

Public Authority	<p>Ministry for the National Heritage, the Arts and Local Government</p> <p><u>Public Authority</u>: Permanent Secretariat.</p> <p>Including also Ministerial Secretariat, Department of Corporate Services, Information Management Unit and Restoration Directorate.</p>
Description of the department/directorate/entity's structure	<p>Organisation Chart Attached.</p> <p><a href="#">Restoration Organogram</a></p> <p><a href="#">Permenant Secretariat Organogram</a></p>
Description of the department/directorate/entity's functions and responsibilities	<p>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.</p> <p>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.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p><u>Office of the Permanent Secretary</u></p> <ul style="list-style-type: none"> <li>• Cabinet Memos</li> <li>• Cabinet decisions</li> <li>• Cabinet Follow Up Reports</li> <li>• Strategies and Policies</li> <li>• Documentation and correspondence relating to administration issues</li> <li>• General Correspondence</li> <li>• Files related to the implementation of the Ministry's initiatives and measures</li> <li>• Ministry files (various matters)</li> <li>• Documents related to Boards set up under the remit of the Ministry</li> <li>• <u>Documents related to Ombudsman cases</u></li> </ul>

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Ministerial Secretariat

- Parliamentary Questions
- Cabinet Papers
- Bills
- Legal Notices
- ~~Press Releases~~

Directorate for Corporate Services

- Personal Files
- Allowances
- Study Leave
- Sponsorships
- Calls for Applications
- Work-Life Balance
- ~~Standard Operations Procedures (SOPs)~~
- Employment Contracts

Information Management Unit

- Websites and Web
- Networking
- IT Contract Management
- User Guides and Manuals
- User Rights
- New Technologies
- Technical Support
- Technical SOPs
- Service Contract Management

Restoration Directorate

- HR related documents
- Restoration Work Reports
- Tender Documents
- Contracts for Works/Services
- Mapping, Drawings and Photos of Restoration Directorate Projects

	<ul style="list-style-type: none"> <li>• Method Statements</li> <li>• Fuel Requisition Forms</li> <li>• Fuel Log Books</li> <li>• Financial Records including FS3s</li> <li>• Documentation regarding Suppliers and Procurement of Supplies including quotations, Invoices, Local Purchase Orders, Payment Vouchers, Bin Cards, Minutes of Meetings</li> </ul>
<p>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)</p>	<p><u>Office of the Permanent Secretary</u></p> <ul style="list-style-type: none"> <li>• Memoranda and internal circular</li> <li>• <u>Manuals of procedure</u></li> </ul> <p><u>Ministerial Secretariat</u></p> <ul style="list-style-type: none"> <li>• Guidelines</li> </ul> <p><u>Department of Corporate Services</u></p> <ul style="list-style-type: none"> <li>• PSMC</li> <li>• Manual on Special Leaves</li> <li>• Manual on Work-Life Balance Measures</li> <li>• Manual on Resourcing Policies and Procedures</li> <li>• Manual on Disciplinary Procedures</li> <li>• Manual on Staff Development in Public Administration</li> <li>• Manual Regarding Positions of Assistant Director, Senior Manager, Manager and Assistant Manager in the Public Service</li> <li>• Manual on Industrial Relations and the Selection and Appointment Process under Delegated Authority in the Malta Public Service</li> <li>• Manual on Allowances</li> </ul> <p><u>Information Management Unit</u></p> <ul style="list-style-type: none"> <li>• List of Websites, Social Media Pages and Domains</li> <li>• Network Plans and Related Documents</li> <li>• Soft Copies and internal and mServices SOPs and related documents</li> <li>• List of IT accounts and user rights</li> <li>• ERFS and GMICT Policy related Documents</li> </ul>

	<p><u>Restoration Directorate</u></p> <ul style="list-style-type: none"> <li>• Public Service Management Code</li> <li>• Manual of Allowances</li> <li>• Manual on Special Leaves</li> <li>• Manual on Work-Life Balance Measures</li> <li>• <del>Planning-related Legislation and Policies</del></li> </ul>
<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>35 Old Bakery Street, Valletta</p> <p><a href="mailto:foi.mhal@gov.mt">foi.mhal@gov.mt</a></p> <p>20959884</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 <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> 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<sup>1</sup>. 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</p>

	<p>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:</p> <p>&lt;7.45 am – 5.15 pm&gt;</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>
Public Authority Contact Details	<p>Ministry for the National Heritage, the Arts and Local Government 55A, Transcontinental House, Zachary Street, Valletta. foi.mhal@gov.mt 20959884</p>