

Public Authority	Minister's Private Secretariat
Description of the department/directorate/entity's structure	<p>The private secretariat provides support to the Minister and manages the operations of three key specialist functions:</p> <ul style="list-style-type: none"> ▪ Policy ▪ Projects ▪ Communications
Description of the department/directorate/entity's functions and responsibilities	<ul style="list-style-type: none"> ▪ Ensures that the Minister is appropriately briefed on all issues of substance, providing policy guidance on all aspects of the Minister's concerns based on an informed understanding of existing legislation and external economic and social pressures and trends. ▪ Provides consultation and co-ordination between the Ministry for Gozo and other Government Ministries, agencies and other levels of Government in Gozo, Malta and abroad. ▪ Maintains close liaison with the Permanent Secretary of the Ministry for Gozo in terms of the departments which form part of the Ministry's portfolio, as well as the implementation of the Ministry's policies. ▪ Participates in the formulation, review and co-ordination of legislative and/or policy proposals in respect of Ministry's programmes. ▪ Manages the policy, projects and communication activities of the Ministry. ▪ The Private Secretariat is responsible for the Minister's budget administration and the necessary liaison with the Management and Personnel Office. ▪ Deals as required, with members of the public who write or otherwise communicate with the Minister. ▪ Manages the Minister's participation in EU structures and policies.

	<ul style="list-style-type: none"> ▪ Supports and advises the Minister in policy formulation and the setting of objectives.
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>The Private Secretariat holds documents falling under the following categories:</p> <ul style="list-style-type: none"> ▪ Policy documents and related working documents on themes that fall within the portfolio of the Ministry ▪ Documents related to the implementation of the Ministry's initiatives. ▪ Documents related to customer care queries. ▪ Studies and reports related to the Ministry ▪ Briefing notes and speaking notes for use by Government Officials ▪ Documentation and correspondence relating to pertinent matters of international importance. ▪ Reports and documentation related to the implementation of projects co-funded by the EU.
<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"> ▪ Nil

<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-privsec.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> <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</p>

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

In the event of multiple inspection sessions, the fee is set by counting the hours the applicant spent inspecting the document

Request and Complaint Forms

	<p>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>Minister's Private Secretariat Ministry for Gozo St. Francis Square Victoria, VCT 1335 Gozo</p>