

Public Authority	Valletta Cultural Agency
Description of the department/directorate/entity's structure	See attachment
Description of the department/directorate/entity's functions and responsibilities	<p>Based on the legacy of the Valletta 2018 Foundation, the Valletta Cultural Agency's main responsibilities are as follows:</p> <ul style="list-style-type: none"> • to create a comprehensive cultural plan for Valletta that is sustainable, inclusive and equitable, and to oversee its implementation; • to develop and produce an annual cultural programme for Valletta, also in collaboration with other Public Cultural Organisations, to further stimulate inclusion, access and participation while enabling the development of creative skills; • to further support, value and enable traditional cultural community celebrations which are an important part of Valletta's social fabric; • to further encourage broad and equitable distribution of and participation in cultural activities throughout Valletta; • to administer funding programmes and budgets in order to assist artists and Public Cultural Organisations based and/or operating in and/or working in Valletta; • to commission temporary works of art for public buildings and sites throughout Valletta; • to protect and promote Valletta's cultural and artistic heritage; • to establish and uphold standards of excellence for cultural events taking place in Valletta; • to coordinate the bidding process for the next European Capital of Culture title for the Maltese Islands; • to exercise any other function that may be assigned by the Minister responsible for Culture.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Personal Information of the VCA subscribers, Personal information of project participants, HR Documentation, Unsuccessful recruitments, Financial information and Procurement, Digital photographs and videos of public events, unsuccessful project proposals.
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which	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, the VCA Social Media Policy, Data Protection Policy

<p>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)</p>	
<p>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 particulars of the officer or officers to whom requests for such access should be sent</p>	<p>FOI Officer</p> <p>Valletta Cultural Agency</p> <p>Exchange Buildings, Republic Street,</p> <p>Valletta, VLT 1117</p> <p>foi.vca@vca.gov.mt</p> <p>2124 2018</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 responsible. 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</p>

	<p>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>
Other Information	<p>Office Working Hours (winter): <8 am – 5:30pm> // (summer) 8am – 1.45pm</p> <p>></p>
Public Authority Contact Details	<p>Valletta Cultural Agency</p> <p>Exchange Buildings, Republic Street,</p> <p>Valletta, VLT 1117</p> <p>foi.vca@vca.gov.mt</p> <p>2124 2018</p>