

Public Authority

Valletta 2018 Foundation

Description of the department/directorate/entity's structure



<p>Description of the department/directorate/entity's functions and responsibilities</p>	<p>The Valletta 2018 Foundation is driving cultural, social and economic regeneration in Valletta and the Maltese Islands through collaboration, exchange and innovative practice.</p> <p>The Valletta 2018 Foundation is responsible for the European Capital of Culture programme in Malta. The programme consists of events and projects developed with various local and international communities. It is being developed organically in preparation for the year 2018.</p>
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>HR Files Project proposals Design assets and marketing and promotional material Files on financial matters: Budgets and invoices Press cuttings Reports relating to departmental performance Survey findings on cultural participation</p>
<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 respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)</p>	<p>Public Service Management Code</p>
<p>Statement of the information that needs to be available to members of the public who</p>	<p>Requests for information can be submitted by: email on foicu@gov.mt or info@valletta2018.org</p> <p>Or the online form provided through the FOI portal on www.foi.gov.mt</p>

<p>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</p>	<p>Or if you are an e-ID user you may submit your FOI request directly online through the FOI portal on www.foi.gov.mt</p> <p>Or By post address to the Annaliza Borg (FOI Officer), Valletta 2018 Foundation, Exchange Buildings, Republic Street, Valletta.</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 Valletta 2018 Foundation. Complaints may be submitted via email, by post or by hand, in the latter case addressed to the Freedom Of Information Officer (Att Annaliza Borg).</p> <p>The complaint should be addressed to the 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 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. 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>Request and Complaint forms can be downloaded from the Ministry website or the FOI website at foi.gov.mt</p>
<p>Public Authority Contact Details</p>	<p>Valletta 2018 Foundation Exchange Buildings,</p>

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