

Public Authority	Commission on Gender Based Violence and Domestic Violence
Description of the department/directorate/entity's structure	The Commission on Gender Based Violence and Domestic Violence is composed of the Commissioner, Commission board members and Commission members of staff.
Description of the department/directorate/entity's functions and responsibilities	The Commission on Gender Based Violence and Domestic Violence is the coordinating body established under Article 10 of the Istanbul Convention. It is thus responsible for the coordination and monitoring of the implementation and evaluation of the national strategy on gender-based violence and domestic violence.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Minutes of board meetings Minutes of meetings to monitor the implementation of the GBV and DV strategy Vacancy and interview files Contracts for service Procurement files Invoices Press releases Memorandums of Understanding
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)	Gender-Based Violence and Domestic Violence Act The First and Second Gender-Based Violence and Domestic Violence Strategies and National Action Plans Commission Annual Reports GREVIO country report GREVIO's (Baseline) Evaluation Report Research findings and projects

<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 the Commission on Gender Based Violence and Domestic Violence may be contacted by e-mail stopviolence@gov.mt or by telephone 23279130.</p> <p>FOI Requests may be submitted by e-mail to stopviolence@gov.mt, through the FOI Portal www.foi.gov.mt 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 Authority.</p> <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 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 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.</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	Office Working Hours: 7.45 – 16.45
Public Authority Contact Details	Address: Zentrum Business Centre, Triq l-Imdina, Qormi General Telephone number: 23279130 Generic e-mail address: stopviolence@gov.mt