

The Government Offices – facts & figures

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

- *the legislative process*
- *the budget process and agency management*
- *administrative business*
- *international cooperation*
- *external communication*
- *internal development work*

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Introduction

For some years now, the Government Offices have been undergoing a transformation from a relatively static, administratively top-heavy organisation into a more flexible one. Today, the matters dealt with by the Government Offices are often more complex, partly as a result of growing internationalisation. Decisions on many straightforward administrative matters, meanwhile, have been outsourced to other public authorities.

The growing complexity and diversity of government business means that comparisons over time and

between ministries require a degree of caution. The situation is further complicated by the fact that duties are sometimes switched between ministries, especially in connection with government reshuffles. To give one example, data on the Ministry of Culture and data on the Ministry of Education and Science are incorporated in the information about the Ministry of Education, Research and Culture, which was formed of re-organisation 2005.

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.

The Government appoints a committee of inquiry to look into a given matter by producing factual information, analysing it and presenting recommendations, sometimes in the form of a legislative proposal. The committee is provided with instructions in the form of terms of reference specifying what it is to do. Committees of inquiry, which are sometimes called commissions, are appointed for a limited period. They usually comprise a chair and a number of advisers and experts. An inquiry body made up of members of the parties in the Riksdag is called a cross-party committee. Some inquiries are carried out by a single person, who is then referred to as the inquiry chair.

A committee may be described as a public authority set up on a temporary basis to prepare the ground for a government policy decision. It prepares and presents proposals in its own name. One advantage of the committee system is that it can bring together the leading experts on a given policy matter for a limited period of time. This procedure also gives the political opposition and other public actors a chance to join the reform effort at an early stage.

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 (SOU) series. Alternately,

legislative proposals may be studied and drawn up within the Government Offices themselves. In such cases, they are reported in memorandums published regularly in the Ministry Publications Series (Ds).

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 groups are also given the opportunity to comment. Once this referral process has been completed, a government bill is drafted specifying the proposed new law. The bill also presents the Government's reasons for introducing the law, its comments on the proposals, and an account of the opinions expressed by the referral bodies. In certain cases, the draft bill is referred to the Council on Legislation before being presented to the Riksdag.

Sometimes, the Government outlines its position on a particular matter without bringing any legislative proposals before the Riksdag. This kind of reporting takes the form of written communications. Bills and communications are reproduced in print once decisions are taken, and the documents are published in the Riksdag's annual records.

Once the parliamentary debate is over, the Riksdag accepts or rejects the Government's proposals. Its decision is conveyed to the Government via a parliamentary communication. If the bill is adopted, 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. The table also shows the gender breakdown in 2005.

	1999	2001	2003	2004	2005	women -05	men -05
Min/Justice	46	53	50	58	46	27	19
Min/Foreign Affairs	4	1	10	13	12	7	5
Min/Defence	4	11	8	8	3	2	1
Min/Social Affairs	67	27	66	73	86	47	39
Min/Finance	44	32	36	46	51	25	26
Min/Education	57	48	47	46	39	24	15
Min/Agriculture	6	7	12	14	9	3	6
Min/Sus. Dev.	39	16	23	21	19	11	8
Min/Industry	36	47	65	71	40	18	22
Joint		8	14	9	8	5	3
Total Gov. Offices	303	250	331	359	313	169	144

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

The figures in the 'Joint' category refer to committees that are not under ministerial jurisdiction.

SWEDISH GOVERNMENT OFFICIAL REPORTS AND THE MINISTRY PUBLICATIONS SERIES

The tables below and on the next page show the number of publications in the Swedish Government Official Reports (SOU) and the Ministry Publications Series (Ds) for each respective year.

Government official reports (SOU)

	1995	1997	1999	2001	2003	2004	2005
Prime Minister's Office	2	0	0	1	0	1	0
Min/Justice	18	13	52	28	15	28	18
Min/Foreign Affairs	13	5	4	6	4	6	6
Min/Defence	14	4	5	9	8	8	6
Min/Social Affairs	18	24	22	16	20	15	11
Min/Finance	22	34	18	10	21	23	22
Min/Education	18	34	20	11	20	22	15
Min/Agriculture	3	12	3	4	7	2	12
Min/Sus. Dev.	10	12	7	7	27	19	12
Min/Industry	33	55	20	18	8	11	18
Total Gov. Offices	151	193	151	110	130	135	120

Ministry Publications Series (Ds)

	1995	1997	1999	2001	2003	2004	2005
Prime Minister's Office	1	3	1	3	0	2	0
Min/Justice	10	18	15	23	21	17	19
Min/Foreign Affairs	3	7	1	5	5	6	4
Min/Defence	4	0	3	2	2	1	2
Min/Social Affairs	9	10	8	3	7	7	2
Min/Finance	26	17	14	13	13	8	6
Min/Education	8	7	7	6	4	4	5
Min/Agriculture	1	3	0	2	1	6	4
Min/Sus. Dev.	5	5	2	3	0	2	8
Min/Industry	16	19	5	18	13	4	8
Total Gov. Offices	83	89	56	78	66	57	58

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

GOVERNMENT BILLS AND COMMUNICATIONS

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

Number of government bills and written communications

	1995	1997	1999	2001	2003	2004	2005
Prime Minister's Office	3	0	1	1	1	1	2
Min/Justice	38	30	31	35	42	47	46
Min/Foreign Affairs	22	24	15	11	24	22	22
Min/Defence	3	2	7	4	4	4	4
Min/Social Affairs	18	16	15	25	17	18	26
Min/Finance	55	29	39	15	45	48	41
Min/Education	11	14	14	13	3	7	9
Min/Agriculture	10	3	2	1	11	6	5
Min/Sus. Dev.	13	6	4	5	5	7	10
Min/Industry	40	25	21	20	19	28	18
Total Gov. Offices	213	149	149	130	171	188	183

In other contexts, the number of government decisions on bills and communications has been specified. This number is slightly higher than the actual number of bills and communications as a single bill may necessitate several decisions.

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

The budget process and agency management

The Government's work with the budget process and its management of the national agencies are so closely connected that they are normally treated as a single, coherent area of operation at the Government Offices.

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 will 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 scrutinise and revise the forecasts for their own expenditure areas and appropriations. The various appropriations, totalling more than 500, are divided among 27 expenditure areas, and each specifies a sum that, subject to parliamentary approval, is to be used for a certain purpose.

In January or February, the ministries submit economic impact estimates for the next three years to the Ministry of Finance. At the end of the month, the national agencies submit their annual reports and their budget documents for the three-year period, and this material is studied by the ministries concerned.

Government deliberations on the central government budget take place in March. The main aims of

economic policy over the next few years are set out in the Spring Fiscal Policy Bill, which is brought before the Riksdag in April. Generally speaking, this bill also contains a supplementary budget with proposed changes in appropriations for the current year.

During the spring and summer, the various ministries divide the funds into individual appropriations. In doing so, they have to keep within the expenditure area frameworks agreed on at the March deliberations.

The Government finally submits its Budget Bill to the Riksdag in the latter half of September. The 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.

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

SUMMARY OF THE CENTRAL GOVERNMENT BUDGET

The budget process involves the allocation of over SEK 700 billion. The following tables show the distribution of budget funds in recent years in terms of revenue and expenditure (SEK billions, current prices).

Revenue, SEK billions

	2001	2002	2003	2004	2005
Income tax – personal*	33.2	–17.2	–38.1	–26.9	–17.1
Income tax – corporate	94.1	76.5	61.7	67.1	95.8
Other tax on income	7.6	5.8	6.1	5.4	6.6
Social insurance contributions	238.8	249.8	259.0	266.0	271.4
Real estate tax	23.3	23.3	21.2	23.5	24.0
Other tax on property	16.5	16.9	14.9	13.6	13.8
Value-added tax	184.8	198.3	205.1	213.2	228.5
Selective purchase tax, etc.	86.7	91.8	93.3	95.6	107.4
Equalisation charges and compensation for VAT	20.9	23.7	–1.8	–5.8	–32.7
Cash difference account	–19.7	–4.2	–4.4	–5.5	0.3
Tax abatement	–1.6	–5.4	–8.6	–9.5	–15.7
Central government activities	50.8	49.1	29.2	35.1	33.2
From sale of properties	0.2	0.1	0.0	0.1	6.7
From repayment of loans	2.6	2.7	2.5	2.4	2.3
Computed revenue	8.4	9.9	9.5	8.3	8.8
EU subsidies, etc	8.5	9.3	12.0	11.6	12.6
Total revenue	755.1	730.5	661.7	694.4	745.8

* When estimating the balance for the revenue item 'Income tax – personal', disbursements to municipalities and transfers of income to other revenue items are deducted. Cash based accounting is applied.

Revenue	755.1	730.5	661.7	694.4	745.8
Expenditure, etc.	716.4	729.3	708.1	747.9	731.8
Central government budget balance**	38.7	1.2	–46.3	–50.5	14.1

** In June 2005, the National Debt Office adjusted borrowing requirements for 2004 to SEK 50.5 billion. This had a corresponding impact on the item 'Adjustment to cash basis'.

Expenditure, SEK billions

Expenditure area	2001	2002	2003	2004	2005
1 Governance	5.4	7.3	7.5	7.5	7.7
2 Economic and fiscal administration	2.1	8.8	9.0	9.2	11.0
3 Taxes, customs and enforcements	6.4	8.0	8.3	8.6	8.6
4 Justice	24.1	24.1	25.5	26.3	27.0
5 International cooperation	3.0	1.1	1.1	1.3	1.4
6 Defence and contingency measures	44.9	44.6	45.1	42.8	43.6
7 International development cooperation	17.0	15.7	15.9	19.9	22.3
8 Immigrants and refugees	5.3	6.7	7.7	7.5	6.9
9 Health care, medical care and social services	29.5	31.0	34.1	36.8	38.5
10 Financial security (illness and disability)	107.3	112.9	121.5	122.9	127.0
11 Financial security (old age)	33.8	33.8	52.0	51.2	46.1
12 Financial security (families and children)	48.3	50.2	52.2	53.9	55.5
13 Labour Market	58.6	61.0	64.2	67.5	69.6
14 Working life	8.5	1.1	1.1	1.1	1.2
15 Financial support for students	19.1	20.7	19.9	20.8	19.8
16 Education and academic research	33.3	40.9	42.0	44.0	43.7
17 Culture, media, religious organisations and leisure	7.8	8.1	8.4	8.7	9.0
18 Community planning, housing supply, construction	10.4	8.7	8.8	8.7	8.7
19 Regional development	3.3	3.4	3.9	3.3	3.3
20 General environmental protection and nature conservation	2.2	2.9	2.8	3.3	4.3
21 Energy	2.0	2.3	1.9	2.1	1.4
22 Transport and communications	24.6	24.4	24.9	29.1	31.8
23 Agriculture, forestry, fisheries, etc.	16.6	13.9	9.6	12.2	17.4
24 Industry and trade	3.3	3.5	3.3	3.7	3.8
25 General grants to local government	100.6	102.3	72.4	69.8	57.3
26 Interest on the central government debt, etc.	81.3	67.3	42.2	52.7	32.7
27 Contributions to the European Community	23.3	20.6	18.3	25.6	25.6
Reduction of appropriation balances	0.0	0.0	0.0	0.0	0.0
Expenditure areas, total	722.0	725.3	703.5	740.7	725.0
Adjustment to cash basis	-34.4	-46.3	-7.5	-3.3	-3.4
National Debt Office lending, etc.	28.8	50.3	12.1	10.3	10.1
Total expenditure	716.4	729.3	708.1	744.9	731.8

AGENCY MANAGEMENT

Besides regulating both the powers and duties of the various national agencies and the budget process, as described above, the Government also 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. Agency work may also be guided by special government decisions or directives. In addition, the Government appoints the agencies' directors general (or the equivalent). Neither the Government nor any individual minister, however, may seek to influence the way an agency deals with a specific matter.

Ministry officials produce the documentation on which government decisions are based and also analyse reports from the agencies, including annual reports. To a great extent, agency management involves an ongoing dialogue between the various agencies and the agency liaison officer at the ministry concerned. A regular dialogue on objectives and results has become an established part of this process.

NUMBER OF GOVERNMENT AGENCIES

The table below shows the number of government agencies with appropriation directions on 31 December of each year, and the total number of full-time employees (FTEs) in 2005 at the various agencies. The figures do not include Swedish missions abroad and committees.

	2004	2005	FTEs 2005
Prime Minister's Office	3	3	4 125
Min/Justice	204	187	37 144
Min/Foreign Affairs	12	12	4 420
Min/Defence	16	16	25 575
Min/Social Affairs	38	17	20 369
Min/Finance	67	67	23 572
Min/Education	103	103	51 536
Min/Agriculture	18	18	5 559
Min/Sus. Dev.	44	44	4 299
Min/Industry	69	70	34 106
Total Gov. Offices	574	537	210 705

In accordance with the above definition, boards that receive their own statutory instructions are counted as government agencies, even if they have no permanent staff. Similarly, in certain cases agencies organised in regional divisions count as several agencies. The National Land Survey and the 21 regional land survey authorities, for instance, count as 22 different agencies. Certain other listings show the number of agencies that are directly responsible to the Government, which gives a lower number of agencies.

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

The Swedish Agency for Public Management reported in 2005 (Statskontoret 2005:32) that Sweden had 1,394 public authorities in 1990, 796 in 1995 and 643 in 2000. About a dozen of these are accountable to the Riksdag. This decline is primarily due to authorities being merged into single agencies. Similarly, the reduction noted between 2004 and 2005 was largely due to the creation of a single Swedish Social Insurance Administration and a single Office of the Prosecutor-General.

APPROPRIATION DIRECTIONS

About half of the 573 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 goals of each agency's activities, the economic resources at its disposal and how the funds are to be divided between the different areas of operation. Appropriation directions also regulate the use to be made of funds in special programme appropriations. During a fiscal year, adjustments can be made to the appropriation directions via special government decisions (amendments). The table below shows the number of appropriation directions and amendments in each respective year.

	2003	2004	2005
Prime Minister's Office	5	6	8
Min/Justice	71	55	66
Min/Foreign Affairs	74	69	76
Min/Defence	47	54	48
Min/Social Affairs	50	43	58
Min/Finance	79	95	97
Min/Education	174	184	223
Min/Agriculture	29	45	56
Min/Sus. Dev.	40	35	63
Min/Industry	133	153	141
Total Gov. Offices	702	739	836

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

Appropriation directions and amendments of recent vintage are published in the Register of Appropriations, which is available (in Swedish) on the Internet at www.esv.se.

Administrative business

The Government Offices are the principal administrative authority in Sweden. Prior to government decisions, officials prepare items of business such as appeals, exemptions and other cases in which physical or legal person are parties, and 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

	1995	1997	1999	2001	2003	2004	2005
Prime Minister's Office	44	52	38	50	36	38	69
Min/Justice	2 250	1 524	1 766	1 831	1 681	1 675	1 589
Min/Foreign Affairs	1 528	751	730	749	873	821	800
Min/Defence	667	737	675	539	594	577	483
Min/Social Affairs	761	630	935	3 027	781	666	878
Min/Finance	1 184	762	819	577	791	785	682
Min/Education	1 135	1 264	1 348	1 032	920	798	759
Min/Agriculture	370	431	367	379	320	284	313
Min/Sus. Dev.	1 161	495	931	904	822	819	885
Min/Industry	2 591	2 727	1 398	1 433	1 116	1 152	1 071
Total Gov. Offices	11 691	9 373	9 007	10 521	7 934	7 615	7 529

The figures refer to the number of business registry entries listed at Cabinet meetings. Decisions may be made in several cases (i.e. several registration numbers) under the same agenda item.

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

As the table shows, the number of government decisions has declined over time. This is mainly due to the fact that administrative decisions of a comparatively routine nature have been increasingly delegated to other agencies. Meanwhile, however,

the decisions that continue to lie with the Government have increased in complexity, partly as a result of the internationalisation process.

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 the task of preparing Swedish positions at meetings of international organisations, representing Sweden in international negotiations and incorporating the provisions of international agreements into Swedish policies. Other work at international level undertaken by the ministries includes coordinating and overseeing legal matters under the European Court of Justice, dealing with violations of international agreements, taking part in bilateral meetings with other member states, implementing support programmes on behalf of candidate countries, organising information follow-ups and international conferences, and providing information about Sweden's international work to the Riksdag, etc.

In addition, the Ministry for Foreign Affairs extends consular support to Swedish citizens abroad

via its diplomatic missions, 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. Where Sweden pursues development cooperation activities, the Swedish missions abroad work to ensure that these activities are as effective as possible.

The list shows Sweden's 105 missions abroad in 2005. The missions are public authorities 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. Since 2004, the Swedish regional office in Skopje, Macedonia, has been transformed into an embassy, and a consulate-general has been opened in Phuket, Thailand.

SWEDISH MISSIONS ABROAD

Missions		
Abidjan	Dublin	Oslo
Abu Dhabi	Gaborone	Ottawa
Abuja	Guatemala	Paris
Addis Ababa	Hague	Phuket
Algiers	Hanoi	Prague
Amman	Harare	Pretoria
Ankara	Havana	Pyongyang
Athens	Helsinki	Rabat
Baghdad*	Islamabad	Reykjavik
Bangkok	Jakarta	Riga
Beijing	Kampala	Riyadh
Belgrade	Kiev	Rome
Berlin	Kinshasa	Santiago de Chile
Bern	Kuala Lumpur	Sarajevo
Bogota	Lisbon	Seoul
Brasilia	Ljubljana	Singapore
Bratislava	London	Skopje
Brussels	Luanda	Sofia
Budapest	Lusaka	Tallinn
Buenos Aires	Luxembourg	Teheran
Bucharest	Madrid	Tel Aviv
Cairo	Managua	Tokyo
Canberra	Manila	Vientiane
Colombo	Maputo	Vilnius
Copenhagen	Mexico City	Warsaw
Dakar	Moscow	Washington
Damascus	Nairobi	Vienna
Dar es Salaam	New Delhi	Windhoek
Dhaka	Nicosia	Zagreb

*(currently unmanned)

Consulates		
Gdansk	Jerusalem	New York
Hamburg	Kaliningrad	St Petersburg
Hong Kong	Canton	Shanghai
Istanbul	Los Angeles	Mariehamn

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

OFFICIALS STATIONED ABROAD

The Swedish missions abroad are staffed by the Government Offices and by some 1,000 local employees. The table below shows the number of staff from the Government Offices employed at Swedish missions abroad in December of each year. The table also shows the gender breakdown in 2005.

	2003	2004	2005	women -05	men -05
PMs Office	0	0	0	1	0
Min/Justice	5	5	4	1	3
Min/Foreign Affairs	543	577	582	321	261
Min/Defence	13	13	14	5	9
Min/Social Affairs	2	2	2	2	0
Min/Finance	9	9	9	4	5
Min/Education	7	7	9	5	4
Min/Agriculture	4	4	4	1	3
Min/Sus. Dev.	2	2	2	1	1
Min/Industry	8	8	6	2	4
Office/Admin	3	2	2	1	1
Total Gov. Offices	596	629	634	343	291

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

WORKDAYS IN INTERNATIONAL BODIES

The Swedish Government Offices are represented in over a thousand different working groups/parties in international organisations. The tables show the number of workdays during which Stockholm-based staff took part in meetings in the majority of these bodies. Days spent preparing for meetings or performing supplementary work afterwards are not included. The statistics are based on data collected retroactively from each department/division. No figures are included for the Prime Minister's Office.

Workdays in 2005		
	Commission committees and expert groups outside the EU	International organisations
Min/Justice	233	386
Min/Foreign Affairs	176	1 916
Min/Defence	14	36
Min/Social Affairs	63	127
Min/Finance	286	266
Min/Education	161	317
Min/Agriculture	189	110
Min/Sus. Dev.	43	744
Min/Industry	269	556
Total Gov. Offices	1 434	4 458

The European Commission's expert groups bring together scientists, academicians, industry representatives, organisations and/or member states to share knowledge and offer guidance on specific matters. The Commission is not bound by the advice given to it by the expert groups.

The Commission implementing committees assist the Commission and oversee the adoption of rules for the application of Council of Europe and European Parliament laws. These committees are made up exclusively of representatives of the member states. The Commission is required to take the opinions of these committees into account to varying extents.

WORKDAYS IN COUNCIL WORKING PARTIES

	2003	2004	2005
Min/Justice	313	250	349
Min/Foreign Affairs	841	815	827
Min/Defence	15	19	65
Min/Social Affairs	38	82	55
Min/Finance	459	284	237
Min/Education	112	113	117
Min/Agriculture	450	308	305
Min/Sus. Dev.	179	284	237
Min/Industry	380	288	180
Total Gov. Offices	2 787	2 443	2 372

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

In the Council working parties, officials from the various member states prepare proposals from the European Commission. The proposals are then processed by the Permanent Representatives Committee (Coreper) before arriving on the agenda of ministerial Council meetings. Sweden is represented by its Permanent Representation in Brussels, which is a part of the Swedish Government Offices.

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 dealt with by the relevant parliamentary standing committee. The table below shows the number of background briefs submitted to the Secretariat of the Chamber in each respective year.

	2003	2004	2005
Prime Minister's Office	0	0	4
Min/Justice	17	19	16
Min/Foreign Affairs	20	15	12
Min/Defence	0	1	1
Min/Social Affairs	3	0	3
Min/Finance	17	14	7
Min/Education	0	2	2
Min/Agriculture	23	13	7
Min/Sus. Dev.	10	14	1
Min/Industry	34	34	22
Total Gov. Offices	124	112	75

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

Background briefs are available (in Swedish) at www.lagrummet.se.

External communication

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

- replying to parliamentary questions and interpellations,
- composing ministerial speeches,
- answering queries from the general public,
- informing and consulting with the business sector, stakeholder organisations and the general public in joint working groups,
- taking part in seminars and trade fairs, etc.,
- making Government Offices publications and information available to the general public.

On the following pages, some of these activities are described on the basis of certain statistical criteria.

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 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. Ministers are required to respond within 14 days, otherwise they must explain the reason for the delay. All members are provided with a written reply in advance. When interpellations are debated, the minister begins by reading out the reply, after which he or she debates the matter with the members in the Chamber.

The table below shows the number of interpellation replies delivered in each respective year.

	1995	1997	1999	2001	2003	2004	2005
Prime Minister's Office	7	3	1	3	14	8	10
Min/Justice	11	25	39	51	65	76	81
Min/Foreign Affairs	22	45	30	28	61	78	81
Min/Defence	1	12	12	3	12	14	25
Min/Social Affairs	18	50	56	29	62	76	58
Min/Finance	18	29	47	36	74	93	49
Min/Education	15	38	50	49	78	76	64
Min/Agriculture	16	22	19	5	16	19	23
Min/Sus. Dev.	10	26	25	9	15	18	49
Min/Industry	36	100	97	71	89	84	91
Total Gov. Offices	154	350	376	284	486	542	531

The data in the table 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.

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

The interpellations and the Government's replies are available (in Swedish) at www.riksdagen.se.

REPLIES TO PARLIAMENTARY QUESTIONS

This refers to written replies to written questions put to a government minister by a member of the Riksdag. As a rule, the replies have to be given by the Wednesday following the date on which the question was submitted.

The number of replies to such questions is shown below.

	1995	1997	1999	2001	2003	2004	2005
Prime Minister's Office	28	5	7	5	16	21	31
Min/Justice	64	76	104	169	223	261	363
Min/Foreign Affairs	54	111	141	176	254	359	324
Min/Defence	22	34	54	47	45	67	80
Min/Social Affairs	68	122	164	184	213	190	250
Min/Finance	58	73	107	132	138	145	175
Min/Education	64	92	135	151	178	242	247
Min/Agriculture	47	41	77	74	73	88	139
Min/Sus. Dev.	52	69	76	78	57	71	178
Min/Industry	160	300	239	244	245	305	425
Total Gov. Offices	617	923	1 104	1 260	1 442	1 749	2 212

The data in the table 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.

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

Parliamentary questions and the Government's replies are published (in Swedish) at 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 three years and recorded in the Government Offices' business register. At the Ministry for Foreign Affairs, most replies are recorded in written communication registers.

	2003	2004	2005
Prime Minister's Office	5 020	4 103	5 815
Min/Foreign Affairs	1 056	1 091	823
Min/Justice	3 931	4 791	4 422
Min/Defence	621	828	859
Min/Social Affairs	5 249	4 506	5 385
Min/Finance	3 386	2 640	2 308
Min/Education	2 911	3 906	3 647
Min/Agriculture	995	1 145	976
Min/Sus. Dev.	1 117	1 126	1 922
Min/Industry	2 883	3 100	3 650
Office/Admin	253	107	82
Total Gov. Offices	27 422	27 343	29 889

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

THE GOVERNMENT OFFICES WEBSITE AND THE GOVERNMENT OFFICES RECORDS CENTRE 2005

Informing the general public about the Government's work is an important area of activity at the Government Offices. One of the principal channels of information is the Government Offices website, www.regeringen.se. The official English version is at www.sweden.gov.se.

Here you can find both up-to-date information and a records centre providing access to government bills and communications, official reports and other types of information material. The website also puts the work of the Government and the Government Offices in a broader perspective. In 2005, the site averaged more than 3.3 million page views per month.

A total of 153 press conferences and conferences were web-cast during the year.

Of these, 41 were broadcast on a Swedish public service channel, SVT24 Direkt, and had an average audience of 50,000. Almost 64,873 people watched the webcasts at the government website.

Another way for the general public to obtain information about the Government's work is to visit the Government Offices' Records Centre. About 760 people took advantage of this service in 2005.

Internal development work, etc

The table below shows the internal organisation of the Government Offices on the basis of certain statistical criteria.

EMPLOYMENT PER STAFF CATEGORY

This refers to the number of staff calculated as employees, including committees and staff stationed abroad, 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 is not deducted.

	1995	1997	1999	2001	2003	2004	2005
Heads of administrative units	388	428	430	442	413	390	379
Executive officers	1 444	1 735	1 899	2 096	2 348	2 474	2 499
Advisers/Specialists	577	620	605	544	580	585	515
Political appointees	160	152	155	166	184	182	203
Permanent administrative staff	1 201	1 214	1 131	1 085	1 023	990	945
Total Gov. Offices	3 770	4 149	4 220	4 333	4 548	4 621	4 541
Calculated as FTEs	3 660	4 055	4 119	4 249	4 457	4 490	4 412

*The **heads of administrative units** category refers to those employed under the Government Offices' senior officials agreement, excluding state secretaries. Deputy department heads, 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**.*

*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 and service staff, etc.*

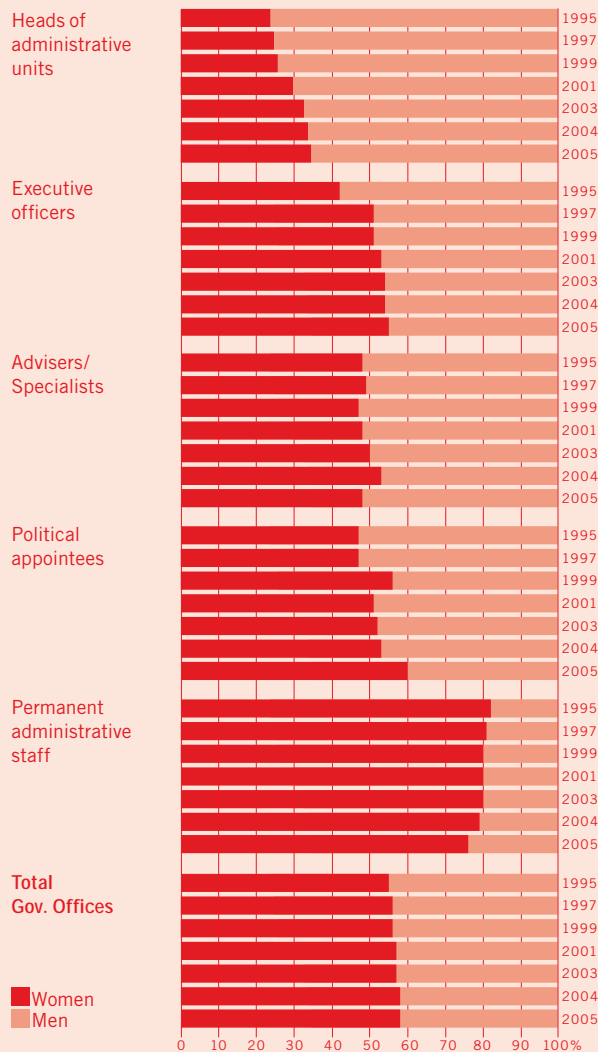
Calculation as FTEs (full-time equivalents) means that extent of employment has been taken into account. Thus two members of staff working 50 per cent each are counted as one FTE.

The number of executive officers has increased as the Government Offices have continued their transformation from a relatively static, administratively top-heavy organisation into a more flexible one. Ministerial work has become increasingly complicated, partly as a result of growing internationalisation. An additional 20-odd political appointees representing the parties with which the Government cooperates joined the staff in January 2003. Over the past year, further political appointees have been added to the workforce. The proportion of political staff at the Government Offices has remained at 4 per cent over the past decade, however.

Meanwhile, the administrative machinery at the Government Offices has been streamlined. The proportion of permanent administrative staff has fallen from 32 per cent in 1995 to 21 per cent in 2005.

PROPORTION OF WOMEN AND MEN PER STAFF CATEGORY

The figure shows that the proportion of women has gradually increased among heads of administrative units, executive officers and political appointees, as has the proportion of men among the permanent administrative staff. The growth in the number of female heads of administrative units may seem slow, but women made up more than 50 per cent of those appointed to such positions in recent years.



EMPLOYEES PER MINISTRY

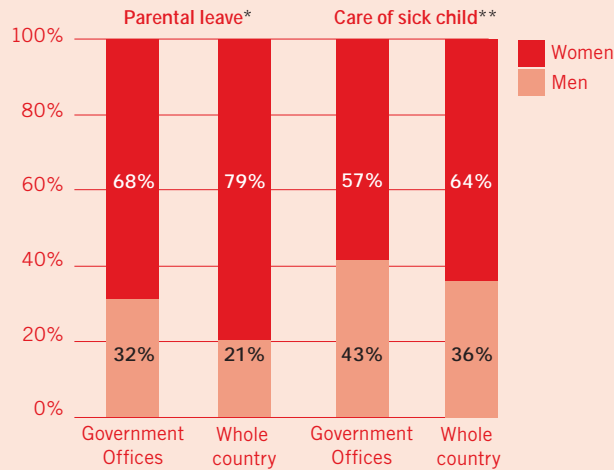
The table below shows the number of employees per ministry in December each year, including committee/inquiry staff and officials stationed abroad. The columns on the right show the proportion of women and men in each ministry in December 2005.

In connection with government reshuffles and other organisational changes, certain responsibilities and business categories are sometimes redistributed among the ministries, which means that comparisons over time require a degree of caution. The Office for Administrative Affairs, for instance, has successively

taken over administrative staff and tasks from the ministries, including cleaning, office services, library duties and ICT services. The major organisational changes that took place over the past year were the development of a restructured Ministry of Education, Research and Culture, the transfer of housing and energy policy issues from the Ministry of Finance and the Ministry of Industry, Employment and Communications to the restructured Ministry of Sustainable Development, and the transfer of EU coordination from the Ministry for Foreign Affairs to the Prime Minister's Office.

	1995	1997	1999	2001	2003	2004	2005	Proportion of women -05	Proportion of men -05
Prime Minister's Office	49	57	51	57	58	57	87	61%	39%
Min/Justice	192	210	261	341	327	340	329	59%	41%
Min/Foreign Affairs	1 443	1 544	1 630	1 502	1 530	1 520	1 425	59%	41%
Min/Defence	128	125	126	136	144	159	152	51%	49%
Min/Social Affairs	204	226	236	217	267	286	302	63%	37%
Min/Finance	384	398	414	416	473	457	472	50%	50%
Min/Education	238	297	342	304	304	319	302	65%	35%
Min/Agriculture	106	122	122	134	154	163	160	60%	40%
Min/Sus. Dev.	166	166	191	175	182	194	225	64%	36%
Min/Industry	542	610	378	462	474	484	431	58%	42%
Office/Admin	318	394	469	589	591	604	618	54%	46%
Total Gov. Offices	3 770	4 149	4 220	4 333	4 548	4 621	4 541	58%	42%

PARENTAL LEAVE AND TEMPORARY CARE OF CHILDREN



* Including guaranteed days of leave and leave reserved for fathers in connection with a birth.

** Temporary parental benefit excluding leave reserved for fathers in connection with a birth.

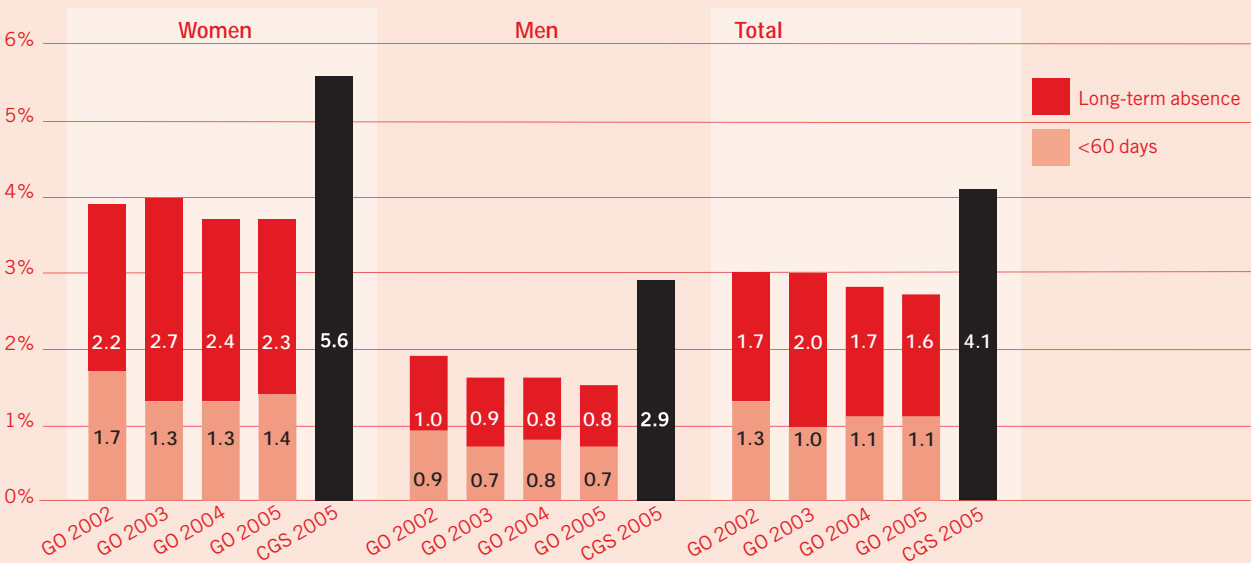
The figures for the country as a whole are taken from the website of the National Insurance Administration.

At the Government Offices, most parental leave and leave for the care of a sick child is claimed by women, which is partly due to the fact that they make up 58 per cent of the staff. The figure is adjusted to reflect the fact that men comprise 42 per cent of the staff. The corresponding percentage in the country as a whole is included for reference.

SICKNESS ABSENCE

The sickness absence rate at the Government Offices (GO) was 2.8 per cent in 2005, which was significantly lower than the

overall rate for the central government sector (CGS), among both women and men.



EQUAL PAY

Every year, an action plan for equal pay is drawn up at the Government Offices, the purpose being to detect and correct unjustified differences in pay and in other terms or conditions of work between women and men, and to prevent the development of such discrepancies in the future. The plan is based on a wage survey and an analysis of women's and men's pay, both within groups of employees performing largely the same tasks and within groups dominated by one sex or the other but performing tasks judged to be largely of equal value. Statistical pay differentials are analysed by a joint working group to determine whether there are justifiable grounds for them.

The wage surveys for 2003 and 2004 revealed some pay gaps that appeared unjustified and which were consequently to be given special attention in salary reviews in those two years. A follow-up of the outcome of these reviews shows that pay gaps have narrowed in these groups. In the 2005 wage survey and analysis, no pay gaps were found to be unjustified from a gender equality perspective.

GOVERNMENT OFFICES EXPENDITURE

The activities of the Government Offices, excluding transfers, are largely financed via the appropriation for administrative operations. In addition, special activities and services are financed via targeted appropriations. The tables show how the Government Offices' administrative costs are distributed. A more detailed account of the Government Offices' finances is available in the 'Annual Report of the Government Offices 2005' (Swedish only).

Expenditure per ministry, SEK millions

	1999	2001	2003	2004	2005
Prime Minister's Office	46	55	64	63	76
Min/Justice	182	257	243	263	270
Min/Foreign Affairs	1 929	2 279	1 906	1 977	2 055
Min/Defence	88	131	133	139	146
Min/Social Affairs	188	180	209	210	224
Min/Finance	274	304	392	377	396
Min/Education	203	205	224	241	254
Min/Agriculture	100	138	128	130	135
Min/Sus. Dev.	108	126	134	134	173
Min/Industry	262	330	322	350	342
Office/Admin	302	435	515	526	534
Joint	554	666	763	721	722
Total Gov. Offices	4 238	5 108	5 033	5 133	5 326

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

Note that ministries have been reorganised from year to year and policy areas have been transferred from one ministry to another, which makes comparisons over time difficult.

The appropriation for the Government Offices' administrative operations in 2005 was SEK 5,334 million, incl. cancellations. This means that the outgoing appropriation savings increased by SEK 8 million over the year. The table below shows the distribution of expenditure in each respective year.

Expenditure per cost category, SEK millions

	2000	2001	2002	2003	2004	2005
Salaries, emoluments and other staff costs	2 578	2 836	2 934	3 188	3 218	3 388
Courses, training and conferences	54	184	51	43	63	70
Travel and allowances	281	326	247	245	272	254
Consultants and other external services, advertising	322	325	232	252	285	312
ICT, incl. licences	65	66	72	64	60	60
Telephony, data communication, postage	106	118	115	108	98	102
Furniture, fittings and other equipment	46	87	30	35	31	33
Office stationery and disposable materials, books, etc	67	56	48	48	53	53
Printing and copying, bookbinding	37	42	39	37	40	44
Security and surveillance	26	36	25	26	28	34
Premises in Sweden and abroad, incl. cleaning and maintenance	1 003	1 011	1 060	1 084	1 072	1 083
Other costs, incl. interest and amortisation payments	349	443	344	287	274	256
Revenue	-372	-424	-394	-384	-362	-363
Total	4 563	5 108	4 803	5 033	5 133	5 326

About half of Government Offices revenue comprises invoiced expenses. Other revenue derives from the renting out of premises, EU grants and subsidies, and interest, etc.