

Public Authority	Tourism and Economic Development
Description of the department/directorate/entity's structure	The promotion of Gozo as a distinct tourism destination reflecting the island's regional dimension as well as the promotion and enabling of investment and employment opportunities in Gozo in collaboration with the Malta Enterprise and the Malta Employment and Training Corporation.
Description of the department/directorate/entity's functions and responsibilities	<ul style="list-style-type: none"> ▪ Promoting Gozo as an all year round tourism destination. Enabling the Tourism Industry to be the central economic activity, taking advantage of the various indigenous comparative strengths across the different seasons; ▪ Promoting industry inter-linkages between the tourism industry and other traditional and emerging industries, thus promoting higher value-added and indirect export services; ▪ The development of the tourism product in collaboration with the Malta Tourism Authority and other directorates within the Ministry for Gozo – namely the Projects & Development Directorate and Eco-Gozo – Regional Development Directorate; ▪ Ongoing improvements in the areas of beach cleaning and public cleansing services; ▪ Ongoing promotion and organisation of cultural activities;
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>The Tourism and Economic Development Directorate holds documents falling under the following categories:</p> <ul style="list-style-type: none"> ▪ Personal files (including disciplinary files, if applicable) of employees within the Tourism and Economic Development Directorate. ▪ Reports, studies and surveys related to the Tourism and Economic Development Directorate's areas of work. ▪ Reports, studies and surveys commissioned by the Tourism and Economic Development Directorate. ▪ Documentation regarding tenders, contracts, quotations and procurement

	<p>methods.</p> <ul style="list-style-type: none"> ▪ Documents concerning the implementation and monitoring of the Ministry for Gozo initiatives. ▪ Inventory Records ▪ Salaries related documents. ▪ Documents related to services rendered to Local Councils. ▪ Files related to estimates, revised estimates, business plans and expenditure. ▪ Files related to payments effected by the Tourism and Economic Development Directorate ▪ General documentation relating to the Tourism and Economic Development Directorate's Human Resources' function including PAHRO circulars, ▪ PSMC Directives and the relevant financial regulations.
<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</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-dted.mgoz@gov.mt</p>

<p>statement shall include particulars of the officer or officers to whom requests for such access should be sent</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 applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>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</p>

	<p>information.</p> <p>Applicable Fees:</p> <p>Man Hours</p> <ul style="list-style-type: none"> ▪ Less than 2 man hours of processing - €5 ▪ Between 2-3 man hours of processing - €10 ▪ Between 3-4 man hours of processing - €20 <p>Material Cost</p> <ul style="list-style-type: none"> ▪ Photocopies and Faxes - €00.12 per page ▪ Digital Media - cost of the digital medium used (eg. disc) <p>Inspections</p> <ul style="list-style-type: none"> ▪ 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

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Victoria, VCT 1335
Gozo