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Instructions for Sveriges Riksbank

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Instructions for Sveriges Riksbank

Introduction

Article 1 The General Council of Sveriges Riksbank has adopted Rules of Procedure for the Riksbank. The Rules of Procedure specify the Riksbank's overall organisation and regulate certain managerial and decision-making matters.

These Instructions contain a more detailed description of the Executive Board's provisions regarding the organisation of the Riksbank.

The Riksbank's management, governance and organisation

The Riksbank's internal regulatory framework

Article 2 The Riksbank's internal regulatory framework aims to ensure that the bank's operations are conducted in an efficient manner and in line with current legislation. The regulatory framework describes approaches, principles and working methods, and distributes responsibility and powers of authority over and above what is stated in these Instructions. It also describes how external regulations shall be applied.

Article 3 The internal regulatory framework consists of three levels of governing documents: policies, regulations and descriptions of routines. A policy states principles or contains provisions of strategic significance for the bank and is normally fairly general. A regulation provides detailed provisions for operational areas affecting the whole bank or for a main task within one or more departments. A routine description contains detailed provisions for a work area or a work process.

Decisions concerning policies, regulations and routine descriptions

Article 4 The Executive Board shall decide on

1. All of the Riksbank's policies, including the policies specified in Appendix 2.
2. The Riksbank's regulations, if they concern issues that are fundamentally important to the Riksbank or concern the overall management and direction of the bank's activities, including the regulations specified in Appendix 3.

Regulations not decided upon by the Executive Board and all routine descriptions are decided upon by a Head of Department or by the Chief Legal Counsellor, Chief Risk Officer or person to whom this decision has been delegated, with their areas of responsibility pursuant to Articles 12, 18 and 19 as starting point. However, the Head of the General Secretariat, or person to whom this decision has been delegated, shall always decide on regulations and routine descriptions that

1. concern the overall management and direction of the Riksbank's activities if the policy document is not decided by the Executive Board in accordance with the first paragraph or
2. concerns several departments, if no consensus can be reached among the Heads of Department over the formulation of the policy document within a reasonable amount of time.

The Executive Board may decide that a regulation or routine description is to be decided by another official than that specified by these Instructions.

The Executive Board

Article 5 The Executive Board directs the Riksbank's operations, which entails responsibility for the aims, development and efficiency of these operations, as well as internal governance and control.

Article 6 The Executive Board shall decide the following matters:

Decisions on monetary policy:

- decisions of principle that have significance for monetary policy,
- monetary and foreign exchange policy measures, such as the Riksbank's policy rate,
- the Monetary Policy Report, and
- written reports on monetary policy to the Riksdag Committee on Finance.

Decisions on financial stability:

- important issues of principle regarding the stability and efficiency of the financial system,
- the Financial Stability Report, and
- measures for safeguarding the stability of the financial system.

Decisions on asset management:

- important issues of principle regarding the management of the Riksbank's financial assets and liabilities.

Decisions on payment issues:

- important issues of principle regarding the efficiency and security of the payment market, and
- important issues of principle regarding the Riksbank's own payment operations.

Decisions on international issues:

- important issues of principle regarding international standpoints, and
- international loans.

Decisions on regulations:

- the Riksbank's statutes, and
- the Riksbank's policies and regulations in accordance with Article 4.

Decisions on general management and aims for the bank's operations:

- the long-term aims, strategy and strategic targets for the Riksbank's operations,
- the annual business plan and budget,

- major investments or other strategic commitments not covered by the business plan or not included in the scope of the budget or which have an effect on the budget for coming years,
- annual accounts and annual report, including an assessment in the annual report of whether internal governance and control at the Riksbank is considered satisfactory.
- the appointment of heads of department, advisers to the Executive Board, the General Counsel, the Chief Risk Officer, the Director of Communication and the Director of Research,
- an audit plan for the Internal Auditing Department and, when necessary, measures arising from the observations and recommendations made by the Internal Auditing Department,
- the Risk Division's annual plan, that describes the Risk Division's work for the year and that considers all of the Riksbank's risk areas,
- reports to the Riksdag and Government within the Executive Board's area of responsibility after consultation with the General Council in accordance with Article 16 of the Riksbank's Rules of Procedure,
- important issues of principle regarding responses to consultation documents, and
- special analyses/studies commissioned by an individual member of the Executive Board and which require substantial resources from the department concerned.

Other matters shall be decided as stated in these Instructions.

In addition, the Executive Board may delegate the preparation of matters or decision-making authority to the Governor, a Deputy Governor or another official of the Riksbank.

A member of the Executive Board is always able to take up a matter for discussion and a decision by the Executive Board.

If a member of the Executive Board or the Head of the General Secretariat assesses that a crisis situation prevails, the Executive Board shall decide on important issues regarding management of the crisis (crisis management group) but not those to be decided by a Head of Department under Article 13. If it is not possible to await the decision of the Executive Board, the Governor of the Riksbank shall take such decisions. If the Governor is unable to make a decision, then in the first instance the Deputy Governor that according to Article 11, second paragraph of the Riksbank's Rules of Procedure is the Riksbank's alternate shall take such decisions and if all members of the Executive Board are unable to make decisions, the Head of the General Secretariat shall make the decisions instead.

The Governor of the Riksbank

Article 7 The Governor of the Riksbank shall exercise managerial responsibility for the heads of department in accordance with Article 10 and put forward proposals for the appointment of the posts decided by the Executive Board in accordance with Article 6.

Article 8 The Governor of the Riksbank shall

- monitor the Riksbank's operations within the scope of the set budget and business plan,
- check that the work of the departments is being coordinated,
- regularly follow up the measures that may need to be taken as a result of the reports submitted by the Head of the Internal Auditing Department and the Chief Risk Officer and the matters addressed by the General Counsel, and
- regularly inform the Executive Board of important issues or important issues of principle,
- decide on the distribution of the Executive Board's international assignments after consultation with the Executive Board, and

- decide on measures regarding urgent monetary or exchange rate policy situations if there is not time to await a decision by the Executive Board and inform the other members of the Board as soon as possible.

The Riksbank's Management Group

Article 9 There shall be a Management Group. This shall consist of all of the heads of department, except for the Head of the Internal Auditing Department, plus the Director of Communication. The Head of the Internal Auditing Department, the General Counsel, the Chief Risk Officer, the HR Manager and the Head of Security may attend the Management Group's meetings to the extent considered necessary. The Head of the General Secretariat may also when necessary call parts of the Management Group to meetings in other constellations than those described in this paragraph.

The Management Group shall be headed by the Head of the General Secretariat. The Management Group's main function is to assist the Head of the General Secretariat in coordinating and following up the bank's operations. The Management Group's function is specified in more detail in Appendix 1 to these Instructions.

Managers

Article 10 Managers shall

- ensure that the operations within the manager's area of responsibility are conducted in line with the general objectives of the Riksbank,
- plan, lead, distribute and follow up the work within their area of operations so that allocated resources are optimally utilised to achieve objectives, and ensure that the Riksbank's total resources are used cost-efficiently,
- represent the Riksbank as employer in relation to the employees within their department, or according to a delegation decision, the division,
- ensure that employees are familiar with and understand the applicable objectives and regulations, both internal and external,
- be responsible for providing internal information to employees,
- work to encourage employees to develop their skills and to ensure that initiative, cooperation and an ability to see the overall picture are encouraged, and
- work to create a good, positive working environment characterised by openness and mutual respect.

Head of the General Secretariat

Article 11 The Head of the General Secretariat shall, under the guidance of the Executive Board,

- regularly update the Governor on operations within the Bank and supply the Governor with the background information she or he needs to be able to monitor operations,
- report to the Governor if consensus does not prevail within the Management Group on an important interdepartmental matter of principle,
- Regularly inform the Executive Board of significant issues or important matters of principle and of other matters discussed by the Management Group.
- put forward proposals to the Executive Board regarding the long-term aims, strategy and strategic targets for the Riksbank's operations,

- put forward proposals to the Executive Board regarding the annual business plan, the budget, the annual report and accounts,
- put forward proposals to the Executive Board regarding changes to these Instructions,
- be responsible for necessary coordination between the departments and for regularly following up the Riksbank's operations, both in crisis and in normal situations,
- determine which committees shall be established within the Riksbank,
- determine which department shall be responsible in the case of a lack of consensus for preparation of or decisions on a matter that, according to these Instructions, could fall within several departments' areas of responsibility, and
- decide on regulations and routine descriptions according to Article 4.

Heads of Department

Article 12 The Riksbank is divided into departments as stated in Article 12 of the Riksbank's Rules of Procedure. The division of the main areas of responsibility among the departments is shown in Appendix 1 to these Instructions. Each department is headed up by a Head of Department who exercises managerial responsibility for employees in the department pursuant to Article 10, unless this has been delegated to another manager in the department.

Article 13 Heads of Department shall

- establish an appropriate organisation for the department within the scope of the Instructions,
- appoint all of the posts within the department unless otherwise stated in Articles 6, 19 or 23, although the appointment of the Deputy Head of Department shall occur after consultation with the Executive Board,
- decide in those matters that fall within the framework of the department's activities, unless this is a matter that according to Article 4 shall be decided by the Executive Board, Head of the General Secretariat or other official.
- ensure that background information is prepared and produced for matters that will be referred to the Executive Board or General Council for a decision, and which come within the department's area of responsibility,
- ensure that there are policies, regulations and routine descriptions within the department's area of responsibility and inform the department of them,
- ensure that there are the necessary agreements within the department's area of responsibility and follow them up,
- consult with the Chief Risk Officer and General Counsel before deciding on policies and regulations,
- consult with the General Counsel in strategic legal issues, legal issues of principle or legal issues of an overall nature.
- ensure that the applicable statutes, policies, regulations, routine descriptions and agreements are observed,
- run the department's operations and develop them within the scope of the business plan and budget approved by the Executive Board,
- report on target fulfilment in accordance with the business plan,
- draw up a proposal for a business plan and budget for the department's operations and present it to the Head of the General Secretariat after consultation within the Management Group,
- keep the Executive Board, the Governor and the Management Group up-to-date on issues significant to the Riksbank and give the members of the Executive Board suitable and appropriate insight into the preparation of the matters,

- ensure that all members of the Executive Board receive the same information on questions significant to the Riksbank,
- ensure that the department coordinates its operations with the operations of other departments,
- ensure that the department cooperates with other departments concerned when drafting matters that concern the departments' areas of responsibility,
- maintain contacts with organisations and authorities in Sweden whose operations converge with the department's area of responsibility,
- ensure that the department manages risks and incidents related to the department's operations and reports them,
- ensure that there is an appropriate crisis preparedness in the department,
- manage consultation documents within the department's area of responsibility by providing the Group on Opinions on Submissions with background information for assessing whether a consultation response should be decided by the Executive Board, putting forward proposals for consultation responses in the cases where the Executive Board shall take a decision and taking a decision on the consultation responses where the Executive Board will not take a decision.

Article 14 The Head of Department can, after consultation with the Governor, always refer a matter to the Executive Board for a decision.

Head of Internal Auditing

Article 15 The Head of the Internal Auditing Department shall regularly inform the Executive Board of his/her observations.

Deputy Heads of Department

Article 16 A Deputy Head of Department shall decide on the matters which the Head of Department has delegated to her or him.

Heads of Division

Article 17 A department may be divided into divisions. A division may also have the title of secretariat. Each division is headed up by a Division Head, who with the exception of the Chief Risk Officer, the Director of Communication and the Director of Research, is appointed by the Head of Department. The Head of Division shall decide, or delegate decision-making power, within the division's area of operations in accordance with a decision by the Head of Department.

General Counsel

Article 18 The General Counsel shall

- manage the legal work on strategic matters and matters of principle, and can refer a matter to the Executive Board for a decision,
- put forward proposals for policies and regulations within his/her area of responsibility to the Executive Board for a decision,
- decide on other regulations and routine descriptions within his or her area of responsibility,
- assist in the appointment of legal counsellors,

- decide, or delegate decision-making power, on matters that according to these Instructions should be referred to the Chief Legal Counsellor and otherwise in accordance with decisions by the Head of the General Secretariat,
- represent the Riksbank and plead its case before a court of law and other authorities, him/herself or by proxy, and
- be the legally responsible publisher of the Riksbank's Statute Book.

Chief Risk Officer

Article 19 The Chief Risk Officer shall

- lead the Risk Division's work within all risk areas and may turn a matter within his or her area of responsibility over to the Executive Board for a decision,
- develop a proposal for an annual plan that considers all of the Riksbank's risk areas and present it to the Executive Board for a decision, and steer the work of the division in accordance with the priorities stated in the annual plan,
- develop a proposed budget for the Risk Division's work and present it to the Executive Board for a decision,
- perform follow-up based on the Risk Division's annual plan and report the results of this follow-up to the Executive Board,
- take decisions on activities at the division, including the appointment of posts, after consultation with the Head of the General Secretariat,
- define processes and methods under the framework of the division's area of responsibility and support the efficient and appropriate implementation of activities,
- provide advice and support under the framework of the division's area of responsibility,
- ensure an independent follow-up of the Riksbank's risks, shortcomings and incidents based on a risk and materiality analysis,
- regularly inform the Executive Board of observations and independent assessments of the risk level,
- put forward proposals for policies and regulations within his/her area of responsibility to the Executive Board for a decision, and
- decide on other regulations and routine descriptions within his or her area of responsibility.

Head of Security

Article 20 The Head of Security shall

- head up the division responsible for the overall work on security issues and can refer a security issues to the Executive Board for a decision,
- be responsible for physical protection and personal protection,
- be responsible for protective security pursuant to the Protective Security Act (2018:585) Act on Protective Security for the Riksdag and its Authorities (2019:109), and
- decide on measures to maintain protective security at the Riksbank in the event of a more serious incident or acute crisis that concerns life and property.

Director of Communication

Article 21 The Director of Communication shall

- lead work on the Riksbank's communication concerning both strategic and operational issues, with the aim that this shall be open and clear and contribute to a high level of confidence,
- where necessary, refer a communication matter to the Executive Board,
- be responsible for the Riksbank having good coordination of its communication both internally and with other authorities, both during a crisis and in a normal situation,
- ensure that market-sensitive information is spread simultaneously, and
- identify and propose measures for internal and external communication.

HR Manager

Article 22 The HR Manager shall

- lead HR activities,
- monitor compliance with laws, agreements and regulations within the area of labour law,
- coordinate, lead and follow up work environment work,
- support managers in all work environment matters,
- receive and investigate whistle-blower matters concerning the working environment, and
- where necessary refer an HR matter to the Executive Board.

Director of Research

Article 23 The Director of Research shall

- head up the division responsible for research activities and decide after consultation with the Executive Board on frameworks for the activities,
- take decisions on activities at the division, including the appointment of posts, after consultation with the Head of the Monetary Policy Department, and
- regularly inform the Executive Board of the results of the research activities.

Employees

Article 24 Employees shall

- be familiar with and observe applicable regulations, both internal and external,
- maintain and develop personal knowledge within the Riksbank's field of operations,
- work to create a good, positive working environment characterised by openness and mutual respect, and
- make managers and others affected aware of any risks they identify in the Riksbank's operations and report incidents.

Administrative regulations

Registration

Article 25 There shall be a central register for the registration of official documents at the Riksbank.

Handling of matters

Article 26 Matters will be decided after a presentation of reports.

Delegation

Article 27 The Head of Department may delegate matters that come within the department's area of responsibility to an employee in the department. Such delegation shall be in writing, for instance, through departmental decision-making procedures or a delegation decision for special tasks.

Release of official documents

Article 28 Matters concerning the release of official documents kept by the Riksbank shall be determined by the official responsible for the document. In doubtful cases, or if the petitioner requests a decision by the Riksbank, the matter shall be examined by the General Counsel, or, after delegation, by another legal counsellor at the Riksbank.

Archives

Article 29 | There shall be an archive function within the Riksbank, with responsibility for ensuring compliance with the Swedish Archives Act (1990:782).

This version of the Instructions for Sveriges Riksbank enters into force on 1 November 2020.

Appendix 1 to the Instructions for Sveriges Riksbank

The departments of the Riksbank

Monetary Policy Department (APP)

APP is responsible for

- drafting the Executive Board's monetary and foreign exchange policy decisions, apart from preparing decisions on the design of the Riksbank's operational framework for the implementation of monetary policy,
- quality and development and international cooperation with regard to the balance of payments, financial markets and securities statistics compiled and published by Statistics Sweden on behalf of the Riksbank,
- coordination and support to the organisation on joint information supply and statistics-related matters, and
- research with regard to the Riksbank's entire operations; the research activities shall have a special budget determined by the Executive Board.

Markets Department (AFM)

AFM is responsible for

- preparing the Executive Board's decisions of principle regarding the management of financial assets and liabilities included in the Riksbank's gold and foreign currency reserves,
- preparing and implementing the management of financial assets and liabilities included in the Riksbank's gold and foreign currency reserves in accordance with the Executive Board's policies, regulations and decisions,
- preparing the Executive Board's decisions on the design of the Riksbank's operational framework for the implementation of monetary policy,
- implementing the Executive Board's monetary and foreign exchange policy decisions,
- deciding on the reference rate,
- executing financial transactions as a result of decisions taken by the Executive Board on stability and efficiency in the financial system,
- coordinating the analysis of the Riksbank's balance sheet,
- monitoring the financial markets and reporting relevant market events to the departments concerned,
- deciding on the regulatory framework for RIX and monetary policy instruments to the extent that this does not exclusively refer to RIX,
- deciding on the approval of monetary policy counterparties and other counterparties in financial transactions with the exception of RIX participants,
- drawing up regulations on what collateral the Riksbank should accept for intraday loans in RIX and in monetary policy lending,
- settling the financial transactions carried out by the Riksbank on its own behalf or on behalf of others, and
- holding accounts for other central banks and some international organisations.

Organisation:

There shall be a separate division within the department that is responsible for calculating and monitoring results and risks. This division shall be independent of the functions responsible for regular asset management. The head of the division shall regularly report to

the Chief Risk Officer circumstances that are significant for the control of financial risks, both in the management of financial assets and liabilities included in the Riksbank's gold and foreign currency reserve and in connection with the monetary and foreign exchange policy transactions.

There shall also be a separate division within the department that is responsible for the administration and settlement of the Riksbank's monetary and foreign exchange policy transactions and other financial transactions executed by the Riksbank on behalf of itself or others.

Financial Stability Department (AFS)

AFS is responsible for

- drafting and executing the Executive Board's decisions on stability and efficiency in the financial system,
- the Riksbank's work on promoting financial stability and efficiency through oversight, participation in regulation work and by disseminating information and in other ways acting to reduce risks that could damage financial stability or efficiency,
- monitoring the Riksbank's system for the transfer of funds in accounts (RIX),
- planning and coordinating the Riksbank's preparedness for shocks in the financial system,
- identifying disruptions in the financial system and preparing measures for the Riksbank's handling of these disruptions,
- coordinating the Bank's international work, and
- deciding on payments and transfers as a result of financial agreements with the International Monetary Fund (IMF).

Corporate Services Department (AVS)

AVS is responsible for

- HR operations, which includes operative and strategic HR work, primarily within the areas of leadership development, recruitment and the sustainable working environment,
- the Riksbank's IT operations and IT security in the IT environment,
- the Riksbank's security work with regard to physical protection, personal protection and protective security,
- the management and adaptation of the Riksbank's properties and premises, together with internal service,
- the management and development of the Riksbank's registers and archives,
- advice on and promotion of compliance relating to public procurement matters, and
- annual accounts, budget, and invoice and salary administration.

Payments Department (AFB)

AFB is responsible for

- preparing and implementing the measures needed to provide the Riksbank's settlement system (RIX), including decisions on the Rules and Regulations for RIX to the extent that they refer to the settlement of payments, and on applications to become RIX participant,
- governing and following up RIX as financial infrastructure,

- preparing and implementing the measures needed to supply the country with banknotes and coins, including decisions in matters concerning the issue of approval of requests to become depot owner for the storage of cash, as well as drafting Executive Board decisions on cash supply regulations,
- coordinating the planning of total defence in the financial sector and of the Riksbank's internal total defence planning,
- leading the voluntary coordination of crisis preparedness in the central payment system, as well as the group for private-public cooperation in the financial sector (FSPOS), and
- drafting Executive Board decisions in issues of efficiency and security on the payment market.

Internal Audit Department (IR)

IR is responsible for the Riksbank's internal auditing.

General Secretariat (STA)

STA is responsible for

- coordinating the daily operations of the Riksbank,
- drafting the budget, business plan, annual accounts and annual report and coordinating the Swedish National Audit Office's audit of the Riksbank,
- coordinating and providing administrative support to the Management Group, the Executive Board and the General Council,
- identifying and proposing measures for internal and external communication,
- providing legal support to the General Council and Executive Board and to the Riksbank as a whole with regard to strategic issues and matters of principle, and
- decisions, follow-up and control regarding issues linked to the Riksbank's payments to the Nobel Foundation regarding the Sveriges Riksbank Prize in Economic Sciences in Memory of Alfred Nobel.

Organisation:

The secretariat shall contain a Risk Division that is responsible for

- overseeing and controlling the Riksbank's risk management and drafting the Executive Board's decisions of principle on risk management,
- advice and support, follow-up and independent control of the Riksbank's total risks,
- the Riksbank's process for internal governance and control, and
- coordinating the Riksbank's crisis preparedness work.

The Risk Division shall have a special budget determined by the Executive Board. Employees at the Risk Division shall have access to the information they judge necessary to carry out their work. They shall also have the possibility of participating as observers at meetings.

The following functions shall be located within the Risk Division:

- The Riksbank's Chief Information Security Officer (CISO). The function is responsible for following up and evaluating the operations' governance of information security and weighing the outcome against current threats. The results shall be reported to the Executive Board at least once a year.
- The Riksbank's Compliance Function. The function has the possibility of reporting compliance-related observations directly to the Executive Board when necessary. The

compliance function shall also receive and investigate whistle-blower matters, apart from those concerning the working environment.

- The Riksbank's Data Protection Officer. The function shall have responsibility pursuant to the requirements stipulated in Article 38 of the European General Data Protection Regulation 2016/679 and shall carry out the tasks described in Article 39 of the same regulation.

The Riksbank's Management Group

The Management Group shall, under the leadership of the Head of the General Secretariat,

- compile reports for decision-making regarding the overall direction of the bank's operations and strategies for decision-making by the Executive Board,
 - coordinate proposals for the Riksbank's total business plan and budget, annual report and annual accounts as well as organisational changes,
 - coordinate the monitoring of operations in relation to set targets and budgets,
 - prepare regulations and joint processes, where required,
 - draft overall organisational issues,
 - consult on important interdepartmental questions of principle and other significant questions of principle, exchange information on the day-to-day operations in the different departments, and
 - function as a crisis management group.
-

Appendix 2 to the Instructions for Sveriges Riksbank

The Riksbank's policies

Work environment policy

Financial risk and investment policy

Information security policy

Purchasing policy

IT policy

Communication policy

Environmental policy

Policy for information supply

Policy for internal governance and control

Policy for internal auditing

Policy for cash provision

Policy for correspondent bank accounts

Policy for diversity and equal treatment

Policy for pricing of Emergency Liquidity Assistance

Policy for the Riksbank's operational framework for the implementation of monetary policy

Policy for governance and follow-up of RIX

Policy for temporary overseas postings

Policy for the Riksbank's work against money laundering and terrorist financing and work to prevent offences against international sanctions

Security policy

Appendix 3 to the Instructions for Sveriges Riksbank

The Riksbank's regulations

Regulations for the authorisation of administrative tasks

Regulations for bookkeeping and annual accounts

Regulations for investments and projects

Regulations for official entertainment

Regulations for the Riksbank's monetary policy liquidity management

The Riksbank's rules for the management of the Riksbank's asset portfolio in Swedish kronor

Regulations for the gold and foreign currency reserve

Regulations for foreign exchange transactions outside of the framework for implementing monetary policy

Ethical regulations

Regulations for the Riksbank's governing documents

Regulations for diversity