

Public Authority	Ministry for the National Heritage, the Arts and Local Government <u>Public Authority</u> : Cultural Directorate.
Description of the department/directorate/entity's structure	As well highlighted in Malta's National Cultural Policy 2021 (NCP 2021) our raison d'ete is the proliferation of Culture in its widest meaning to the Maltese population. We are equally committed to Tangible and Intenagible Cultural Heritage.
Description of the department/directorate/entity's functions and responsibilities	Our main objectives and responsibilities can be briefly channelled into 8 main areas of interest as herewith elencated :- 1_Strengthening Cultural Governance. 2_Increasing Cultural access and widening participation. 3_Elevating the status of the artist and professionals in the cultural, heritage and creative sectors. 4_Improving Artistic and Cultural eductaion. 5_Developing Cultural Infrastructure 6_Protecting and safeguarding Cultural Heritage. 7_Promoting a culturally distinctive Gozo. 8_Advancing international cultural relations.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Our main document of reference is the National Cultural Policy 2021 (NCP 2021) that is a concerted effort from numerous stakeholders to condense, update and strengthen into one holistic document various other previous cultural policy papers. There is also a genuine attempt to study , comment and selectively assimilate o host of EU and Unesco cultural policy papers that are continuously brought to our attention from the relevant international bodies of which we are full members.
Description of all manuals and similar types of documents which contain policies,	Public Service Management Code, Manual of Allowances, Manual on Special Leaves, Manual on Work-Life Balance Measures, Planning-related Legislation and Policies Procurement Legislation

<p>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)</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>Ministry for the National Heritage, the Arts and Local Government</p> <p>Chateau de la Ville, Archbishop Street, Valletta</p> <p>foi.culturedirectorate@gov.mt</p> <p>2567 4202</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</p>

	<p>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></p> <p>Payments are to be made in cash or cheque payable to the Office of the Permanent Secretary, Ministry for the National Heritage, the Arts and Local Government</p> <p>Accounts Section, 35, Old Bakery Street, Valletta</p>
<p>Public Authority Contact Details</p>	<p>Culture Directorate</p> <p>Chateau de la Ville, Archbishop Street, Valletta</p> <p>foi.culturedirectorate@gov.mt</p> <p>2567 4202</p>