

Servizzi Ewropej f' Malta (SEM)

Description of the 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>Servizzi Ewropej f' Malta (SEM) is a government agency which aims to bring citizens closer to the European Union.</p> <p>The Agency was established as an agency in terms of the Public Administration Act (Cap. 595) by Legal Notice 445 of 2020.</p> <p>SEM hosts Europe Direct Valletta – one of the walk-in information centres found across the EU, serving as an additional platform to SEM's information services.</p> <p>The agency's clients are citizens, representatives of various organisations, local councils and government entities.</p>	<p>The core functions of the Agency are:</p> <p>INFORM – about the latest developments in the EU's strategies, policies, legislation and initiatives, including related rights, obligations, benefits and opportunities, including EU-funding opportunities, to different sections of the population.</p> <p>ENGAGE – organisations and interested stakeholders in the EU's decision-making process by facilitating their feedback on EU policies and legislative proposals, and involve them in EU initiatives</p>	<p>The documents held at the Agency relate mostly to internal administration and HR.</p> <p><i>HR files</i> – include information on each employee including sick and vacation leave records, employment contract and basic contact information. Documentation also includes details on the recruitment process.</p> <p><i>Procurement files</i> include each request for quotations or departmental tender issued by the Agency.</p> <p><i>Internal financial and administrative files</i> - include mainly invoices, receipts and bank statements which are used for accounting purposes.</p>	<p>Not applicable.</p>

	<p>and actions that affect their daily lives.</p> <p>SUPPORT – organisations in tapping into EU-funding opportunities by informing them of such opportunities, helping those who are interested in applying for available funds and guiding successful applicants in implementing their projects.</p>	<p>EU Funding proposals - EU funding related documents are held as part of correspondence undertaken with our clients during the preparation of EU funding proposals.</p>	
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