

Public Authority	National Commission for the Promotion of Equality (NCPE)
Description of the department/directorate/entity's structure	For NCPE's organigram please click here http://ncpe.gov.mt/en/Documents/About_Us/NCPE%20organisational%20chart.bmp
Description of the department/directorate/entity's functions and responsibilities	NCPE safeguards equality on the grounds of gender and family responsibilities, sexual orientation, age, religion or belief, racial or ethnic origin, and gender identity, sex characteristics and gender expression in employment, education and vocational training as well as in banks and financial institutions. NCPE's remit also covers equality on the grounds of race/ethnic origin and gender in the provision of goods and services and their supply; and freedom of movement for workers in the EU.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> - Research reports on Discrimination - Commission's annual reports - Investigation files (exempt) - Books/documents on the subject of equality in the library
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)	<ul style="list-style-type: none"> - Sexual Harassment – A Code of Practice - Racial and Ethnic Origin Equality Manual - Inclusive Advertising - Guidelines for authors and/or publishers of adverts - Guidelines for drafting an Equality Policy - Guidelines for drafting a Sexual Harassment Policy - Gender equality in insurance and related financial services - Guidelines - Gender Mainstreaming in Employment: Private Sector - A Toolkit - Gender Mainstreaming in Employment: Public Sector - A Toolkit - Gender Mainstreaming in the Legal Sector - A Toolkit - Gender Sensitivity Manual - Empower Training Manual - Equality as a Horizontal Priority – Checklist for EU co-funded projects - Checklist on Gender Mainstreaming in Infrastructure Projects

	<ul style="list-style-type: none"> - Checklist for Gender Mainstreaming of Government Action - Step-by-Step Guide for Gender Impact Assessment - I'm Not Racist, But... Guide for Property Owners - I'm Not Racist, But... Guide for Property Tenants - Guide for Professionals and Personnel working with Older Women and Men
<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:</p> <p>email on foicu@gov.mt</p> <p>Or</p> <p>the online form provided through the FOI portal on www.foi.gov.mt</p> <p>Or</p> <p>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>Or</p> <p>By post address to the Office of the Permanent Secretary, Ministry for Social Dialogue, Consumer Affairs and Civil Liberties, Barriera Wharf, Valletta.</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 Public Authority.</p> <p>The complaint should be addressed to the FOI Officer, who shall bring the complaint to</p>

	<p>the attention of the officer responsible¹. 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 Ministry, 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>Payments in cash can be made at the Accounts Section of the Ministry at Barriera Wharf, Valletta. Payments can also be made by cheque payable to the Ministry.</p> <p>Request and Complaint forms may be downloaded from the download section of www.foi.gov.mt</p> <p>Please fix an appointment prior to calling at the premises in Barriera Wharf if collecting the document by hand. The FOI officer may be reached on : 22478211.</p>
Public Authority Contact Details	National Commission for the Promotion of Equality (NCPE)

¹ The officer responsible shall be the Director or most senior official within the Department, Directorate or Secretariat concerned. In the absence of such officer, a reply may be provided by the Assistant Director. In the absence of an Assistant Director, a reply would be provided by the officer higher in rank than the Director or most senior official.

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