

Public Authority	Projects and Development Directorate
Description of the department/directorate/entity's structure	The Projects and Development Directorate incorporates within its folds a number of sections and entities as described in the following section.
Description of the department/directorate/entity's functions and responsibilities	<p><b>Head Office</b></p> <p><b>Accounts Section</b></p> <p>The accounts section is responsible for all the accounting functions and procedures carried out in the Directorate for Projects and Development. Its main responsibilities include:</p> <ul style="list-style-type: none"> <li>• Processing of payments in connection with procurement of supplies and services of all the sections of the Directorate for Projects and Development.</li> <li>• Processing of payments re Contracts and Tenders of the same Directorate</li> <li>• Processing of Schedule of Payments to other Government Departments</li> <li>• Monitoring and preparing the Monthly Revised Estimates, Business Plans and Projected Forecasts</li> <li>• Drawing up Accrual Accounting Reports</li> <li>• Commitment Tracking and update of commitments' list</li> </ul> <p><b>Works Branch</b></p> <p><b>Finance and Administration</b></p> <p>This section is responsible for the management of human resources, issuing of tenders and the procurement of stores and materials. Additionally it provides the administrative support to all the other sections within the branch.</p> <p><b>Roads</b></p> <p>The Roads section is responsible for the up-keep and maintenance of roads and other ancillary work in Gozo. It is also engaged in the construction of retaining walls and pavements, construction of water culverts repair of rubble walls, maintenance on roundabouts and central strips, patching with hot and cold asphalt in all arterial and</p>

distributory roads, the fixing and maintenance of traffic signs and the applying of road marking paint.

**Manufacturing and Services**

This section comprises carpentry, electrical and metal works units. Its main functions include;

- Manufacturing furniture and apertures for Government Departments and other entities
- Maintenance and upkeep of decorative lights at various sites
- Manufacturing of street furniture, railings and beach ladders
- Laying and maintenance of water proofing membrane at Government Departments
- Carrying out repairs and maintenance on Government owned vehicles and machinery

**Building and Engineering**

The Building and Engineering Section is responsible for the provision of services which include the preparation of specifications for tenders, expropriations, draughtsmanship, quantity surveying and the issuing of trenching permits.

**Building, Maintenance and Restoration**

The Building, Maintenance and Restoration Section is mainly responsible for the carrying out of restoration, maintenance and construction works. This section is entrusted with the repairs and maintenance of various historical buildings.

**Districts**

The Districts' Section main function is the provision of services to the Local Councils on a contractual basis. This section is also involved in carrying out works which fall within the responsibility of the Central Government.

**Agriculture****Civil Abattoir**

All live stock slaughtering is carried out in line with established regulations maintaining the highest standards of hygiene and animal welfare.

**Veterinary Services**

This section is responsible for the regulation of animal husbandry and slaughter of live stock in Gozo. Work carried out in this section may be broadly distributed in five areas, namely:

**Field Work**

- A unit from the Veterinary Services Section carries out routine tests, including TB, Brucellosis, Blue Tongue, Leucosis and BSE, on all dairy farms to ensure that herds are free from any diseases
- Random samples of faeces and eggs are collected from various poultry units and sent for laboratory analysis on a regular basis
- Another function of this unit is the tattooing of pigs and inspection of all poultry cutting establishments

**Mgarr Inspectorate**

- This unit's main function and responsibility is to control the movement of animals and agricultural products between the two islands
- keep track of all farmers' and hawkers' vehicles ferry crossings

**Extension Services**

- the main responsibility of this unit is to support and advice farmers/herdsmen on the various matters concerning their industry
- conduct site inspections on farms and agricultural units in order to be in a better position to assess farmers needs

**Prevention of diseases**

- the Veterinary Services takes the necessary measures to monitor and control contagious diseases mainly by conducting various tests and employing preventive measures
- rigid control of animal movement across farms so as to prevent diseases

**IACS**

The Integrated Administrative and Control System (IACS) main responsibility is to register and keep records of land under cultivation and to support farmers in their bid to access the various schemes (locally or EU supported) which may be available.

**Afforestation, Parks and Public Gardens**

The Afforestation, Parks and Public Gardens Section comprises three main units, namely, the Ornamental Nurseries, Forestation and the Villa Rundle Gardens and the Gozo General Hospital Gardens. The principal aims of this Section are to embellish and upgrade the rural and urban environment by increasing the number of trees and shrubs planted in open spaces and the propagation of endemic and indigenous species.

**Government Experimental Farm**

The Government Experimental Farms' main function is to conduct experiments and trials in the agricultural area so as to improve and develop the agricultural sector on the island.

**Pitkali Market Centre**

The Pitkali Market acts as a centre for the wholesale of agricultural products by middlemen (pitkala).

**Cold Stores**

The Cold Stores provide cold storage facilities to be used by the fishing and agriculture industries in Gozo. Its main facilities include:

- Two Cold Rooms (Freezers) are available for use by fishermen to store fish free of charge
- Two Cold Rooms (Fridges) are used to store agricultural products at a subsidized fee

The Cold Stores also produce, store and sell Ice Flakes at a subsidized price to Fishermen

**Soil Conservation**

This unit is mainly responsible for the monitoring and preservation of soil resources in accordance with the Fertile Soil Preservation Act of 1973. Another function of this Unit is to assess damages to crops and lands in connection with compensation payments. The Unit also inspects land with regards to applications for agricultural development permits.

**Fisheries Section**

The Fisheries Section' main responsibility is to support the fishing industry on the island. It carries out the registration and transfer of all fishing and recreational vessels in Gozo. It also maintains slipways and electrical winches as well as offering advice to fishermen about regulations according to the Fisheries Conservation and Management Act and E U regulations.

**Construction and Maintenance Unit**

The main functions and responsibilities of the Construction and Maintenance Unit are those of rendering services principally in the construction and maintenance areas to the general public, N.G.O's and to other government entities. Some of its main functions include:

- Handyman Service

	<ul style="list-style-type: none"> <li>• Maintenance of roads, retaining walls and rubble walls</li> <li>• Maintenance on primary and secondary schools, Institute of Tourism Studies (ITS) in Qala, and the Crafts Centre in Ghajnsielem</li> <li>• Maintenance on Government Departments</li> <li>• Construction and repair of Farm Access roads</li> <li>• Maintenance of Government tenements</li> <li>• Construction of new pavements</li> <li>• Fixing of railings</li> </ul>
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>The Projects and Development Directorate holds documents the following class of documents in its possession:</p> <ul style="list-style-type: none"> <li>▪ Reports, studies and surveys related to the Directorate for Projects and Development (DPD)</li> <li>▪ Reports, studies and surveys commissioned by the DPD.</li> <li>▪ Documents concerning the implementation and monitoring of the Ministry for Gozo initiatives.</li> <li>▪ Documentation regarding tenders, contracts, quotations and procurement methods.</li> <li>▪ Personal files (including disciplinary files, if applicable) of the DPD's employees.</li> <li>▪ General documentation regarding the management of the DPD's Human Resources Unit including PAHRO circulars, PSMC, Directives, legal notices, financial regulations.</li> <li>▪ Legislation and working documents related to the various Branches/Sections within the DPD.</li> <li>▪ Files related to payments effected by the DPD.</li> <li>▪ Files related to estimates, revised estimates, business plans and expenditure.</li> <li>▪ Salaries related documents.</li> <li>▪ Documents related to works and maintenance carried out on behalf of Local Councils.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Documents related to labour and material costs on work manufactured by the DPD.</li> <li>▪ Manuals of procedure regarding Branches/Sections within the DPD. Records of individuals making use of the DPD's services.</li> <li>▪ MEPA files regarding applications for new farms or alterations.</li> <li>▪ Individual farmer files/ and records concerning the testing and transfer of animals.</li> <li>▪ Documents concerning call for applications.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>▪ Nil</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 and the Alternate Freedom of Information Officer for this Directorate may be contacted on 22100100 or by email on <a href="mailto:foi.dpd.mgoz@gov.mt">foi.dpd.mgoz@gov.mt</a>.</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 the Office to the Commissioner for Voluntary Organisations.

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).

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**



	<ul style="list-style-type: none"> <li>▪ Less than 2 man hours of processing - €5</li> <li>▪ Between 2-3 man hours of processing - €10</li> <li>▪ Between 3-4 man hours of processing - €20</li> </ul> <p><b>Material Cost</b></p> <ul style="list-style-type: none"> <li>▪ Photocopies and Faxes - €00.12 per page</li> <li>▪ Digital Media - cost of the digital medium used (eg. disc)</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li>▪ Up to 1 hour - €5</li> <li>▪ Up to 2 hours - €10</li> <li>▪ Up to 3 hours - €15</li> <li>▪ Exceeding 3 hours - €20</li> </ul> <p>In the event of multiple inspection sessions, the fee is set by counting the hours the applicant spent inspecting the document</p> <p><b>Request and Complaint Forms</b> Request and Complaint Forms may be downloaded from the Freedom of Information Act website: <a href="http://www.foi.gov.mt">www.foi.gov.mt</a></p> <p><b>Payments</b> 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	Projects and Development Directorate Ministry for Gozo St. Francis Square Victoria, VCT 1335 Gozo

