

Special Projects Unit, Office of the Permanent Secretary

Structure, Functions & Responsibilities

The Special Projects Unit (SPU) was set up in April 2014. The office consists of a Chief Executive Officer, Chief Operations Officer and the PA to the CEO.

The SPU is currently leading the migration process of present oncology services to a newly built oncology centre (SAMOC). This is one of Malta's major partly EU funded project which is coming to closure this year (2015). The unit has been directing and managing this process since its inception. It coordinates with clinical and non clinical teams to meet the clinical scope of health infrastructure. Apart from overseeing the clinical aspect and services migration, this unit also coordinates with the project leader regarding the infrastructure aspect ensuring that the client's needs are being met. It leads the various teams required to finalise the project and attain the project scope.

The unit's portfolio includes other health projects which the Ministry plans. It is responsible for the analysis and validation of clinical requirements whilst collaborating with both clinical and non-clinical staff to meet the project scope and provides feedback to all stakeholders including higher authorities. The unit assists the Parliamentary Secretary and the Permanent Secretary of the Ministry for Health by providing timely relevant information and strives to provide plausible solutions for arising issues. For each project the unit organises and leads internal and external meetings throughout the project life cycle to meet the project specific criteria.

Apart from leading health project assigned to the unit, the CEO is responsible for leading the special projects unit and its strategic implementation

Records of Documents Held

- Documents related to the migration process
- Agenda and Minutes of meetings held
- Designs related to the project
- Senior board meetings minutes
- Documents related to Budgetary measures
- Annual reports
- Documents related to the unit's administration and day to day running

Addressing Requests in terms of the Freedom of Information Act

Members of the public requesting access to documents held by the Special Projects Unit are to contact FOI Officer on 22992379 or the alternate FOI Officer on 25952801 or via e-mail address foi.permsec.meh-health@gov.mt.