

Public Authority	Grand Harbour Regeneration Corporation (GHRC)
Description of the department/directorate/entity's structure	GHRC's organisational structure is composed of the Board of Directors, a non-Executive Chairman, the Chief Executive Officer, the Chief Operations Officer, Head Project Development, the Financial Officer, Architects, Project Managers, Engineers and other supporting staff.
Description of the department/directorate/entity's functions and responsibilities	As a public entity it is responsible for contracting and project management services of national projects. The Corporation's services start with the planning of the projects, design, consultations with stakeholders, application for permits, tender preparations, evaluation and award, implementation, completion and handing over of projects.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	HR files, projects tender bids and contracts, invoices, internal memos
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)	HR manual, standard operating procedures for procurement, SOP in project management
Statement of the information that needs to be available to members of the public who wish to obtain access to	GHRC's FOI Officers may be contacted by e-mail on <a href="mailto:foi.ghrc@gov.mt">foi.ghrc@gov.mt</a> or by telephone on 22482603 / 22482605.  FOI Requests may be submitted by e-mail to <a href="mailto:foi.ghrc@gov.mt">foi.ghrc@gov.mt</a> , through the FOI Portal

<p>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><a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</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 Authority.</p> <p>The complaint should be addressed to the Authority's 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 Authority, 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>

Other Information	<p>Method of Payment: Payments of applicable fees can be made by Cheque. Cheques should be made payable to the 'Grand Harbour Regeneration Corporation' and addressed as per address shown below.</p> <p>Further information with regards the Freedom Of Information Act can be found on <a href="http://www.foi.gov.mt">www.foi.gov.mt</a>.</p> <p>Complaints may be submitted by e-mail to <a href="mailto:foi.ghrc@gov.mt">foi.ghrc@gov.mt</a>, through the FOI portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</p> <p>Working hours: 8.00 – 17.00</p>
Public Authority Contact Details	<p>Address: Grand Harbour Regeneration Corporation, No11, Transport House, Pietro Floriani Street, , Floriana FRN1060</p> <p>Tel: 224826000</p>