

## **General Description of the categories of Documents held at the Malta Communications Authority:**

1. Policy documents, reports and related working documents on matters that fall within the portfolio of the Malta Communications Authority
2. Explanatory Memoranda, Instruction Notes, Briefing Notes and Speaking Notes for use by Officials of the Malta Communications Authority, the Permanent Representation of Malta to the European Union, Ministers, the Prime Minister etc as necessary.
3. Multilateral and Bilateral International Agreements
4. Decisions related to matters which are regulated by the Malta Communications Authority
5. Decisions related to complaints made by Operators which are regulated by the Malta Communications Authority
6. Guidelines related to matters administered by the Malta Communications Authority
7. Documents related to the European funded projects managed by the Malta Communications Authority
8. Documents related to the administration and implementation of initiatives undertaken by MCA
9. Documents related to customer care queries
10. Dossiers related to procurement (Request for Tender, Requests for Quotations and Request for Information)
11. Contracts relating to the provision of services required by the Malta Communications Authority
12. EU Council and EU Commission Documents
13. Personal Files of Employees of the Malta Communications Authority.
14. Minutes of the meetings and final documents related to the Malta Communications Authority Board, the Management Committee of the Malta Communications Authority and to the Malta Communications Authority Financial Planning and Control Board (FPCC).
15. Draft Legislation up to publication stage