

Public Authority	Office of the Permanent Secretary (MHSE)
Description of the department/directorate/entity's structure	MHSE Organisational Structure: https://homeaffairs.gov.mt/en/The-Ministry/Pages/Organisational-Structure.aspx
Description of the department/directorate/entity's functions and responsibilities	The Office of the Permanent Secretary provides administrative support to the Minister and Parliamentary Secretary in matters falling under their portfolio
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> Policy documents and related working documents on themes that fall within the portfolio of the Ministry Studies and reports related to the Ministry Draft legislation Briefing Notes and speaking notes for use by Government Officials Multilateral and Bilateral International Agreements Documentation and correspondence relating to pertinent matters of international import Documents related to the implementation of Ministry's initiatives Reports of Projects Selection Committee of EU Funds Documents related to the programming of funds managed by the EU Funds Unit, including Multi-Annual and Annual Programmes Manuals of procedures, Applications and other documentation related to the management of EU Funds Reports and documentation related to the implementation of projects co-funded by the EU Documents related to customer care queries Dossiers related to procurement (Request for Tender, Requests for Quotations and Request for Information) Training Manuals for asylum determination officers Explanatory Memoranda, Briefing Notes for the Minister and Instruction Notes for the Permanent Representative and other Maltese representatives. Council Documents

	<p>Personal Files of Employees of the Ministry Minutes of the meetings and other documents related to the workings of the Boards and Tribunals set up under the aegis of the Permanent Secretary</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 Financial and Procurement Regulations LN</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>FOI Officer may be contacted by e-mail: foi-ps.mhse@gov.mt or by telephone 25689314/306.</p> <p>FOI requests may be submitted by e-mail to foi-ps.mhse@gov.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<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 Public Authority.</p>

	<p>The complaint should be addressed to the FOI Officer 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 Permanent Secretariat, 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>Complaints may be submitted to the Public Authority by e-mail to the Public Authority by e-mail to foi-ps.mhse@gov.mt, through the FOI portal www.foi.gov.mt via the e-ID or through the online form.</p> <p>Payments can be made in cash or by cheque payable to the Office of the Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement, at the following address: Accounts Section Ministry for Home Affairs, National Security and Law Enforcement 201 Strait Street Valletta</p>

	<p>Applicants are requested to make an appointment with the FOI Officer before calling at the Public Authority for payment and/or collection of document.</p> <p>Working Hours Winter Hours 08.00 hrs- 12.30 hrs and 13.15 hrs – 17.15 hrs</p> <p>Summer Hours 08.00 hrs- 13.00 hrs</p>
Public Authority Contact Details	<p>Office of the Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement (MHSE), 201, Strait Street Valletta VLT 2000</p> <p>Tel No:25689314</p>