

Public Authority	Ministry for Gozo (MGOZ)
Description of the department/directorate/entity's structure	Organisational Structure
Description of the department/directorate/entity's functions and responsibilities	<ul style="list-style-type: none"> • Divisions & Directorates
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p><u>Office of the Permanent Secretary</u></p> <ul style="list-style-type: none"> • Documentation and correspondence relating to administration issues. <p><u>Ministry's Private Secretariat</u></p> <ul style="list-style-type: none"> • Documents related to the implementation of the Ministry's initiatives. • Documents related to customer care queries. • Studies and reports related to the Ministry. <p><u>Operations Division</u></p> <ul style="list-style-type: none"> • The Operations Division holds documents falling under the following categories: • Documentation and correspondence relating to administration issues. • Annual reports related to the Division. • Documents concerning the implementation and monitoring of the Ministry for Gozo initiatives under the Division's responsibility. • Reports, studies, and surveys commissioned by the Division. • Standard Operating Procedures related to the management of the respective Sections. • Files Pertaining to Projects including the respective payments. • Files pertaining to the procurement of supplies, services and works. • Inventory Documentation. • Electronic/Paper based Correspondence. • Minutes of meetings.

Public Registry

- Register of Registrable Public Deeds.
- Notes of Enrolment.
- Notes of Hypothec and /or Privilege.
- Legal Hypothecs.
- Judicial Hypothecs.
- Renewal of Hypothecs /Privileges.
- Notes of Reference.
- Correctory Notes.
- Schedules of Deposit.
- Decrees of Sale by Judicial Auction.
- Warrants of Prohibitory Injunction.
- Money Laundering Prohibition Orders.
- Notices in writing regarding Dangerous Drugs.
- Register of original Acts of Birth.
- Register of original Acts of Death.
- Register of original Acts of Marriage.
- Acts of Civil Union, Authenticated Copies of Original Acts.
- Foreign Marriage Certificates.
- Letters of proof of Marriage from Embassies.
- Copies of Local and Foreign Identification Documents.
- Information on legitimation by Subsequent Marriage/ by deed.
- Register of Court Applications.
- Court Applications (Rikorsi).
- Replies to Court Applications (Rikorsi).
- A register on Annulments / Divorces.
- Register for Court Cases.
- Marriage Banns.
- Documentation relating to the application for marriage or civil union.

Corporate Services Directorate

- Logbooks
- Fuel chits
- Registry for receipt books
- General description of the categories of documents that your dept/section holds (including exempt documents)
- Daily Postage Sheet – tabulating the daily postage expenses categorized by postage rate
- DocReg: the files' database management system
- Online storage of Scanned Files: scanned files are stored in an online database provided by the IMU-MGOZ
- Finance related documents including invoices, vat receipts, purchase orders, cash register receipts, revenue receipts
- The Payroll Unit keeps no form of physical documentation, but all documentation processed are archived on our approved Government software which is related to payroll and Human Resources.
- Database with basic details of procurement procedures undertaken by the Procurement Unit.
- Manuals of procurement procedures.
- Files used by the Procurement Unit are general Registry files.
- Documents related to Court cases.
- Judicial letters.
- Judicial acts.
- HR related documents.
- More specifically Progression/Promotion and confirmation of appointments related documents.
- Documents relating to the processing of retirements.
- Documents such as attendance sheets.
- Sick leave certificates.
- Documents related to applications for family friendly measures.
- Documents related to HR specifically personal files.
- PRSs.
- GP47s.
- Discipline and MG Files.
- Collective agreements.
- Templates and databases (which we created).

Services Gozo Directorate

- Documentation and correspondence relating to administration.

Policy Development and Programme Implementation

- Policy documents and related working documents on themes that fall within the portfolio of the Ministry.
- Studies and reports related to the Ministry's EU funded projects mainly.
- Briefing notes and speaking notes for use by the Government Officials.
- Documentation and correspondence relating to pertinent matters of international importance.
- Reports and documentation related to the implementation of projects co-founded by the EU.

Wild Birds Regulation Unit

- Reports, studies, and surveys related to the WBRU areas of work.
- Reports, studies, and surveys commissioned by the WBRU.
- Documentation regarding tenders, contracts, quotations, and procurement methods.
- Files related to estimates, revised estimates, business plans and expenditure.
- Files related to payments effected by the WBRU.
- Inventory Records.
- Legislation and working documents related to the various Legal Notices published by the Unit.
- Documents and reports concerning the implementation and monitoring of projects cofounded by the WBRU through the Conservation of Wild Birds Fund.
- Minutes of the meetings of the Malta Ornithology Committee.
- Documentation related to possession and transfers of stuffed birds' collections.
- Documentation related to hunting/ falconry exams.
- Files related to court cases.
- Guidance documents to assist the public in using WBRU's processes/services.

Strategy and Support Division

The Strategy and Support Division holds documents falling under the following categories:

- Documentation and correspondence relating to administration issues, including information relating to Human Resources.

- Annual reports related to the Division.
- Documents concerning the implementation and monitoring of the Ministry for Gozo initiatives entrusted to the Strategy and Support Division.
- Reports, studies, and surveys commissioned by the Strategy and Support Division.
- Manuals of procedures related to the management of projects.
- PSMC Manuals including circulars.
- Public Procurement Regulations including circulars from the Department of Contracts.
- Files Pertaining to Payments.
- Files pertaining to the procurement of supplies, services, and works.
- Inventory Documentation.
- Financial Regulations.
- Documents such as Shift Allowances for Sunday and Public Holidays & Overtime.
- Documents related to customer care queries from individuals and Local Councils.
- Minutes of meetings.

Eco-Gozo Directorate

The Directorate holds documents falling under the following categories:

- Documentation and correspondence relating to administration issues, including information relating to Human Resources.
- Eco-Gozo: A Better Gozo. Proposed action 2010-2012.
- Guide to beneficiaries – For projects implemented by Local Councils and Non-Governmental Organisations financed under the Eco-Gozo.
- Other documents related to schemes and initiatives launched under this Directorate.
- Files related to payments effected by this Directorate.
- Documents related to the implementation of the Ministry's initiatives entrusted to the Directorate.
- Customer Care Queries from Individuals and Local Councils.
- Any documentation related to procurement methods.
- Minutes of meetings.

Rural Gozo Directorate

The Directorate holds documents falling under the following categories:

- Reports, studies, and surveys related to the Directorate.
- Documents concerning the implementation and monitoring of those Ministry for Gozo's initiatives entrusted to the Directorate.
- Legislation and working documents related to the various Branches/Sections within the Directorate.
- Documentation regarding procurement/ procurement methods.
- Files related to payments effected by the Directorate.
- Files related to estimates, revised estimates, business plans and expenditure.
- Files related to schemes falling under the State Aid regime.
- Documents related to works and maintenance carried out on behalf of Local Councils.
- Manuals of procedure and Standard Operating Procedures regarding Branches/Sections within the Directorate.
- Records related to clients making use of some specific services given by the Sections within the Directorate.
- Files related to personnel giving a service to the Directorate.
- Planning Authority files regarding applications for new farms or alterations.
- Individual farmer files/ and records concerning the testing and transfer of animals.

Maintenance Directorate

The Directorate holds documents falling under the following categories:

- Reports, studies, and surveys related to the Maintenance Directorate.
- Documents concerning the implementation and monitoring of the Ministry for Gozo's initiatives entrusted to the Directorate.
- Documentation regarding tenders, contracts, quotations, and procurement method.
- Personal files (including disciplinary files, if applicable) of the Directorate's employees.
- General documentation regarding the management of the Directorate's Human Resources Unit including P&SD circulars, PSMC, Directives, legal notices, financial regulations.

- Legislation and working documents related to the various Branches/Sections within the Maintenance Directorate.
- Files related to payments effected by the Maintenance Directorate.
- Files related to estimates, revised estimates, business plans and expenditure.
- Documents related to labour and material costs on work manufactured by the Maintenance Directorate.
- Manuals of procedure regarding Branches/Sections within the Maintenance Directorate.
- Records of individuals making use of the Maintenance Directorate services.

Cultural Heritage Directorate

The Directorate holds documents falling under the following categories:

- Documentation and correspondence relating to administration issues, including information relating to Human Resources.
- Documentation regarding tenders, contracts, quotations, and procurement methods.
- Files related to payments effected by the Cultural Heritage Directorate.
- Files related to estimates, revised estimates, business plans and expenditure.
- Documents related to schemes and initiatives launched under this Directorate.
- Contract Agreements between MGOZ and Wirt Ghawdex.
- Studies and reports related to Cultural Heritage.
- Risk Assessments.
- Inventory records.
- Files and documentation related to the Implementation of the Cittadella Masterplan Recommendations ERDF 246.
- Culture Unit Blue Files.
- Contracts for Exhibitions held at Banca Giuratale Foyer and Cittadella Cultural Centre.
- Agreements of various sponsorships by MGOZ.
- Documentation i.c.w. loan of stages & platforms.
- Documents i.c.w. Electoral Registers and other Publications issued by the DOI, OPM: Orders, Invoices, Schedules, Stock Register, Sales, Cash Book, and General Correspondence.

	<ul style="list-style-type: none"> • Minutes of the “Kumitat Ċelebrazzjonijiet Nazzjonali u Reġjonali”. • Minutes of the “Kunsill tal-Kultura”. <p><u>Tourism and Economic Development Directorate</u></p> <p>The 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 methods. • Documents concerning the implementation and monitoring of the Ministry for Gozo’s initiatives entrusted to the Directorate. • Inventory Records. • Files related to estimates, revised estimates, business plans and expenditure. • Files related to payments effected by the Tourism and Economic Development Directorate • Some of the information listed is 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 decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their</p>	<p><u>Office of the Permanent Secretary</u></p> <ul style="list-style-type: none"> • Documents related to the implementation of the Ministry’s initiatives. • Public Service Management Code. • FOI related guidance documents. <p><u>Ministry’s Private Secretariat</u></p> <ul style="list-style-type: none"> • NIL <p><u>Operations Division</u></p>

personal capacity)

- Documents related to customer care queries.
- Public Procurement Regulations.
- Standard Operating Procedures.
- Financial Regulations.

Public Registry

- Standard operating procedures (SOPs) that contain the policies and procedures to be adopted in the various processes of the Public Registry

Corporate Services Directorate

- Public Service Management Code.
- Financial Regulations.
- Public Procurement Regulations.
- Standard Operating Procedures.
- Description of all manuals and similar types of documents which contain policies, principles, rules, or guidelines in accordance with which decision or recommendations are made in respect of members of the public (including corporate bodies and employees of the public authority in their personal capacity).
- Standard Data Protection Policies that apply throughout the Public Service.
- Public Finance Management Act (Cap 601).
- General Financial Regulations (Cap 601.01).
- The Manual on Transport and Travel Policies and Procedures.
- Ministry for Finance and Employment Circulars.
- Treasury Circulars.
- E-mails from Treasury and Ministry for Finance and Employment.
- PSMC manuals Computation of Salaries.
- Computation of Allowances.
- Resourcing and Directive 8.
- Over and above regulations that span the wider public service such as GDPR, the Public Administration Act, etc.
- Disciplinary proceedings regulations, public procurement regulations and subsidiary legislation.
- Public Service Management Code.

- Manual on Resourcing Policies and Procedures.
- Manual on Special Leaves.
- Manual on Work-Life Balance Measures.
- Manual on the Procedure of the Medical Board.
- Manual of Allowances.
- Manual on Industrial Relations and the Selection and Appointment Process under delegated Authority in the Malta Public Service.
- Manual on Disciplinary Procedures.
- Standard Operating Procedures agreed with DCS.
- Emails describing guidelines or specific procedures or answers to queries relating to HR processes from DCS, DG and P&SD.
- Standard Operating Procedures (SOPs).
- Retention Policies, Directives.

Services Gozo Directorate

- Studies and reports related to the Directorate and its respective Sections.
- Briefing Notes and speaking notes for use by Government Officials
- Documentation and correspondence relating to pertinent matters of international importance
- Documents related to the implementation of Ministry's initiatives.
- Documents related to customer queries.
- Dossiers related to procurement (Request for Tender, Requests for Quotations and Requests for Information).
- Home help beneficiaries case files.
- Client's personal files in respect of Social Work Unit.
- Copies of Trading Licences, Import Licences, Export Licences, Trademarks.
- Dealings with MFSA registrar of companies. All these documents are kept at the head office in Malta
- Copies of documents related to tendering procedures.
- Sports Complex Membership data.
- Legal Notice 51/2010 – Gozo Sports Complex
- Skolasport Application forms.
- Public Service Management Code. (Online document)

- Chapter 452: Employment & Industrial Relations Act of the Laws of Malta and any amendments thereto. (Online document)
- Subsidiary Legislations and Wage Regulation Orders. (Online document)
- Budget measures announced
- Licensing and Testing Section - Manual of Procedures
- Identity Malta Standard Operating Procedure – Passports Gozo Office
- Directive 4.1 issued by the Malta Public Service. (Online document)
- Social Work Act. (Online document)
- Guidelines as issued by socialsecurity.gov.mt: <https://socialsecurity.gov.mt/mt/informazzjoni-u-applikazzjonijiet-ghal-beneficcjii-u-servizzi/> (Online document)
- The Notarial Profession and Notarial Archives Act (Chapter 55 of the Laws of Malta). (Online document)
- Documents/Copies of notarial contracts, deeds, and wills.
- Personal application forms for Incontinence service.
- Personal application forms for Physiotherapy service for the Elderly.
- Personal application forms for Meals on Wheels service.

Strategy and Support Division

- PSMC Manuals including circulars.
- Public Procurement Regulations including circulars issued by the Department of Contracts.
- Manuals of procedure related to the management of projects, including EU.
- Financial Regulations.

Eco-Gozo Directorate

- Eco-Gozo: A Better Gozo. Proposed action 2010-2012.
- Guide to beneficiaries – For projects implemented by Local Councils and Non-Governmental Organisations financed under the Eco-Gozo.
- Manuals of procedure related to the management of projects, including EU.

Rural Gozo Directorate

- PSMC, Directives, legal notices, circulars, and financial regulations.
- Manuals of procedure related to the management of projects.

Maintenance Directorate

	<ul style="list-style-type: none"> • P&SD circulars, PSMC, Directives, legal notices, circulars, and financial regulations. <p><u>Cultural Heritage Directorate</u></p> <ul style="list-style-type: none"> • PSMC Directives and Manuals. • Financial Regulations. • Electoral Registers and other Publications issued by the Department of Information. • Manual of procedure related to the management of projects. <p>Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 496).</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 and the Alternate Freedom of Information Officer for this Directorate may be contacted on 22100100 or by email on foi.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 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 from the decision or otherwise address a complaint to the Information and Data Protection Commissioner in</p>

	<p>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>
Other Information	<p>Working Days: Monday to Friday Winter: Public Opening Hours: 8.00am-Noon 1.30pm-4.00pm Summer: Public Opening Hours: 7.30am-12.30pm</p> <p>Address: Office of the Permanent Secretary Ministry for Gozo, St Francis Square, Victoria, VCT 1335, Gozo.</p> <p>FOI requests or complaints may be submitted via E-mail, or by using the online form/e-ID on the FOI Portal www.foi.gov.mt.</p> <p>Payments for requests for information can either be made by cash or cheque at the Accounts Section, Department for Corporate Services, Ministry for Gozo, St Francis Square, Victoria, Gozo. Payments made by cheque are to be addressed to the Director Corporate Services and sent to Department of Corporate Services, Ministry for Gozo, St. Francis Square, Victoria, VCT 1335, Gozo.</p>
Public Authority Contact Details	Ministry for Gozo St. Francis Square Victoria, VCT 1335, Gozo