

Freedom of Information Act Prerequisites - Article 17

Public Authority	Description of the department/directorate/entity's structure	Description of the department/directorate/entity's functions and responsibilities	General description of the categories of documents the department/directorate/entity holds (including exempt documents)	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)	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
Agenzija Zghazagh	<p>CEO</p> <p>Youth Officers for Empowerment Programme</p> <p>Youth Information Officer</p> <p>Youth Policy Officer</p> <p>Administration Officer</p> <p>Accounts Officer</p> <p>Secretary</p>	<p>The Agency's Function and responsibilities are to:</p> <p>(a) develop a strategy for the implementation of the National Youth Policy with three overarching and interconnected goals that generate an environment which helps the development of young people's potential. These three goals are:</p> <ul style="list-style-type: none"> • the mainstreaming of youth issues into other policy areas and initiatives in a manner suited to the youth field. • the development of specific initiatives in the youth field - specifically targeted at young people in areas such as non-formal learning, participation, voluntary activities, mobility and information. • the provision of assistance and support to voluntary youth organisations and other organisations working in the youth field in order to promote a uniform approach amongst the various stakeholders in youth work whilst ensuring quality youth work. <p>(b) co-ordinate research on issues affecting youth to be able to:</p> <ul style="list-style-type: none"> • formulate and publish data relating to youth, • advise the Government of Malta as to how youth opportunities can be improved and increased, • make recommendations to other stakeholders in the youth field on issues affecting youth; <p>(c) co-ordinate all European Union affairs affecting youth and make recommendations to the Government of Malta with regard to the same.</p>	<p>Policy Documents</p> <p>General Correspondence</p> <p>Project Proposals and selection board results to proposals</p> <p>Project Reports</p> <p>Tenders and Expressions of Interest</p> <p>Recruitment Documentation</p> <p>Financial Reports</p> <p>Annual Reports</p> <p>Minutes of meetings</p>	<p>Legal Notice Ln 522/2010</p> <p>Public Administration Act</p> <p>Public Service Management Code</p>	<p>Contact Details:</p> <p>The Freedom of Information Officer Mr Claudio Azzopardi Agenzija Zghazagh St Joseph High Road St Venera</p> <p>Tel: 22586700 E-mail: agenzija.zghazagh@gov.mt</p>