

Facts & Figures
Swedish Government Offices
Yearbook

2009



Facts & Figures

Swedish Government Offices Yearbook **2009**

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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 4 800 officials and political appointees working at the Government Offices and on government committees. In 2009, the Government Offices was made up of the Prime Minister's Office, twelve ministries and the Office for Administrative Affairs.

The duty of the Government Offices is to assist the Government in its task of governing the realm and achieving its policy objectives.

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.

Organisation of the Government Offices

The Government Offices serve as the Government's staff. As a public authority, they are headed by the Prime Minister, who is also Head of Government and thus has dual roles. The Prime Minister is not alone in this. Many of the ministers, besides being members of the Cabinet, also occupy the post of Head of Ministry. 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.

Staff responsibilities at the Government Offices

The great majority of staff at the Government Offices are not political appointees but officials who retain their posts in the event of a change of government. Accordingly, they must be highly skilled at analysing problems from different viewpoints, finding alternative solutions and keeping abreast of the political debate. At the same time, when discussing and dealing with government proposals, they must be able to put forward any objections they feel are warranted.

The task of the government officials is to prepare government business. This is divided into seven main areas of operation applying to all the ministries alike.

Legislation

Government officials are required to develop political initiatives, launch inquiries, provide an expert basis for the appointment of government committees, and to formulate the committees' terms of reference. They also take delivery of reports and circulate them for comment, draft referrals to the Council on Legislation, formulate government bills and process parliamentary decisions on government proposals. (*Read more about the legislative process in the section entitled Facts and figures*).

The budget process and agency management

The officials at the Government Offices prepare and follow up budget bills, issue appropriation directions specifying goals and funding allocations for government agencies, analyse and evaluate outcome reports, draft special instructions to the agencies, participate in the appointment of agency boards and directors-general, and maintain regular contact with the agencies. (*Read more about the budget process and agency governance in the Facts and figures section*).

Administrative business

The Government Offices are the supreme administrative authority in Sweden and their staff prepare decisions on such items of business as exemptions, applications and petitions, appeals, matters relating to appropriations and grants, and recruitment issues.

International cooperation

The Government Offices also prepares Swedish positions at meetings of international organisations, represent Sweden abroad and incorporate the terms of international agreements into Swedish policies. The latter task usually involves provisions relating to legislation, administrative practice or standardisation. Since Sweden joined the EU, work in this area has become more extensive at the Government Offices, and is now a major undertaking in all the ministries, not just the Ministry for Foreign Affairs.

External communication

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

enquiries from the general public. They also draft ministerial speeches, disseminate information about government activities and maintain contact with the business community and organisations.

Special projects and programmes

These are activities of an administrative nature undertaken at the Government Offices. They are of limited duration and do not fall within the remit of any other agency.

Internal support and development

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

How EU activities are organised

The Prime Minister has overall responsibility for Sweden's EU policy. The Minister for EU Affairs is responsible for horizontal EU issues with the exception of enlargement, and represents Sweden in the General Affairs Council. Other government ministers are responsible for their own issues in EU work and represent Sweden at the various meetings of the Council of the European Union.

Organisation of the Government Offices in 2009

In 2009, the Government Offices was made up of the Prime Minister's Office, twelve ministries and the Office for Administrative Affairs. Missions abroad within the Ministry for Foreign Affairs – i.e. embassies, consulates, representations and delegations to the UN, the EU, the OECD and other organisations – also belong to the Government Offices. Missions abroad report directly to the Ministry for Foreign Affairs, but they are also authorities in their own right. Government appointed committees and inquiries also belong to the Government Offices even though in many respects, they are also authorities in their own right.

The leadership of every ministry comprises between one and three ministers, one of whom is head of ministry. Every minister has a staff of politically appointed officials, for example state secretaries, political advisers and press secretaries. In all, some 200 of the Government Offices' over 4 800 employees are politically appointed ministers and officials.

The Swedish Presidency of the Council of the European Union, 1 July–31 December 2009

From 1 July to 31 December 2009 Sweden was President of the EU Council of Ministers for the second time. During 2009 work in the Government Offices was influenced by Sweden's EU Presidency. Swedish Ministers chaired all the ministerial meetings in the Council and Swedish officials led work at approximately 2000 other meetings. The Swedish Presidency took place under the Treaty of Nice which meant that Sweden also represented the EU in relation to international institutions, third countries and led work in the European Council.

The two overriding priorities were climate change and the economic crisis. Other important issues included the Baltic Sea Strategy, the Stockholm Programme and the EU as a global actor. Much time was also devoted to work on the Lisbon Treaty. The Treaty entered into force on 1 December 2009.

The Minister for EU Affairs Cecilia Malmström was responsible for coordinating the preparatory work. At senior official level, the preparatory work was coordinated by the EU Coordination Secretariat. The EU Coordination Secretariat is an organisation of non-political officials within the Prime Minister's Office responsible for coordinating EU work at the Government Offices. The Secretariat is responsible for preparing material for the European Council and the General Affairs Council, as well as instructions for Coreper. Further, the Secretariat coordinates horizontal EU issues.

The Secretariat had extra resources in place as of 1 September 2008 in the form of the Communications Secretariat for Sweden's EU Presidency 2009 (KOM-09). This secretariat had coordination responsibility for the Government Offices' central communication activities ahead of and during the Swedish Presidency of the EU.

Another special secretariat was set up at the beginning of 2008 – the Secretariat for EU Meetings in Sweden in 2009 (SES-09) – under the Permanent Secretary at the Prime Minister's Office. The Secretariat was responsible for planning and coordinating administration, procurement and logistics related to meetings in Sweden during the Swedish Presidency.

- Read more about the Swedish Presidency at: www.regeringen.se/eu

Read also the ministries' own reports on work prior to and during the Presidency under the respective ministry's web page at www.regeringen.se

- Additional information about the Presidency is available at: <http://www.se2009.eu/en> the website of the Swedish EU Presidency (which now functions as an archive),
- Read more in the *Report on the Swedish Presidency of the Council of the European Union 1 July–31 December 2009* at www.sweden.gov.se

Policy areas at the ministries

The information in this section refers to the 2009 financial year. These figures are approximate ones and also include employees serving on government committees or commissions of inquiry. The distribution of employees at the Government Offices in December 2009 is specified on page 30.

The Prime Minister's Office

The Prime Minister's Office leads and coordinates the work of the Government Offices and is responsible for the coordination of Swedish EU policy. The Prime Minister's Office is divided into the Office of the Prime Minister, the Office of the Minister for EU Affairs, the Coordination Secretariat, the EU Coordination Secretariat, the Office of the Permanent Secretary of the Government Offices and the Office of the Director-General for Legal Affairs.

The Government Offices Internal Audit, the secretariat of the Commission on Sustainable Development and the Crisis Management Coordination Secretariat are all part of the Prime Minister's Office. The Prime Minister's Office is headed by the Prime Minister. The Prime Minister's Office employs approximately 200 officials. The officials who work at the office of the Prime Minister, the Office of the Minister for EU Affairs and the Coordination Secretariat are politically appointed. Officials in the remaining parts of the Prime Minister's Office are not political appointees.

The Ministry of Justice

The Ministry of Justice has the following areas of responsibility: the Swedish Constitution and legislation in the areas of criminal law, civil law and legal procedure etc., the judicial system, migration and asylum policy, business relating to clemency in criminal cases and certain other criminal law matters. The Ministry of Justice is responsible for 136 agencies with approximately 45 000 employees. These include the Swedish Police Service, the Prosecution Authority, Sweden's courts of law, the Swedish Prison and Probation Service, the Swedish Migration Board, the Chancellor of

Justice, the Data Inspection Board, the National Council for Crime Prevention and the Election Authority. The Ministry employs approximately 390 officials.

The Ministry for Foreign Affairs

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

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 Ministry for Foreign Affairs is responsible for 101 missions abroad – Sweden's embassies and consulates abroad – which, together with the Ministry for Foreign Affairs, make up the Foreign Service.

The Ministry for Foreign Affairs is also responsible for eleven agencies in Sweden. These include the Swedish Institute, the Swedish International Development Cooperation Agency (Sida), the Invest in Sweden Agency and the National Board of Trade.

The Ministry for Foreign Affairs in Stockholm employs approximately 1 340 officials. Approximately 580 officials from the Ministry for Foreign Affairs work at missions abroad.

The Ministry of Defence

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

The Ministry of Defence is responsible for 12 agencies. These include the Swedish Armed Forces, the Swedish Defence Research Agency, the Swedish Coast Guard and the Swedish Civil Contingencies Agency. The Ministry employs approximately 180 officials.

The Ministry of Health and Social Affairs

The Ministry of Health and Social Affairs has the following areas of responsibility: health and medical care, public health, children's rights, disability issues, care

for the elderly, social services, sickness insurance, pensions and financial support for families.

The Ministry of Health and Social Affairs is responsible for 16 government agencies, four state-owned companies and one institute. These include the National Board of Health and Welfare, the Swedish Social Insurance Agency, Apoteket AB, the National Institute of Public Health, the Swedish Institute for Infectious Disease Control, the Medical Products Agency and the Office of the Children's Ombudsman. The Ministry employs approximately 280 officials.

The Ministry of Finance

The Ministry of Finance has the following areas of responsibility: economic policy, the government budget, tax policy, financial market issues, housing and construction, lotteries and gaming, international economic cooperation, central government administration and local government finance.

The Ministry of Finance is responsible for 61 agencies. These include the Swedish Tax Agency, the Swedish Financial Supervisory Authority, the National Government Employee Pensions Board, the Swedish Customs Service and the county administrative boards. The Ministry employs approximately 480 officials.

The Ministry of Education and Research

The Ministry of Education and Research has the following areas of responsibility: preschool activities, schoolage childcare, compulsory school and upper secondary school, formal and popular adult education, higher education, research and financial support for students.

The Ministry of Education and Research is responsible for 55 agencies. These include the Swedish National Agency for Education, the Swedish National Agency for Higher Education, the Royal Library, the Swedish Research Council, the National Board of Student Aid and the Swedish National Commission for UNESCO. The Ministry employs approximately 210 officials.

The Ministry of Agriculture

The Ministry of Agriculture has the following areas of responsibility: animal welfare, animal health and communicable diseases, fisheries, higher education and research in land-based industries, hunting and game management, agriculture, organic production, food-related issues, rural and environmental issues relating to agriculture, forestry, the production of biomass from land and forest, and Sami and reindeer husbandry issues.

The Ministry of Agriculture is responsible for ten

agencies. These include the Swedish Board of Agriculture, the Swedish Board of Fisheries, the National Food Administration, the Swedish Forest Agency, the Sami Parliament, the National Veterinary Institute and the Swedish University of Agricultural Sciences. The Ministry employs approximately 160 officials.

The Ministry of the Environment

The Ministry of the Environment has the following areas of responsibility: climate, water and seas, nature conservation and biological diversity, sustainable development, sustainable planning and housing environments, international environmental cooperation, chemicals and ecocycles, nuclear safety and radiation protection, and environmental legislation, technology and research.

The Ministry of the Environment is responsible for 15 agencies. These include the Swedish Environmental Protection Agency, the National Board of Housing, Building and Planning, the National Land Survey, the Swedish Chemicals Agency and the Swedish Meteorological and Hydrological Institute. The Ministry employs approximately 200 officials.

The Ministry of Enterprise, Energy and Communications

The Ministry of Enterprise, Energy and Communications has the following areas of responsibility: enterprise, regional growth, needs-driven research, communications/IT, transports and infrastructure, energy, state ownership, competitiveness and well-functioning markets.

The Ministry of Enterprise, Energy and Communications is responsible for 24 agencies, including four public enterprises and one court of law. These include the Swedish Agency for Economic and Regional Growth, the Swedish Competition Authority, the Swedish Companies Registration Office, the Swedish Road Administration, the Swedish Rail Administration, the Swedish Post and Telecom Agency and the Swedish Patent and Registration Office. The Ministry employs approximately 350 officials.

The Ministry of Integration and Gender Equality

The Ministry of Integration and Gender Equality has the following areas of responsibility: democracy issues, discrimination issues, non-governmental organisations, integration, gender equality, consumer affairs, citizenship, human rights, national minorities, youth policy and urban development.

The Ministry of Integration and Gender Equality is responsible for 8 agencies. These include the Swedish

Consumer Agency, The Equality Ombudsman and the National Board for Youth Affairs. The Ministry employs approximately 130 officials.

The Ministry of Culture

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

The Ministry of Culture is responsible for 33 agencies, companies and foundations. These include the Swedish Arts Council, the Swedish National Archives, the National Heritage Board, Moderna museet, the Living History Forum, the Broadcasting Commission, the Royal Opera and the Skansen Foundation. The Ministry employs approximately 100 officials.

The Ministry of Employment

The Ministry of Employment has the following areas of responsibility: working life policy, including issues concerning labour legislation, working hours, working organisation and working environment, and labour market policy, including issues such as employment services, employment training and unemployment benefit.

The Ministry of Employment is responsible for ten agencies, including one court of law. These include the Swedish Public Employment Service, the Swedish

Labour Court, the Swedish Work Environment Authority, the National Mediation Office and the Institute for Labour Market Policy Evaluation (IFAU). The Ministry employs approximately 90 officials.

The Office for Administrative Affairs

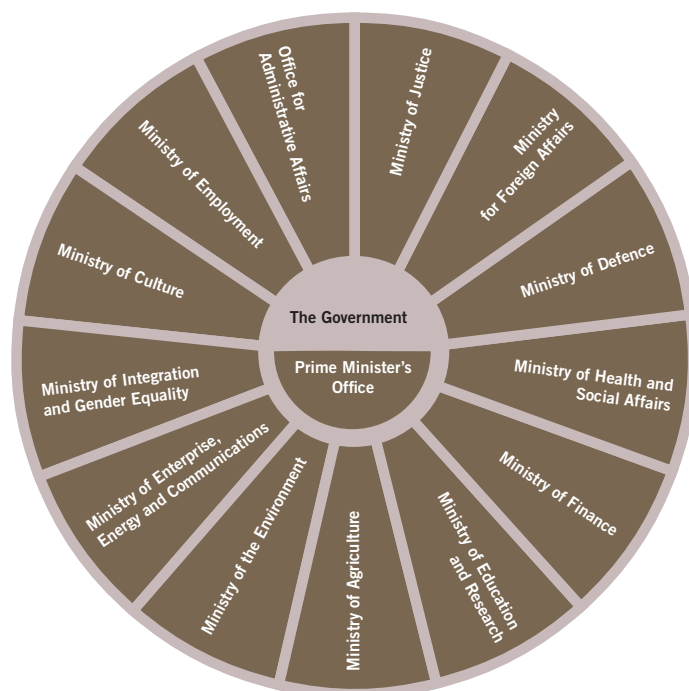
The Office for Administrative Affairs is a joint resource for the Government Offices and is responsible for the development of cross-ministry administrative support. Administrative support refers to activities and measures that assist the Government Offices in providing effective support to the Government in its task of governing the country and implementing its policies. Administrative support mainly consists of day-to-day operations. Development work focuses primarily on measures that aim at creating uniform administrative support and streamlining operations in the long term.

The Office for Administrative Affairs provides some administrative support to government-appointed committees of inquiry, as well as to missions abroad. Important elements in the development of operational support are measures to create better uniformity in, and coordination of, joint processes in cooperation with the ministries.

The Office for Administrative Affairs has approximately 670 members of staff. The Permanent Secretary at the Prime Minister's Office is head of the Office for Administrative Affairs.

Organisation of the Government Offices 2009

The Prime Minister's Office, the ministries and the Office for Administrative Affairs are presented in historical order according to the seniority principle, i.e. oldest first, starting with the Ministry of Justice and moving clockwise.



THE GOVERNMENT MINISTERS 2009



FREDRIK REINFELDT
(Moderate Party)
Born 4 August 1965 in Stockholm.
BSc in Business Administration and Economics from Stockholm University. Member of the Riksdag since 1991. Leader of the Moderate Party since 2002. Prime Minister since 2006.



LENA ADELISOHN LILJERÖTH
(Moderate Party)
Born 24 November 1955 in Stockholm.
Trained as a journalist at the Stockholm School of Journalism. Journalist, member of Stockholm City Council, chair of Fryshuset, a youth centre in Stockholm, Member of the Riksdag. Minister for Culture since 2006.



BEATRICE ASK
(Moderate Party)
Born 20 April 1956 in Sveg. University studies at Uppsala University. City Commissioner, Minister for Schools and Adult Education, Ministry of Education and Science, 1991–1994, Member of the Riksdag. Minister for Justice since 2006.



CARL BILDT
(Moderate Party)
Born 15 July 1949 in Halmstad. University studies at Stockholm University. State Secretary, Member of the Riksdag, Leader of the Moderate Party, Prime Minister 1991–1994, UN Secretary-General's Special Envoy for the Balkans. Minister for Foreign Affairs since 2006.



TOBIAS BILLSTRÖM
(Moderate Party)
Born 27 December 1973 in Malmö. Master of Arts from Lund University and Master of Philosophy in historical studies from the University of Cambridge. Local politician, Member of the Riksdag. Minister for Migration and Asylum Policy, Ministry of Justice, since 2006.



JAN BJÖRKLUND
(Liberal Party)
Born 18 April 1962 in Skene, Västergötland. Completed officer programme. Career officer, local politician, City Commissioner, Leader of the Liberal Party since 2007. Minister for Schools, Ministry of Education, Research and Culture 2006–2007. Minister for Education since 2007.



EWA BJÖRLING
(Moderate Party)
Born 3 May 1961 in Ekerö. Registered dental surgeon, PhD in medicine, associate professor at Karolinska Institutet, Member of the Riksdag. Minister for Trade, Ministry for Foreign Affairs, since 2007.



ANDERS BORG
(Moderate Party)
Born 11 January 1968 in Stockholm. Degree in economics from Uppsala University. Political adviser, Chief Economist of the Moderate Party Secretariat of the Riksdag, adviser to the Riksbank (the Swedish central bank). Minister for Finance since 2006.



ANDREAS CARLGREN
(Centre Party)
Born 8 July 1958 in Västra Ryd. Teacher training studies at Stockholm University. Teacher, Municipal Commissioner, Member of the Riksdag, Director-General of the Swedish Integration Board. Minister for the Environment since 2006.



GUNILLA CARLSSON
(Moderate Party)
Born 11 May 1963 in Höör. University studies at Linköping University. Accountant, finance manager, local politician, Member of the European Parliament, Member of the Riksdag. Minister for International Development Co-operation, Ministry for Foreign Affairs, since 2006.



ESKIL ERLANDSSON
(Centre Party)
Born 25 January 1957 in Torpa, Ljungby. Diploma in agriculture, university studies in Växjö. Agricultural and forestry worker, union representative, Municipal Commissioner, Member of the Riksdag. Minister for Agriculture since 2006.



CRISTINA HUSMARK PEHRSSON
(Moderate Party)
Born 15 April 1947 in Uddevalla. Registered nurse. Nurse, local politician, Member of the Riksdag. Minister for Social Security, Ministry of Health and Social Affairs, since 2006.



GÖRAN HÄGGLUND
(Swedish Christian Democrats)
Born 27 January 1959 in Degeberfors. Union representative, local politician, insurance consultant and adviser. Member of the Riksdag, and Leader of the Swedish Christian Democrats since 2004. Minister for Health and Social Affairs since 2006.



TOBIAS KRANTZ
(Liberal Party)
Born in 1971 in Bankeryd outside Jönköping. Ph.D in political science and member of parliament. Minister for Higher Education and Research, Ministry of Education and Research, since 2009.



MARIA LARSSON
(Swedish Christian Democrats)
Born 20 January 1956 in Långasjö, Småland. Teacher training qualification from Växjö Institute of Education. Intermediate level teacher, local politician, self-employed, Member of the Riksdag. Minister for Elderly Care and Public Health, Ministry of Health and Social Affairs, since 2006.



SVEN OTTO LITTORIN
(Moderate Party)
Born 20 May 1966 in Skänninge, Östergötland. Company commanding officer training, university studies at Lund University. Self-employed, political adviser, project leader, head of marketing. Party Secretary, 2003–2006. Minister for Employment since 2006.



CECILIA MALMSTRÖM

(Liberal Party)
Born 15 May 1968 in Stockholm. PhD in political science from Göteborg University. Senior university lecturer, local politician, member of the Swedish Liberal Party Executive, Member of the European Parliament, 1999–2006. Minister for EU Affairs, Prime Minister's Office, since 2006.



MATS ODELL

(Swedish Christian Democrats)
Born 30 April 1947 in Värnamo. Studies in economics and business at Stockholm University. Local politician, Member of the Riksdag, Minister for Transport and Communications, 1991–1994. Minister for Local Government and Financial Markets, Ministry of Finance, since 2006.



MAUD OLOFSSON

(Centre Party)
Born 9 August 1955 in Arnäsfall, Ångermanland. Union representative, local politician, political adviser, managing director for the Rural Economy and Agricultural Societies in the Västerbotten region, Member of the Riksdag. Leader of the Centre Party since 2001. Minister for Enterprise and Energy and Deputy Prime Minister since 2006.



NYAMKO SABUNI

(Liberal Party)
Born 31 March 1969 in Bujumbura, Burundi. University studies at Uppsala University and Mälardalen University. Communications adviser, project manager, Member of the Riksdag. Minister for Integration and Gender Equality since 2006.



STEN TOLGFORS

(Moderate Party)
Born 17 July 1966 in Forshaga. BSc in political science from Örebro University. Local politician, political adviser, Member of the Riksdag. Minister for Foreign Trade 2006–2007. Minister for Defence since 2007.



ÅSA TORSTENSSON

(Centre Party)
Born 25 March 1958 in Strömstad. BSc in social work from the School of Social Studies, Östersund University. Assistant nurse, youth assistant, school welfare officer, union representative, local politician, Member of the Riksdag. Minister for Communications, Ministry of Enterprise, Energy and Communications, since 2006.

Ministers who left the Government during 2009:

Lars Leijonborg (Liberal Party), Minister for Higher Education and Research 2007–2009, Ministry of Education and Research

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
- administrative business
- international cooperation
- external communication
- internal development work

Introduction

For a long time now, the Government Offices has 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.

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 engage in 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. Alternatively, 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 for each year.

	2005	2006	2007	2008	2009
Prime Minister's Office	8	8	1	–	–
Ministry of Justice	46	51	43	43	40
Ministry for Foreign Affairs	12	6	6	8	14
Ministry of Defence	3	3	8	13	8
Ministry of Health and Social Affairs	86	69	61	67	48
Ministry of Finance	51	33	39	41	26
Ministry of Education and Research	39	34	32	27	25
Ministry of Agriculture	9	10	4	13	6
Ministry of the Environment	19	27	30	17	16
Ministry of Enterprise, Energy and Communications	40	31	29	34	29
Ministry of Integration and Gender Equality			17	13	12
Ministry of Culture			29	24	16
Ministry of Employment			10	4	4
Total Government Offices	313	272	309	304	244
Proportion women/men	54/46	56/44	53/47	54/46	57/43

SWEDISH GOVERNMENT OFFICIAL REPORTS AND THE MINISTRY PUBLICATIONS SERIES

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

Government Official Reports (SOU)

	2005	2006	2007	2008	2009
Prime Minister's Office	–	–	1	–	–
Ministry of Justice	18	24	28	31	24
Ministry for Foreign Affairs	6	8	1	3	1
Ministry of Defence	6	3	2	6	4
Ministry of Health and Social Affairs	11	17	12	19	12
Ministry of Finance	22	15	18	21	16
Ministry of Education and Research	15	18	8	12	7
Ministry of Agriculture	12	9	8	2	6
Ministry of the Environment	12	4	8	9	6
Ministry of Enterprise, Energy and Communications	18	18	17	15	12
Ministry of Integration and Gender Equality			5	3	2
Ministry of Culture			2	6	5
Ministry of Employment			3	4	5
Total Government Offices	120	116	113	131	100

Ministry Publications Series (Ds)

	2005	2006	2007	2008	2009
Prime Minister's Office	–	–	1	–	1
Ministry of Justice	19	11	20	29	18
Ministry for Foreign Affairs	4	–	1	2	2
Ministry of Defence	2	1	2	1	2
Ministry of Health and Social Affairs	2	3	5	15	9
Ministry of Finance	6	4	5	6	12
Ministry of Education and Research	5	1	3	6	4
Ministry of Agriculture	4	–	1	5	4
Ministry of the Environment	8	1	3	4	3
Ministry of Enterprise, Energy and Communications	8	3	5	3	5
Ministry of Integration and Gender Equality			–	2	3
Ministry of Culture			2	2	2
Ministry of Employment			5	12	4
Total Government Offices	58	24	53	87	69

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

	2005	2006	2007	2008	2009
Prime Minister's Office	2	3	3	4	3
Ministry of Justice	46	47	26	44	37
Ministry for Foreign Affairs	22	15	10	18	13
Ministry of Defence	4	3	5	3	3
Ministry of Health and Social Affairs	26	25	14	24	22
Ministry of Finance	41	34	43	52	63
Ministry of Education and Research	9	11	8	8	11
Ministry of Agriculture	5	11	4	6	6
Ministry of the Environment	10	18	8	9	16
Ministry of Enterprise, Energy and Communications	18	20	12	26	30
Ministry of Integration and Gender Equality			2	6	7
Ministry of Culture			2	1	7
Ministry of Employment			5	11	6
Total Government Offices	183	187	142	212	224

LAWS AND ORDINANCES

Following a reading in the Riksdag, a bill results in a decision by the Riksdag. The Government then promulgates and publishes the new law. Ordinances contain rules which the Government may decide under the Constitution. Ordinances regulate, for example, the activities of public agencies. Laws and ordinances are published in the Swedish Code of Statutes, SFS, see www.lagrummet.se. The table below gives the number of laws and ordinances issued per year in the SFS series.

Number of laws and ordinances issued per ministry

	2005	2006	2007	2008	2009
Prime Minister's Office	2	5	6	6	2
Ministry of Justice	395	421	254	338	339
Ministry for Foreign Affairs	54	55	19	24	24
Ministry of Defence	29	52	59	53	40
Ministry of Health and Social Affairs	124	165	150	139	236
Ministry of Finance	239	329	338	235	342
Ministry of Education and Research	75	127	115	117	111
Ministry of Agriculture	61	90	52	41	70
Ministry of the Environment	105	148	94	107	108
Ministry of Enterprise, Energy and Communications	165	189	192	253	191
Ministry of Integration and Gender Equality			38	28	30
Ministry of Culture			48	27	57
Ministry of Employment			98	65	50
Total Government Offices	1 249	1 581	1 463	1 433	1 600

The budget process and agency management

The budget process in brief

Work on the central government budget begins more than a year in advance. In December, the Ministry of Finance presents the Government with forecasts of how Sweden's economy 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 February, the government 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.

As of 2008, the Spring Fiscal Policy Bill focuses more clearly than previously on the guidelines for, and

challenges facing, economic policy in the longer term. Detailed proposals on new reforms are only to be presented in the autumn Budget Bill. The Government hopes these changes will make work on the budget more effective. The traditional budget statement will be phased out and replaced by an introductory chapter in the Budget Bill summarising the guidelines for economic and budget policies, and also a chapter presenting proposed guidelines for the next few years.

During the spring and summer, the various ministries divide the funds into individual appropriations. When 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 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.

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 on the economic framework 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 nearly SEK 900 billion. The following tables show the distribution of budget funds in recent years in terms of revenue and expenditure. Expenditure is given according to the 2010 expenditure structure.

	2005	2006	2007	2008	2009
Revenue	745,8	810,3	863,7	901,3	709,5
Expenditure, etc.	731,8	791,9	760,5	766,1	885,7
Central government budget balance	14,1	18,4	103,2	135,2	-176,1

Revenue, SEK billions

	2005	2006	2007	2008	2009
Direct taxes on labour	476,9	490,1	483,0	497,5	478,1
Indirect taxes on labour	352,8	367,0	390,6	411,4	389,6
Taxes on capital	167,9	192,2	208,7	163,5	148,8
Tax on consumer goods and inputs	352,7	370,2	393,7	412,8	418,5
Import duty	4,7	5,2	5,9	5,9	5,2
Taxes due and other taxes	-1,3	-1,8	-0,8	-2,9	-3,6
Deductible items, EU taxes	-7,8	-9,4	-7,2	-7,2	-6,5
Deductible items, taxes to other sectors	-586,6	-613,7	-648,0	-693,6	-702,3
Accruals and deferrals	-16,0	6,6	-10,3	21,4	-22,0
Revenue from central government activities	27,5	43,4	66,5	53,0	48,1
Revenue from sale of property	6,7	0,1	18,0	76,5	0,1
Repayment of loans	2,3	2,1	2,0	1,9	1,7
Computed revenue	8,8	7,8	8,2	8,7	8,9
EU subsidies, etc.	12,6	12,4	13,0	11,0	11,7
Credit payments associated with the tax system	-41,5	-48,2	-51,9	-56,2	-66,8
Expenditure in the form of credits to tax accounts	-13,6	-13,7	-7,7	-2,4	0,0
Total revenue	745,8	810,3	863,7	901,3	709,5

Expenditure, SEK billions

Expenditure area	2005	2006	2007	2008	2009
1 Governance	9,9	10,6	10,6	11,0	12,2
2 Economic and financial administration	11,0	11,8	11,2	11,4	12,0
3 Taxes, customs and enforcement	8,6	9,0	9,7	9,4	9,4
4 Justice	27,0	28,5	30,6	32,7	33,6
5 International cooperation	1,4	1,4	1,6	1,8	1,8
6 Defence and contingency measures	44,0	44,3	46,5	43,0	42,1
7 International development cooperation	22,3	25,9	25,4	27,5	29,6
8 Migration	4,8	4,5	5,3	6,1	6,5
9 Health care, medical care and social services	38,5	42,2	46,7	49,1	53,1
10 Financial security for the sick and disabled	127,0	125,7	119,5	115,9	110,0
11 Financial security for the elderly	46,1	45,0	43,7	42,6	42,3
12 Financial security for families and children	59,1	63,7	64,9	66,4	68,1
13 Integration and Gender Equality	6,4	3,4	4,3	5,0	5,3
14 Labour market and working life	66,4	69,5	54,9	47,8	60,6
15 Financial support for students	20,2	20,6	19,7	19,5	21,4
16 Education and academic research	43,3	46,1	41,8	44,1	48,9
17 Culture, media, religious communities and leisure	9,0	9,6	10,1	10,1	10,3
18 Planning, housing provision, construction and consumer policy	3,1	2,9	2,4	2,1	1,9
19 Regional growth	3,3	3,3	2,9	2,8	3,2
20 General environmental protection and nature conservation	4,0	4,5	4,3	4,7	5,2
21 Energy	1,4	1,6	2,2	2,1	3,0
22 Transport and communications	31,7	31,0	44,3	61,5	40,6
23 Green industries, rural areas and food	17,4	21,0	15,5	16,5	16,4
24 Industry and trade	3,6	3,9	4,3	12,8	6,6
25 General grants to local government	57,3	60,2	73,0	64,8	81,6
26 Interest on the central government debt, etc.	32,7	49,5	47,3	48,2	36,5
27 Contribution to the European Union	25,6	25,9	26,6	31,5	19,2
Total expenditure	725,0	765,5	769,2	790,3	781,3
Adjustment to cash basis	-3,3	-1,1	-4,3	3,7	-0,3
National Debt Office lending, etc.	10,1	27,5	-4,3	-27,9	104,7
Total expenditure	731,8	791,9	760,5	766,1	885,7

AGENCY MANAGEMENT

Besides regulating both the powers and duties of the various government 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. Agencies' operations may also be guided by special government decisions or direc-

tives. 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 in which 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 ordinances on 31 December of each year. The figures do not include Swedish missions abroad or committees.

	2005	2006	2007	2008	2009
Prime Minister's Office	3	3	3	3	3
Ministry of Justice	187	149	142	142	136
Ministry for Foreign Affairs	12	11	11	11	11
Ministry of Defence	16	16	16	13	12
Ministry of Health and Social Affairs	17	17	16	14	16
Ministry of Finance	67	56	57	59	61
Ministry of Education and Research	102	102	66	61	55
Ministry of Agriculture	18	16	11	10	10
Ministry of the Environment	44	44	40	16	15
Ministry of Enterprise, Energy and Communications	70	69	27	29	24
Ministry of Integration and Gender Equality			13	12	8
Ministry of Culture			34	34	33
Ministry of Employment			11	10	10
Total Government Offices	536	483	447	414	394

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. Certain other listings show the

number of agencies that are directly responsible to the Government, which gives a lower number of agencies.

The decline in the number of agencies is largely due to the fact that several mergers have taken place beginning in 2005.

APPROPRIATION DIRECTIONS

More than 200 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 are also

drawn up for some 100 special appropriations 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 below shows the number of appropriation directions and amendments for the respective year and how many referred to agencies and appropriations respectively.

Total number of appropriation directions and amendments respectively

	2005	2006	2007	2008	2009
Appropriation directions					
to appropriation	94	99	104	100	106
to agency	219	219	218	211	247
Amendment decisions					
to appropriation	116	71	51	68	87
to agency	407	269	279	292	450
Total	836	658	652	671	890

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

Administrative business

The Government Offices is the principal administrative authority in Sweden. Prior to government decisions, officials prepare items of business such as appeals, exemptions and other cases in which natural or legal persons are parties, as well as matters relating to appropriations and grants, etc.

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

TOTAL NUMBER OF ITEMS OF GOVERNMENT BUSINESS

	2005	2006	2007	2008	2009
Prime Minister's Office	69	73	70	67	65
Ministry of Justice	1 589	1 978	1 628	1 466	1 335
Ministry for Foreign Affairs	800	759	469	543	458
Ministry of Defence	483	501	500	473	463
Ministry of Health and Social Affairs	878	676	732	678	574
Ministry of Finance	682	682	624	659	628
Ministry of Education and Research	759	979	456	482	483
Ministry of Agriculture	313	345	256	264	259
Ministry of the Environment	885	945	638	731	653
Ministry of Enterprise, Energy and Communications	1 071	961	791	866	801
Ministry of Integration and Gender Equality			188	181	167
Ministry of Culture			347	294	319
Ministry of Employment			253	268	190
Total Government Offices	7 529	7 899	6 952	6 972	6 395

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.

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. 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 reviews and international conferences, and providing information about Sweden's international work to the Riksdag, etc.

The list below shows Sweden's missions abroad in 2009. The missions are independent government agencies in their own right, but come under the jurisdiction of the Government Offices. Mission staff are provided by the Ministry for Foreign Affairs and to some extent by other ministries as well.

SWEDISH MISSIONS ABROAD

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

* The Mission was closed down on 31 March 2009.

Consulates		
Hong Kong	Los Angeles*	St Petersburg
Istanbul	Mariehamn	Shanghai
Jerusalem	New York**	

* The Consulate was closed down on 31 December 2009.

** The Consulate was closed down on 31 January 2010.

Delegations
Permanent Representation to the EU, Brussels
Permanent Representation to the UN, New York
Swedish mission to NATO, Brussels
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 1 300 local employees. The table below shows the number of staff from the Government Offices employed at Swedish missions abroad in December of each year.

	2005	2006	2007	2008	2009
Prime Minister's Office	–	–	–	–	1
Ministry of Justice	4	5	18	17	20
Ministry for Foreign Affairs	582	611	589	579	577
Ministry of Defence	14	17	13	15	20
Ministry of Health and Social Affairs	2	2	2	4	6
Ministry of Finance	9	10	10	10	12
Ministry of Education and Research	9	13	4	4	5
Ministry of Agriculture	4	6	4	7	8
Ministry of the Environment	2	3	2	4	5
Ministry of Enterprise, Energy and Communications	6	9	7	7	7
Ministry of Integration and Gender Equality			1	–	1
Ministry of Culture			7	5	7
Ministry of Employment			2	2	2
Office for Administrative Affairs	2	2	2	2	3
Total Government Offices	634	678	661	656	674
Proportion of women/men	54/46	55/46	54/46	52/48	52/48

VISAS AND PASSPORTS

One of the tasks of the Swedish missions is to issue visas to foreign citizens who wish to visit or work in Sweden. Another task is to process passport applications. The table below shows the number of visas approved and the number of applications for normal passports or extra passports submitted in each year.

	2005	2006	2007	2008	2009
Visas	194 198	214 213	227 300	234 404	197 100
Passport applications	33 845	32 599	33 592	32 173	30 296

WORKDAYS IN INTERNATIONAL BODIES

The Swedish Government Offices is represented in over a thousand different working groups/parties in international organisations. The tables below show the number of workdays during which Government Offices 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 increase in workdays between 2008 and 2009 was due to the Swedish EU Presidency, July–December 2009.

WORKDAYS IN THE EUROPEAN COMMISSION'S COMMITTEES AND GROUPS OF EXPERTS

	2005	2006	2007	2008	2009
Ministry of Justice	233	124	67	127	198
Ministry for Foreign Affairs	176	230	308	126	290
Ministry of Defence	14	11	12	89	69
Ministry of Health and Social Affairs	63	131	108	89	115
Ministry of Finance	286	295	260	240	273
Ministry of Education and Research	161	251	145	217	271
Ministry of Agriculture	189	198	156	146	154
Ministry of the Environment	43	64	53	65	116
Ministry of Enterprise, Energy and Communications	269	233	233	182	232
Ministry of Integration and Gender Equality			68	42	102
Ministry of Culture			12	54	22
Ministry of Employment			56	71	76
Total Government Offices	1 434	1 537	1 478	1 448	1 918

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 given to it by the expert groups.

The implementing committees assist the Commission and

oversee the adoption of rules for the application 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.

WORKDAYS IN COUNCIL WORKING PARTIES

	2005	2006	2007	2008	2009
Ministry of Justice	349	354	572	589	1 060
Ministry for Foreign Affairs	827	645	519	696	1 427
Ministry of Defence	65	55	109	67	106
Ministry of Health and Social Affairs	55	65	63	101	179
Ministry of Finance	237	280	298	444	566
Ministry of Education and Research	117	103	24	43	112
Ministry of Agriculture	305	356	331	354	623
Ministry of the Environment	237	242	248	327	519
Ministry of Enterprise, Energy and Communications	180	132	116	154	456
Ministry of Integration and Gender Equality			22	70	131
Ministry of Culture			41	36	62
Ministry of Employment			53	31	44
Total Government Offices	2 372	2 232	2 395	2 912	5 285

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 minister-

ial Council meetings. Sweden is represented by its Permanent Representation in Brussels, which is a part of the Swedish Government Offices.

WORKDAYS IN INTERNATIONAL ORGANISATIONS OUTSIDE THE EU

	2005	2006	2007	2008	2009
Ministry of Justice	386	497	330	371	493
Ministry for Foreign Affairs	1 916	1 481	1 347	1 506	1 267
Ministry of Defence	36	38	227	87	114
Ministry of Health and Social Affairs	127	247	183	202	155
Ministry of Finance	266	341	332	450	272
Ministry of Education and Research	317	357	221	241	258
Ministry of Agriculture	110	425	464	369	509
Ministry of the Environment	744	857	892	889	1 731
Ministry of Enterprise, Energy and Communications	556	582	582	223	288
Ministry of Integration and Gender Equality			246	214	135
Ministry of Culture			60	229	113
Ministry of Employment			162	146	120
Office for Administrative Affairs	–	–	–	–	2
Total Government Offices	4 458	4 825	5 046	4 927	5 457

In addition to work in the various EU institutions, continuous work is carried out in several other international organisations. In these too, Sweden is represented by officials from the Government Offices. The table gives the number of workdays during which Stockholm-based personnel took part in meetings in these organisations.

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.

	2005	2006	2007	2008	2009
Prime Minister's Office	4	5	3	2	5
Ministry of Justice	16	17	26	22	28
Ministry for Foreign Affairs	12	15	17	10	9
Ministry of Defence	1	1	3	4	2
Ministry of Health and Social Affairs	3	8	4	8	11
Ministry of Finance	7	18	15	22	25
Ministry of Education and Research	2	2	2	5	3
Ministry of Agriculture	7	11	15	14	14
Ministry of the Environment	1	15	10	11	11
Ministry of Enterprise, Energy and Communications	22	22	25	41	34
Ministry of Integration and Gender Equality			5	5	3
Ministry of Culture			2	2	1
Ministry of Employment			10	4	4
Total Government Offices	75	114	137	150	150

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 such activities as:

- replying to parliamentary questions and interpellations,
- writing ministerial speeches,
- answering queries from the general public,

- informing and consulting with the business sector, interest organisations and the general public in joint working groups,
- taking part in seminars and trade fairs, etc.

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 shows the number of interpellation replies delivered in each year. 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.

	2005	2006	2007	2008	2009
Prime Minister's Office	10	7	17	8	3
Ministry of Justice	81	74	78	60	70
Ministry for Foreign Affairs	81	49	61	45	32
Ministry of Defence	25	25	29	20	14
Ministry of Health and Social Affairs	58	56	78	88	61
Ministry of Finance	49	58	119	91	102
Ministry of Education and Research	64	57	63	54	33
Ministry of Agriculture	23	15	21	14	14
Ministry of the Environment	49	24	16	19	21
Ministry of Enterprise, Energy and Communications	93	77	120	163	89
Ministry of Integration and Gender Equality			46	27	15
Ministry of Culture			35	30	15
Ministry of Employment			95	83	62
Total Government Offices	533	442	778	702	531

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 in the table. The data does not take account of the ministry that has prepared the response. Instead, the response to questions raised in the Riksdag is attributed to the ministry where the minister concerned was stationed at the time of the response.

	2005	2006	2007	2008	2009
Prime Minister's Office	31	21	16	11	10
Ministry of Justice	363	278	248	225	133
Ministry for Foreign Affairs	324	300	257	217	239
Ministry of Defence	80	71	69	67	35
Ministry of Health and Social Affairs	250	226	210	192	146
Ministry of Finance	175	159	223	226	184
Ministry of Education and Research	247	186	136	124	45
Ministry of Agriculture	139	125	62	54	55
Ministry of the Environment	178	107	82	63	63
Ministry of Enterprise, Energy and communications	425	433	249	234	122
Ministry of Integration and Gender Equality			53	52	26
Ministry of Culture			73	56	30
Ministry of Employment			96	82	84
Total Government Offices	2 212	1 906	1 774	1 603	1 172

Parliamentary questions and the Government's replies are published (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 directed to the Government are normally answered by correspondence.

The table shows the number of replies that have been dispatched by each ministry over the past years and recorded in the Government Offices' business register. At the Ministry for Foreign Affairs, most replies are recorded in written communication registers.

	2005	2006	2007	2008	2009
Prime Minister's Office	5 815	7 187	4 370	3 232	3 714
Ministry of Justice	4 422	4 115	4 419	4 206	3 907
Ministry for Foreign Affairs	823	475	1 505	914	1 112
Ministry of Defence	859	623	590	729	569
Ministry of Health and Social Affairs	5 385	7 079	4 901	4 337	4 206
Ministry of Finance	2 308	2 649	4 412	3 770	3 842
Ministry of Education and Research	3 647	4 994	4 731	5 030	4 557
Ministry of Agriculture	976	1 189	1 145	1 583	1 214
Ministry of the Environment	1 922	2 089	1 780	1 631	1 625
Ministry of Enterprise, Energy and communications	3 650	3 508	1 902	1 876	3 234
Ministry of Integration and Gender Equality			1 052	935	765
Ministry of Culture			940	669	806
Ministry of Employment			4 901	1 142	2 688
Office for Administrative Affairs	82	99	50	89	63
Total Government Offices	29 889	34 007	36 698	30 143	32 302

THE GOVERNMENT OFFICES WEBSITE

Another part of the Government Offices' operations involves providing information about the Government Offices' activities and the Government's work. One channel for this is the Government Offices website www.regeringen.se (in Swedish). On the website it is possible to subscribe to newsletters and watch webcasts from press conferences at Rosenbad (the seat of the Government). Everyone can also read government bills, communications, the Swedish Government Official Reports and other publications and information material.

In 2009, www.regeringen.se had approximately 30,5 million page views. In the same year, 209 press conferences and conferences were broadcast on the website. The number of people who watched webcasts on the website was just over 149 000.

The official English website at www.sweden.gov.se is an abridged version of the main Swedish one. In 2009 it had approximately 3,2 million page views.

Internal development work

The number of executive officers has increased as the Government Offices has continued its transformation from a relatively static, administratively top-heavy organisation into a more flexible one. The Government Offices' tasks have become more complex, partly as a result of growing internationalisation. At the same time, administration has been made more efficient.

This means that the number of permanent administrative staff members has decreased in relation to the total number of employees at the Government Offices.

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

EMPLOYEES PER STAFF CATEGORY

Employees refers to the number of people employed, including staff at committees and staff stationed abroad, who have been 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.

	2005	2006	2007	2008	2009
Heads of administrative units	379	369	358	354	359
Executive officers	2 499	2 572	2 616	2 719	2 810
Advisers/Specialists	515	491	549	605	669
Political appointees	203	156	195	193	196
Permanent administrative staff	945	926	921	900	822
Total Government Offices	4 541	4 514	4 639	4 771	4 856
Calculated as FTEs	4 415	4 384	4 503	4 625	4 735

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.

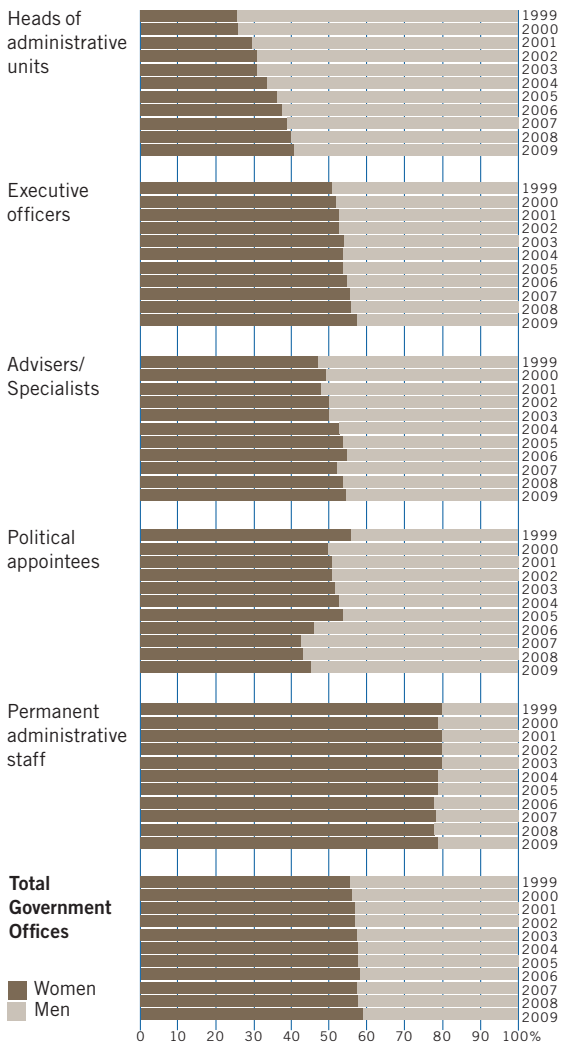
The political appointees category refers to government ministers, state secretaries, political advisers and others employed under the Government Offices' agreement on politically appointed staff.

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

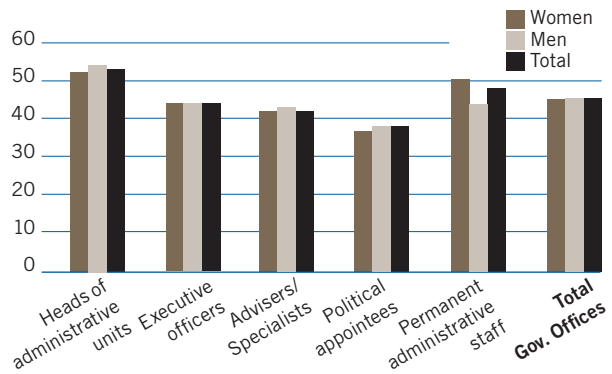
This diagram shows that the proportion of women has gradually increased among heads of administrative units, executive officers and advisers/specialists, as has the proportion of men among the permanent administrative staff. Growth in the number of female heads of administrative units may seem slow, but women made up more than 50 per cent of those appointed to such positions in recent years.



AVERAGE AGE AND AVERAGE LENGTH OF SERVICE

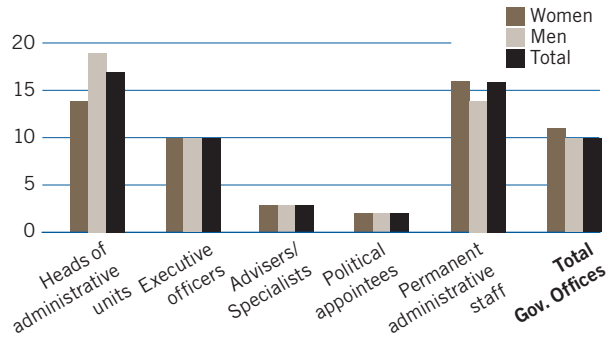
The diagrams show average age and average length of service per staff category among employees in December 2009.

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 10 years. The longest period is among male managers. The period of employment is shorter among female managers due to the fact that a larger proportion of them were recently recruited, which is also reflected in an increasing proportion of women managers. The short period of employment among specialists is due to the fact that they are appointed on a temporary basis, often to committees.

EMPLOYEES PER MINISTRY

The table shows the number of employees per ministry in December each year, including committee/inquiry staff and staff stationed abroad. The column on the right shows the proportion of women and men in each ministry in December 2009.

	2005	2006	2007	2008	2009	Proportion of women / men 2009
Prime Minister's Office	87	106	132	177	199	56/44
Ministry of Justice	329	349	358	371	394	59/41
Ministry for Foreign Affairs	1 425	1 410	1 350	1 322	1 343	59/41
Ministry of Defence	152	155	162	167	180	48/52
Ministry of Health and Social Affairs	302	276	285	305	285	61/39
Ministry of Finance	472	458	447	452	481	50/50
Ministry of Education and Research	302	292	209	215	208	64/36
Ministry of Agriculture	160	159	146	162	156	71/29
Ministry of the Environment	225	220	196	191	200	68/32
Ministry of Enterprise, Energy and Communications	431	415	322	324	350	56/44
Ministry of Integration and Gender Equality			122	133	134	69/31
Ministry of Culture			119	111	99	67/33
Ministry of Employment			94	97	92	70/30
Office for Administrative Affairs	618	665	697	708	674	55/45
Joint	38	9		36	61	62/38
Total Government Offices	4 541	4 514	4 639	4 771	4 856	59/41
Proportion of women/men (%)	58/42	58/42	58/42	58/42	59/41	

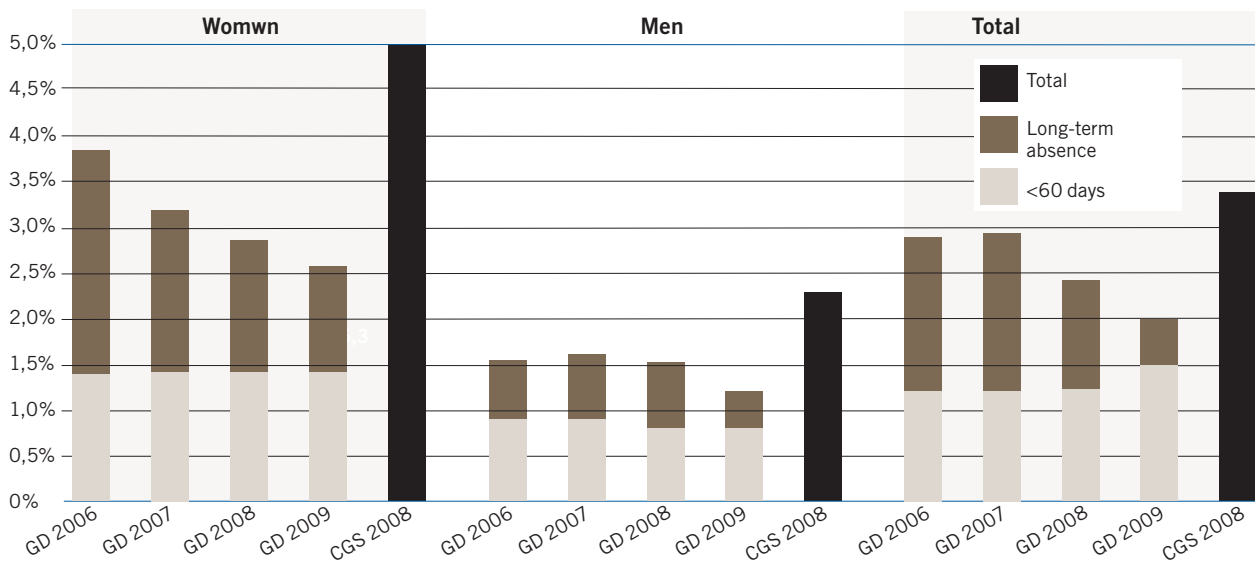
In connection with government reshuffles and other organisational changes, certain responsibilities and business categories are some times redistributed among the ministries, which means that comparisons over time require a degree of caution. The Office for Administrative Affairs, for instance, has successively taken over administrative staff and tasks from the ministries, including office services, library duties and ICT services, archiv-

es and records, and payroll administration. Regarding most ministries as well as the Prime Minister's Office the increase between 2008 and 2009 to some extent consists of temporary reinforcements prior to Sweden's EU Presidency.

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

SICKNESS ABSENCE

The sickness absence rate at the Government Offices was 2.0 per cent in 2009, which was significantly lower than the overall rate for the central government sector (CGS) among both women and men. The figures for the country as a whole are from 2009.



PARENTAL LEAVE AND TEMPORARY CARE OF CHILDREN IN 2009

Of the total number of working hours for women employed in the Government Offices in 2009, 4.4% constitutes parental leave and 0.4% temporary care of children. The equivalent figures for men are 2.2% and 0.5%. Regarding the country as a whole, the figures for 2008 are 3.3% and 0.5% for women and for men 1.3% and 0.4%. The figures for the whole country are taken from the Swedish Social Insurance Agency's statistics.

EQUAL PAY

In October 2009 the Government Offices together with the trade unions carried out a survey of salaries in the Government Offices. A gender equality analysis (action plan) of salaries in the Government Offices 2009-2011 has subsequently been drawn up in order to discover, rectify and prevent unjustified differences in salary and other terms of employment between women and men. The gender equality analysis is based on a survey of salaries and an analysis of women's and men's salaries, on the one hand in groups with assignments that may be considered the same or largely the same and, on the other, between predominantly female and predominantly non-female groups with assignments that are largely equivalent. The salaries are mapped out statistically and analysed by a working group composed of representatives of the parties to examine whether or not there are relevant grounds for any differences in salaries. The working group has analysed salary statistics for October 2009. On the basis of the surveys and analyses, the parties found indications of unjustified salary differences in some groups directly or indirectly connected to gender. The working group established that the indications of unjustified salary differences that emerged in the previous gender equality analysis of salaries in 2008 have decreased considerably. In the revision of salaries carried out per 1 January 2010 the parties paid particular attention to and analysed the groups for which the gender equality analysis indicates irrelevant salary differences.

The parties will jointly follow up the result of the gender equality analysis in order to identify any unjustified salary differences in preparation for upcoming salary revisions during the period 2010–2012.

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 2009' (Swedish only). The table shows the distribution of expenditure in each year.

Expenditure per ministry, SEK millions

	2005	2006	2007	2008	2009
Prime Minister's Office	76	91	112	151	212
Ministry of Justice	270	283	288	323	373
Ministry for Foreign Affairs	2 055	2 119	2 060	2 188	2 442
Ministry of Defence	146	143	148	161	178
Ministry of Health and Social Affairs	224	229	219	258	253
Ministry of Finance	396	385	392	406	458
Ministry of Education and Research	254	263	166	182	180
Ministry of Agriculture	135	138	125	140	159
Ministry of the Environment	173	173	148	149	194
Ministry of Enterprise, Energy and communications	342	330	272	321	329
Ministry of Integration and Gender Equality			93	103	105
Ministry of Culture			110	104	99
Ministry of Employment			73	84	86
Office for Administrative Affairs	534	555	581	682	632
Joint	722	729	770	816	1 130
Total Gov. Offices	5 327	5 438	5 555	6 069	6 830

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

Expenditure per cost category, SEK millions

	2005	2006	2007	2008	2009
Staff costs*	3 433	3 613	3 678	3 976	4 331
Premises	1 083	1 135	1 136	1 300	1 332
Other operating costs	958	890	834	944	1 338
Financial expenses	21	22	31	48	49
Transfers	8	2	1	1	1
Amortisation payments**	158	139	174	187	208
Revenue	-335	-365	-299	-386	-430
Total	5 326	5 437	5 555	6 069	6 830

* 2009 includes deduction for days holiday taken that were earned prior to 2009 of SEK 46 million

** 2009 shows amortisations due to financial appropriation adjustment

INFORMATION SOURCES AND CONTACT INFORMATION

How to contact the Swedish Government and the Government Offices

The Government Offices comprise the Prime Minister's Office, twelve ministries and the Office for Administrative Affairs. The Government Offices is mainly situated in the Södra Klara district of 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.

More information about the Government Offices

- **WWW.SWEDEN.GOV.SE**

www.sweden.gov.se is the English-language website of the Swedish Government and the Swedish Government Offices. The Government's main website (in Swedish) is www.regeringen.se.

- **RECORDS CENTRE**

Everyone has the right to examine official documents received or drawn up by the Government Offices, provided the documents are not classified. Visitors are welcome to the Government Offices Records Centre, Fredsgatan 8, Stockholm. Opening hours are weekdays 9.00–12.00 and 13.00–16.00.

Tel: +46 8 405 24 88, Email: registrator@adm.ministry.se

OTHER USEFUL WEBSITES

- 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 the publishers listed below. Government bills, written communications and committee terms of reference can be ordered from the Riksdag Sales and Distribution Office.

- Riksdag Sales and Distribution Office
tel +46 8 786 58 10
ordermottagningen@riksdagen.se

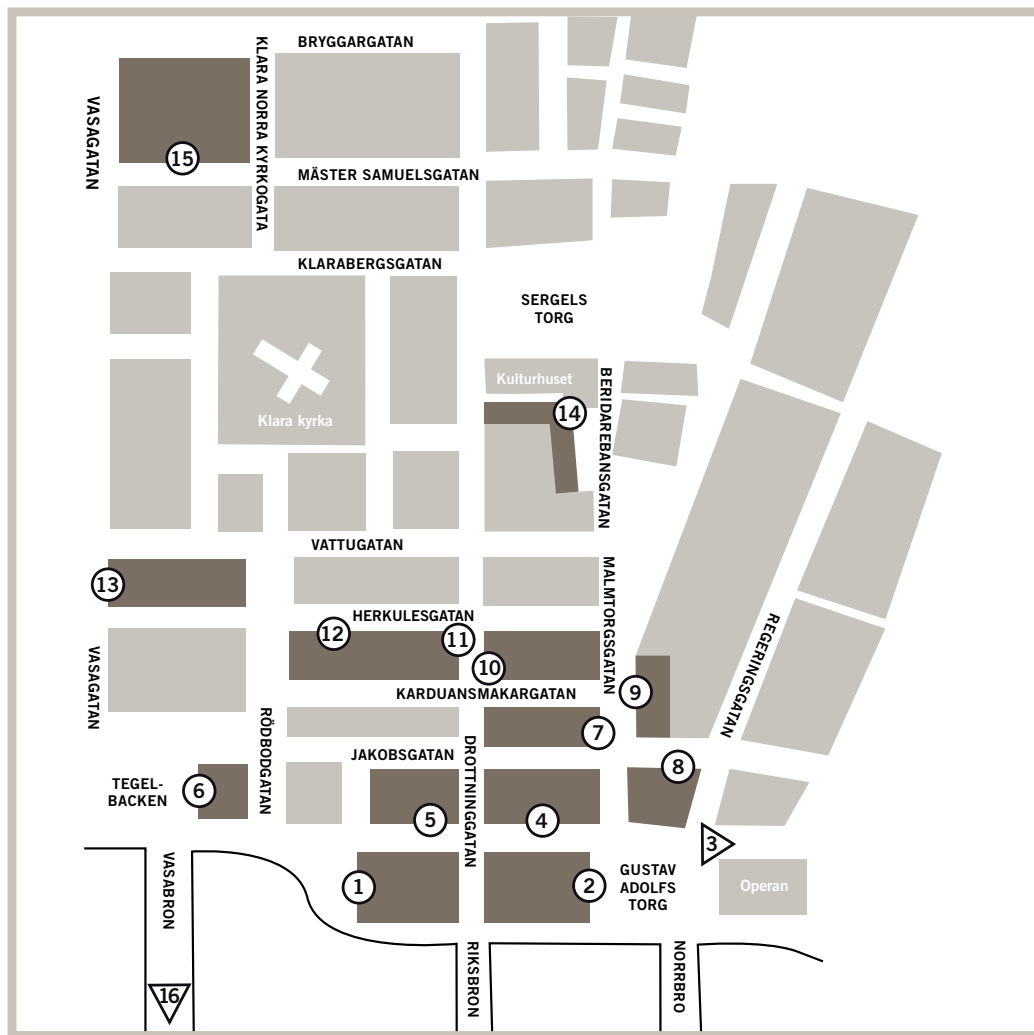
Ministry Publications Series (Ds) and Swedish Government Official Reports (SOU) can be ordered from Fritzes. (Documents published in 1999 should be ordered from Thomson Förlag).

- Fritzes, Tel: +46 8 690 91 90, Email: order.fritzes@nj.se

Swedish Code of Statutes (SFS) can be ordered from Fritzes (for documents published up to and including 1996) and from Thomson Förlag (for documents published from 1997)

- Thomson Förlag, Tel: +46 8 587 670 00,
Email: thomsonforlag.order@thomson.com

VISITORS' ADDRESSES AND EMAIL



Prime Minister's Office

- 1 Visitors' address: Rosenbad 4
Email: registrator@primeminister.ministry.se

Ministry of Agriculture

- 5 Visitors' address: Fredsgatan 8
Email: registrator@agriculture.ministry.se

Ministry of Culture

- 10 Visitors' address: Drottninggatan 16
Email: registrator@culture.ministry.se

Ministry of Defence

- 8 Visitors' address: Jakobsgatan 9
Email: registrator@defence.ministry.se

Ministry of Education and Research

- 10 Visitors' address: Drottninggatan 16
Email: registrator@education.ministry.se

Ministry of Employment

- 15 Visitors' address: Mäster Samuelsgatan 70
Email: registrator@employment.ministry.se

Ministry of Enterprise, Energy and Communications

- 15 Visitors' address: Mäster Samuelsgatan 70
Email: registrator@enterprise.ministry.se

Ministry of the Environment

- 6 Visitors' address: Tegelbacken 2
Email: registrator@environment.ministry.se

Ministry of Finance

- 11 Visitors' address: Drottninggatan 21
Email: registrator@finance.ministry.se

Ministry for Foreign Affairs

- Visitors' addresses:
- 2 Gustav Adolfs Torg 1
- 4 Fredsgatan 4–6, International Press Centre
- 7 Malm Morgsgatan 3
- 13 Vasagatan 8–10
- 16 Stora Nygatan 26
Email: registrator@foreign.ministry.se

Ministry of Health and Social Affairs

- 5 Visitors' address: Fredsgatan 8
Email: registrator@social.ministry.se

Ministry of Integration and Gender Equality

- 5 Visitors' address: Fredsgatan 8
Email: registrator@integration.ministry.se

Ministry of Justice

- 1 Visitors' address: Rosenbad 4
- 7 Visitors' address: Malm Morgsgatan 3
Email: registrator@justice.ministry.se

Office for Administrative Affairs

- Visitors' addresses:
- 1 Rosenbad 4
- 2 Gustav Adolfs torg 1
- 4 Fredsgatan 4–6
- 5 Fredsgatan 8
- 7 Malm Morgsgatan 3
- 9 Malm Morgsgatan 8
- 10 Drottninggatan 16
- 10 Drottninggatan 21
- 13 Vasagatan 8–10
- 14 Beridarebanan 1
- 15 Mäster Samuelsgatan 70
- 3 Karlavägen 102
Email: registrator@adm.ministry.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%

Cultivated 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: 9.3 million inhabitants

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

Form of government: Constitutional monarchy, parliamentary democracy

Parliament: The Riksdag, with 349 members in one chamber

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

Life expectancy: men 79 years, women 83 years

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

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

Average temperatures:

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

Daylight:

	January 1	July 1
Malmö	7 hours	17 hours
Stockholm	6 hours	18 hours
Kiruna	0 hours	24 hours

Source: www.sweden.se