

Public Authority	Office of the Permanent Secretary (OPS)
Description of the department/directorate/entity's structure	<p>Apart from the Departments, Divisions and entities which fall under his responsibility, albeit for Freedom of Information purposes are covered separately, the Permanent Secretary is directly assisted by a Director General, the Chief Information Officer, six Directors, 2 CEOs, a Commissioner and a Chairperson.</p> <p>He is also aided by an Assistant Director on Administration who supports and provides him with the necessary advice when requested as well as four consultants on Policy, Operations, and communications respectively.</p> <p>The Assistant Director sets clear targets and goals in particular through Performance Appraisal measures to the relevant OPS staff. These include, amongst others two Principals, a Manager II, a Manager I, an Assistant Manager, an Assistant Principal, an Officer in scale 11, a Senior Clerk, a Driver, a Security Guard with Messenger duties and a Messenger.</p>
Description of the department/directorate/entity's functions and responsibilities	<p>As far as FOI is concerned, the Office of the Permanent Secretary is responsible for the following Directorates/Departments/Entities:</p> <ul style="list-style-type: none"> - Minister's Secretariat - Strategy & Implementation Division - Policy Development and International Affairs Directorate - Co-ordination & Implementation Directorate - Pensions Strategy Directorate - Operations Directorate - Corporate Services & HR Management - Legal Affairs Department - Information Management Unit - Foundation for Social Welfare Services (Aġenzija APPOGG & Aġenzija SEDQA) - National Coordinating Unit for Drugs & Alcohol (NCUDA) - Office of the Commissioner for Children - Social Innovative Projects Management Ltd

General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> - Legislation - Policy documents - General correspondence - Ministry Files - Personal Files - Tenders and Expressions of Interest - Memoranda - Financial and annual reports - Pre-budget documents - Project proposals - Consultation documents - Care Orders - Board Minutes - EU documents - Instruction Notes - Briefing Notes - Background Notes - Lines to Take - Inter-Ministerial Committee - Memos <p>Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 496).</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	<ul style="list-style-type: none"> - Public Service Management Code - FOI Regulation - General Data Protection Regulation - Whistleblower Act - Public Administration Act

respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	
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	Requests for information can be submitted on: foi.mspsc@gov.mt
Details of 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 Ministry. The complaint should be addressed to the Ministry's Principal FOI Officer, who shall bring the complaint to the attention of the officer responsible (i.e. the most senior official within the Ministry). 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 Ministry, 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
Other Information	<p>Request and Complaint Forms may be downloaded from the Ministry's website www.family.gov.mt.</p> <p>Payments are to be affected by cheque payable to the Ministry for Social Policy and Children's Rights which can be made at the Accounts Section of the Ministry at 310 Republic Street, Valletta VLT 1110</p>
Public Authority Contact Details	<p>Office of the Permanent Secretary, Ministry for Social Policy and Children's Rights 'Palazzo Ferreria', 310 Republic Street Valletta VLT 1110 Tel: 2590 3100</p>