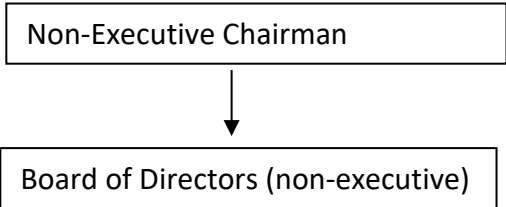


Public Authority	Gozo Heliport Limited
Description of the department/directorate/entity's structure	 <pre> graph TD A[Non-Executive Chairman] --> B[Board of Directors (non-executive)] </pre>
Description of the department/directorate/entity's functions and responsibilities	Gozo Heliport Limited is a limited liability company fully owned by the Government of Malta, through Malta Government Investments Limited. The Company's principal role is to manage the Gozo Heliport site located in the outskirts of Xewkija on the island of Gozo.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> • Documentation and correspondence relating to past operational matters. • Documentation and correspondence relating to administrative and accounting matters. • Documents and correspondence related to regulatory authorities. • Documents and correspondence related to service providers. • Studies and reports commissioned by the Company or its shareholder. • Operating manual (not currently in force) • Media cuttings <p>Some of the information listed may exempt from disclosure under the Freedom of Information Act (Cap. 496).</p>
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which	Whenever the need arises, Gozo Heliport Limited adheres and refers to the Government's main guidelines and regulations.

<p>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>	
<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 may be contacted on 22100100 or by email on foi.mgoz@gov.mt</p>
<p>Details of Internal Complaints Procedure/Other Information</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 Public Authority. 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 be the Director or the most senior official within the Department, Directorate or Secretariat concerned. In the absence of such officer, a reply may be provided by the Assistant Director. In the absence of an Assistant Director a reply would be provided by the officer higher in rank than the Director or most senior official concerned. 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</p>

	<p>from 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, the responsible officer 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. 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>FOI requests of complaints may be submitted via E-mail, or by using the online form/e-ID on the FOI Portal www.foi.gov.mt</p>
Public Authority Contact Details	<p>Gozo Heliport Limited c/o Office of the Permanent Secretary Ministry for Gozo St. Francis Square Victoria, VCT 1335, Gozo</p>