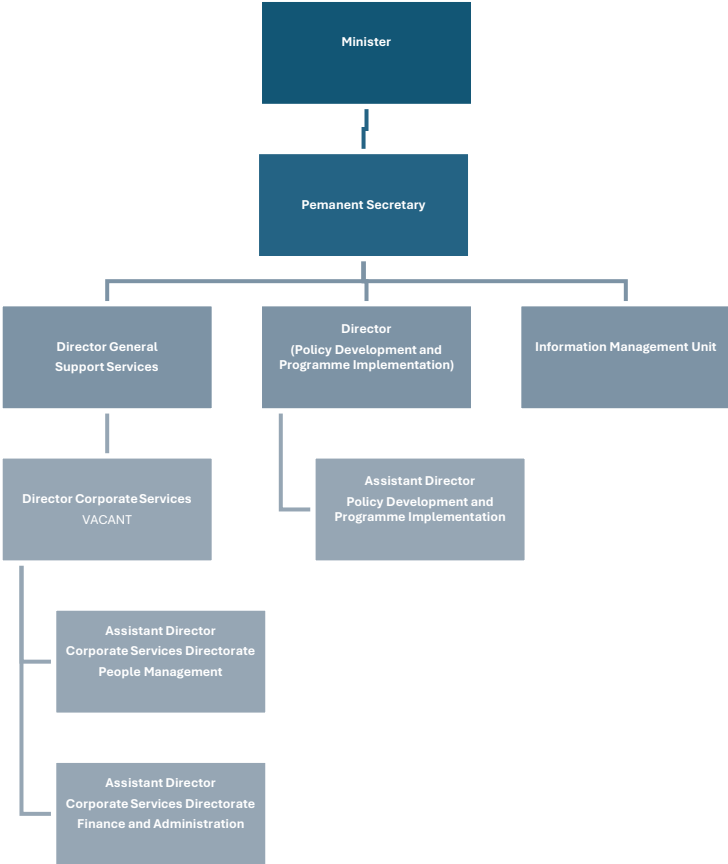


Public Authority	<u>Ministry for Tourism (MFT):</u> <i>Ministerial Secretariat</i> <i>Permanent Secretariat</i>
Description of the department/directorate/entity's structure	 <pre> graph TD Minister[Minister] --> PS[Permanent Secretary] PS --> DGS[Director General Support Services] PS --> DPDI[Director Policy Development and Programme Implementation] PS --> IMU[Information Management Unit] DGS --> DCS[Director Corporate Services VACANT] DCS --> AD_CSD_People[Assistant Director Corporate Services Directorate People Management] DCS --> AD_CSD_Finance[Assistant Director Corporate Services Directorate Finance and Administration] DPDI --> AD_DPDI[Assistant Director Policy Development and Programme Implementation] </pre>

Description of the department/directorate/entity's functions and responsibilities	The Minister's Secretariat caters for the remit of the Minister responsible for Tourism. The Permanent Secretariat comprises of the following functions: Support Services Division The Support Services Division within the Ministry for Tourism (MFT) is accountable to the Permanent Secretary and serves as the Ministry's central support function, ensuring the effective delivery of corporate, administrative, financial, human resource, and security services across the Ministry. The Division is composed of: • Directorate Corporate Services • Security Services
	Directorate Corporate Services The Directorate Corporate Services provides strategic and operational support to the Ministry by overseeing administration, human resources, finance, procurement, and other corporate support functions. The Directorate plays a key role in ensuring that the Ministry's resources, processes, and services are managed efficiently and in accordance with Government policies and regulations. <u>Finance and Administration Unit</u> The Finance and Administration Unit is responsible for the Ministry's financial management and administrative operations and comprises the following sections: • Accounts Section – responsible for financial management, payments, budgeting, and accounting functions • Procurement Section – responsible for procurement processes, contract administration, and compliance with public procurement regulations • Salaries Section – responsible for payroll administration and salary-related matters • Travel Section – responsible for the coordination and processing of official travel arrangements and related claims

	Administration Section – responsible for general administrative support, record management, logistics, and operational coordination <u>People Management Unit</u> This Unit is responsible for managing all matters relating to the Ministry’s workforce, including recruitment and selection, employee relations, performance management, training and development, attendance management, and the implementation of human resource policies and procedures.
	Security Services The Security Services Unit is responsible for safeguarding the Ministry’s premises, assets, information, and personnel. The Unit coordinates and oversees security operations, access control measures, emergency response procedures, and security-related protocols to ensure a safe and secure working within the Ministry facilities. The Unit also collaborates with relevant authorities and stakeholders to maintain security standards, manage risks, and support business continuity arrangements where necessary.
	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 cofinanced 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.
	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. 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)	<i>Minister's Secretariat:</i> Press Releases Parliamentary Questions Ministry Financial Estimates Legal Notices Project Proposals Reports <i>Permanent Secretariat:</i> 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
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)	All applicable manuals and directives as issued by the Public Service of Malta.
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	The FOI officers of the Ministry for Tourism may be contacted by e-mail foi.tourism@gov.mt or by telephone 22915423. FOI Requests may be submitted by e-mail to foi.tourism@gov.mt or through the FOI Portal https://foi.gov.mt via the e-ID.

Details of Internal Complaints Procedure	Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint. Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint. If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority. Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.
Other Information	Complaints may be submitted to the Public Authority by e-mail to foi.tourism@gov.mt or through the FOI portal https://foi.gov.mt via the e-ID. Further information with regards the Freedom of Information Act can be found on https://foi.gov.mt Working hours: October – June (Monday to Friday) 07:00 - 16:00 hours July and September (Monday to Friday) 07:00 – 13:00 hours

Public Authority Contact Details	Address: 233, Republic Street, Valletta General Tel: 2291 5400 Generic e-mail address: tourism@gov.mt
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