

Public Authority	Superintendence of Cultural Heritage Public Entity
Description of the department/directorate/entity's structure	Kindly find attached organisational chart
Description of the department/directorate/entity's functions and responsibilities	The Superintendence of Cultural Heritage is the National Regulator for Cultural Heritage, which regulates all activities which may impact on all aspects of Cultural Heritage, which includes both movable and immovable heritage in line with the Superintendent's mission statement which proposes to 'fulfil the duties of the state in ensuring the protection and accessibility of Malta's Cultural Heritage.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p><u>General Administration</u> HR Personal Files Finance Documentation Internal Documentation Standard Operating Procedures and Policies <u>Heritage Repository</u> Registry files Archaeology Surveillance Archives GIS Data</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 Superintendence primarily makes use of the Cultural Heritage Act to guide it in all procedures and practice. The Superintendence also makes use of the Operating Procedures and Standards for Archaeological Services (OPSAS) for all those activities affecting Archaeological sites – both known and unknown. Finally, in view of its role as official consultee to the Planning Authority, the Superintendence makes use of all relevant Planning Legislation, local plans and other Policy Documents which may aid it in the decision-making process.

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	<p>Kevin Borda</p> <p>FOI Officer Superintendence of Cultural Heritage 173, St Christopher Street, Valletta VLT2000</p> <p>+35623950000</p> <p>heritage.superintendence@gov.mt</p>
Details of Internal Complaints Procedure	<p>Complaints may be submitted from the FOI portal www.foi.gov.mt via E-ID or through the online form; or by email. The complaint should be addressed to the Public Authority's FOI Officer, who shall bring the complaint to the attention of the officer responsible so as to prepare a reply. The officer responsible shall provide the FOI officer with feedback so that a reply to the applicant is provided within the stipulated time frame. 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>
Other Information	<p>Office Working Hours:</p> <p>Winter: 7.45 am – 5.15 pm</p> <p>Summer: 7:30 am – 1:30 pm</p>
Public Authority Contact Details	<p>Superintendence of Cultural Heritage 173, St Christopher Street,</p>

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