

Public Authority	Malta Resources Authority
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"> - Administration carrying out functions relating to General Administration, HR, Accounts, ICT and Licencing; - Climate Change primarily dealing with monitoring and reporting of emissions and provision of technical support to Government; - Regulation carrying out functions relating to groundwater and quarries.
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"> <input type="checkbox"/> Databases relating to quarries, groundwater sources and emissions trading registry <input type="checkbox"/> HR Files <input type="checkbox"/> Files on climate change policies and on quarries and groundwater sources <input type="checkbox"/> Electronic records of consultations from ERA; <input type="checkbox"/> Files on financial matters (Budget and invoices) <input type="checkbox"/> Files on procurement <input type="checkbox"/> Consultations, studies and annual reports
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"> <input type="checkbox"/> Malta Resources Authority Act and Subsidiary legislation <input type="checkbox"/> Procedures for matters relating to accounts <input type="checkbox"/> Collective agreement and contracts of employment

Details of Internal Complaints Procedure

Applicant Aggrieved by Outcome

Applicant can lodge a complaint if:

1. He/She is not satisfied with:
 - part or full refusal of request for information
 - the information provided in desired format
 - the extension of the deadline of the notification indicating whether a request would be met or not.

OR

2. While request for information was met, there was a failure to meet deadlines or to send notifications within the timeframe specified at law.*



Registering a Complaint

Complaint is to be addressed to FOI Officer who shall bring the complaint to the attention of the higher ranking Officer responsible for handling such complaints.



Response to Lodged Complaint

Officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint informing him/her of outcome of Complaint.

The applicant may appeal to 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).



Decision & Right of Appeal to Decision

Officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint informing him/her of outcome of Complaint.

In the eventuality that the decision is confirmed, Officer responsible shall provide the applicant with an explanation as to why complaint cannot be positively entertained.

Note:

* In cases where the request for information has been met but not within the timeframe specified at law, the officer responsible shall waive any applicable fees for the submission of information.

<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 foi.mra@mra.org.mt Or the online form provided through the FOI portal on www.foi.gov.mt 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>Other Information</p>	<p>Working Hours: All year: 07:30hrs – 14:00 hrs</p> <p>A complaint may be submitted by e-mail to foi.mra@mra.org.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p> <p>Requested submitted during non-working days will be considered to have been lodged on the first working day that follows submission.</p> <p>Where a request is entertained according to the provisions at law (Act 496) and payments are due to be made as per LN 158/2010, such payments are to be deposited at the address and times indicated above.</p>
<p>Public Authority Contact Details</p>	<p>Millennia, 2nd Floor, Aldo Moro Road, Marsa, MRS 9065 Telephone: +356 21220720 Email: enquiry@mra.org.mt</p>