

1. The statute enters into force on December 8th, 2023

A record of future revisions will be listed in this section.

2. Intended use of document

The purpose of this document (including amendments) is to present and describe the structure and organization of the Nomesco and Nososco committees. The document is intended for the use of members of the national delegations, national representatives and parties working within the organization. Each topic covered in this statute can have a supplementary amendment with detailed description on i.e., processes and procedures.

3. Entry into force

The statute enters into force by majority acceptance of heads of delegations present at the planning meeting in December 2023. The statute is the unison responsibility of the heads of delegations. The statute is continuously revised and adapted in accordance with changes to the mandate of the committees and the contract with Nordic Council of Ministers. Any future changes to this document (including amendments) shall continuously be prepared by the heads of delegations at the board meeting in June prior to the annual plenary meeting.

Definitions used in the statute and the amendments

EK-S: The Nordic Committee of Senior Officials for Health and Social Affairs under Nordic Council of Ministers

MR-S: Nordic Council of Ministers for Health and Social Affairs

Nomesco (Nomesko): Nordic Medico-statistical Committee (Nordisk Medicinstatistisk Komité)

Nososco (Nososko): Nordic Social-statistical Committee (Nordisk Socialstatistisk Komité)

NMRS: The secretariat of Nordic Council of Ministers

General

4. Name

The two committees of Nomesco and Nososco are collaborating under the name “Nordic Health and Welfare Statistics”, also known under the abbreviation NHWStat. The webpage is www.nhwstat.org.

5. History

The two committees originally operated as separate entities. Nososco was established in 1946 and Nomesco in 1966, by the social and health ministers, respectively, in the Nordic countries. The committees are founded on the idea of collecting comparable statistics and information related to the social and health areas across the Nordic countries and regions.

In 1979 the committees became permanent statistical committees under the Nordic Council of Ministers. Today all the Nordic countries and regions are represented in the committees, including the Faroe Islands, Greenland, and the Åland Islands. For many years both committees have shared the same secretarial resources, which is currently situated at the National Institute of Public Health in Copenhagen.

6. Purpose and scope

The collaboration is based on the foundation of the Nordic welfare model which make up the social structure of the type of society of the Nordic countries. The role of the committees is to create and disseminate data-driven knowledge within the areas of social welfare and health across the Nordic countries, supporting the vision of the Nordic region becoming the most sustainable and integrated region in the world in 2030.

For this purpose, the committees have defined statistics, based on data collected from each country, which are comparable across countries. Furthermore, the committees continuously produce descriptions on national policy rules and expenditure, including but not limited to descriptions of social protection systems (Nososco) and health and health care services in each country. These descriptions facilitate the interpretation and contextualization of the statistics with the aim to provide an added value to the Nordic collaboration. Another purpose is to make the knowledge and statistics created by the committees easily accessible to stakeholders, i.e., politicians, public officials, and the public in general, both within and beyond the Nordic countries.

To ensure that Nomesco and Nososco can meet its objectives and deliver results of high quality that are policy relevant and in line with current programs of the chairing country of the Nordic Council of Ministers, and other guidelines from EK-S, the organization must perform a continuous evaluation and adaptation of its structures, processes, and collaborators.

7. Audience

The collaborating committees cover policy areas of both social and health in the Nordic countries. Thus, the target audience is comprehensive and includes politicians, public officials, researchers, educational institutions, media, and the public in general. The committees should continuously try to identify the primary user groups and their specific needs, resulting in adaptation of the statistics collected, analysis and communication efforts to address these needs as best as possible. With the statistical database there is a focus on quality, continuity, and comparability. The webpage supports these criteria with frequently updated information on policy areas, policy developments and legislation to complement comparisons, analysis, and general information about the Nordic countries. Also, committee members and national experts can provide reports and articles on relevant topics. Analytical tools are implemented on the webpage to monitor use and visits by the audience.

(Further information in the Amendment on audience)

8. Funding from the Nordic Council of Ministers

The activities of the secretariat for both committees are funded by the Nordic Council of Ministers. Funds cover payroll costs, overhead to the administrative body, maintenance of technical platforms and more. A condition for ordinary activities within both committees of Nomesco and Nososco, as stated in the mandate, the institutions and organizations from participating countries contribute actively and without financial compensation.

(Further information in the Amendment on funding)

9. Language

The authoritative working language follows decisions by the Nordic Council of Ministers and in both committees, it is either Danish, Swedish, or Norwegian. However, it can be decided to have the committees' meetings in English. Communication in general, and information to the public on the committees' webpage, database, and publication, etc., are primarily in English to be as inclusive as possible throughout the Nordic countries and attract an international audience.

Structure of the collaboration

10. Organization

Nomesco and Nososco are organized as two permanent committees under the Nordic Council of Ministers for Health and Social Affairs (MR-S) and the Nordic Committee of Senior Officials for Health and Social Affairs (EK-S). The organization consists of three individual entities: Nomesco, Nososco and the Secretariat, the last mentioned under the responsibility of an administrative body appointed by the Nordic Council of Ministers.

(Further information in the Amendment on organization)

11. Administrative body

Both committees are administered by a publicly financed administrative body, according to an agreement with the Nordic Council of Ministers. The current administrative body responsible for the organization of secretarial resources is the Danish National Institute of Public Health in Copenhagen.

(Further information in the Amendment on Administrative body)

12. The Secretariat

The administrative body provides employment for officials coordinating the work of both committees, also known as the Secretariat. The role of the Secretariat is to coordinate the work between the various actors in the committees and involves organizing meetings, implementing decisions, administer projects and finances. The Secretariat also coordinates tasks for workgroups, administer the content and development of the webpage and statistical database.

(Further information in the amendments a) on the secretariat, b) on collection of statistics, c) on collecting data on life situations, and d) on collecting tables with rules)

13. Appointment of delegation leaders

The Nomesco and Nososco committees each consist of national delegations with one appointed leader in each country.

Nationally, the appointment of delegation leaders is the responsibility of the following institutions:

Country and committee	National name of institution	International name of institution
Denmark		
Nososco	Styrelsen for Arbejdsmarked og Rekruttering	The Danish Agency for Labour Market and Recruitment
Nomesco	Sundhedsdatastyrelsen	The Danish Health Data Authority
Faroe Islands		
Nososco	Almannamálaráðið	Ministry of Social Affairs and Culture
Nomesco	Heilsumálaráðið	Ministry of Health
Greenland		
Nomesco	Nunatsinni nakorsaaneqarfik	The National Board of Health
Finland		
Nososco	Social- och hälsovårdsministeriet	Ministry of Social Affairs and Health
Nomesco	Institutet för hälsa och välfärd (THL)	Finnish Institute for Health and Welfare (THL)
Åland Islands		
Nomesco*	Ålands landskapsregering	Government of Åland
Iceland		
Nososco	Félags- og vinnumarkaðsráðuneytið	Ministry of Social Affairs and Labour
Nomesco	Heilbrigðisráðuneytið	Ministry of Health
Norway		
Nososco	Arbeids- og Inkluderingsdepartementet	Ministry of Labour and Social Inclusion
Nomesco	Helsedirektoratet	Directorate of Health
Sweden		
Nososco	Socialdepartementet	Ministry of Health and Social Affairs
Nomesco	Socialdepartementet	Ministry of Health and Social Affairs

*) Åland Islands is only represented in the editorial group and does not have a delegation leader.

14. Appointment of national delegates

The participating national institutions appoint delegates for each committee. The number of delegates is not fixed, however, historically most countries have appointed three delegates per committee.

(Further information in the Amendment on Appointment of national delegates)

15. Delegation leaders

A delegation leader represents national points of view in the committees. Furthermore, a delegation leader is responsible for the national delegation in the committee and for making sure that national delegates and members of working groups are appointed by relevant national institutions. Also, a delegation leader is responsible for informing the secretariat of any changes in a national delegation and among representatives in working groups.

(Further information in the Amendment on delegation leaders)

16. The board of delegation leaders

The delegation leaders from both committees form the board of delegation leaders, also known as the *Heads of delegations*. The board of delegation leaders form the steering group which is responsible for the overall activity within the organization, including planning of projects and meetings as well as allocation of resources. All decisions on relevant topics are based on consensus. The board of delegation leaders can make decisions on any topic related to both committees, either at board meetings or through written procedure.

(Further information in the Amendment on the board of delegation leaders)

17. The chairmanship of delegations

The chairmanship of Nomesco and Nososco committees is maintained for one year at a time and follows the rotation of the chairmanship of the Nordic Council of Ministers. The relevant national delegation leaders share the responsibility for the chairmanship following a Troika principle. The chairmanship participates in the yearly meeting with NMRS together with the secretariat.

(Further information in the Amendment on the chairmanship of delegations)

18. The working groups

Each committee have established several working groups with responsibility of specific tasks and productions of statistics and information. All participating countries appoint members for each working group. Each group appoints a chairperson among peers and the activity in each working group is supported by a member of the secretariat. There are five permanent working groups:

- Nomesco editorial group for health statistics
The editorial group is responsible for statistics and knowledge on health, population, and health expenditure.
- Nomesco group on medicine statistics
The Reference Group is responsible for all statistics concerning medicines in Health statistics for the Nordic Countries and has also been behind two editions of Medicines Consumption in the Nordic Countries.
- Nososco editorial group for welfare statistics
The editorial group is responsible for statistics and knowledge on welfare and social expenditure.
- Nososco group for social benefits
The working group on life situations carries out comparisons between the level of social benefits for selected household types. This is unique data in relation to knowledge on social protection in the Nordic Countries.
- Nososco ESSPROS group
Members of the working group related to ESSPROS (European System of integrated Social PROtection Statistics).

Furthermore, the board of delegation leaders can establish ad-hoc project groups on specific tasks and activities whenever needed. These groups typically consist of national experts in the subject area.

(Further information in the Amendment on the working groups)

Activities

19. Tasks

The task of the committees is to collect comparable knowledge and statistics within the scope and subject area of each committee and make this easily accessible to the public in all Nordic countries and beyond in accordance with programs and strategies laid out by the Nordic Council of Ministers and in Collaboration with other Nordic institutions. An aim is to reduce double work and increase the common Nordic value of the resources. The tasks are decided by the board of delegation leaders and implemented by the working groups and the secretariat.

(Further information in the Amendment on Tasks)

20. Communication

The main platform for communication for both committees is the webpage www.nhwstat.org. The webpage is regularly updated with statistical data and corresponding information about changes to national policies, regulations and more thus providing context for statistical developments. Also, the webpage present reports on projects, and articles on topics of policy relevance. All delegates can communicate material from the webpage through national networks, webpages, and social media, provided correct use of copyright and reference. The secretariat aid working groups and other producers of text when texts are created or updated on the webpage. The secretariat also manages newsletters with information about updates and disseminate information about the work of Nomesco and Nososco for relevant stakeholders possibly with the assistance from communication experts.

21. Plenary meeting

The plenary meeting is a yearly gathering of all members of national delegations, members of working groups, and other individuals outside the organization upon invitation. The primary purpose of the plenary meeting is to establish unison decisions on budget, planning of future activities, reporting to Nordic Council of Ministers, and inform about current activities.

Furthermore, the plenary meeting serves as an important part of the organization to establish and maintain tight networks of individual across border and institutions.

(Further information in the Amendment on Plenary meeting)

22. Board meetings

The purpose of board meetings is to be supplementary to the plenary meeting. It functions as the forum for intermediate decision making on relevant topics and monitoring of all activities. Delegation leaders in both committees participate in board meetings. Board meetings are always led by the chairmanship.

(Further information in the Amendment on Board meetings)

23. Collaboration with other institutions

The committees collaborate with other Nordic institutions on development of new and relevant knowledge on the area of social and health policies in the Nordic countries. This is also to increase synergies and to limit double work.

(Further information in the Amendment on Collaboration with other institutions)

7 – Amendment on Audience to the Statute for Nomesco and Nososco



It is the intention that both committees should continuously be aware of the audience and primary user groups of the products and material provided by the organization and working groups.

In the effort to monitor the responses and uses of the material available online, the webpage is adapted with tools for identification of online traffic in accordance with GDPR regulations.

The heads of delegations and the working groups are informed about traffic on the webpage and the use of data in the database. The use of the webpage and the database is also reported to the Nordic Council of Ministers at the yearly meeting.

The heads of delegations can decide to implement relevant tools for analysis of user experience using focus group interviews, surveys, or similar methods on user experience.

8 – Amendment on funding from the Nordic Council of Ministers Statute for Nomesco and Nososco



Both committees are informed about next year's budget by the secretariat for the Nordic Council of Ministers at the end of the year. Typically, this is informed of at the December board meeting for the delegation leaders. At the December board meeting the delegation leaders decide on how to specify the budget for the coming year.

Any funds for financing activities must be budgeted and reported following each fiscal year. This includes funds for specific projects and activities provided for that purpose.

It is optional for the members of the committees to acquire external funding for activities, that lies beyond regular participation in delegations and recurrent tasks within working groups i.e., financing of external project governance.

A substantial part of funding goes to payroll costs for employers in the secretariat, together with running costs of maintenance and development of technical platforms. A minor part of the funding goes to yearly projects suggested by the chairmanship.

In the event of surplus/deficit in a fiscal year, this is transferred to the coming budget following current regulations by the Nordic Council of Ministers.

In the event of major reduction in the budget within the contract period, it is optional to renegotiate the mandate for the committees as part of the contract.

Any national delegate, member of a workgroup or representative within the national organization providing information or data to both committees does not receive financial compensation for work done for or in relation to Nomesco or Nososco.

Each year the secretariat is responsible for creating a report for both committees to the Nordic Council of Ministers in agreement with the targets and demand listed in the current contract, and in agreement with guidelines on yearly reporting as stated by the Nordic Council of Ministers.

The yearly report must include a total and specified budget for the fiscal year, together with an explanation of the activities done to ensure development of production and the results thereof.

Following a hearing and acceptance by the chairmanship of the committees, the report is sent to the secretariat of the Nordic Council of Ministers no later than medio February the following year.

A meeting based on this report is held between the chairmanship of the committees, the secretariat, and the secretariat of the Nordic Council of Ministers. The purpose of this meeting is to discuss the report, but also to cover other relevant matters.

10 – Amendment on organization Statute for Nomesco and Nososco



The permanent committees of Nomesco and Nososco collaborate within a framework under the Nordic Council of Ministers and the committee for Senior Officials for Health and Social Affairs, guided by a mandate, periodic contract, and defined budget for activities.

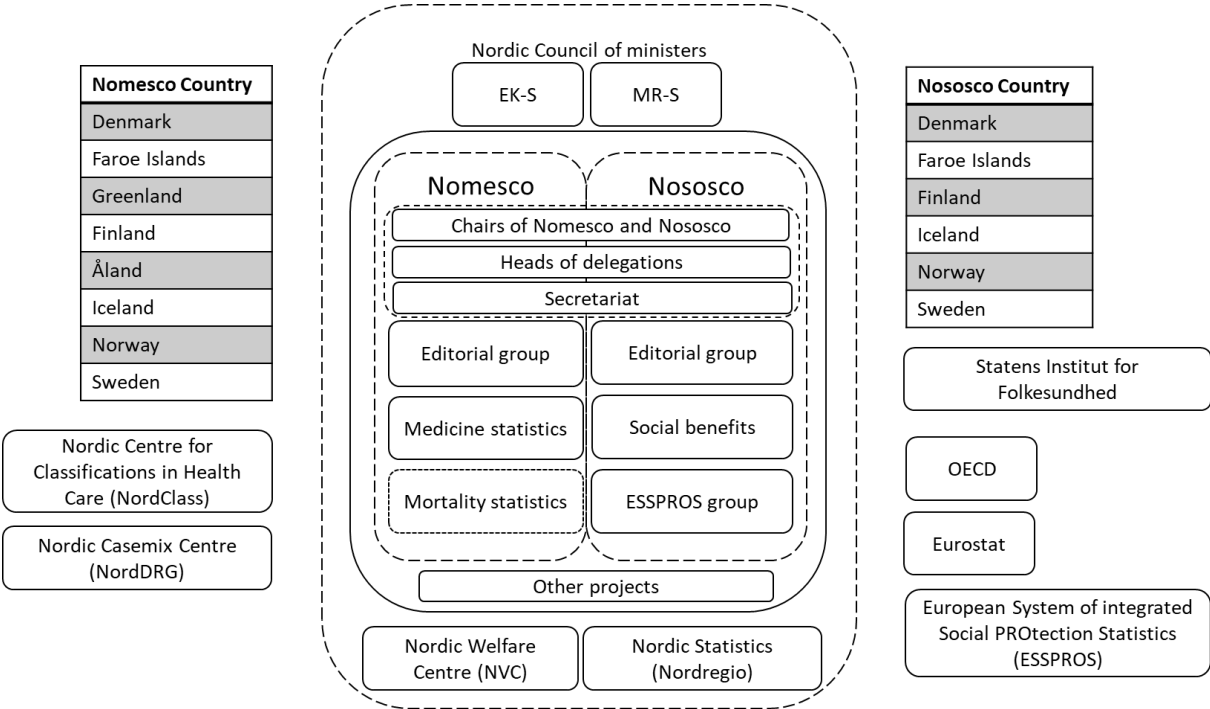
The collaboration is steered through a collective of national representatives from each participating country in both Nomesco and Nososco known as the delegation leaders, governed by the yearly appointed chairs from each committee identical to the chairmanship of the Nordic Council of Ministers, and aided by the Secretariat to administrate activities, projects, and ordinary tasks within the entire organization.

Each participating country appoint national experts from public offices, statistical bureaus, and from research institutes, both as delegates but also as partakers in the working groups.

The National Institute for Public Health in Copenhagen is responsible for the function and workforce of the Secretariat.

Included in the overview of entities in figure 1 is also partners in Nordic collaboration on statistics, and international organizations which provide important information on standards and data.

Figure 1 Overview of entities identified within and in relation to the organization of the committees of Nomesco and Nososco



11 – Amendment on administrative body Statute for Nomesco and Nososco



The secretariat is currently situated at the National Institute of Public health at the University of Southern Denmark, which function as administrative body with daily administration of the tasks by employees in the secretariat, and their organizational leader. Thus, the secretariat is organizationally subordinate to a unit under the administrative body and the director of this unit is the overall responsible head of the secretariat service as well as the secretariat's staff.

The administrative body is responsible for the workplace environment of the secretariat both physically and psychosocially, and that it is operated in accordance with national legislation, and standards within the situated country.

Furthermore, it is the obligation of the administrative body to make sure that guidelines and routines on personnel administration within the organization is in accordance with national legislation and regulations. The administrative body is also responsible for the replacement of employees in the secretariat.

The director of the Institute of Public Health signs the annual contract together with economically responsible for University of Southern Denmark, and a part of the funding of the committees is overhead to the administrative body to cover above mentioned obligation and support including administration of salary, IT-support, and accounting, together with offices.

12a – Amendment on the secretariat Statute for Nomesco and Nososco



Organization

The committees are always managed by a publicly funded administrative body according to an annual contract concluded with the Nordic Council of Ministers.

The Secretariat consists of 2-3 employees with an organizational leader of the Secretariat. The size of the secretariat varies depending on the level of financial support from the Nordic Council of Ministers and is a result of the negotiation of the annual contract between the committees and the Nordic Council of Ministers.

The Secretariat is administered by the administrative body, which is described in detail in the amendments on administrative body. The organizational leader of the Secretariat is appointed by the Danish National Institute of Public Health.

Tasks

Tasks of the Secretariat are multifaceted.

The primary task is to facilitate the collection of data from the Nordic Countries.

This is carried out by e.g. (but not only) ...

- Providing support to the chairs of delegations and working groups to prepare the meetings that occur throughout the year.
- Being the link between IT-developers and requests from delegations and working groups on development of the webpage and database.
- Budget follow-up and accounting.
- Providing support for the negotiation of the contracts with Nordic Council of Ministers in collaboration with the Secretariat of the Nordic Council of Ministers and the Secretariat of the National Institute of Public Health.
- Initiating collection of data and information and quality assurance thereof.
- Dissemination of information, including updating the website and database.
- internal coordination.
- Reporting to the Nordic Council of Ministers.
- In addition, it is the task of the Secretariat to provide timely information to the Chairmanship, Heads of delegation and Plenary on the status and wellbeing of the collaboration and notify them of relevant issues that may need addressing.
- The secretariat should collect the minutes from the working groups and send them to the delegation leaders for information on meeting activities and progress reports on tasks.

Responsibilities

The responsibility of the organizational leader and staff of the Secretariat is to ensure:

- That decisions in the committees are implemented.
- That all delegation members are informed in a timely manner about the work of the committees as well as other work relevant to the work of the committees.
- That the committees through the chairmanship and the secretariat strive for dialogue with EK-S and are aware of MR-S's needs and priority areas to ensure that the committees' work can be useful in policy development and concrete efforts under MR-S.

12a – Amendment on the secretariat Statute for Nomesco and Nososco



- That the financial framework given at any given time is observed.
- That the plenary- and planning meetings are prepared in collaboration with the committee chairmen and the host country.

Competences

Knowledge of the field of data within either or all the collected data within Nomesco and Nososco (nhwstat.org).

Some knowledge of how to deal with updates of text on website and updates of database.

Some knowledge of the field of administration (invoices, contracts, etc).

Some knowledge of IT-development is beneficial.

General overview

- Collection of statistics is carried out in cooperation between the secretariat and the working groups.
- Metadata for all data collected is continually revised and updated.
- Data is collected in templates. Templates are downloaded from our website by members of the working groups.
- The working groups collect national data, fill in the templates and upload them to the website.
- The secretariat process and collate the templates, converting them to database files.
- The working groups validate and approve the data before publication.
- The secretariat and working groups revise the website as relevant.

Detailed description

Currently, the working groups carrying out collection of statistics are the Editorial group for Nomesco, the Editorial group for Nososco and the Medicine Statistics group.

Statistical data is collected at different times of the year, depending on working group and data area. As such, a single working group may potentially collect data for one area at one time of year, and another area at another one time of year. The dates are decided on by the working groups.

Before any data collection, the working groups review the metadata together with the secretariat and decide on possible revisions or potential additions of new data. This process may include communication with national data producers or international actors when relevant. A complete overview of metadata is kept by the secretariat. This is used in the running review process.

The secretariat revise or add templates as necessary following this revision.

Templates for each country are produced by the secretariat. The templates contain data from previously collected years and empty cells for the latest data year. These are then made available for download from the website.

The working groups download templates with their national data from the website. They then collect the relevant data from national data producers and fill in the templates. They may also revise any older data. Following this they upload the completed templates to the website.

The secretariat receives, processes, and collates the templates, converting them to PX files covering all countries. These are used to form an internal PX-Web validation database, which is made available to the working groups.

The working groups review the validation database by comparing own delivered data with those available in the database and provide feedback to the secretariat. If needed, they may upload revised data, which is then added to the validation database by the secretariat.

After all countries have approved the validation database, the secretariat transfers the data to the public database available to all users of the website.

In conjunction with the publication, the secretariat and working groups collaborate on and carry out relevant revision of related webpage content considering the new data.

12c – Amendment on collecting data on life situations

Statute for Nomesco and Nososco



General overview

- Collection of data on life situations is carried out in cooperation between the secretariat and the working group on social benefits.
- Definitions for the calculation of comparable data are made by the working group and available online.
- Data is collected using an Excel template designed for this purpose. This template handle XML-data and the working group members can report the data as XML directly from programs like SAS.
- The working group carry out calculations as specified once a year. The calculations are based on average worker (AW) figures provided by national statistical bureaus or institutions.
- The working group report the calculated data to the secretariat by email, using either the Excel template or the XML-file, both of which have similar structure and functionality.
- The working group validate and approve the data and the compensations rates.
- The secretariat processes the calculated data and create database tables with compensation rates and export the excel template data to XML-data to be added in the Hypothetical Household tool.
- The secretariat and working group revise the webpages on life situations as relevant.

Detailed description

The working group on social benefits are responsible for making yearly calculations on life situations as part of their routine work. The data is calculated based on the income level measured as the average wage (AW) of a given year. The estimation and publication of the national AW-figure is done by the national statistical bureaus or similar institutions. Often the AW figures for the previous year is available right before summer.

The comparable calculations on life situations follow a set of definitions laid down by the working group. Definitions are available on the website, and modification to the definitions happens rarely. Any changes are decided by the working group and have the effect that previous calculations are redone.

The secretariat design and update the platform for collecting the calculated data. Data are collected using a file structure designed in XML, including an appropriate XSD-definition file. The XML-data can therefore be collected using an Excel template or directly from programs like SAS using the file definitions as instructed in the XSD-file. The XSD-file and the Excel document are versioned to make sure that the latest edition is always used when collecting data.

The workgroup members report data to the secretariat by e-mailing either the Excel document or the XML-file. The secretariat the collates the data in a validation document for the workgroup members to approve.

The secretariat creates database tables with compensations rates together with timeseries for AW100 figures. Furthermore, the validated data are made available in the online Hypothetical household tool, which is updated by the secretariat. The Hypothetical household tool is an online R-program running on the shiny platform. Whenever new data is made available the program is restarted with the updated data.

12c – Amendment on collecting data on life situations Statute for Nomesco and Nososco



In conjunction with the publication of data tables and update of the Hypothetical household tool, the secretariat and the working group collaborate on revising relevant webpages with respect of the new data.

12d – Amendment on collecting tables with rules

Statute for Nomesco and Nososco



General overview

- Collection of data on tables with rules is carried out in cooperation between the secretariat and the editorial group for Nososco.
- Metadata for all tables with rules is continually revised and updated.
- Data is collected using an Excel template or each reporting country. The template sent to the working group via e-mail.
- The working group collect national data on rules in the template and return them to the secretariat.
- The secretariat process and collate data on rules, for the publication as PDF documents on relevant webpages.
- The working group validate and approve the data before publication reviewing the collated data.
- The secretariat updates relevant webpages and the working group revise the content of webpages as relevant.

Detailed description

The editorial group in Nososco is responsible for collecting yearly data on tables with rules. The tables with rules are designed as a systematic comparison of rules and legislation on social- and welfare policy areas.

The metadata for the tables with rules derive from the old specifications of legislation and rules related to each of the policy areas on which statistical data and data on expenditure is collected. The editorial group revise and update the specifications to make sure that relevant legislation and rules in each Nordic country is handled in a comparable way.

Data for the previous year is collected during spring because the tables with rules follow the statistical data collected. Data for all tables is collected using a template with data from all countries. Each member of the editorial group makes sure that the correct information is gathered from relevant experts in the national network.

The data is reported to the secretariat where it is collated in a document deigned for PDF-versioning of each table. The data is validated by the workgroup before publication.

Each table with collated data produces one PDF-document which is added to the relevant webpage by the secretariat.

In conjunction with the publication of PDF-documents, the secretariat and work group collaborate on making revisions of related webpages considering the new information on rules.

A note on the solution: The use of PDF-documents attached to relevant webpages is selected because the current design and content management system on the website cannot handle tables in a usable manner. Also, the method of collecting the tables with rules contain an option for exporting data as XML making it possible to extent the solution into a database. This however requires further development.

14 – Amendment on appointment of national delegates

Statute for Nomesco and Nososco



A national delegation consists of relevant national representatives from authorities and institutions within the specific policy area with a suitable number of delegates including the appointed delegation leader. A national delegate can also take active part in the activities formed by the working group or project groups. There are appointed national delegations for both NOMESCO and NOSOSCO.

National delegates should represent statistical bureaus, national research institutions and/or government, and the individual delegates should have the expertise and/or statistical knowledge within each relevant field to be able to discuss and makes decisions on the development of projects within each policy area.

Together with the delegation leader, the national delegation forms a group that represents national viewpoints at the plenary meeting. Furthermore, it is beneficial for the work within the national delegation and with members of the working groups, that meetings are held regularly to inform about activities and form lines of agreement and decisions on topics for the board meetings for heads of delegations.

Information about the current national delegates and the national representatives in the working groups can be found on the webpage: <https://nhwstat.org/who-we-are>.

15 – Amendment on delegation leaders Statute for Nomesco and Nososco



A delegation leader is nationally appointed by the respective authority within the policy area covered by Nomesco and Nososco respectively.

The profile of a delegation leader is a senior public official with knowledge and expertise within the relevant policy area.

A delegation leader is responsible to inform the organization about changes within the national delegations and working groups. In the event of changes of personnel, the delegation leader is required to inform the secretariat about changes and provide contact information and information about participation in working groups.

The leader of the national delegation is also responsible to make sure to represent national points of view on topics for discussion and decision making, both at the plenary meeting but also throughout the board meetings in between plenary meetings. This can be done through regular meetings with national delegates and workgroup members.

The delegation leader is first point of contact by the secretariat and leaders of projects in the event of establishing contacts with national expertise on specific tasks and projects. The delegation leader is expected to help in providing contacts to national experts on relevant policy areas.

A delegation leader should disseminate knowledge of project and activities within the committee using the available material on the webpage and database for this purpose.

16 – Amendment on the board of delegation leaders

Statute for Nomesco and Nososco



The board of delegation leaders are also known as *Heads of delegations*, with a plural reference to both committees. If it is the individual committee then the references will be singular as *Heads of delegation*.

The board of delegation leaders is represented by the national heads of delegations. The board of delegation leaders' function in unison as the steering group for both committees but is also the steering group for each committee on its own.

As steering group, the board of delegation leaders are required to make decisions on any topic regarding the work within the committees. Meeting activities for the steering group include the plenary meeting and regular board meetings throughout the year as described in other amendments.

The board of delegation leaders are responsible for the decisions of i.e., planning, budgeting, and financing, but also on development of projects and monitoring of the process of projects but not only, also ongoing work including activities within the working groups.

17 – Amendment on the chairmanship of delegations

Statute for Nomesco and Nososco



The chairmanship of the committees is formed by the delegation leaders in Nomesco and Nososco. The chairmanship rotates with the chairing country of the Nordic Council of Ministers. Any head of delegation from a Nordic country with full membership of the Nordic Council of Ministers must be able to preside of the committees and take responsibility for chairing the board of delegation leaders.

The chairmanship has the operational responsibility and has the authority to make minor decisions without involving other delegation leaders. Such decisions must be presented to the other delegation leaders at the first opportunity.

The chairmanship coordinates and lead both the plenary meeting and the board meetings throughout the year. Furthermore, the chairmanship meets with the secretariat on a regular basis to monitor developments within the organization of both committees. If necessary, the chairman work individually when representing their own committee.

The chairmanship shall monitor and provide support to the ongoing projects and processes with the aim of fulfilling the mandate and the framework contract.

The chairmanship leads the process of making contract with the Nordic Council of Ministers. Furthermore, the chairmanship, together with the committees' secretariat, participates in a yearly status meeting held with the secretary of the Nordic Council of Ministers. The goal of this meeting is to review the status of current projects, discuss project proposals, and assess the use of funds from the previous year as well as the budget for the coming year.

As the chairmanship function on a yearly rotation, it is important to maintain a recurring work form across the years. To maintain a continuation of knowledge within the organization, and to prepare the coming chairmanship, the structure of the chairmanship follows a Troika principle. From the period of August before the plenary meeting, the coming chairmanship is involved in the activities to prepare them for the coming responsibilities, together with the appointed chairs of the committees. And after new year and until the plenary meeting, the former chairmanship is assisting in activities, together with the appointed chairs of the committees.

18 – Amendment on the working groups Statute for Nomesco and Nososco



This document informs in detail about the permanent working groups in both committees of Nomesco and Nososco. The permanent working groups are established to take care of specific tasks i.e., productions of statistical data, national information, and calculations. The permanent working groups are described individually. Besides the permanent working groups, delegation leaders can establish ad-hoc working groups for specific tasks and purposes.

The permanent working groups are supported by employees from the secretariat of the committees in planning and carrying out the meetings. The secretariat aid in the noting of minutes from meetings. To make sure that delegation leaders are informed about development and process of ongoing work, the minutes should be sent to the heads of delegations.

Nomesco editorial group for health statistics

The editorial group is composed of members from all Nordic countries and regions taking part in the committee of Nomesco.

The purpose of the editorial group is to collect comparative statistical data and information on the policy area of health within the Nordic countries.

The editorial group works as a collective of national experts, where each national representative function as a point of contact to a national network of experts providing the statistical data and information. The national member of the editorial group is responsible for collecting relevant material, and to make sure that the information is correct.

Collected statistical data are validated before publication and other information collected from national experts to be published on the webpage are under national expert scrutiny before it is updated.

Members of the editorial group are responsible for collecting statistical data, validating data, and collecting correct information on relevant national topics. These tasks can be delegated by the editorial group member to others in each national network as needed. They can also provide some analysis on the development within each country. Data and material collected by the members of the editorial group through their national network of experts are published with the assistance of the Secretariat.

Members of the editorial group can be members of the national delegation, but this is not a requirement. However, the national members are government or public officials with expertise within the field of statistics and/or relevant policy areas.

Nomesco group on medicine statistics

The medicine group is composed of members from all Nordic countries and regions taking part in the committee of Nomesco, except Åland Islands.

The purpose of the medicine group is to collect comparative statistical data and information on medicine within the Nordic countries.

18 – Amendment on the working groups Statute for Nomesco and Nososco



The medicine group work as a collective of national experts, where each national representative function as a point of contact to a national network of experts providing the statistical data and information. The national member of the medicine group is responsible for collecting relevant material, and to make sure that the information is correct.

Collected statistical data are validated before publication and other information collected from national experts to be published on the webpage are under national expert scrutiny before it is updated.

Members of the medicine group are responsible for collecting statistical data, validating data, and collecting correct information on relevant national topics. These tasks can be delegated by the editorial group member to others in each national network as needed. They can also provide some analysis on the development within each country. Data and material collected by the members of the medicine group through their national network of experts are published with the assistance of the Secretariat.

Members of the medicine group can be members of the national delegation, but this is not a requirement. However, the national members are government or public officials with expertise within the field of statistics and/or medicine.

Nososco editorial group for welfare statistics

The editorial group is composed of members from all Nordic countries and regions taking part in the committee of Nososco.

The purpose of the editorial group is to collect comparative statistical data and information on the policy area of welfare within the Nordic countries.

The editorial group works as a collective of national experts, where each national representative function as a point of contact to a national network of experts providing the statistical data and information. The national member of the editorial group is responsible for collecting relevant material, and to make sure that the information is correct.

Collected statistical data are validated before publication and other information collected from national experts to be published on the webpage are under national expert scrutiny before it is updated.

Members of the editorial group are responsible for collecting statistical data, validating data, and collecting correct information on relevant national topics. These tasks can be delegated by the editorial group member to others in each national network as needed. They can also provide some analysis on the development within each country. Data and material collected by the members of the editorial group through their national network of experts are published with the assistance of the Secretariat.

Members of the editorial group can be members of the national delegation, but this is not a requirement. However, the national members are government or public officials with expertise within the field of statistics and/or relevant policy areas.

18 – Amendment on the working groups Statute for Nomesco and Nososco



Nososco group for social benefits

The group for social benefits is composed of members from all Nordic countries and regions taking part in the committee of Nososco.

The purpose of the social benefits group is to calculate comparative data on specific welfare policy areas of within the Nordic countries.

The social benefits group works as a collective of national experts, where each national representative provides the calculated data. The national member of the social benefits group is responsible for the information behind the calculations is correct. Calculated data are validated before publication.

Members of the social benefits group are responsible for calculating data, validating data, and making short analysis of development within each policy area based on the calculated data. Calculated data and material collected by the members of the social benefits group are published with the assistance of the Secretariat.

Members of the social benefits group can be members of the national delegation, but this is not a requirement. However, the national members are government or public officials with expertise within the field of statistics and/or relevant policy areas.

Nososco ESSPROS group

The working group is intended to be composed by members from the Nordic countries who participate in the European work on ESSPROS.

The purpose of the working group is to follow the development of the ESSPROS definitions and report on use and development to the Nososco editorial group and the Nososco committee. It is also the intention to have regular meetings settled around the activities within the European collaboration on ESSPROS between the Nordic members and the Secretariat to inform about activities regarding the use of specifications within the work of Nososco.

Nordic members of the ESSPROS group provide valuable support to the understanding and production of statistics on social expenditure and having the ESSPROS group create synergies and help in developing the statistics on expenditure collected by the Nososco editorial group.

Members of the working group participate at the plenary meeting and report about yearly activities in the ESSPROS collaboration.

19 – Amendment on tasks Statute for Nomesco and Nososco



General tasks

Both committees communicate knowledge and statistics using an online platform, through the database, descriptions of rules and other types of written material.

In their work the committees can contribute to the strategies of MR-S and EK-S through communication of results and material. Both committees can take initiative to projects within the area of health and social welfare. Both committees should make themselves available to assist initiatives on behalf of EK-S.

The committees collect data in the following areas:

- Health and social expenditure
- Cancer
- Lifestyle-related diseases
- Vital statistics (births, deaths, causes of deaths)
- Health resources
- Pharmaceutical products
- Use of health services
- Life situations
- Populations
- Families and children
- Housing benefits
- Other social benefits
- Pension recipients
- Sickness and health
- Unemployment

Both committees observe and consider existing statistics in relevant Nordic and other international organizations such as Eurostat and OECD, with the purpose of extending collaboration, increased synergy and reduce double work.

In their coordinated efforts, the committees must whenever possible, support interdisciplinarity in the combined field of welfare and health.

Another task is for the committees to be aware of the gender perspective in all their work, and present gendered and individualized statistics whenever possible.

Furthermore, both committees focus on the tasks specified within the current contract between the committees and the Nordic Council of Ministers. The tasks and their deliveries within the contract for the coming year are decided upon at the annual plenary meeting.

21 – Amendment on plenary meeting Statute for Nomesco and Nososco



The typically 2-day plenary meeting take place within the first week of September and take place in each of the Nordic countries in turn. The place of the meeting and activities (incl. catering and excursion) are planned and financed by the hosting country. Often some working groups have short meetings the day before the plenary meeting and therefore the entire session covers a space of three days.

The hosting country is also expected to provide practical assistance during the meeting. National delegations cover own expenses for travel and accommodation.

The meeting is organized in collaboration by the hosting country, the chairs of both committees and the Secretariat. The current chairs of both committee's function as leaders of the meeting.

The structure of the meeting and the planning thereof is laid out in the table.

Table 1: Who is responsible for what?

List of tasks	Content	Responsibility
1	Reservation of hotel and meeting facilities	Host country (keep contact with hotel)
	Catering	Host country
2	Invitation and sign-up formular	Secretariat and host country create this.
3	Preliminary program	Secretariat, host country and chairmanship create this.
4	Practical information	Host country create this
	Mailing list of all invited participants	Secretariat
5	Invitation, sign-up form, practical info, and preliminary program	Secretariat send this to all relevant participants
6	Sign-up registrations for the meeting	Are reported to the Secretariat. Host country continuously informed.
7	Individual registration with hotel	Host country follow-up (info to Secretariat)
8	Program	Secretariat and chairmanship
9	List of signed-up participants with contact/mail information	Secretariat
10	List of participants for the accounts	Secretariat
11	Nametags, flags etc.	Secretariat brings along
12	Setting up meeting facilities	Secretariat and hotel/meeting facility
13	Personal assistance/support during plenary	Host country

21 – Amendment on plenary meeting Statute for Nomesco and Nososco



Responsibilities of the host country

The host country reserve hotel facilities for ca. 50 people. The hotel include breakfast and is paid by participants themselves.

The host country plan and finance excursions, welcome dinner, and plenary dinner for ca. 50 people. The host country also provides the lunch on the second and third meeting day.

Lunch for working groups on first day is organized by the host country and financed by the Secretariat.

The host country arranges and finance meeting facilities for all meetings in relation to the plenary meeting.

Day 1 (work group meetings)

1 meeting room for 3 hours before noon for the Nososco editorial group (12 people)

1 meeting room for 3 hours before noon for the Nomesco editorial group (12 people)

1 meeting room for 3 hours after noon for the Nososco social benefits group (8 people)

Day 2 (plenary meeting)

1 meeting room for at least 50 people

Day 3 (plenary meeting)

1 meeting room for at least 50 people.

The meeting rooms for the first day should include facilities for presentation and online access for members of the working group.

The meeting room for the second and third day should preferably be with a horse-shoe setup to accommodate roundtable discussions, and with tablespace for all. The meeting room should include facilities for presentation and online access such as a projector, wifi-access, and microphone/speakers.

Depending on the place of the plenary meeting, the host country pays for collective transport to the nearest point of public transport (airport/train station) after the meeting.

22 – Amendment on board meetings Statute for Nomesco and Nososco



The board meetings are organized in collaboration between the chairmanship and the Secretariat. The current chairs of both committee's function as leaders of the board meetings.

The board meetings are hosted by the Secretariat, which provide meeting facilities and lunch. National delegations cover own expenses for travel and accommodation.

There are regular board meetings held in the time between two plenary meetings.

Planning meeting

A board meeting take place in December and is known as the Planning meeting. At the planning meeting decisions are made on the budget for the coming year, together with any follow up on decision at the plenary meeting, and information on current activities. At the planning meeting representatives from the Nordic Council of Ministers (i.e., our contact person) are invited to give presentation of current affairs and activities.

Spring meeting

A board meeting also take place during the spring of each year. The purpose of this meeting is to follow up on decisions at the plenary- and planning meeting and inform about current activities. At this meeting the delegation leaders also plan the arrangements of presentations, topics, and discussions for the plenary meeting.

Online meetings

Other board meetings can be called by the chairmanship and is planned in coordination with the Secretariat. These board meetings are often online-meetings of no more than 4-hour duration. The limited time available for online meetings are with respect to time zone and regular office hours within each country. Online meetings are hosted using available standard meeting facilities such as teams, zoom or skype.

23 – Amendment on collaboration with other institutions Statute for Nomesco and Nososco



The committees of Nomesco and Nososco focus on collaboration with other Nordic institutions on their respective common areas of interest. This include NordClass (Nordic Centre for Classifications in Health Care), Nordic statistics, Nordic Welfare Centre and Nordregio.

There are established close collaborations with NordClass on classification of health-related classifications, and both committees regularly produce several updated data matrices with statistical data from our data collection to be included in the database of Nordic statistics.

The work of the committees follows the developments in international statistics and implement definitions from OECD, Eurostat, ILO and ESSPROS in their statistics and analysis.