

Management Support Directorate, Office of the Permanent Secretary

Structure, Functions & Responsibilities

The Management Support Directorate was established in April 2014 and currently consists of one Director.

The Directorate provides close horizontal co-operation across the different Directorates, Entities and Hospitals within the Ministry, to link up work and initiatives being undertaken and to strive to strengthen the link with important stakeholders.

The Directorate also assists the Permanent Secretary by anticipating issues, provides information and advice and encourages a climate wherein management and staff can work effectively together to ensure the implementation of decisions, policies and projects contribute towards the Ministry's goals.

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 up to Publication Stage
- Cabinet Memos
- Bilateral International Agreements
- Documents related to the Simplification of Bureaucracy
- Documents related to Budgetary Measures
- Data on the composition of Boards and Committees
- Annual Reports
- IAID and MEU Reports
- Manuals of Procedures issued by *People & Standards Division*
- Copies of tender documents
- Contracts of Ministry Employees
- Agenda, Minutes and documents relating to the Management Meetings

Addressing requests in terms of the Freedom of Information Act

Members of the public requesting access to documents held by the Management Support Directorate are to contact the FOI Officer on 22992379 or the Alternate FOI Officer on 25952801 or via e-mail address foi.permsec.mfh@gov.mt.