in cooperation with trade unions with the aim of detecting, remedying and preventing unjustified differences in pay and other employment terms between women and men at the Government Offices.

In the analysis for 2009–2011 both the employer and the trade unions confirm that current provisions and practice at the Government Offices are gender neutral and, where relevant, emphasise the importance of a gender perspective. The parties see no risk that current provisions might lead to gender discriminatory practices, nor has the analysis confirmed the existence of any unjustified pay differentials. They are now engaged in an analysis for the period 2012–2014.

## **ENVIRONMENTAL MANAGEMENT EFFORTS 2011**

Environmental management measures are conducted according to the guidelines set down by the Prime Minister in 2008 and are an important component in efforts to achieve ecologically, economically and socially viable development. Consideration for the environment and people's health is a natural feature of the Government Offices' work. Officials must be alert to and examine possible impacts on the environment. This applies to both proposed legislation and to activities that have a direct environmental impact as a result of activities at the Government Offices.

## **ACTIVITIES WITH DIRECT ENVIRONMENTAL IMPACT**

The environmental targets for internal operations that have applied since 2006 have to a large extent been achieved. New targets adapted to the Government Offices' environmental policy and known environmental impact are now in place for the next five-year period. The new targets cover four areas: IT, procurement, the use of resources and waste management, as well as travel, meetings and transport.

## ENVIRONMENTAL MANAGEMENT IN DECISION-MAKING PROCESSES

Decisions taken by the Government Offices also have an impact on the environment. How thoroughly the environmental consequences are reviewed and assessed in the decision-making process can be of major importance to the environmental impact of the decisions. Assessing environmental consequences is also part of the Government Offices' environmental management efforts.

## GOVERNMENT OFFICES EXPENDITURE

The activities of the Government Offices, excluding transfers, are largely financed via the appropriation for administrative operations. Special activities and services are financed via targeted appropriations. The tables show how the Government Offices' administrative costs are distributed in each year. Salaries and premises account for the greater part of the Government Offices' administrative costs. A more detailed account of the Government Offices' finances is available in the annual report of the Government Offices 2010' (Swedish only).

### Expenditure per ministry, SEK million

	2007	2008	2009	2010	2011
Prime Minister's Office	112	151	212	166	181
Ministry of Justice	288	323	373	343	311
Ministry for Foreign Affairs	2 060	2 188	2 442	2 335	2 342
Ministry of Defence	148	161	178	169	159
Ministry of Health and Social Affairs	219	258	253	239	315
Ministry of Finance	392	406	458	461	437
Ministry of Education and Research	166	182	180	177	176
Ministry for Rural Affairs	125	140	159	144	143
Ministry of the Environment	148	149	194	166	154
Ministry of Enterprise, Energy and Communications	272	321	329	306	300
Ministry of Integration and Gender Equality	93	103	105	103	
Ministry of Culture	110	104	99	96	93
Ministry of Employment	73	84	86	89	129
Office for Administrative Affairs	581	682	632	636	588
Joint*	770	816	1 130	874	776
<b>Total Government Offices</b>	<b>5 555</b>	<b>6 069</b>	<b>6 830</b>	<b>6 304</b>	<b>6 104</b>

*\*The figures in the 'Joint' category refer to the Government Offices' rental costs and certain other shared costs.*

## Expenditure per cost category, SEK million

	2007	2008	2009	2010	2011
Staff costs	3 678	3 976	4 331	4 266	4 085
Premises	1 136	1 300	1 332	1 293	1 283
Other operating costs	834	944	1 338	872	877
Financial expenses	31	48	49	60	74
Transfers	1	1	1	2	1
Amortisation payments	174	187	208	208	199
Revenue	-299	-368	-430	-397	-414
<b>Total</b>	<b>5 555</b>	<b>6 069</b>	<b>6 830</b>	<b>6 304</b>	<b>6 104</b>

*The increase in 2009 was due to the Swedish Presidency of the EU.*



## **Information sources and contact information**

The Government Offices comprise the Prime Minister's Office, eleven ministries and the Office for Administrative Affairs. The main premises of the Government Offices are situated in central Stockholm.

### **HOW TO CONTACT THE GOVERNMENT AND THE GOVERNMENT OFFICES**

#### **POST**

All ministries (except the Ministry for Foreign Affairs):

SE-103 33 Stockholm

Ministry for Foreign Affairs

SE-103 39 Stockholm

#### **TELEPHONE**

General enquiries about the Government and the Government Offices should be addressed to the Swedish Government Offices Information Department.

Enquiries about specific issues should be addressed to the relevant ministry.

Switchboard: +46 8 405 10 00

#### **VISITS**

For street addresses, please see page 54.

#### **EMAIL**

Please see page 54.

#### **WEBSITES**

[www.sweden.gov.se](http://www.sweden.gov.se) is the English-language website of the Swedish Government and the Swedish Government Offices. The Government's main website (in Swedish) is at

[www.regeringen.se](http://www.regeringen.se).

#### **RECORDS CENTRE**

Everyone has the right to examine official documents received or drawn up by the Government Offices, provided the documents are not classified.

Visitors are welcome to the Government Offices Records Centre, Fredsgatan 8, Stockholm.

Opening hours are weekdays 9.00–12.00 and 13.00–16.00. Tel: +46 8 405 24 88

Email: [registrator@adm.ministry.se](mailto:registrator@adm.ministry.se)

# Street and email addresses 2011–2012

(In alphabetical order)

## Prime Minister's Office

- 1 Rosenbad 4  
registrator@primeminister.ministry.se

## Ministry of Culture

- 10 Drottninggatan 16  
registrator@culture.ministry.se

## Ministry of Defence

- 9 Jakobsgatan 9  
registrator@defence.ministry.se

## Ministry of Education and Research

- 10 Drottninggatan 16  
registrator@education.ministry.se

## Ministry of Employment

- 14 Mäster Samuelsgatan 70  
registrator@employment.ministry.se

## Ministry of Enterprise, Energy and Communications

- 14 Mäster Samuelsgatan 70  
registrator@enterprise.ministry.se

## Ministry of the Environment

- 7 Tegelbacken 2  
registrator@environment.ministry.se

## Ministry of Finance

- 11 Drottninggatan 21  
registrator@finance.ministry.se

## Ministry for Foreign Affairs

- 3 Gustav Adolfs torg 1
- 8 Malm Morgsgatan 3
- 11 Drottninggatan 21
- 5 Fredsgatan 4–6 (Press room)  
registrator@foreign.ministry.se

## Ministry of Health and Social Affairs

- 6 Fredsgatan 8  
registrator@social.ministry.se

## Ministry of Justice

- 1 Rosenbad 4
- 13 Beridarbansgatan 1
- 10 Drottninggatan 16  
registrator@justice.ministry.se

## Ministry for Rural Affairs

(formerly Ministry of Agriculture)

- 6 Fredsgatan 8  
registrator@rural.ministry.se

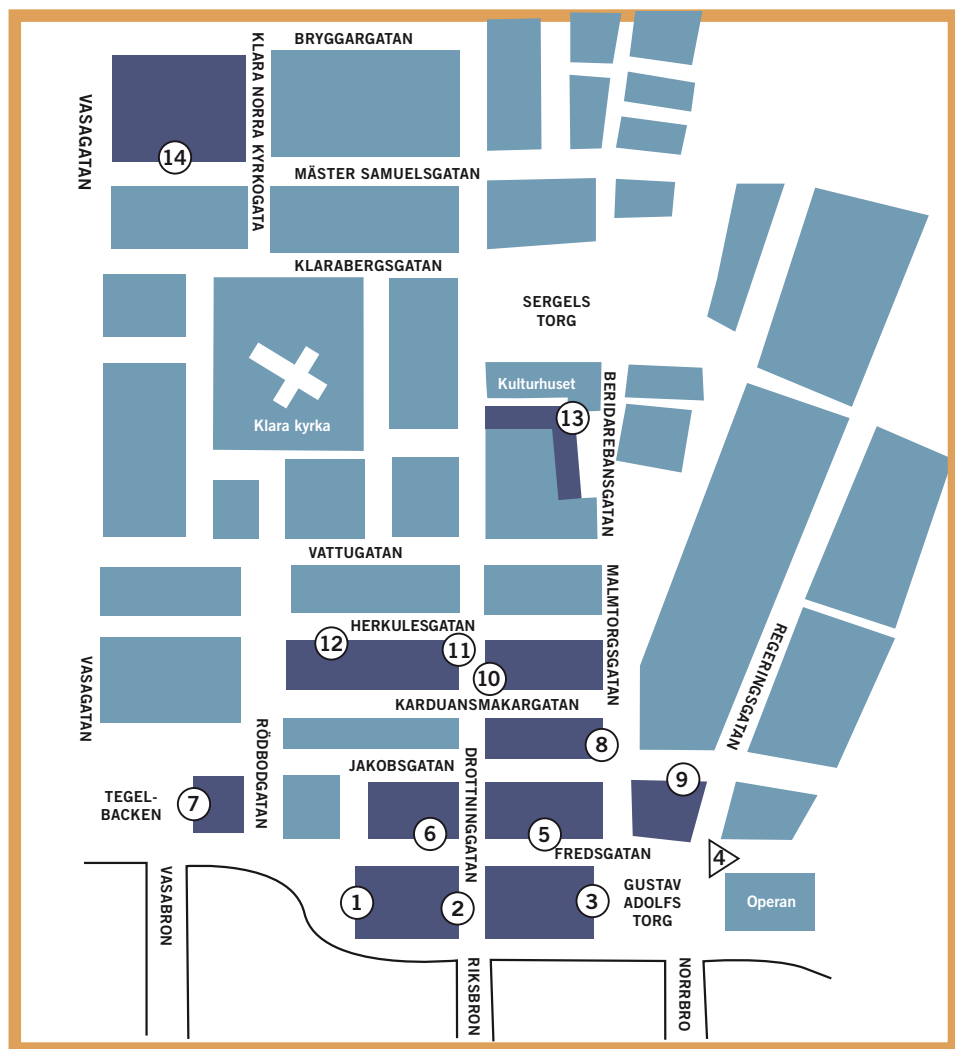
## Office for Administrative Affairs

- 1 Rosenbad 4
- 3 Gustav Adolfs torg 1
- 8 Malm Morgsgatan 3
- 2 Drottninggatan 1
- 10 Drottninggatan 16
- 11 Drottninggatan 21
- 13 Beridarbansgatan 1
- 14 Mäster Samuelsgatan 70
- 4 Karlavägen 100 (garnisonen)  
registrator@adm.ministry.se

## Goods reception

- 12 Herkulesgatan 19





# Facts about Sweden

**Area:** 174,000 sq miles (450,000 km<sup>2</sup>), the third largest country in Western Europe

Forests: 53%

Mountains: 11%

Cultivated land: 8%

Lakes and rivers: 9%

Longest north-south distance: 978 miles (1,574 km)

Longest east-west distance: 310 miles (499 km)

**Capital:** Stockholm

**Population:** 9.4 million

**Currency:** Swedish krona (SEK)

**Languages:** Swedish; recognised minority languages: Sami (Lapp), Finnish, Meänkieli (Tornedalen Finnish), Yiddish, Romani Chib

**Form of government:** Constitutional monarchy, parliamentary democracy

**Parliament:** The Riksdag, with 349 members in one chamber

**Religion:** In practice, Sweden is very secularised. The Church of Sweden is Evangelical Lutheran; co-exists with many other beliefs

**Life expectancy:** Men 79 years, women 83 years

**Most important export goods:** Machinery, electronics and telecommunication, paper, pharmaceuticals, petroleum products, iron and steel, and foodstuffs

**Most important imported goods:** Electronics and telecommunication, machinery, foodstuffs, crude oil, textiles and footwear, chemicals, pharmaceuticals and petroleum products

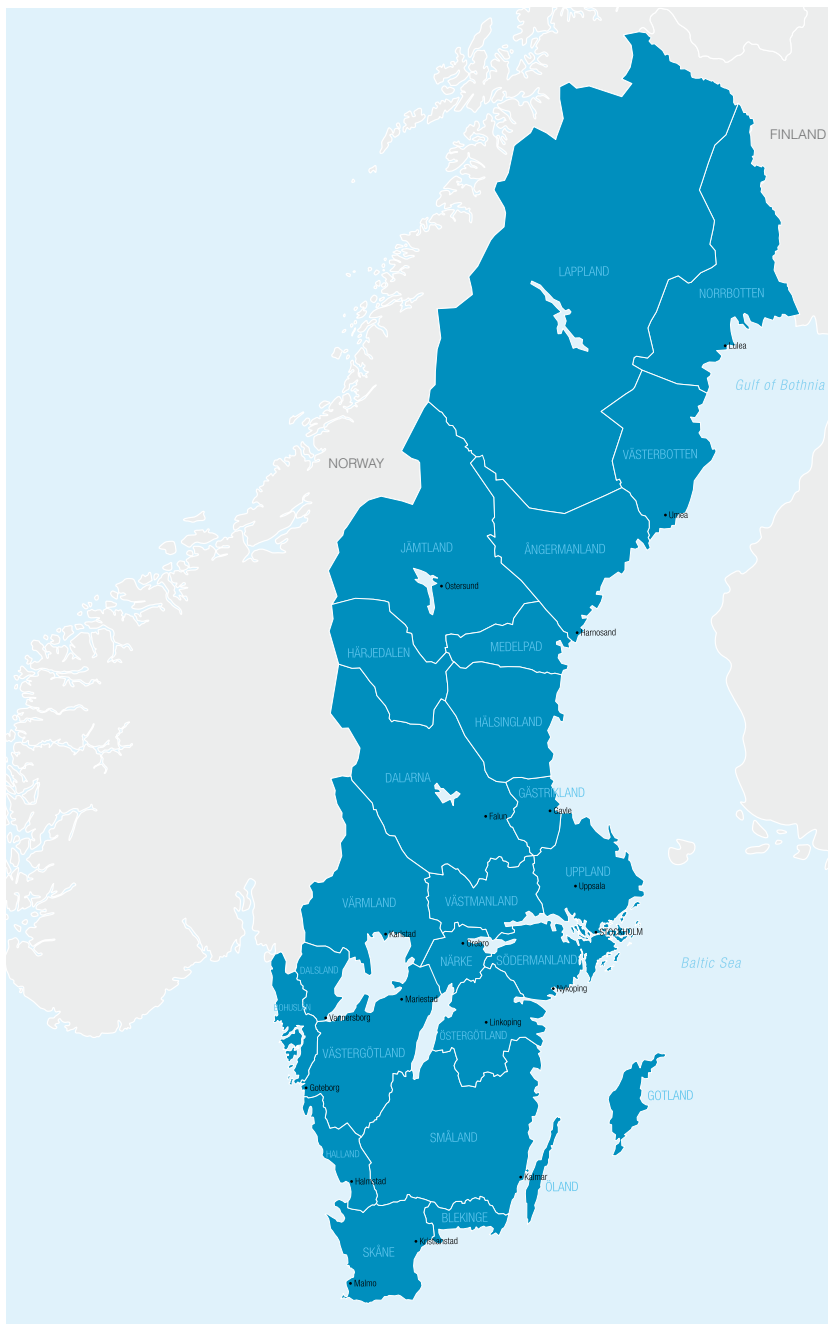
## Average temperatures

	JANUARY	JULY
Malmö	+31.6°F (-0.2°C)	62.2°F (+16.8°C)
Stockholm	+27.0°F (-2.8°C)	63.0°F (+17.2°C)
Kiruna	+3.2°F (-16.0°C)	55.0°F (+12.8°C)

## Daylight

	JANUARY 1	JULY 1
Malmö	7 hours	17 hours
Stockholm	6 hours	18 hours
Kiruna	0 hours	24 hours

Source: [www.sweden.se](http://www.sweden.se)









REGERINGSKANSLIET

**Government Offices  
of Sweden**

Office for Administrative Affairs