

<p>Awtorità Pubblika</p> <p>Public Authority</p>	<p>Il-Kunsill Nazzjonali tal-Ktieb</p> <p>National Book Council</p>
<p>Deskrizzjoni tal-istruttura tal-entità</p> <p>Description of entity's structure</p>	<p>Il-Kunsill Nazzjonali tal-Ktieb magħmul mill-Kap Eżekuttiv u l-Membri tal-Bord, kif ukoll mill-impjegati.</p> <p>The National Book Council is comprised of the Executive Chairman and Board of Members, as well as its employees.</p>
<p>Deskrizzjoni tal-funzjonijiet u r-responsabbiltajiet tal-entità</p> <p>Description of the entity's functions and responsibilities</p>	<p>Il-Kunsill Nazzjonali tal-Ktieb (KNK) huwa l-entità pubblika li tiegħu nsiebu l-industrija tal-kotba f'Malta b'għadd ta' servizzi importanti għall-awturi u l-pubblikaturi. Dan jagħmlu billi jħabrek biex jippromwovi l-qari u l-ktieb bħala mezz ta' komunikazzjoni fil-forom varji tiegħu.</p> <p>Il-KNK jirrappreżenta lill-kittieba u lill-pubblikaturi fi mkejjen u istituzzjonijiet pubbliċi sabiex jitmexxew 'il quddiem l-interessi tal-imsieħba fl-industrija tal-kotba; jorganizza l-Festival Nazzjonali tal-Ktieb u l-Premju Nazzjonali tal-Ktieb fost inizjattivi oħra fuq skala iżgħar; jamministra l-Jeddijiet tas-Self Pubbliku; ivara diversi konkorsi letterarji; huwa wkoll l-aġent lokali għall-ISBN u l-ISMN.</p> <p>Il-Legislazzjoni Sussidjarja 327.580 għat-twaqqif tal-Kunsill Nazzjonali tal-Ktieb tista' tinsab hawn.</p> <p>The National Book Council (NBC) is a public entity that caters for the Maltese book industry, offering several important services for authors and publishers, whilst striving to encourage reading and promote the book as a medium of communication in all its formats.</p> <p>The Council represents writers and publishers in public fora and institutions in order to promote the interests of the book industry's stakeholders; it organizes the Malta Book Festival and the National Book Prize, among other national as well as smaller-scale events, including several literary contests; it also administers Public Lending Rights and is the local agent for ISBN and ISMN.</p> <p>Subsidiary Legislation 327.580 establishing the National Book Council can be found here.</p>
<p>Deskrizzjoni ġenerali tal-kategoriji ta' dokumenti tal-entità (jinkludu d-dokumenti eżentati)</p> <p>General description of the categories of documents the entity holds (including exempt documents)</p>	<ul style="list-style-type: none"> • Minuti tal-laqgħat tal-bord • Minuti tal-laqgħat annwali mal-awturi u l-pubblikaturi • Stqarrijiet għall-Istampa • Kuntratti • Memorandi ta' Ftehim • Fatturi • Direct Orders

<p>Deskrizzjoni tal-manwali kollha u ta' dokumenti simili li jinkludu l-politika, il-prinċipji, ir-regolamenti u l-Inji-gwida li fuqhom jissensu d-deċiżjonijiet u r-rakkomandazzjonijiet li għandhom x'jaqsmu mal-pubbliku (li jinkludi entitajiet korporattivi u ħaddiema tal-awtorità pubblika fil-kapaċità personali tagħhom)</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 personal capacity)</p>	<ul style="list-style-type: none"> • Il-Leġislazzjoni Sussidjarja għat-twaqqif tal-Kunsill Nazzjonali tal-Ktieb • Ir-regolamenti tal-konkorsi, premji u fondi amministrati mill-Kunsill Nazzjonali tal-Ktieb • L-applikazzjonijiet għall-konkorsi, il-premji u l-fondi amministrati mill-Kunsill Nazzjonali tal-Ktieb • Ir-rapporti annwali tal-Kunsill Nazzjonali tal-Ktieb
<p>Dikjarazzjoni tal-informazzjoni disponibbli lill-membri tal-pubbliku li jixtiequ jingħataw aċċess għal dokumenti uffiċjali mill-awtorità pubblika. Dawn id-dikjarazzjonijiet għandhom jinkludu d-dettalji tal-uffiċjal jew uffiċjali li t-talbiet għall-aċċess jintbagħtu lilhom</p> <p>Statement of the information that needs to be available to the 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>L-uffiċjali tal-FOI fi ħdan il-Kunsill Nazzjonali tal-Ktieb jistgħu jiġu kkuntattjati b'email fuq nationalbookcouncil@gov.mt jew bit-telefown fuq 27131574.</p> <p>Talbiet tal-FOI jistgħu jiġu sottomessi b'email fuq nationalbookcouncil@gov.mt mis-sit tal-FOI fuq www.foi.gov.mt bl-e-ID jew il-formola online.</p> <p>The FOI officers of the National Book Council may be contacted by email at nationalbookcouncil@gov.mt or by telephone on 27131574.</p> <p>FOI requests may be submitted by email to nationalbookcouncil@gov.mt through the FOI portal www.foi.gov.mt via the e-ID or through the online form.</p>

Detalji dwar il-Proċedura ta' Ilmenti Interni

Details of internal complaints procedure

Applikant li t-talba tiegħu ma tintlaqax, jew li ma jkunx sodisfatt bl-informazzjoni pprovduta jew bil-format jew bl-estensjoni li jkun ingħata li tinfirmah meta se jkun imwieġeb, jista' jdaħħal ilment lill-awtorità pubblika b'email fuq nationalbookcouncil@gov.mt mis-sit tal-FOI bl-e-ID jew bil-formola online.

L-ilment irid ikun indirizzat lill-uffiċjali tal-FOI, li għandhom iressqu l-ilment lill-aktar uffiċjali responsabbli (jiġifieri uffiċjali anzjan fid-dipartiment). L-uffiċjal responsabbli jrid iwieġeb lill-applikant fi żmien għaxart ijiem tax-xogħol mindu jirċievi l-ilment. L-applikant irid ikun infurmat li hu jew hi jista' jappella mid-deċiżjoni jew jindirizza l-ilment lill-Kummissarju tal-Informazzjoni u l-Protezzjoni tad-Dejta skont l-Att dwar il-Libertà tal-Informazzjoni (Kap. 496 tal-Liġi ta' Malta).

L-uffiċjali responsabbli jrid jinforma lill-applikant dwar id-deċiżjoni meħuda, u jekk jitqies meħtieġ li l-informazzjoni ma toħroġx fil-pubbliku jridu jingħataw ir-raġunijiet għala. Jekk l-ilment tal-applikant ikollu x'jaqsam mal-format jew l-informazzjoni pprovduta jew jew l-estensjoni li jkun ingħata li tinfirmah meta se jkun imwieġeb mill-Ministeru, iżda d-deċiżjoni oriġinali tibqa' kif inhi, l-applikant irid jingħata raġuni għala l-ilment tiegħu ma jistax ikun indirizzat.

Applikant jista' jirrikorri għall-Proċedura ta' Ilmenti Interni jekk ma jingħatax tveġiba jew notifika saż-żmien stipulat.

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 submit a complaint to the Public Authority by e-mail to nationalbookcouncil@gov.mt, through the FOI portal www.foi.gov.mt via the e-ID or through the online form.

The complaint should be addressed to the 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 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).

The officer responsible shall inform the applicant of the decision taken with respect to his or her

<p>Informazzjoni oħra</p> <p>Other information</p>	<p>Hinijiet tal-ftuħ tal-uffiċċju: Mit-Tnejn sal-Ġimgħa mit-8am sal-5pm.</p> <p>Hlasijiet b'kontanti jridu jsiru fl-uffiċċju tal-Kunsill Nazzjonali tal-Ktieb fil-Kumpless Bice Mizzi Vassallo, Triq Arnhem, Pembroke, PBK 1776. Hlasijiet b'ċekk isiru lill-Kunsill Nazzjonali tal-Ktieb.</p> <p>Office opening hours: Mon-Fri from 8am till 5pm.</p> <p>Payments in cash can be made at the National Book Council, Bice Mizzi Vassallo Complex, Arnhem Road, Pembroke. Payments can also be made by cheque payable to National Book Council.</p>
<p>Dettalji tal-kuntatt tal-awtorità pubblika</p> <p>Public authority contact details</p>	<p>Kellimna minn <u>hawnhekk</u>.</p> <p>Contact us <u>here</u>.</p>