

FREEDOM OF INFORMATION – Pre-requisite as per Article 17 – Support Services Division

<b>Public Authority</b>	Support Services Division
<b>Description of the department/directorate/entity's structure</b>	<p>The Support Services Division is subdivided as follows:</p> <ul style="list-style-type: none"> <li>-</li> <li>- Procurement and Administration</li> <li>- Precincts Maintenance</li> <li>- Maintenance Grants</li> <li>- Travel</li> <li>- Inventories</li> </ul> <p><b>FINANCE DIRECTORATE</b></p> <ul style="list-style-type: none"> <li>- Finance Services</li> <li>- Accounts (Ministry)</li> </ul> <p><b>HUMAN RESOURCES</b></p> <ul style="list-style-type: none"> <li>- Records, Leaves, Resourcing, Discipline, Pensions</li> </ul>
<b>Description of the department/directorate/entity's functions and responsibilities</b>	<p>The primary function of the Support Services Division is to provide support services to the departments and units of the Ministry, particularly in the areas of Financial planning and management, Accounts, Human Resource management, Procurement, Precincts' management and other office services.</p>
<b>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</b>	<ul style="list-style-type: none"> <li>- Files related to procurement (Tender/Quotations) / bidders' offers' documentation / Personal Files / Records of Employees / Employment Returns / Personnel on Loan Files / Call for Application files / Annual Department Reports / Inventorised items list / Discipline Files</li> </ul>

	<ul style="list-style-type: none"> <li>- Policy Documents / Circulars / Memoranda</li> <li>- Travel / Conferences</li> <li>- Financial and annual reports</li> <li>- Policy Documents (printed or published on website)</li> <li>- Public Administration Act</li> <li>- Other Legislation related to employment conditions</li> <li>- Financial Estimates</li> </ul>
<p><b>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)</b></p>	<ul style="list-style-type: none"> <li>- Public Service Management Code</li> <li>- Public Procurement Regulations 2010 (LN 296/2010)</li> <li>- Auditor General and National Audit Office Act (CAP 396)</li> <li>- Financial Regulations &amp; Subsidiary Legislation</li> <li>- Financial Administration &amp; Audit Act</li> <li>- Green Public Procurement Guidelines</li> </ul>
<p><b>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</b></p>	<p>Contact Details:  The Freedom of Information Officer  Ministry of Education and Employment  Education Directorates  Great Siege Road  Floriana VLT 2000  Tel: 25980000  E-mail: <a href="mailto:foi.mede-educ@gov.mt">foi.mede-educ@gov.mt</a></p>