

<b>Public Authority</b>	<b>Malta Resources Authority</b>
Description of the department/directorate/entity's structure	<p>The units or sections established in line with the Malta Resources Authority Act are:</p> <ul style="list-style-type: none"> <li>- Administration carrying out functions relating to General Administration, HR, Accounts, ICT and Licencing;</li> <li>- Climate Change primarily dealing with monitoring and reporting of emissions and provision of technical support to Government;</li> <li>- Regulation carrying out functions relating to groundwater and quarries.</li> </ul>
Description of the department/directorate/entity's functions and responsibilities	<p>The functions of the Malta Resources Authority are detailed in the MRA Act Chap 423 and include registration and metering of boreholes, mineral resource regulation and climate change reporting and operation of the emission trading scheme. In addition to these functions the Authority is designated as the greenhouse gas national Inventory Agency and the National Registry Administrator for the Emissions Trading Scheme.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>The MRA holds documents falling under the following categories:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Databases relating to quarries, groundwater sources and emissions trading registry</li> <li><input type="checkbox"/> HR Files</li> <li><input type="checkbox"/> Files on climate change policies and on quarries and groundwater sources</li> <li><input type="checkbox"/> Electronic records of consultations from ERA;</li> <li><input type="checkbox"/> Files on financial matters (Budget and invoices)</li> <li><input type="checkbox"/> Files on procurement</li> <li><input type="checkbox"/> Consultations, studies and annual reports</li> </ul>
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>The Malta Resources Authority holds the following documents, 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> <ul style="list-style-type: none"> <li><input type="checkbox"/> Malta Resources Authority Act and Subsidiary legislation</li> <li><input type="checkbox"/> Procedures for matters relating to accounts</li> <li><input type="checkbox"/> Collective agreement and contracts of employment</li> </ul>

<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>Requests for information can be submitted by:  email on <a href="mailto:foi.mra@mra.org.mt">foi.mra@mra.org.mt</a>  Or  the online form provided through the FOI portal on <a href="http://www.foi.gov.mt">www.foi.gov.mt</a>  Or  if you are an e-ID user you may submit your FOI request directly online through the FOI portal on <a href="http://www.foi.gov.mt">www.foi.gov.mt</a>  Or  By post to the Freedom of Information Officer, Millennia, 2nd Floor, Aldo Moro Road, Marsa, MRS 9065</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 MRA.</p> <p>The complaint should be addressed to the FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible 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 officer responsible 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 MRA, and the original decision is 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 officer responsible shall waive any applicable fees for the submission of information.</p> <p><b>Applicable Fees:</b>  <b>Man Hours</b></p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Less than 2 man hours of processing - €5</li> <li><input type="checkbox"/> Between 2-3 man hours of processing - €10</li> <li><input type="checkbox"/> Between 3-4 man hours of processing - €20</li> </ul> <p><b>Material Cost</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photocopies and Faxes - €00.12 per page</li> <li><input type="checkbox"/> Digital Media - cost of the digital medium used (eg. disc)</li> </ul> <p><b>Inspections</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Up to 1 hour - €5</li> <li><input type="checkbox"/> Up to 2 hours - €10</li> <li><input type="checkbox"/> Up to 3 hours - €15</li> <li><input type="checkbox"/> Exceeding 3 hours - €20</li> </ul> <p>In the event of multiple inspection sessions, the fee is set by counting the hours the applicant spent inspecting the document</p> <p><b>Request and Complaint Forms</b> Request and Complaint Forms may be downloaded from the Freedom of Information Act website: <a href="http://www.foi.gov.mt">www.foi.gov.mt</a></p> <p><b>Payments</b> Payments in cash can be made at the Accounts Office, Millennia, 2nd Floor, Aldo Moro Road, Marsa, MRS 9065</p>
Other Information	<p>Working Days: Monday to Friday Opening hours for the Public: 0830hrs to 1500hrs, Monday to Friday</p>
Public Authority Contact Details	<p>Millennia, 2nd Floor, Aldo Moro Road, Marsa, MRS 9065 Telephone: +356 21220720 Email: <a href="mailto:enquiry@mra.org.mt">enquiry@mra.org.mt</a></p>