

**Office of the Permanent Secretary - Freedom of Information Act Prerequisites - Article 17**

Public Authority	Description of the department/directorate/entity /boards '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
Office of the Permanent Secretary	<p>The Permanent Secretariat of the Ministry of Education and Employment is responsible for the following:</p> <ul style="list-style-type: none"> <li>✦ IMU</li> <li>✦ Policy Development and EU Affairs Directorate</li> <li>✦ Programme Implementation Directorate</li> <li>✦ Board of the President's Award, Malta</li> <li>✦ Kunsill Nazżjonali tal-Ilsien Malti</li> <li>✦ Student Maintenance Grants Board</li> <li>✦ UNESCO National Commission</li> <li>✦ Exemptions from Fees at State Education Institutions</li> </ul>	<p>The Office of the Permanent Secretary provides administrative support to the Minister of Education and Employment in matters falling within its portfolio.</p> <p><b>IMU</b> The Information Management Unit (IMU) is the primary ICT business driver of the Ministry of Education and Employment. The IMU champions consolidation within the Ministry, contributes to development of corporate Ministerial ICT and e-Government policies and strategies, is a key player in active application of ICTs for the improvement in service delivery and realisation of efficiency gains, nodes for the dissemination of best practice and primary feedback channel.</p> <p><b>Policy Development and EU Affairs Directorate</b> is entrusted with the task of coordinating the Ministry's response in EU and other international fora, as well as to contribute to the drawing up of the Ministry's policies, in matters relating to education and employment.</p> <p><b>Programme Implementation Directorate</b> coordinates Policy ideas promoted by the different entities falling within the remit of the Ministry of Education and Employment and helps find the necessary resources to implement such policies.</p>	<ul style="list-style-type: none"> <li>✦ Legislation <a href="http://mede.gov.mt/en/resources/Pages/Legislation.aspx">http://mede.gov.mt/en/resources/Pages/Legislation.aspx</a></li> <li>✦ Policy Documents <a href="http://mede.gov.mt/en/resources/Pages/Policy-Documentation.aspx">http://mede.gov.mt/en/resources/Pages/Policy-Documentation.aspx</a></li> <li>✦ General Correspondence</li> <li>✦ Ministry files</li> <li>✦ Tenders and Expressions of Interest</li> <li>✦ Memoranda</li> <li>✦ Financial and annual reports</li> <li>✦ Pre-budget documents</li> <li>✦ Project Proposals</li> <li>✦ Consultation Documents</li> <li>✦ Board Minutes</li> </ul>	<ul style="list-style-type: none"> <li>✦ Education Act</li> <li>✦ PSMC</li> </ul>	<p>Contact Details:                      The Freedom of Information Officer                      Office of the Permanent Secretary                      Ministry for Education and Employment                      Great Siege Road                      Floriana                      Tel: 2598 2885                      E-mail: <a href="mailto:foi.mede-educ@gov.mt">foi.mede-educ@gov.mt</a></p>