Ministry for Energy and Health (Health) – Office of the Permanent Secretary

Structure, Functions and Responsibilities

The Ministry for Energy and Health (MEH) encompasses the following:

Office of the Permanent Secretary
Office of the Chief Information Officer
Office of the Chief Medical Officer
Superintendence of Public Health
Finance and Administration Division
Human Resources Division
Environmental Health Directorate
Health Promotion and Disease Prevention Directorate
Central Procurement and Supplies Unit
Pharmacy of Your Choice
International Affairs and Policy Development Directorate
Health Information and Research Directorate
Pharmaceutical Affairs Directorate
Programme Implementation Directorate
Legal Services Directorate
Management Support Directorate
People Management Directorate
Training and Development Directorate
Health Care Standards Directorate
Allied Health Care Services
Nursing Services Directorate
Health Care Funding Directorate
Cancer Care Pathways Directorate
Health Informatics Directorate
Special Projects Unit
National Blood Transfusion Services
Dar il-Kenn Ghall Sahttek
Embryo Protection Authority
Estate Management Services
Food Safety Commission
Foundation for Medical Services
Regulatory Councils
Commission for Mental Health Care and Older Persons

Service Provider Entities:

Primary Health Care
Rehabilitation Hospital Karen Grech
Mater Dei Hospital
Oncology Hospital
Mount Carmel Hospital
Sir Paul Boffa Hospital
Gozo General Hospital
The Office of the Permanent Secretary, together with the above-mentioned Directorates General, Directorates, and the other entities, provide administrative support to the Minister for Energy and Health in matters falling under his portfolio.

For the purposes of the Freedom of Information Act, the following shall be considered as part of the Office of the Permanent Secretariat, Ministry for Energy and Health (Health).

These are:

- Office of the Chief Information Officer
- Programme Implementation Directorate
- Management Support Directorate
- Legal Services Directorate
- Finance and Administration Division
- Central Procurement and Supplies Unit
- Pharmacy of Your Choice
- Blood Transfusion Unit
- Human Resources Division
- Special Projects Unit
- Estate Management Services
- Boards and Committees set up under the Aegis of the Permanent Secretary,

Various Boards and Committees

**General Description of the Categories of Documents Held**

The Permanent Secretariat holds documents falling under the following categories:

- Policy Documents and related Working Documents on Themes that fall within the Portfolio of the Ministry
- Studies and Reports related to the Ministry
- Draft Legislation
- Briefing Notes and Speaking Notes for use by Government Officials
- Bilateral International Agreements
- Documents related to the Implementation of Ministry’s Initiatives
- Documents related to the Simplification of Bureaucracy
- Documents related to Budgetary Measures
- Reports of Projects Selection Committee of EU Funds
- Annual Reports
- Documents Related to the Programming of Funds managed by the EU Funds Unit
- Manuals of Procedures, Applications and Other Documentation related to the Management of EU Funds
- Reports and Documentation related to the Implementation of Projects Co-Funded by the EU
- Dossiers related to Procurement (Request for Tender, Requests for Quotations and Request for Information)
- Contracts relating to the Provision of IT Equipment and Services
- Explanatory Memoranda, Briefing Notes for the Minister and Instruction Notes for the Permanent Representative and other Maltese Representatives.
- Council Documents
- Personal Files of Employees of the Ministry
- Contracts of Ministry Employees
- Minutes of the Meetings and other Documents related to the Workings of the Boards and Committees set up under the Aegis of the Permanent Secretary
- Draft Legislation up to Publication Stage

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