

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, Second and Third Gender-Based Violence & Domestic violence Strategies and National Action Plans • Commission Annual Reports • Research findings and projects • State report addressed to GREVIO (2020) • Baseline evaluation report by GREVIO (2020) • State report addressed to GREVIO (2024) • First thematic evaluation report by GREVIO (2026)
Statement of the information that	The FOI officers of the Commission on Gender-Based Violence and Domestic Violence may be

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	contacted by e-mail on foi.cgbvdv@stopviolence.gov.mt or by telephone on 2276 8301. FOI requests may be submitted by e-mail on foi.cgbvdv@stopviolence.gov.mt or through the FOI portal https://foi.gov.mt/
Details of Internal Complaints Procedure	Applicants may submit a complaint to the Public Authority within a maximum of 30 days from the date of the last relevant communication by the Public Authority. A decision will be provided within 10 working days from the receipt of the complaint. Subsequent and different complaints on the same request can only be submitted to the Public Authority after the first complaint has been answered or following the lapse of 10 working days from the date of submission of the complaint. If applicants remain dissatisfied with the outcome of their complaint, they may appeal the decision through the Information and Data Protection Commissioner (IDPC) within 60 days from the date of the notification by the Public Authority. Should applicants remain dissatisfied with the outcome of this procedure, they may appeal the decision through the Information and Data Protection Appeals Tribunal within 20 working days from the last relevant communication by the IDPC. An appeal from this decision may be registered at the Courts of Appeal within 30 days from the last relevant communication of the Information and Data Protection Appeals Tribunal.
Other Information	Office working hours: 1 October – 15 June: 7.45am – 16.45pm 16 June – 30 September: 7:30am – 13:30pm
Public Authority Contact Details	Address: Commission on Gender-Based Violence and Domestic Violence, Zentrum Business

	Centre, Triq l-Imdina, Qormi Telephone number: 2276 8301 E-mail address: contactus@stopviolence.gov.mt
--	--