

Funds and Programmes Division (FPD)

WHO WE ARE

The Funds and Programmes Division (FPD) was set up in July 2011, as part of an administrative structure to handle the management of EU Funds and other funds allocated to Malta, and to provide guidance and support to the focal points of the EU and other Programmes that are managed directly by the European Commission other EU institutions. The Funds and Programmes Division is made up of two directorates, the Fisheries, Home and Direct Funds Directorate, and the Agriculture Funds Directorate. A Direct Funds Unit within the FPD has also been set up with the aim to increase participation of direct management funds in Malta.

OUR COMMITMENT TO CLIENTS

Level of service to expect when contacting or visiting our Offices:

- o We will treat you with respect and in a professional manner.
- o We guarantee confidentiality on any information exchange.
- o Our service standards are in line with Directive 4-2 Standard for Service of Excellence Offered by the Public Administration to the Public and Public Employees.
- o The list of services offered can be found in the following link < <https://fondi.eu/>>

WHAT TO EXPECT WHEN YOU CONTACT US

Specific, straightforward, and free of jargon or technical terms. All information will be provided in both Maltese and English. We commit to answer your query within 1 working day, or as per timeframes stipulated in Directive 4-2.

When you contact us by phone

We commit ourselves to answering the phone within 3 rings, in a clear and knowledgeable manner. Staff will identify themselves and treat you with courtesy and respect.

When you visit our Offices

Our Offices are safe, clean and enable accessibility to services for persons with disability. Waiting time will be of approximately 15 minutes under normal circumstances.

CLIENT RESPONSABILITIES

Clients are expected to: Provide full and correct information. Treat staff with courtesy and respect. Adhere to timeframes and allocated appointments when applicable.

WE VALUE YOUR FEEDBACK

If you would like to submit feedback, suggestions, or complaints kindly:

- o Contact us as per details shown here; or <https://fondi.eu/contact-us/>
- o Through servizz.gov by calling on 153, online on Submit a Complaint

Your confidentiality will be guaranteed. Expect our feedback within 3 working days

When you contact us by letter or email

We will send an acknowledgement within 1 working day from receipt of your letter or email

Appointments

Replies to requests for appointments will be provided within 1 working day, with the appointment date being set within 3 working days from the date of request. However, appointments may be dependent on department waiting lists and urgent requests which may take priority.

HOW TO CONTACT US

- o The OAKS Business Centre, Block B Farsons Street, Hamrun HMR1325, Malta
- o Winter Monday to Friday: 07:45-17:15; Saturday, Sunday, and Public Holidays: Closed
- o Summer Monday to Friday: 07:30-13:30; Saturday, Sunday, and Public Holidays: Closed
- o <https://fondi.eu/>
- o Malta: +356 2555 2555

o Through Social Media:

