

Public Authority	<u>Restoration Directorate</u> Permanent Secretariat MHAL
Description of the department/directorate/entity's structure	<u>The Restoration Directorate brings together an experienced team of professionals, technicians and hands-on workers with specific know-how in restoration techniques. Backed by an administrative arm, the Directorate, which also incorporates the Rehabilitation Projects Office, has a total staff complement of over 160 personnel.</u> See attachment
Description of the department/directorate/entity's functions and responsibilities	<u>The Restoration Directorate is the main government entity responsible for the implementation and execution of restoration, rehabilitation and conservation interventions on historical buildings, which are also primarily public property. The Directorate also offers specialized assistance to various public entities and institutions, including ministries, local councils, departments, agencies and non-governmental organizations.</u> The Ministry is involved in cultivating pride in Malta and strengthening identity through promoting the performing arts and aesthetics, safeguarding the national heritage and giving support to Local Councils to operate through the appropriate legal framework.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<u>HR related documents, Restoration Work Reports, Tender Documents, Contracts for Works/Services, Mapping, Drawings and Photos of Restoration Directorate Projects, Method Statements, Fuel Requisition Forms, Fuel Log Books, Financial Records including FS3s, Documentation regarding Suppliers and Procurement of Supplies including quotations, Invoices, Local Purchase Orders, Payment Vouchers, Bin Cards, Minutes of Meetings, and Salaries, Accounts and Procurement, Operations Documents, Legislation Drafts, Policy Drafts, Internal Memos, Ombudsman Cases,</u>
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	<u>PSMC, Procurement Legislation, Manual on Resourcing Policies and Procedures, Manual Regarding Positions of Assistant Director in the Public Service, Manual on the Procedure and Computation of Salaries, Manual of Allowances, Manual on Special Leaves, Manual on Work-Life Balance Measures, Manual on Transport and Travel Policies and Procedures, Planning-related Legislation and Policies</u>
Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include	FOI Officer <u>Ministry for the National Heritage, the Arts and Local Government,</u> <u>22 Chateau de La Ville, Archbishop Street, Valletta</u>

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<p>particulars of the officer or officers to whom requests for such access should be sent</p>	<p>foi.mrie@gov.mt – foi.mhal@gov.mt</p> <p>21464220</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Permanent Secretariat MHAL. Complaints may be submitted from the FOI portal www.foi.gov.mt via E-ID or through the online form; or by email. The complaint should be addressed to the Public Authority’s FOI Officer, who shall bring the complaint to the attention of the officer responsible¹. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta). The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant’s complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Public Authority and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed. An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information.</p>
<p>Other Information</p>	<p>Office Working Hours: <7.45 am – 5.15 pm> Payments are to be made in cash or cheque at the business office of < Ministry for the National Heritage, the Arts and Local Government, 21, Chateau de La Ville, Archbishop Street, Valletta. MRIC, Chateau de la Ville, Archbishop Street, Valletta ></p>
<p>Public Authority Contact Details</p>	<p>MRIC Ministry for the National Heritage, the Arts and Local Government 21, Chateau de La Ville, Archbishop Street, Valletta Foi.mhal@gov.mt 21466220 foi.mrie@gov.mt –</p>

