

<p><b>Public Authority</b></p>	<p><b>Office of the Permanent Secretary (MHAS)</b>  <b>Entities covered by the Office of the Permanent Secretary:</b>  Department of Civil Protection  Defence Matters Directorate  DG Strategy and Support  Policy Development and Programme Implementation Directorate  Office of the CIO  Corradino Correctional Facility  Department of Probation and Parole  Office of the Refugee Commissioner  Agency for the Welfare of Asylum Seekers  Detention Services  Aviation Security  Boards &amp; Tribunals  Malta Critical Infrastructure Protection Unit</p>
<p>Description of the department/directorate/entity's structure</p>	<p>MHAS Organisational Structure:  <a href="https://homeaffairs.gov.mt/en/The-Ministry/Pages/Organisational-Structure.aspx">https://homeaffairs.gov.mt/en/The-Ministry/Pages/Organisational-Structure.aspx</a></p>
<p>Description of the department/directorate/entity's functions and responsibilities</p>	<p>The Office of the Permanent Secretary provides administrative support to the Minister in matters falling under his portfolio</p>

<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>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          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</p>	<p>Public Service Management Code          Disciplinary Procedure in the Public Service Commission          Financial and Procurement Regulations LN</p>

<p>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>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 Officers may be contacted by e-mail: <a href="mailto:foi-ps.mhas@gov.mt">foi-ps.mhas@gov.mt</a> or by telephone: 25689314/306</p> <p>FOI Requests may be submitted by e-mail to <a href="mailto:foi-ps.mhas@gov.mt">foi-ps.mhas@gov.mt</a>, 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.</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, 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>

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<sup>1</sup> The officer responsible shall be the Director or most senior official within the Department, Directorate or Secretariat concerned. In the absence of such officer, a reply may be provided by the Assistant Director. In the absence of an Assistant Director, a reply would be provided by the officer higher in rank than the Director or most senior official.

	<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>Complaints may be submitted to the Public Authority by e-mail to <a href="mailto:foi-ps.mhas@gov.mt">foi-ps.mhas@gov.mt</a>, 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.</p> <p>Payments can be made in cash or by cheque payable to the Office of the Permanent Secretary, Ministry for Home Affairs &amp; National Security, at the following address:  Accounts Section  Ministry for Home Affairs &amp; National Security  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  8.00am – 12.30pm and 1.15pm – 5.15pm</p>

	Summer Hours 8.00am -1.00pm
Public Authority Contact Details:	Office of the Permanent Secretary, Ministry for Home Affairs and National Security (MHAS), 201, Strait Street Valletta VLT 2000  Tel No: 25680314