

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

W: www.foi.gov.mt

Complaints Procedure

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 Ministry for Justice, Equality and Governance [hereinafter referred to as “the Ministry”].

The complaint should be addressed to the Ministry’s Principal FOI Officer, who shall bring the complaint to the attention of the officer responsible (i.e. the most senior official within the department). The officer responsible shall reply to the applicant within ten 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).

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 Ministry, 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 above procedure to report failure to meet deadlines or to send notifications.

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:

15th September until 14th July: 08:00-12:30; 13:00-17:00

15th July to 14th September: 07:30-13:00

The Centre's Contact Details are:

Malta Arbitration Centre

33, Palazzo Laparelli,

South Street,

Valletta VLT 1100.

Website: www.arbitration.mt

MJEG FOI Website: <https://justice.gov.mt/en/ministry/Pages/Freedom-of-Information.aspx>

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).