

## **Management Support Directorate**

### **Structure, Functions & Responsibilities**

The Management Support Directorate was established in April 2014. 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 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
- Data on the composition of Boards and Committees
- Annual 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

### **Contact Details of the Management Support Directorate FOI Office**

Address: 15, Palazzo Castellania, Merchants Street, Valletta VLT 1711  
Telephone Number: 21224071  
Email: [foi.mfh@gov.mt](mailto:foi.mfh@gov.mt)