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| Public Authority | Malta Marittima Agency |
| Description of the department/directorate/entity's structure | An organisational chart or a description are both acceptable Please refer to Organisational Chart on <i>page no. 4</i> . |
| Description of the department/directorate/entity's functions and responsibilities | The promotion and policy development of the Integrated Maritime Policy |
| General description of the categories of documents the department/directorate/entity holds (including exempt documents) | HR files and Policy Documents |
| 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 corporate and employees of the public authority in their personal capacity) | <ol style="list-style-type: none"> 1. GDPR policy 2. Additional policies, particularly in relation to HR, are in progress |
| Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the | <p>The FOI Officer of the Malta Marittima Agency may be contacted by email info.mm@maltamarittima.org.mt or by phone 2226 1610</p> <p>FOI Requests may be submitted by e-mail to info.mm@maltamarittima.org.mt , through the FOI portal www.foi.gov.mt via the e-ID or through the online form.</p> |

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| <p>public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</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 Authority.</p> <p>The complaint should be addressed to the 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 deadline for the submission of the notification indicating whether a request would be met or not by the 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> |
| <p>Other Information</p> | <p>Method of Payment: Payments of applicable fees can be made by cheque only, payable to the Malta Marittima Agency</p> |

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| | | <p>Cheques should be posted to the address shown above.</p> <p>Further information with regards to the Freedom Of Information Act can be found on www.foi.gov.mt.</p> <p>Complaints may be submitted to the Public Authority by e-mail to info.mm@maltamarittima.org.mt, through the FOI portal www.foi.gov.mt via the e-ID or through the online form.</p> <p>Working Hours: 07.45 hrs to 17.15 hrs - Winter Time 07.30 hrs to 13.30 hrs - Summer Time</p> |
| Public Authority Contact Details | | <p>Malta Marittima Agency Monument Services Centre Level 1 National Road Blata I-Bajda Tel No. 2226 1210</p> |



ORGANISATION CHART



