

Public Authority	Melita Transgas Co. Ltd.
Description of the department/directorate/entity's structure	<pre>graph TD;     Board[Board of Directors] --- CS[Company Secretary];     Board --- SPM[Senior Project Manager];     SPM --- PM[Project Manager];     PM --- PO[Policy Officers – Engineering];     PM --- EC[Engineering Consultant];</pre> <p>The organizational chart for Melita Transgas Co. Ltd. is structured as follows:</p> <ul style="list-style-type: none"><li><b>Board of Directors</b> (top level)</li><li><b>Company Secretary</b> (reports to Board of Directors)</li><li><b>Senior Project Manager</b> (reports to Board of Directors)</li><li><b>Project Manager</b> (reports to Senior Project Manager)</li><li><b>Policy Officers – Engineering</b> (reports to Project Manager)</li><li><b>Engineering Consultant</b> (reports to Project Manager)</li></ul>

Description of the department/directorate/entity's functions and responsibilities

**Company Functions:** Melita TransGas Company Ltd. ("MTG Co.") was established in 2018 as a public undertaking and succeeded to the role of Project Promoter from the Ministry for the Energy & Water Management with the responsibility to plan, implement and construct the Melita TransGas Pipeline Project which will connect Malta to Italy; and to take the role of the prospective Transmission System Operator in terms of the Natural Gas Market Regulations 2011.

**Board of Directors:**

The board of directors is responsible of ensuring that the management of MTG is acting in accordance to the project's best interest. They meet periodically in order to asses the health of the company, take policy decisions and get a status overview of the ongoing activities.

**Chairman:**

The Chairman is responsible of the board of directors and is assisted by the Company Secretary.

**Senior Project Manager:**

The Senior Project Manager is overall responsible of developing an overall project work schedule and ensures that all functions are adhering to it. Additionally, the senior project manager takes care of aspects such as the overall project budget, including funding and grants by other parties.

**Project Manager:**

The Project Manager heads all the technical aspects of the project, mainly the studies that have been commissioned to be completed prior to the execution of the actual works. The project manager needs to ensure that all activities are on track to achieve the permits for construction, including the FEED documentation. Additionally, the project manager is also

	<p>taking care of the budgeting and accounts of MTG.</p> <p><b>Policy Officers:</b></p> <p>The role of the policy Officers is to assist the Senior Project Manager and Project Manager in their responsibilities. They assist first of all in the technical studies being carried out by performing tasks to keep the activities going. Additionally, they also assist in the budgeting and financing of the project itself.</p> <p><b>Engineering Consultant:</b></p> <p>The engineering consultant is entrusted to assist the whole team with technical expertise on daily and overall project matters.</p>
<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>Tender Evaluation Reports  Contracts and addenda  Tender Guarantees  Official Journal of the EU Forms (such as Contract Notice and Contract Award Notice)  Draft EU legislation</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</p>	<p>Procurement Procedure  Travel Procedure  Public Service Management Code</p>

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><b>FOIO:</b>  <a href="mailto:info@melitatrangas.com.mt">info@melitatrangas.com.mt</a>  22208601; 22208608</p>
Details of Internal Complaints Procedure	<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 Melita TransGas Co. Ltd.</p> <p>The complaint should be addressed to the Company's FOI Officer, who shall bring the complaint to the attention of the Chairman. 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 Department, 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</p>

	<p>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>
Other Information	<p>FOI requests shall be received by the FOI officer. FOI Request and Complaint online form may be accessed from the 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 Monday to Friday from 08:00-16:00</p> <p>Payments can be made by cheque payable to Melita TransGas Co. Ltd.</p>
Public Authority Contact Details	<p>Melita TransGas Co Ltd</p> <p>Address: 12, Triq Spiru Mizzi, Birkirkara  Telephone: 22208601; 22208608  Email: <a href="mailto:info@melitatrangas.com.mt">info@melitatrangas.com.mt</a></p>