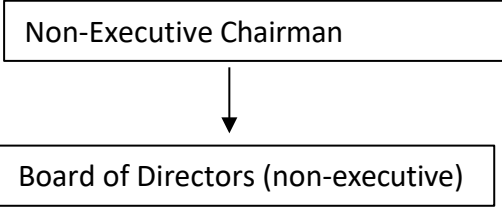


Public Authority	Gozo Heliport Limited
Description of the department/directorate/entity's structure	 <pre> graph TD A[Non-Executive Chairman] --> B[Board of Directors (non-executive)] </pre>
Description of the department/directorate/entity's functions and responsibilities	<p>Gozo Heliport Limited is a government-owned company responsible for managing the heliport facilities at Xewkija, Gozo. The company is currently actively involved with the Ministry for Gozo and Planning to progress plans to upgrade the facility into a small airfield for fixed-wing aircraft, improving inter-island connectivity and supporting regional development.</p>
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 be 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	<p>Whenever the need arises, Gozo Heliport Limited adheres and refers to the Government's main guidelines and regulations.</p>

<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 22156205 or by email on foi.mgp@gov.mt.</p>
<p>Details of Internal Complaints Procedure/Other Information</p>	<p>Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint.</p> <p>Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint.</p> <p>If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority.</p> <p>Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision</p>

	<p>through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.</p>
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Public Authority Contact Details	Gozo Heliport Limited c/o Office of the Permanent Secretary Ministry for Gozo and Planning St. Francis Square Victoria, VCT 1335, Gozo