

Public Authority	Office of the Permanent Secretary MTIP
Description of the department/directorate/entity's structure	Ministry for Transport, Infrastructure and Public Works Organisational Structure
Description of the department/directorate/entity's functions and responsibilities	The Office of the Permanent Secretary provides administrative support to the Minister in matters falling under its portfolio.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> • Policy documents and related working documents • Studies and reports related to the Ministry • Draft legislation • Documents related to the implementation of Ministry's initiatives • Briefing Notes and Speaking Notes for use by Government Officials • Memos • Documents related to budgetary measures • Annual reports • Dossiers related to procurement (Request for Tender, Requests for Quotations and Request for Information) • Personal Files of Employees of the Ministry • Minutes of the meetings and other documents related to the workings of the Boards and Tribunals set up under the aegis of the Permanent Secretary • Contracts relating to the provision of IT Equipment and Services
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	<ul style="list-style-type: none"> • Public Service Management Code • MTIP Data Retention Policy • MTIP CCTV Policy • OHS Policy MTIP

<p>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 FOI officer may be contacted by e-mail on foi.mtip@gov.mt</p> <p>FOI Requests may be submitted by e-mail to foi.mtip@gov.mt or through the FOI Portal www.foi.gov.mt via the e-ID.</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 Principal Freedom of Information Officer.</p> <p>Complaints may be submitted by e-mail to foi.mtip@gov.mt , through the FOI Portal www.foi.gov.mt via the E-ID or through the online form.</p> <p>The complaint should be addressed to the Public Authority’s 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 Public Authority 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 information.</p>
<p>Other Information</p>	<p>Payments are to be made at:</p> <p>MTIP Cash Office Project House Triq Francesco Buonamici Floriana</p> <p>Opening Hours: Winter - 07:00hrs to 12:00hrs and 13:00hrs to 14:30hrs Summer – 07:00hrs to 11:30hrs</p> <p>Cheque Payments can be addressed to same address and should be made payable to:</p> <ul style="list-style-type: none"> • DFA - MTIP
<p>Public Authority Contact Details</p>	<p>Office of the Permanent Secretary Ministry for Transport, Infrastructure and Public Works Block B, Triq Francesco Buonamici, Floriana</p> <p>Tel No: +356 2292 2292</p>