

Freedom of Information Act Prerequisites - Article 17

Public Authority	Description of the department/directorate/entity's structure	Description of the department/directorate/entity's functions and responsibilities	General description of the categories of documents the department/directorate/entity holds (including exempt 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)	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
Examinations Department	<p>Director</p> <ul style="list-style-type: none"> ● Local Examinations ● External Examinations ● Support Services <ul style="list-style-type: none"> ○ Customer Care ○ Accounts ○ Procurement ○ Personnel Records 	<p>MISSION STATEMENT To administer Local and Overseas Examinations that fairly and fully allows demonstration of candidates' learning.</p> <p>FUNCTIONS The Department is responsible for the administration of:</p> <ul style="list-style-type: none"> ● examinations for induction into the Public Service, public corporations and commercial partnerships in which the State has majority shareholding, ● intra-Service written Examinations; ● examinations for the issue of Local Licences; ● examinations on behalf of their parties. <p>The Department also acts as agent for Local and Overseas Examining Bodies responsible for the award of Academic, Vocational and Professional Qualifications.</p>	<ol style="list-style-type: none"> 1. Personal files of employees 2. Disciplinary files 3. Files related to procurement (Tender/Quotations/Account) 4. Policy documents 5. Travel/Conferences 6. Examination papers 7. Minutes of Meetings 	<ul style="list-style-type: none"> ● Procedures for Applications (according to the issuing Department/Institution) ● Regulations for Examinations ● Public Service Management Code 	<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: foi.mede-educ@gov.mt</p>