

Translation from Finnish
Legally binding only in Finnish and Swedish
Ministry for Foreign Affairs, Finland

**Decree of the Ministry for Foreign Affairs on the Rules of Procedure of the
Ministry for Foreign Affairs**

(550/2008; amendments up to 483/2024 included)

By decision of the Ministry for Foreign Affairs, the following is enacted by virtue of section 7, subsection 2 of the Government Act (175/2003):

Chapter 1
General provisions

Section 1 (530/2018)
Scope of application

In accordance with section 7 of the Government Act (175/2003), the Ministry is divided into departments and, if necessary, other operating units for the appropriate discharge of the Ministry's functions.

Provisions on the organisation of the Ministry and the general organisation of its operation are laid down in the Government Decree on the Ministry for Foreign Affairs (1171/2005). More detailed provisions are laid down in these Rules of Procedure.

For the purposes of these Rules of Procedure, an operating unit means the departments and units within the organisation of the Ministry and the service entities defined in the Rules of Procedure.

Section 2 (483/2024)
**Rules of procedure, internal division of duties and managerial functions of
operating units**

A department, the Legal Service, Consular Services and Administrative Services have rules of procedure laying down the functions and division of duties of the operating unit, and adopting more detailed regulations concerning operations as necessary. An operating unit that does not belong to the departments and foregoing service entities may also have rules of procedure. The rules of procedure may lay down a division of operating units that are large in terms of staffing into groups.

A Director General of a department or the head of an operating unit external to the division into departments adopts rules of procedure, and determines the deployment of staff to groups as necessary and makes proposals for the appointment of a group supervisor. A group supervisor is appointed by an appointment decision.

Section 3

Internal supervision

Internal supervision shall seek to ensure that:

- 1) the Foreign Service's operational and financial objectives are achieved;
- 2) the Foreign Service's operations and finances comply with the law, and that the property and assets entrusted to the responsibility of the Foreign Service are secured; and
- 3) correct and adequate information on the Foreign Service's operations and finances is produced for external and internal needs.

Internal supervision of the Foreign Service and the organisation of its procedures is the responsibility of the Permanent State Secretary.

Internal supervision of the Ministry and its missions shall be implemented in the first instance by ensuring the achievement of internal supervision objectives through safeguarding procedures and working arrangements, and through management, guidance, monitoring and reporting measures included in operating chains and procedures in all operating units of the Foreign Service. The departments and units of the Ministry and the missions are responsible for the measures required for internal supervision in their own areas of responsibility and in their own functions, as laid down with respect to functions and responsibilities in the Government Decree on the Foreign Service (256/2000), hereinafter referred to as the Foreign Service Decree, and in these Rules of Procedure.

The internal regulations and instructions of the Ministry shall include the necessary more detailed provisions governing procedures for ensuring the achievement of internal supervision objectives.

The internal supervision functions and responsibility for their appropriate discharge is entrusted to the various operating units and public officials of the Foreign Service in accordance with the division of functions and responsibilities laid down in the Foreign Service Decree and in these Rules of Procedure.

Section 4 (513/2014)

Internal audit

The Ministry shall have a functionally independent unit for internal audit to ensure the pertinence and adequacy of internal supervision, and for the purpose of other auditing and evaluation functions designated by management.

The Unit shall report to the Permanent State Secretary. The Under-Secretary of State for Development Policy shall assist the State Secretary in matters concerning auditing of development cooperation.

Internal auditing is specified in greater detail in the internal auditing guidelines referred to in the State Budget Decree (1243/1992, hereinafter referred to as the Budget Decree).

Section 4a (813/2023)

Whistleblower protection

The coordination of the handling of reports referred to in the Act on the Protection of Persons Who Report Breaches of Union Law and National Law (1171/2022) shall be assigned under the authority of the Director General of Administrative Services.

Section 5

Financial Regulation and other financial administration provisions

In the manner provided in the Budget Decree, the Financial Regulation of the Ministry for Foreign Affairs shall specify the details of operational and financial planning, implementation

of the State budget and the procedures for reporting results and financial statements in the administrative sector, and management of Foreign Service financial administration functions and related details of internal supervision.

Section 6 (807/2021)

Cooperation and consultation procedure

Staff may influence decision-making concerning the agency operations that affect their work and working conditions, as laid down in the Act on Cooperation in Government Agencies and Public Bodies (1233/2013) and under cooperation agreements concluded pursuant thereto.

Section 7

Principles governing internal communication

Internal communication shall comply with the principles of transparency and responsibility. The management of the Ministry shall communicate regularly, transparently and interactively. Management groups and operating units shall actively provide information on matters under discussion.

Chapter 2

Guidance and management systems

Section 8 (483/2024)

Performance management of the Ministry and performance guidance of missions

The operations of the Ministry shall be managed by performance. Performance guidance shall be followed between the Ministry and missions.

The Minister shall direct the operations of the Ministry with the assistance of the State Secretary and the Management Group of the Ministry. The Permanent State Secretary shall be responsible for performance management of the Ministry in accordance with the objectives set by the Minister in the operational and economic planning process, shall direct the Directors General and the Directors of directly subordinate units, and shall set performance targets for them. An Under-Secretary of State responsible for Legal Service, Consular Services, Protocol Services, Administrative Services and the Financial Management

Unit shall report to the State Secretary as Permanent State Secretary, directing the Directors of the said units and setting performance targets for the said units. The heads of operating units shall direct the heads of their subordinate units under their authority and set performance targets for them.

The operating units of the Ministry shall be responsible for achieving the performance targets set for them, and for identifying and managing issues that jeopardise achievement of these targets within their respective areas of responsibility.

The departments and other operating units shall be responsible for implementing the strategies of the Ministry, and for the effectiveness and internal supervision of operations. The effectiveness and accountability of operations shall be stressed in management of the Ministry and guidance of missions.

The Permanent State Secretary shall direct performance guidance of missions. The departments and other operating units shall each attend to performance guidance of missions in their respective fields of operation. The Financial Management Unit shall attend to the organisation of performance guidance.

Section 9 (483/2024)

Management Group of the Ministry

The Management Group of the Ministry shall prepare matters of strategic importance concerning the administrative sector and other matters that the Chair submits for the consideration of the said Management Group. The competent Minister shall decide the matter. The Management Group of the Ministry shall include the Minister for Foreign Affairs and the other Ministers in the administrative sector, the State Secretary, the Permanent State Secretary, the Under-Secretaries of State and the Directors General of the policy and regional departments.

The Management Group of the Ministry shall be chaired by the Minister for Foreign Affairs, with the other Ministers in the administrative sector and the Permanent State Secretary serving as Vice-chairs. A public official appointed by the Permanent State Secretary shall serve as secretary for the Management Group. The Management Group shall convene at the invitation of the Minister for Foreign Affairs.

Section 10 (483/2024)

Meeting of the Senior Officials of the Ministry

A Meeting of the Senior Officials of the Ministry shall prepare matters broadly concerning the operations of the administrative sector that the Chair of the Meeting submits to the Meeting for consideration. Following consideration by the Meeting of the Senior Officials, matters may, if necessary, be referred to the Management Group of the Ministry for consideration. The Meeting of the Senior Officials shall also be responsible for promoting the flow of information within the Ministry. The Meeting of the Senior Officials shall include the Permanent State Secretary, the Under-Secretaries of State, the Directors General, the Director General of Administrative Services, the Director General of Communications, the Director General of the Legal Service, the Director General of Consular Services, the Chief of Protocol, the Director of Strategy and the Director for EU Affairs. Representatives appointed by staff organisations shall be entitled to participate in the Meetings of the Senior Officials.

The Meeting of the Senior Officials shall be chaired by the Permanent State Secretary, with Under-Secretaries of State serving as Vice-chairs. A public official appointed by the Permanent State Secretary shall serve as secretary. The Meeting of the Senior Officials shall convene at the invitation of the Permanent State Secretary.

Section 11 (483/2024)

Key Group

The Key Group shall prepare matters concerning appointments to the following official positions and functions:

- 1) the functions of the Permanent State Secretary and of Under-Secretary of State;
- 2) the official positions of Director General of Administrative Services, Director of Strategy and Director General of Communications;
- 3) the functions of Director General of a department, Director General of the Legal Service, Director General of Consular Services, Chief of Protocol, Deputy Director General of a department and Deputy Chief of Protocol;
- 4) the functions of Inspector-General of the Foreign Service and of Director for EU Affairs;
and
- 5) the functions of Head of Mission and Roving Ambassador, with the exception of the function of head of a consulate headed by a seconded consul and a vice-consulate.

The Key Group may also consider other matters concerning official appointments and assignments of significance to staffing policy.

The Key Group shall include the Permanent State Secretary and the Under-Secretaries of State. The Director General of Administrative Services and the Director of Human Resources shall be entitled to attend meetings of the Key Group.

The Key Group shall be chaired by the Permanent State Secretary, with the Under-Secretary of State responsible for administrative services serving as Vice-chair and a public official serving as secretary on appointment by the Permanent State Secretary. The Key Group shall convene in the manner determined by the Chair.

Section 11a (807/2021)

Selection and Training Group

The Selection and Training Group shall submit proposals and supply opinions on matters concerning the official appointment, and internship and training of an attaché.

The Group shall be chaired by the Under-Secretary of State responsible for services, with the Director of Human Resources serving as Vice-chair and a public official appointed by the human resources administration serving as secretary. Other members of the Group shall be the Director General of Administrative Services, the Director of the Human Resources Unit, the Director of the Unit for Human Resources Development and Occupational Wellbeing, the administrator of the Training Course for Newly Recruited Diplomats (Kavaku), and representatives appointed by staff organisations. In addition, no more than three other persons who are not public officials of the Foreign Service may be invited to join the Group. The Group shall convene in the manner determined by the Chair.

Section 11b (807/2021)

Section 11b was repealed by Decree 807/2021.

Section 12 (530/2018)

Management groups of operating units

A Director General of a department shall be assisted in managing the department by a management group, which shall prepare the most significant matters related to the operations of the department and other matters determined by the Director General. The Legal Service, Consular Services and Administrative Services shall have a similar management group. Operating units other than the foregoing may also have a management group.

A management group shall be chaired by the Director General of the department or the head of the service entity or Unit, who shall also appoint the Vice-chair, the other members and the secretary, together with any other public officials who are invited to a meeting of the management group. The management group shall be convened in the manner determined by the Chair.

Section 13 (483/2024)

Development Policy Steering Group

A Development Policy Steering Group shall support management of departments and of the Ministry in questions of development policy. It shall make strategic recommendations for setting development policy objectives, promoting implementation, allocating resources, communicating on development policy, and evaluating and harnessing results to improve effectiveness, and may, if departments so wish, also deal with other common issues of development policy.

The Development Policy Steering Group shall be chaired by the Minister. In preparing the coordination of development cooperation resources and far-reaching development policy guidelines and issues, the Under-Secretary of State for Development Policy shall deputise for the Chair. At other times, the Director General of the Department for Development Policy shall deputise for the Chair, and the Deputy Director General of the Department shall deputise for the Director General. The members of the Steering Group shall be a representative from management of the Political Department, the Department for International Trade, the regional departments and the Department for Communications and Public Diplomacy, together with the Director of the Development Evaluation Unit, and their deputies shall be the deputy members. Other departments or services managing development cooperation budget appropriations may also participate in meetings of the

Development Policy Steering Group. A public official designated by the Chair shall serve as secretary to the Steering Group. The Steering Group shall convene at the invitation of the Chair or in such other manner as the Group may decide.

Section 14 (199/2022)

Quality Group for Development Cooperation

Before a proposal is made for a decision on a matter referred to in section 90, a Quality Group for Development Cooperation shall consider development cooperation projects and programmes and other actions to be prepared for funding, as specified in the guidelines of the Quality Group for Development Cooperation issued by the Department for Development Policy. The Quality Group shall nevertheless not consider matters concerning appropriations already allocated in greater detail under the State budget heading of multilateral development cooperation, humanitarian assistance, development cooperation appropriations managed by the Unit for Internal Audit, or projects that the Minister resolves without the consideration referred to herein for specific reasons of foreign and security policy. The Quality Group shall seek to ensure that measures are consistent with current development policy, and that they satisfy the quality requirements of the Ministry. The Quality Group shall issue recommendations or other comments on the plans. The presenting department shall consider the comments when preparing its proposed decision.

The Quality Group shall be chaired by the Deputy Director General of the Department for Development Policy, and two representatives of the Department shall serve as Vice-chairs. Representatives of those departments or services whose participation is necessary because of the nature of the matters considered shall be rotating members of the Quality Group. The secretary of the Quality Group shall be a public official designated by the Chair. The Quality Group shall convene at the invitation of the Chair, or in any other manner that the Group may decide. At least two persons shall be present at a meeting of the Quality Group, and one of them shall be the Chair or the Vice-chair of the Group.

Section 15 (807/2021)

Preparedness Committee

The Ministry shall have a Preparedness Committee, which shall consider plans and measures of the administrative sector concerning preparedness for crisis situations and emergency conditions.

The Director General of Consular Services or the designated deputy thereof shall serve as Chair of the Preparedness Committee and as the Head of Preparedness of the Foreign Service. The Head of Security or the designated deputy thereof shall serve as Preparedness Secretary.

The more detailed functions of the Preparedness Committee, and its composition and Vice-chair serving as Deputy Head of Preparedness, shall be ordered in the decision to appoint the Preparedness Committee.

Section 16 (1321/2015)

Civil defence and rescue operations

The Ministry shall have a Protection Manager for civil defence and rescue operations, who shall be a public official appointed by the Permanent State Secretary. The Protection Manager shall prepare and implement functions related to civil defence and rescue operations that fall within the purview of the Ministry. A public official appointed by the Permanent State Secretary shall serve as Deputy Protection Manager and Assistant Protection Manager.

The rescue organisation and rescue measures of the Ministry shall be laid down in the emergency plan of the Ministry adopted by the Permanent State Secretary. Each public official shall be responsible for discharging the duties that may be assigned thereto under the emergency plan.

Section 17 (483/2024)

Right of a Special Adviser to a Minister to information

A Special Adviser to a Minister shall assist the Minister and discharge the functions that the Minister assigns thereto without serving as a presenting officer at the Ministry. A Special Adviser to a Minister shall be furnished on request with the information necessary for discharging his or her duties.

A Special Adviser to a Minister shall be entitled to participate in meetings of the Management Group and the senior officials of the Ministry, and in meetings of other planning and preparatory bodies.

Chapter 3

Organisation of the Ministry

Section 18 (483/2024)

Organisation of the Ministry

In accordance with the Government Decree on the Ministry for Foreign Affairs (1171/2005), the Ministry shall have a Political Department, a Department for International Trade, a Department for Development Policy, a Euro-Atlantic Department, a Department for Asia and Oceania, a Department for Africa, the Middle East and Latin America, and a Department for Communications and Public Diplomacy. As functions external to the division into departments, the Ministry shall have a Legal Service, Consular Services, Protocol Services, Administrative Services, a Financial Management Unit, a Unit for Internal Audit, an EU Affairs Unit, a Strategy Unit and a Development Evaluation Unit.

The Ministry shall also include the National Security Authority (NSA).

Section 18a (1318/2019)

Development Policy Committee

The Development Policy Committee shall be attached to the office of the Under-Secretary of State responsible for development cooperation and development policy at the Ministry in accordance with the Government Decree on the Development Policy Committee (1071/2019).

Section 18b (483/2024)

Data Protection Officer

The Ministry shall have a functionally independent Data Protection Officer to ensure supervision of data protection within the Foreign Service and compliance with the requirements of data protection legislation.

The Data Protection Officer shall be assigned to function in conjunction with the Director General of Administrative Services.

More detailed provisions on the functions and position of the Data Protection Officer are laid down in Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Section 19 (483/2024)

Organisation of the Political Department

The Political Department shall have the following units:

- 1) the Unit for Security Policy and Crisis Management;
- 2) the Unit for Arms Control;
- 3) the Unit for Human Rights Policy;
- 4) the Unit for UN and General Global Affairs; and
- 5) the Centre for Peace Mediation.

Section 20 (483/2024)

Organisation of the Department for International Trade

The Department for International Trade shall have the following units:

- 1) the Trade Policy Unit;
- 2) the Market Access Unit;
- 3) the Unit for Technology and Sustainability;
- 4) the Export Control Unit; and
- 5) the Export Promotion Unit.

Section 21 (483/2024)

Organisation of the Department for Development Policy

The Department for Development Policy shall have the following units:

- 1) the Project Management Unit;
- 2) the Unit for Civil Society;
- 3) the Unit for UN Development Issues;
- 4) the Unit for Development Finance and Private Sector Cooperation;
- 5) the Unit for Climate and Environmental Diplomacy;
- 6) the Unit for Humanitarian Assistance; and
- 7) the Unit for Financing and Legal Development Cooperation Matters.

Section 22 (483/2024)

Organisation of the Euro-Atlantic Department

The Euro-Atlantic Department shall have the following units:

- 1) the Unit for Northern Europe and Regional Cooperation;
- 2) the Unit for North America;
- 3) the Unit for Central, Western and Southern Europe;
- 4) the Unit for South-Eastern Europe and EU Enlargement; and
- 5) the Unit for Eastern Europe.

The Secretariat for Nordic Cooperation shall operate as part of the Unit for Northern Europe and Regional Cooperation, with the Head of the Secretariat presenting matters falling within its purview directly to the Minister responsible for Nordic cooperation.

Section 23 (483/2024)

Section 23 was repealed by Decree 483/2024.

Section 24 (483/2024)

Organisation of the Department for Asia and Oceania

The Department for Asia and Oceania shall have the following units:

- 1) the Unit for Eastern Asia and Oceania;

- 2) the Unit for South Asia and Southeast Asia; and
- 3) the Unit for Russia and Central Asia.

Section 25 (483/2024)

Organisation of the Department for Africa, the Middle East and Latin America

The Department for Africa, the Middle East and Latin America shall have the following units:

- 1) the Unit for the Middle East and the Gulf;
- 2) the Unit for Eastern and Southern Africa;
- 3) the Unit for Northern and Western Africa; and
- 4) the Unit for Latin America and the Caribbean.

Section 26 (483/2024)

Organisation of the Department for Communications and Public Diplomacy

The Department for Communications and Public Diplomacy shall have the following units:

- 1) the Communications Unit;
- 2) the Unit for Communications Development and Services; and
- 3) the Unit for Public Diplomacy.

Section 27 (483/2024)

Organisation of Administrative Services

Administrative Services shall have the following units:

- 1) the Human Resources Unit;
- 2) the Unit for Human Resources Development and Occupational Wellbeing;
- 3) the Information Technology and Digitalisation Services;
- 4) the Telecommunications Centre;
- 5) the Facilities Services Unit;
- 6) the Security Service; and
- 7) the Unit for Information and Cyber Security.

The units under the authority of the Director of Human Resources shall be the Human Resources Unit and the Unit for Human Resources Development and Occupational

Wellbeing. The units and functions under the authority of the Chief Information Officer shall be the Information Technology and System Services, the Telecommunications Centre, sector-specific data administration and matters concerning the Act on the Openness of Government Activities. The units and functions under the authority of the Director of Facilities and Procurement shall be the Facilities Services Unit, and procurement administration and logistics. The units under the authority of the Director of Security shall be the Security Service and the Unit for Information and Cyber Security.

Section 28 (483/2024)

Organisation of the Legal Service

The Legal Service shall have the following units:

- 1) the Unit for Public International Law;
- 2) the Unit for EU and Treaty Law;
- 3) the Unit for Human Rights Courts and Conventions; and
- 4) the Unit for Sanctions.

Section 29 (483/2024)

Organisation of Consular Services

Consular Services shall have the following units:

- 1) the Unit for Consular Assistance;
- 2) the Visa Unit;
- 3) the Service Centre for Entry Permits; and
- 4) the Passport and Notarial Services Unit.

Section 29a (436/2016)

Section 29a was repealed by Decree 436/2016.

Chapter 4

Functions of operating units

Section 30 (807/2021)

Coordination functions of the Political Department, the Department for International Trade and the Department for Development Policy

The functions of the Political Department shall include internal coordination within the Ministry on key issues of foreign and security policy, the functions of the Department for International Trade shall include internal coordination within the Ministry on key issues of trade policy, and the functions of the Department for Development Policy shall include internal coordination within the Ministry on key issues of development policy.

Section 31 (483/2024)

Functions of the Political Department

The functions of the Political Department shall include the following matters:

- 1) the foreign and security policy of Finland in general, and global political and security issues;
- 2) foreign and security policy within NATO, the EU common security and defence policy, the OSCE and other international organisations and groups of countries;
- 3) military crisis management and civilian crisis management; responding to hybrid and cyber threats and other new security threats, and associated attribution policy;
- 4) arms control and disarmament, non-proliferation of weapons of mass destruction, supervision of defence materiel exports, and defence materiel cooperation;
- 5) human rights policy, promoting human rights, equality and democracy, and human rights issues in the UN, the Council of Europe and other international and regional organisations;
- 6) general UN affairs, coordination of UN issues, and the UN General Assembly and Security Council;
- 7) issues of peace mediation and related policy.

Section 32 (483/2024)

Functions of the Department for International Trade

The functions of the Department for International Trade shall include the following matters:

- 1) Finland's international trade relations and trade policy; including trade agreements, market access, import policy and matters of investment;

- 2) international economic cooperation and trade policy within the EU, the WTO, the OECD and other organisations in the economic field;
- 3) promoting exports and access of businesses to international markets, and other business services;
- 4) export control of dual-use items; and
- 5) international technology policy.

Section 33 (483/2024)

Functions of the Department for Development Policy

The functions of the Department for Development Policy shall include the following matters:

- 1) Finland's international development policy, development cooperation and financing; global implementation of sustainable development (Agenda 2030), and implementation and coordination of international climate and environmental policy and financing within the Foreign Service; humanitarian aid and policy;
- 2) development policy, development cooperation and humanitarian aid within the EU, the OECD, the UN and international development financing institutions;
- 3) development cooperation by civil society actors, government agencies and institutions, research institutions and higher education institutions; Finnfund and instruments for private sector cooperation; and
- 4) overall planning and monitoring of development cooperation, operational and financial planning, budget formulation, financial administration, and statistics and reporting; quality control and advice; risk management, and instructions concerning monitoring and control, coordination of suspected irregularities, coordination of anti-corruption activities; legislative drafting and legal advice; and competence development.

Section 34 (483/2024)

Functions of the Euro-Atlantic Department

The functions of the Euro-Atlantic Department shall include the following matters:

- 1) political, trade policy, commercial and economic, and development cooperation issues concerning bilateral relations, EU relations, and EU external relations and multilateral institutions with respect to countries within the geographical area;
- 2) regional organisations, cooperation arrangements and other cooperation forums;

- 3) functions of the Secretariat for Nordic Cooperation;
- 4) Arctic and Antarctic policy;
- 5) transatlantic relations;
- 6) EU enlargement; and
- 7) national coordination of EU administrative development programmes (Twinning, TAIEX) and the Technical Support Instrument (TSI).

Section 35 (483/2024)

Section 35 was repealed by Decree 483/2024.

Section 36 (483/2024)

Functions of the Department for Asia and Oceania

The functions of the Department for Asia and Oceania shall include the following matters:

- 1) political, trade policy, commercial and economic, and development cooperation issues concerning bilateral relations, EU external relations and multilateral institutions with respect to countries within the geographical area; and
- 2) regional organisations and other cooperation forums.

Section 37 (483/2024)

Functions of the Department for Africa, the Middle East and Latin America

The functions of the Department for Africa, the Middle East and Latin America shall include the following matters:

- 1) political, trade policy, commercial and economic, and development cooperation issues concerning bilateral relations, EU external relations and multilateral institutions with respect to countries within the geographical area;
- 2) regional organisations and other cooperation forums; and
- 3) EU relations with regional organisations and other cooperation arrangements within the geographical area of the Department.

Section 38 (483/2024)

Functions of the Department for Communications and Public Diplomacy

The Department shall be responsible for promoting the objectives of the Foreign Service by means of communications and public diplomacy. The Department shall plan, develop and implement communications of the administrative sector and, more broadly, Finland's public diplomacy in cooperation with the Ministry's management, departments, service areas and missions.

The functions of the Department for Communications and Public Diplomacy shall include the following matters:

- 1) external and internal communications of the Foreign Service;
- 2) strategic communications supporting Finland's foreign policy objectives and advocacy;
- 3) public diplomacy;
- 4) supporting and guiding the communications and public diplomacy of missions abroad; and
- 5) managing and developing communications tools and systems.

Section 39 (483/2024)

Functions of Administrative Services

The functions laid down in this section shall be assigned to the units of Administrative Services unless they fall within the scope of joint Government services. The detailed functions and division of duties shall be determined in the rules of procedure for Administrative Services.

The functions of the human resources administration units shall include human resources management and staff development, occupational health, safety and wellbeing, general administration, coordination of changes in the mission network, and honorary consular affairs.

The functions of the data administration units shall include managing information related to the field of the Foreign Service, and managing associated services and systems.

The functions of the facilities and procurement administration shall include managing real estate and facilities for representation of Finland abroad, procurement, technical support and logistics services, materials management, and guiding the procurement operations and related environmental affairs of the Foreign Service.

The functions of the security administration shall include matters of security, including information and cyber security.

Section 40

Functions of the Financial Management Unit

The functions of the Financial Management Unit shall include the following matters:

- 1) coordinating the resources of the administrative sector;
- 2) coordinating and developing performance guidance;
- 3) financial planning;
- 4) the functions of the accounting office; and
- 5) other functions of financial administration.

Section 41 (483/2024)

Functions of the Legal Service

The functions of the Legal Service shall include the following matters:

- 1) public international law;
- 2) international counter-terrorism cooperation and anti-terrorism coordination;
- 3) issues related to human rights courts and conventions, and other matters concerning human rights law;
- 4) legal matters concerning the European Union, unless the matter falls within the purview of another operating unit;
- 5) matters related to international treaties, unless the matter falls within the purview of another operating unit;
- 6) legislative drafting, unless the matter falls within the purview of another operating unit, and assisting the management of the Ministry in developing the quality of and competence in legislative drafting;
- 7) representing the Government of Finland before international judicial and investigative bodies; and
- 8) functions related to international sanctions which fall within the competence of the Ministry for Foreign Affairs as the national competent authority.

Section 42 (483/2024)

Functions of Consular Services

The functions of Consular Services shall include the following matters:

- 1) consular assistance, issues related to passports and visas, and legalisations;
- 2) other public official functions and executive assistance;
- 3) coordinating permit issues of the Finnish Immigration Service and employment authorities at missions; and
- 4) elections conducted abroad.

Section 43 (813/2023)

Functions of Protocol Services

The functions of Protocol Services shall include the following matters:

- 1) agréments granted by the President of the Republic and accreditation ceremonies for the ambassadors of foreign States;
- 2) visits at the level of Head of State, Prime Minister and Foreign Minister;
- 3) diplomatic privileges and immunities under international treaties and custom, and under Finnish legislation;
- 4) the issuing of residence permits to staff members of diplomatic missions and equivalent missions, and to their family members;
- 5) licensing of consular agents of foreign States in Finland;
- 6) State celebrations and ceremonies, and decorations awarded to aliens; and
- 7) conference training for departments and services of the Ministry for Foreign Affairs.

Section 44 (1280/2013)

Functions of the Unit for Internal Audit

In addition to the internal supervision provisions of the Ministry's Financial Rules, the functions of the Unit for Internal Audit shall include the following matters:

- 1) auditing the operations and finances of the Foreign Service;
- 2) auditing the Ministry's operating units and missions;
- 3) taking initiatives to improve the effectiveness and economic performance of operations and eliminate observed shortcomings;
- 4) investigations based on internal auditing;

- 5) monitoring the implementation of measures proposed in the context of auditing; 6) liaising with and assisting other government audit authorities in auditing work; and 7) general development of oversight and auditing work.

Section 44a (1280/2013)

Functions of the Development Evaluation Unit (199/2022)

The functions of the Development Evaluation Unit shall include the following matters:

- 1) ensuring centralised evaluations of development policy and development cooperation (development evaluation);
- 2) evaluation guidance for the Ministry as a whole concerning development policy and development cooperation;
- 3) development evaluation capacity building and training;
- 4) disseminating development evaluation results; and
- 5) general development of evaluation work on development policy and cooperation, and participation in international evaluation networks and joint evaluations.

Section 45 (483/2024)

Functions of the Strategy Unit

The Strategy Unit shall be administratively subordinate to the Permanent State Secretary.

The functions of the Unit shall include the following matters:

- 1) planning, development of prognoses and analysis related to the fields of operation of the Ministry;
- 2) participation in preparing key foreign policy guidelines in cooperation with competent departments; and
- 3) support for and development of informed decision-making.

Section 45a (483/2024)

Functions of the EU Affairs Unit

The EU Affairs Unit shall be administratively subordinate to the Permanent State Secretary.

The Unit shall be responsible for coordinating EU affairs within the Foreign Service and

managing advocacy in the EU in cooperation with departments. The functions of the Unit shall include the following matters:

- 1) coordinating significant horizontal EU issues from the viewpoint of the EU's external action and international partnerships;
- 2) the EU's Common Foreign and Security Policy (CFSP); and
- 3) participating in the coordination of EU affairs and advocacy in the EU within central government.

Chapter 5

Leadership roles of the Ministry and operating units

Section 46

Permanent State Secretary

In these Rules of Procedure, Permanent State Secretary shall mean the State Secretary serving as Permanent State Secretary, whose duties are laid down in section 45 of the Government Rules of Procedure and section 63 of the Budget Decree.

Section 47 (81/2009)

Section 47 was repealed by Decree 81/2009.

Section 48 (483/2024)

Under-Secretary of State

The Ministry shall have four Under-Secretaries of State, whose functions shall be divided into the following areas:

- 1) internal and external services;
- 2) foreign and security policy;
- 3) international trade; and
- 4) development policy.

An Under-Secretary of State shall:

- 1) handle duties of the Permanent State Secretary as an aide to the Minister and to the Permanent State Secretary;
- 2) promote and coordinate the work of the Ministry for Foreign Affairs and other public authorities in the field of international affairs;
- 3) promote and coordinate the handling of matters falling within his or her functional area within the Ministry.

Section 49 (483/2024)

Director General of a department

A Director General of a department shall:

- 1) direct the operations of the department in accordance with the assigned policy lines and performance targets;
- 2) be responsible for general development of the department's operations;
- 3) direct the preparation of the department's operating and financial plan and budget proposal, and monitor their implementation;
- 4) be responsible for initiating, implementing and monitoring far-reaching plans and projects of the department;
- 5) coordinate the work of subordinate operating units; and
- 6) decide matters falling within his or her competence.

The Department for Communications and Public Diplomacy shall be led by the Director General of Communications, who shall have the same duties and decision-making powers as a Director General of a department in applicable respects.

Section 50

Deputy Director General of a department

A Deputy Director General may be designated to assist a Director General of a department in managing the department, and shall be responsible for:

- 1) assisting the Director General in directing the operations of the department;
- 2) deputising for the Director General when the latter is prevented from acting;

- 3) participating in developing the operations of the department, in preparing its operating and financial plan and budget proposal, and in monitoring their implementation; and 4) discharging any other duties laid down in the department's rules of procedure.

A Deputy Director General may also be designated to serve as the Director of a Unit within a department.

Section 51 (530/2018)

Management of service entities external to the division into departments

Administrative Services shall be led by the Director General of Administrative Services, the Legal Service shall be led by the Director General of the Legal Service, Consular Services shall be led by the Director General of Consular Services and Protocol Services shall be led by the Chief of Protocol. The individuals serving in these managerial capacities shall have the same duties and decision-making powers as a Director General of a department in applicable respects.

Section 52 (483/2024)

Management of Units

A Unit shall be led by a Director, unless otherwise provided.

Human resources administration shall be led by the Director of Human Resources, data administration shall be led by the Chief Information Officer, facilities and procurement administration shall be led by the Director of Facilities and Procurement, and security administration shall be led by the Director of Security. The Directors of the Units concerned shall be subordinate to these officials.

A Director shall:

- 1) direct, supervise and develop the operations of the Unit in accordance with the assigned policy lines and performance targets;
- 2) direct the preparation of the Unit's operating and financial plan and budget proposal, and monitor their implementation;
- 3) be responsible for initiating, implementing and monitoring projects falling within the functions of the Unit; and

4) decide matters falling within his or her competence.

Section 53 (483/2024)

Management of Separate Units

The Unit for Internal Audit shall be led by the Inspector-General of the Foreign Service, who shall have the same duties as a Director General of a department in applicable respects.

The Strategy Unit shall be led by the Director of Strategy, who shall have the same duties as a Director of a Unit in applicable respects.

The EU Affairs Unit shall be led by the Director for EU Affairs, who shall have the same duties as a Director of a Unit in applicable respects.

The Financial Management Unit shall be led by the Financial Director, who shall have the same duties as a Director of a Unit in applicable respects.

Section 54 (483/2024)

Roving Ambassador

A Roving Ambassador shall discharge the functions of an embassy in countries falling within his or her territory of operation in applicable respects.

A Roving Ambassador shall be assigned within the Ministry to the Department that covers his or her territory of operation.

Chapter 6

Preparation of matters

Section 55

Preparation of matters according to the division of duties

The operating unit discharging the function to which the matter belongs shall be responsible for preparing matters to be considered. If a matter falls within the functions of more than one department or other operating unit, the operating unit primarily discharging the

function to which the matter belongs shall be responsible for preparation. In such cases, the matter shall be negotiated with the other operating units or they shall be consulted.

Section 56

Derogation from the established division of duties

The Minister or the Permanent State Secretary may order the preparation of a matter in a manner that derogates from the established division of duties. Corresponding derogations from the division of duties may be ordered by an Under-Secretary of State, a Director General of a department and designated public officials in charge of specified service entities with respect to matters to be handled within their areas of responsibility.

Notwithstanding the established division of duties, a public official shall also be required to discharge the functions that the head of an operating unit or a Minister in a supervisory capacity assigns thereto in an individual case in derogation from the established division of duties.

Section 57 (530/2018)

Presentation procedure

In accordance with section 25 of the Government Act, decisions on matters at the Ministry shall be taken following presentation unless otherwise provided by Government decree for a specific reason. Provisions governing decisions taken without presentation are laid down in section 38 of the Government Rules of Procedure (262/2003) and section 7 of the Government Decree on the Ministry for Foreign Affairs.

Section 58 (483/2024)

Presenting officers

Provisions governing Government presenting officers are laid down in section 21 of the Government Act (175/2003).

Matters to be decided at the Ministry shall be presented by Government presenting officers, and by a First Secretary; a Legal Officer; a Senior Specialist, Legal Affairs; the Director of Security; the Head of Information Technology; a Senior Officer; a Programme Officer; a

Financial Planning Officer; the Head of Financial Planning; the Head of Financial Services; a Senior Adviser, Development Policy; a Senior Specialist; and other officials designated by the Ministry to serve as presenting officers.

Section 59

Permission for presentation

The agenda for a presentation to the President of the Republic, a Government plenary session or a meeting of the Ministerial Finance Committee may not be distributed before the Minister has approved its inclusion in the presentation, unless the Minister has approved another procedure.

Section 60 (483/2024)

Working groups

A working group may be appointed for a project or other specific function, to which Ministry staff may be assigned without regard to the established division of duties, and members may also be invited from outside the Ministry.

The appointment of a working group shall be decided by the Permanent State Secretary.

The appointment of a working group primarily related to the functions of a particular department or service entity shall nevertheless be decided by the head of the operating unit concerned. Staff from another operating unit may also be assigned to such a working group, subject to the consent of the supervisor concerned.

A decision to appoint a working group shall specify its functions, composition and working timetable, the operating unit that directs the work, and any duties to consult, inform or otherwise act that may be imposed on the working group. Before carrying out its work, the project team appointed for a project shall submit a project plan for the approval of the operating unit that directs it or of the monitoring group appointed for the project.

Chapter 7

Decision-making powers

Section 61 (1321/2015)

Decision-making powers of the Permanent State Secretary

In addition to the provisions of section 45 of the Government Rules of Procedure, the Permanent State Secretary shall decide the following matters:

- 1) opinions, notes, operating guidelines and other official positions in matters related to several departments or service entities;
- 2) the internal regulations and instructions (norms) of the Ministry and those that affect missions in matters related to several departments or service entities;
- 3) the distribution of appropriations allocated to the administrative sector;
- 4) the establishment and abolition of an office of Counsellor for Foreign Affairs and any change in the name of the office; and
- 5) the granting of leave of absence based on law or collective agreement, and the granting of discretionary leave of absence for up to one year to an Under-Secretary of State.

Section 62

Decision-making powers of the Under-Secretary of State responsible for administrative services

The Under-Secretary of State responsible for administrative services shall decide matters concerning the deployment of Counsellors for Foreign Affairs to an operating unit in the Ministry by means of an appointment decision.

Section 63

Decision-making authority of a Director General of a department

A Director General of a department shall decide the following matters:

- 1) internal performance management of the department;
- 2) opinions, notes, operating guidelines and other official positions related to significant matters falling within the functions of the department;
- 3) the internal regulations and instructions (norms) of the Ministry and those that affect missions in matters related to the functions of the department;
- 4) representation of the Ministry in a Finnish court, claims for damages and other matters of private law character related to the functions of the department, unless otherwise provided;

- 5) the distribution to units of appropriations allocated to the department, and the use of unallocated appropriations; and
- 6) commitments, contracts and assignments related to the use of appropriations, unless otherwise provided.

Section 63a (1043/2016)

Decision-making powers of the Director General of the Department for Development Policy

In addition to the provisions of sections 63, 90 and 91, the Director General of the Department for Development Policy shall decide matters concerning the category plan for development cooperation procurement.

Section 64

Decision-making powers of a Director of a Unit

A Director of a Unit shall decide the following matters:

- 1) opinions, notes, operating guidelines and other official positions related to the functions of the Unit;
- 2) use of appropriations allocated to the Unit; and
- 3) commitments, contracts and assignments related to the use of appropriations, unless otherwise provided.

Section 65 (483/2024)

Decision-making powers of the heads of separate units and of a Roving Ambassador

The Inspector-General of the Foreign Service, the Director of Strategy, the Director for EU Affairs, the Director of the National Security Authority and, where applicable, a Roving Ambassador shall decide the following matters:

- 1) opinions, notes, operating guidelines and other official positions related to matters falling within the functions of the operating unit;
- 2) use of appropriations allocated to the operating unit; and
- 3) commitments, contracts and assignments related to the use of appropriations, unless otherwise provided.

Section 66 (530/2018)

Decision-making powers of the Director General of Administrative Services

In addition to the provisions of section 63, the Director General of Administrative Services shall decide the following matters:

- 1) matters relating to complaints concerning the official actions of public officials in the administrative sector, and the measures to which they give rise;
- 2) the decision on a complaint to the Ministry to seek review of a decision of a mission;
- 3) referral of matters falling within the scope of internal administration of a mission for decision by the Ministry for Foreign Affairs or by another mission;
- 4) referral of misuses of allowances and appropriations for investigation by an investigative authority outside the administrative sector; and
- 5) matters of internal administration and order within the Ministry, unless the matter falls within the functions of another public official.

Section 67 (807/2021)

Decision-making powers of the Director of Human Resources

In addition to the provisions of section 64, the Director of Human Resources shall decide the following matters:

- 1) the establishment and abolition of an office in the Foreign Service other than the office referred to in section 61, subsection 1, paragraph 4, and any change in the name of the office;
- 2) the official appointment, assignment to a position in a mission abroad, dismissal and summary termination of appointment of departmental secretaries and of general career officials of lower rank and specialist officials of rank equivalent thereto;
- 3) the appointment, dismissal and summary termination of appointment of a public official appointed to a temporary official position or to an official position for a fixed period, with the exception of attaché positions;
- 4) the appointment of general career public officials, other than Counsellors for Foreign Affairs, to a position other than head of an operating unit at the Ministry, and appointment to a position of job requirement class 11 B or to a corresponding or less demanding position at a mission abroad;

- 5) the right of a person other than a Foreign Service staff member to serve at a mission abroad, and notification of such persons as staff members of the mission;
- 6) matters concerning terms and conditions of service and the intra-agency collective agreement negotiated by the Ministry;
- 7) the designation of a post as a separate decision;
- 8) matters related to the issuing, revocation and withdrawal of diplomatic passports; and
- 9) with the exception of official appointments and assignments, other matters of human resources administration relating to staff serving in the Foreign Service, unless otherwise provided.

Section 68 (807/2021)

Decision-making powers of the Director of the Human Resources Unit

In addition to the provisions of section 64, the Director of the Human Resources Unit shall decide the following matters:

- 1) request for an administrative review of a decision of the Ministry or of a mission in a matter concerning a financial benefit or reimbursement of expenses arising from a service relationship;
- 2) the granting of leave of absence based on law or collective agreement and discretionary leave of absence to public officials, and corresponding release to any other staff member, with the exception of the Permanent State Secretary and Under-Secretaries of State;
- 3) matters relating to permission for and notification of secondary occupations;
- 4) the appointment of a public official as a presenting officer of the Ministry;
- 5) the granting of official rank to public officials and other employees working at a mission abroad for the duration of their duties at a designated mission;
- 6) matters relating to contractual service relationships with employees and trainees, matters relating to resignation and other termination of service by a public official, and the issuing of certificates of employment and other certificates of service;
- 7) conclusion of an agreement on job alternation leave; and
- 8) matters relating to benefits and compensations arising from a service relationship and their recovery.

Section 69 (530/2018)

Decision-making powers of public officials in the Human Resources Unit

In addition to the Director of the Human Resources Unit, public officials of the said Unit shall decide matters referred to in the Act on Compensation for Representation of Finland Abroad (596/2006) of monetary value not exceeding EUR 30,000 within the confines of their internal division of duties.

Section 69a (530/2018)

Section 69a was repealed by Decree 530/2018.

Section 70 (530/2018)

Decision-making powers of the Director of the Unit for Human Resources Development and Occupational Wellbeing

In addition to the provisions of section 64, the Director of the Unit for Human Resources Development and Occupational Wellbeing shall decide matters concerning the use of training appropriations, unless otherwise provided in certain respects.

Section 71 (530/2018)

Section 71 was repealed by Decree 530/2018.

Section 72 (652/2020)

Decision-making powers of the Chief Information Officer

In addition to the provisions of section 64, the Chief Information Officer shall decide the following matters:

- 1) matters relating to the publicity and non-disclosure of documents and other information materials of the Foreign Service and to archives;
- 2) the identifiers and titles used in information systems and registers, insofar as these are not covered by common Government definitions; and
- 3) procurements of hardware, software, applications and services for information and communication technology and telecommunications, and the administration and disposal of such assets insofar as they are sector-specific or do not fall within the scope of

services and technology procured centrally for the Government or for central government administration.

Section 73 (199/2022)

Decision-making powers of the Director of Facilities and Procurement

In addition to the provisions of section 64, the Director of Facilities and Procurement shall decide the following matters:

- 1) matters concerning the interior decoration of facilities and official residences for representation of Finland abroad and works of art placed in them;
- 2) matters relating to guiding procurement of motor vehicles and other machinery, equipment and materials, unless the matter falls within the purview of another operating unit;
- 3) the procurement, use and release of equipment;
- 4) matters relating to courier and logistic services, courier mail, diplomatic bag, heavy courier services, storage services and materials transport, with the exception of staff members' removals;
- 5) matters relating to the guidance of procurement of publishing and printing services and other services, unless the matter falls within the purview of another operating unit; and
- 6) procurement category plans, with the exception of the development cooperation procurement category.

Section 74 (199/2022)

Decision-making powers of the Director of the Facilities Services Unit

In addition to the provisions of section 64, the Director of the Facilities Services Unit shall decide the following matters:

- 1) the purchasing, leasing, subletting, administration, use and release of real estate holdings, offices, official residences of Heads of Mission and other facilities, unless the matter falls within the purview of another operating entity or mission;
- 2) matters concerning cost estimates, designers and contractors of construction projects;
- 3) matters concerning the planning, design approval and implementation of new construction, renovation and maintenance work on buildings and facilities, and associated purchased services; and

- 4) matters relating to the servicing and maintenance of buildings, offices, official residences and other premises.

Section 75 (199/2022)

Decision-making powers of public officials of the facilities and procurement administration

In addition to the Director of the Facilities Services Unit, public officials of the facilities and procurement administration shall decide matters referred to in section 74, subsection 1, paragraphs 3–4 within the confines of their internal division of duties and of the appropriations allocated for their use.

The Construction Contracts Manager, the Maintenance Manager, the Procurement Manager and the Manager of Courier and Logistics Services shall award material and service procurement contracts of value not exceeding EUR 100,000 within the confines of their internal division of duties and of the appropriations allocated for their use.

The other public officials of the facilities and procurement administration shall award procurement contracts for materials and services of value not exceeding EUR 25,000 within the confines of their internal division of duties and of the appropriations allocated for their use.

Sections 76 and 77

Sections 76 and 77 were repealed by Decree 1321/2015.

Section 78 (483/2024)

Decision-making powers of the Director of Security

In addition to the provisions of section 64, the Director of Security shall decide matters concerning:

- 1) procurement, servicing and delivery of security systems, equipment and accessories; and
- 2) procurement of security services and training.

Section 79 (81/2009)

Decision-making powers of the Financial Director

In addition to the provisions of section 64, the Financial Director shall decide matters concerning financial planning and financial administration, and the internal regulations and instructions (norms) of the Ministry relating to the functions of the Unit insofar as these are not decided by another public official or Minister.

Section 80

Decision-making powers of a public official responsible for financial services

A public official responsible for financial services in the Financial Management Unit shall decide matters concerning the accounting and payment transactions of the Ministry.

Section 81 (530/2018)

Decision-making powers of the Director General of Consular Services

In addition to the provisions of section 63, the Director General of Consular Services shall decide matters concerning the authorisation of a mission to receive a maritime declaration.

Section 82 (530/2018)

Decision-making powers of the Director of the Unit for Consular Assistance

In addition to the provisions of section 64, the Director of the Unit for Consular Assistance shall decide the following matters:

- 1) matters concerning permanent grants to Finnish citizens residing abroad;
- 2) matters concerning the recovery of financial assistance;
- 3) overtime orders and standby allowances of consular rapid response teams; and 4) issuing an official travel order to a consular rapid response team.

Section 83 (530/2018)

Decision-making powers of the Director of the Visa Unit

In addition to the provisions of section 64, the Director of the Visa Unit shall decide on the granting of the right to issue visas to a designated Finnish citizen.

Section 83a (813/2023)

Decision-making powers of the Director of the Passport and Notarial Services Unit

In addition to the provisions of section 64, the Director of the Passport and Notarial Services Unit shall decide the following matters:

- 1) granting of the powers referred to in section 33, subsection 2 of the Consular Services Act (498/1999) to an honorary consul;
- 2) matters relating to the issuing, revocation and withdrawal of a service passport;
- 3) granting of passport issuing powers to a designated Finnish citizen serving at the Ministry or at a mission, and to a Finnish citizen serving at an honorary consulate; and
- 4) granting of an authorisation referred to in section 38a, subsection 6 of the Consular Services Act (498/1999) to a person employed by an external service provider for the provision of notarial services referred to in section 38a, subsection 2 of the Consular Services Act.

Section 84

Decision-making powers of the Chief of Protocol

In addition to the provisions of section 63, the Chief of Protocol shall decide matters concerning the privileges and immunities of diplomatic agents of foreign States and international organisations based on Finnish legislation and international treaties.

Section 85

Decision-making powers of a public official assigned to handle tax affairs in the Protocol Services

A public official assigned to handle tax affairs in the Protocol Services shall decide on declarations concerning the tax exemptions referred to in the Vienna Convention on Diplomatic Relations and concerning entitlement to refunds of value added tax in accordance with the Value Added Tax Act (1501/1993).

Section 86

Decision-making powers of a public official assigned to administer residence permit affairs in the Protocol Services

A public official assigned to administer residence permit affairs in the Protocol Services shall decide matters concerning the granting of residence permits to members of the diplomatic, administrative and technical staff of the missions of foreign States and international organisations in Finland, and to their family members.

Section 87 (813/2023)

Decision-making powers of the Director of the Export Control Unit

The Director of the Export Control Unit shall decide matters concerning dual-use item export licensing and authorisation matters referred to in the Act on the National Authority for Export Authorisations (786/2022). The Director of the Export Control Unit shall decide authorisation matters related to international sanctions and other matters of export authorisations if this is appropriate because of the nature of the matters.

Section 87a (483/2024)

Decision-making powers concerning authorisation matters related to sanctions

The Director of the Unit for Sanctions shall decide authorisation matters related to international sanctions which fall within the competence of the Ministry for Foreign Affairs insofar as the authorisation matter is not decided by the Director of the Export Control Unit.

Section 88 (483/2024)

Administration of Baltic Sea, Barents Sea and Arctic cooperation allocations and fund allocations for neighbouring area cooperation

The Minister shall decide the general guidelines for using Baltic Sea, Barents Sea and Arctic cooperation allocations and fund allocations for neighbouring area cooperation.

The use of appropriations for projects, programmes and other purposes shall be decided by the Director General of the Euro-Atlantic Department.

The Director of the Unit for Northern Europe and Regional Cooperation shall nevertheless decide the following matters:

- 1) matters concerning commitments, contracts and assignments relating to the use of appropriations; and
- 2) the use of appropriations not exceeding EUR 500,000 for projects, programmes and other targets.

Section 88a (1043/2016)

Section 88a was repealed by Decree 1043/2016.

Section 89 (199/2022)

Division by performance area of allocations and powers of development cooperation

The Minister shall decide matters concerning the division by performance area of allocations and powers of development cooperation.

Section 90 (199/2022)

Decision-making powers concerning the use of appropriations and powers of development cooperation

Unless otherwise provided, the Minister shall decide matters concerning the use of appropriations and powers of development cooperation for development cooperation projects and programmes.

The Director General of the Department for Development Policy shall nevertheless decide matters referred to in subsection 1 of value not exceeding EUR 1,000,000, unless they concern a grant to a Finnish association or foundation, or to a corresponding foreign corporation of private law character, humanitarian assistance, a grant to a Finnish university or university of applied sciences, development cooperation funds administered by the Unit for Internal Audit, or some other matter of significance for society. Matters decided by the Director General of the Department for Development Policy under this subsection shall be brought to the attention of the Minister before the decision is made. After consulting the Minister, the Director of the Unit for Humanitarian Assistance and Policy shall nevertheless decide urgent matters referred to in subsection 1 where the case concerns humanitarian assistance to alleviate major and sudden crises.

The Minister and, within the confines of the decision-making power under subsection 2, the Director General of the Department for Development Policy may refer for decision a matter concerning the more precise allocation within a project or programme of appropriations occurring in the form of a grant of aid or some other financial benefit to a public official of the Ministry serving as presenting officer.

Within the confines of appropriations for development cooperation allocated for the purpose within his or her operating territory, a Roving Ambassador shall decide matters concerning the use of appropriations for local development cooperation projects, together with associated contracts and other legal transactions.

Section 91 (199/2022)

Decision-making powers concerning the planning, implementation and supervision of development cooperation

Within the limits imposed by confirmed appropriations and powers, and by the provisions of this section, the public officials of departments administering appropriations for development cooperation shall decide matters within their field of responsibility relating to the planning of development cooperation, the implementation and the supervision of implementation of decisions taken under section 90, and contracts, assignments and other commitments relating to the foregoing matters.

The following matters referred to in subsection 1 shall be decided by the Director General:

- 1) development cooperation work undertaken with foreign States, intergovernmental international organisations and international development finance institutions, and agreements and other commitments concerning support to be given thereto in cases falling within the competence of the Ministry, unless otherwise provided by international treaty;
- 2) the recovery and waiving of recovery of a grant or other financial benefit; and
- 3) referral of suspected irregularities in the use of development cooperation allocations and compensations for investigation by an investigative authority external to the administrative sector in the event that the party suspected of irregularities is not in the service of the Foreign Service.

The following matters referred to in subsection 1 shall be decided by the Director of the Unit:

- 1) changes to the timetable of expenditures arising from the use of appropriations and powers;
- 2) the repayment, suspension of disbursement and rescheduling of a grant or other financial benefit awarded to a private individual, and a change between the expense categories of a cost estimate approved in a decision to award a grant or other financial benefit;
- 3) the release of unused appropriations for other uses in the performance area after a project or programme ends; and
- 4) other matters referred to in subsection 1 that do not fall within the decision-making powers of the Director General under subsection 2.

A matter referred to in subsection 3 that does not fall within the area of responsibility of any unit shall be decided by the Director General.

The Director General and the Director of the Unit may authorise any other public official of the Foreign Service to sign a commitment or contract that the Director General or the Director of the Unit has approved.

Section 92 (436/2016)

Section 92 was repealed by Decree 436/2016.

Section 93 (483/2024)

Government Agent

The Director of the Unit for Human Rights Courts and Conventions shall serve as Government Agent before the European Court of Human Rights. The function of Government Agent in other cases and deputies for Government Agents shall be governed by a separate decision of the Ministry where necessary.

Section 93a (813/2023)

National Security Authority (NSA)

The unit designated to discharge functions assigned to the Ministry for Foreign Affairs under the Act on International Information Security Obligations (588/2004) shall be subordinate to the Permanent State Secretary.

The National Security Authority shall decide matters falling within the competence of the national security authority based on legislation and international data security obligations that are binding on Finland.

In addition to the provisions of section 65, the Director of the National Security Authority shall decide matters falling within the competence of the national security authority based on legislation and international information security obligations that are binding on Finland. A matter concerning the issuance of a personnel or facility security clearance certificate may also be decided by a legal officer of the National Security Authority.

Section 94 (483/2024)

Official travel orders at the Ministry

An official travel order shall be issued by:

- 1) the Minister to a State Secretary and to the Permanent State Secretary;
- 2) the Permanent State Secretary to an Under-Secretary of State, the Inspector-General of the Foreign Service, the Director for EU Affairs, the Director of Strategy and the Director of the National Security Authority;
- 3) the Permanent State Secretary, or his or her designated Under-Secretary of State, to a Director General of a department;
- 4) a Director General of a department, the Director General of Administrative Services, the Director General of the Legal Service, the Director General of Consular Services and the Chief of Protocol to a Deputy Director General, a Director of a Unit, and any other public official directly subordinate thereto;
- 5) the Inspector-General of the Foreign Service to a public official subordinate thereto; and
- 6) a Director of a Unit to a public official subordinate thereto.

An official travel order for a public official dispatched to a mission as a substitute or for orientation shall nevertheless be issued by the Director of the Human Resources Unit.

The official travel order for a public official not assigned to any operating unit for dispatch on official travel in crisis management and other corresponding duties shall be issued by the head of the operating unit from whose allocations the travelling expenses will be paid.

The provisions concerning public officials shall govern the issuing of a travel order to an employee in a contractual employment relationship in applicable respects.

An official travel order shall be issued by the Director General of Administrative Services in cases where decision-making power is not determined in accordance with subsections 1–4 or section 82.

Section 95 (530/2018)

Issuance of an official travel order to a public official of a mission

When the Ministry for Foreign Affairs assigns a public official serving at a mission to official travel, the official travel order shall be issued by the head of the operating unit preparing the matter or function to which the travel relates. If the travel does not relate to the operations of any operating unit, then the official travel order shall be issued by the Permanent State Secretary.

Section 96

Procedure concerning travel in certain cases

If public officials from various operating units are participating in the same official travel, then the public official issuing the official travel order may, with the consent of the competent supervisor, also issue the official travel order to a non-subordinate public official.

Reimbursement of travelling expenses to a person outside the Foreign Service shall fall within the decision-making powers of the head of the operating unit in accordance with sections 63–65 of these Rules of Procedure.

Section 97 (483/2024)

Confirmation of annual leave

The Minister of Foreign Affairs shall confirm the annual leave of a State Secretary and of the

Permanent State Secretary. The Permanent State Secretary shall confirm the annual leave of Under-Secretaries of State, the Inspector-General of the Foreign Service, the Director for EU Affairs and the Director of Strategy.

The Permanent State Secretary or his or her designated Under-Secretary of State shall confirm the annual leave of a Director General of a department.

A Director General of a department, the Director General of Administrative Services, the Director General of the Legal Service, the Director General of Consular Services and the Chief of Protocol shall confirm the annual leave of a Deputy Director General, a Director of a Unit, and any other directly subordinate public official.

The Inspector-General of the Foreign Service shall confirm the annual leave of his or her subordinate staff.

A Director of a Unit shall confirm the annual leave of his or her subordinate staff.

Section 98 (530/2018)

Substitutes for public officials

The substitutes for the Permanent State Secretary and for Under-Secretaries of State shall be appointed by the Minister.

The Permanent State Secretary shall designate the deputies for a Director General of a department, the Director General of Administrative Services, the Director General of the Legal Service, the Director General of Consular Services, the Chief of Protocol and the heads of separate units directly subordinate to the Permanent State Secretary. The deputies for Directors of Unit shall be designated by the Director General of the department or the head of the service entity concerned.

The head of the operating unit concerned shall order the discharge of functions in cases other than the foregoing when a public official is prevented from attending to the said discharge.

Chapter 8

Special provisions

Section 99 (530/2018)

Charges collected for services of the Ministry for Foreign Affairs

The Director of each Unit shall decide with respect to his or her area of responsibility that a service of the Ministry is free of charge and on pricing in cases where the charge is not determined directly on the basis of the provisions of the Decree of the Ministry for Foreign Affairs on Fees for Services Produced by the Foreign Service (377/2014).

Section 100

Entry into force

These Rules of Procedure enter into force on 1 September 2008 and shall repeal the Rules of Procedure of the Ministry for Foreign Affairs issued on 22 December 2005 (1174/2005), with subsequent amendments made thereto.

Measures necessary for implementing these Rules of Procedure may be undertaken prior to their entry into force.

Section 101

Transitional provision

Following the entry into force of these Rules of Procedure, the person serving at the time of entry into force of these Rules of Procedure as Director General of the Legal Department shall serve as Director General of the Legal Service, the person serving as the Director General of the Protocol Department shall serve as the Chief of Protocol, the person serving as the Director General of the Administrative Department shall serve as the Director of General of Administrative Services, and the person serving as the Deputy Director of the Administrative Department shall serve as the Director of Human Resources until these positions have been duly filled.