



**PRIME MINISTER'S OFFICE  
REPUBLIC OF HUNGARY**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE PRIME MINISTER'S OFFICE OF THE REPUBLIC OF HUNGARY  
AND  
THE SWEDISH ADMINISTRATIVE DEVELOPMENT AGENCY IN SWEDEN**

The Prime Minister's Office of the Republic of Hungary and the Swedish Administrative Development Agency, VERVA ("the Parties") wish to facilitate and promote the exchange of civil servants between the public services of the two countries, and express their wish to make progress within this framework of voluntary co-operation by signing this Memorandum of Understanding, the details of which are as follows:

1. The purpose of the Memorandum

The objective of this Memorandum of Understanding is to establish a general framework of co-operation between the Parties and to provide guidelines for exchanges of civil servants between the two countries in the interest of improving mutual understanding of each others administration.

2. Extent of co-operation

Exchanges may take place between any Government Department or Agency in Hungary or Sweden, where prior agreement has been reached on a suitable post or job and an appropriate participant.

As far as possible, a numerical balance will be maintained between the participants from both countries. The exchange will not generally be "head to head".

3. Nature of the posts

The officials selected for the exchange scheme will have the opportunity of doing responsible work in the field of public administration, either in a specific post or on specific projects of value to the host department. Both sides will therefore attempt to make suitable positions available to match the requirements and experiences of the participants in the programme.

4. Conditions for participation

The programme will be open to Hungarian and Swedish civil servants of high potential, who as a general rule, have some years of experience involving opportunities for taking responsible decisions.

## 5. Use of languages

Participants in the scheme will have the possibility to use English as a working language. Knowledge of Hungarian and Swedish, respectively, is an advantage.

## 6. Length of the exchanges

The length of the exchanges will normally be between six weeks and three month. It may be extended if agreed by both sides.

## 7. Costs of the programme

Officials will continue to be paid by their home department and will receive allowances and travelling expenses between the two countries from that department or from other national sources of finance. Accommodation costs will also be covered by the home administration.

The cost of working trips undertaken by officials on behalf of the department of the host country will be paid by the host department.

## 8. Publicity of the Memorandum of Understanding

The Parties will publicise this exchange programme using their national networks.

## 9. Administration of the scheme

The administration of the scheme will be the joint responsibility of the Parties. The respective Government Departments will regularly assess the results of the exchange programme and will endeavour to make any necessary improvements to its administration. They will be responsible for the application and interpretation of this Memorandum.

## 10. Entry into force

This Memorandum shall come into force on the date of its signature by both Parties. It shall remain in force until notice of termination is given by either Party, in this case it shall terminate three month after such notice was received by the other Party.

Agreement signed in June 2008

**For the Prime Minister's Office of the  
Republic of Hungary**



Dr. Csaba Tordai  
State Secretary



**For the Swedish Administrative  
Development Agency**



Lena Jönsson  
General Director