

## **Office of the Permanent Secretariat**

### **Structure, Functions and Responsibilities**

The Ministry for Health (MFH) encompasses the following:

- Office of the Permanent Secretary
- Office of the Chief Information Officer
- Office of the Chief Medical Officer
- Superintendence of Public Health
- Finance and Administration Division
- Strategy and Implementation Division
- People Management Division
- Compliance and Inspections Division
- Environmental Health Directorate
- Health Promotion and Disease Prevention Directorate
- International Affairs and Policy Development Directorate
- Health Information and Research Directorate
- Pharmaceutical Affairs Directorate
- Programme Implementation Directorate
- Legal Services Directorate
- Management Support Directorate
- Health Care Standards Directorate
- Allied Health Care Services Directorate
- Nursing Services Directorate
- Health Care Funding Directorate
- Cancer Care Pathways Directorate
- Contracts Directorate
- Health Informatics Division
- National Blood Transfusion Services
- Dar il-Kenn Għall Saħħtek
- Central Procurement and Supplies Unit
- Pharmacy of Your Choice
- Embryo Protection Authority
- Foundation for Medical Services
- Commission for Mental Health Care and Older Persons
- Boards and Committees
- Regulatory Councils

Service Provider Entities:

- Primary Health Care
- Mater Dei Hospital
- Sir Anthony Mamo Oncology Hospital
- Mental Health Services
- Secondary Health Care

The Office of the Permanent Secretary, together with the above-mentioned departments and entities provide administrative support to the Minister for Health in matters falling under the Ministry's for Health portfolio.

For the purposes of the Freedom of Information Act, the following shall be considered as falling under the Office of the Permanent Secretariat, Ministry for Health as a Public Authority.

These are:

Office of the Permanent Secretary  
Minister's Secretariat  
Office of the Chief Information Officer  
Finance and Administration Division  
Strategy and Implementation Division  
People Management Division  
Compliance and Inspection Division  
Contracts Directorate  
Programme Implementation Directorate  
Management Support Directorate  
Legal Services Directorate  
Central Procurement and Supplies Unit  
Pharmacy of Your Choice  
National Blood Transfusion Unit  
Various Boards and Committee

## **General Description of the Categories of Documents Held**

The Permanent Secretariat holds documents falling under the following categories:

- Policy Documents and related Working Documents
- Studies and Reports related to the Ministry
- Draft Legislation up to publication stage
- Briefing Notes and Speaking Notes for use by Government Officials
- Bilateral International Agreements
- Documents related to the Implementation of Ministry's Initiatives
- Documents related to the Simplification of Bureaucracy
- Documents related to Budgetary Measures
- Reports relating to Boards of Investigations
- Reports of Projects Selection Committee of EU Funds
- Annual Reports
- Documents Related to the Programming of Funds managed by the EU Funds Unit
- Manuals of Procedures, Applications and Other Documentation related to the Management of EU Funds
- Reports and Documentation related to the Implementation of Projects Co-Funded by the EU
- Dossiers related to Procurement (Request for Tender, Requests for Quotations and Request for Information)

- Contracts relating to the Provision of IT Equipment and Services
- Explanatory Memoranda, Briefing Notes for the Minister and Instruction Notes for the Permanent Representative and other Maltese Representatives.
- Council Documents
- Personal Files of Ministry Employees
- Contracts of Ministry Employees
- Minutes of the Meetings and other Documents related to the Workings of the Boards and Committees set up under the Aegis of the Permanent Secretary
- Risk Assessment Reports
- Internal Circular and Memos

### **Contact Details of the MFH Permanent Secretariat**

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