

Public Authority	Ministerial Secretariat, MEIB
Description of the department/directorate/entity's structure	The Ministerial Secretariat is headed by the Chief of Staff and is made up of 19 persons
Description of the department/directorate/entity's functions and responsibilities	The Ministerial Secretariat caters for the remit of the Minister responsible for the Economy, Investment and Small Businesses
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> <li>- Reports</li> <li>- Issue papers</li> <li>- Approved National Plans</li> <li>- Press Releases</li> <li>- Parliamentary Questions</li> <li>- Ministry Financial Estimates</li> <li>- Legal Notices</li> <li>- Cabinet Papers</li> <li>- Project Proposals</li> </ul> <p>NB: 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)	<ul style="list-style-type: none"> <li>- Public Service Management Code</li> <li>- Guidelines for the Employment of Secretariat Staff</li> </ul>
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>FOI Officers may be contacted by e-mail: <a href="mailto:foi.minsec.meib@gov.mt">foi.minsec.meib@gov.mt</a> or by telephone: 22209552</p> <p>FOI Requests may be submitted by e-mail to <a href="mailto:foi.minsec.meib@gov.mt">foi.minsec.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>
Details of Internal Complaints Procedure	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 Minister's Secretariat, Ministry for the Economy, Investment and Small Businesses. The complaint should be submitted by e-mail to

	<p><a href="mailto:foi.minsec.meib@gov.mt">foi.minsec.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 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 Ministry, 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>
Other Information	<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, Millennia Building, 1st Floor, Aldo Moro Street, Marsa MRS 9065</p> <p>Cheques to be made payable to:  Ministry for the Economy, Investment and Small Businesses at the below-mentioned address.</p> <p>E-mails received on weekends and public holidays shall be deemed as being received on the next working day.</p> <p>Further information with regards the Freedom of Information Act can be found on <a href="http://www.foi.gov.mt">www.foi.gov.mt</a>.</p>
Public Authority Contact Details	<p>197, Palazzo Zondadari  Merchants Street  Valletta</p> <p>Tel no: 22209500</p>