

Public Authority	Parliamentary Secretary Private Secretariat
Description of the department/directorate/entity's structure	<p>The Secretariat is made up of the following:</p> <ul style="list-style-type: none"> <li>Head of Secretariat</li> <li>Private Secretary</li> <li>Co-ordinator</li> <li>Secretariat Officers</li> <li>Secretariat pool</li> <li>Secretariat Messengers</li> <li>Personal Drivers /Security</li> </ul>
Description of the department/directorate/entity's functions and responsibilities	The role of the Secretariat is to assist the Parliamentary Secretary in the management and administrative function of the Secretariat
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> <li>- Legislation</li> <li>- General correspondence</li> <li>- Ministry Files</li> <li>- Cabinet papers</li> </ul> <p>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>Public Service Management Code</p> <ul style="list-style-type: none"> <li>- Guidelines for the Employment of Secretariat Staff</li> </ul>

personal capacity)	
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	FOI requests forms have to be submitted in writing, and can be sent by e-mail to <a href="mailto:artijiet@gov.mt">artijiet@gov.mt</a> or through the FOI portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.
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 Parliamentary Secretary's Private Secretariat.</p> <p>Complaints may be submitted via E-ID, by email or through the online form.</p> <p>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 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 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</p>

	<p>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:  1st October to 15th June: 7.30am to 3.30pm  16th June to 30th September: 7.30am to 1.00pm</p> <p>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</p> <p>Emails received on weekends and public holidays shall be deemed as being received on the next working day</p>
Public Authority Contact Details	<p>Parliamentary Secretariat for Land and Construction  Block B, Triq Francesco Buonamici, Floriana FRN 1700</p>