

Public Authority	<p><b>Permanent Secretariat, MEIB</b></p> <p><b>For FOI purposes the Permanent Secretariat comprises of the following:</b></p> <ul style="list-style-type: none"> <li>- The Chief Information Office,</li> <li>- Corporate Services Directorate,</li> <li>- The Policy Development and Programme Implementation Directorate,</li> <li>- Central Business District Foundation,</li> <li>- IP Holding,</li> <li>- Kordin Grain Terminal,</li> <li>- Malta Government Investment Ltd.,</li> <li>- MIMCOL,</li> <li>- Malta Med Air,</li> <li>- Privatisation Unit</li> </ul>
Description of the department/directorate/entity's structure	<a href="#"><u>Organisational Structure</u></a>
Description of the department/directorate/entity's functions and responsibilities	<a href="#"><u>Mission Statement</u></a>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>Office of the Permanent Secretary</p> <ul style="list-style-type: none"> <li>- Documentation and correspondence relating to administration issues</li> <li>- General Correspondence</li> <li>- Files related to the implementation of the Ministry's initiatives</li> <li>- Files related to the implementation of the Ministry's measures</li> </ul>

- Ministry Files
- Documents related to Boards set up under the remit of the Ministry

#### Directorate for Corporate Services

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

#### PDPI

- Policy documents and related working documents related to the Ministry's portfolio
- Documents related to the programming of EU-funds
- Manuals of procedures, applications and other documentation related to the financial management, certification of expenditure and claims for EU funds
- Reports and documentation related to the implementation of projects co-financed by the EU
- Explanatory Memoranda, Briefing and speaking notes for the Minister and other Government officials and instruction notes for the Permanent Representative and other Maltese representatives
- Council Documents

#### IMU

- Websites and Web
- Network
- ICT Procurement
- IT Assets
- User Guides and Manuals

Central Business District Foundation

- Register of Private Sector Foundation Members
- Foundation Deed
- Public Register Endowments Public & Private Sector
- Endowment Scheme Rules
- Documentation and correspondence relating to day to day issues / requests
- General Correspondence
- AGM documentation & Meeting Minutes
- Documents related to Boards and Executive meetings minutes;
- Personal Files
- Financials
- Register of Employees
- Projects Reports
- Foundation's Vision and Founding Member Rights

Kordin Grain Terminal

- Board Minutes files
- Board matters files
- Company Operational files
- Documentation and correspondences relating to administration
- Procurement files
- Accounting files
- Human resources files
- Payroll files
- Files relating to the company's past initiatives and operations

Privatisation Unit

Within the Privatisation Unit there are no specific departments however such responsibilities fall on the Chairperson, Senior Manager and the Office Coordinator. The following are the documents that the entity holds at its Premises:

- General correspondence and documentation related to administration matters.
- Documentation and files related to the initiatives/projects undertaken by the Government
- Documentation related to the Boards set up under the remit of the Ministry. These include the minutes of meetings and additional support documentation discussed during the said meetings
- Financial documentation related to financial dealings with third party clients and service providers.
- Employee data in respect to allowances, leave and overtime.
- Proposals submitted by Proponents in regard to projects initiated by the Privatisation Unit on behalf of Government.

#### MIMCOL

##### HR Department

- Organisational structure
- Pay structure
- Personal files
- Employment contracts
- Leave records
- Sponsorships
- Calls for applications

##### Finance Department

- Payroll records
- Records of directors' fees
- Invoices from suppliers and consultants
- Details of signatories on bank accounts

Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 496).

<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>Office of the Permanent Secretary</p> <ul style="list-style-type: none"> <li>- Memoranda and internal circular</li> <li>- Manuals of procedure</li> </ul> <p>Directorate for Corporate Services</p> <ul style="list-style-type: none"> <li>- Public Service Management Code</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>PDPI</p> <ul style="list-style-type: none"> <li>- Guidelines and documents outlining the standard procedures related to EU-funded projects</li> <li>- Policy and Legislation documents</li> </ul> <p>IMU</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>- RFQs related to IT, devices and consumables</li> <li>- List of IT tangible and intangible Assets</li> <li>- Soft copies of 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>
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	<p>Central Business District Foundation</p> <ul style="list-style-type: none"> <li>- Foundation Deed – Public</li> </ul> <p>Kordin Grain Terminal</p> <ul style="list-style-type: none"> <li>- Company internal operational and administration policies</li> <li>- Policies issued by the Ministry from time to time</li> </ul> <p>Privatisation Unit</p> <ul style="list-style-type: none"> <li>- Manuals of Procedures relating to administration matters</li> <li>- Guidelines outlining the list of procedures on the Privatisation Process. This in relation to the Expression of Interest, Request for Proposals and subsequent Evaluation and Adjudication processes.</li> <li>- Legislation Documentation and Public Policy Acts</li> </ul> <p>MIMCOL</p> <p>Since MIMCOL is a private limited company, it is regulated by:</p> <ul style="list-style-type: none"> <li>- the Companies Act, and</li> <li>- the Memorandum and Articles of Association of the Company</li> </ul> <p>Manuals and documents</p> <ul style="list-style-type: none"> <li>- Manual of HR policies and procedures</li> <li>- Reports and documentation related to recruitment and assignment of employees to other entities</li> <li>- Payroll procedures</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</p>	<p>The FOI officers of the Permanent Secretariat MEIB may be contacted by e-mail <a href="mailto:foi.permsec.meib@gov.mt">foi.permsec.meib@gov.mt</a> or by telephone 22209844/521.</p>

<p>statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>FOI Requests may be submitted by e-mail to <a href="mailto:foi.permsec.meib@gov.mt">foi.permsec.meib@gov.mt</a>, through the FOI Portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</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, MEIB.</p> <p>Complaints may be submitted by e-mail to <a href="mailto:foi.permsec.meib@gov.mt">foi.permsec.meib@gov.mt</a>, through the FOI portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</p> <p>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).</p> <p>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.</p> <p>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>Opening Hours:  1<sup>st</sup> October to 15<sup>th</sup> June: 7.45am to 5.15pm  16<sup>th</sup> June to 30<sup>th</sup> September: 7.30am to 1.30pm</p> <p>Payments in cash are to be made at: Accounts Section,  Millenia, 1st Floor, Aldo Moro Street, Marsa, MRS 9065</p> <p>Cheques to be made payable to:  Permanent Secretary MEIB, at the above-mentioned address.</p> <p>Emails received on weekends and public holidays shall be deemed as being received on the next working day.</p>
<p>Public Authority Contact Details</p>	<p>Permanent Secretariat  Millennia Building, Level 1  Aldo Moro Road  Marsa MRS 9065</p> <p>Tel no: 22209844</p>