

Office of the Deputy Prime Minister

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Functions :

The Ministry is responsible for relations with the European Union in their wider sense, EU Internal Coordination and Malta's presidency of the EU in 2017.

It also aims to strengthen the efficiency and transparency in the way EU funds are used, and tackle any shortcomings which could result in the loss of funds.

The Ministry is also responsible of overseeing the practical process by which the various pledges listed in the electoral programme are actualized by the different ministries and parliamentary secretariats.

Structure:

Deputy Prime Minister

Chief of Staff

Private Secretariat

Main categories of documents held:

- Government Legislation
- Policy Documents
- Ministry Files
- Explanatory Memoranda
- Financial and Annual Reports
- Pre-Budget documents
- Consultation Documents
- Minutes of Meeting

Submitting a Request / Complaint:

In order to be eligible to submit FOI requests, a person has to be a resident in Malta and to have been so for a period of at least five years. Such person has to be also either a citizen of Malta or a citizen of any other member state of the European Union or a citizen of any other state the citizens of which have a right, by virtue of any treaty between such state and the European Union, to be treated in Malta in the same manner as citizens of member states of the European Union.

Application Forms (and Complaints Forms) are available for download from the Freedom of Information website at <http://www.foi.gov.mt>.

When filling in the application form applicants will be required, apart from providing contact details, to give an indication of the document/information that they wish to obtain. They will also need to indicate the format in which they wish to receive such document/information, namely as a hard copy/print-out, as an electronic copy, in the form of a summary/excerpt of contents or by on-site inspection of the document / information in question. A copy of the identity card or residence permit will need to be submitted together with the application form.

Internal Complaints Procedure:

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 FOI officer at the address above.

Complaints may be submitted via E-ID, by post or by hand. Manual Forms may be downloaded from the FOI website or collected from the offices at the address indicated above.

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).

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 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.

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.

Payments:

Should your request be accepted, you will be informed of the cost for the provision of the information.

Payments for accepted requests are to be made by cheque to ‘The Permanent Secretary – MEAIM’ and sent to:

Corporate Services Directorate

Ministry for European Affairs and Implementation of the Electoral Manifesto,

31B Tal-Pilar

Marsamxetto Road

Valletta VLT 1850

The requested information will be sent within 10 working days from payment.