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| Public Authority  | European Union Programmes Agency – EUPA  |
| Description of the department/directorate/entity's structure                      | The EUPA incorporates within its folds the CEO's office which overlooks six units being Communications and Outreach unit, Project Monitoring and Support Unit, Checks & Control Unit, Finance & Administration Unit, Information Technology and Internal Audit.  |
| Description of the department/directorate/entity's functions and responsibilities | <p>The European Union Programmes Agency (EUPA) is responsible for the implementation of the Erasmus+ programme and the European Solidarity Corps; and the coordination of various policy and programmes networks. EUPA provides EU funding to beneficiaries of these programmes.</p> <p>The designation and function of National Agency is specified in the REGULATION (EU) No 1288/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth:</p> <ul style="list-style-type: none"> <li>• Article 26 specifies that the Erasmus+ Programme shall be implemented by the national agencies at national level in the Programme countries.</li> <li>• Article 28 specifies the organisational requirements and responsibilities of the Agency concerning the implementation of the Erasmus+ Programme at a national level.</li> </ul> |

At a national level, by virtue of Legal Notice 401 of 2018 – European Union Programmes Agency (Establishment) Order, (EUPA), is designated as the National Agency to promote, implement and manage the Erasmus+ Programme 2014-2020 and any other programmes and initiatives of the European Union as designated by the Minister or the National Authority as the case may be. Prior to the publication of L.N. 401 of 2018, EUPA was established by way of Legal Notice 128 of 2007, and amended by Legal Notices 505 of 2011 and 21 of 2015.

The Legal Notice specifies the mission, objectives, powers, functions and responsibilities of EUPA as the designated National Agency (<http://justiceservices.gov.mt/> - subfolder: Legal Publications \ Legal Notices).

The responsibilities of the National Agencies are furthermore specified in operational detail in the ‘Guide for National Agencies implementing the Erasmus+ Programme’, which is published yearly by the European Commission - Directorate-General For Education And Culture on the website of the European Commission – “NaconnECt Wiki” under subfolder “Programme Documentation \ Guide for National Agencies”. The weblink is: <https://webgate.ec.europa.eu/fpfis/wikis/display/ErasmusPlus/Guide+for+National+Agencies>

The Agency is also bound to provide timely and accurate information and reports to the European Commission, the National Authority, the Independent Audit Body and other EC and national entities that are legally and statutory entitled to such information.

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| <p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>  | <ul style="list-style-type: none"> <li>• Personal data of the European Union Programmes Agency staff members.</li> <li>• Collective agreement</li> <li>• Disciplinary records</li> <li>• Financial records including payslips, tax and national insurance contributions, procurement documentation, invoices, and receipts,</li> <li>• Documents relating to EU Funding programmes (Erasmus+ Programme and European Solidarity Corps)</li> <li>• Other Records. <ul style="list-style-type: none"> <li>- Contact or feedback information</li> <li>- Mailing List subscription information</li> <li>- Website download information</li> <li>- Site usage information</li> <li>- External experts' information</li> <li>- Committee members</li> </ul> </li> <li>• CCTV recording</li> <li>• Visitors Register</li> </ul> |
| <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</p> | <ul style="list-style-type: none"> <li>• Data protection policy - sets out how EUPA protects personal data. It is a set of principles, rules and guidelines that informs how EUPA will ensure ongoing compliance with data protection laws.</li> <li>• Retention Policy - Describes how long EUPA needs to keep a piece of information (record), where it's stored and how to dispose of the record when its time.</li> </ul>   |

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| <p>corporate and employees of the public authority in their personal capacity)</p>  | <ul style="list-style-type: none"> <li>• CCTV policy - regulates the management, operation and use of the Closed-CircuitTelevision (CCTV) system at EUPA. Cameras are used to monitor activities within EUPA, to identify criminal activity occurring, anticipated, or perceived, and for the purpose of securing the safety and well-being of the agency, together with its staff and visitors.</li> <br/> <li>• Complaints Procedure</li> </ul>  |
| <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><b>Subject access request</b></p> <p>i) Requests for access to personal information by data subjects are to be made in writing and sent to the Data Controller of the European Union Programmes Agency</p> <p>ii) <b>If you think</b> your rights have been infringed by the EUPA you have the right to submit a formal complaint sent to the Data Controller of the European Union Programmes Agency.</p> <p>iii) The complaint form may be access from <a href="#">here</a></p> <p>iii) In case you are not satisfied with the outcome of your access request or complaint handling, you may refer a complaint to the Information and Data Protection Commissioner, whose contact details are provided below</p> <p><b>Both the Data Controller and the Data Protection Officer</b> for the European Programmes Agency may be contacted on <a href="mailto:foi.dp.eupa@gov.mt">foi.dp.eupa@gov.mt</a>; by telephone +356 99307571; or by sending a letter to the following address:</p> <p>European Union Programmes Agency<br/> Ozo Group Business Centre,<br/> Level 1,<br/> Triq il- Mastrudaxxa</p> |

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|   | <p>Qormi QRM 3573 Malta</p> <p><b>The Information and Data Protection Commissioner</b><br/> The Information and Data Protection Commissioner may be contacted at:<br/> Level 2, Airways House,<br/> High Street,<br/> Sliema SLM 1549<br/> Telephone: +356 23287100<br/> Email: <a href="mailto:idpc.info@idpc.org.mt">idpc.info@idpc.org.mt</a></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 <b>Data Protection Officer</b></p> <p>Complaints may be submitted to the Public Authority by e-mail, or 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>The complaint should be addressed to the Public 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).</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. 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</p> |

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|                                  | <p>Public 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.</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>Payments are to be made by a bank transfer.</p> <p>Emails received on weekends and public holidays will be seen on the next working day.</p> <p>Winter Hours: 07:30 – 16:15<br/>Summer Hours: 07:30 – 14:45</p>   |
| Public Authority Contact Details | <p>Address:</p> <p>European Union Programmes Agency<br/>Ozo Group Business Centre,<br/>Level 1,<br/>Triq il- Mastrudaxxa<br/>Qormi QRM 3573 Malta</p> <p>Website: <a href="https://eupa.org.mt/">https://eupa.org.mt/</a></p> <p>OPM FOI Website: <a href="https://opm.gov.mt/en/Pages/FOI.aspx">https://opm.gov.mt/en/Pages/FOI.aspx</a></p>  |