

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
European Union Programmes Agency	<p>The European Union Programmes Agency is responsible for the following:</p> <ul style="list-style-type: none"> • Lifelong Learning Programme; • Youth in Action Programme; • Euromed platform • Euroguidance • Eurodesk 	<p>To reinforce and promote lifelong learning, linguistic and cultural diversity, mobility and the engagement of Maltese citizens within the European dimension, in particular the young.</p> <ul style="list-style-type: none"> • Lifelong Learning Programme: The aim of the new programme is to contribute, by emphasising the need for lifelong learning, to the development of the Community as an advanced knowledge society, with sustainable economic development, more and better jobs and greater social cohesion. It aims to foster interaction, cooperation and mobility between education and training systems within the Community, so that they become a world quality reference. • Youth in Action: The aim of the YiA office within the European Union Programmes Agency (EUPA) is to help and support you achieve this and more opportunities. We believe that bringing young people together from diverse cultures serves them to learn about each other and allows them to express openly their hitherto hidden capabilities. • Euromed platform: Its aim is to bring NGOs from the European and Mediterranean regions together in an environment of tolerance and mutual understanding by assisting them in networking and capacity building, increasing their participation and exchanging good practice. • Euroguidance: Euroguidance is the working title for the Network of National Resource Centres for Vocational Guidance (NRCVG). Established by the European Commission, the NRCVG are a network of resource and information centres, promoting mobility throughout Europe. The NRCVG, which exist in all EU and EEA Member States and many Central and Eastern European Countries, act as a link between the guidance services of each country, exchanging information about work, study and training opportunities throughout Europe. Individual NRCVG represent the various Ministries of Education, Training, Labour and Youth across their respective 	<p>Project Files – Restricted Circulation</p> <p>Audit Files – Restricted Circulation</p> <p>Financial Reporting Files – Restricted Circulation</p> <p>Personal Files – Confidential</p> <p>Annual Reporting Files – Unclassified</p>	<p>MTNA - Manual of Operating Procedures</p> <p>Guidelines for EU National Agencies</p>	<p>Contact Details:</p> <p>European Union Programmes Agency Continental Business Centre Old Railway Track Santa Venera SVR 9018</p> <p>Tel: 2558 6130 Fax: 2558 6139</p> <p>E-mail: eupa@gov.mt</p>

countries.

- **Eurodesk:**

Eurodesk is the main provider of information on European policies and opportunities for young people and those who work with them.