



## REGERINGSKANSLIET

Ministry for Foreign Affairs  
Sweden

Cirkular note 2/2014

The Ministry for Foreign Affairs presents its compliments to all Foreign Mission and Career Consular Posts and has the honour to convey the following.

The Protocol Department wishes to clarify its views on the distinction between locally employed staff and staff considered to be on a posting by the sending state.

Locally employed staff should be either Swedish citizens or permanent residents, i.e. registered with the population registry. The local recruitment of non-Swedish citizens is only accepted if the employee holds a residence permit and work permit issued by the Migration Board valid for the whole duration of the employment.

Locally employed staff is covered by Swedish labour and employment legislation, as well as Swedish social insurance legislation. Taxes and fees must be paid in accordance with relevant Swedish law. Information intended specifically for locally employed staff in Sweden is available on the Swedish Tax Agency's web page in Swedish, French and English: <http://www.skatteverket.se/privat/skatter/arbeteinkomst/lokalanstalldpersonal.4.233f91f71260075abe8800073834.html>.

The basic Swedish labour laws which are applicable include:

- The Employment Protection Act, *lag* (1982:80) *om anställningskydd*
- The Annual Leave Act, *semesterlagen* (1977:480)
- The Sick Pay Act, *sjuklönelagen* (1991:1047)

All Foreign Missions and Career Consular Posts  
STOCKHOLM

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- The Parental Leave Act, *föräldraledighetslagen* (1995:584)
  - The Employment (Co-Determination in the Workplace) Act, *medbestämmandelagen* (1976:580)

Further information on locally employed staff can be found at the Diplomatic Portal: <http://www.government.se/sb/d/8075/a/73187>.

If missions wish to recruit staff in their home countries who are nationals of the sending state or among third country nationals they will not be regarded as locally employed staff by the Protocol Department. Such staff members, who will be provided with a residence permit by the Ministry for Foreign Affairs, are considered to be on a posting by the sending state. The diplomatic mission concerned bears the full financial responsibility for these staff members and their families.

As a rule, residence permits for members of the administrative and technical staff, and members of the service staff of Diplomatic Missions will not be granted for periods longer than eight years. The same rule applies to consulate equivalents as well as to all private servants who are in the domestic service of a member of a Diplomatic Mission or Consular Post. Once a residence permit expires for a staff member who is reaching or has reached the eight year limit, the Diplomatic Mission or Consular Post will be informed in a *note verbale*.

The Ministry for Foreign Affairs avails itself of this opportunity to renew to all Foreign Missions and Career Consular Posts the assurances of its highest consideration.

Stockholm, 08 April 2014