

Facts and Figures 2012

– Swedish Government Offices Yearbook



REGERINGSKANSLIET

Government Offices
of Sweden

Facts & Figures

Swedish Government Offices Yearbook **2012**

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Preface

The Government Offices of Sweden is a politically controlled agency, where the Government determines the direction of operations and the issues to be given priority. The role 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, responsibilities and activities of the Government Offices focusing 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 presented in this publication is based on data from December 2012.

The yearbook also contains information about the ministers who served in the Swedish Government in 2012 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.government.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 4 600 officials and political appointees working at the Government Offices and on government committees. In 2012, 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 serves as the Government's staff. As a government agency, it is headed by the Prime Minister, who is also head of government and thus has dual roles. 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 four 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. Of the Government Offices' 4 600 employees, about 200 are politically appointed ministers and officials.

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

The Ministry for Foreign Affairs' missions abroad – 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 to be given 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.

For this reason, 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 data and information for decision making 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 that apply to all the ministries alike. More detailed information and statistics are available on pages 18–52 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

Government Offices officials 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 is the supreme administrative authority in Sweden, which means that its staff prepare decisions on matters of business such as exemptions, applications and petitions.

International cooperation

Government Offices officials 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. 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

Government Offices staff 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 18–52.

Policy areas at the ministries in 2012

In 2012, the Government Offices of Sweden comprised the Prime Minister's Office, eleven ministries and the Office for Administrative Affairs. Their main policy areas are briefly described below.

The information in this section refers to 2012. Employment figures include both ministry officials and employees serving on government committees or commissions of inquiry.

The Prime Minister's Office

The Prime Minister's Office (PMO) 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 Policy Coordination Secretariat, the Office of the Minister for EU Affairs, the Office of the Permanent Secretary, the Office of the Director-General for Legal Affairs, the Secretariat for Legal & Linguistic Draft Revision, the EU Coordination Secretariat, the Crisis Management Coordination Secretariat and the Government Offices Internal Audit. The Prime Minister's Office is headed by the Prime Minister.

215 officials worked at the Prime Minister's Office in December 2012. Staff 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 Culture

The Ministry of Culture had the following areas of responsibility (2012): culture and creative artists, cultural heritage, the media, film and sport.

The Ministry of Culture was responsible for 23 agencies 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 Swedish 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 2012, 88 officials worked at the ministry.

The Ministry of Defence

The Ministry of Defence had the following areas of responsibility (2012): 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 2012, 161 officials worked at the ministry.

The Ministry of Education and Research

The Ministry of Education and Research had the following areas of responsibility (2012): 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 education for adults with special needs. Other areas of responsibility include Swedish for immigrants, vocational training, liberal adult education, higher education, research, aerospace activities, financial aid for students, gender equality, youth policy and civil society issues.

The Ministry of Education and Research was responsible for 59 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 2012, 232 officials worked at the ministry.

The Ministry of Employment

The Ministry of Employment had the following areas of responsibility (2012): working life issues and conditions of employment, labour market policy, integration, discrimination issues, human rights at national level, Swedish citizenship and national minorities.

The Ministry of Employment was responsible for eight 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 2012, 155 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 (2012): 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, and 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 2012, 331 officials worked at the ministry.

The Ministry of the Environment

The Ministry of the Environment had the following areas of responsibility (2012): Biological diversity and nature conservation, water and seas, sustainable development, chemicals policy, climate policy, ecocycle policy and waste management, environmental research and monitoring, environmental legislation, international environmental cooperation, environmental technology, radiation protection and nuclear safety and Sweden's Environmental Quality Objectives.

The Ministry of the Environment was responsible for seven agencies including the Swedish Environmental Protection Agency, The Swedish National Board

oh Housing, Building and Planning, Lantmäteriet, the Swedish Chemicals Agency and the Swedish Meteorological and Hydrological Institute. In December 2012, 175 officials worked at the ministry.

The Ministry of Finance

The Ministry of Finance had the following areas of responsibility (2012): economic policy, the government budget, tax policy, financial markets, lotteries and gaming, international economic cooperation, state-owned companies, local government finance and legislation.

The Government Offices also had 54 partly or wholly state-owned companies. The Ministry of Finance has overall responsibility for matters relating to state ownership of enterprises and coherent ownership policy. 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 2012, 486 officials worked at the ministry.

The Ministry for Foreign Affairs

The Ministry for Foreign Affairs had the following areas of responsibility (2012): foreign and security policy, global development and development assistance, trade policy, assistance 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 – 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 countries where Sweden pursues development cooperation activities, 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 2012, 1 293 officials worked at the Ministry for Foreign Affairs in Stockholm, 534 of them at missions abroad.

The Ministry of Health and Social Affairs

The Ministry of Health and Social Affairs had the following areas of responsibility (2012): health and medical care, public health, children's rights, disability issues, social services, social insurance. Other areas of responsibility include public administration, public procurement, housing and construction, and religious communities.

The Ministry of Health and Social Affairs was responsible for 50 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 2012, 346 officials worked at the ministry.

The Ministry of Justice

The Ministry of Justice had the following areas of responsibility (2012): the Swedish Constitution and legislation in the areas of criminal law, civil law and legal procedure etc., the judicial system, migration and asylum policy, matters 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, the Swedish courts, the Swedish Prison and Probation Service, the Swedish Migration Board, the Chancellor of Justice, the Data Inspection Board, the National Council for Crime Prevention and the Election Authority. In December 2012, 399 officials worked at the ministry.

The Ministry for Rural Affairs

The Ministry for Rural Affairs had the following areas of responsibility (2012): agriculture and environmental issues relating to agriculture, rural development, forestry, fisheries and aquaculture, Sami and reindeer husbandry, 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 2012, 160 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 and to missions abroad.

The Permanent Secretary at the Prime Minister's Office is head of the Office for Administrative Affairs. In December 2012, 588 officials worked at the Office for Administrative Affairs.

The Swedish Government 2012

Every four years, the Swedish people go to the polls to elect their representatives in the Riksdag. 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 initiating new laws or amendments. The Government is assisted in its task by the staff at the Government Offices and some 340 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.

Government ministers 2012

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



Karin Enström (M)
Minister for Defence
Ministry of Defence



Eskil Erlandsson (C)
Minister for Rural
Affairs
Ministry for Rural
Affairs



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



Erik Ullenhag (FP)
Minister for
Integration
Ministry of
Employment

Ministers who left the Government in 2012

Sven Tolgfors, Minister for Defence, Ministry of Defence, 5 September 2007–29 March 2012.

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 development work.

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 an inquiry chair or a committee of inquiry to look into a particular matter. The committee will then compile and analyse facts and statistics and put forward proposals on the basis of its findings, sometimes in the form of a legislative proposal.

When this work is completed, a final report containing proposals is presented to the Government. 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 circulated for comment to the relevant agencies, organisations and interest groups. Once this referral process is complete, 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 officials serving on committees and inquiries for all or part of December in each year. It also shows the gender breakdown for each year.

Committee Service

	2008	2009	2010	2011	2012
Prime Minister's Office	–	–	–	–	–
Ministry of Justice	43	40	37	34	52
Ministry for Foreign Affairs	8	14	9	2	4
Ministry of Defence	13	8	7	8	9
Ministry of Health and Social Affairs	67	48	49	67	75
Ministry of Finance	41	26	41	40	44
Ministry of Education and Research	27	25	24	20	46
Ministry for Rural Affairs	13	6	6	4	3
Ministry of the Environment	17	16	25	24	23
Ministry of Enterprise, Energy and Communications	34	29	26	26	39
Ministry of Integration and Gender Equality	13	12	1		
Ministry of Culture	24	16	12	15	7
Ministry of Employment	4	4	4	11	12
Total Government Offices	304	244	241	251	314
Proportion women/men (%)	54/46	57/43	60/40	61/39	62/38

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

	2008	2009	2010	2011	2012
Prime Minister's Office	–	–	–	–	–
Ministry of Justice	31	24	19	14	23
Ministry for Foreign Affairs	3	1	1	2	–
Ministry of Defence	6	4	4	3	2
Ministry of Health and Social Affairs	19	12	15	23	15
Ministry of Finance	21	16	12	9	13
Ministry of Education and Research	12	7	23	8	9
Ministry for Rural Affairs	2	6	4	3	–
Ministry of the Environment	9	6	6	7	6
Ministry of Enterprise, Energy and Communications	15	12	13	10	12
Ministry of Integration and Gender Equality	3	2	6		
Ministry of Culture	6	5	3	1	7
Ministry of Employment	4	5	1	6	8
Total Government Offices	131	100	107	86	95

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 communications

	2008	2009	2010	2011	2012
Prime Minister's Office	4	3	5	3	4
Ministry of Justice	44	37	38	31	26
Ministry for Foreign Affairs	18	13	12	16	14
Ministry of Defence	3	3	6	4	6
Ministry of Health and Social Affairs	24	22	22	16	24
Ministry of Finance	52	63	58	40	47
Ministry of Education and Research	8	11	13	14	8
Ministry for Rural Affairs	6	6	4	4	5
Ministry of the Environment	9	16	13	11	9
Ministry of Enterprise, Energy and Communications	26	30	33	26	31
Ministry of Integration and Gender Equality	6	7	6		
Ministry of Culture	1	7	4	1	2
Ministry of Employment	11	6	4	5	11
Total Government Offices	212	224	218	171	187

LAWS AND ORDINANCES

The Government promulgates and publishes new laws following a decision in the Riksdag. Ordinances contain rules that the Government may issue under the Constitution, and that regulate, for example government agency activities.

Number of laws and ordinances issued per ministry

	2008	2009	2010	2011	2012
Prime Minister's Office	6	2	8	4	6
Ministry of Justice	338	339	502	311	207
Ministry for Foreign Affairs	24	24	22	28	21
Ministry of Defence	53	40	76	16	18
Ministry of Health and Social Affairs	139	236	245	176	165
Ministry of Finance	235	342	344	426	152
Ministry of Education and Research	117	111	118	128	104
Ministry for Rural Affairs	41	70	54	65	34
Ministry of the Environment	107	108	155	173	59
Ministry of Enterprise, Energy and Communications	253	191	350	196	150
Ministry of Integration and Gender Equality	28	30	55		
Ministry of Culture	27	57	45	30	21
Ministry of Employment	65	50	96	47	58
Total Government Offices	1 433	1 600	2 070	1 600	995

The budget process and agency management

The budget process in brief

In December each year, 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 revenue and expenditure forecasts 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 presented to the Riksdag in April. At the same time, the Government generally submits a supplementary budget containing proposed changes to appropriations for the current year as well as an annual report of central government activities of the previous year.

The Spring Fiscal Policy Bill focuses on the guidelines for, and challenges facing, economic policy in the longer term. Detailed proposals for new reforms are only 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 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 2012 involved the allocation of close to SEK 800 billion. The following tables show the distribution of budget funds in recent years in terms of revenue and expenditure in current prices.

Summary

	2009	2010	2011	2012
Revenue	709.5	779.5	872.4	787.6
Expenditure, etc.	885.7	780.6	804.6	812.5
Central government budget balance	-176.1	-1.1	67.8	-24.9

Revenue, SEK billion

	2009	2010	2011	2012
Direct taxes on labour	475.7	474.7	490.5	504.3
Indirect taxes on labour	391.4	399.2	418.2	431.2
Taxes on capital	160.2	191.5	187.0	170.6
Tax on consumer goods and inputs	417.7	443.9	450.6	450.1
Import duty	5.2	5.7	5.7	5.3
Taxes due and other taxes	-4.2	2.1	4.1	4.2
Deductible items, EU taxes	-6.8	-7.1	-7.2	-6.9
Deductible items, taxes to other sectors	-703.6	-720.4	-751.2	-776.4
Accruals and deferrals	-29.8	-10.1	42.3	10.3
Revenue from central government activities	48.1	41.8	55.3	48.8
Revenue from sale of property	0.1	0.2	23.1	0.3
Repayment of loans	1.7	1.7	1.5	1.3
Computed revenue	8.9	8.9	11.1	9.7
EU subsidies, etc.	11.7	13.0	12.3	9.8
Credit payments associated with the tax system	-66.8	-65.5	-70.8	-74.9
Expenditure in the form of credits to tax accounts	0.0	0.0	-0.1	-0.1
Total revenue	709.5	779.5	872.4	787.6

Expenditure, SEK billion

Expenditure area	2009	2010	2011	2012
1 Governance	12.2	11.7	11.2	11.5
2 Economic and financial administration	12.0	12.1	12.9	13.5
3 Taxes, customs and enforcement	9.4	9.4	9.9	10.3
4 Justice	33.6	35.5	37.2	38.2
5 International cooperation	1.8	2.0	1.9	1.5
6 Defence and contingency measures	42.1	45.7	44.2	45.5
7 International development cooperation	29.6	26.7	29.2	30.2
8 Migration	6.5	7.1	7.6	8.2
9 Health care, medical care and social services	53.1	56.0	56.5	58.7
10 Financial security for the sick and disabled	110.0	99.9	95.8	94.9
11 Financial security for the elderly	42.3	41.5	41.6	41.3
12 Financial security for families and children	68.1	70.2	72.0	75.6
13 Integration and gender equality	5.3	5.2	5.0	6.8
14 Labour market and working life	60.6	68.6	63.3	66.6
15 Financial support for students	21.4	22.6	21.8	21.1
16 Education and academic research	48.9	53.2	53.7	53.8
17 Culture, media, religious communities and leisure	10.3	11.3	12.0	12.3
18 Planning, housing provision, construction and consumer policy	1.9	1.6	1.1	1.0
19 Regional development	3.2	3.2	3.2	3.4
20 General environmental protection and nature conservation	5.2	5.2	5.1	4.8
21 Energy	3.0	2.7	2.9	2.7
22 Transport and communications	40.6	39.8	38.7	42.9
23 Green industries, rural areas and food	16.4	17.4	16.4	16.4
24 Industry and trade	6.6	8.5	5.4	5.9
25 General grants to local government	81.6	75.7	88.0	85.1
26 Interest on the central government debt, etc.	36.5	23.4	34.5	27.4
27 Contribution to the European Union	19.2	30.4	30.6	31.5
Total expenditure	781.3	786.4	801.5	811.1
Adjustment to cash basis	-0.3	3.4	1.5	0.4
National debt office lending, etc.	104.7	-9.2	1.6	1.0
Total expenditure	885.7	780.6	804.6	812.5

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 each year. The figures do not include Swedish missions abroad or committees.

Number of government agencies

	2008	2009	2010	2011	2012
Prime Minister's Office	3	3	2	2	2
Ministry of Justice	142	136	136	123	123
Ministry for Foreign Affairs	11	11	11	11	11
Ministry of Defence	13	12	12	11	11
Ministry of Health and Social Affairs	14	16	18	56	50
Ministry of Finance	59	61	58	13	13
Ministry of Education and Research	61	55	59	57	59
Ministry for Rural Affairs	10	10	7	7	7
Ministry of the Environment	16	15	10	7	7
Ministry of Enterprise, Energy and Communications	29	24	26	22	22
Ministry of Integration and Gender Equality	12	8	6		
Ministry of Culture	34	33	32	24	23
Ministry of Employment	10	10	10	12	8
Total Government Offices	414	394	387	345	336

Since 2006 the Government has initiated and carried out a series of organisational changes to streamline public administration. As a result the number of government agencies is gradually decreasing.

APPROPRIATION DIRECTIONS

More than 200 of the agencies regulated by ordinances also receive annual appropriation directions, 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 the agency 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 refer to agencies and appropriations respectively.

Total number of appropriation directions and amendments

	2008	2009	2010	2011	2012
Appropriation directions					
to appropriation	100	106	104	104	107
to agency	211	247	238	237	234
Amendment decisions					
to appropriation	68	87	80	99	85
to agency	292	450	307	225	243
Total	671	890	729	665	669

Recent appropriation directions and amendments 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.

Administrative business

The Government Offices is 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. These may include 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, for example government bills and communication.

Total number of items of government business

	2008	2009	2010	2011	2012
Prime Minister's Office	67	65	72	55	56
Ministry of Justice	1 466	1 335	1 661	1 472	1 437
Ministry for Foreign Affairs	543	458	557	503	453
Ministry of Defence	473	463	516	388	389
Ministry of Health and Social Affairs	678	574	585	872	773
Ministry of Finance	659	628	665	508	450
Ministry of Education and Research	482	483	492	541	527
Ministry for Rural Affairs	264	259	245	239	186
Ministry of the Environment	731	653	783	616	325
Ministry of Enterprise, Energy and Communications	866	801	833	739	607
Ministry of Integration and Gender Equality	181	167	197		
Ministry of Culture	294	319	300	251	212
Ministry of Employment	268	190	127	171	180
Total Government Offices	6 972	6 395	7 033	6 355	5 595

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 increasing pace of globalisation and Sweden's entry into the European Union (EU), the Government Offices' international workload has increased. All the ministries are involved in EU-related work. Officials prepare Swedish positions for international meetings and oversee legal matters under the European Court of Justice.

NEGOTIATIONS, MEETINGS AND CONFERENCES

The ministries are also involved in 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.

On the next page is a list of Sweden's missions abroad in 2012. The missions are independent government agencies in their own right, but come under the jurisdiction of the Government Offices. Their staff is provided by the Ministry for Foreign Affairs and to some extent by other ministries.

SWEDISH MISSIONS ABROAD

Missions

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

Consulates

Hong Kong	Mumbai
Istanbul	St Petersburg
Jerusalem	Shanghai
Mariehamn	

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 of Sweden to the International Organisations in Geneva
 Permanent Representation of Sweden to the United Nations, New York
 Permanent Representation to the Council of Europe, Strasbourg

OFFICIALS POSTED 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.

Officials posted abroad

	2008	2009	2010	2011	2012
Prime Minister's Office	-	1	1	-	-
Ministry of Justice	17	20	13	6	7
Ministry for Foreign Affairs	579	577	520	514	534
Ministry of Defence	15	20	13	13	13
Ministry of Health and Social Affairs	4	6	3	2	3
Ministry of Finance	10	12	9	10	8
Ministry of Education and Research	4	5	3	3	3
Ministry for Rural Affairs	7	8	5	6	4
Ministry of the Environment	4	5	2	3	3
Ministry of Enterprise, Energy and Communications	7	7	5	4	5
Ministry of Integration and Gender Equality	-	1	-		
Ministry of Culture	5	7	7	7	6
Ministry of Employment	2	2	2	2	2
Office of Administrative Affairs	2	3	1	1	-
Total Government Offices	656	674	584	571	588
Andel kvinnor/män	52/48	52/48	53/47	54/46	54/46

VISAS AND PASSPORTS

The tasks of the Swedish missions include issuing visas to foreign citizens who wish to visit or work in Sweden, and processing residence and work permit applications, passport and national ID card applications.

Visas and passports

	2008	2009	2010	2011	2012
Visa applications	234 404	197 100	205 714	220 623	215 763
Passport and national ID cards issued and decided on	32 173	30 296	24 629	30 237	29 374
Residence permit applications	69 048	74 303	72 831	51 679	72 994

WORKING DAYS

The Swedish Government Offices is represented in over 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 or following-up meetings are not included. The increase in working days between 2008 and 2009 was due to the Swedish EU Presidency in July–December 2009.

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

	2008	2009	2010	2011	2012
Ministry of Justice	127	198	111	108	88
Ministry for Foreign Affairs	126	290	228	268	209
Ministry of Defence	89	69	25	27	28
Ministry of Health and Social Affairs	89	115	96	150	151
Ministry of Finance	240	273	261	280	213
Ministry of Education and Research	217	271	207	162	143
Ministry for Rural Affairs	146	154	146	134	122
Ministry of the Environment	65	116	116	68	103
Ministry of Enterprise, Energy and Communications	182	232	314	277	279
Ministry of Integration and Gender Equality	42	102	83		
Ministry of Culture	54	22	11	11	5
Ministry of Employment	71	76	89	78	92
Total Government Offices	1 448	1 918	1 687	1 563	1 433

The European Commission's expert groups bring together scientists, academics, industry representatives, organisations and/or Member States to share knowledge and offer guidance on specific matters. The Commission is not bound by the advice from the expert groups. The implementing committees assist the Commission and oversee the adoption of rules for the implementation of Council of Ministers 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 degrees.

Working days in council working parties

	2008	2009	2010	2011	2012
Ministry of Justice	589	1 060	458	565	444
Ministry for Foreign Affairs	696	1 427	645	521	544
Ministry of Defence	67	106	44	47	34
Ministry of Health and Social Affairs	101	179	82	82	152
Ministry of Finance	444	566	304	304	474
Ministry of Education and Research	43	112	122	103	93
Ministry for Rural Affairs	354	623	296	323	331
Ministry of the Environment	327	519	212	190	172
Ministry of Enterprise, Energy and Communications	154	456	199	218	206
Ministry of Integration and Gender Equality	70	131	56		
Ministry of Culture	36	62	50	32	48
Ministry of Employment	31	44	26	59	58
Total Government Offices	2 912	5 285	2 494	2 444	2 556

At 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 being placed 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.

Working days in international organisations outside the EU

	2008	2009	2010	2011	2012
Ministry of Justice	371	493	231	207	207
Ministry for Foreign Affairs	1 506	1 267	1 053	1 384	1 484
Ministry of Defence	87	114	62	56	125
Ministry of Health and Social Affairs	202	155	220	286	274
Ministry of Finance	450	272	363	341	406
Ministry of Education and Research	241	258	213	173	141
Ministry for Rural Affairs	369	509	229	321	324
Ministry of the Environment	889	1 731	827	572	490
Ministry of Enterprise, Energy and Communications	223	288	400	350	381
Ministry of Integration and Gender Equality	214	135	110		
Ministry of Culture	229	113	68	81	52
Ministry of Employment	146	120	99	101	88
Office of Administrative Affairs	-	-	-	18	19
Total Government Offices	4 927	5 455	3 875	3 890	3 991

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 committee. The table below shows the number of background briefs submitted to the Secretariat of the Chamber in each year.

	2008	2009	2010	2011	2012
Prime Minister's Office	2	5	7	7	5
Ministry of Justice	22	28	30	47	20
Ministry for Foreign Affairs	10	9	24	14	20
Ministry of Defence	4	2	1	-	1
Ministry of Health and Social Affairs	8	11	3	6	14
Ministry of Finance	22	25	26	27	30
Ministry of Education and Research	5	3	4	10	8
Ministry for Rural Affairs	14	14	7	12	7
Ministry of the Environment	11	11	10	8	17
Ministry of Enterprise, Energy and Communications	41	34	21	25	26
Ministry of Integration and Gender Equality	5	3	2		
Ministry of Culture	2	1	2	1	4
Ministry of Employment	4	4	1	7	7
Total Government Offices	150	150	138	164	159

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

External communication

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

- 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 etc.

Important channels of communications include the Government Offices website www.regeringen.se (international version of the website: www.government.se) and, increasingly, social media.

THE GOVERNMENT OFFICES WEBSITE

The Government Offices' operations also involves informing about the work of the Government and the Government Offices. One channel for this is the Government Offices website www.regeringen.se (in Swedish). In addition to reading all about the workings of the Government, 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.

Social media are also being used to a greater extent than previously to enable dialogue with various groups.

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. These questions are submitted in writing but the reply is given both in writing and in person from the minister concerned, who comes to the chamber for this 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 reply. Instead, the response is attributed to the ministry for which the minister is responsible at the time of the reply.

Replies to parliamentary interpellations

	2008	2009	2010	2011	2012
Prime Minister's Office	8	3	4	3	1
Ministry of Justice	60	70	38	28	29
Ministry for Foreign Affairs	45	32	32	25	29
Ministry of Defence	20	14	8	15	12
Ministry of Health and Social Affairs	88	61	66	78	72
Ministry of Finance	91	102	69	45	69
Ministry of Education and Research	54	33	19	45	39
Ministry for Rural Affairs	14	14	12	18	10
Ministry of the Environment	19	21	16	24	31
Ministry of Enterprise, Energy and Communications	163	89	85	86	80
Ministry of Integration and Gender Equality	27	15	10		
Ministry of Culture	30	15	11	23	9
Ministry of Employment	83	62	66	63	55
Total Government Offices	702	531	436	453	436

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

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 for which the minister is responsible at the time of the reply.

Replies to parliamentary questions

	2008	2009	2010	2011	2012
Prime Minister's Office	11	10	7	12	9
Ministry of Justice	225	133	96	94	85
Ministry for Foreign Affairs	217	239	125	98	109
Ministry of Defence	67	35	42	24	26
Ministry of Health and Social Affairs	192	146	99	99	97
Ministry of Finance	226	184	129	102	109
Ministry of Education and Research	124	45	48	36	55
Ministry for Rural Affairs	54	55	40	43	34
Ministry of the Environment	63	63	60	37	42
Ministry of Enterprise, Energy and Communications	234	122	142	121	100
Ministry of Integration and Gender Equality	52	26	18		
Ministry of Culture	56	30	19	19	13
Ministry of Employment	82	84	44	38	50
Total Government Offices	1 603	1 172	869	723	729

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

CORRESPONDENCE

Each year, the Government Offices receives 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 addressed to the Government are normally answered by correspondence. The table shows the number of replies by each ministry over the past years and recorded in the Government Offices' business register.

Correspondence

	2008	2009	2010	2011	2012
Prime Minister's Office	3 232	3 714	3 464	2 253	2 729
Ministry of Justice	4 206	3 907	3 346	2 966	3 017
Ministry for Foreign Affairs	914	1 112	748	537	1 258
Ministry of Defence	729	569	384	359	397
Ministry of Health and Social Affairs	4 337	4 206	5 267	5 038	4 441
Ministry of Finance	3 770	3 842	2 269	2 091	2 073
Ministry of Education and Research	5 030	4 557	4 951	4 338	4 287
Ministry for Rural Affairs	1 583	1 214	1 247	1 142	927
Ministry of the Environment	1 631	1 625	2 032	1 437	1 322
Ministry of Enterprise, Energy and Communications	1 876	3 234	3 363	3 489	3 167
Ministry of Integration and Gender Equality	935	765	806		
Ministry of Culture	669	806	743	867	773
Ministry of Employment	1 142	2 688	1 686	3 032	2 252
Office of Administrative Affairs	89	63	55	22	0
Total Government Offices	30 143	32 302	30 361	27 571	26 643

Internal support and development

The following tables provides statistics about the internal organisation of the Government Offices.

OFFICIALS PER MINISTRY

The table shows the number of people employed, including staff on committees and staff posted 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 2012. 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.

However, in 2011 the OAA underwent organisational restructuring resulting 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.

Officials per ministry

	2008	2009	2010	2011	2012	Women/Men
Prime Minister's Office	177	199	160	186	215	61/39
Ministry of Justice	371	394	348	351	399	64/36
Ministry for Foreign Affairs	1 322	1 343	1 258	1 248	1 293	59/41
Ministry of Defence	167	180	176	151	161	49/51
Ministry of Health and Social Affairs	305	285	264	325	346	60/40
Ministry of Finance	452	481	464	427	486	54/46
Ministry of Education and Research	215	208	194	194	232	66/34
Ministry for Rural Affairs	162	156	154	155	160	69/31
Ministry of the Environment	191	200	183	173	175	71/29
Ministry of Enterprise, Energy and Communications	324	350	328	311	331	55/45
Ministry of Integration and Gender Equality	133	134	100			
Ministry of Culture	111	99	97	97	88	64/36
Ministry of Employment	97	92	96	137	155	70/30
Office of Administrative Affairs	708	674	649	590	588	56/44
Joint	36	61	-	-		-
Total Government Offices	4 771	4 856	4 471	4 345	4 629	60/40
Proportion of women/men (%)	58/42	59/41	59/41	59/41	60/40	

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 posted 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.

As a result of administrative efficiency measures, the proportion of support staff has decreased.

Employees per staff category

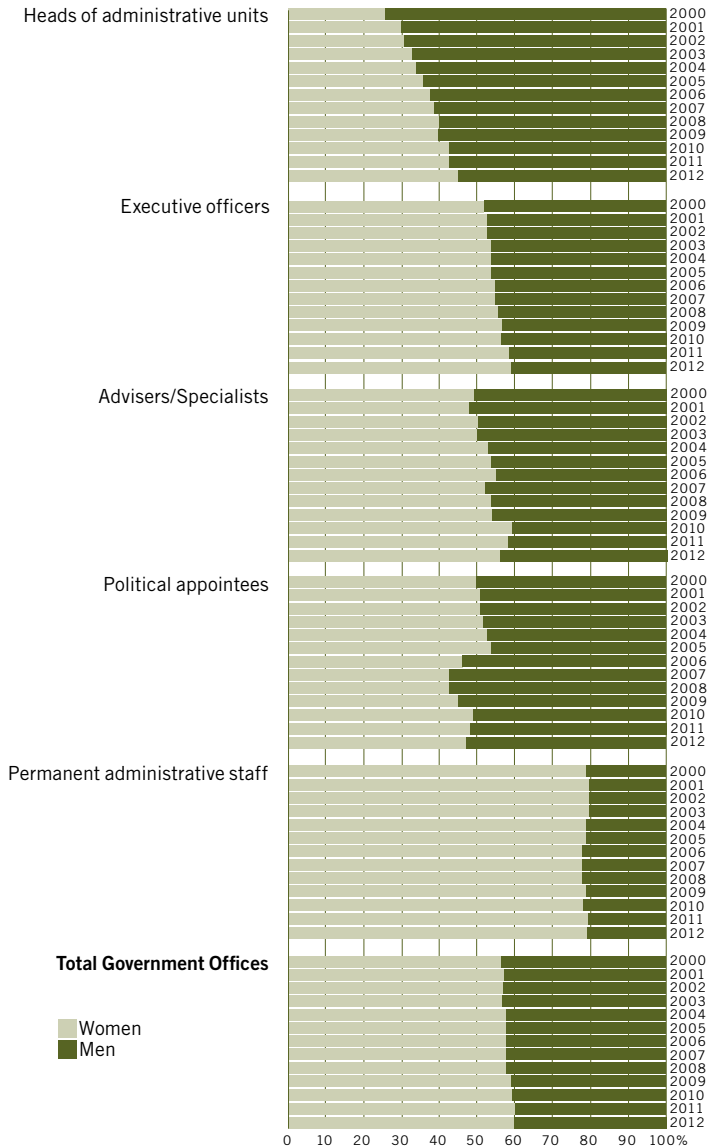
	2008	2009	2010	2011	2012
Heads of administrative units	354	359	346	329	320
Executive officers	2 719	2 810	2 715	2 616	2 797
Advisers/Specialists	605	669	456	511	639
Political appointees	193	196	191	203	202
Permanent administrative staff	900	822	763	686	671
Total Government Offices	4 771	4 856	4 471	4 345	4 629
Calculated as FTEs	4 625	4 735	4 356	4 227	4 520

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 officers** refer 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 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.

PROPORTION OF WOMEN AND MEN PER STAFF CATEGORY

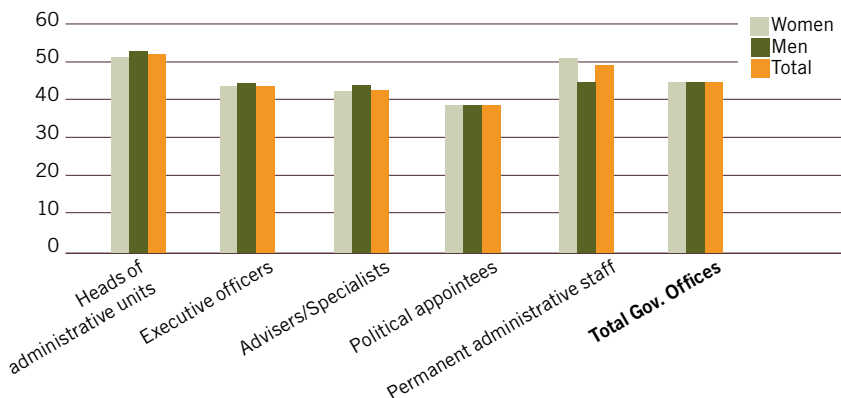
This diagram shows that the proportion of women has gradually increased among heads of administrative units. The increase in the number of female heads of administrative units may seem slow, but women made up more than 50 per cent of people appointed to these positions in recent years.



AVERAGE AGE AND AVERAGE LENGTH OF SERVICE

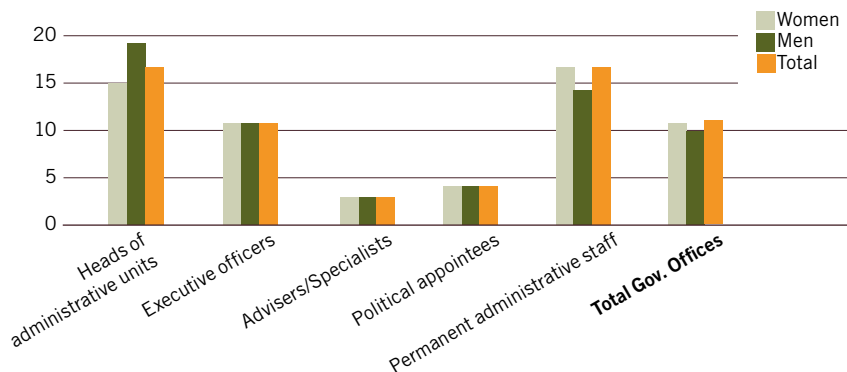
The diagrams show average age and average length of service per staff category in December 2012.

Average age per staff category



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

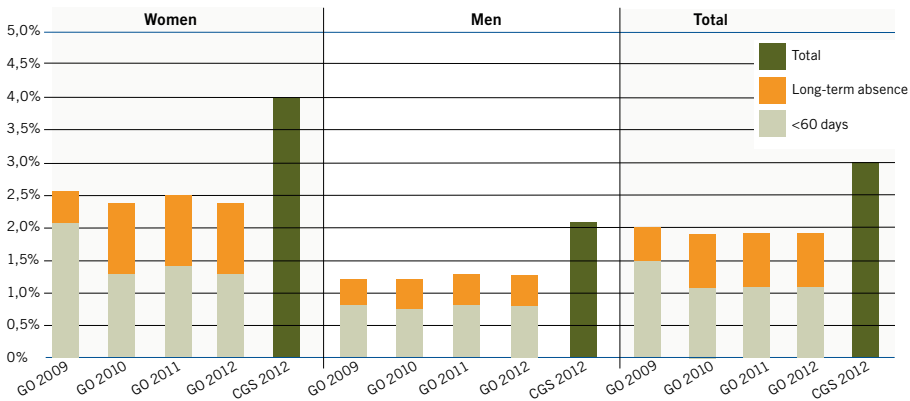
Average length of service per staff category



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 because a larger proportion of female managers were recruited recently, as is also reflected in an increasing proportion of female 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 2012, 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 2012

Of the total number of working hours for women employed at the Government Offices in 2012, 4.5% constitutes parental leave and 0.4% temporary care of children. The equivalent figures for men are 2.4% and 0.5%.

EQUAL PAY

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

In the 2012–2014 gender audit, 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.

ENVIRONMENTAL MANAGEMENT EFFORTS

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 2012 (Swedish only).

Expenditure per ministry, SEK million

	2008	2009	2010	2011	2012
Prime Minister's Office	151	212	166	181	191
Ministry of Justice	323	373	343	311	348
Ministry for Foreign Affairs	2 188	2 442	2 335	2 342	2 400
Ministry of Defence	161	178	169	159	165
Ministry of Health and Social Affairs	258	253	239	315	315
Ministry of Finance	406	458	461	437	475
Ministry of Education and Research	182	180	177	176	187
Ministry for Rural Affairs	140	159	144	143	147
Ministry of the Environment	149	194	166	154	159
Ministry of Enterprise, Energy and Communications	321	329	306	300	307
Ministry of Integration and Gender Equality	103	105	103		
Ministry of Culture	104	99	96	93	96
Ministry of Employment	84	86	89	129	141
Office for Administrative Affairs	682	632	636	588	638
Joint*	816	1 130	874	776	900
Total Government Offices	6 069	6 830	6 304	6 104	6 469

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

Expenditure per cost category, SEK million

	2008	2009	2010	2011	2012
Staff costs*	3 976	4 331	4 266	4 085	4 343
Premises	1 300	1 332	1 293	1 283	1 385
Other operating costs	944	1 338	872	877	913
Financial expenses	48	49	60	74	52
Transfers	1	1	2	1	1
Amortisation payments**	187	208	208	199	227
Revenue	-386	-430	-397	-414	-452
Total	6 069	6 830	6 304	6 104	6 469

* Figures include annual leave earned before 2009 as follows: SEK 46 million (2009), SEK 62 million (2010), SEK 44 million (2011) and SEK 31 million (2012).

** From 2009, amortisation reflects financial appropriations adjustments.

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.

POSTAL ADDRESS

All ministries (except the Ministry for Foreign Affairs):
SE-103 33 Stockholm
Ministry for Foreign Affairs
SE-103 39 Stockholm

TELEPHONE

Switchboard: +46 8 405 10 00
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.

VISITS

For street addresses, please see the next page.

FOR MORE INFORMATION ABOUT THE GOVERNMENT OFFICES:

WWW.SWEDEN.GOV.SE

www.government.se is the English-language website of the Swedish Government and the Swedish Government Offices and www.regeringen.se is the Government's website in Swedish.

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 visit the Government Offices Records Centre, Fredsgatan 8. Opening hours: Monday, Wednesday and Friday 09.00-12.00 and Tuesday and Thursday 13.00-16.00.
Tel: +46 8 405 24 88. Email: registrator@adm.ministry.se

OTHER USEFUL WEBSITES ABOUT SWEDEN

- www.sweden.se is the official gateway to Sweden.
- www.riksdagen.se is the website of the Riksdag (Swedish parliament).
- www.scb.se is the website of Statistics Sweden
- www.lagrummet.se is the portal that provides access to the public legal information system including Swedish laws, ordinances and caselaw (in Swedish only).

HOW TO ORDER PRINTED MATERIAL

General information material in English can be ordered or downloaded from the publications section of www.sweden.gov.se.

The majority of official documents such as government bills and Swedish government official reports (SoU) are available in Swedish only and can be ordered from one of a number of Swedish publishing houses.

Street and email addresses

Prime Minister's Office

Rosenbad 4
statsradsberedningen.registrator@gov.se

Ministry of Culture

Drottninggatan 16
kulturdepartementet.registrator@gov.se

Ministry of Defence

Jakobsgatan 9
forsvarsdepartementet.registrator@gov.se

Ministry of Education and Research

Drottninggatan 16
utbildningsdepartementet.registrator@gov.se

Ministry of Employment

Mäster Samuelsgatan 70
arbetsmarknadsdepartementet.registrator@gov.se

Ministry of Enterprise, Energy and Communications

Mäster Samuelsgatan 70
naringsdepartementet.registrator@gov.se

Ministry of the Environment

Tegelbacken 2
miljodepartementet.registrator@gov.se

Ministry of Finance

Jakobsgatan 24
finansdepartementet.registrator@gov.se

Ministry for Foreign Affairs

Gustav Adolfs torg 1
utrikesdepartementet.registrator@gov.se

Ministry of Health and Social Affairs

Fredsgatan 8
socialdepartementet.registrator@gov.se

Ministry of Justice

Rosenbad 4
justitiedepartementet.registrator@gov.se

Ministry for Rural Affairs

Fredsgatan 8
landsbygdsdepartementet.registrator@gov.se

Office for Administrative Affairs

Rosenbad 4
forvaltningsavdelningen.registrator@gov.se

Facts about Sweden

Area: 450 000 km² (174 000 sq. mi.). Sweden is the third largest country in Western Europe.

Forests: 53%

Mountains: 11%

Agricultural land: 8%

Lakes and rivers: 9%

Longest north-south distance: 1 574 km (978 mi.)

Longest east-west distance: 499 km (310 mi.)

Capital: Stockholm

Population: 9.4 million million inhabitants

Non-native inhabitants: 14.8%

Population in major cities (including suburbs):

Stockholm: 2,019,200

Gothenburg: 918,000

Malmö: 647,300

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

Form of government: Constitutional monarchy, parliamentary democracy.

Parliament: The Riksdag, unicameral, 349 Members of Parliament.

Religion: Sweden is a secular country. The Church of Sweden is Evangelical Lutheran and co-exists with many other beliefs.

Life expectancy: Men 79 years, women 83 years.

Education: Nine years of compulsory schooling, but most pupils continue to the three-year upper secondary school. Around one third go on to higher education at universities and colleges throughout Sweden.

Working hours: The standard working week is 40 hours, minimum paid holiday is 5 weeks.

Currency: Swedish krona (SEK).

Most important export goods: Machinery and transport equipment, wood and paper products, chemicals and plastic products, industrial machinery, electronics and telecommunications equipment, minerals, road vehicles.

Most important imported goods: Machinery and transport equipment, chemicals and plastic and rubber products, electronics and telecommunications equipment, energy products, industrial machinery, road vehicles, minerals, foodstuffs.

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





REGERINGSKANSLIET

**Government Offices
of Sweden**

SE-103 33 Stockholm, Sweden

www.government.se