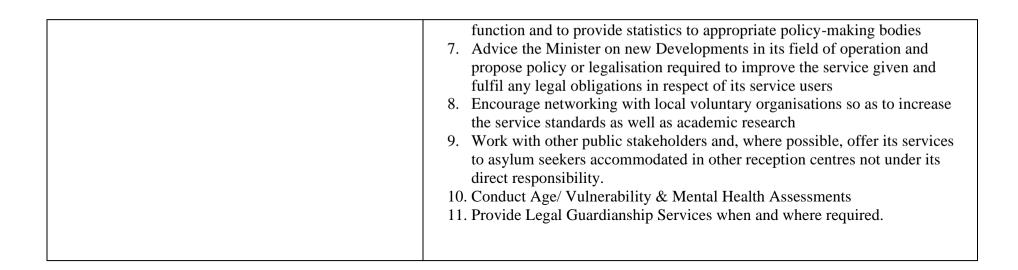
Public	Agency for the Welfare of Asylum
Authority	Seekers
Description of the	AWAS is headed by a CEO and is made up of the following Units:
department/directorate/entity's	
structure	Head Office: Block C, Beltissebh, Floriana
	Centres managed by AWAS:
	Dar il-Liedna, Fgura
	Hal Far Tent Village, I/o HalFar
	Hal Far Family Open Centre, I/o Hal Far
	Hal Far Open Centre, l/o Hal far
	Initial Reception Centre,
Description of the	The function of the Agency for the Welfare of Asylum Seekers (AWAS) is;
department/directorate/entity's functions and responsibilities	1. Oversee the daily management of accommodation facilities either directly or through subcontracting agreements
	2. Provide particular services to categories of persons identified as vulnerable according to current policies
	3. Provide information programmes to its clients in the are of employment, housing, education, health and welfare services offered under national schemes
	4. Act as facilitator with all public entities responsible for providing services
	to ensure that national obligations to refugees and asylum seekers are accessible
	5. Promote the Government's policy and schemes regarding resettlement and assisted voluntary returns
	6. Maintain data and draw up reports that are considered relevant for its own



General description of the	HR Files including payslips and monthly returns,
categories of documents the	The thes metading payshps and monthly feturis,
department/directorate/entity	Internal memos
holds (including exempt	internal memos
documents)	Receipts/ service user logbook and signatures
	Service user details/case work records
	Vulnerability Assessments
	Therapeutic Assessments
	Age Assessments
	Care Order Files
	EU projects' files
Description of all manuals and	LN 207/2009
similar types of documents	Refugees Act
which contain policies,	Immigration Act
principles, rules or guidelines	Collective Agreement
in accordance with which	Manual of Procedures / PSMC/DIER
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)	

Statement of the information	FOI Officers may be contacted by e-mail on foi.mhsr@gov.mt or by telephone:
that needs to be available to	25689314/306
members of the public who	
wish to obtain access to	FOI Requests may be submitted by e-mail to foi.mhsr@gov.mt , through the FOI
official documents from the	Portal www.foi.gov.mt via the e-ID or through the online form
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	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.
	The complaint should be addressed to the 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).
	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. 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.

¹ 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.

Other Information	Complaints may be submitted to the Public Authority by e-mail to foi.mhsr@gov.mt , through the FOI portal www.foi.gov.mt via the e-ID or through the online form.
	Payments can be made in cash or by cheque payable to the Office of the Permanent Secretary, Ministry for Home Affairs, Security, Reforms and Equality (MHSR), at the following address:
	Accounts Section Ministry for Home Affairs, Security, Reforms and Equality (MHSR),201, Strait Street Valletta
	Applicants are requested to make an appointment with the FOI Officer before calling at the Public Authority for payment and/or collection of document.
	Working Hours Winter Hours 8.00am – 12.30pm and 1.15pm – 5.15pm
	Summer Hours 8.00am -1.00pm
Public Authority Contact Details:	Office of the Permanent Secretary, Ministry for Home Affairs, Security, Reforms and Equality (MHSR),201, Strait Street Valletta VLT 2000
	Tel No:25689314