

# Freedom of Information



Malta Arbitration Centre

Members of the public who wish to obtain access to the documents listed hereunder from the Malta Arbitration Centre [hereinafter referred to as “The Centre”] are to address their request to:

FOI Officer

E: [foi.mac@arbitration.mt](mailto:foi.mac@arbitration.mt)

W: <https://foi.gov.mt>

## Complaints Procedure

Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint.

Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint.

If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority.

Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.

## Details on the Centre’s Organisational Structure

The policy and general administration of the affairs and business of The Centre is entrusted to a Board of Governors, appointed by the President of Malta acting on the advice of the Prime Minister. The current Board of Governors of The Centre consists of the Chairman, the Deputy Chairperson and two members.

The Centre has a Registrar, who is also the secretary to the Board and is vested with the legal representation of the Centre. The Registrar and the other employees of the Centre [at present, one Office Administrator and two Senior Clerks] are appointed by the Board under such terms and conditions as the said Board shall deem appropriate.

The functions and responsibilities of The Centre are contained in Article 10 (1) of the Arbitration Act, Chapter 387 of the Laws of Malta.

**The Centre's Office Hours are:**

15<sup>th</sup> September until 14<sup>th</sup> July: 08:00-12:30; 13:00-17:00

15<sup>th</sup> July to 14<sup>th</sup> September: 07:30-13:00

**The Centre's Contact Details are:**

Malta Arbitration Centre

33, Palazzo Laparelli,

South Street,

Valletta VLT 1100.

Website: <https://arbitration.mt/>

**Categories of Documents Held by The Centre (including exempt documents):**

- Administration Files
- Personal Files of the Centre's Employees
- Minutes of Board Meetings and other documents related to the workings of the Centre's Board of Governors
- Applications for membership to the Centre's Panels of Arbitrators
- Documents related to the selection processes to fill vacant new positions within the Centre

At present, The Centre does not hold manuals and similar types of documents which contain policies, principles, rules or guidelines, within 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).