

Public Authority	Environment and Resources Authority
Description of the department/directorate/entity's structure	ERA's organigram is available from the following link: <a href="https://era.org.mt/en/Pages/Organisational-Structure.aspx">https://era.org.mt/en/Pages/Organisational-Structure.aspx</a>
Description of the department/directorate/entity's functions and responsibilities	<p>The Board of the Authority established by virtue of Article 6 of Chapter 549 of the Laws of Malta oversees and ensures that the following functions carried by ERA's three Directorates:</p> <ul style="list-style-type: none"> <li>- Environment &amp; Resources (ERD)</li> <li>- Compliance &amp; Enforcement (CED)</li> <li>- Corporate Services (CSD)</li> </ul> <p>All three Directorates work together with the mission to safeguard the environment for a sustainable quality of life.</p> <p>The ERD is responsible for formulation and implementation of policies relating to the protection and management of the environment related to water, biodiversity, nature, marine environment, ambient air quality, ambient noise, waste, provision of information and issuing of guidelines on matters relating to the environment, regulating activities or operations which may have an effect on the environment through permitting, and assessment of development proposals with the aim of avoiding or mitigating the adverse impacts on the environment at planning stage.</p> <p>The CED is responsible for ensuring compliance of operators with permits issued by the Authority and enforcement of environmental offences, and for ensuring that national and international obligations relative to the matters regulated by or under the Environment Protection Act come into force and complied with.</p> <p>The CSD is responsible with the provision of Human Resources, Administration, ICT and Financial operational support for the Authority.</p>

<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>ERA Board Minutes  HR files and documentation  Publications such as State of the Environment Report, Annual Reports  Permitting Files  Compliance and Enforcement Files  EIA and Assessment Files  Procurement files  Court and EPRT files  Strategies  Plans and Policies  Guidelines</p>
<p>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>	<p>Air Quality Plan for the Maltese Islands  National Air Pollution Control Programme (NAPCP)  Management Plans for Terrestrial Natura 2000 Sites in Malta &amp; Gozo  Malta National Biodiversity Strategy &amp; Action Plan 2012 – 2020  Guidelines on Works Involving Trees  Investing in the Multi-Functionality of Green Infrastructure (GI) - An Information Document to support GI Thinking in Malta  Noise Action Plan  The Water Catchment Management Plan for the Maltese Islands  The 2nd Water Catchment Management Plan for the Malta Water Catchment District 2015 – 2021  Marine Strategy Framework Directive (2008/56/EC): Malta's Programme of Measures Summary Report  Waste Management Plan for the Maltese Islands, A Resource Management Approach, 2014 - 2020 (MSDEC)  Terms of Reference for the Management and Disposal of Dredged Material  Operating Procedures on Beach Cleaning  UPAP Collective Agreement  UHM Collective Agreement</p>

<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>The FOI officers of ERA may be contacted by e-mail <a href="mailto:foi.era@era.org.mt">foi.era@era.org.mt</a> or by telephone 22923527 / 22923602.</p> <p>FOI Requests may be submitted by e-mail to <a href="mailto:foi.era@era.org.mt">foi.era@era.org.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>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 Freedom of Information Officer.</p> <p>Complaints may be submitted by e-mail to <a href="mailto:foi.era@era.org.mt">foi.era@era.org.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>The complaint should be addressed to the Public 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 Public Authority and the original decision is upheld, the applicant</p>

	<p>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><b>Payments are made at:</b>  Front Desk,  Hexagon House,  Spencer Hill Marsa, MRS 1441</p> <p>Opening Hours: 8:00am to 14:00pm</p> <p>Cheque Payments can be addressed to same address and should be made payable to:  Environment &amp; Resources Authority</p>
Public Authority Contact Details	<p>Address: Hexagon House, Spencer Hill, Marsa MRS 1441  General telephone no: 2292 3500  Generic e-mail address: info@era.org.mt</p>