

Public Authority	Corporate Services Directorate
Description of the department/directorate/entity's structure	This Directorate comprises an Accounts Section, Human Resources Section, Procurement Unit, Registry Section, Legal Office, and Logistics and Support Section.
Description of the department/directorate/entity's functions and responsibilities	<p>This Directorate provides central support service and co-ordinates the corporate activities of the Directorates falling under the Ministry for Gozo – including Human Resources, Co-ordination of Training, Accounts and Procurement.</p> <p>It co-ordinates the compilation of the Business Plans and Financial Estimates, ensures timely and accurate preparation of management information, prepares financial returns and reports as requested periodically by the Ministry for Finance, the Treasury Department and the National Statistics Office.</p> <p>It compiles information related to replies to parliamentary questions.</p> <p>Co-ordinates progressions and promotions of staff in the Ministry and its Directorates.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>Documentation and correspondence relating to administration issues, including information relating to Human Resources.</p> <p>Calls for Tenders and Quotations.</p> <p>Documents on all payments effected through the Ministry and of financial reports.</p> <p>Minutes of the meetings of the Ministry's Departmental Contracts Committee.</p>
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which	<p>Public Service Management Code</p> <p>Financial Regulations</p> <p>Public Procurement Regulations</p> <p>Standard Operating Procedures</p>

<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>	
<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 and the Alternate Freedom of Information Officer for this Directorate may be contacted on 22100100 or by email on foi-dcs.mgoz@gov.mt .</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 to the Commissioner for Voluntary Organisations.</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>

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.

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.

Applicable Fees:

Man Hours

- Less than 2 man hours of processing - €5
- Between 2-3 man hours of processing - €10
- Between 3-4 man hours of processing - €20

Material Cost

- Photocopies and Faxes - €00.12 per page
- Digital Media - cost of the digital medium used (eg. disc)

Inspections

- Up to 1 hour - €5
- Up to 2 hours - €10
- Up to 3 hours - €15
- Exceeding 3 hours - €20

	<p>In the event of multiple inspection sessions, the fee is set by counting the hours the applicant spent inspecting the document</p> <p>Request and Complaint Forms Request and Complaint Forms may be downloaded from the Freedom of Information Act website: www.foi.gov.mt</p> <p>Payments Payments in cash can be made at the Accounts Section – Ministry for Gozo, St. Francis Square, Victoria, Gozo</p>
Other Information	
Public Authority Contact Details	<p>Corporate Services Directorate Ministry for Gozo St. Francis Square Victoria, VCT 1335 Gozo</p>