

Public Authority	Office of the Permanent Secretary
Description of structure of the department / directorate / entity	<p>The Permanent Secretary is flanked by three consultants on Policy, Operations and Pensions Strategy respectively, a part-time Advisor and an Assistant Director on Administration. They give support and provide him with the necessary advice when requested. The latter sets clear targets and expectations in particular through the Performance Appraisal reports to the relevant unit staff. These include amongst others two Principals, a Projects Officer, Manager II (Project Management), Assistant Principal, a Clerk, an Officer in Scale 14, a Driver and two Messengers.</p>
Description of functions and responsibilities of the department / directorate / entity	<p>As far as FOI is concerned, the Office of the Permanent Secretary is responsible for the following Directorates/Departments/Entities:</p> <ul style="list-style-type: none"> - Minister's Secretariat - Parliamentary Secretariate for Active Ageing and Persons with Disability - Directorate Corporate Services & HR Management - Policy Development and Programme Implementation Directorate - Information Management Unit - St Vincent de Paul Long Term Care Residence - Foundation for Social Welfare Services (Aġenzija APPOĠĠ & Aġenzija SEDQA) - Aġenzija SAPPOR - Commission for the Rights of Persons with Disability (CRPD) - National Coordinating Unit for Drugs & Alcohol (NCUDA) - Office of the Commissioner for Children - Office of the Commissioner for the Older Persons - Social Care Standards Authority - Operations Directorate

<p>General description of the categories of documents held by the department / directorate / entity (including exempt documents)</p>	<ul style="list-style-type: none"> - Legislation - Policy documents - General correspondence - Ministry Files - Personal Files - Tenders and Expressions of Interest - Memoranda - Financial and annual reports - Pre-budget documents - Project proposals - Consultation documents - Care Orders - Board Minutes - EU documents - Instruction Notes - Briefing Notes - Background Notes - Lines to Take - Inter-Ministerial Committee - Memos <p>Some of the information listed, is exempt from disclosure under the Freedom of Information Act (Cap. 496).</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 corporate bodies and employees of the public authority in their personal capacity)</p>	<ul style="list-style-type: none"> - Public Service Management Code - FOI Regulation - Data Protection Regulation - Protection of the Whistleblower Act (Cap.527.) - Public Administration Act (Cap.595.)

<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/s to whom requests for such access should be sent.</p>	<p>Requests for information can be submitted on: foi.mfcs@gov.mt</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 Ministry. The complaint should be addressed to the Ministry's Principal FOI Officer, who shall bring the complaint to the attention of the Officer responsible (i.e. the most Senior Officer within the Ministry). The Officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint.</p> <p>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 of the Laws of Malta (Cap. 496).</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.</p> <p>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.</p>

Other Information	<p>Request and Complaint Forms may be downloaded from the Ministry's website www.family.gov.mt</p> <p>Payments in cash can be made at the Accounts Section of the Ministry at 19, Mikiel Anton Vassalli Street, Valletta VLT 1311, or at the nearest servizz.gov.office</p> <p>Payments can also be made by cheque payable to the Ministry</p> <p>Any refunds of overpayments can also be settled online using the link: https://dssservices.gov.mt/Views/RepayOverpay.aspx?lang=en</p>
Public Authority Contact Details	<p>Office of the Permanent Secretary, Ministry for the Family, Children's Rights & Social Solidarity 'Palazzo Ferreria', 310 Republic Street Valletta VLT 1110 Tel: 2590 3100</p>