

NB: Unofficial translation
Prime Minister's Office, Finland

Government Rules of Procedure

(262/2003; amendments up to 1143/2008 included)

Chapter 1 - General provisions

Section 1 - Scope of application of the Government Rules of Procedure

These Government Rules of Procedure lay down common provisions on the mandate of the ministries, the power of decision and its transfer to public servants, the right to retain the power of decision, presentation of matters in ministries, ministries' rapporteurs, and the required qualification and duties of public servants.

Chapter 2 - Decisions on matters by the Government

Section 2 - Separation of powers between government plenary sessions and the ministries

The Constitution Act and the Government Act (175/2003) lay down general provisions on the separation of powers between government plenary sessions and the ministries.

Section 3 - General matters for decision by government plenary sessions

Government plenary sessions shall consider and take decisions on the following general matters:

- 1) statements, reports, annual reports and communications of the Government for submission to Parliament;

- 2) parliamentary communications about matters that do not fall within the purview or authority of the President of the Republic;
- 3) government decrees and government proposals for decision by the President of the Republic;
- 4) division of duties between ministers and other matters concerning the organisation and work of the Government that fall within the Government's purview;
- 5) Finland's representation at European Council meetings, at informal meetings of Heads of State or Government and at the Council, meeting in the composition of Heads of State or Government (1021/2007);
- 6) appointment of candidates for the Commission of the European Communities, the Court of Justice and the Court of First Instance of the European Communities, the Executive Board of the European Central Bank, the European Court of Auditors, the Committee of the Regions, the Economic and Social Committee, and the Scientific and Technical Committee of the European Atomic Energy Community; designation of candidates and representatives to the governing bodies of the European Investment Bank; and appointment of members and deputy members to the Economic and Financial Committee, as well as granting authorisation to approve agreements when there is a need in accordance with the treaties establishing the European Communities to draw up an agreement on appointments;
- 7) setting up a delegation for negotiations or international meetings concerning treaties and other

international obligations when the matter concerns more than one ministry and need not be submitted to the President of the Republic;

8) designation of representatives to governing bodies of organisations referred to in international agreements and to the national preparatory committees of these bodies, unless the matter is to be submitted to the President of the Republic;

9) measures concerning matters decided by the European Union and matters that are comparable to them in content and effect when they require the decision of the Government (284/2004);

10) proposals for European Community regional and structural policy programmes concerning Finland, and the stability programmes drawn up annually;

11) resolutions and planning decisions on the steering and organisation of duties and activities of the Government and the various administrative sectors;

12) general regulations on the management and preparation of matters within state administration;

13) statutory national plans and national objectives regarding the use of regions;

14) the number, geographical areas and names of regions; the geographical areas of joint municipal boards managing a duty assigned for the joint care of municipalities; and the geographical areas of the rescue services;

15) the geographical areas of the provinces, the names and locations of the State Provincial Offices;

the geographical areas of state regional administration; the geographical areas of the emergency response centres and of the State Local Districts; and the jurisdictions of the district courts when the judicial districts do not comply with the geographical divisions of the State Local Districts;

16) designation of Government rapporteurs and rapporteurs on matters concerning the autonomy of the Åland Islands;

17) designation of the members and deputy members of the Delegation for the Åland Islands who are selected by the Government;

18) designating the Saami Parliament members and deputy members for their duties, acceptance of their resignations upon request and stating the termination of their positions of trust;

19) setting up an accident investigation commission and deciding on the measures to take as a result of the investigation report;

20) setting up advisory bodies of a permanent nature to work in conjunction with ministries (325/2007);

21) setting up a committee for a fixed period of time for the preparation of an issue of public policy importance (325/2007).

Section 4 - Financial matters for decision by government plenary sessions

Government plenary sessions shall consider and take decisions on the following financial matters:

- 1) spending limits in central government finances and statements concerning these limits, and general provisions issued on the application of the Budget;
- 2) freed from debt payment based on parliamentary approval and conversion of the loan into financial aid; issuing of State guarantees and comparable contingent liabilities; relinquishing the right of recovery; and release from the duty to make a security payment;
- 3) distribution of, or principles concerning the distribution of, appropriations of public policy importance and regional distribution of appropriations, unless the distribution principles are laid down by law or in regulations or in the budget justifications and it is not a matter of appropriations intended for the operating costs of agencies and public bodies;
- 4) approval of the average amounts (in euros) of central government transfers to local government and of the average unit prices forming the basis for the central government transfers for educational and cultural services; estimated costs and remoteness coefficients forming the basis for the central government transfers for social welfare and health care; discretionary financial support for municipalities; regulations to guide municipal administration; and regulations on municipal cooperation when no agreement can be reached between the municipalities in question;
- 5) disposal of state-owned real property assets and leasing of state-owned land; transfer of the power of decision in the disposal of real property assets from the ministries to agencies and public bodies within the limits laid down by law; and decisions on

the disposal of state-owned moveable property and use of property inherited by the State within the limits laid down by decree;

6) distribution of the profits of the Finnish Slot Machine Association (RAY);

7) authorisations and licences of public policy importance or financial significance.

Section 5 - Matters concerning public servants for decision by government plenary sessions

Government plenary sessions shall consider and take decisions on the following matters concerning public servants:

1) summary termination and termination with notice of the public-law employment relationships of public servants whose appointments fall within the purview of a government plenary session for grounds attributable to the public servant in question; and instalment in office for duties determined by the Government and extension of the fixed term applying to this;

2) dispensation for a public office, the appointment to which is made by the President of the Republic or the Government;

3) granting leave of absence for over two years to those public servants who are appointed by the President of the Republic or a government plenary session, unless it concerns leave of absence to which the public servant is entitled by virtue of an act, decree or public-service collective agreement; and appointment to a temporary employment relationship lasting more than one year if

appointment to a corresponding post would be made by the President of the Republic or a government plenary session;

4) authorising public servants who are appointed by the President of the Republic or a government plenary session to continue in office after the age of retirement;

5) terminating an agreement on conditions of service relationship concerning public servants specified in section 26 of the State Public Servants' Act (750/1994) and grounds for adjusting agreements;

6) approval of public-service collective agreement if the entry into force of the agreement requires by law the approval of the Government; specification of the conditions of the service relationship in a manner other than agreed in the public-service collective agreement; and adjustment of the maximum amounts of compensatory fines imposed for breach of a collective agreement;

7) transfer of a public office to another ministry in association with changes in the mandates of the ministries; and transfer of appropriations intended in the Budget for the activities of a particular ministry for the use of another ministry.

Section 6 - Matters laid down in acts or decrees for decision by the Government

In addition to what is laid down in sections 3 to 5, government plenary sessions shall consider and take decisions on the following matters laid down in acts or decrees for the decision by the Government:

- 1) appointments to official posts, transfers to new posts and assignment to duties;
- 2) appointment of the board members of central government agencies and public bodies;
- 3) appointment of members and experts to committees, councils and other similar bodies that have duties other than preparatory work;
- 4) matters concerning state enterprises and state companies and the use of the state shareholder rights in other companies;
- 5) matters concerning extrabudgetary funds;
- 6) matters concerning national elections;
- 7) decisions related to reintroduction of border checks at internal borders and temporary closing of border crossing points (325/2007);
- 8) matters concerning the Bank of Finland, the Government Guarantee Fund, insurance companies and the Social Insurance Institution;
- 9) matters concerning charges and the criteria for charges payable;
- 10) permission for compulsory purchase and property redemption;
- 11) matters concerning nuclear energy, except for authorisations referred to in paragraph 3 of section 45(1) of the Nuclear Energy Act (990/1987);
- 12) matters concerning changes in local authority boundaries;

13) matters concerning submission of issues.

Section 7 - Other matters for decision by government plenary sessions

In addition to the matters laid down in sections 3 to 6, government plenary sessions shall consider and take decisions on the following matters:

- 1) matters laid down for decision by government plenary sessions in the Government Act or some other act; and transfer of a matter to a government plenary session;
- 2) extension of the secrecy period for a document;
- 3) matters of governance or administration that are of public policy importance or financial significance which are not laid down by law as being within the jurisdiction of any other authority.

Section 8 - Matters concerning cooperation and disputes between authorities for decision by government plenary sessions

Government plenary sessions shall take decisions on the following matters concerning cooperation between authorities:

- 1) questions of which ministry is responsible for considering a certain matter; and, as necessary, ordering the matter to be prepared jointly by two or more ministries;
- 2) matters in which the Cabinet Finance Committee does not support the decision proposed by a ministry and the ministry persists;

3) other matters that fall within the mandate of two or more ministries about which the ministries cannot reach mutual agreement.

Section 9 - Matters for decision by ministries

- (1) Matters pertaining to the Government and the ministries which, under sections 3 to 8, are not for consideration and decision by government plenary sessions shall be decided by the ministry as laid down in section 12 of the Government Act.

Chapter 3 - The ministries and their mandates

Section 10 - The competent ministry

- (1) Matters shall be divided up according to the ministries' mandates as laid down in this Chapter. Each matter shall be considered by the ministry within whose mandate the matter for the most part belongs (the competent ministry).
- (2) Provisions on the distribution of treaties and other international obligations among the ministries are laid down in section 8 of the Government Act, and on the distribution of matters decided by the European Union in section 9 of the Act.
- (3) The ministries shall cooperate with each other as necessary under the competent ministry. The permanent secretaries' meeting and the meeting of the heads of preparedness are permanent forums for cooperation.

Section 11 - Duties pertaining to all ministries

- (1) Each ministry shall, within its mandate, consider operational and financial planning matters, matters concerning performance guidance, law drafting matters, information society matters, administrative matters, information system matters, matters concerning research, development and monitoring, international matters, and matters concerning ownership of state assets managed within the ministry's mandate, and other such matters as are to be viewed as part of the discharge of duties falling within the ministry's mandate.
- (2) The ministries shall consider matters concerning agencies, public bodies, state enterprises, extrabudgetary funds, communities, companies and other bodies within their mandate. Each ministry shall also consider matters that concern other bodies' attending to duties within the ministry's mandate, and shall steer the State Provincial Offices in matters pertaining to the ministry's mandate.

Section 12 - *Mandate of the Prime Minister's Office*
(1235/2005)

The mandate of the Prime Minister's Office shall cover:

- 1) assisting the Prime Minister in the general management of the Government and in coordinating the work of the Government and Parliament;
- 2) coordinating the preparation and consideration of matters decided by the European Union; and horizontal and institutional matters of key importance to the development of the European Union;

3) providing Government communications services and coordinating communications activities within state administration;

4) organising the general conditions and services for the proper functioning of the Government (325/2007);

5) general ownership policy regarding state majority-owned companies and state associated companies (325/2007).

Section 13 - *Mandate of the Ministry for Foreign Affairs*

The mandate of the Ministry for Foreign Affairs shall cover:

- 1) foreign and security policy, international issues of significance for foreign policy and international relations in general;
- 2) assistance in the coordination of treaties and other international obligations;
- 3) trade policy and commercial and economic relations;
- 4) development policy and development cooperation;
- 5) protection of the interests and rights of Finnish citizens and provision of consular services and corresponding other official services abroad;
- 6) international judicial and investigation bodies;
- 7) representation of Finland in courts of the European Communities and in monitoring procedures

concerning Finland as a Member State of the European Union;

- 8) Finnish diplomatic and consular missions abroad;
- 9) representation of foreign states and international organisations in Finland.

Section 14 - *Mandate of the Ministry of Justice*

The mandate of the Ministry of Justice shall cover:

- 1) law drafting in the fields of constitutional law, public law, civil law, and criminal and procedural law;
- 2) the development of law drafting within the Government and the provision of advice on EU law;
- 3) judicial system, prosecution service, enforcement service, legal assistance and other judicial services;
- 4) criminal policy, crime prevention and criminal sanctions;
- 5) elections, referendums and political parties;
- 6) the autonomy of the Åland Islands and the cultural autonomy of the Saami people.

Section 15 - *Mandate of the Ministry of the Interior* (1021/2007)

The mandate of the Ministry of the Interior shall cover:

- 1) public order and security, police administration and the private security sector;
- 2) immigration, international protection, return migration, and integration of immigrants;
- 3) Finnish citizenship;
- 4) promotion of ethnic equality and good ethnic relations, and prevention of racism and discrimination on the basis of ethnicity;
- 5) rescue services;
- 6) emergency response centres;
- 7) border security and maritime search and rescue service;
- 8) domestic preparedness for civilian crisis management.

Section 16 - *Mandate of the Ministry of Defence*

The mandate of the Ministry of Defence shall cover:

- 1) defence policy;
- 2) military national defence;
- 3) coordination of total national defence;
- 4) military crisis management and peace support activities.

Section 17 - *Mandate of the Ministry of Finance* (1021/2007)

The mandate of the Ministry of Finance shall cover:

- 1) economic and fiscal policies;
- 2) central government finances, the Budget and national financial administration, State funds and assets, and user charging policy and the general principles for charges payable;
- 3) taxation policy, taxation and general customs policy;
- 4) government borrowing, central government debt and guarantees;
- 5) operation of the financial markets;
- 6) international financial institutions;
- 7) central government employer, personnel and labour market policies; the legal status and pensions of the government personnel, and other terms of service relationships within central government administration;
- 8) general statistical services of the State;
- 9) development of public administration and governance mechanisms as well as overall improvements in central government structures, governance systems and activities;
- 10) geographical division and coordination of regional and local government administration;
- 11) central government information management steering, drawing up general principles for electronic transactions and information security

within administration, information management collaboration between central and local government and achievement of joint information management within Government;

12) provincial and registry administration and population accounting;

13) division into municipalities, local government administration and finances as well as the relations between central and local government.

Section 18 - *Mandate of the Ministry of Education*

The mandate of the Ministry of Education shall cover:

- 1) education, training and research;
- 2) the arts, culture, sport and youth work;
- 3) the archival, museum and public library systems;
- 4) the Evangelical Lutheran Church, the Orthodox Church and other religious communities;
- 5) student financial aid;
- 6) copyright.

Section 19 - *Mandate of the Ministry of Agriculture and Forestry (1021/2007)*

The mandate of the Ministry of Agriculture and Forestry shall cover:

- 1) agriculture;

- 2) rural development;
- 3) forestry;
- 4) fisheries, game and reindeer husbandry;
- 5) foodstuffs;
- 6) safety and quality of means of agricultural production, animal health and welfare, and plant health;
- 7) land surveying and joint use of geographic information;
- 8) water management.

Section 20 - Mandate of the Ministry of Transport and Communications (1143/2008)

The mandate of the Ministry of Transport and Communications shall cover:

- 1) road and rail transport, civil aviation and water transport;
- 2) transport infrastructure, ports and aerodromes;
- 3) atmospheric research and monitoring, weather services, physical marine research and sea monitoring;
- 4) electronic communications, postal services and press subsidies;
- 5) information security of communication services.

Section 21 - *Mandate of the Ministry of Employment and the Economy (1021/2007)*

The mandate of the Ministry of Employment and the Economy shall cover:

- 1) employment, unemployment and public employment services;
- 2) working environment issues, collective agreements and mediation of labour disputes;
- 3) regional development;
- 4) economic and industrial policy;
- 5) energy policy and coordination of the national preparation and implementation of climate policy;
- 6) innovation and technology policy, globalisation of businesses and technical safety;
- 7) proper functioning of the markets, promotion of competition and consumer policy;
- 8) alternate civilian service.

Section 22 - *Mandate of the Ministry of Social Affairs and Health*

The mandate of the Ministry of Social Affairs and Health shall cover:

- 1) promotion of health and social welfare, and prevention of illness and social problems;

- 2) social welfare and healthcare services;
- 3) pharmaceutical service;
- 4) health protection, control of harmful effects of radiation, control of chemicals and gene technology;
- 5) income security;
- 6) functioning of the insurance markets;
- 7) health and safety at work;
- 8) equality between men and women.

Section 23 - *(Repealed by 1021/2007)*

Section 24 - *Mandate of the Ministry of the Environment*

The mandate of the Ministry of the Environment shall cover:

- 1) environmental protection and prevention of environmental damage;
- 2) land use;
- 3) nature conservation;
- 4) construction;
- 5) housing.

Chapter 4 - Cabinet Committees and preparatory work
(494/2007)

Section 25 - *Cabinet Committee on Foreign and Security Policy*

- (1) The Cabinet Committee on Foreign and Security Policy shall be chaired by the Prime Minister, and its other members shall be the Minister for Foreign Affairs, the minister designated by the Government to consider matters within the mandate of the Ministry for Foreign Affairs, the Minister of Defence and a maximum of four other ministers designated by the Government (654/2007).
- (2) Meetings of the committee are attended by the Minister of the Interior when the matter in hand relates to issues within his/her mandate. Any other minister may also take part in the Committee's work when the matter in hand relates to issues within his/her mandate.
- (3) Important aspects of foreign and security policy and other matters concerning Finland's relations with other states, related important matters concerning internal security and total national defence, shall be prepared in committee. The Committee shall also consider issues concerning coordination of matters that fall within its mandate.

Section 26 - *Cabinet Committee on European Union Affairs*

- (1) The Cabinet Committee on European Union Affairs shall be chaired by the Prime Minister, and its other members shall be the minister designated by the Government to consider matters within the mandate of the Prime Minister's Office, the Minister for Foreign Affairs, the minister designated to consider matters of foreign trade, the Minister of Justice, the Minister of Finance, the Minister of Agriculture and Forestry, the Minister of Economic Affairs and three other ministers, two of whom shall be designated by the Government and the third shall

be the minister within whose mandate the matter in hand falls. As necessary, the Government may designate yet one further minister as a member of the Committee. Any other minister may also take part in the consideration of the matter (1021/2007).

- (2) Matters decided by the European Union which the Prime Minister determines for consideration by the Committee or which are brought for the Committee's consideration by the minister within whose mandate the matter falls, or the consideration of which by the Committee is otherwise regarded as appropriate, shall be prepared in committee.
- (3) The chairman of the Government of Åland has the right to be heard by the Cabinet Committee on European Union Affairs when the matter is within the jurisdiction of the Province of Åland or is otherwise of special importance to the Province.

Section 27 - *Cabinet Finance Committee*

- (1) The Cabinet Finance Committee shall be chaired by the Prime Minister, and its other members shall be the Minister of Finance, and two other ministers, one of whom shall be designated by the Government, and the other shall be the minister within whose mandate the matter in hand falls. As necessary, the Government may designate a maximum of two further ministers as members of the Committee. If a minister has been designated to consider matters within the mandate of the Ministry of Finance, he or she shall also be a member of the Committee.
- (2) The Cabinet Finance Committee shall be quorate with three members present. One of the members present must be from the Ministry of Finance.

- (3) The Government shall determine the matters which, on account of their financial or other importance, have to be considered by the Cabinet Finance Committee before a decision is taken.

Section 28 - *Cabinet Committee on Economic Policy*

- (1) The Cabinet Committee on Economic Policy shall be chaired by the Prime Minister, and its other members shall be the Minister of Finance, the minister designated by the Government to consider matters within the mandate of the Ministry of Finance, the Minister of Economic Affairs, the Minister of Labour and no more than four other ministers designated by the Government (1021/2007).
- (2) Matters concerning the following shall be prepared in committee:
 - 1) overall economic development and general economic policy measures;
 - 2) main guidelines for general government finances;
 - 3) other economic policy measures to the extent determined by the Prime Minister.

Section 29 - *Opinion of the Prime Minister's Office*

- (1) The opinion of the Prime Minister's Office shall be sought when making amendments to provisions on the duties of a ministry laid down in a government decree concerning the ministry.

Section 30 - *Legislative editing*

- (1) Bills and draft decrees shall be submitted to the Ministry of Justice for legislative editing, unless

the urgency of the matter necessarily dictates otherwise. However, draft decrees need not be submitted for inspection if the matter is generally of minor importance.

Section 31 - *Opinion of the Ministry of Finance*

- (1) The opinion of the Ministry of Finance shall be sought when a matter in preparation in another ministry is of significant importance for the national economy or central government finances.
- (2) The opinion of the Ministry of Finance shall also be sought when there is a need to bring a matter that concerns inclusion of an appropriation in the budget proposal or an amendment to the principles of use applying to an appropriation in the Budget for consideration by the Cabinet Finance Committee as something separate from consideration of the Budget.
- (3) The ministry concerned shall provide the Ministry of Finance with the information necessary for assessing implications for the national economy and central government finances before any matter of importance for the national economy or central government finances is presented for decision-making or for preparation in committee by the Cabinet Finance Committee or the Cabinet Committee on Economic Policy, and shall negotiate on the matter as necessary with the Ministry of Finance.

Section 32 - *Requesting permission from another ministry before presenting a matter*

- (1) When a matter to be considered by a ministry falls within the mandate of another ministry, permission for presentation must be requested from the competent ministry.

Chapter 5 - Consideration of matters by the Government and the ministries

Section 33 - Postponing consideration

- (1) A member of the Government may obtain postponement of the consideration of a matter at a government plenary session until the next session for the purposes of familiarising him/herself with the matter.
- 2) Each member of the Government may use the right laid down in subsection 1 only once in the same matter (662/2003).
- (3) Consideration of a matter may be postponed no more than three times.

Section 34 - Government rapporteurs

- (1) The Government Act lays down provisions on Government rapporteurs. In addition, the Government may designate as a Government rapporteur a ministry's public servant who has a higher education degree and who can be considered suitable for the task.

Section 35 - Ministries' rapporteurs

- (1) Matters within a ministry may be presented by ministries' public servants functioning as Government rapporteurs, and by public servants whose duties include the matter by law, and by other ministries' public servants designated by the ministry.

Section 36 - *Transferring the power of decision to a public servant*

- (1) Provisions on the discretionary power of ministers are laid down in the Government Act.
- (2) Matters may be given for the decision of public servants functioning as ministries' rapporteurs that are not of public policy importance or of financial significance and which concern:
 - 1) distribution of appropriations, granting of authorisations and licences, provision of financial support and other comparable decision-making;
 - 2) imposition of performance targets, appropriations used for a ministry's activities, personnel management and other internal administration and order;
 - 3) issuing an opinion of the ministry;
 - 4) regulations and instructions for the administrative sector in question.

Section 37 - *Right to retain the power of decision (1401/2004)*

- (1) A State Secretary appointed for the term of office of the Prime Minister, a State Secretary serving as Permanent Secretary, a Permanent Secretary, a Permanent State Under-Secretary and a Director-General may retain the power of decision in a matter which could otherwise be decided by one of his/her subordinates.

Section 38 - *Decision without a presentation on the matter*

- (1) A ministry's decision on a matter shall be based on a presentation by a public servant, unless the matter concerns only a registration or recording action. However, with the exception of matters concerning service relationships, a presentation is not needed in matters that concern the ministry's internal personnel management or financial administration.

Section 39 - *Minutes*

- (1) Minutes shall be kept of presidential sessions, government plenary sessions and Cabinet Committee meetings.
- (2) Minutes of government plenary sessions shall be examined and their accuracy verified by the rapporteur, after which the minutes shall be submitted for examination by the minister. Extracts from the minutes shall be certified by the keeper of the minutes.
- (3) The accuracy of the minutes of Cabinet Committee meetings shall be verified by the Committee secretary.

Section 40 - *Examination by the Chancellor of Justice*

- (1) Minutes of each month's presidential sessions and government plenary sessions shall be submitted for examination by the Chancellor of Justice within the following two months.

Section 41 - *Document containing a decision*

- (1) A document containing a decision made by a government plenary session or a written announcement

of the decision shall be signed by the minister within whose mandate the matter falls, and shall be countersigned by the appropriate rapporteur.

- (2) The document containing a decision or written announcement of a matter decided by a minister or public servant shall be signed by the party that made the decision and countersigned by the rapporteur. If a public servant made a decision on a matter without a presentation, he/she shall be the sole signatory of the document containing a decision.
- (3) The countersignatory is responsible for ensuring that the document containing a decision or written announcement accords with the decision.

Chapter 6 - Provisions concerning ministries' public servants

Section 42 - Public servants' power of appointment

- (1) The following ministries' public servants shall be appointed by the Government: State Secretary, Permanent State Under-Secretary, Directors-General and other officials at a similar hierarchical level, Deputy Director-General, Director, Senior Government Adviser, Senior Adviser for Legislative Affairs, Senior Adviser for Finance, Senior Adviser for the Budget, other Senior Advisers, Ministerial Adviser and Ministerial Secretary.
- (2) Separate provisions shall be laid down on appointment to official posts in the foreign affairs administration.

Section 43 - Qualification requirements for public servants

- (1) The qualification requirements are as follows:
 - 1) for State Secretary, a higher university degree or other appropriate qualification and the experience needed for the position;
 - 2) for State Secretary serving as Permanent Secretary, for Permanent Secretary, for Permanent State Under-Secretary, for Director-General and for public servants at a similar hierarchical level, a higher university degree and familiarity with the activities of the administrative sector in question, as well as proven leadership skills and management experience;
 - 3) for Deputy Director-General, for Director and for other public servants functioning as the head of a unit, a higher university degree and familiarity with the scope of the post and proven leadership skills;
 - 4) for Senior Government Adviser and for Ministerial Secretary, a Master of Laws and familiarity with the scope of the post.
- (2) Further requirements may be laid down in a government decree concerning the ministry.
- (3) Provisions on the qualification requirements for public servants other than those referred to in subsection 1 and for official posts in the foreign affairs administration shall be laid down separately.

Section 44 - *Duties of State Secretary*

(1) The duties of State Secretary appointed for the term of office of the Prime Minister are, as the Prime Minister's closest aide, to:

- 1) promote and monitor the implementation of the Government Programme;
- 2) direct the preparatory work on different matters as aide to the Prime Minister;
- 3) ensure cooperation with the ministries;
- 4) deal with matters delegated to him/her by the Prime Minister.

(2) The duties of State Secretary appointed for the term of office of a minister are, as the minister's aide and representative, to:

- 1) promote and monitor the implementation of the Government Programme within the minister's mandate;
- 2) steer the preparatory work on matters within the minister's mandate as aide to the minister;
- 3) ensure, together with the Permanent Secretary, cooperation within the ministry and with other administrative sectors;
- 4) assist the minister in the preparatory work on matters concerning his/her international duties and particularly on matters concerning EU affairs;
- 5) represent the minister in duties delegated to him/her by the minister;

- 6) attend to other duties delegated to him/her by the minister.

Section 44 a - *Mandate of State Secretary (1401/2004)*

- (1) State Secretary appointed for the term of office of the minister shall also be assigned to work at those ministries at which the minister has been assigned to handle matters within the ministries' mandates.
- (2) The designation is given by a letter of appointment.
- (3) The mandate of State Secretary is identical with that of the minister.

Section 45 - *Duties of Permanent Secretary (1401/2004)*

A Permanent Secretary must direct, develop and monitor the work of the ministry and activities falling within its mandate and, in this capacity:

- 1) assume responsibility for the smooth functioning of the ministry and ensure that the ministry's duties are managed productively;
- 2) ensure the quality of law drafting in the ministry;
- 3) assume responsibility for coordination of preparatory work by public servants within the ministry;
- 4) direct and develop the ministry's personnel management and other internal administration;
- 5) assume responsibility for preparing and monitoring the implementation of the objectives within the ministry's administrative sector;

6) assume responsibility for maintaining and developing the organisation of the ministry's administrative sector (325/2007);

7) ensure the general security and preparedness of the ministry and its administrative sector (325/2007).

Section 45a - *Special Adviser to the Minister (1401/2004)*

- (1) Special Advisers to the Ministers are appointed by the Prime Minister on proposals presented by ministers.
- (2) A Special Adviser to the Minister attends to duties delegated to him/her by the minister but does not function as the ministry's rapporteur.
- (3) A Special Adviser to the Minister must be provided with all information necessary for him/her to perform the assigned duties. The Special Adviser must provide the public servants with all information necessary for them to attend to their duties.
- (4) A Special Adviser to the Minister has the right to attend the meetings of the ministry's management group and also other meetings relating to planning and preparation of matters.

Chapter 7 - Miscellaneous provisions

Section 46 - *Publication of open letters*

- (1) An open letter from the President of the Republic concerning the appointment of a member of the

Government shall be published in the Statute Book of Finland.

Section 47 - *Registry and archives*

- (1) The ministries must take receipt of, register and archive all incoming letters and other documents in the manner required by the Archives Act (831/1994) and the legislation on public disclosure of information. Certified copies of ministries' documents shall be issued on request.

Section 48 - *Entry into force*

- (1) This decree enters into force on 7 April 2003.
- (2) This decree repeals the Government Rules of Procedure issued on 18 December 1995 (1522/1995) as amended.

Entry into force and application of the amendments

- (1) (662/2003)
This decree enters into force on 7 July 2003.
- (2) (284/2004)
This decree enters into force on 1 May 2004.
- (3) (1401/2004)
This decree enters into force on 1 January 2005.
- (4) (1235/2005)
This decree enters into force on 1 January 2006.
- (5) 325/2007
This decree enters into force on 1 May 2007.
- (6) 494/2007

This decree enters into force on 1 May 2007.

(7) 654/2007

This decree enters into force on 11 June 2007.

(8) 1021/2007

This decree enters into force on 1 January 2008.

(9) 1143/2008

This decree enters into force on 1 January 2009.