

Public Authority	National Development and Social Fund (NDSF)
Description of the department/directorate/entity's structure	The administrative head of NDSF is the Chief Executive Officer who has the legal and judicial representation of the Fund and who acts under the direction of the Board of Governors. The CEO is assisted by the Advisory Board composed of 4 persons. The NDSF staff that manage the day-to-day operations of the Agency is currently made up of a Head (Finance), Head (Operations) and Manager (Corporate Services).
Description of the department/directorate/entity's functions and responsibilities	The NDSF is an an autonomous agency established for the purpose of managing and administering 70% of the contributions received from the Individual Investor Programme of Malta set up by virtue of the Malta Citizenship Act Cap. 188.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Files relating to: <ul style="list-style-type: none"> <li>- General Office Administration (minutes of Board of Governors meetings, minutes of Advisory Board meetings and any other meetings held by NDSF, procurement, inventory and transfer of assets, petty cash, correspondence).</li> <li>- Human Resources (vacation leave and sick leave records, approved vacation leave forms, vacation leave calendar, certified attendance sheets, training logs, training calendar and training applications and any correspondence related to HR, work contracts).</li> <li>- Finance and Accounting (invoices, LPOs, annual report and financial statements, Central Bank of Malta financial statements, weekly transfers from ID Malta).</li> </ul>
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	<ul style="list-style-type: none"> <li>- Public Service Management Code</li> <li>- Financial and Procurement Regulations</li> <li>- Public Administration Act (except Articles 38 and 39)</li> <li>- Agency Performance Agreement</li> <li>- Legal Notice 2 of 2015</li> <li>- Investment Policy</li> </ul>

<p>corporate and employees of the public authority in their personal capacity)</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>FOI Officer  Orange Grove  Birbal Street  Balzan BZN 9013  2295 7385  <a href="mailto:foi.ndsf@gov.mt">foi.ndsf@gov.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 National Development and Social Fund (NDSF)</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</p>

	<p>deadline for the submission of the notification indicating whether a request would be met or not by the 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: 8.30a.m – 5.00p.m. Summer Hours: 8.00a.m. – 3.30p.m.</p>
Public Authority Contact Details	<p>National Development and Social Fund Orange Grove Birbal Street Balzan BZN 9013</p> <p>Website: <a href="http://www.ndsf.com.mt">www.ndsf.com.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>