

Members of the public who wish to obtain access to official documents from the public authority may contact the FOI Officer on:

Email: foi.pps@gov.mt

Tel: 22001013

PUBLIC AUTHORITY: OFFICE OF THE PRINCIPAL PERMANENT SECRETARY

Departments and Entities:

➤ **PRIME MINISTER’S SECRETARIAT**

➤ **OFFICE OF THE PRINCIPAL PERMANENT SECRETARY**

➤ **CABINET OFFICE**

Description of the Department’s Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or recommendations are made in respect of members of the public
The Cabinet Office is headed by the Cabinet Secretary, who is also the Principal Permanent Secretary. He is assisted by a Director who handles the day-to-day running of the Cabinet Office.	The Functions and Responsibilities of the Cabinet Office are the following: ➤ Preparation and distribution of Cabinet agenda and papers.	<i>Cabinet Documents (Non-disclosure of Cabinet documents is sanctioned by Law)</i> ➤ Cabinet documents, memoranda and papers	<ul style="list-style-type: none"> • Code of Ethics for Ministers and Parliamentary Secretaries • Code of Ethics for Directors and Members of Government Boards and Committees

	<ul style="list-style-type: none"> ➤ Procedures related to the holding of General Elections, appointments and functions of Ministers and Parliamentary Secretaries. ➤ Declaration of Assets of Ministers and Parliamentary Secretaries. ➤ Travel abroad by Ministers and Parliamentary Secretaries and their Substitutions. ➤ The Official Order of Precedence. ➤ Notification of the Official Secrets Act. ➤ Security vetting of Personnel. ➤ Categorization of Government Entities: Boards and Committees. ➤ State Awards, Decorations and Honours in accordance with the Ġieħ ir-Repubblika Act. ➤ National Security Accreditation Authority. ➤ The Protection of the Whistleblower – External Unit 	<ul style="list-style-type: none"> ➤ General Correspondence ➤ Cabinet files 	<ul style="list-style-type: none"> • Ceremonial Booklet of the Investiture Ceremony of the Xirka Ġieħ ir-Repubblika, and The National Order of Merit held on Republic Day
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➤ **INFORMATION MANAGEMENT UNIT**

Description of the Department's Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or recommendations are made in respect of members of the public
<p><i>(Information Management Unit)</i></p> <ul style="list-style-type: none"> • 1 Chief Information Officer • 9 ICT Officers • 3 ICT Support Officers • 1 ICT Support Assistant <p>1 ICT Officer from the 9 and the 1 ICT Support Assistant are dedicated to the People & Standards Division and have a dotted line reporting relationship with Director Research and Personnel Systems</p> <p>1 ICT Officer from the 9 is dedicated to the Inspections Coordination Office under the Office of the Permanent Secretary Strategy and Implementation</p> <p>(Internal Audit & Investigations Department - IAID) There is a vacancy for a Senior Systems Administrator who reports directly to the DG IAID and assists all users with requests and the required support within the whole department. However, DG IAID</p>	<ol style="list-style-type: none"> 1. Network Documentation Management 2. Websites management and training 3. Public Service Website editing 4. OPM Website editing 5. SITCEN ICT system management 6. Access Control system management 7. Servers' management 8. IT procurement 9. Software management 10. Licenses library management 11. Contracts library management 12. OPM MITA service contract management 13. OPM MITA framework agreement management 14. SOP management 15. Data Centre management 16. IT Inventory (tangible/intangible) 17. Governance audit framework 18. IMU store management 19. IMU office management 20. IMU Inventory 21. Booking of shared resources 22. Castille Services Maintenance 23. Data Protection and Data Controller Officers 	<ol style="list-style-type: none"> 1. HW Request Form 2. Contract Copies 3. Invoice Copies (related to procurement documents including RFQ) 4. Exemption applications 5. SIRA forms 6. Network Plans 7. Inventories (tangible/intangible) 8. User Operation Manuals 9. Offline email from IMU at OPM and ERFS at OPM Generic mailboxes 10. Computer Request Form 11. Movement of Workstation Form 	<p>Standard Operating Procedures Manual (in progress)</p> <p>All SOPs make reference to the following frameworks and standards:</p> <ol style="list-style-type: none"> 1. Control Objectives for Information Technology V.5.0 2. ISO Standards specifically to ISO 27001 3. GMICT Policy 4. Data Protection Act 5. EU Directives on ICT 6. Roles and responsibilities of shared services in Auberge de Castille which define roles of CIO and DGSS, namely: Access Control, Closed Control Air Conditioning Unit and the two independent air conditioning units in the Data Centre, Total Flooding and Fire Fighting System in the Data Centre, CCTV, PABX and Generator

<p>seeks IT Strategy and Policy Direction from the CIO</p> <p>(Electoral Office)</p> <p>1 ICT Officer reporting directly to the Chief Electoral Commissioner but has a dotted line reporting relationship with CIO</p> <p>(House of Representatives – HOR)</p> <p>Use the services of a MITA resource</p>	<p>24. Supplier Management</p> <p>25. Coordinating the implementation at IT systems</p>		
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➤ **POLICY DEVELOPMENT & PROGRAMME IMPLEMENTATION DIRECTORATE**

Description of the Department's Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or recommendations are made in respect of members of the public
<p>The Directorate comprises:</p> <p>1 Director</p> <p>2 Assistant Directors</p>	<p>The Policy Development and Programme Implementation Directorate (PDPI) performs the following functions:</p>	<p>The categories of documents held:</p> <ul style="list-style-type: none"> • Policy Documents and related working papers; 	

<p>1 EU Fund Manager 1 Manager (Projects) 1 Senior Policy Officer 1 Executive Officer</p>	<ul style="list-style-type: none"> • General responsibilities of <u>Policy Development</u> for the dossiers which fall under the remit of OPM. • <u>EU Affairs</u> and the coordination of all EU related processes and procedures for all the dossiers within the portfolio of OPM. • <u>Programme Implementation</u> responsibility. The Directorate as the <i>Line Ministry</i> function in relation to EU co-funded projects undertaken by OPM departments and entities, facilitating the successful and timely conclusion of such projects. 	<ul style="list-style-type: none"> • Data Protection audit reports of same Directorate; • Documentation pertaining to general administration; • Documentation pertaining to EU funded Projects. • EU Affairs; correspondence. 	<p>The Directorate does not hold documents which normally would be of interest to the general public</p>
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➤ **INTERNAL AUDIT AND INVESTIGATION DEPARTMENT**

Description of the Department's Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or recommendations are made in respect of members of the public
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<p>The Internal Audit and Investigations Department (IAID) aims to provide the Government of Malta with a functionally independent and professionally competent appraisal, consulting and investigative function established within Government to examine, evaluate, inspect, scrutinise and recommend on government activities as a service to Government itself. The primary objective of the IAID is to assist Permanent Secretaries in the effective discharge of their duties. IAID furnishes Permanent Secretaries with analyses, recommendations, counsel and information concerning activities reviewed. The IAID is independent of the activities it audits to ensure objective judgement essential to its proper conduct and impartial advice to Government. No member of the IAID shall have authority over, or responsibility for, any of the activities reviewed. The involvement of the Department in developing or implementing departmental policies, systems and procedures shall be in an advisory capacity, in adherence to any past and/or present recommendations made by the IAID itself.</p>	<p>IAID provide its services through the following four Directorates: the Internal Audit & Risk Management Directorate; Central Harmonisation Directorate; Financial Investigations Directorate; and EU Funds Audits Directorate. The IAID is fully committed to assist the Maltese Government to make the best use of public funds in order to achieve the results that the Maltese and EU citizens rightly expect to see.</p>	<p>The documents held at IAID relate to audits and other assignments (finalised/in progress), and to the administration of the Department.</p>	<p>Documents at IAID are treated in accordance with Cap 461 of the Laws of Malta, the <i>Internal Audit and Financial Investigations Act</i>.</p> <p>Link to Cap 461 of the Laws of Malta: http://www.justiceservices.gov.mt/LOM.aspx?pageid=27&mode=chrono&gotolD=461</p>
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➤ **RESOURCE SUPPORT AND SERVICES LTD**

Description of the Department's Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or
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			recommendations are made in respect of members of the public
Executive Chairman and Board of Directors	Deployment of Personnel	<ul style="list-style-type: none"> • Employees' personal files • Payroll Files • Accounts related files 	As per employees related collective agreements

➤ **DEPARTMENT OF INFORMATION**

Description of the Department's Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or recommendations are made in respect of members of the public
<p>The main function of the Department of Information is to provide a link between the Government and the public and provides the following services:</p> <p>Electronic Services The department manages the Malta Government Portal (www.gov.mt), the Intranet for the Public Service and official pages on social media networks. A bi-monthly review recording the main Government activities and other events of</p>	<p>The Department of Information aims to provide the public with up-to-date, comprehensive and meaningful information on Government policies, services and activities as well as on matters of public interest.</p>	<ul style="list-style-type: none"> • Administrative files • Archives: Photo and film • DOI Sales Office: <ul style="list-style-type: none"> ◦ Government Gazette ◦ Official documents - Electoral Register, Financial Estimates, Financial Reports, Economic Survey, etc. ◦ Publications by the National Audit Office ◦ Acts, Bills and Legal Notices 	<p>Social Media Policy Data Protection and Freedom of Information procedures Administrative rules</p>

<p>national importance is produced by the department and electronically dispatched to overseas Maltese Diplomatic Missions and Consulates.</p> <p>Government Information Service The Government Information Service provides members of the general public with information and material relevant to Government services and activities. The Government Information Service is available by means of e-mail via info.doi@gov.mt. The Government Information Service welcomes members of the public who call in person at its Customer Care Office at 3, Castille Place, Valletta, to obtain information as well as to collect literature and other published documents relating to Government services and activities.</p> <p>Media Monitoring Unit The section monitors the most recent political, economic and social development issues, reported in the local print media. The media monitored currently consists of daily and weekly newspapers.</p> <p>Media Relations Media organizations are daily supplied with official Press Releases, Press coverage invitations, notices, photographic material and other information by means of instant electronic dispatch. Accreditation facilities, press arrangements as well as</p>		<ul style="list-style-type: none"> ◦ DVDs – Documentaries and historical films/footage ◦ CDs of digitised publications • Library: Books, journals, magazines and official publications pertaining to national and foreign affairs • Press Registry: List of registered publications and their editors. <p>Communications Office: List of press card holders</p>	
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guidance and assistance are given to local and foreign members of the media. Arrangements are also made for local media representatives accompanying the President of Malta and the Prime Minister during official visits abroad. The department also coordinates facilities afforded to the media during State functions, national events, the General/Local Council Elections and other events.

Photographic Services

Extensive photo coverage is given to Government activities as well as to national events. These services ensure fast transmission of current digital photographic material to the media.

Photography Archives

The archives house a vast collection of contemporary as well as historical photographic material which dates back to an era when DOI was practically the only information-gathering organisation on the island. A selection of archived photos can be viewed at the DOI Photo Gallery.

Press Registry

Registrations with regard to newspapers, radio and TV stations will remain valid as long as they were submitted prior to the Media and Defamation Act coming into force on the 14 May 2018 and to which the repealed Press Act still applies except for criminal law elements. Under the current

Media and Defamation Act a person has yet to be appointed as Media Registrar and registrations are to be made afresh on a voluntary basis as regards to publications from the 14 May 2018 onwards since the current register has no legal status under the new law in respect of publications (as from 14 May 2018).

Publishing

The department is responsible for the compilation and publication of the Malta Government Gazette, in its printed and electronic version. Other printed and electronic matter dealing with Government services and matters of public interest are also produced through this unit.

Sales Office

Publications sold at DOI include Official Government Publications, the Malta Government Gazette, Budget Speeches, Financial Estimates and Economic Surveys, Bills tabled in Parliament, Acts of Parliament, Legal Notices, Statistical reports and others miscellaneous publications. Photographs depicting a wide variety of topics such as International Meetings and Conferences held in Malta, State and Official Visits, National Festivities, National Heritage and aerial views of Malta are also available for sale to the general public, as well as DVDs produced by the department.

<p>Video Production</p> <p>The department produces documentaries of national interest, such as the Maltese National Poet, Dun Karm Psaila, the Malta Railway, and the award of the George Cross. The department also provides audio-visual footage of several occasions including official visits to Malta and state events, amongst others. The restoration, digitising and archiving of historical film footage (16mm) is also a continuous process carried out by the department.</p>			
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➤ **GOVERNMENT PRINTING PRESS**

Description of the Department's Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or recommendations are made in respect of members of the public
<ul style="list-style-type: none"> • Director • Two Chief Printers (1 Operations & 1 Premises and Health & Safety) • Four Asst. Chief Printers (1 Customer Care, 1 Digital Print and 2 Operations) • Inspectors • Senior Printers • Printers • HR, Accounts, Salaries and Procurement • Messengerial Staff 	<ul style="list-style-type: none"> • Printing of General/MEPs/Local Councils Election voting documents, ballot papers and all stationery required • Printing of Legal Notices, Acts of Parliament and Bills • Printing of Audit Reports • Printing of National Statistics Office reports • Printing of Government Gazette • Printing of Electoral Register every six months • Printing of all Budget Publications • Printing of EHIC Cards 	<ul style="list-style-type: none"> • Personal Files • Administrative Files • LPO/LOA/PV/Schedules documents • Receipts • Library of Printed Materials • Job Pack and respective Invoices 	<ul style="list-style-type: none"> • Occupational Health and Safety Risk Assessment • Data Protection Internal Policy

	<ul style="list-style-type: none"> • Printing of all Mater Dei documentation • Printing of Inland Revenue forms and stationery • General printing pertaining to all Ministries, Government Departments and Entities 		
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➤ **ELECTORAL OFFICE**

Description of the Department's Structure	Description of Functions and Responsibilities	General description of the categories of documents (including exempt documents)	Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance to which decisions or recommendations are made in respect of members of the public
<ul style="list-style-type: none"> - Chief Electoral Commissioner (Head of Electoral Commission as well as Electoral Office) - Secretary to Electoral Commission - One Director (Operations) - Secretary to C.E.C - Project Leader (IT Section) - Address Management Unit - Registry/HR - Procurement & Inventory - Court Appeals - Approval Unit - Districts/Aliens and Archives - Accounts & Salaries - Data Unit - Messengerial & Minor Staff - Gozo Office 	<p>The Electoral Office is set up in terms of the General Elections Act for the purpose of affecting the registration, transfer and cancellation of voters, the organisation required for the running of elections and all such administrative work as may be required by the Electoral Commission.</p> <p>This includes the compilation and publication of electoral registers every 6 months and holding General Elections, Members of the European Parliament Elections, Local Council Elections and Referenda.</p>	<p>F1 – Application Form</p> <p>F2 – Change of Address</p> <p>F2a – Change of Surname</p> <p>F3 – Any change in the details of the original application</p> <p>F4 – Information regarding Citizenship and 6 months residency required by eligible voters (for General Elections)</p> <p>Form ID5 – Dummy cards</p> <p>Personal files and Administrative files</p>	<p>General Elections Act, Cap. 354</p> <p>Local Councils Act, Cap. 363</p> <p>Referenda Act, Cap. 237</p> <p>M.E.P. – Act, Cap 467</p> <p>Party Financing – Cap 344</p> <p>Data Protection Policy</p> <p>Retention Policy</p>

	Please note that the Electoral Commission is exempted from its obligations in respect of FOI Act as per Cap. 496 article 5 (4)(a)	LPO's/LOA/Invoices Schedule of Payments Electoral Registers	
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