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| Public Authority | Ministry for Gozo (MFG) |
| Description of the department/directorate/entity's structure | Organisational Structure |
| Description of the department/directorate/entity's functions and responsibilities | https://gozo.gov.mt/public-bodies/ |
| General description of the categories of documents the department/directorate/entity holds (including exempt documents) | <p>Office of the Permanent Secretary</p> <ul style="list-style-type: none"> • Documentation and correspondence related to administration issues • Documentation related to the implementation of budget and manifesto measures <p>Support Services Division (SSD) Overview of Documents Held The Directorates within the SSD maintain a wide range of documentation to support administrative, operational, legal, financial, and policy functions. Certain documents may be exempt from disclosure in accordance with the <i>Freedom of Information Act (Cap. 45c)</i>.</p> |
| | <p>Categories of Documents Held</p> <p>Documentation across the Directorates includes:</p> <p>1. Administrative and General Documentation</p> <ul style="list-style-type: none"> • General correspondence and administrative records (electronic and paper-based) • Documentation related to internal operations and management of sections • Annual reports and general reporting documentation • Minutes of meetings and internal coordination records • Legislative and working documents <p>2. Human Resources and Personnel Documentation</p> <ul style="list-style-type: none"> • Employee personal files, recruitment records, and service-related files • Attendance, leave records, and supporting documentation (e.g. sick leave certificates) |

• Records related to personnel providing services to the Directorate

3. Strategic, Policy, and Reporting Documentation

- Reports, studies, and surveys (internal and commissioned)
- Policy documents, briefing notes, and speaking notes
- Documentation relating to national initiatives and their implementation and monitoring
- Documentation related to matters of national and international importance

4. Project and Programme Documentation

- Project files covering implementation and monitoring
- Documentation related to Ministry initiatives and programmes
- Manuals of procedure and operational documentation supporting project execution

5. Procurement and Contractual Documentation

- Files related to procurement processes, including tenders, quotations, and procurement methods
- Dossiers such as requests for tender, requests for quotations, and requests for information
- Documentation related to supplies, services, and works

6. Financial and Budgetary Documentation

- Payment records and supporting documentation
- Files related to estimates, revised estimates, expenditure, and business plans

7. Legal and Compliance Documentation

- Court records, filings, pleadings, and evidence documentation
- Legal notices, circulars, letters and communication with external counsel and Government entities
- Draft and executed agreements, legal acts, and related documentation

8. Inventory, Assets, and Operational Records

- Inventory documentation
- Fleet management records (e.g. log books)
- Planning Authority application files for work carried out by the Division

G. Service Delivery, Client, and Public Interaction Documentation

- Customer queries
- Records related to clients making use of specific services
- Case files and personal records related to social and community services
- Membership data and service application forms
- Documentation related to licenses and regulatory compliance

Product, Projects and Infrastructural Development Division (PPID)

Overview of Documents Held

The PPID Division holds a comprehensive range of documentation to support its administrative, operational, financial, and strategic functions. Certain documents may be exempt from disclosure in accordance with the Freedom of Information Act (Cap. 496).

Categories of Documents Held

The Division maintains documentation across the following areas:

1. Administrative and Human Resources

Documentation

- General correspondence and administrative records
- Human resources documentation, including employee personal and disciplinary files
- Records related to staff management, shift allowances, overtime, and public holiday work
- General documentation regarding the management of the Directorate's Human Resources Unit including PCSD circulars, PSMC, Directives, legal notices, financial regulations.

2. Strategic, Operational, and Reporting

Documentation

- Annual reports and business plans
- Estimates and revised estimates
- Reports, studies, and surveys (both internal and commissioned)
- Documentation relating to national and EU-funded programmes and initiatives
- Compliance, monitoring, and progress reports

3. Project and Programme Management

Documentation

- Records covering the full project lifecycle, including planning, implementation, monitoring, and post-completion evaluation
- Documentation related to EU co-funded projects and regulatory compliance
- Coordination records with national entities and EU institutions
- Documentation supporting the implementation of national budgetary measures and Ministry initiatives

4. Procurement and Contractual Documentation

- Documentation related to tenders, quotations, contracts, and procurement processes
- Documents related to agreements with contractors and initiatives with non-governmental organizations, and other entities
- Contractual documentation for exhibitions and other services

5. Financial Documentation

- Payment records and supporting documentation
- Expenditure tracking and financial reporting
- Labour and material cost records
- Documentation in line with Financial Regulations

6. Inventory and Asset Management

- Inventory records and asset tracking documentation

7. Public Interaction and Service Delivery

- Customer care records and queries from individuals and Local Councils
- Records of services provided to the public and other stakeholders
- Documentation related to schemes, funding initiatives, and guides for beneficiaries

8. Governance and Meetings

- Minutes of meetings, committees, councils, and boards

G. Sector-Specific and Operational Documentation

- Cultural heritage documentation, including studies, reports, sponsorship agreements, and project records (e.g., heritage sites and initiatives such as the Cittadella Masterplan)
- Environmental and greening initiative records, including scheme documentation and implementation files
- Maintenance and public cleansing operational records, including procurement, service delivery, and payments
- Risk assessments and operational statistics (e.g., visitor data and service usage)
- Documentation related to exhibitions, equipment loans, and public infrastructure usage

Information Management Unit (IMU)

The Directorate holds the following documents:

- Working documents on projects carried out by the IMU
- Documentation and correspondence relating to pertinent matters related to the remit of the IMU.
- Documents on all payments affected by the IMU.
- Files related to estimates, revised estimates, business plans and expenditure.
- Standard Operating Procedures on the various systems in use by the MFG.
- Documentation related to systems in use by the MFG.

Wild Birds Regulation Unit (WBRU)

The Directorate holds the following documents:

- 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.

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| | <ul style="list-style-type: none"> • Legislation and working documents related to the various Legal Notices published by the Unit. • Documents and reports concerning the implementation and monitoring of projects co-funded 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 persons in possession of licences issued under the Conservation of Wild Birds Regulations (S.L. 549.42) and the Protection of Wild Rabbit Regulations (S.L. 549.90). • Documentation related to hunting/ falconry exams. • Files related to court cases. • Guidance documents to assist the public in using WBRU's processes/services. |
| <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 personal capacity)</p> | <p>Office of the Permanent Secretary</p> <ul style="list-style-type: none"> • Documents related to the implementation of the Ministry's initiatives. • FOI related guidance documents. <p>Support Services Division (SSD)</p> <p>The Directorates within the SSD operate in accordance with a structured framework of manuals, regulations, and guidelines governing decision-making and service delivery affecting members of the public, corporate entities, and public officers. These include:</p> <ul style="list-style-type: none"> • Public Service Management Code (PSMC), directives, circulars, and legal notices • Public Procurement Regulations • Financial Regulations • Standard Operating Procedures and manuals of procedure across functions • Project and programme management guidelines • Sector-specific legislation and regulatory frameworks • Scheme- and service-specific guidelines and procedures • Guidelines issued by national and relevant authorities • Internal operational manuals for specialised services and units |

Product, Projects and Infrastructural Development Division (PPID)

Manuals, Policies, and Guidelines

The Division operates in accordance with a structured framework of manuals, regulations, and guidelines that establish the principles and procedures for decision-making affecting members of the public, corporate entities, and public officers. These include:

- Public Service Management Code (PSMC) manuals, directives, and circulars
- Public Procurement Regulations and circulars issued by the Department of Contracts
- Financial Regulations
- Manuals of procedure related to project and programme management, including EU-funded projects
- PCSD circulars, legal notices, and administrative directives
- Scheme-specific guidelines and guides for beneficiaries
- EU funding programme guidelines issued by the relevant managing authorities

Information Management Unit (IMU)

Policies and procedures related to:

- Information management
- Records management
- Digital services governance
- Data handling and retention

Operational manuals / guidelines for:

- Use and administration of internal digital systems
- Management of eForms and digital platforms
- Document management standards

Technical or functional documentation such as:

- System user guides
- Administrative manuals
- Configuration documentation

Statement of the information that

The Freedom of Information Officer may be contacted

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| <p>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>on 22156205 or by email on foi.mfg@gov.mt</p> |
| <p>Details of Internal Complaints Procedure</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 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> |
| <p>Other Information</p> | <p>Office Working Days: Monday to Friday Public Opening Hours: 7.15 - 16.45</p> <p>Ministry for Gozo</p> |

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