

Public Authority: Ministry for Justice, Reform and Innovation[Description](#) of the Public Authority[Functions and responsibilities](#)**General description of the categories of documents the department/directorate/entity holds.***Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 496).*

Office of the Permanent Secretary	• 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
Ministerial Secretariat	• Parliamentary Questions • Cabinet Papers • Bills • Legal Notices • Press Releases • Working papers
Legal Aid Malta Agency	• 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
Malta Mediation Centre	• HR Files • Correspondence • Board minutes • Applications
Directorate for Corporate Services	• Personal Files • Allowances • Study Leave • Sponsorships

	• Calls for Applications • Work-Life Balance • Standard Operations Procedures (SOPs)
Legal Affairs and Policy Development	• 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 o 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 cofounded by the EU
Data Protection and Information Coordination	• 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
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; • 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.
IMU	• Websites and Web • Network • ICT Procurement • IT Assets • User Guides and Manuals • User Rights
Asset Recovery Bureau Administrative	• Day to day running – such as HR, Procurement, Travel, Inventories of Assets • Financial records including payslips, tax and national insurance contributions, procurement documentation, etc.; • Documents relating to EU Funding programmes; Operational: • Court Decrees, Order and Notifications; • Case Files; • Asset Management Files; • Contact Lists of Stakeholders; • Statistics
Permanent Commission Against Corruption	Link
Foundation for Cancer Research & Innovation Hub Malta (CRIHM)	• Human Resources and personnel files • Recruitment and selection files • Employee attendance, leave and performance records • Payroll and remuneration-related records • Financial and accounting files • Budgetary and financial planning documents • Procurement files • Contracts and tenders • Quotations and tender documentation • Petty cash records

	• Memoranda of Understanding and cooperation agreements • Board and management meeting agendas, papers and minutes • Legal and regulatory documentation • National cancer research funding call files • EU-funded project files • Communications and public relations files • Asset registers and inventory records • Vehicle and Mobile Unit records • Insurance documentation • Policies, procedures and Standard Operating Procedures
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)	
Office of the Permanent Secretary	• Memoranda and internal circular • Manuals of procedure
Ministerial Secretariat	• Guidelines • Financial Estimates
Legal Aid Malta Agency	• 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
Malta Mediation Centre	• Code of Conduct for Mediators • Malta Mediation Centre website • PSMC • DIER • Servizz.com

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
Legal Affairs and Policy Development	• Manuals of procedures, Applications and other documentation related to the management of EU Funds
Data Protection and Information Coordination	• FOI IT System User Manual • Data Protection Manual • Data Protection Guidelines, Presentations, and Newsletters • Data Protection Templates
Justice Directorate	• PSMC; • SOPs; • Relative laws concerning services provided by the Department.
IMU	• 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 • ERFS and GMICT Policy related documents
Asset Recovery Bureau Administrative	• Standard of Procedures • Memorandum of Understanding; • Annual Reports

Permanent Commission Against Corruption	Link
Foundation for Cancer Research & Innovation Hub Malta (CRIHM)	• Public Service Management Code (PSMC) • Manual for Public Sector Entities – Delegation of Authority to Effect Recruitment, Promotions and Industrial Relations • Manual on Resourcing Policies and Procedures • Public Administration Act and applicable Government directives and circulars • Public Procurement Regulations • Department of Contracts procurement guidelines and policy notes • Applicable Government financial regulations and financial management procedures • Freedom of Information Act, Code of Practice and related guidelines • Cancer Research Programme Rules of Participation and associated funding guidelines • Applicable EU programme, grant and project implementation rules and guidelines • CRIHM internal policies, procedures and Standard Operating Procedures, where applicable
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. FOI Officer The Bastions, Office 1, Triq Emvin Cremona, Floriana	
Details of Internal Complaints Procedure Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint. Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint.	

If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority.

Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.

Other Information

Requests submitted during non-working days will be considered to have been lodged on the first working day that follows submission. Applicants are requested to make an appointment with the FOI Officer before calling at the Public Authority for collection of document.

Telephone numbers: +356 2327 9632 / +356 23279631

Public Authority Contact Details

FOI generic email address: foicu@gov.mt