

Public Authority	Gozo Regional Development Authority (GRDA)
Description of the department/directorate/entity's structure	<a href="https://grda.mt/wp-content/uploads/2021/05/GRDA_Vision-Documents_A4_VH_18-19.pdf">https://grda.mt/wp-content/uploads/2021/05/GRDA_Vision-Documents_A4_VH_18-19.pdf</a>
Description of the department/directorate/entity's functions and responsibilities	NIL
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> <li>• Policy documents and related working documents on themes that fall within the portfolio of the Authority</li> <li>• Studies and reports related to the Authority</li> <li>• Briefing notes and speaking notes for use by its Officials</li> <li>• Documentation and correspondence relating to pertinent matters related to the remit of the Authority.</li> <li>• Documentation and correspondence relating to administration issues, including information relating to Human Resources, including employee's personal information and salaries.</li> <li>• Calls for Tenders and Quotations.</li> <li>• Documents on all payments effected through by the Authority and of financial reports.</li> <li>• Legislation and working documents related to the activity of the Authority.</li> <li>• Files related to estimates, revised estimates, business plans and expenditure.</li> <li>• Standard Operating Procurement Regulations &amp; Policies.</li> </ul>
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which	<ul style="list-style-type: none"> <li>• Documents related to the implementation of the Authority's initiatives;</li> <li>• FOI related guidance documents;</li> <li>• Other documents related to schemes and initiatives launched by this Authority</li> <li>• Files related to payments effected by this Directorate</li> </ul>

<p>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>	<ul style="list-style-type: none"> <li>• Documents related to the implementation of the Authority’s initiatives</li> <li>• Any documentation related to procurement methods</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>The Freedom of Information Officer may be contacted on 22100100 or by email on <a href="mailto:foi.mgoz@gov.mt">foi.mgoz@gov.mt</a></p>
<p>Details of Internal Complaints Procedure</p>	
<p>Other Information</p>	<p>Working Days: Monday to Friday  January – June &amp; October – December - Public Opening Hours: 8.00 am – 4.45 pm  July &amp; September - Public Opening Hours: 8.00 am – 4.00 pm  August: 8.00 am – 2.00 pm.</p> <p>Address: Gozo Regional Development Authority, Innovation Hub, Xewkija Gozo, Malta.  FOI requests or complaints may be submitted via E-mail, or by using the online form/e-ID on the FOI Portal</p>

	<a href="http://www.foi.gov.mt">www.foi.gov.mt</a> .
Public Authority Contact Details	Gozo Regional Development Authority, Innovation Hub, Xewkija Gozo, Malta.