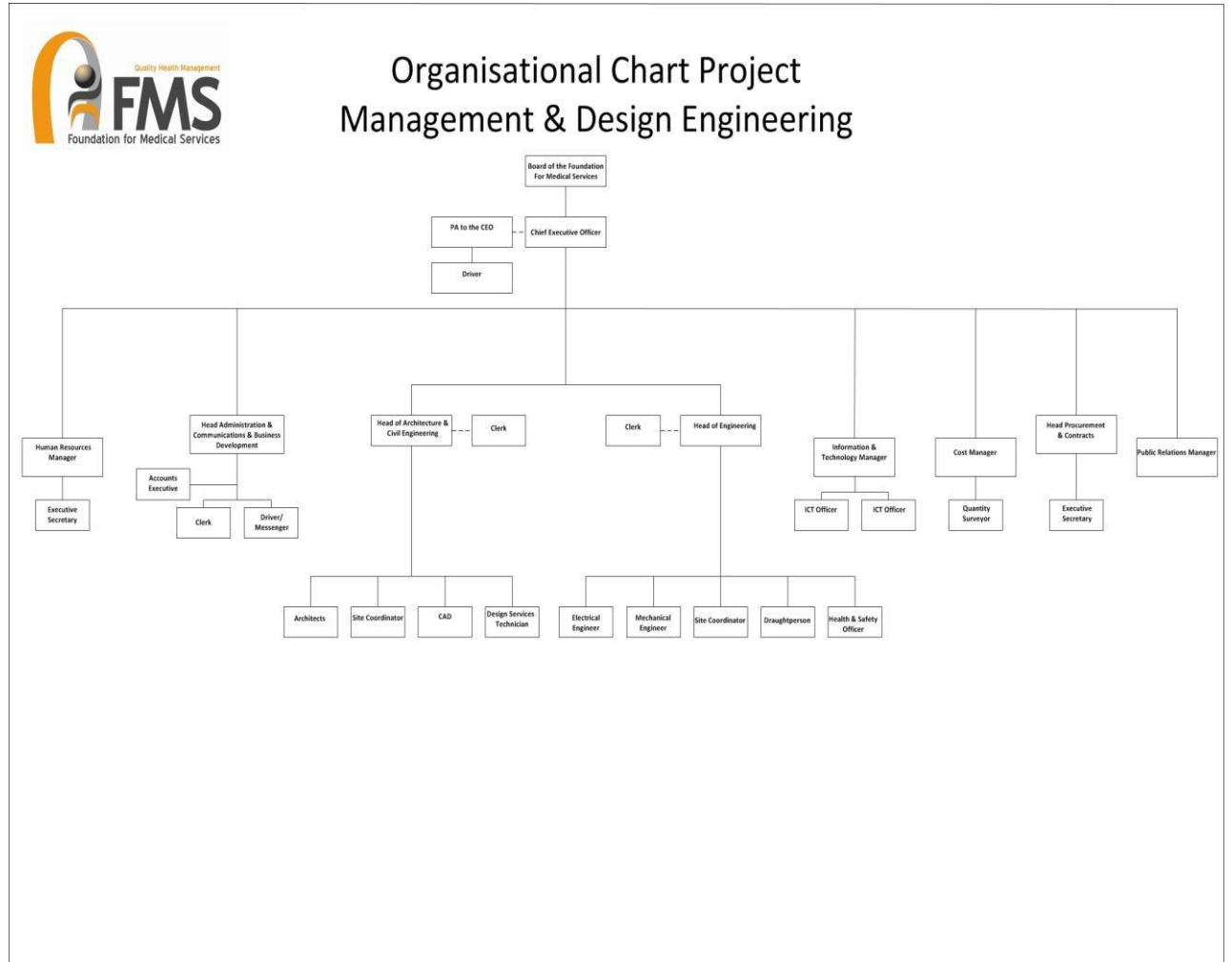


Public Authority

Foundation for Medical Service

Description of the department/directorate/entity's structure



<p>Description of the department/directorate/entity's functions and responsibilities</p>	<p>The Foundation objective is to design and deliver healthcare infrastructure to contribute towards Malta's vision to becoming a regional of excellence within the healthcare field. The Foundation always strives to maintain timely and cost-effective delivery. The services offered are related to Project Management, Engineering Services and Design and Architecture Services and IT support. FMS carries out the recruitment process for various entities within the Ministry of Health not only that of the Foundation</p> <p>The FMS projects team consists of experienced professionals and technical individuals, providing services which, amongst others, include:-</p> <ul style="list-style-type: none"> • Technical reports and evaluations of existing installations, recommendations for improvement • Feasibility studies, cost estimates, impact assessments. • Scope of works, Basis of Design. • Detailed tender specifications, BOQs, adjudication criteria. • Design – conceptual, detailed, HVAC, plumbing, electrical power, ELV, and other related services. • Project management, supervision, site coordination. • Formation of tender dossier. • Review of technical submittals, technical tender evaluations
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>HR Files; Procurement Files and Contracts; Project Proposals; Files on financial matters: Budgets, Invoices Files on EU funded projects; Technical Drawings; Request for Services Forms; Tenders;</p>

<p>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)</p>	<p>Public Service Management Code; Public Procurement Regulations;</p>
<p>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>	<p>Or if you are an e-ID user you may submit your FOI request directly online through the FOI portal on www.foi.gov.mt.</p> <p>Or by post address to Nathalie Zahra (FOI Officer), Gattard House 3rd Floor, National Road, Blata l-Bajda HMR 9010.</p> <p>Requests may also be submitted via e-mail to the FOI Officer FMS, at: fmsfoi.mfh@gov.mt and or use the www.foi.gov.mt website.</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Principal FOI Officer 15, Merchants Str. Valletta VLT 2000 using the appropriate complaint form, or by sending an e-mail to fmsfoi.mfh@gov.mt</p> <p>The Principal FOI shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p> <p>The Principal FOI shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Ministry, and the original decision is</p>

	<p>upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the Principal FOI shall waive any applicable fees for the submission of information.</p> <p>Payment of fee and/provision of document/information</p> <p>If the document or information is to be provided to the applicant, a fee applies and the applicant is allowed 20 working days from receipt of notification, to effect payment. Payments can be made by cheque only drawn on Foundation for Medical Services at the accounts section within the same department.</p> <p>The Public Authority may consider a request for access to a document or information abandoned by the applicant, whenever the applicant fails to effect any payment due within 20 working days of the Public Authority having communicated its decision to the applicant.</p> <p>The entity shall transmit the document / information requested, to the applicant, within 10 working days from when the payment is affected. If no fees apply, the entity shall provide the applicant with the document / information within 10 working days following notification.</p>
<p>Other Information</p>	<p>Opening Hours: 0830 – 1230. Emails: received on weekends and public holidays will be read on the next working day.</p> <p>A printed copy of the request and complaint form/s template/s shall be made available at the front desk of the FMS. An electronic copy is available at www.foi.gov.mt</p>
<p>Public Authority Contact Details</p>	<p>Foundation for Medical Services Gattard House, 3rd Floor, National Road, Blata l-Bajda HMR 9010 FOI generic telephone no:- 23816000 FOI generic e-mail address:- fmsfoi.mfh@gov.mt</p>