

Public Authority	Permanent Secretary and Administration
Description of the department/directorate/entity's structure	<p>The Department is headed by the Permanent Secretary and is made up of the following units:</p> <ul style="list-style-type: none"> <li>Permanent Secretary Office</li> <li>IMU</li> <li>EU Affairs</li> <li>Program Implementation Directorate</li> <li>People Management Directorate (HR)</li> <li>Environment</li> <li>Financial Management</li> <li>Procurements and Supplies</li> <li>Registry</li> </ul>
Description of the department/directorate/entity's functions and responsibilities	<p>The Office of the Permanent Secretary provides administrative support to the Minister of Sustainable Development, the Environment and Climate change matters falling within its portfolio.</p> <p><b>IMU</b> The Information Management Unit (IMU) is the primary ICT business driver of the Ministry. The IMU champions consolidation within the Ministry, contributes to development of corporate Ministerial ICT and e- Government policies and strategies, is a key player in active application of ICTs for the improvement in service delivery and realisation of efficiency gains, nodes for the dissemination of best practice and primary feedback channel.</p> <p><b>EU Affairs Directorate</b> is entrusted with the task of coordinating the Ministry's response in EU and other international fora, as well as to contribute to the drawing up of the Ministry's policies, in matters relating to education and employment.</p> <p><b>Programme Implementation Directorate</b> Coordinates Policy ideas promoted by the different entities falling within the remit of the Ministry and helps find the necessary resources to implement such policies.</p> <p><b>Corporate Services</b> The primary function of the Corporate Services Directorate is to provide support services to the departments and units of the Ministry, particularly in the areas of financial planning and management, human resource management and other office services.</p> <p><b>Environment</b> Co-ordinating Malta's position on EU legislative and nonlegislative proposals relating to the environment ensuring that this is in line with Government policy, meeting reporting obligations and co-ordinating Multilateral Affairs relating to the environment Act as</p>

	<p>the focal point for the LIFE EU funding programme Formulation of environmental policy.</p> <p><b>Security Services</b> To ensure that Safety and Security is observed at all times.</p> <p><b>Registry</b> The registry safe keeps all files including personal files and traces movements of files.</p>
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>Legislation Policy documents General correspondence Ministry Files Personal Files Tenders and Expressions of Interest Financial and annual reports Pre-budget documents Project proposals Consultation documents Care Orders Board Minutes EU documents Instruction Notes Briefing Notes Background Notes Lines to Take Inter-Ministerial Committee Memos Files related to procurement (Tender/Quotations) Travel / Conferences DCS Files Memoranda &amp; Circulars</p> <p>Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 49)</p>
<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>Public Service Management Code Disciplinary Procedure in the Public Service Commission Regulations Financial and Procurement Regulations LN General Financial Regulations Internal Audit and Investigations National Audit Act</p>
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official</p>	<p>Requests for information can be submitted on: <a href="mailto:foi-ps.msdec@gov.mt">foi-ps.msdec@gov.mt</a></p>

documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent	
Details of Internal Complaints Procedure	<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 Ministry. The complaint should be addressed to the Ministry's Principal FOI Officer, MSDEC Offices, 6 Triq Hal Qormi, Santa Venera SVR 1301 who shall bring the complaint to the attention of the officer responsible (i.e. the most senior official within the Ministry). 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). 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 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 Ministry, 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.</p>
Other Information	<p>Request and Complaint Forms may be downloaded from the following Ministry's website:  <a href="http://msdec.gov.mt/en/Pages/Freedom%20of%20Information/Freedom-of-Information.aspx">http://msdec.gov.mt/en/Pages/Freedom%20of%20Information/Freedom-of-Information.aspx</a>.</p> <p>Payments in cash can be made at the Accounts Section of the Ministry at MSDEC Offices, 6 Triq Hal Qormi, Santa Venera SVR 1301.</p> <p>Payments can also be made by cheque payable to the Ministry for Sustainable Development, the Environment and Climate Change.</p>
Public Authority Contact Details	<p>PFOIO (Principal Freedom of Information Officer)  MSDEC Offices,  6 Triq Hal Qormi,  Santa Venera SVR 1301.</p> <p>Tel No: 2292 6271 / 6207</p>