

**RULES OF OPERATION AS OF 01.01.2026**

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## 1 Tasks of the Division

The Culture and Leisure Division maintains and improves the opportunities of Helsinki residents of different ages for mental and physical well-being, education, and active citizenship, and it supports the vitality of Helsinki. (Administrative Regulation, Chapter 4, Section 7)

The Division is responsible for the library material, museum, and art museum collections, and the maintenance of cultural heritage. The Division attends to the care of the official duties related to the preservation of the cultural environment. (Administrative Regulation, Chapter 4, Section 7)

The Culture and Leisure operates under the guidance of the Board of Culture and Leisure. (Administrative Regulation, Chapter 4, Section 7)

## 2 Division Manager

The activities and shared services of the Culture and Leisure Division are led by the Director of Culture and Leisure Division, who acts as the rapporteur for the Culture and Leisure Board, its various sections, and as the rapporteur of the Deputy Mayor of the Division. The Director of the Culture and Leisure Division is appointed for a fixed period of 7 years at maximum. (Administrative Regulation, Chapter 5, Section 8)

The Director of the Culture and Leisure Division is the supervisor of the Division's various service entities and of the manager attending to the Division's joint services. The Director of the Culture and Leisure Division performs the duties assigned by the Head of the Office. (Administrative Regulation, Chapter 5, Section 8)

## 3 The Division's Service Entities

The Culture and Leisure Division is divided into four service entities: Library Service Entity, Cultural Service Entity, Sports Service Entity, and Youth Service Entity. (Administrative Regulation, Chapter 4, Section 7)

The cultural centres of the Culture and Leisure Division, at Kanneltalo, at Malmitalo, at Stoa, and at Vuotalo, as well as at Maunulatalo, each have their own common management model.

### 3.1 Library Service Entity

Library Service Entity (City Library) attends to the library activities and the national development task, which is separately provided for in the relevant law. (Administrative Regulation, Chapter 4, Section 7, Subsection 2, Paragraph 1)

Library Service Entity:

- Promotes reading and literature
- Adds to equal opportunities for the use of digital services
- Provides spaces for civic activities and events
- Promotes social and cultural dialogue; and
- Attends to national special duties, as prescribed in law.

The Library Service Entity is led by the Library Services Manager. The Library Services

Manager bears the responsibility for the carrying out of the national development task in accordance with the Library Act. The Library Services Manager performs the duties assigned by the Head of the Division. (Administrative Regulation, Chapter 5, Section 8, Subsection 4)

The City Library offers three services: District Library Services, Central Library Services, and Library Network Services. In addition, the Library Services Manager is in charge of the National Development Unit.

### 3.1.1 District Library Services

The District Library Services attend to library services of the various city districts and to the organising and development of customer service. The District Library Services are led by the Districts Library Services Manager. The District Library Services Manager carries out the tasks allocated by the Library Services Manager.

The District Library Services have 19 units, which are responsible for the library services in their own district and for the organisation and development of customer service.

The units of District Library Services function as entities of three, two or one library, each with its own Library Manager.

The District Library Services units are arranged into double libraries as follows: the Arabianranta and Vallila Libraries, the Kallio and Kalasatama Libraries, the Kontula and Myllypuro Libraries, the Maunula and Paloheinä Libraries, the Oulunkylä and Käpylä Libraries, the Puistola and Tapulikaupunki Libraries, the Töölö and PikkHuopalahti Libraries, and the Vuosaari and Sakarinmäki Libraries.

Triple libraries are made up of the Etelä- and Pohjois-Haaga, and Munkkiniemi Libraries, the Herttoniemi, Laajasalo, and Roihuvuori Libraries, the Pukinmäki, Suutarila, and Tapanila Libraries, the Kannelmäki, Malminkartano, and Pitäjänmäki Libraries, and the Rikhardinkatu, Jätkäsaari, and Suomenlinna Libraries.

The other District Library Services units are the Itäkeskus Library, the Jakomäki Library, the Lauttasaari Library, the Malmi Library, the Pasila Library, and the Viikki Library. The Itäkeskus, Kallio, and Kalasatama Libraries, the Pasila, Rikhardinkatu, Jätkäsaari and Suomenlinna Libraries, the Töölö and PikkHuopalahti libraries, and the Vuosaari and Sakarinmäki Libraries have a Library Services Manager (5th manager level) under the leadership of the Library Manager, and the Library Services Manager bears the responsibility for the libraries' operational tasks. The immediate manager work is also shared by the Library Manager and the Service Managers. Kontula-Myllypuro and Kannelmäki-Malminkartano-Pitäjänmäki units each have a Library Service Manager (5th manager level) (fixed-term 2025–2026).

Of the Service Centre Libraries, the Riistavuori Library belongs to the Etelä- and Pohjois-Haaga-Munkkiniemi unit, the Kustaankartano Library belongs to the Oulunkylä-Käpylä unit, the Roihuvuori and Myllypuro Libraries belong to the Itäkeskus unit, the Kontula Library belongs to the Kontula unit, and the Aurora and Psychiatric Centre Patient Libraries belong to the Töölö-PikkHuopalahti unit.

Itäkeskus Library, Malmi Library, Kannelmäki Library, and Vuosaari Library are part of the management model of the cultural centre in their area. The cultural centres are Kanneltalo, Malmitalo, Stoa, and Vuotalo. The Maunula Library participates in the implementation of the Maunulatalo's shared management model.

### 3.1.2 City Centre Library Services

City Centre Library Services produces and develops library services at Helsinki Central Library Oodi and participates in the joint development of library services in the city centre. City Centre Library Services are managed by the Manager of the City Centre Library Services. The Manager of the City Centre Library Services performs the tasks assigned by the Manager of Library Services.

**The Content Service Unit** attends to Central Library Oodi's collections' development, consulting services, the events organised by the library, and the provision of services to families. This unit is led by the unit's manager.

**The Customer Experience and Partnership Unit** attends to the organising of Central Library Oodi's customer services, customer experience, cooperation with external and internal partners, and its coordination, and external event activities. This unit is led by the unit's manager.

**The Media Culture Unit** attends to Central Library Oodi's Urban Workshop's and studios' services, development of digital services, and the technology required for media culture activities. This unit is led by the unit's manager.

**The Shared Services Unit** attends to Central Library Oodi's quality control of support services, work schedule planning, the organisation of the work of substitutes, trainees, and alternative civilian service personnel, staff induction process, and internal training. This unit is led by the unit's manager.

### 3.1.3 Library Network Services

The Library Network Services centrally manages, coordinates, and develops the processes and systems of the accumulation, management and material logistics of the City Library's collection, involving logistics, the discoverability of material, and the lending process. In addition, the Library Network Services are responsible for the library services provided by library buses and vans and by the Home Library, as well as for the organisation and development of customer service.

Moreover, the Library Network Services, in cooperation with the National Development Unit, are responsible for the multilingual library and the role of public libraries in the development of the national metadata process. Library Network Services are led by the Library Network Services Manager. The Library Network Services manager performs the tasks allocated by the Library Services Manager.

**The Collection and Metadata Unit's** task is to select material and develop the Helsinki City Library collection, as well as to take care of the metadata of the material acquired in the collections and its visibility to customers. This unit is led by the unit's manager.

**The Library Bus- and-Van Unit's** task is to attend to library bus-and-van services in the agreed districts and organisation and development of customer service. This unit is led by the Library Bus-and-Van Manager.

**The Purchases and Logistics Unit's** task is to purchase material selected for the collection and to make it available to customers. In addition, this unit attends to the functioning of the Home Library and the Helmet book storage facility. This unit is led by the unit's manager.

The unit is comprised of a Logistics Team and Home Library and Home Storage Team, and they are led by the team leaders.

### 3.1.4 National Development Unit

The National Development Unit, in cooperation with other libraries, produces and develops on-line, communication, and other services for public libraries throughout the country and promotes cooperation between libraries and international communication.

The National Development Unit functions in accordance with a flexible team model. The unit is led by its Development Manager.

## 3.2 Cultural Services Entity

The Cultural Services Entity attends to the tasks related to the City of Helsinki's Cultural Policy and tasks connected to culture,

orchestra, museums, and Helsinki's art collection. The Cultural Services Entity carries out special national and regional tasks allocated to it by way of legislation. (Administrative Regulation, Chapter 4, Section 7)

The Cultural Services Entity:

- Enables and ensures the conditions favourable to diverse forms of professional art and culture
- Enables Helsinki residents to have a lasting connection to art and culture
- Strengthens the flourishing of the districts through art and culture; and
- Attends to national and regional special tasks prescribed in legislation.

In accordance with the requirements of the Museum Act, the Cultural Services Entity of the Division is responsible for ensuring that the Helsinki's cultural-historical collection and art collection remain as museum collections under the control of a legal, private or public entity that organises museum activities, even if the City of Helsinki should desist from the upkeep of museums.

The Cultural Services Entity is led by the Cultural Manager. The Cultural Manager leads cultural policy and the development of cultural services. The manager of this service entity performs the duties assigned by the Director of Culture and Leisure. (Administrative Regulation, Chapter 5, Section 8) The Director of Culture and Leisure decides matters related to collection policy approval.

### 3.2.1 Helsinki City Museum

Helsinki City Museum takes care of the city's museum services and cultural-historical collection, as well as the preservation of the cultural environment. The City Museum serves as a regional museum of responsibility. In accordance with the requirements of the Museums Act, the City of Helsinki is responsible for ensuring that the collections of the museums remain under the control of a legal, private or public operator that organises museum activities, even if the City of Helsinki should desist from the maintenance of the museums.

The City Museum is managed by a museum director. The museum manager is responsible for performing the district-based museum duties as defined by law. The museum manager performs the duties assigned by the Cultural Manager.

**The Cultural Heritage Unit** saves, researches, and cherishes the cultural heritage and cultural environment of Helsinki, and produces and published information based on them in cooperation with the city residents. The unit is responsible for the City's cultural-historical collection, collection management and policy, as well as the collection management system and collection logistics. The unit prepares official statements related to land-use planning and renovation in terms of cultural landscape and building heritage as well as relics. The unit is responsible for carrying out the task of promoting regional museum activities and the regional cultural environment task as defined in the Museums Act. The unit is led by the head of research.

The teams of the Cultural Heritage Unit bear the names Artefact Collections, Cultural Environment, and Image Collections.

The Artefact Collections team is responsible for the cultural-historical collection as well as the related research, customer service, and logistics. The team is led by an intendant.

The Cultural Environment team prepares official statements related to land-use planning and repair construction for cultural landscapes, building heritage, and relics in Helsinki and in the area of operation of the Regional Museum of Responsibility. The team is responsible for cultural environment research and customer service. The team is led by the Cultural Environment Manager.

The Photograph Collections team is responsible for photography and art collections as well as related research, digitization, and customer service. The team is led by an intendant.

**The Public Services Unit** is bears the responsibility for customer and public services, the implementation of exhibitions and other programme, services promoting learning and well-

being, voluntary activities, space rental, and product and service sales. The unit is led by the Public Service Manager.

The unit's teams attend to customer encounters and sales, exhibitions and software, and learning and wellness services.

The task of the Customer Encounter and Sales Team is to attend to customer service at the City Museum, guided tours for the public, renting of the museum's premises, and service and product sales. The team is led by the team leader.

The Exhibitions and Software Team produces exhibitions and programmes for the city residents and participates in the development of sales and service products. The team is led by the team leader.

The task of the Learning and Welfare Services team is to plan and implement services that promote learning and well-being at the City Museum. The team is led by a team leader.

### 3.2.2 The Helsinki Philharmonic Orchestra

The Helsinki Philharmonic Orchestra attends to symphony orchestra activities and produces classical music services. The Helsinki Philharmonic Orchestra is led by the manager. The manager performs the duties assigned by the Cultural Manager.

The units of the orchestra are the Orchestra Unit, Concert Production Unit, Audiences and Interaction Unit, and the Orchestral Services Unit.

**The Orchestra Unit** bears the responsibility for the sound of music and forms the symphony orchestra. The unit is led by the Orchestra Manager.

**The Concert Production Unit** bears the responsibility for the Helsinki Philharmonic Orchestra's concerts, tours, recording sessions, and the production of other artistic functions. The unit is led by the Concert Manager.

**The Public and Interaction Unit** bears the responsibility for the Philharmonic Orchestra's contents being conveyed to the public and for development of the relationship with the public. The unit is led by the Communication and Contact Manager.

**The Orchestra Services Unit** bears the responsibility for the functional development of the Helsinki Philharmonic Orchestra, the programme and financial planning services, support for the Orchestra based on knowledge management, and the development of competence and well-being at work. The unit is led by the II Manager.

### 3.2.3 Promotion of Culture Service

The Culture Promotion Service attends to the cultural and art education services that complement Helsinki's cultural offerings and prepares art and cultural grants as well as the permits related to basic art education. The Promotion of Culture Service is led by the Promotion of Culture manager, who implements the tasks allocated by the Cultural Manager.

**The Companionship Unit** is responsible for the preparation of grants and for the development and cooperation of cultural and art institutions supported by grants, as well as for the preparation of basic education in art. The Companionship Unit is led by the Companionship Manager.

**Annantalo – Art Centre for Children and Young People** is a unit promoting equality of children's culture in Helsinki and developing and producing services for children's culture. The unit is led by the Childrens' Culture Manager.

Annantalo Art Teaching team attends to Annantalo's art teaching services. The team is led by the team foreperson.

Promoting of Children's Culture team is in charge of Annantalo's programme activities and

serves as an enabler of cooperation and as an expert in Helsinki's children's culture field. The team is led by the team foreperson.

**Cultural Centre Caisa** is a unit that promotes the development of Helsinki into a diverse city by means of art and culture. This unit is led by Caisa's manager.

### 3.2.4 District-based Art and Cultural Services

District-based art and cultural services are responsible for providing art and cultural services, including art education services, to city residents in cultural centres and in their vicinity.

These services provide professional artists with performance, art education and gallery facilities, and they produce services in cooperation with artists and cultural persons, city residents and other services.

District-based Art and Cultural Services units are located in **Kanneltalo, Malmitalo, Savoy Theatre, Stoa, and Vuotalo**. Kanneltalo unit also includes Maunulatalo's art and cultural services, and the Savoy Theatre unit includes the Espa stage. These service provisions are led by the Service Manager, who implements the tasks allocated by the Cultural Manager. The units are each responsible for the above within their own cultural centre. Each unit is led by the unit's manager.

Kanneltalo, Malmitalo, Stoa, and Vuotalo function as part of the Cultural Centre's leadership model.

## 3.3 Sports and Fitness Service Entity

The Sports and Fitness Service Entity is responsible for sports and exercise,

as well as organising sports and for looking after the associated facilities and a camping area. (Administrative Regulation, Chapter 4, Section 7)

Sports and Fitness Service Entity:

- Promotes daily and purpose-based sports and fitness
- Promotes self-motivated exercising and
- Promotes organized physical activity and sports.

The Sports and Fitness Service Entity is led by the Sports-and-Fitness Manager. The Sports-and-Fitness Manager is responsible for implementing the cooperation referred to in Act on the Promotion of Sports and Physical Activity. The Sports-and-Fitness Manager performs the tasks assigned by the Culture and Leisure Division Director. (Administrative Regulation, Chapter 5, Section 8)

**The Promotion of Exercise Unit** attends to the coordination of the promotion of sports and fitness at the city level, as well as the development and implementation of measures within the city and with various stakeholders and attends to the promoting of sports and fitness among the city's personnel. The unit reports on the achievement of sports and fitness related objectives and actions.

The unit is responsible for planning and developing urban-level conditions for sports and fitness, outdoor activities, and exercise. The unit attends to the planning and preparing of matters involved in the joint preparation of the Sports and Exercise Service Entity, information-based management, development of inclusiveness and stakeholder cooperation, and the coordination of international matters. This unit is led by the unit's manager. The unit's manager implements the tasks allocated by the Sports-and-Exercise Manager. Promotion of Exercise unit includes exercise for the city's personnel teams, which is led by the team foreperson.

### 3.3.1 Activating to Sports and Fitness Service

Activating to Sports and Fitness Service is responsible for promoting the equality of sports

services and for activating city residents to various sports and other hobbies with the help of services produced in cooperation with the city's own service production and those of partners, making use of the reservation services for the city's residents' use of facilities, and by supporting civic activities in sports. The Activating to Sports and Fitness Service is led by the service manager. The manager of this service performs the duties assigned by the Sports-and-Fitness Manager.

**The Programmed Sports and Fitness Unit** is responsible for physical education programmed services, swimming instruction, and guides people to engage in exercise independently. The unit is responsible for planning, developing, and implementing programmed exercise. This unit is led by the unit's manager.

The teams making up the Programmed Sports and Fitness Unit are the Eastern Physical Activity Team, the Western Physical Activity Team, and the Northern Physical Activity Team. The teams are led by team forepersons.

**The Development Unit for Sports and Fitness as Hobbies** is responsible for planning, developing, coordinating, and producing services and service chains for various target groups in cooperation with the city's internal and external partners. In addition, the unit is responsible for planning and producing the events of physical activity and for preparing decision-making for major events and facility grants. This unit is led by the unit's manager.

The teams of the Development Unit for Sports and Fitness as Hobbies are the Physical Activity Team for children, young people and families, and the Programmed Physical Activity Services Team. The teams are led by team forepersons.

**The Sports and Fitness Partnership Unit** is responsible for knowledge-based leadership, management, planning, and development related to support for civic activities in sports and fitness, as well as the preparation of decisions regarding grants. The unit is also responsible for the reservation and customer service related to the city's residents' use of facilities and boat berths. For its part, the unit promotes responsibility, accessibility, and operating conditions of the city's fitness and sports club activities. The unit is led by a partnership manager.

A city-wide booking team is located in the Sports and Fitness Partnership Unit, led by a team foreperson.

### 3.3.2 Sports and Fitness Sites Service

The Sports and Fitness Sites Service develops and maintains indoor and outdoor sports and Exercise facilities allocated to its care. The service develops Helsinki's sports facilities conditions together with other sectors of the city as well as other operators of sports and fitness facilities and those planning new such facilities. The Sports and Fitness Sites service is led by the Sports-and-Fitness Manager. The Sports-and-Fitness Sites manager performs the duties assigned by the sports manager.

**The Eastern District Unit** bears the responsibility for sports and fitness sites in the eastern part of the city. This unit is led by the unit's manager.

The teams of the Eastern District Unit are the Itäkeskus Swimming Hall Team, Kontula District Team, Latokartano Regional Team, Liikuntamylly Team, and Myllypuro District Team. These teams are responsible for customer service, care, and maintenance of their sports facilities. Each team is led by a team foreperson. In addition, there is a team leader in foreperson positions in the district, who also leads one of the seasonal teams in the district.

**The Western District Unit** is responsible for sports and fitness sites in the city's western part. This unit is led by the unit's manager.

The Western District Unit's teams are Käpylä District Team, Töölö District Team, Töölö Sports Hall Team, Jätkäsaari District Team, and Yrjönkatu and Kumpula Team. These teams are responsible for customer service, care, and maintenance of their sports facilities.

Each team is led by a team foreperson. In addition, there is a team leader in foreperson tasks in the district, who also leads one of the seasonal teams in the district.

**The Northern District Unit** is responsible for sports and fitness sites in the city's northern part. This unit is led by the unit's manager.

The Northern District Unit's teams are Oulunkylä District Team, Pirkkola Exercise Park Team, Pukinmäki District Team, and Tali District Team. These teams are responsible for customer service, care, and maintenance of their sports facilities. Each team is led by a team foreperson. In addition, there is a team leader in foreperson positions in the district, who also leads one of the seasonal teams in the district.

Käpylä District Team, Myllypuro District Team, Pukinmäki District Team, Yrjönkatu and Kumpula District Team, and Töölön District Team each have subteams, which are referred to as seasonal teams. The seasonal teams are responsible for customer service, care, and maintenance of their sports facilities. The seasonal teams are led by specific responsible team members.

### 3.3.3 Outdoor Services

Outdoor Services is responsible for the development and maintenance of the city's land-based and sea-based Outdoor Services network. Outdoor Services are led by the Outdoor Services manager. The manager of this service performs the tasks assigned by the Sports-and-Fitness Manager.

**The Nearby Exercise Unit** is responsible for nearby sports and outdoor exercise facilities, outdoor routes, ski trails, beaches, winter swimming places, outdoor recreation, and camping ground sites. This unit is led by the unit's manager. The Nearby Exercise Unit's teams are the Nearby Exercise Team, Outdoor Sports Areas, and Camping Team, as well as the Outdoor Trails team.

The Nearby Exercise Unit team is responsible for the maintenance and safety of official beaches, swimming sites and winter swimming sites, as well as the maintenance of unmanned grounds managed by the Sports and Fitness Service Entity. The team is led by the team's foreperson.

The Nearby Exercise Unit team has sub-teams that are called Seasonal Teams. The tasks of the Seasonal Teams are to assist in the maintenance and safety of official beaches and swimming sites, as well as in the maintenance of unmanned grounds managed by the Sports and Fitness Service Entity. The Seasonal Teams are led by specifically appointed responsible team members. In addition, there is one team leader in the team as an immediate foreperson shared with the Outdoor Trails Team. (Fixed period until 31.1.2026).

The Outdoor Recreation Areas and Camping Team is responsible for the maintenance of the Rastila camping area and other camping areas and outdoor recreation areas (except the Talosaari outdoor recreation area) managed by the Sports and Fitness Service Entity, as well as for the maintenance of beaches and swimming places outside the city limits and sports trails managed by the Sports and Fitness Service Entity. The team is led by the team's foreperson.

The Outdoor Areas and Camping team has sub-teams that are called seasonal teams. The task of the seasonal teams is to assist in the operation of the summertime camping area and outdoor recreation areas. Seasonal teams are led by separately appointed team leaders. In addition, seasonal teams are led by a team manager as an immediate foreperson. (Fixed-term until 31.1.2026).

The Outdoor Trails Team is responsible for maintaining the ski trails, outdoor trails, skating tracks, outdoor fitness points, and riding trails managed by the Sports and Fitness Service Entity. In addition, the team is responsible for maintaining the Talosaari outdoor recreation area. The team is led by the team's foreperson. In addition, the team consists of one team manager as an immediate foreperson shared 50/50 with the Nearby Exercise team. (Fixed term until 31.1.2026).

**The Sea-based Services Unit** attends to boating, outdoor islands, and fishing. This unit is led by the unit's manager.

The Eastern Boating Team is responsible for the maintenance of the boating harbours and winter storage facilities on the eastern side of the city. The team is led by the team's foreperson.

The Western Boating Team is responsible for the maintenance of the boating harbours and winter storage facilities on the western side of the city. The team is led by the team's foreperson.

Other Sea-based Activities Team is responsible for the maintenance of the recreational islands and the boat channels belonging to its responsibilities, as well as for the organisation of fishing activities. The team is led by the team's foreperson.

Other Sea-based Activities Team has sub-teams called seasonal teams. The task of the seasonal teams is to assist in summertime outdoor islands activities. The Seasonal Teams are led by specifically appointed responsible team members.

**The Maintenance Unit** is responsible for support functions for sports and fitness facilities maintenance, building technology, transportation, and equipment maintenance. In addition, the unit supports the Sports and Fitness Service Entity in the implementation of the elements of the environmental programme and takes care of training related to machinery and equipment. This unit is led by the unit's manager.

The Building Technology Team takes care of the building and equipment related technology expertise and maintenance tasks managed by the Sports and Fitness Service Entity.

The Building Technology Team has three sub-teams that are divided into the Eastern, Northern, and Western sub-teams. These sub-teams are responsible for the expertise and maintenance tasks of the buildings and equipment technology managed by the Sports and Fitness Service Entity in their areas. The sub-teams are led by separately appointed team leaders.

The Logistics Team takes care of the internal and external transportations of the Sports and Fitness Service Entity, the maintenance of the machines and equipment, and is responsible for the storage areas of the Sports and Fitness Service Entity. The team is led by the team's foreperson.

The maintenance team maintains and repairs the buildings of the Sports and Fitness Service Entity and is responsible for the operation of the workshops of the Sports and Fitness Service Entity. The team is led by the team's foreperson.

### 3.4 Youth Services Entity

The Youth Services Entity looks after youth work and youth policy. (Administrative Regulation, Chapter 4, Section 7)

Youth Service Entity:

- Strengthens youth activeness
- Works with communities and youth groups
- Inspires young people to engage in influencing and self-motivated activities; and
- Serves as a trustee of youth and influences the living conditions of youth

The Youth Services Entity is led by the Manager of Youth Affairs. The Manager of Youth Affairs is responsible for the multidisciplinary cooperation in youth services as required in the Youth Act.

The manager of this service entity performs the duties assigned by the Director of Culture and Leisure. (Administrative Regulation, Chapter 5, Section 8)

The Youth Services Entity includes three services: Eastern Youth Work, Western Youth

Work, and Northern Youth Work. (Joja 7.11.2016, Section 82)

Subject to the Youth Affairs Manager there is, in addition to services, also the **the Companionship Unit**. The Companionship Unit promotes the conditions for functioning of youth and non-governmental organisations and youth groups, promotes companionship activities, and prepares youth grants. The Companionship Unit is led by the Companionship Manager.

### 3.4.1 Eastern Youth Work

Eastern Youth Work is led by the district manager. The district manager performs the duties assigned by the Youth Affairs manager.

Eastern Youth Work attends to youth work in the eastern and south-eastern parts of the city. Eastern Youth Work is led by the district manager. As an official, the district manager is responsible for the activities of the Helsinki Youth Council. The district manager performs the duties assigned by the Youth Affairs manager.

The units of the Eastern Youth Work are the South-eastern Youth Work Unit, the Kontula Youth Work Unit, the Itäkeskus Youth Work Unit, the Vuosaari Youth Work Unit, the School and School Youth Work Unit, and the Environmental Youth Work Unit.

**The South-East Youth Work Unit** attends to youth work within the unit's district. This unit is led by the unit's manager.

The South-East Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

**The Kontula Youth Work Unit** attends to youth work within the unit's district. This unit is led by the unit's manager.

The Kontula Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

The Luupi activity centre's temporary team is responsible for cultural youth work within the unit's district and implements cultural youth work throughout Helsinki. The team is led by the team's foreperson.

**The Itäkeskus Youth Work Unit** attends to youth work within the unit's district. This unit is led by the unit's manager. Itäkeskus Youth Work Unit participates in the implementation of the Stoa shared management model.

The Eastern Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

**The Vuosaari Youth Work Unit** attends to youth work and youth house functioning within the unit's district. This unit is led by the unit's manager. Vuosaari Youth Work Unit participates in the implementation of the Vuotalo shared management model.

Vuosaari Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

**The School and Educational Establishment Youth Work Unit** attends to school and educational establishment youth work throughout the city. This unit is led by the unit's manager.

The Educational Establishment Work team is responsible for youth work in secondary schools throughout the city. The team is led by the team's foreperson.

The fixed-term team of School Youth Work is responsible for youth work in primary schools throughout the city. The team is led by the team's foreperson.

**The Environmental Activity Youth Work Unit** supports youth-oriented environmental and nature education, enables young people to take part in environmental, adventure and

camping activities, increases young people's self-motivated activities for the good of the environment and enhanced young people's environmental awareness. This unit is led by the unit's manager.

The Bengtsår Camp Island team is responsible for the operation of the camp island. The team is led by the camp manager.

The Environmental Activities Guidance Team is responsible for the guided environmental activities arranged by the Youth Services. The team is led by the team's foreperson.

### 3.4.2 Western Youth Work

Western Youth Work is led by the district manager. The Western Youth Work district manager is also responsible for the implementation of Outreach Youth Work and for the implementation of the Finnish model of Leisure Activities. The district manager performs the duties assigned by the Youth Affairs manager.

The Western Youth Work Units are Southern Youth Work Unit, Kaarela Youth Work Unit, Munkkiniemi Youth Work Unit, Helsingfors svenska ungdomsarbetsenhet, Events Unit, and the Outreach Youth Work Unit.

**The Southern Youth Work Unit** attends to the youth work within the unit's district. This unit is led by the unit's manager.

The Southern Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

The Dismounted Youth Work Team attends to dismounted youth work throughout the city. The team is led by the team's foreperson.

**The Kaarela Youth Work Unit** attends to youth work within the unit's district. This unit is led by the unit's manager. The Kaarela Youth Work Unit participates in the implementation of the Kanneltalo shared management model.

The Kaarela Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

Kaarela's Guidance Team is responsible for cultural, recreational and targeted youth work within the unit's district.. The team is led by the team's foreperson.

**The Munkkiniemi Work Unit** attends to youth work within the unit's district. This unit is led by the unit's manager.

The Munkkiniemi Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

**The Helsingfors svenska ungdomsarbetsenhet unit** is responsible for Swedish-speakers' youth work throughout the city and it enables civic activities. This unit is led by the unit's manager.

Helsingfors svenska ungdomsarbetsenhetens områdesteam attends to the functions at Swedish-speaking youth centres. The team is led by the team's foreperson (teamchef).

**The Events Unit** enables and supports young people's own events and productions, and increases the preconditions for young people finding employment. The unit is led by the unit manager.

The Performance Technical Team is responsible for the events' technical implementation. The team is led by the team's foreperson.

**The Outreach Youth Work Unit** is responsible for Outreach Youth Work, youth work by the Compulsory Education Team and youth work at Helsinki Guidance Centre. Provisions regarding Outreach Youth Work are set out in the Youth Act, sections 10–12. This unit is

led by the unit's manager.

Helsinki's Compulsory Education Team is comprised of compulsory-education experts, a social worker, a nurse, and compulsory-education instructors. Compulsory Education Team task is to contact young people 15–17 years of age without a place to study and who are legally obliged to engage in education.

The fixed-period team of the Outreach Youth Work is responsible for implementing outreach youth work. The team is led by the team's foreperson.

### 3.4.3 Northern Youth Work

Northern Youth Work is led by the district manager. The district manager performs the duties assigned by the Youth Affairs manager.

The Northern Youth Work Units are the North-Eastern Youth Work Unit, Malmi Youth Work Unit, Maunula Youth Work Unit, Pasila Youth Work Unit, and Viikki Youth Work Unit.

**The North-Eastern Youth Work Unit** attends to youth work and youth house functioning within the unit's district. The North-Eastern Youth Work Unit is led by the unit's manager.

The North-Eastern Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

The Business Youth Team attends to the business operations of Youth Services. The team is led by the team's foreperson.

**The Malmi Youth Work Unit** attends to youth work and youth house functioning within the unit's district. The Malmi Youth Work Unit is led by the unit's manager. The Malmi Youth Work Unit participates in the implementation of the Malmitalo shared management model.

The Malmi Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

The Fallkulla Domestic Animal team is responsible for the functioning of the pet farm as part of the youth work in the area. The team is led by the supervisor.

**The Maunula Youth Work Unit** attends to youth work and youth house functioning within the unit's district. The Maunula Youth Work Unit is led by the unit's manager. The Maunula Youth Work Unit participates in the implementation of the Maunulatalo's shared management model.

The Maunula Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

**The Pasila Youth Work Unit** attends to youth work and youth house functioning within the unit's district. The Pasila Youth Work Unit is led by the unit's manager.

The Pasila Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

**The Viikki Youth Work Unit** attends to youth work and youth house functioning within the unit's district. The Viikki Youth Work Unit is led by the unit's manager.

The Viikki Youth Team attends to the district's youth house functioning. The team is led by the team's foreperson.

## 3.5 The Division's Shared Services

In addition to service entities, the Division has shared services under the supervision of the Division Director. The Division's shared services attend to the shared services managed centrally within the Division. (Administrative Regulation, Chapter 4, Section 9)

The shared services of the Culture and Leisure Division are managed by the manager of the Shared Services. The manager of the Shared Services performs the duties assigned by the Director of Culture and Leisure. (Administrative Regulation, Chapter 5, Section 8)

The Division's common services include administrative services, human resources services, welfare promotion services, development and digitalization services, financial and planning services, and communications and marketing services.

### 3.5.1 Administrative Services

Administrative Services are responsible for providing the services related to general administration, decision-making, legal advice, office services, and support in competitive tendering situations. In addition, the Administrative Services bears the responsibility for promoting occupational safety, safety, and risk management within the Division's fields of activity. The Administrative Services is led by the chief administrator. The chief administrator performs the duties assigned by the Manager of Shared Services.

**The Decision-Making Support Unit** bears the responsibility for supporting decision-making by the various Division organs and management, coordinating of matters and joint preparation, archiving and contract management, legal and contract advice, as well as steering procurement and supporting tendering. In addition, the unit is responsible for coordinating and supporting the Division's internal control and risk management, data protection, occupational safety and security and safety within the Division. The unit also takes care of the promotion of preparedness and contingency matters. This unit is led by the unit's manager.

**The General Office Services Unit** is responsible for secretarial and management assistant services, the provision of general office services, and other administrative support tasks. The unit also produces Fredriksberg lobby services and manages the Fredriksberg house committee. The unit is led by the office services manager.

### 3.5.2 Personnel Services

Personnel Services are responsible for the preparation of the Division's personnel policy, proactive personnel planning, and support for personnel matters for management and foremen. .

In addition, the Personnel Services is responsible for putting strategic HR projects into practice within the Division and for supporting employer activities and co-operation, competence development, rewarding, well-being at work, and recruitment support within the Division. The Personnel Services is led by the personnel manager. The manager of Personnel Services performs the duties assigned by the Shared Services Manager.

**The Employer Services Unit** is responsible for the duties of personnel rewarding and remuneration of personnel, performance management, interference, participation and co-operation, official and collective agreements, and labour legislation. The unit is led by the Employment Manager.

### 3.5.3 Development and Digitalization Services

Development and Digitalization Services are responsible for the Division's strategic modification projects, partly for the Division's City's joint development of the sector, the implementation of the Division's development projects, the promotion of digitalization, and the acquisition, maintenance, and support connected to Division-specific ICT solutions. In addition, Development and Digitalization Services is responsible for the information security and overall architecture of the Division. Development and Digitalization Services is led by the Development and Digitalization Manager. Development and Digitalization Services Manager performs the duties assigned by the Shared Services Manager.

**The Development Unit** is responsible for the Division's strategic modification projects and

related joint city development, coordination of the Division's portfolio of strategic projects and for development of the Division's project management. In addition, the unit supports service entities in project portfolio management and provides Division-wide services to support development. The unit is led by the unit's manager.

**The Digitalization Development Unit** supports the development of new services utilising digitalization, bears the responsibility for the technical platforms of digital service development, the management of shared information management platforms within the Division, as well as digitalization projects and the management of the ICT development portfolio. In addition, the unit is responsible for information security and enterprise architecture of the Division, as well as technology and information system policies. The unit is led by the ICT Development Manager.

**The Digital Services Unit** is responsible for the maintenance, further development and support of Division-specific ICT services, applications, systems and equipment, as well as supplier cooperation. The unit participates in the Division's digitalization projects. The unit is responsible for ordering services on a digital basis at the city level and coordinates the service's ICT procurement for the entire Division. The unit is led by the ICT Services Manager.

### 3.5.4 Economic and Planning Services

Economic and Planning services bear the responsibility for the Division's strategic planning, economic and operations planning, and facility services. These services are led by the Economic and Planning Manager. The service manager performs the duties assigned by the Shared Services Manager.

**The Planning Unit** bears the responsibility, based on the city strategy, for supporting and developing the planning of the Division's operations, for strategic and knowledge-based management support, and for information and research services related to the Division. The unit is led by the planning manager.

**The Financial Services Unit** bears the responsibility for financial planning and accounting and reporting services. The unit bears the responsibility for financial support, coordination and control tasks, such as price-list work, financial and payments transactions, and accounting. In addition, the unit bears the responsibility for the efficiency and economics of the Division's financial administration and supports the Division's forepersons and personnel in financial management. The unit is led by the unit's financial manager.

**The Facilities Service Unit** is responsible for the guiding and support of the planning of facility projects, contributes to the development of the service network, monitors city-level land use and land-use planning, and participates in the preparation of plans for its sector of activity. In addition, the unit rents premises for the use of the Division and maintains information on the facilities and attends to expert services related to environmental matters. The unit is led by the Facilities Service Unit's manager.

### 3.5.5 Communications and Marketing Services

Communications and Marketing Services bear the responsibility for leading the Division's strategic communications, marketing, brand management, and support for inclusiveness and service design. In addition, Communications and Marketing Services bear the responsibility for the user-orientation and content design of on-line communication channels. The Communications and Marketing Services are led by the Communications and Marketing Manager. The Communications and Marketing Services Manager performs the duties assigned by the Shared Services Manager.

**The Marketing Unit** bears the responsibility for the Division's marketing, advertising, graphic design, and brand management. The unit is led by the Marketing Manager.

**The Communications Unit** bears the responsibility for the Division's external and internal communications, disturbance, and crisis communications, decision communications, and

media and other public relations activities. The unit is led by the Communications Manager.

**The Inclusiveness and Net Communications Unit** bears the responsibility for supporting the Division's involvement and interaction as well as service design and customer experience development. In addition, the unit is responsible for supporting user-orientedness, content design, and content production of on-line communication channels. This unit is led by the unit's manager.

### 3.5.6 Well-being Promotion Services

**The Well-being Promotion Services** is responsible for the coordination of city-level preventive substance abuse work and for the development and organisation of city-level volunteer activities. In addition, the Well-being Promotion Services bear the responsibility for the preparation, coordination and monitoring of city-level well-being and health promotion (acronym in Finnish HYTE) as well as for the expertise in HYTE work, and the related support for the Division's services and management. In addition, the Well-being Promotion Service is responsible for supporting the development of equality in municipal services within the Division and the coordination of integration and the prevention of segregation. The Well-being Promotion Services is also responsible for promoting children's rights and the participation rights of older people within the Division. In addition, the Well-being Promotion Services is responsible for other programme and development work related to the well-being and equality of city residents. The Well-being Promotion Services is led by the Well-being Promotion Services manager. The Well-being Promotion Services Manager performs the duties assigned by the Shared Services Manager.

**The Well-being and Volunteer Activity Unit** bears the responsibility for district-based and network cooperation in promoting well-being, for influencing and campaigning in promoting well-being, and for developing expertise. In addition, the unit is responsible for the development and organisation of voluntary activities at the city level. This unit is led by the unit's manager.

## 4 Temporary Positions

In the absence the Division Director, the associated duties shall be carried out by the office holder appointed by the Division board. In the absence of the service entity and of manager of the Shared Services, their duties shall be carried out by an official appointed by the Division director. (Administrative Regulation, Chapter 5, Section 10).

Substitutes for the manager of the Library Services Entity shall be as set out in the following order of substitution:

1. Library Network Services manager
2. District Library Services manager
3. City Centre Library Services manager

Substitutes for the manager of the Cultural Services Entity shall be as set out in the following order of substitution:

1. Promotion of Culture Service manager
2. City Museum manager
3. Service manager

Substitutes for the manager of the Sports and Fitness Service Entity shall be as set out in the following order of substitution:

1. Sports-and-Fitness Sites manager
2. Outdoor Services manager
3. Service manager

Substitutes for the manager of the Youth Services Entity shall be as set out in the following order of substitution:

1. Eastern Youth Work district manager
2. Western Youth Work district manager
3. Northern Youth Work district manager

Substitutes for the manager of the Shared Services Entity shall be as set out in the following order of substitution:

1. Economic and Planning manager
2. Administrative manager
3. personnel manager

Substitutes involving official decision in the field of competence of the manager of the Shared Services Entity shall be as set out in the following order of substitution:

1. Sports-and-Fitness manager
2. Youth Affairs manager
3. Library Services manager

The managers of the various services shall decide on the arrangements for the substitution of the service managers. The managers of the various services shall decide on the arrangements for the substitution of forepersons.

The forepersons of the various units shall decide on the arrangements for the substitution of other forepersons.

## 5 Qualification Requirements and Recruitment

The qualification requirements for the division director include higher university degree, experience in management positions, and excellent oral and written skills in Finnish and satisfactory oral and written skills in Swedish. (Administrative Regulation, Chapter 23, Section 1)

The qualification requirements for a services entity manager include higher university degree, experience in management positions, and excellent oral and written skills in Finnish and satisfactory oral and written skills in Swedish. If matters related to a service entity are handled in a Swedish-speaking institution, the language proficiency requirement is excellent oral and written proficiency in Swedish and satisfactory oral and written proficiency in Finnish. Account must also be taken of what eligibility conditions have been separately laid down or imposed. (Administrative Regulation, Chapter 23, Section 1)

The qualifications required of other personnel is determined by the person carrying out the recruitment, taking into account what has been specifically prescribed. (Administrative Regulation, Chapter 23, Section 1)

The City Council shall decide on the appointment of the Division director. (Administrative Regulation, Chapter 7, Section 1)

The City Council shall decide on the appointment of the manager of a services entity. (Administrative Regulation, Chapter 8, Section 1)

The Division Board shall decide on the appointment of a direct subordinate to the manager of a services entity as well as on the appointment of the manager of the Shared Services of the Division. (Administrative Regulation, Chapter 10, Section 1)

The Division Director shall decide on the employment of the Shared Services managers. (Administrative Regulation, Chapter 14, Section 1).

The appointment or employment of other personnel shall be decided upon as part of the decision to delegate decision-making on personnel matters. (Personnel Administration Delegation Decision, 30.5.2017, Section 13)

## 6 Management Groups

### 6.1 Division's Management Group

The Division's Management Group consists of the Division Director as the chairperson, the Manager of Shared Service, the Manager of Library Services, the Cultural Manager, the Manager of Sports and Fitness and Youth Affairs Manager, a representative of the City Office, and a representative of the personnel. The chairperson appoints the Management Group's secretary. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

### 6.2 Shared Services' Management Group

The Division's Shared Services Management Group consists of the Manager of Shared Services as the chairperson, Administrative Manager, Personnel Manager, Promotion of Well-being Manager, Development and Digitalization Manager, Economic and Planning Manager, and Communication and Marketing Manager. The chairperson appoints Management Group's secretary. Experts will be invited to meetings as necessary. The permanent experts of the Management Group are the leading controller and the administration HR partner. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

### 6.3 Library Services Entity's Management Group

The Helsinki City Library Management Team consists of the Manager of Library Services as the chairperson, the Manager of District Library Services, the Manager of the City Centre Library Services, the Manager of Development, the Manager of Library Network Services, and one libraries' representative from the district. A representative of the Division's some other service may be invited to join the Management Group. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

### 6.4 Cultural Services Entity's Management Group

The Management Group of the Cultural Services Entity consists of the Cultural Manager as chairperson, the Museum Manager, a Curator, Cultural Promotion Manager, and Service Manager. A representative of another service may be invited to join the Management Group. The chairperson appoints the Management Group's secretary. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

#### 6.4.1 City Museum's Management Group

The City Museum's Management Group consists of the Museum Manager as chairperson, the Research Manager, the Public Services Manager, the Curator of Object Collections, the Cultural Environment Manager, the Curator of Picture Collections, the Team Representative of the Customer Encounters and Sales Team, the Exhibitions and Programme Team Representative, and the Learning and Well-being Service Team's representative. A representative of the Division's some other service may be invited to join the Management Group. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

#### 6.4.2 Helsinki Philharmonic Orchestra's Management Group

The Management Group of the Helsinki Philharmonic Orchestra consists of the Curator as the chairperson, the 2nd Curator, the Orchestra Manager, and the Communications and Marketing Manager. A representative of another service may be invited to join the Management Group. The chairperson appoints the Management Group's secretary. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

#### 6.4.3 Promotion of Culture Service's Management Group

The Management Group of the Promotion of Culture Service consists of the Manager of Promotion of Culture Service as chairperson, the Manager of Annantalo, the Manager of the Cultural Centre Caisa, and the Companionship Manager. A representative of another service may be invited to join the Management Group. The chairperson appoints the Management Group's secretary. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

#### 6.4.4 District-based Art and Cultural Services Management Group

District-based Art and Cultural Services Management Group consists of the Services' Manager as chairperson, Kanneltalo Manager, Malmitalo Manager, Savoy Theatre Manager, Stoa Manager, and Vuotalo Manager. A representative of another service may be invited to join the Management Group. The chairperson appoints the Management Group's secretary. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

### 6.5 Sports and Fitness Service Entity's Management Group

Sports and Fitness Service Entity's Management Group consists of Sports and Fitness Manager as chairperson, the Service's Manager, Sports-and-Fitness Sites Manager, and Outdoor Services Manager. A representative of another service may be invited to join the Management Group. The chairperson appoints the Management Group's secretary. Experts will be invited to meetings as necessary. The City's Co-operation Agreement shall be applied in the matter of personnel representation.

### 6.6 Youth Services Entity's Management Group

The Youth Services Entity's Management Group consists of the Youth Affairs Manager as chairperson and the District Managers of Eastern, Western, and Northern Youth Work, as well as the Companionship Manager. In addition, a representative of another service entity may be invited to become a permanent member of the Management Group. The chairperson appoints the Management Group's secretary. Experts will be invited to meetings as necessary. As regards personnel representation, the City Co-operation Agreement shall be applied.

## 7 Presenting Officials

An office holder acting as a rapporteur as per the Administrative Regulation may delegate the presentation task to a subordinate office holder. (Administrative Regulation, Chapter 19, Section 1).

### 7.1. Presenting Officials on the Culture and Leisure Board

The Manager of the Culture and Leisure Division acts as a rapporteur at the meetings of the Culture and Leisure Board and its sub-committees on matters pertaining to the entire division and to two or more service entities. In other matters dealt with at the Culture and Leisure Board, the presenting official is:

- Cultural manager in matters pertaining to the Cultural Services entity
- Manager of Library Services in matters pertaining to the Library Services Entity
- Manager of Sports and Fitness Services in matters related to Sports and Fitness Services
- Director of Youth Affairs in matters related to Youth Services Entity
- Manager of Shared services in matters administrative matters common to Culture and Leisure Services

## 7.2. Presenting Officials in the Culture and Library Section

In the Division's Culture and Library section, the presenting official is:

- The Cultural manager for matters involving the Cultural Service Entity and for matters involving two or more services, and in addition for both the Cultural Service Entity and the Library Service Entity involving matters of common interest
- Manager of Library Services in matters pertaining to the Library Services Entity
- Museum Director in matters pertaining to the City Museum
- Curator in matters pertaining to the Helsinki Philharmonic Orchestra
- Head of Cultural Promotion in matters pertaining to the Cultural Promotion Service
- Manager of the Service in matters pertaining to the District Arts and Culture Services

## 7.3. Presenting Officials in the Sports and Fitness Section

In the Division's Sports and Fitness section of the industry, the presenting official is:

- Manager of Sports and Fitness for the entire Sports and Fitness Entity, in matters pertaining to two or more services, and in matters pertaining to the Promotion of Exercise Unit
- Manager of the Activating to Sports and Fitness Service
- Manager of Sports-and-Fitness Sites in matters pertaining to the Sports-and-Fitness Sites Service
- Head of Outdoor Services in matters related to Outdoor Services

## 7.4. Presenting Officials in the Youth Section

In the Division's Youth Section, the presenting official is:

- Director of Youth Affairs for the entire Youth Service Entity, in matters pertaining to two or more services, and in matters pertaining to the Companionship Unit
- District Manager for Eastern Youth Work
- District Manager for Western Youth Work
- District Manager for Northern Youth Work

# 8 Decision Making in Certain Other Matters

## 8.1 Decision Making in Economic Matters

The Division Director makes the decisions pertaining to persons eligible for approving of invoices, payment orders and memorandum vouchers, and the organisation of the approval procedure. (Administrative Regulation, Chapter 14, Section 1, T and 30.5.2017, Section 12)

The Division Director decides or approves the grounds and limits according to which an office holder can decide to accept property donated or bequeathed to the city and allocated to the Division when its value does not exceed EUR 100,000 (Administrative Regulation, Chapter 14, Section 1). The manager of a service entity decides in matters up to EUR 20,000 euros for the service entity in question.

The Division Director decides on the grounds and limits according to which an office holder decides in compensation for damages when the City is liable for compensation in matters concerning the Division, or for compensation for damages when it is considered reasonable (Administrative Regulation, Chapter 14, Section 1). The Administrative Manager decides in matter where the compensation for damages does not exceed EUR 10,000.

The service manager signs local business cooperation or sponsorship documents if they relate to one calendar year and have a monetary value of no more than €20,000.

## 8.2 Decision Making in Procurement Matters

The Division's Board decides or approves the criteria and limits according to which an official decides on acquisitions, but excluding shares (Administrative Regulation, Chapter 10, Section, Joja 22 May 2017, Section 16). In addition, decisions may be taken on the procurement made by employees, whereby rights are conferred for making procurements on behalf of the office-holder.

## 8.3 Decision Making in Personnel Matters

The Director of the Division decides in the delegation of personnel administration's decision-making in the field of Culture and Leisure. (Administrative Regulation, Chapter 14, Section 1, T and 30.5.2017, Section 13)

## 8.4 Decision Making in Permission to Conduct Research Matters

The manager of the service entity approves the research permits concerning the service entity. Research permits regarding the Division or more than one service entity are approved by the Manager of Shared Services. Research permits focusing on the City Museum's collections are approved by the Manager of the Cultural Heritage Unit of the City Museum.

## 8.5 Decision Making in Information Request and Facility Reservation Matters

The decision-making power in issuing a document, in accordance with Section 14 of *Viranomaisten toiminnan julkisuudesta annettu laki* (Act on the Openness of Government Activities), is exercised by the Manager of the Service Entity in regards to the manager's own service entity and by the Manager of Shared Services in regard to the Division's Shared Services. If the matter in question concerns more than one of the above, the decision-making power is exercised by the Director of the Division. (Photo: Board 31.10.2023, Section 152).

The decision to cancel a reservation is made by the Manager of the Service, unless it is a normal cancellation of a reservation based on contractual terms, in which case the cancellation can be carried out by the personnel managing the facility reservation service.

# 9 Personnel Committee and Cooperation

With regard to Personnel Committee, the City of Helsinki's Co-operation Agreement and its implementation guidelines are applied.

# 10 Division Planning and Development

The Division implements the City's principles of inclusiveness and interaction. (Administrative Regulation, Chapter 27, Sections 1–4)

## 11 General Administrative Regulation

### 11.1 Signing of Documents

The Division Director signs the documents referred to in Chapter 24, Section 1, Subsection 4 of the Administrative Regulations concerning the Division or more than one service entity (except that which is laid down in Administrative Regulation, Chapter 24, Section 1, Subsection 2).

The Manager of a Service Entity signs the documents referred to in Chapter 24, Section 1, Subsection 4 of the Administrative Regulations concerning the Division and the Manager of the Shared Services signs the documents concerning Shared Services (except that which is laid down in Administrative Regulation, Chapter 24, Section 1, Subsection 2).

The Service Manager signs the service documents referred to in Chapter 24, Section 1, paragraph 4 of the Administrative Regulations and decides on the signing of the letters referred to in Chapter 24, Section 1, paragraph 4, pertaining to the Service's units.

Conventional letters and other documents are signed by their author.

### 11.2 Use of the Right to be Heard

Unless otherwise decided upon by the Division's Board in an individual case, the Manager of Shared Services shall use the City's right to be heard in appeals concerning the decisions of the Division's Board, the Division's Sections, and the officeholders, should he/she agrees with the decision subject to appeal.

### 11.3 Decisions Regarding Opening Hours

The Division Director decides on the common opening hours of the operating units concerning more than one Service Entity (Administrative Regulation, Chapter 17, Section 5). The opening hours of the operating units of each service are decided by the Service Manager.

### 11.4 Acquiring of Official Permit

The Director of the Service Entity decides on the application for an official permit for a Service Entity, with the exception of what is stipulated in Administrative Regulation, Chapter 24, Section 1, Subsection 2.

### 11.5 Internal Supervision, Risk Management, Management of Contracts, and Safety-based Leadership

Internal supervision and risk management responsibilities and principles, and contract management are decided upon in the description of internal supervision and risk management. (Administrative Regulation, Chapter 10, Section 1, Subsection 7)

The principles and responsibilities of safety management within the Division are determined in the description of Safety-based Leadership.

