

Public Authority	Permanent Secretariat MJCL
Description of the department/directorate/entity's structure	Organisational Structure
Description of the department/directorate/entity's functions and responsibilities	Mission Statement
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"> • Documentation and correspondence relating to administration issues • General Correspondence • Files related to the implementation of the Ministry's initiatives • Files related to the implementation of the Ministry's measures • Ministry Files • Documents related to Boards set up under the remit of the Ministry <p>Ministerial Secretariat</p> <ul style="list-style-type: none"> • Parliamentary Questions • Cabinet Papers • Bills • Legal Notices • Press Releases • Working papers <p>Legal Aid Malta Agency</p> <ul style="list-style-type: none"> • Legal Aid Applications (Administrative and Court applications) • Complaint files (complaints by legal aid clients) • Queries by clients (generic queries / correspondence) • General Procurement files • General Administration files • Recruitment files

[Medicines Authority](#)

[MCCAA](#)

Malta Mediation Centre

- HR Files
- Correspondence
- Board minutes
- Applications

LESA

- Human Resources Files (Personnell, and Working files)
- Recruitment Files
- Employees Appraisals
- Disciplinary Board Files
- Contracts of Service Providers
- Internal Memos and Policies
- Legislation Files
- Memorandum of Understandings
- Service Level Agreements
- Other General Reports
- Legal Files (Matters, and Claims)
- Meeting Minutes and Agendas
- Procurement Files (Tenders and Quotations)
- Procurement Contracts
- Performance Statistical Data
- Financial Statistical Data
- Accounting Records (POs, and Invoices, and PVs)
- Banking and Accounting Files
- Details of Contraventions Issued
- Petitions on Contraventions
- Payments Receipts of Contraventions

- Contracts of Debtors iro contraventions
- Customer Care Files
- Customer Complaints
- Employee Training Files and Programmes
- Traffic Control Board Files
- Fleet Management Files
- Data Protection and GDPR Files
- Other Working files

Restoration Directorate

- Files in relation with tenders issued by the Restoration Directorate; Files in relation with direct labour works done by the Restoration Directorate, Stores Return Forms, Stores Bin Cards, Payment Vouchers, Original Invoices, Fuel Requisition Forms, Time sheets of attendance of Cleaning Contractor

Cleansing Directorate

- Legislation
- Policy documents
- General correspondence
- Division Files
- Bank Guarantees,
- Commercial contracts
- Personal Files
- HR documents (including CVs, Contracts of Employment etc),
- Documents related to suppliers & bidders etc (including personal data & commercial data),
- Engagement Forms
- documents related to Finance and payroll,
- Cabinet Memos,
- Studies (e.g. Feasibility studies, EIAs, etc).
- Request for Proposals

- Tenders and expression of interests
- Memoranda and internal circulars
- Financial and annual reports
- Project proposals
- Consultation documents
- Board Minutes
- EU documents
- Instruction Notes
- Briefing Notes

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 on themes that fall within the portfolio of the Ministry
- Briefing Notes and speaking notes for use by Government Officials
- Explanatory Memoranda, Briefing Notes and Background Notes for the Minister and Instruction - Notes for the Permanent Representative of Malta to the EU and other Maltese representatives attending European and other international fora
- Documents issued by the EU institutions and other international for a
 - Reports detailing discussions and negotiations within EU fora
- Documents related to the programming of funds, including Multi-Annual and Annual Programmes

- Manuals of procedures, Applications and other documentation related to the management of EU Funds
- Reports and documentation related to the implementation of projects co-funded by the EU

Strategy Support

- Database of Public Authorities and FOI Officers
- FOI Decisions
- Documents and correspondence related to nominations of FOI Officers
- Presentations on the FOIA and the FOIA IT tool
- Database of FOI requests and complaints
- Meeting Minutes
- Data Protection Compliance Files
- Data Protection Twinning Programme
- Data Protection Day File

Broadcasting Authority

The Authority keeps the following Documents, namely:

- Board Minutes from its setting-up to date (Exempt), HR Personal Files, Internal Memos, Annual Reports, Files on its operation since 1961, Selective Recording/Archives of TV and Radio Nationwide transmission, Reports and Publications on different aspects of Broadcasting in particular local aspects, Consultation Documents, Audience Surveys, Press Releases, Broadcasting Legislation

Justice Directorate

- files with requests for transfer of non-Maltese prison inmates to their country of origin;
- files with application for special leave under the Mental Health Act (Cap. 525 of the Laws of Malta);
- files concerning Petitions for Presidential Pardon;
- files concerning ex gratia compensation claims;

	<ul style="list-style-type: none"> • files with applications for victim statutory compensation; • Commissioners for Oaths Warrants; • Copies of Warrants to practise as advocate and as a legal procurator; • Copies of Warrants of legal professionals to practise the respective profession in Malta under their home title; • Applications concerning persons interested to serve as court experts. <p>IMU</p> <ul style="list-style-type: none"> • Websites and Web • Network • ICT Procurement • IT Assets • User Guides and Manuals • User Rights <p>MICAS</p> <p>Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 496).</p>
<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"> • Memoranda and internal circular • Manuals of procedure <p>Ministerial Secretariat</p> <ul style="list-style-type: none"> • Guidelines • Financial Estimates <p>Legal Aid Malta Agency</p> <ul style="list-style-type: none"> • Standard Operational Procedures for Legal Aid Lawyers and Legal Procurators assisting legal aid clients • Operating Procedures of the Disciplinary Board (Legal Aid Malta) • Laws of Malta (online version)

- Public Service Management Code (online version)
- Manual for Public Sector Entities (online version)
- Manual on Industrial Relations and the Selection and Appointment Process under Delegated Authority in The Malta Public Service (online version)
- Public Administration Act
- Public Procurement Regulations

[Medicines Authority](#)

[MCCAA](#)

Malta Mediation Centre

- Code of Conduct for Mediators
- Malta Mediation Centre website
- PSMC
- DIER
- Servizz.com

LESA

- Standard Operating Procedure Notes
- Internal Memos
- Legislation (tied with Enforcement issues)
- Regulations (such as Procurement Regulations)
- Collective agreement
- IRU Salary and Grading Structure
- Code of Discipline
- Code of Ethics
- PSMC
- Other Public Sector and Service Manuals

Restoration Directorate

- *NIL*

Cleansing Directorate

- Public Service Management Code

- Financial Regulations
- Public Procurement Regulations
- Standard Operating Procedures
- Health and Safety Procedures

Directorate for Corporate Services

- PSMC
- Manual on Special Leaves
- Manual on Work-Life Balance Measures
- Manual on Resourcing Policies and Procedures
- Manual on Disciplinary Procedures
- Manual on Staff Development in Public Administration
- Manual Regarding Positions of Assistant Director, Senior Manager, Manager and Assistant Manager in the Public Service
- Manual on Industrial Relations and the Selection and Appointment Process under Delegated Authority in the Malta Public Service
- Manual on Allowances

PDPI

- Manuals of procedures, Applications and other documentation related to the management of EU Funds

Strategy Support

- FOI IT System User Manual
- Data Protection Manual
- Data Protection Guidelines
- Data Protection Templates

Broadcasting Authority

- HR Manuals i.e. Equality, Sexual Harrassment, Use of Social Media, Disciplinary Procedure, Teleworking, Employee's Handbook

Justice Directorate

- PSMC;

	<ul style="list-style-type: none"> • SOPs; • Relative laws concerning services provided by the Department. <p>IMU</p> <ul style="list-style-type: none"> • List of Websites, Social Media Pages and domains • Network Plans and related documents • RFQs related to IT, devices and consumables • List of IT tangible and intangible Assets • Soft Copies of internal and mServices SOPs and related documents • List of IT Accounts and user rights • ERFIS and GMICT Policy related documents <p>MICAS</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 280, Level 3, Republic Street, Valletta 22478210</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 Office of the Permanent Secretary.</p> <p>Complaints may be submitted via E-ID or online which can be accessed through the FOI portal www.foi.gov.mt or via email.</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 be the Director or the most senior official within the Department, Directorate or Secretariat concerned. In the absence of such officer, a reply may be provided by the Assistant Director. In the absence of an Assistant Director a reply would be provided by the officer higher in rank than the Director or most senior official concerned. 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>
Other Information	<p>Requests submitted during non-working days will be considered to have been lodged on the first working day that follows submission.</p> <p>Where a request is entertained according to the provisions at law (Act 496) and</p>

	<p>payments are due to be made as per LN 158/2010, such payments are to be deposited at the same address indicated below.</p> <p>Payments can be made in cash or by cheque payable to the Office of the Permanent Secretary, Ministry for Justice, Culture and Local Government Accounts Section, 30, Old Treasury Street, Valletta VLT 1410</p> <p>Applicants are requested to make an appointment with the FOI Officer before calling at the Public Authority for payment and/or collection of document.</p> <p>Working Hours Winter Hours 8.00am – 12.30pm and 1.15pm – 5.15pm Summer Hours 8.00am -1.00pm</p>
Public Authority Contact Details	<p>Permanent Secretariat MJCL 280, Level 3, Republic Street, Valletta</p> <p>MJCL FOI Website</p>