

Awtorità Pubblika	Uffiċċju tas-Segretarju Permanenti
Deskrizzjoni tad-dipartiment / direttorat/ struttura tal-entità	<b>Office of the Permanent Secretary MTIP</b>
Deskrizzjoni tad-dipartiment/ direttorat/ funzjoni u responsabbiltajiet tal-entità	Ministry for Transport, Infrastructure and Public Works Organisational Structure
Deskrizzjoni ġenerali tal-kategoriji tad-dokumenti li jżomm id-dipartiment/direttorat/l-entità (inkluż dokumenti eżenti)	The Office of the Permanent Secretary provides administrative support to the Minister in matters falling under its portfolio.
Deskrizzjoni ta' kull manwal u dokumenti simili li fihom politiki, prinċipji, regoli u linji gwida ma' deċiżjonijiet jew rakkomandazzjonijiet magħmula b'rispett għall-membri tal-pubbliku (inkluż korpi u korporattivi u impjegati tal-awtorità pubblika fil-kapaċità personali tagħhom)	<ul style="list-style-type: none"> <li>• Policy documents and related working documents</li> <li>• Studies and reports related to the Ministry</li> <li>• Draft legislation</li> <li>• Documents related to the implementation of Ministry's initiatives</li> <li>• Briefing Notes and Speaking Notes for use by Government Officials</li> <li>• Memos</li> <li>• Documents related to budgetary measures</li> <li>• Annual reports</li> <li>• Dossiers related to procurement (Request for Tender, Requests for Quotations</li> <li>• and Request for Information</li> <li>• Personal Files of Employees of the Ministry</li> <li>• 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</li> <li>• Contracts relating to the provision of IT Equipment and Services</li> </ul>
Dikjarazzjoni tal-informazzjoni li teħtieġ li tkun disponibbli għall-	<ul style="list-style-type: none"> <li>• Public Service Management Code</li> </ul>

<p>membri tal-pubbliku li jixtiequ jiksbu aċċess għal dokumenti uffiċjali mill-awtorità pubblika, id-dikjarazzjoni għandha tinkludi dettalji tal-uffiċjal jew uffiċjali li lilhom għandhom jintbagħtu talbiet għat-tali aċċess</p>	<ul style="list-style-type: none"> <li>• MTIP Data Retention Policy</li> <li>• MTIP CCTV Policy</li> <li>• OHS Policy MTIP</li> </ul>
<p>Dettalji tal-Proċedura tal-Ilmenti Interna</p>	<p>The FOI officer may be contacted by e-mail on <a href="mailto:foi.mtip@gov.mt">foi.mtip@gov.mt</a></p> <p>FOI Requests may be submitted by e-mail to <a href="mailto:foi.mtip@gov.mt">foi.mtip@gov.mt</a> or through the FOI Portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID.</p>
<p>Informazzjoni oħra</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 <a href="mailto:foi.mtip@gov.mt">foi.mtip@gov.mt</a> , through the FOI Portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> 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</p>

	<p>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>Detalji ta' Kuntatt tal-Awtorità Pubblika</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"> <li>• DFA - MTIP</li> </ul>
	<p>Office of the Permanent Secretary  Ministry for Transport, Infrastructure and Public Works,  Block B, Triq Francesco Buonamici,  Floriana</p>

	Tel No: +356 2292 2292
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