

Public Authority	<p><b>Office of the Permanent Secretary Ministry for Transport, Infrastructure and Capital Projects (MTIP)</b></p>
Description of the department/directorate/entity's structure	<p>The list of all departments:  <a href="#">Works and Infrastructure Department</a>  <a href="#">Strategy and Support Services</a>  <a href="#">Project Monitoring Unit</a>  <a href="#">Policy Development and Programme Implementation Directorate</a>  <a href="#">Information Management Unit</a>  <a href="#">Joint Office</a></p>
Description of the department/directorate/entity's functions and responsibilities	<p>The Office of the Permanent Secretary provides administrative support the Minister in matters falling within his portfolio.</p>
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</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>Legislation  Policy documents  General correspondence  Ministry Files  Personal Files  Tenders and expression of interests  Memoranda and internal circulars  Financial and annual reports  Pre-budget documents  Project proposals  Consultation documents  Board Minutes  EU documents  Instruction Notes  Briefing Notes</p> <p>Inter-Ministerial Committee Memos  Public Service Management Code</p> <p><i>Some of the information listed is exempt from disclosure under the Freedom Of Information Act (Cap. 496)</i></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>FOI requests or Complaint forms have to be submitted in writing, and can be sent by e-mail to <a href="mailto:foi.permsec.mtip@gov.mt">foi.permsec.mtip@gov.mt</a> or through the FOI portal <a href="http://www.foi.gov.mt">http://www.foi.gov.mt</a> or via the e-ID or through the <a href="#">online form</a>.</p>
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</p>

	<p>indicating whether a request would be met or not, may address a complaint to the Public Authority.</p> <p>The complaint should be addressed to the FOI Officer, who shall bring the complaint to the attention of the officer responsible<sup>1</sup>. 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).</p> <p>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.</p> <p>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>Opening Hours:  1<sup>st</sup> October to 15<sup>th</sup> June: 7.30am to 3.30pm  16<sup>th</sup> June to 30<sup>th</sup> September: 7.30am to 1.00pm  Payments in cash/cheque (payable to Director General – Support Services (MTIP) are to be made at: Cash Office, Financial Control Unit,  MTIP, Block A Level 1, Triq Francesco Buonamici, Floriana FRN 1700  Emails received on weekends and public holidays shall be deemed as being received on the next working day</p>
Public Authority Contact Details	<p>Permanent Secretary  Ministry for Transport, Infrastructure and Capital Projects  Block B, Triq Francesco Buonamici, Floriana FRN 1700</p>