

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
<p>Foundation for Educational Services</p>	<p>The Foundation's structure is as follows:</p> <p>The FES falls under the Ministry for Education and Employment. MEDE appoints a Board, presently made up of a Chairman, a Vice Chairman and six members. The CEO of the Foundation is the Board Secretary.</p> <p>The CEO leads a Senior Management Team made up of five Seniors Executives who run the respective services and / or programmes.</p>	<p>The Foundation for Educational Services is responsible for the following:</p> <ul style="list-style-type: none"> • parental empowerment programmes; • childcare centres; • out of school care centres; • youth programme; • EU funded projects; • other projects funded through other sources. 	<ul style="list-style-type: none"> • FES Statute • FES policies pertaining to each service or programme • Tenders and Expressions of Interest • Project proposals • Board meetings minutes 	<ul style="list-style-type: none"> • Collective Agreement • Foundation's Manual of Policies and Procedures 	<p>Contact Details: The Freedom of Information Officer Foundation for Educational Services c/o St Nicholas College Boys' Secondary School Mtarfa Tel: 22586814 Email: ruth.baldacchino@gov.mt</p>