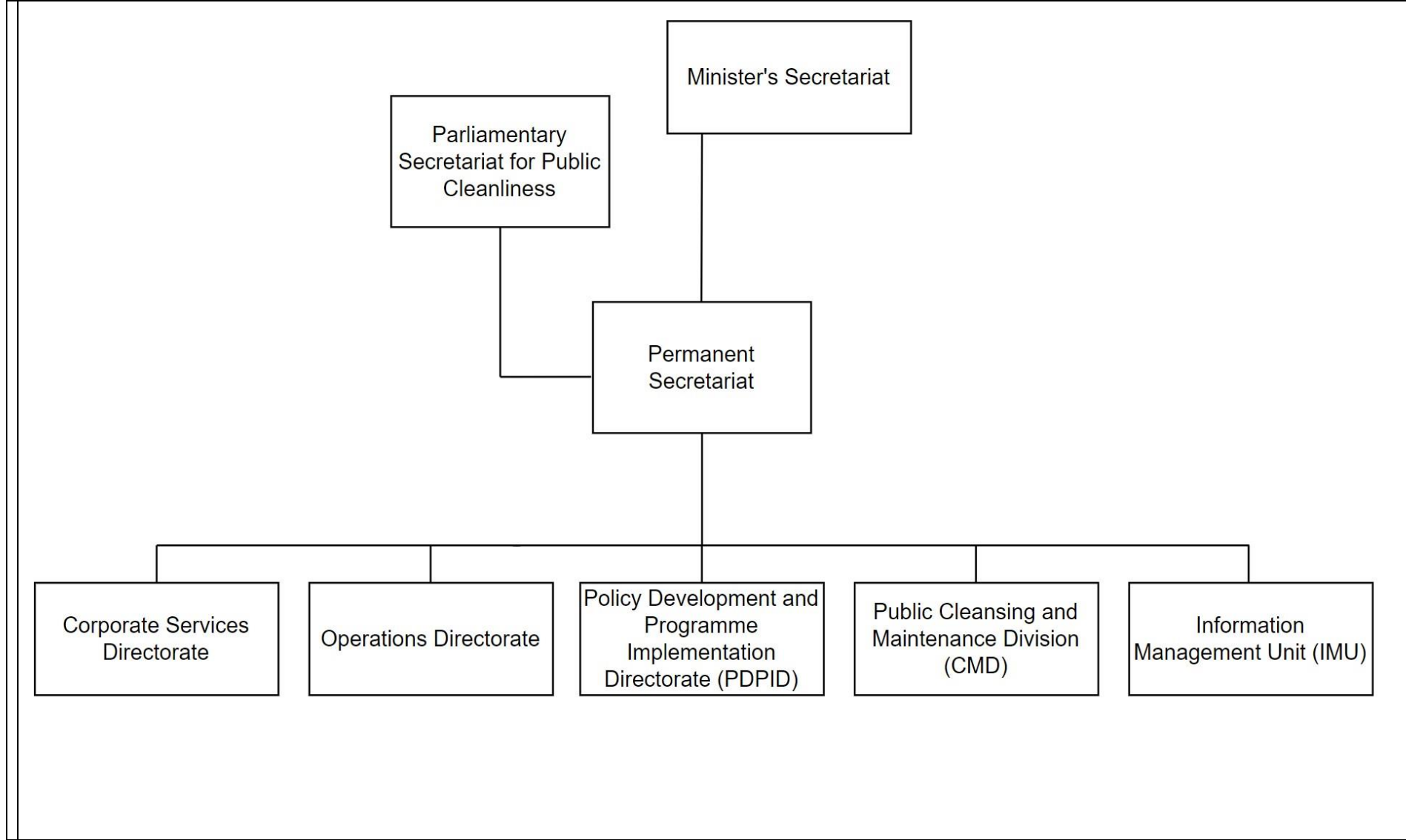


Public Authority	<u>Ministry for Tourism and Public Cleanliness (MTP):</u> <i>Permanent Secretariat</i> <i>Minister's Secretariat</i> <i>Parliamentary Secretariat for Public Cleanliness</i>
Description of the department/directorate/entity's structure	



Description of the department/directorate/entity's functions and responsibilities

The **Minister's Secretariat** cater for the remit of the Minister responsible for Tourism.

The **Parliamentary Secretariat** cater for the remit of the Parliamentary Secretary responsible for Public Cleanliness.

In relation to the **Permanent Secretariat**, the functions and responsibilities of each Directorate/ Division are being outlined in the below:

Corporate Services Directorate:

The Corporate Services Directorate has three sections within it, the Procurement section, the Finance section, and the HR section.

The Finance Section plays a pivotal role within the Ministry, overseeing a range of essential tasks. Particularly, it issues costings for the upcoming three years, facilitating effective financial planning for the Ministry. Furthermore, it coordinates the submission of business and financial plans, as well as annual financial estimates, for all Directorates, Departments, and Entities within the Ministry.

In addition to these core responsibilities, the Finance Section manages the transfer of funds for payments to suppliers, ensuring strict adherence to Public Procurement Procedures. It also oversees the allocation of Contributions, Programmes & Initiatives, and Capital for Entities falling under the Ministry's responsibility. Moreover, the Finance Section monitors the availability of funds under the Recurrent and Capital Vote of the Ministry to ensure efficient financial management. Such Payments and Fund Transfers are executed through the Corporate Financial Management Solution (CFMS).

Moreover, the Finance Section administers travel abroad for the Ministry delegates through the Corporate Travel Management System (CTMS). This includes managing meetings, itineraries, and financial expenses related to international trips undertaken for work-related purposes. Additionally, the Finance Section manages petty cash, processes PQs on finance matters, and is responsible for drafting the Standard Operating Procedures governing its operations.

The HR section is responsible for various matters which include but is not strictly limited to administration, recruitment and engagement, compliance, payroll, performance management, disciplinary matters, compiling of data and information, personnel training, employee attendance and record keeping.

The objectives of the unit are to monitor compliance on various HR matters including attendance, overtime and payroll, vacancies requested by recruitment entities and discipline matters. Other objectives are to issue recruitment calls in a timely and efficient manner, process requests for disciplinary action, lead and administer the annual performance management appraisal system for managerial and headship positions, process requests for transfers/secondments/detailing or redeployment of officers, process requests for political engagements, execute administrative requirements related to the employee life cycle, engagement of students related to various schemes.

The Procurement section has the responsibility of managing the acquisition of goods, services, and works needed by the Ministry to carry out its operations and projects. The main duties of the unit are:

1. Procurement Planning: The procurement section is responsible for developing a procurement plan that outlines the Ministry's anticipated procurement needs. This involves assessing current and future requirements and projects.
2. Tendering and Contracting: The procurement section prepares and issues tender documents and Requests for quotations (RfQs) on epps and issues call for quotations (CfQs) to solicit offers from potential suppliers. The unit also oversees that evaluations are done in a timely manner, provides the necessary support to evaluation committees and coordinates the contract award process in terms of the Public Procurement Regulations.
3. Compliance and Legal Considerations: The procurement section ensures that all procurement activities and contracts comply with relevant laws, regulations, and government policies namely the Public Procurement Regulations. It is also responsible for maintaining procurement records, preparing reports, and responding to audits or investigations.

4. Budgeting and Cost Control: The procurement section collaborates with the Ministry's Finance department to develop procurement budgets, monitor contractual expenditures, and ensure cost-effectiveness.

5. Collaboration with other Directorates: The procurement section liaises with the other directorates within the Ministry to understand their requirements and align procurement activities accordingly and provide procurement advice as required.

6. Continuous Improvement: The procurement section strives for continuous improvement by adopting best practices, enhancing procurement processes, and implementing innovative procurement strategies such as DPSs, framework tenders with call off and concessions.

Operations Directorate:

The Operations Directorate primary role is to assist in the management of the Ministry's operations. The primary responsibilities of the Operations Directorate are:

1. To supervise the implementation of the projects within the Ministry.
2. To coordinate and facilitate communication between Departments and Entities that fall under the Ministry or other Ministries in order to ensure that the Ministry's projects are implemented as planned and according to schedule.
3. To assist and act as a focal point for Entities that fall under the Minister's remit, as well as for the Office of the Ombudsman's, the Office of the Information and Data Protection Commissioner (IDPC), and for entities or individuals that request information through the Freedom of Information process, and for Members of Parliament regarding Parliamentary Questions (PQs);
4. Follows and implements the recommendations set by the National Audit Office (NAO) and the Ombudsman and draws up the necessary reports.

5. Simplify and update budgeting measures and other additional measures that fall under the responsibility of the Ministry for Tourism and Public Cleanliness.

The Operations Directorate works hand in hand with all the Entities within the Ministry to improve operations according to the principles of good governance.

Policy Development and Programme Implementation Directorate:

The Policy Development and Programme Implementation Directorate (PDPID) is responsible for the coordination of policy, EU and international affairs, for all the sectors falling within the Ministry's portfolio. The Directorate is responsible for coordinating Malta's position in EU and international fora to ensure that the national interest is well represented.

PDPID also carries out the role of Line Ministry in relation to the implementation of EU co-financed projects being implemented by entities and departments falling within the Ministry's remit. In this role the Directorate ensures that projects are implemented according to the set timelines, provides the necessary assistance to project Beneficiaries, and processes the related payments for the disbursement of decentralised EU funds.

Cleansing & Maintenance Division:

The role of the Cleansing and Maintenance Division is to keep central Government areas free of litter and vegetation, remove illegal dumping, maintain and upkeep areas under the responsibility of the Central Government, and the sweeping of roads and pedestrian zones. All this work contributes and enhances the product of the Maltese Islands.

The main objective is to set good quality cleaning standards for each locality and serve as a role model in the cleaning industry.

Information Management Unit:

The primary role of the Information Management Unit (IMU) is to ensure that the Information and Communication Technology (ICT) services provided, effectively serve the required functions within the Ministry. In this capacity, the unit offers support and advice to the Permanent

Secretary regarding ICT matters across the entire Ministry. The core competencies of this unit include:

1. Developing strategic and operational ICT plans for the entire Ministry in alignment with both the ICT strategy of the European Union and the National/Ministerial strategy.
2. Providing support and guidance to the Permanent Secretary on ICT matters within the Ministry.
3. Offering technical advice on the procurement and/or leasing of ICT-related equipment.
4. Coordinating the acquisition, development, and implementation of new information systems.
5. Formulating the ICT budget and ensuring prudent utilization of allocated resources.
6. Collaborating with other Ministries and entities, including MITA as the Government Information Technology Agency, to establish and uphold standards and protocols that ensure the compatibility and security of ICT systems.

General description of the categories of documents the department/directorate/entity holds (including exempt documents)

Permanent Secretariat:

HR files
Files related to contracts entered into by the respective entity/department
Standard Operating Procedures
Petty Cash and Hospitality files
Travel Files
Business & Financial Planning
Inventory

Minister's Secretariat:

Press Releases
Parliamentary Questions
Ministry Financial Estimates
Cabinet Papers
Legal Notices
Project Proposals
Reports

Parliamentary Secretariat for Public Cleanliness:

Press Releases
Parliamentary Questions
Ministry Financial Estimates
Cabinet Papers
Legal Notices
Project Proposals
Reports

<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>All applicable manuals and directives as issued by the Government of Malta.</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>The FOI officers of the Ministry for Tourism and Public Cleanliness (MTP) may be contacted by e-mail foi.mtp@gov.mt or by telephone 22915042 / 22915451.</p> <p>FOI Requests may be submitted by e-mail to foi.mtp@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 Authority.</p>

The complaint should be addressed to the 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).

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 Authority, 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.

<p>Other Information</p>	<p>Method of Payment: Payments of applicable fees can be made by cheque only payable to the ‘Ministry for Tourism and Public Cleanliness’</p> <p>Cheques should be posted as per below details: Ministry for Tourism and Public Cleanliness Directorate Corporate Services 233, Republic Street, Valletta</p> <p>Complaints may be submitted to the Public Authority by e-mail to foi.mtp@gov.mt through the FOI portal www.foi.gov.mt via the e-ID or through the online form.</p> <p>Further information with regards the Freedom of Information Act can be found on www.foi.gov.mt.</p> <p>Working hours:</p> <p>October – June (Monday to Friday) 08:00 – 17:00 hours</p> <p>July and September (Monday to Friday) 08:00 – 13:00 hours</p>
<p>Public Authority Contact Details</p>	<p>Address: 233, Republic Street, Valletta General Tel: 2291 5900 Generic e-mail address: tourism@gov.mt</p>