

<b>Public Authority</b>	Engineering Resources Limited (ERL)
<b>Description of the department/directorate/entity's structure</b>	<p>ERL's structure comprises the following four main offices:</p> <ul style="list-style-type: none"> <li>• General Manager's Office</li> <li>• Human Resources &amp; Industrial Relations Office</li> <li>• Finance Office</li> <li>• Payroll Office</li> </ul>
<b>Description of the department/directorate/entity's functions and responsibilities</b>	<p>ERL was established by virtue of Article 4 of the Enemalta plc Act XXXIV of 2014 as part of the former Enemalta Corporation's transfer of business process. ERL is a limited liability company registered with MFSA. After having the employment of all of the former Enemalta Corporation employees transferred on its books, ERL's functions and responsibilities is to act as Human Resources (HR) Agency for the Public Service and the wider Public Sector while maintaining its employees' employment terms and conditions.</p>
<b>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</b>	<p>The main categories of documents held by ERL are the following:</p> <ul style="list-style-type: none"> <li>• Collective Agreements</li> <li>• Sectorial Agreements</li> <li>• Individual Agreements</li> <li>• Personnel Files</li> <li>• Court Cases Files</li> <li>• Internal Policies &amp; Procedures</li> <li>• Agreements with third parties</li> </ul>

<p><b>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)</b></p>	<p>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 as intended are the following:</p> <ul style="list-style-type: none"> <li>• Employment &amp; Industrial Relations Act</li> <li>• Employment &amp; Training Services Act</li> <li>• Social Security Act</li> <li>• Occupational Health &amp; Safety Act</li> <li>• Other Laws of Malta that may be applicable</li> </ul>
<p><b>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</b></p>	<p>FOI Officer at ERL:</p> <p>Engineering Resources Ltd, Triq Durumblat, Attard - MST 4818  <a href="mailto:info.erl@engineeringresources.com.mt">info.erl@engineeringresources.com.mt</a>  +356 22266510</p>

<p><b>Details of Internal Complaints Procedure</b></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. The complaint should be addressed to the Public Authority’s FOI Officer, who shall bring the complaint to the attention of the FOI Officer. The FOI Officer (or his/her representative) shall reply to the applicant within ten (10) working days from the receipt of the complaint. The applicant 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). The FOI Officer 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 shall be given an explanation as to why his or her complaint cannot be positively addressed. 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, any applicable fees for the submission of information shall be waived.</p>
<p><b>Other Information</b></p>	<p>FOI requests shall be received by the FOI Officer. The FOI Request and Complaint Form may be accessed from the FOI website: <a href="http://www.foi.gov.mt">www.foi.gov.mt</a></p> <p>Working hours for the general public shall be set to from 0800hrs to 1600hrs.</p> <p>Payments can be made in cash at Engineering Resources Ltd, Triq Durumblat, Attard - MST 4818 or by cheque payable to Engineering Resources Ltd.</p>
<p><b>Public Authority Contact Details</b></p>	<p>22266510/1; 22266522/3; 22266555/6/7; <a href="mailto:info.eri@engineeringresources.com.mt">info.eri@engineeringresources.com.mt</a></p>