

# Ministry for Resources and Infrastructure

## Works Division Office of the Director General

### LEGAL OFFICE

The Ministry for Resources and Infrastructure, the Works Division and the Services Division, including the various departments, constantly consult the Legal Office, as well as request its assistance with respect to the drafting of contracts, as well as in judicial proceedings before the Law Courts in order to safeguard their interests.

This led to the filing of approximately 110 judicial acts in Court during 2006, on behalf of various departments within the Ministry for Resources and Infrastructure. As a direct result of such legal action, the Works Division recouped the sum of at least Lm99,840 in 2006.

The Legal Office assisted the various departments within the Ministry, as well as the Ministry itself, in approximately 45 cases before the Law Courts and the Small Claims Tribunals, apart from providing assistance in arbitration proceedings before the Malta Arbitration Centre. The Legal Office was also involved in the drafting and amendment of laws falling within the competence of this Ministry.

Lawyers within the Legal Office attended a number of seminars and conferences held both locally as well as abroad, and also submitted relative reports. The Legal Office also contributed to various reports which were compiled and submitted to the Euro Project Co-ordinator.

### DOOR NUMBERING UNIT

Door numbering exercises were completed in the following localities during 2006:

| Locality      | Government Gazette | Number of Streets |
|---------------|--------------------|-------------------|
| St Paul's Bay | 17,930             | 29                |
| St Paul's Bay | 17,975             | 23                |
| Rabat         | 17,975             | 12                |
| Birgu         | 17,947             | 13                |
| Paola         | 17,910             | 12                |
| Fgura         | 17,933             | 9                 |
| St Paul's Bay | 18,001             | 18                |
| <b>Total</b>  |                    | <b>116</b>        |

The Unit carries out its work in full co-operation with the Electoral Office, the Commissioner of Police, the Water Services Corporation, Maltapost plc and the local councils.

During 2006, some changes were introduced in the way the door numbering exercise is carried out. These changes were mainly required to ensure compliance with the Data Protection Act.

Furthermore, a committee was set up consisting of representatives of the Works Division and the Electoral Office. This committee meets periodically to review the situation and introduce any improvements that are felt necessary in the procedures and guidelines of the door numbering exercise.

## WORKS PLANNING AND MANAGEMENT UNIT

During 2006, the main task carried out by this unit was the preparation, and updating progress, of a programme of works for various projects undertaken by the Works Division.

### Programme of Works carried out during 2006

#### Projects

|                                                   |                                       |
|---------------------------------------------------|---------------------------------------|
| Aqueduct in St Venera – paving and lighting       | Wied Babu Żurrieq – embellishment     |
| B'Bugia Parish Square paving project Phase I & II | Villa Francia – Lija                  |
| Hasting Gardens embellishment project             | Ta' Qali – American Embassy site      |
| Misrah San Leonardu in Kirkop – upgrading         | Restoration works of various projects |
| Lija Parish Square paving                         | Ghar id-Dud Sliema – embellishment    |
| Mixtla ta' Bormla Recreational Area               | Mall Garden in Floriana               |
| Xemxija Promenade upgrading                       | Ta' Xbiex Promenade                   |
| OPM Registry Auberge de Castille Valletta         | Church Parvis at Żurrieq              |
| 13 St Paul's Street, Valletta – OPM Offices       | Qrendi Village Core – embellishment   |

#### Programme of Works for Projects commencing in early 2007

|                                                    |                                       |
|----------------------------------------------------|---------------------------------------|
| Xatt is-Sajjeda M'Xlokk                            | St John's Square in Valletta – paving |
| Wied Babu - Haġar Qim Panoramic Rd – embellishment |                                       |

### Refurbishment Works at the Auberge de Castille

- *Installation of Glass Doors:* A number of glass doors were to be installed so as to help improve the entrance procedures into the Auberge and enhance general security and better control on access. The glass doors have now been installed including the glass vestibule for the main door overlooking Castille Square. Only minor items remain pending and these are expected to be concluded in the first quarter of 2007.
- *Restoration and installation of a lighting system for the façade:* Reports, method statements, proposals and estimates for the complete restoration of the façade, as well as the installation of a lighting system for the same façade, had been presented in 2005. During 2006, the Restoration Unit within the WD carried out consolidation works on the façade as a preliminary measure to contain further damage.
- *Refurbishment works in the Registry offices:* The work consisted in the complete refurbishment of the registry area to better accommodate the employees and to store the files more efficiently. The third and final phase of the project has now been completed so that this project is now complete.
- *Paving of the semi-external courtyard:* The final phase of this project has been completed so that all the semi-external corridors at ground floor level are now paved with porfido material.

### Works at 13 St Paul's Street and 14-16 Melita Street, Valletta

- The works consist in the refurbishment of these premises so that they could be utilised by Government. Works were taken in hand following the approval by MEPA to carry out refurbishment works and the publication and award of the necessary tenders. The works included some structural alterations, the installation of a new electrical/ELV system, an air-conditioning system, tiling and plastering, new and/or restored apertures, and other finishes and amenities. The refurbishment works have now been completed and the premises are now to be used as offices by the staff of the Office of the Prime Minister.

RAY FARRUGIA

*Director General (Works Division)*

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## Works Division

### Building and Engineering Department

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#### INTRODUCTION

During 2006 the Building and Engineering Department maintained its role as the principal design arm of the Works Division in respect of projects originating from the Ministry for Resources and Infrastructure (MRES), as well as for projects originating from other ministries and departments.

The main projects that originated from the Ministry for Resources and Infrastructure were landscaping projects aimed to enhance the environment and the quality of life of the local populace and tourists. The main project that originated from outside the MRES was the demolition of structures at Ta' Qali area, including the disposal of hazardous wastes.

The departmental set-up for 2006 incorporated the Office of the Director, the Design Unit which assimilates the Office of the Draughtsmen, the Office of the Records and Archives, and the Architectural and Engineering Office responsible for the design and project management of assigned projects, the Services Unit incorporating the Electrical and Mechanical Engineers Office, the Quantity Surveying Unit which is responsible for preparing tender documents (Pre Contract) and measurement of works carried out (Post Contract), the Land Surveying Unit responsible for carrying out land surveys and related work, and the Rehabilitation Project Office incorporating the Valletta Rehabilitation Project, the Mdina Rehabilitation Committee, and the Cottonera Rehabilitation Committee all in their turn responsible for monitoring of projects in these sensitive areas.

#### THE DESIGN UNIT

The following is a list of projects that were executed during 2006 and projects which commenced during 2006 and are still in progress:

#### Projects Originated by the Ministry

- *The Mdina Paving Project:* Works here consisted in the removal of overhead public utility services, the scarifying of existing roads and the construction of a concrete sub-base, the installation of manhole inspection covers, and overall paving in *hardstone* material. Cost of project (excluding services and labour): Lm690,414. Project was completed in April 2006.
- *The Hastings Gardens Project:* Works here involved the construction of a decorative perimeter wall, the paving of walkways in local stone and granite, the construction of a *gardjola*, and the installation of lighting fixtures, street furniture, and other amenities for use by the general public. Cost of project: Lm326,000. Project was completed in July 2006.
- *Upgrading of Pjazza Trasfigurazzjoni in Lija:* The works here comprised the paving of the square in front of the village Parish Church, including the street leading up to the square. The project included also the installation of lighting fixtures, street furniture, and other amenities. Cost of project: Lm47,000. Project was completed in 2006.
- *The Church Parvis at Żurrieq:* The Żurrieq Church parvis project required the removal of an existing staircase and paved areas leading to the parvis, and replacing same with solid granite steps and granite paving. The project is still ongoing and the cost is estimated at Lm50,000.

- *The Mixtla ta' Bormla Project:* This is a landscaping project which includes the formation of footpaths, squares, decorative lighting and street furniture and other amenities. This is another ongoing project estimated to cost some Lm277,000.
- *Upgrading of the area around Birżebbuġa Parish Square, including the Church Parvis:* These works consisted of upgrading the area at the back, sides, and the parvis of the parish church.
- *Upgrading of Għar id-Dud Promenade Project:* This area is being upgraded to the same design as adopted for the existing promenade, stretching from Għar-id-Dud to Spinola Bay. The works include the construction of a sea wall to replace the existing one which was rendered in a bad state of repair, the demolition of the structure known as the *Chalet*, paving, installation of railings, banisters, planting of trees, and installation of other amenities. Estimated cost of project: Lm200,000.
- Demolition of ex-Jumbo Lido, Qui-Si-Sana.
- Construction of Bridge at the Marsa Sports Ground (Marsa, Athletics Track).
- Construction of a monument at Żurrieq in honour of Carmelo Caruana.
- *The Wied Babu Project:* The upgrading of Wied Babu Promenade consisted of a landscaping project and the widening of the walkway. The project included the construction of retaining and parapet walls, paving of the pedestrian walkway, installation of street furniture and lighting fixtures, and other amenities.
- *The Upgrading of the Village Core at Qrendi:* This project comprises the removal of overhead public utility services, the paving of walkways, the upgrading of the Parish Church parvis, the installation of lighting and street furniture and other amenities for the enjoyment of the general public. This project started during October 2006, and the cost is estimated at around Lm200,000.
- The Upgrading of Ta' Xbiex Promenade Project: Works here started in October 2006. The project is estimated to cost Lm90,000.
- Upgrading of the Garden at the Mall in Floriana: Works began in December 2006. The estimated cost is of Lm100,000.
- *Upgrading of Xatt is-Sajjieda at Marsaxlokk:* The design and tender documents in respect of this project were initiated in 2006, with a view that work will start in 2007. This project includes paving with *natural* materials of and along the Promenade at Marsaxlokk.
- *Paving works at Merchants' Street and at St John Street in Valletta:* The design and tender documents in respect of these projects were prepared during 2006. Work here is envisaged to start in 2007.
- *Construction of an Open-Air Sports Facility at Blue Grotto Avenue in Żurrieq:* This project is still in the design stage and consists in the construction of a five-a-side football pitch and a multi-sport arena for children to engage in different sporting activities.
- *Construction of the Clock Tower at Birgu:* Designs were carried out for the reconstruction of the Clock Tower at Birgu. An application was submitted to MEPA for approval.
- *MSD Fuel Pumping Station at Kordin:* A tender was issued for the relocation of existing MRES fuel station from Kirkop to Kordin.
- The Wied Żurrieq Upgrading Project: Preliminary designs were carried out for the upgrading of this area. The project is still in the design stage.
- A Project to address problems related to flooding at St George's Bay, Birżebbuġa
- A Project to address problems related to flooding at Misraħ ir-Repubblika, Żurrieq
- A Project to address flooding problems at Wied Għollieqa and at Triq Turu Rizzo, both in Gżira
- Upgrading of war time underground shelters at Hal Safi
- Structural inspections to address structural problems at the church dedicated to Sant'Ubaldesca in Paola
- Consolidation of fortifications at the Salient of St Christopher Bastions in Valletta

### Projects originated by other Ministries and Departments

- *Demolition of structures denominated as the Counting Halls at Ta' Qali, including the removal of hazardous waste:* This project was the main project entrusted to the Works Division from other entities. Works consisted in the demolition of existing structures, the removal of services, the excavation to rock level and construction of a road, and the removal of 800m<sup>3</sup> of asbestos.
- *Extension of offices at the Police General Head Quarters at Floriana:* This project consisted of the construction of one level of stores and two levels of offices in one of the vaults at the Police HQ.
- Installation of Passenger Lift at the Police General Head Quarters in Floriana.
- *Offices for MITTS:* Plans were carried out for the conversion of a factory at Rinella in Kalkara to house new offices for MITTS.
- *Garden at Manikata:* This is an ongoing project being financed by the Mellieħa Local Council. The Building and Engineering Department is involved in the design and supervision aspects of the project.
- *Works at Main Hall at San Anton Presidential Palace:* This hall, presently being used as a large kitchen, is being converted into a dining hall. This involves structural works and the installation of partition walls, suspended ceiling, replacement of flooring and the construction of a fire place.
- *Upgrading works of Villa Francia, Lija:* Studies were carried out for the better utilisation by Government of this Villa. Works here include the restoration of the existing building structure and the rehabilitation of the landscaped gardens.
- *Parliamentary Mediterranean Assembly at Spinola Palace in St Julians:* Designs were carried out so that part of this building could host conferences connected with the Secretariat to the Parliamentary Assembly of the Mediterranean.
- *Upgrading of Gardens at Villa Rundle in Rabat, Gozo:* Designs were carried out for the complete rehabilitation of this garden. The scope of this project is to give a new life to this garden with a view to integrate it with the physical, social and economic aspects of social life in Rabat today.
- *Extension of Addolorata Cemetery in Paola:* This project involves the extension of the existing cemetery, including landscaping and planting as required.
- *Detention Centre at Ta' Kandja:* Plans were carried out for a new detention centre at Ta' Kandja.
- *Alterations and Additions to offices at AFM:* Works consisted in extending the main buildings at the barracks of the Armed Forces.
- Installation of Lift and related construction works at the San Anton Presidential Palace.

### Projects Currently at the Design Stage

- Construction of the Regatta Club at B' Buġa
- Demolition and reconstruction of the B' Buġa Water polo Club
- Construction of a Parish Centre at Ta' Xbiex
- Upgrading of Toilets at school formerly known as Tal-Pilar in Valletta
- Extension of the building formerly housing the ex Department of Lotto with a view to house the Ministry of Finance
- Alteration to the buildings housing the Department of Contracts, Ministry of Finance in Floriana
- Construction of a reservoir at ir-Razzett tal-Ħbiberija complex situated in M'Scala

## THE SERVICES UNIT

### Services Unit – Mechanical

- Ghajn Tuffieħa camping site (cost – Lm108,000 excluding sub-station)
- Hastings Gardens

- Parish Church – Kirkop
- Transfiguration Square – Lija
- The Palace, Valletta (installation of lift)
- Auberge de Castille (installation of lift)
- St Vincent De Paule (air-conditioning and ventilation in halls 9 and 10)
- Home for the Elderly at Mosta (air-conditioning)
- Police Depot – Floriana (installation of lift)
- Transfer of Fuel Pumping Station from Kirkop to Kordin
- Public Garden – Mixtla ta' Bormla
- The San Anton President Palace (air-conditioning and ventilation to dining hall)
- Villa Francia, Lija (air-conditioning)
- Garden at Villa Rundle
- St Vincent De Paule (air-conditioning and ventilation halls 11, 12, 13 & 14)
- OPM offices in St Paul Street in Valletta (air-conditioning)

### Services Unit – Electrical

- Flood lighting of architectural important buildings at Mdina including the main entrance gate
- Lighting at The Mall Garden, Floriana
- Lighting of Chapel of San Bert, Żurrieq
- Lighting of Wignacourt Aqueduct, Mrieħel
- Lighting of Hastings Garden, Valletta
- Maintenance of flood lighting at Bieb il-Bombi
- Decorative lighting at the Mixtla ta' Bormla
- Lighting at the Gate of Santa Liena in Bormla
- Lighting at the B' Buga Parish Church project
- Maintenance of lighting at Fort St Angelo
- Lighting of Gate ta' Sant' Anna, Isla
- Substation at AFM Safi Barracks
- Lighting of bridge at Marsa Sports ground
- Electrical works at Land Registry offices in Valletta
- Lighting at Wied Babu Promenade
- Decorative lighting at Qrendi Parish Square
- Decorative lighting at Parish Church Parvis, Żurrieq
- Decorative lighting at Xemxija Promenade, St Paul's Bay
- Decorative lighting at Ta' Xbiex Promenade, Ta' Xbiex
- Decorative lighting at M'Xlokk Promenade, M'Xlokk
- Decorative lighting at St John Square in Valletta
- Decorative lighting at Għar id-Dud Promenade, Sliema
- Decorative lighting to façade of San Pawl Chapel in Attard
- Decorative lighting at San Bazilju Chapel in Mqabba
- Electrical works at San Anton Presidential Palace, Attard
- Electrical works at Villa Francia, Lija
- Electrical works at Villa Rundle in Rabat Gozo
- Decorative lighting of façade at Auberge de Castille, Valletta
- Installation of new electrical lighting system at Library of the Permanent Committee to the House of Representatives
- Installation of central standby generator for use at the Palace, Valletta
- Electrical installation and other services to corner buildings in St Paul Street corner with Melita Street, Valletta
- Second Phase of electrical works at the Auberge de Baviere, Valletta
- Installation of a CCTV system at the Central Public Library in Floriana
- Electrical works at the Department of Contracts, Floriana
- Lighting installation at the driveway and yard at San Anton Palace

- Installation of a lightning protection system at the Verdala Palace in Buskett, l/o Siggiewi

### Valletta Rehabilitation Project

- Preparation of a Master Plan for Valletta
- Monument in honour of Enrico Mizzi, Valletta
- Copy of Bust of King George V, Floriana
- Maintenance to corner statues in Valletta
- Maintenance to Great Siege Bell Memorial
- Continuation of restoration to Sarria Church, Floriana
- Continuation of restoration to paintings in Victory Church, Valletta
- Restoration of the 16<sup>th</sup> Century organ at St John Co Cathedral, Valletta
- Continuation of restoration to Paladini paintings at The Palace, Valletta
- Restoration of Kappella tas-Salvatur, Kalkara
- Restoration of Kappella Santu Rokku, Mdina
- Saluting Battery – Upper Barrakka Gardens
- Maintenance of façade and ceiling at the Jesuit's Church, Valletta
- Pagus Project - Programme of Assistance and Sustainable Urban Management, Regional Framework Operation (RFO) initiative presented by the Umbria Region to the European Commission within the framework of the INTERREG IIIC Programme. A project co-financed by the EU.

### THE LAND SURVEY UNIT

The Survey Unit carried out 167 survey downloads besides setting out to various projects. The Survey Unit caters for the following entities:

- The Works Division
- MITTS Ltd
- The Armed Forces of Malta
- The Wignacourt Museum

The Land Survey Unit was involved in all of the following hereunder listed projects namely:

### Works Division Projects

#### General

- Wied Babu Promenade
- Haġar Qim Promenade
- Cospicua Garden
- Floriana Mall Garden

#### Valletta

- Hastings Gardens
- St John Street
- Merchant Street

#### Town/Village Main Church Squares/Parvis

- B'Buġa
- Mqabba
- Qrendi
- Safi
- Żurrieq

- Kirkop
- San Ġwann
- Żabbar
- Qormi, San Ġorġ
- Luqa
- Mqabba

#### *Storm Water Projects*

- Marsa
- Burmarrad/Kennedy Grove
- Blue Grotto Avenue in Żurrieq
- Kappara/Gżira
- Safi/Kirkop (Karwija)
- Wied Żembaq in B' Bugia
- Wied Qirda in Żebbuġ

#### *Panoramic walks*

- Dingli Cliffs

#### *Other Projects*

- Mdina Paving Project
- Żurrieq Xarolla/Safi Road depressions
- Wied iż-Żurrieq Village
- Addolorata Cemetery
- Qrendi Maqluba
- Żurrieq, Bubaqra road formation
- Ta' Xbiex Sea Front re-embellishment
- Lija, Villa Francia restoration
- Pembroke
- Żurrieq, Triq it-Torri road formation
- Paola, Wied Blandun access to valley
- Ta' Qali, ex-counting Hall excavation
- Sliema, Ghar id-Dud paving
- Mqabba, Triq il-Mixtla
- Project House basement level
- M'Xlokk Sea Front
- Hal Far recreational area
- Korradino, MSD new fuel station

#### *MITTS Limited*

- Rinella relocation factory

#### *Armed Forces*

- Hay Wharf new workshops
- Luqa Barracks car park
- Ta' Kandja Quarry

#### *Wignacourt Museum*

- Rabat Wignacourt Catacombs

### Expropriation Files

- Gudja, St Catherine Street
- Kirkop, St Joseph Street

## QUANTITY SURVEYING UNIT

The main duties carried out by the Unit are:

- the preparation of Budget Estimates at pre-planning stage;
- the drafting of particular specifications;
- the preparation of Bills of Quantities;
- the drawing up of estimates for allocation of funds for tendering purposes;
- the evaluation of tenders and drafting of technical reports;
- giving advice regarding contractual procedures and interpretation of conditions of contracts;
- the drawing up of monthly evaluations for issue of interim payments to contractors;
- the re-measurement of all contracted works;
- the drawing up of final accounts and agreeing rates for variations with contractors;
- checking, evaluating, and reporting on extra contractual claims submitted by contractors.

During 2006 the following works were handled by the Q.S. Unit:

- tender documents, Bills of Quantities and Estimates were prepared for 91 tenders with an estimated value of Lm1,214,495.00;
- 48 Final Bills on a re-measurement basis were prepared for completed contracts with a total value of Lm981,742.16;
- the value of 59 contracts awarded but still in course of construction and being re-measured by the Q.S. Unit at the end of 2006 was of Lm11,088,651.56
- valuation for monthly Interim Payments to contractors during the course of contracts amounted to Lm232,752.84.

Besides the work load mentioned above, staff were involved in other activities namely:

- advice to Architects/Engineers on contractual procedures regarding disputes with contractors and consultants;
- a professional Grade Q.S attends the Law Courts in cases of litigation;
- EU funding projects for restoration works: restoration works to Senglea spur, Senglea bastions, St Andrew bastion and lower platform, Valletta, St Andrew bastion and tenile, St John demi-bastion and surrounding area (Valletta landfront);
- estimating and measuring of works carried out by the Construction and Maintenance Department employees on behalf of local councils;
- preparation of other estimates including: pre-contract works included paving works to Merchants' Street, Market Square and St John Square in Valletta. Value of works at Lm700, 000; pre-contract works included restoration for the St John Cavalier Phase I of Valletta Landfront (EU funding project). Value of works at Lm300,000; and budgetary estimates for the Cospicua recreational area. Value of works at Lm527,455.00.

Priority is given to the training of our staff. Various members of the Unit attended courses organised by the University of Malta.

### Final Accounts Settled During 2006

|                                         |                      |
|-----------------------------------------|----------------------|
| Building and Engineering Department     | Lm 931,160.63        |
| Construction and Maintenance Department | Lm 25,322.22         |
| Drainage Department                     | Lm 22,195.89         |
| Storm Water System Department           | Lm 3,063.42          |
| <b>Total</b>                            | <b>Lm 981,742.16</b> |

**Payments on Account Certified During 2006**

|                                         |                      |
|-----------------------------------------|----------------------|
| Building and Engineering Department     | Lm 135,872.56        |
| Construction and Maintenance Department | Lm 32,098.59         |
| DG Services                             | Lm 26,911.72         |
| Storm Water System Unit                 | Lm 37,869.97         |
| <b>Total</b>                            | <b>Lm 232,752.84</b> |

EMANUEL BUTTIGIEG  
*Director (Building and Engineering)*

## Works Division

### Construction & Maintenance Department

The Construction and Maintenance Department (CMD) is one of the largest departments within the Ministry for Resources and Infrastructure. This Department has a workforce of around 900 employees that includes administrative, professional, technical, and direct labour personnel.

The CMD is made up of the following units:

- The Restoration Unit
- The Central Districts Office
- The Supporting Services
- The Lija Workshop

As the name implies, the Restoration Unit carries out specialised restoration works. The Central Districts Office executes various projects and works such as and including embellishment and maintenance works as commissioned by various entities amongst which are ministries, government departments, and local councils.

The CMD provides other services through the Supporting Services Unit, such as waterproofing works and supply of *franka* stone blocks from the Ta' Robba Quarry which is owned by Government. The Lija Workshop carries out various iron works in connection with the various projects being executed by this Department.

#### RESTORATION UNIT

Various maintenance works have been carried out at the following sites, premises, monuments, historical buildings and fortifications:

|                                                                                  |                                                                                                  |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Restoration of the Wignacourt Aqueducts                                          | Restoration of Our Saviour Church, Kalkara (1 <sup>st</sup> phase)                               |
| Internal restoration works at Our Lady of Sorrows Church, Pieta                  | Restoration of San Bażilju and St Michael Church in Mqabba                                       |
| Restoration of St Mary and St Roque statues at Qrendi                            | Maintenance works at the Jesuits' Church in Valletta                                             |
| Restoration of the façade of St Bartholomew Chapel at Żurrieg                    | Restoration of the façades of the Sarria Church in Floriana                                      |
| Maintenance works to Hastings Gardens Bastions                                   | Restoration of the façade of St Roque Church, Mdina                                              |
| Various works at the San Anton Presidential Palace                               | Restoration of various bastions in Birgu                                                         |
| Restoration and Maintenance works at the Ospizio, Floriana                       | Restoration of the Madonna ta' Loretu Statue in Kalkara                                          |
| Maintenance works at St Jacob and St Philip Chapel in San Gwann                  | Restoration of St Joseph Statue in Kalkara                                                       |
| Restoration of St Mary Statue in Valletta                                        | Restoration of St Lawrence Statue in Birgu                                                       |
| Cleaning of various bastions located in Valletta, Floriana, Mdina, and Cottonera | Restoration works at the premises housing the Notorial Archives (phase 1)                        |
| Restoration of St Paul Church at tal-Qlejja, Mosta                               | Paving works at St Helen Gate in Bormla                                                          |
| Restoration of the façade of St Gregory Church in Żejtun                         | Completion of a three dimensional survey of the Haġar Qim temples, Mnajdra, and its surroundings |
| Cleaning/removal of graffiti from various historical sites                       | Three dimensional survey and digital interpretation of St Elmo Bastions in Valletta              |
| Restoration of Sta Luċija Chapel at Mtarfa                                       | Initiation of restoration works at the National Library Portico in Valletta                      |

|                                                                                 |                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Restoration of Santa Maria ta' Cappuna Chapel in Marsa                          | Commencement of restoration works at old Parish Church in Siġġiewi                                                                                                                                                                                                                                                       |
| Restoration of Sta Barbara Bastion in Valletta                                  | Paving works at Triq id-Dejqa, Bormla                                                                                                                                                                                                                                                                                    |
| Replacement of roof located in Our Lady of Victory Church in Valletta           | Restoration works at Victoria Gate in Valletta                                                                                                                                                                                                                                                                           |
| Various works at the Presidential Palace in Valletta                            | Maintenance works at the Verdala Presidential Palace                                                                                                                                                                                                                                                                     |
| Maintenance works to the Westreme Battery in Mellieħa                           | Photogrammetric survey of St John Cavalier, St Andrew Bastion, St Andrew Tennaille, Marina Curtain, Castille Curtain, and St Christopher Bastion all in Valletta, St John Bastions and Couvre de Porte in Birgu, the Senglea spur and Grunenburg Bastion in Senglea, and St Paul Bastion and D'Homedes Bastion in Mdina. |
| Restoration of a historical house at Argotti Botanical Gardens in Floriana      |                                                                                                                                                                                                                                                                                                                          |
| Restoration of the façades of the three Churches in Balzan                      |                                                                                                                                                                                                                                                                                                                          |
| Installation of a new Electrical Network at the Presidential Palace in Valletta |                                                                                                                                                                                                                                                                                                                          |

### CENTRAL DISTRICTS OFFICE

During the year in review, the Districts Section carried out works commissioned by local councils. Works were also carried out on commission from various government departments and also from the Ministry for Resources and Infrastructure. These works consisted mainly of the laying of new pavements, reinstatement of same, embellishment works, the upkeep of roads and gardens, patching of primary and secondary roads, cleaning of canals, building of walls, and various maintenance works on government-owned tenements (non residential) as requested by the Estates Management Department.

The main projects undertaken by CDO during 2006 were the following:

|                                                                                                                         |                                                                |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Maintenance work to balustrades located at Piazza Sta Margherita in Cospicua                                            | Embellishment works at St Anthony Square in B'Kara             |
| Paving works in front of St Francis School in Cospicua                                                                  | Embellishment works at Ta' Xbiex Promenade                     |
| Reconstruction of the front entrance stairs of the Żurrieq Parish Church Parvis                                         | Preparatory works in connection with the paving works at Mdina |
| Works at the Mġarr Parish Church Parvis                                                                                 | Embellishment works at Lija                                    |
| Reconstruction of decorative boundary wall at Ċentru Hidma Soċjali in Sta Venera                                        | Embellishment works at B'Buġa                                  |
| Construction of hall at Gharghur (on behalf of Gharghur Local Council)                                                  | Embellishment works at Mixtla ta' Bormla                       |
| Embellishment works at Hastings Gardens, which included the reconstruction of the boundary wall and the <i>Gardjola</i> | Restoration and refurbishment works at Villa Francia in Lija   |
| Embellishment works at the Wied Babu Promenade at Żurrieq                                                               | Paving of the Parish Church Parvis in Qrendi                   |
| Embellishment works at Kirkop Square                                                                                    | Embellishment works at the Mall Gardens in Floriana            |
| Embellishment/paving works at Wignacourt Aqueducts                                                                      | Embellishment of Ghar id-Dud Promenade in Sliema               |
| Embellishment works at Mellieħa, Siġġiewi and Selmun                                                                    | Paving works at the Saluting Battery in Valletta               |
| Embellishment works at the Xemxija Promenade                                                                            |                                                                |

Works carried out in government-owned tenements were the following:

|                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| Maintenance works at 40/42 Lascaris Wharf, Valletta             | Construction of a substation at the Auberge de Baviere in Valletta     |
| Works at the SPCA premises in Floriana                          | Replacement of roof at Casa Leoni in Sta Venera                        |
| Replacement of roofs of a farmhouse at Bur iċ-Ċaġhaq in Bulebel | Other maintenance works of a minor nature in government-owned property |

## SUPPORTING SERVICES SECTION

The waterproofing section laid some 7,400 square metres of waterproofing membrane on various government-owned premises and departments.

Apart from the usual cutting of *franka* stone blocks, the quarry workers at Ta' Robba were also employed in extending the surface area of the quarry floor by a considerable amount of square metres.

Materials issued from tar-Robba Quarry during 2006 were the following:

|                                                 | <b>Qty</b> |
|-------------------------------------------------|------------|
| <i>Samrotti bit-talut</i> (Storm Water Project) | 1,957      |
| <i>Blokki kbar</i> (2'x3'x4')                   | 1,394      |
| <i>Kantun tal-5"</i>                            | 4,250      |
| <i>Kantun tas-6"</i>                            | 7,050      |
| <i>Kantun tas-7"</i>                            | 500        |
| <i>Kantun tad-9"</i>                            | 46,224     |
| <i>Kantun tal-11"</i>                           | 96         |
| <i>Ċangatura tat-3"</i>                         | 27,161     |

NICHOLAS GRECH

*Director (Construction and Maintenance)*

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## Works Division

### Financial Management Department

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The Financial Management Department continued with its role of providing the various departments within the Works Division and the Ministry for Resources and Infrastructure with assistance in matters relating to finance and procurement of supplies and services. The Department is also responsible for the administration of the main registry and the provision of security services throughout the Ministry.

#### FINANCE BRANCH

The Finance Branch is made up of the following sections - the Accounts Section, the Financial Control Unit, and the Revenue and Salaries Support Unit. This new structure is the result of the newly set-up Financial Control Unit (FCU) and the transfer to Gozo of the back-office work relating to the computation of salaries, for which a supporting unit was set up in our offices in Malta.

#### The Accounts Section

During 2006, the Accounts Section continued with its restructuring programme – a programme that has now been running for the past five years. Code-named *Management Efficiency Programme (MEP)*, this programme is having the effect of transforming the Accounts Section into a proactive role, whilst integrating concepts such as accountability and value for money within all its structures and work practices.

The MEP sets out the clear objectives of the Accounts Section and implements a whole re-engineering of all the work processes, transforming the Accounting Officer's role from a passive role to an active and dynamic one. Thanks to this programme, a new and innovative structure was set up within the Accounts Section aimed towards increasing efficiency and cost effectiveness in accounting processes, particularly the early settlement of dues to the Department's suppliers.

Through the MEP, several initiatives and new comprehensive financial reports were introduced within the Works Division and the Ministry. One such report is a detailed financial report regarding Capital Projects. This report is issued monthly and within five days of the following month for which period it covers. This comprehensive report presents a detailed and clear financial status position on each capital project being undertaken by the Ministry – from the early soft commitment stage throughout the whole life-cycle of the project until it is fully paid up.

With a view to implementing new concepts in managing finances more efficiently and effectively, the MEP introduced the Project Management Programme (PMP). The PMP served as a valuable management tool whereby senior officers from the Accounts Section set up monthly meetings with every Project Manager responsible for each Capital project undertaken by the Ministry. These project management meetings serve to establish expenditure targets of each project and to regularly monitor the progress in the implementation of such projects. The outcome of this Project Management Programme is to better manage our Capital Vote through clear projected expenditure and to step up project implementation.

Through the MEP as undertaken within the Finance Branch, several structures and systems within the branch have also been re-engineered. One such outcome was the setting-up of a new unit within the branch: the Financial Control Unit (FCU).

## Financial Control Unit (FCU)

The scope for setting up the FCU was to see the implementation of the planning and control measures being permeated through the MEP.

The main role of the FCU is:

- to exercise financial control over the expenditure being incurred by the various departments and units within the Ministry; and
- to formulate and initiate cost-cutting measures/structures with the sole view of imbuing a value for money culture in our operations.

The FCU specifically addressed the rather wide ‘gap’ existing at the time of initial implementation of the MEP between the commitment stage and the date on which the full payment is effected to the supplier. This ‘gap’ was clearly not only portraying a bad creditors status image of our Ministry and the Public Service in general, but was also putting under question the accountability status of the outstanding dues involved.

Hence, the FCU engaged itself fully to implement more control and monitoring on the commitments being raised and the relevant outstanding payments. In fact, through a structure that was set up and is being co-ordinated by the FCU, monthly management meetings are now being held with every Director/Head of Department within the Ministry regarding commitments that their Department had generated, with a view that these commitments and their respective settlement be more effectively managed.

Furthermore, new systems were set up within the FCU whereby desk officers could now identify commitments that are effectively due for payment, even through information received directly from the suppliers themselves (in a 360° system), in order to expedite the payments and hence be more responsive to suppliers’ claims.

Positive outcomes that have been registered through these measures introduced by the FCU include: allotted funds are being utilised much more efficiently and effectively, expenditure wastage or excess is continually being identified and rectified, the suppliers’ ‘credit period’ has drastically been reduced from an average of nine months to only 30 days, the formulation of business plans and projections is much more realistic, and financial data is being gathered in ‘real time’ and being reported upon on a much more regular basis.

The FCU is also engaged in the introduction of several programmes and exercises that are directed towards effective control and monitoring of the expenditure being generated both relating to the operations in general (e.g. overheads) of all the departments within the Ministry, and also to capital infrastructural projects that our Ministry is undertaking. The main focal thrust exercised by the FCU is to create or regenerate the ‘value for money’ concept within all operations/structures throughout the Ministry and also to establish itself as a catalyst in curbing government expenditure.

The following is a list of programmes and exercises that were initiated (and now being implemented) by the FCU:

- *Tenements programme* – a control/monitoring programme vis-à-vis rental dues/payments. This programme involved a detailed analysis of all the tenements that were listed under our Ministry; tenements that the rental value of which was substantial and, up to year 2003, used to reach almost Lm225,000 yearly.

From this *tenements* analysis, a team from the FCU compiled a full and correct inventory of all the tenements that are to be registered under our Ministry and for which a rental obligation was truly due. The positive outcome of this exercise was the release of tenements amounting to around Lm55,000 – tenements that either were of no beneficial use or have over time been developed into other structures. The programme is now being updated and addressed on a regular basis.

- *Utilities programme* – a control/monitoring programme in respect of telephone, water and electricity bills.

**Telephone:** A full and correct inventory of all the telephone lines registered under the various departments and entities falling within this Ministry was undertaken. During such a comprehensive exercise, a lot of lines, which had been identified as being of no use or need by our Ministry, were eventually removed. Many such lines had, along the years, been procured at the initial stage of several projects and remained under our name even when the project (say, a road or housing estate) had long been completed, lines which during this exercise had been found hanging and lying around for no use at several sites or places, but for which lines rent was still being claimed and paid.

As a result of this inventory compilation, all the telephone billings are handled by the FCU. The FCU, beside maintaining and updating this inventory of telephone lines, also monitors the operational cost of each line and audits excessive bills through itemised billings.

The positive outcome of such an extensive monitoring exercise is that the total expenditure incurred on telephone billings, related to all the departments falling within this Ministry, registered a savings for the period up to August, when compared with the same period in 2003, of 20% or Lm31,200.

**Water and Electricity:** The same exercise conducted for telephone bills is also being carried out on Water and Electricity billings. The first phase of this exercise, i.e. the removal of several meters, has already been addressed through the compilation of the Tenements programme. The FCU then initiated the process of setting up a proper structure for the close monitoring of all bills under this item. Today, following the initiation of this programme and the related effective monitoring structure, substantial savings were registered on water and electricity consumption billings pertaining to the departments falling within our Ministry during last year.

When compared with the same period in 2004, the expenditure for a seven month period in 2006, incurred on rent and consumption for water and electricity pertaining to all the line departments within the Ministry, dropped by 21%, or Lm23,000.

- *Materials Control Programme (MCP)* – a control/monitoring programme regarding material being issued on capital projects undertaken by the Ministry's own workforce.

Another initiative being adopted at the FCU is the programme that aims to control the substantial materials being issued and used on major projects. Since major projects are now being implemented through our own workforce instead of farming out to third parties, the need arose to set up internal audit structures in order to better control/monitor the purchase of materials for these projects.

The MCP effects the necessary auditing on all the materials authorised, issued, and paid for on each major capital project. The programme matches the materials being issued and registered for payment at the Accounts Section within the Finance Branch with the quantities of the materials as measured on site of the respective project by our Quantity Surveyors. A report on the findings following such an exercise is then drawn up through the MCP by the FCU.

The projects that have already been or are being analysed under this programme include: St Thomas Bay, M'Scala; Storm-water Systems project in Marsa and Qormi; Buġibba Dawret il-Gzejjer project; Caravan Site project; Xghajra embellishment project; Żurrieq Ġnien il-Bennej Garden; Mqabba Garden; Safi Barracks; Streets and pavements embellishment project; Hastings Gardens.

- *Reconciliation of Materials Programme (RECOM)* – a control/monitoring programme re material being issued from our Central Stores and utilised on specific jobs undertaken by the Ministry's own workforce.

The FCU has also initiated and implemented a programme – RECOM – with the objective of maintaining an audit trail on all the materials being issued from our Central Stores in Mriehel. The RECOM programme matches the materials that are being issued 'per job' from our Central Stores with the materials being reported by our District Officers within the Construction and Maintenance Department, as being used on the job for which it was issued or still in hand within the sub-store of the respective district office.

The RECOM programme issues a fortnightly report on its findings, where it exposes any discrepancies, and its cost, that may result from this auditing process.

- *Transport Programme* Transport costs have also been addressed by the FCU. In fact, the expenditure relating to the hiring of vehicles up to August 2006 registered a drop of 76% or Lm81,300 when compared with the figure registered for the same period in 2003. Moreover, the hired fleet size dropped, when comparing these same two periods, by 72%; from 94 vehicles in 2003 to 26 last year. This downsizing in our hired fleet resulted in yearly savings of around Lm156,000 – when comparing the number of hired vehicles today as against the number registered in 2003.

A programme is also being undertaken by the FCU whereby all expenditure relating to transport costs is being mapped out and related to each individual vehicle. The outcome of this complex programme is aimed: to identify the true cost of each individual vehicle within our vast transport fleet and suggest, through a cost-benefit analysis, measures that would result in a reduction of transport costs.

- *Datatrak - Vehicle Control Programme (DT-VCP)* This Ministry has established a Datatrak system in order to better control its transport fleet. The FCU has just begun a programme (DT-VCP) whereby data captured from the Datatrak system is being matched with the sections/departments logbooks or other means registering the authorised work assignments/movements of the vehicle concerned.

The main objective of the programme is to maximise the effective utilisation of the Ministry's transport fleet and also to better control/monitor the movement of our vehicles with a view for increasing productivity and minimise excessive fuel consumption.

All of these initiatives, introduced through this restructuring programme (MEP), are aimed towards being a new and effective tool in fulfilling our commitment in achieving a modern management environment, in line with the targets set out by the public service reform. The Finance Branch within our Ministry is, in fact, committed to act as a catalyst in the dynamic process towards a management that is more effective and real.

### Revenue Section

A restructuring programme is also underway at the Revenue Section. The section has now been reorganised into two units, the Cash Office and the Collection Unit.

In collaboration with the Contracts and Procurement Section, the Cash Office within the Revenue Section has a 'One Stop Shop' regarding tendering/payment procedures.

Up till now, prospective bidders had to call at the Contracts and Procurement Section, and in some cases even at the Chief Draughtsman's Office in Project House, before and after attending the Cash Office in order to effect payments relating to quotation/tender documents. With the setting up of this 'One Stop Shop', all quotation/tender documents and any plans that form part of these tendering documents are to be sold as one complete set at the Cash Office, without the need of the prospective bidders to call at other sections.

Levels of efficiency and effectiveness continued also to be improved at the Collection Unit within the Revenue Section. New systems and structures have been introduced in order to step up the control and monitoring processes regarding the collection of outstanding dues from various departments within the Works Division and on the proper registration of claims.

### Salaries Section and the Salaries Support Unit

In line with Government's policy of providing work in Gozo for Gozitan staff currently working in Malta offices, the Salaries Section within the Finance Branch of this Department was dismantled and the process of the computation of the Works Division's employees' salaries was transferred as 'back office' work to

offices in Gozo. This 'back office' work is now being done by Ministry of Gozo employees under our direct management.

The transfer process was successfully implemented through the guidance of the Works Division Financial Management Department. The current organisation structure was also mapped out by this Department, wherein the Salaries Support Unit (SSU) was also set up within the Finance Branch.

The SSU is there to co-ordinate the flow of information that is transmitted from our offices in Malta to the Gozo-based Salaries Section. The SSU acts as the centre or liaison office through which the information is channelled. It also serves the purpose of customer care to our 'clients' (that is, our employees).

Monthly management meetings are also being held between the top officials of the Financial Management Department within our Ministry and the Salaries Section in Gozo in order to closely monitor the whole process, maintain the high efficiency levels expected from this section and to issue monthly expenditure projections.

### CONTRACTS & PROCUREMENT BRANCH

This Branch is responsible for all the procurement needs of the Works Division as well as the issue of all contracts that are needed to implement the various projects that the Division undertakes during the year.

The Branch is daily engaged in the processing of various and voluminous number of requisitions for the procurement of all type of materials, equipment, stationery, the purchase and repairs of machinery, and other stores through the nominated period contractors. For this purpose there is a large central store at Mriehel, with a smaller store for stationery and other ancillary items at Floriana.

The Contracts & Procurement section also deals with the disposal of various unserviceable items from various departments by means of tendering procedures. It also disposes of obsolete/unserviceable items through appointed boards of survey.

Another major task entrusted to this Branch is the compilation and management of the Inventory within the departments of the Works Division. The importance of this exercise will be much more imprinted once the Accrual Accounting system is in place.

The Contracts and Procurement Branch is currently engaged in talks with the Ministry's Information Management Officer and the MITTS in order to set up a database management programme to monitor and control better the procurement function. The programme is currently in its final screening phase and is envisaged to be made *live* early next year.

#### *Activities in the line of duty of the Contracts & Procurement Branch from November 2005 to October 2006*

The Branch processed 261 contracts for a total value of Lm2,662,315.98.

|                              | <b>Qty</b> | <b>Lm</b>           |
|------------------------------|------------|---------------------|
| Contracts Department Tenders | 15         | 748,031.94          |
| Departmental Contracts       | 86         | 692,739.82          |
| Quotations                   | 45         | 72,759.04           |
| Hand Quotations              | 100        | 137,051.64          |
| Direct Orders                | 15         | 1,011,733.54        |
| <b>Total</b>                 | <b>261</b> | <b>2,662,315.98</b> |

The Section processed also a total of 1,927 GSPOs in purchasing items from contractors having period contracts with the Department. The value of these purchases was of Lm864,361.41.

The Stores Section within the same Contracts and Procurement Section processed 1,467 GSPOs vis-à-vis purchases of items of stationery for a total value of Lm105,864.

Six hundred and thirty nine tender documents were sold to prospective bidders. Revenue collected from this process was of Lm7,402.

There were two instances of sale of items in their *tale quale* state. Revenue collected from these sales totalled Lm485.

#### *Contracts processed by this Section*

- Design, supply and installation of mechanical and electrical services and equipment for the new Fuel Station at Corradino (Lm99,373).
- Electrical installation and wiring works at the Palace, Valletta (including main distribution panel and cable distribution network) (Lm101,206.25).
- Demolition of existing building and excavation works at Ta' Qali (Counting Hall site, adjoining Building and open areas) (Lm837,633.44).
- Civil engineering works, shifting of copper and fibre optic cables in connection with the Marsa Storm Water Project (Phase 2) Jetties Wharf, Marsa (Lm41,181).
- Demolition of building and excavation works including the carting away of material from site at Hay Wharf, Floriana (Lm15,873).
- Supply of decorative lighting for Hastings Gardens at Valletta, Valletta Rehabilitation Project (Lm14,801).
- Cleaning and clearing of run-off water culvert at Marsa: loading and transporting of silt and other alluvial deposits from Jetties Wharf, Marsa, to Offshore Sport Ground (Lm18,290).
- Supply and delivery of luminaries for the Cospicua Recreational Area (Lm17,698.80).
- The Valletta Master Plan study project (Lm22,455).
- Supply and delivery of *gres porcellanato* tiles to Aqueducts project at B'Kara and Balzan (Lm40,070.90).
- Conservation of the vault painting at Our Lady of Victory Church in Valletta (Lm25,094).
- Urgent construction of a storm water culvert at Wied Rmiedi in Attard (Lm14,013.18).
- Supply and delivery to Malta on a CIF basis of hard stone material (Lm56,852).
- Supply and installation of a passenger lift at Police General Head Quarters, Floriana (Lm11,805).
- Piling works to bridge abutments at Jetties Wharf, Marsa (Lm49,985).
- Supply of modular aluminium suspended platforms for the Restoration Unit (Lm38,758.49).
- Supply and delivery of *gres porcellanato* tiles to aqueducts site at Sta Venera (Lm30,075).
- Purchase of ready mixed concrete for general and maritime use in Malta (North & South Region - from August to December) (Lm58,730).

#### **The Registry Section**

Last year, the refurbishment programme at the offices of the Registry Section continued with the installation of more effective and modern equipment. IT hardware, including PCs, is currently being upgraded to meet the level of efficiency required by the Section. It is hoped that such initiatives will serve to improve substantially the performance and effectiveness of this vital section.

## The Security Section

A special unit within the Security Section was set up in June 2003 to carry out daily after-office-hours inspections to Watchmen employed by the Works Division to watch various sites across the island. In 2005, these inspections were extended to cover vehicles parked around our premises during the night. During last year, more than 2,500 night inspections were conducted and moreover, the Security section was also engaged in regular inspections on day workers when called for by line department Directors.

In 2004, the Security Section was equipped with an innovative patrol monitoring system denominated 'Checkpoint'. This system is intended to record the number of checks/inspections that are to be carried out at identified sites by our security personnel. It will serve to better monitor these inspections by ensuring that these inspections are truly carried out at the desired times and frequency.

To date, this system has been installed and is fully functional at the Administrative Buildings in Floriana, where six hourly patrols are conducted every night along fifteen points allocated around these buildings. It is intended that during next year, further sites will be identified for the installation of this patrol system.

MARIO RODGERS

*Director (Financial Management)*

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## Services Division

### Office of the Director General

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#### Mission statement

*To provide a comprehensive range of quality services through its departments and units in projects for the Government of Malta and to clients of the Division in an efficient manner and with the required value for money.*

#### INTRODUCTION

The Division was set up in December 2005 when three departments and a number of units that formed part of the Works Division were transferred to this Division. The departments were the Building Construction Industry Department, the Cleansing Services Department, and the Manufacturing & Services Department. The Building Construction Industry Department was later dissolved, but the Units that formed this Department continued with their activity under the direct responsibility of the Director General.

#### BUILDING REGULATION OFFICE

##### Development of New Legislation

As in the previous years, the Building Regulations Unit maintained its focus on the development of new building regulations with the following initiatives:

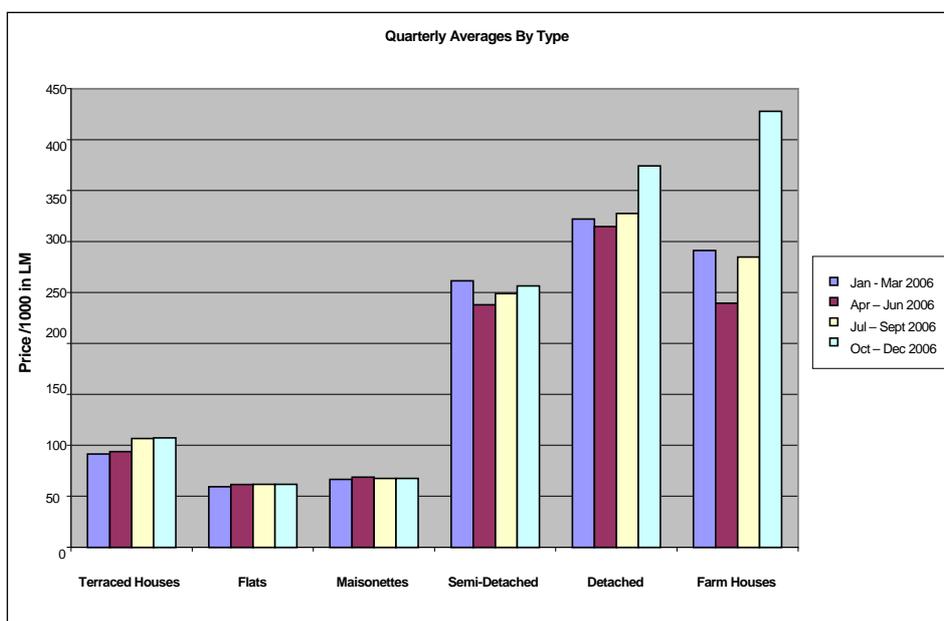
- The publication of a document on *Minimum Requirements for the Energy Performance of Buildings in Malta*, known as Technical Guidance Document 'F'. This document, which was launched in October 2005 for public consultation, was amended as necessary and issued in conjunction with Legal Notice 238 of 2006 and 269 of 2006 through Government Notice No. 1002 to form part of the new legislation that transposes articles 4, 5, and 6 of Directive 2002/91/EC.
- The co-ordination of a working group to formulate a national methodology for measuring the energy performance of buildings in order to comply with the requirements of Directive 2002/91/EC. This working group met on four occasions during 2006 to discuss and agree on the proposals that were made by individual members on specific topics. The draft proposal for a methodology to be used in connection with residential buildings was amended to be brought in line with the requirements of Document F and research was carried out for a proposal dealing with other building categories.
- Participation in the *Energy Demand Management Committee* of the EC, which met twice in Brussels, and also the participation in the Concerted Action Group, which met in Finland (Lahti), and Hungary (Budapest).
- Became a member of the *Display Campaign* which is being organised by *Energie Cités* Association of European local authorities for promoting a local sustainable energy policy. This campaign will promote the display of large posters on public buildings that will provide information on the performance of the buildings in terms of primary energy use, water consumption and CO<sub>2</sub> emissions.
- Participated in technical committees of the Malta Standards Authority dealing with Eurocodes on Structures and codes of practice on Ventilation of premises and Occupational Health & Safety.
- Participated in work done by the Ministry's EU Affairs Directorate on matters dealing with *Free Movement of Services, Mutual Recognition of Qualifications, Education & Training in the Field Of Architecture* and the Floods Directive.

- Participated in work on amending the *Engineering Professions Act*.
- Drafted and proposed amendments to the *Building Price Control Act*.

The Building Regulations Unit also did a number of fire safety design checks on a number of projects being designed by the Building & Engineering Department, amongst which were the proposed alterations to the Contracts Department offices and Project House in Floriana. The Unit also prepared tender documents for the purchase and installation of fire doors and fire evacuation signs for Project House.

### Property Prices Survey

Information gathering on the fluctuation of prices in the domestic properties market continued throughout 2006. The information was taken from adverts in the local papers and logged into the department's database. The following chart represents an indication on a quarterly basis.



## MARKET SURVEILLANCE ON CE MARKING OF CONSTRUCTION PRODUCTS & QUALITY ASSURANCE

### CE Marking of Lift Installations

The Unit responsible for market surveillance of lift installations screened some 4,000 permit applications and 3,000 DNO's as submitted to MEPA. Permit applications having a lift installation were noted into the lift installation database recording system, which system has been in use since 30 June 2002. The Unit also made 400 site inspections and held a number of meetings with individual installers and the Association of Lift Installers. The Unit took part in a twinning light project that was organised by the Market Surveillance Directorate of the Ministry for Competitiveness and Communications.

### CE Marking of Other Construction Products

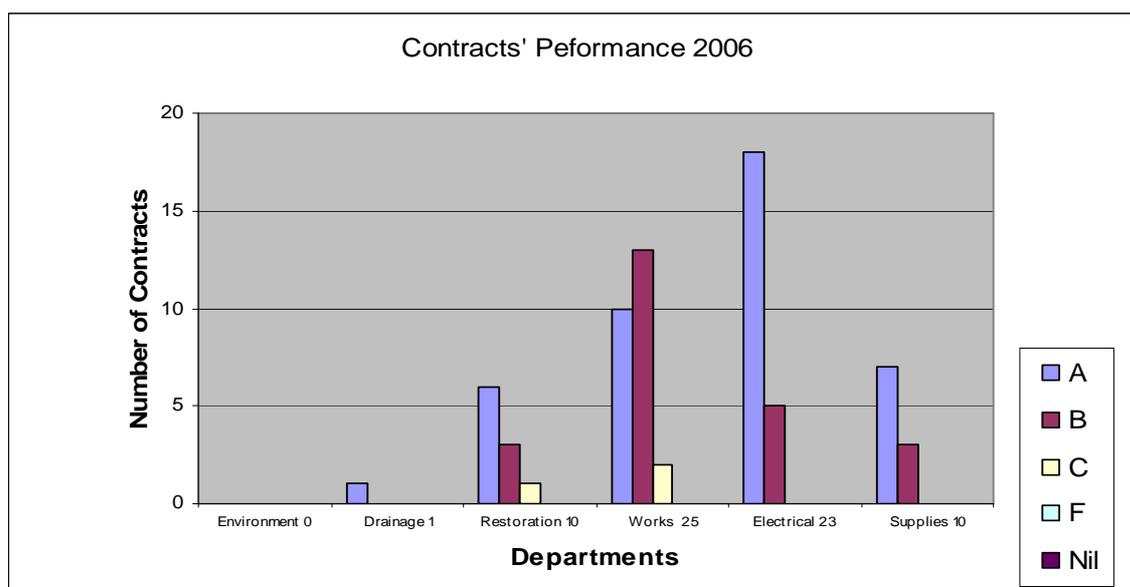
The Unit continued with its participation in a technical committee set up by the BICC and the MSA that is evaluating the preparedness of Maltese enterprises for the introduction of CE marking of construction products such as aggregate, doors and windows, concrete block-work, thermal insulation materials, and certain pre-cast concrete elements. The Unit also participated in a meeting held in Sweden (Malmo), and which was attended by national representatives of most of the 25 Member States, including representatives from Romania, Bulgaria, and Turkey.

## Quality Assurance on Works Division and Services Division Projects

The Quality Assurance Unit continued with its work of gathering samples and co-ordinating the testing of materials that are used on projects carried out by both the Works Division and the Services Division. This year's work was again mainly focused on the Storm Water Project adjoining the localities of Qormi and Marsa, the pre-casting of concrete elements that will be used for the Burmarrad-Salini project, the Wied iż-Żurrieq Road Promenade project, the Hastings Gardens embellishment project, and on various other embellishment projects being undertaken throughout Malta. Around 1,730 samples were gathered and tested (an increase of 147% over 2005) at the Malta University and other private laboratories. The Unit also provided the services of one of its technical staff to help in the running of the laboratory of the faculty of Architecture & Civil Engineering Department at the University of Malta to offset some of the Division's costs for testing at this laboratory.

## Database of Contractors' Performance

The Quality Assurance Unit continued with the screening and evaluation of the Contract Completion Reports of tenders issued by the Works Division and the Services Division, logging the results in the database that is being maintained to monitor quality assurance to help in the process of adjudication of tenders. Due to unforeseen circumstances, only 69 reports were evaluated and logged in the database throughout the year.



## Occupational Health and Safety Unit

The Health and Safety Unit continued with its drive to increase awareness of health and safety practice of the workforce at the Services Division.

### Routine Work

The unit made 234 on site of work inspections (an increase of 18% over 2005), and issued 226 reports (an increase of 35% over 2005), in connection with these inspections. It also investigated 39 cases of accidents where employees suffered some sort of bodily injury, and another 21 complaints made by various employees or Units. Regular bi-monthly meetings were also held with the H&S workers' representatives where various complaints and other matters relating to H&S issues were tackled. Ten on-site project risk assessments were also carried out together with the supervisory staff of the actual projects.

### Awareness and Training Courses

The Unit organised a seminar on Safety and Road Signage that was attended by some 60 employees in the grade of architects, senior managers, and employees of both Divisions. The Assistant Commissioner of Police and the Director of the Traffic Management Directorate of the ADT were guest speakers in this seminar. A member from the Unit is also co-ordinating with the BICC a programme on safety of construction workers and on-site training called the *Safety Bus programme*.

### Other Initiatives

The unit updated the Pandemic Flue Plan, compiled a study and a report on the risks encountered by workers when using hardened steel nails, and carried out an exercise and compiled a report to determine the amount of and the condition of both safety and road signage that are available to both Divisions. The Unit also analysed and gave its recommendations on tenders for the procurement of safety gloves, boots, hard-hats, soap, eyewear, respiratory equipment, and sun lotion. All members of the Unit attended several seminars and courses as part of a continuous professional development programme.

## ARCHITECTURAL CONSULTANCY SERVICES UNIT

During 2006, this Unit focused mainly on preparatory work in connection with the Birkirkara-Msida Flood Relief and Water Conservation Project. In conjunction with the Water Services Corporation, the Unit is engaged in the preparation of documents and the issuing of a contract for works in connection with a Storm Water Masterplan for Malta and Gozo. The unit was also in charge of the project management for the construction of the last phase of the Qormi-Marsa storm watercourse.

## MARINE AND STORM WATER UNIT

The following works were carried out by the Marine and Storm Water Unit:

- *Hay Wharf*: Project management and site supervision of works here were continued on the construction of the quays, denominated as phase B and C of the project, with 90% of the works on the quay construction now being complete.
- *Slipway at Pembroke*: New designs were prepared and an application submitted to MEPA.
- *Slipway at Marsa Regatta Club*: Design and submission of application to MEPA.

### Storm Water Projects

- *The Qormi-Marsa Flood Relief*: Construction of the last phase of the storm watercourse was continued and has, for the greater part, been completed. The watercourse in this last phase of the project was 280 metres long, and works involved the manufacture and laying of 130 pre-cast concrete elements to form part of the canal embankments, each element weighting around 12 tonnes. Another 650 elements were laid to form the bed of the watercourse, with some 1800 blocks of special sized stone also laid to cover the embankments. A road bridge was constructed at the point of discharge of the watercourse, built of 70 pre-stressed concrete beams and having as its foundations 23 concrete piles. A number of archaeological findings were discovered during these works, and these had an impact on the duration of the works. These finds were uncovered, measured, and documented by qualified archaeologists, and the project works adapted in such a manner as to enable these finds to be recovered if necessary.
- *Burmarrad-Salini Flood Relief*: Dredging works to clear the Sökkors watercourse were completed. An EIA study, a Cultural Heritage study, and studies to evaluate the impacts of the proposed storm watercourse on the geomorphology, landform, and visual aspects were also carried out. Work was also continued on the manufacturing of pre-cast concrete elements that will form the embankments of the water channel of which 1,600 have already been cast.

- *Flooding in various localities:* Scheme designs to solve the problem of flooding in the following localities were completed, namely in Pembroke, Gżira, Marsaskala, B'Buġja, Żebbuġ, Żurrieq, Ghaxaq, Wied Blandun and Safi.

### INTEGRATED VALLEY MANAGEMENT UNIT

The Valley Management Unit (VMU) is responsible for the maintenance and rehabilitation works in valleys. The specific activities and objectives of valley site operations in 2006 varied and included:

- the removal of illegally dumped material and rubbish, aimed at keeping the valleys clean;
- the regular clearing of excessive sediment especially from water retention areas, behind dams, and from culverts, under bridges and in pipes, and the repair of such infrastructure to restore the water carrying and holding capacity of watercourses;
- the clearing of alien species and introduction of vegetation more suited to the particular environment in order to restore and rehabilitate natural habitats;
- measures to reduce risks of flooding of agricultural land and access roads, and to improve accessibility.

In 2006, work was undertaken in a number of different valleys in different locations as follows:

- *Wied is-Sewda:* Sections of this valley were again cleared of material that accumulated in the water course and behind the low dams along the valley. Illegally dumped rubbish, including building debris, white goods and other items were also removed from areas notorious for illegal dumping. Repair work on three masonry water retention structures were completed thus restoring the water holding capacity at various locations. At a peri-urban location of Wied is-Sewda, a number of indigenous tree species were planted intended as a pilot project in tree planting along valleys.
- *Wied Qlejgha:* A long stretch of this valley is being considered for rehabilitation. Consultations were started with MEPA in 2006, and a planning application for urgent works for the repair of a collapsed dam was submitted and approved. The construction works, together with clearance of debris and sediment were carried out in the summer months. Part of these works also included the reconstruction of high walls to retain soil in agricultural land situated on the upstream side and adjacent to the breach in the dam.
- *Wied Inċita:* A reservoir that had silted up was cleaned and maintained, with repair and cleaning works carried out to all connecting pipes and culverts. Sections of the watercourse were also cleared of excessive sediment and dumped material and rubbish that had been washed down by runoff water.
- *Wied ta' l-Isqof:* Works carried out included the clearance of dumped material from along the watercourse, and sediment that impeded water flow in constrictions in the water course, pipes and under bridges. A number of access bridges to agricultural land were also constructed.
- *Chadwick Lakes:* Large amounts of sediment were removed from a number of locations, especially behind dams, bridges, and small retention structures. Other works along this part of the Qlejgha watercourse included grass cutting, road resurfacing, and cleaning of water tunnels and culverts.
- *Office-based tasks:* The VMU office staff has embarked on a cataloguing and recording system that is comprehensive across all valley systems. The above sites where works have been undertaken are now on record and under regular monitoring. The same approach is to be taken for all forthcoming works in different locations.

CARMEL MIFSUD BORG  
 Director General (Services Division)

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## Services Division

### Manufacturing and Services Department

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Since last year, the Manufacturing and Services Department (MSD) was shifted from the Works Division to the Services Division, which had been newly set up under a separate Director General within the same Ministry for Resources and Infrastructure.

#### MARSA BRANCH

As in previous years, during 2006 the Marsa Branch continued to provide specific technical engineering works for new embellishment projects in different localities, and maintenance services on existing public facilities and infrastructure. Staff complement at this Branch amounted to 382 employees, including the members of a governmental co-operative scheme operating within the Department. *Jobs* opened here during the year amounted to 826, to which must be added another 414 which had been opened during the previous year, but work on which had been continued and completed during the current year, thus totalling 1,240 jobs. All clients were government departments and other public entities.

By the end of 2006, major project works were initiated at various locations namely that at Villa Francia in Lija which was related to various types of restoration and new steel, timber, plumbing, and electrical works. Another project consisted of the installation of a new metal-framed bridge with timber and acrylic plastic (Perspex) slat-flooring through St Helen's Gate at Cospicua. There was also the upgrading of promenades such as that at Ghar id-Dud in Sliema and the one at Ta' Xbiex which required the installation of a metal railing, electrical lighting, benches, and street furniture. These works shall be continued in 2007.

#### Metal Trades Section

In conjunction with the Carpentry Section, the Metal Trades Section carried out steel fabrication, installation, finishing and/or maintenance works in connection with major embellishment and other types of projects. These included the half-a-kilometre run of steel railing at the Wied Babu Promenade in Żurrieq, the external and internal railings and gates at the Mixtla in Cospicua and Hastings Gardens in Valletta, and the completion of 500 double man-hole covers of various sizes for the Mdina project. A large steel-framed with timber-strips fence was manufactured and installed at the lower end of Sir Paul Boffa Avenue in Paola. New steel frames for all 20 canopies at Independence Garden in Sliema were manufactured and installed. Steel formwork mouldings for the laying of concrete-bases regarding several storm water mitigation projects were also prepared. The main stand for the carnival festivities was erected and dismantled at Freedom Square in Valletta, as were poles and flags erected in place in occasions of public festivities and official visits by high foreign dignitaries. Many other routine and smaller jobs involving metal and steel works were undertaken by the Section for various localities.

#### Carpentry Section

In conjunction with the Metal Trades Section, the Carpentry Section manufactured and installed various types of timber products such as handrails, benches and field gates at the Wied Babu Promenade. Wooden Iroko (*Chlorophora excelsa*) benches, dust bins, and other street furniture were manufactured and installed in place at the Mixtla in Cospicua and Hastings Gardens. Work at the Mixtla included shading paths, cladding of toilets, and playground equipment. The three main entry doors at Mdina were restored, and 3 wooden ramps were installed near the Cathedral. Seventy doors and three reception counters, including 30

benches, were manufactured for the St Vincent de Paule Residence, while almost all of the canopies at Independence Garden in Sliema were sheeted with wood.

Works at the main squares in Kirkop, Birzebbugia and Lija concerned mainly the manufacture of benches, bins and other street furniture. Oak panelled doors (20 in all) were manufactured on commission from the Construction & Maintenance Department in line with their refurbishment programme, while carpentry work at OPM, including work commissioned in connection with the new Annex, concerned mainly aperture work and the construction of furniture. Structural timber interventions were also carried out at OPM, while a balcony at San Anton Presidential Palace was also restored. The Law Courts commissioned aperture works and repair work, while play furniture was done for the Mqabba Primary School.

### Plumbing Section

This Section was responsible for the setting up of the irrigation system at the Wied Babu Project in Żurrieq. Work here included reservoir water tanks testing, including the installation of the pumping system. Irrigation systems and new fountains were installed at the Mixtla in Cospicua and in Hastings Gardens in Valletta. The Mixtla Project included new plumbing systems to the public toilets. A small fountain was installed near the Bastion at Mdina. Scaffolding and temporary chain fencing was erected for enhanced public safety until the completion of the works at Ghar id-Dud including around the former Chalet. Another project was the laying of new water main pipe and reconnection of water systems at Wignacourt Aqueducts in Sta Venera and Transfiguration Street in Lija.

Besides, the Plumbing Section carried out the new installation of chain fencing at various sports grounds such at Qrendi, Birzebbuga, and Lija, and carried out repairs of existing chain fencing at the Żabbar, Marsaxlokk and at Sta Luċija sport grounds. Similar works were carried out at the Chinese Garden in Sta Luċija, at the Sta Margerita area in Cospicua and in other locations. Furthermore, this Section serviced public fountains in various localities and carried out maintenance and repairs of plumbing systems in several governmental buildings, namely departmental offices in the Valletta and Floriana area.

### Electrical Section

The Electrical Section carried out maintenance and repair works in some 150 different project localities, besides giving a considerable contribution to various major embellishment projects. These included new installations of various types of lighting systems including ground-recessed and/or wall-mounted and/or pole-mounted floodlights, switching and distribution boxes, timers, conduit laying and wiring. Works were carried out at St Anne's Gate in Senglea, at St Helen's Gate in Cospicua, at Hastings Gardens in Valletta, at the Mixtla in Cospicua, at the Ghar id-Dud area in Sliema, at the Wignacourt Aqueducts in Sta Venera, and at the Wied Babu Promenade in Żurrieq, as well as the installation of a 3 kilometre-run festoon along the Sliema/St Julians Promenade.

Other project works included installations at the main Squares in Qrendi, Kirkop, Lija and Birzebbugia, and at the CMD Offices, the Mall Gardens, the War Memorial, and at the Ospizio at Floriana. Other sites included the Xemxija Promenade and the Ursuline Sisters' convent in Valletta. Maintenance work was done to the floodlighting system in Republic Street Valletta, and also around the Valletta and Mdina Bastions.

The Traffic Lights Unit, which forms part of the same Electrical Section, installed new traffic lights in Sliema (Bus Route), in Regional Road (relating to the current bridge upgrading), in the localities of Luqa, Mellieha, Birguma, and Siġġiewi, and at the Park & Ride Junction at Blata l-Bajda. The Section also maintains the entire traffic and pelican lights network all over Malta and Gozo.

### **Aluminium Section**

The number of jobs taken up by the Aluminium Section during 2006 amounted to 41, of which the bulk was completed by the end of the year. This Section was only recently set up after the former aluminium co-operative based at MSD closed down towards the end of 2005.

Works included the manufacture of aluminium apertures for the Safi Barracks on behalf of the Refugee Commission, the manufacture of aluminium partitions for IPSL at San Ġwann, manufacture of aluminium windows and doors for the Lily of the Valley School in Mosta as commissioned by the Ministry of Education after a call by public tender, the installation of gypsum boards partitions and false ceilings (soffits) for the Construction and Maintenance Department, installation of false ceilings, panels, and windows for the new Annex of the Office of the Prime Minister, assembly of and dismantling of Polling Booths for Local Councils' elections for the Electoral Commission, and aluminium apertures for the ITS and for the Welfare Committee.

Besides, the Aluminium Section has carried out several secondary jobs in government ministries and departments, in public schools and in recreational areas. Other public entities also commissioned several works during 2006.

### **Lifts Section**

The Lifts Section was responsible for the maintenance of about 88 lifts, escalators and hoists which are installed in government-owned buildings including offices, hospitals and old people's homes such as St Luke Hospital, the Law Courts, and St Vincent de Paule Residence. From January to December 2006, the Section registered about 500 calls for technical assistance, including emergency requests.

A works-scheduling procedure was also introduced for preventive maintenance synchronised for better control and traceability with six-monthly testing of lifts. It is planned to bring about technical improvements in the workshops so that an even better service could be given by the Section's personnel.

### **Air Condition Section**

This Section is responsible for the repair and upkeep of approximately 3,000 split-unit air conditioners and 20 centralised plants located in government-owned buildings. During low activity periods, overhauls were carried out to various units. An approximate number of 1,140 calls for technical assistance were received, all of which were dealt with by the Section, including advice on best practice. In line with the policy of improving the working environment, substantial refurbishing improvements were made in the workshops, rest rooms, and offices utilised by the Section.

In collaboration with the Malta College of Arts, Science & Technology and the Malta University Services Ltd, two training courses were held, giving the opportunity to the Section's personnel to remain updated on modern technological developments on installation and maintenance.

### **Traffic Signs and Markings Co-operative (Koptasin)**

Koptasin continued to thrive successfully, both in terms of operating activity and profits. The Co-operative continued to invest in new technology and products, and for this purpose, three of its members attended a specialised Commercial Fair in Amsterdam. Koptasin plans to strengthen its resources as a result of the tender system for the works contracts for the supply and installation of traffic signs and markings, as introduced by the Awtorita' Dwar it-Transport (ADT). The main client of Koptasin has been the Transport Authority (ADT), with other major clients being the local councils.

## KORDIN/KIRKOP BRANCH

### Kordin Workshop

The Kordin Workshop currently employs 111 workers, and is responsible for the repair and maintenance of the fleet of vehicles and plant equipment of the Ministry for Resources and Infrastructure, some 282 units in all. These include wheel shovels, road rollers, bull dozers, air compressors, *vibro* tampers, trucks, cars, pick-up vans, jeeps, cranes and tower ladders. Repair and maintenance was also carried out to equipment belonging to other departments as requested. Specialised work such as engine overhauls, body work and spray painting is also carried out by the Workshop. Moreover, heavy vehicles are maintained in line with VRT regulations.

During the year under preview, the Workshop purchased two dumpers, one fork-lifter, a vehicle for collecting household waste, and a truck with a mounted-crane. Preparations are in hand for the purchase of a water carrying tanker and five pick-up vans.

The Workshop was also given the responsibility to issue period contracts for the hiring of equipment to be utilised by the Works Division on various projects. This comes apart from the other supply period contracts which are issued annually for the supply of certain types of commonly used spare parts such as filters, engine oils, and tyres for use within the Workshop itself.

### Kirkop Fuel Station

The MSD Fuel Station at Kirkop distributes fuel to vehicles commissioned by the Ministry as well as to some other government entities. This service is provided either to vehicles calling at the station itself, or through the service of a fuel carrying tanker to site as necessary. The Station provides all types of fuel except bio-diesel.

The following is a comparative data for the distribution of fuel issued during 2005 - 2006:

|                        | 2005               | 2006               | Variation           |
|------------------------|--------------------|--------------------|---------------------|
| LRP/Unleaded           | 227,181 Lts        | 197,546 Lts        | (29,635 Lts)        |
| Diesel/Diesel (Bowser) | 497,345 Lts        | 480,530 Lts        | (16,815 Lts)        |
| Biodiesel              | 2,286 Lts          | 17,970 Lts         | 15,684 Lts          |
| <b>Total Quantity</b>  | <b>726,812 Lts</b> | <b>690,046 Lts</b> | <b>(30,766 Lts)</b> |
| <b>Total Cost (Lm)</b> | <b>Lm277,282</b>   | <b>Lm304,141</b>   | <b>Lm26,859</b>     |

The above figures indicate an overall increase of 9.7 % in the total cost of fuel, notwithstanding a decrease of 4.2 % in the consumption of all types of fuel when compared to the previous year. This can be partly attributed to stricter controls that are continuously enforced by the Fuel Section, where fuel quotas are checked, and by the Fleet Management Section, which regularly monitors 100 of the vehicles and plant owned by the Department through the computerised Automatic Vehicle Locating (AVL) system.

## NATIONAL WORKER OF THE YEAR AWARD 2006

In December 2006, Mr James Mercieca, employed by the Department as Senior Technical Officer in charge of the Electrical Section based at the Marsa Branch, was awarded the National Worker of the Year Award. Apart from the personal merit aspect, this was also an indicative acknowledgement of the achievements of the Department and the Ministry in general.

PHILIP SCHEMBRI

*Director (Manufacturing and Services)*

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## Services Division

### Cleansing Services Department

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#### INTRODUCTION

The Cleansing Services Department provides *waste management services*, particularly public cleansing to central government entities and to local councils with the objective to keep urban and non-urban areas free from litter and illegally dumped waste. Public cleaning works are also carried out regularly on behalf of entities holding public activities when there are mass crowd gatherings such as during carnival festivities and other public celebrations including local feasts.

For a number of years, the CSD was involved in promoting awareness activities for the recycling of waste. Waste separation takes place regularly in respect of all the waste collected during the cleansing activities. Construction material from demolition sites and other operations such as collection of illegally dumped material is deposited at suitable waste depositories. Wood and metal articles collected as bulky waste from households are separated from other waste and recycled. Grass and other vegetation are collected mainly from arterial roads and delivered to be processed into compost, while paper and glass is also separated and recycled. The Department also runs and maintains a bring-in-site for the recycling of waste at an MRES premises in Floriana.

During 2006, the Department continued with its ongoing plan for an integrated approach focusing on public cleansing responsibilities falling under central government, with a view to save on expenses whilst providing a better service.

#### ADMINISTRATION

Throughout this year, the Department carried out its operations through a workforce of approximately 610 employees. Most of these are unskilled workers, with the average age being 50 years. During 2006, there were 40 cases of retirements or medically boarded out cases. None of these employees were replaced although departmental operations were increased. However two vacancies of PPCO scale 6 were filled. The filling of these posts was crucial to the ongoing drive to provide a more and better service with fewer resources. Action was also taken for the internal redeployment and upgrading of 20 heavy plant drivers in order to implement the MRES overall strategy. After introducing flexible timetables, these measures were further consolidated during 2006 without inducing extra costs in shift allowances and other overheads. Some 40 employees were allocated duties to carry out cleaning works in arterial roads. The work schedule is carried out in and between the afternoon and late evening, with another 10 workers deployed to work late at night to clean up areas which for various reasons could not be cleaned up during daytime.

Firm and impartial action was taken to sanction a number of employees whose performance was lacking. Thirty one cases of disciplinary action were instituted against employees, the majority of whom were caught malingering or not found at their place of work following surprise inspections. All cases were dealt with through departmental disciplinary boards appointed for this purpose.

Health and safety issues were considered with utmost seriousness, and the Department's obligations in this field of operation were implemented to the full and at all times. Personnel were issued with safety clothing and provided with the necessary signage required for all operations.

A 'notification form' system of reporting attendances was implemented across the department. The attendance for work report is being updated daily by 9.00am, where all employees (610 in all) are being noted in writing to HR as either present, on sick leave, or as absent from work. This measure is being carried out using telephones, fax machines and courier. Accordingly, abuses have decreased dramatically.

## REVENUE COLLECTION

Arrears of revenue due from the deposit of waste at Magtab landfill continued to be collected throughout 2006. Where appropriate, legal action was taken against defaulters. A breakdown of the revenue collected in 2006 is as follows:

| Items of revenue generation |                   |                  |                  |               |
|-----------------------------|-------------------|------------------|------------------|---------------|
|                             | Local Councils    | Landfills        | VAT              | Legal Fees    |
| <b>Total Lm</b>             | <b>322,655.78</b> | <b>13,890.41</b> | <b>87,885.67</b> | <b>142.63</b> |

| Revenue from contracts of services & from other services |                   | Revenue from landfills & related services |                  |
|----------------------------------------------------------|-------------------|-------------------------------------------|------------------|
| Local Councils                                           | 322,655.78        | Landfills                                 | 13,890.41        |
| Extra Services                                           | 137,508.66        | VAT                                       | 2,482.61         |
| Others                                                   | 15,951.91         | Legal Fees                                | 142.63           |
| VAT                                                      | 85,403.06         |                                           |                  |
| <b>Total Lm</b>                                          | <b>561,519.41</b> | <b>Total Lm</b>                           | <b>16,515.65</b> |
| <i>Total Revenue Collected during 2006</i>               |                   | <i>Lm 578,035.06</i>                      |                  |

## COLLECTION OF BULKY WASTE

The Department continued to provide a bulky waste collection service to approximately 30 local councils. The waste is collected from households free of charge. The cost for the provision of this service is absorbed through a tendering process initiated by local councils and collected as revenue by the CSD.

| Total Revenue from Bulky Waste collected |                           |                                    |
|------------------------------------------|---------------------------|------------------------------------|
|                                          | Number of household calls | Amount Invoiced (Inclusive of VAT) |
| <b>Total Cost (Lm)</b>                   | <b>28,764</b>             | <b>57,301.24</b>                   |

| Amount of Bulky Waste Collected from Households |               |               |                |              |              |               |                   |               |               |
|-------------------------------------------------|---------------|---------------|----------------|--------------|--------------|---------------|-------------------|---------------|---------------|
|                                                 | Total Calls   | Metal         | Wood Furniture | Mattresses   | Sofas        | White Goods   | Computers and TVs | Glass Others  | Total Items   |
| <b>Total</b>                                    | <b>28,328</b> | <b>11,643</b> | <b>15,058</b>  | <b>6,110</b> | <b>2,643</b> | <b>13,257</b> | <b>4,733</b>      | <b>21,057</b> | <b>74,501</b> |

## CONTRACTS WITH LOCAL COUNCILS

During 2006, the Department continued to utilise part of its workforce in providing various cleansing services under contract to various local councils and other entities. Contracts with local councils, which varied in nature from street sweeping to collection of bulky waste and the manning of public conveniences, were renewed in a number of localities. The following table gives an indication of the value of these contracts as well as the localities contracting the services.

| Annual Values of Contracts with Local Councils |                                |                           |                                     |
|------------------------------------------------|--------------------------------|---------------------------|-------------------------------------|
| Local Council                                  | Street Sweeping Contracts (Lm) | Pub. Conv. Contracts (Lm) | Bulky Waste Contracts (Lm per item) |
| B' Bugia                                       | 11,760.00                      | 7,400.00                  | No Contract                         |
| B' Kara                                        | 20,500.00                      | 7,500.00                  | 1.85                                |
| Birgu                                          | 7,562.00                       | 5,440.00                  | 2.00                                |
| Bormla                                         | No Contract                    | 2,392.00                  | No Contract                         |
| Fgura                                          | No Contract                    | No Contract               | 1.75                                |
| Gharghur                                       | 3,708.00                       | No Contract               | 2.00                                |

|                                               |                   |                   |             |
|-----------------------------------------------|-------------------|-------------------|-------------|
| Ghaxaq                                        | 12,300.00         | No Contract       | No Contract |
| Gudja                                         | 8,860.00          | 3,500.00          | 1.80        |
| Gzira                                         | 10,850.00         | 3,390.00          | 1.80        |
| Hamrun                                        | No Contract       | 5,420.00          | No Contract |
| Kalkara                                       | 3,708.00          | No Contract       | No Contract |
| Kirkop                                        | 3,708.00          | No Contract       | 2.50        |
| Lija                                          | 3,708.00          | 1,165.00          | 2.50        |
| Luqa                                          | 12,000.00         | 3,500.00          | 1.85        |
| M'Scala                                       | No Contract       | 3,227.00          | No Contract |
| M'Xlokk                                       | 7,094.00          | 3,325.00          | 1.90        |
| Marsa                                         | 12,300.00         | 7,500.00          | 2.00        |
| Mdina                                         | No Contract       | 2,806.00          | No Contract |
| Mellieha                                      | No Contract       | 11,223.00         | 1.80        |
| Mġarr                                         | No Contract       | 2,000.00          | 2.10        |
| Mosta                                         | No Contract       | 1,165.00          | No Contract |
| Mqabba                                        | 6,000.00          | No Contract       | 2.00        |
| Naxxar                                        | 8,275.00          | 4,700.00          | 2.00        |
| Qormi                                         | 24,200.00         | 7,200.00          | 1.80        |
| Qrendi                                        | 3,442.00          | 2,678.00          | 2.50        |
| Safi                                          | 3,708.00          | No Contract       | 2.50        |
| San Ġiljan                                    | 32,555.00         | 8,304.00          | 2.00        |
| San Pawl                                      | No Contract       | No Contract       | 1.80        |
| Sta Luċija                                    | 4,450.00          | 2,500.00          | 2.50        |
| Sliema                                        | 43,470.00         | 14,400.00         | 2.20        |
| Swieqi                                        | No Contract       | No Contract       | 2.00        |
| Valletta                                      | 55,000.00         | No Contract       | No Contract |
| Xgħajra                                       | 3,708.00          | No Contract       | 2.50        |
| Żabbar                                        | 31,000.00         | 10,000.00         | No Contract |
| Żejtun                                        | 12,313.00         | 8,209.00          | 1.90        |
| <b>Total</b>                                  | <b>346,179.00</b> | <b>128,944.00</b> |             |
| <i>Total Lm 475,123.00 (inclusive of VAT)</i> |                   |                   |             |

## PUBLIC CONVENIENCES

During 2006, the Department continued to act as the central focal point for the administration of public conveniences. Twenty four contracts with local councils were renewed, and public conveniences that fall under the responsibility of central government were also maintained on a regular basis.

## CUSTOMER CARE SERVICE

The Cleansing Services Department endorsed its Quality Service Charter in 2005. This Charter was revised and reviewed in 2006, where all standards endorsed by the CSD have been improved to meet the new service standards threshold as endorsed across the public service. The following table shows data on the number of complaints received through the Customer Care complaints system. All complaints were dealt with and finalised within the stipulated timeframe.

| <b>Customer Care Complaints Handling</b> |                         |                    |                 |                    |                                      |                                |                             |                            |
|------------------------------------------|-------------------------|--------------------|-----------------|--------------------|--------------------------------------|--------------------------------|-----------------------------|----------------------------|
|                                          | No of Calls - Freephone | Received by e-mail | Received by fax | Newspaper Cuttings | Complaints referred to Local Council | Carried out by CSD on same day | Carried out within one week | Referred to other entities |
| <b>Total</b>                             | <b>874</b>              | <b>520</b>         | <b>-</b>        | <b>5</b>           | <b>529</b>                           | <b>533</b>                     | <b>219</b>                  | <b>118</b>                 |

## CLEANING OF ARTERIAL ROADS

The Unit providing this service makes use of both mechanical and manual methods of sweeping. Some 40 manual workers are employed on these jobs. The Unit is also making use of five mechanical sweepers and five water transport vehicles. Arterial roads and other areas and sites are cleaned on a regular basis according to exigencies and requirements. This Unit is also continuously engaged in urgent cleaning of

arterial roads outside the normal schedule such as removing dead animal carcasses from streets, and urgent cleaning of roads from waste illegally dumped and mostly the result of droppings from vehicles. The Unit also caters for the removal of unauthorised posters and the cleaning of roads following road accidents. This work means that public cleaning services are actually being provided by the Department on a round the clock schedule.

## LITTER BINS

The Department provides for a daily schedule for the emptying of bins situated mainly along the route from the Malta International Airport to the Auberge de Castille in Valletta, and along the promenades of St Julians. In all, this daily routine involves the emptying of some 150 bins.

## WASHING AND CLEANING OF TUNNELS AND SIGNAGE

The CSD carries out regular washing and cleaning of tunnels, pedestrian walkways, the Valletta bus terminus and other sites as necessary. Cleaning of signage situated in arterial roads is also carried out especially during the summer months. Most of these works are performed late in the evening or during the night in order to take advantage of the low volume of traffic during this period of the day. Machinery used here includes a power washer and a water transport vehicle and a tower ladder. The services of a Police Constable or a Local Warden are secured for the duration of works so as to enhance the safety of our workers.

| <b>Works Carried out on Arterial Roads</b> |                                     |                            |                            |                       |                             |                         |                      |
|--------------------------------------------|-------------------------------------|----------------------------|----------------------------|-----------------------|-----------------------------|-------------------------|----------------------|
|                                            | <i>Cleaning &amp; Grass cutting</i> | <i>Mechanical sweeping</i> | <i>Removal of Material</i> | <i>Litter Picking</i> | <i>Cleaning of Culverts</i> | <i>Cleaning of Pits</i> | <i>Masonry Works</i> |
|                                            | Km                                  | Km                         | Tonnes                     | Km                    | Mtrs.                       | No.                     | Sq. Mtrs.            |
| <b>Total</b>                               | <b>1,653.97</b>                     | <b>12,813.00</b>           | <b>790.76</b>              | <b>10,929.72</b>      | <b>7950.00</b>              | <b>55.00</b>            | <b>55.00</b>         |

| <b>Works carried out on arterial roads by afternoon gangs</b> |                                   |                            |                       |                                        |                                    |                      |
|---------------------------------------------------------------|-----------------------------------|----------------------------|-----------------------|----------------------------------------|------------------------------------|----------------------|
|                                                               | <i>Cleaning and Grass cutting</i> | <i>Removal of Material</i> | <i>Litter Picking</i> | <i>Cleaning and Repair of Culverts</i> | <i>Cleaning and Repair of Pits</i> | <i>Masonry Works</i> |
|                                                               | Km                                | Metric Tons                | Km                    | Mtrs.                                  | No.                                | Sq. Mtrs.            |
| <b>Total</b>                                                  | <b>431.98</b>                     | <b>1,587.90</b>            | <b>9,253.40</b>       | <b>1,542.00</b>                        | <b>761.00</b>                      | <b>752.00</b>        |

Dumped material during 2006, including removal of illegal dumping from valleys and other sites, litter picking, grass cutting and cleaning of culverts and pits totalled 29,401.56 tonnes.

The cost involved at Lm32 per tonne (including collection, transport and disposal) results in a total of Lm940,849.92 spent on collection.

| <b>Extra work carried out by CSD on behalf of various entities during 2006</b> |                                                                                             |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <i>On Behalf Of</i>                                                            | <i>Description of Works</i>                                                                 |
| Renaissance Productions                                                        | General cleaning after mass events                                                          |
| Gżira Local Council                                                            | Cleaning, flushing and repairing of culverts and pits at The Strand, Gżira                  |
| MUDR                                                                           | General cleaning and removal of material of Horns Works Ditch                               |
| Sliema Local Council                                                           | Cleaning, flushing and repairing of culverts and pits, repair of kerb at The Strand, Sliema |
| NNG Promotions                                                                 | General cleaning at Luxol Grounds after concerts                                            |
| Marsaxlokk Local Council                                                       | General cleaning after Festa tat-Tonn                                                       |
| Kunsill Malti għall-Kultura u l-Arti                                           | General cleaning after Carnival Festivities                                                 |
| Soċjeta` Agrarja                                                               | General cleaning after Imnarja Festivities                                                  |
| Kunsill Malti għall-Kultura u l-Arti                                           | General cleaning after Freedom Day Festivities                                              |
| Port Cottonera Limited                                                         | General cleaning and removal of material                                                    |
| NNG Promotions                                                                 | General cleaning and washing after Jazz Festival                                            |
| Midi Consortium                                                                | Cleaning and carting away material from Manoel Island, Gzira                                |
| Ministry for Competitiveness & Communications                                  | Cleaning and carting away material from Industrial Estates                                  |

|                                       |                                                                       |
|---------------------------------------|-----------------------------------------------------------------------|
| Mellieha Local Council                | Cleaning and flushing of culverts                                     |
| MTA – Sliema and Gżira Local Councils | Cleaning and washing of promenades at Gżira, Sliema, Valletta & Mdina |
| MUDR                                  | General cleaning after Regatta Festivities                            |
| Tigne Point Marketing Ltd             | General cleaning at Manoel Island, Gżira                              |
| Valletta Local Council                | Cleaning after Mount Carmel Feast, St Dominic Feast and Wine Festival |
| MTA – M.M.A.                          | Cleaning and washing at Pinto Wharf, Marsa-Valletta                   |
| Swieqi Local Council                  | Cleaning and flushing of culverts                                     |
| Sliema Local Council                  | Litter picking and emptying of litter bins at Sliema Seafront         |
| St Julians Local Council              | Cleaning of culverts and pits at various roads, St Julians            |
| Midi Consortium                       | General cleaning and carting away of material at Manoel Island        |
| Lands Department                      | Demolition works at Hamrun and Bombi - Floriana                       |
| Birgu Local Council                   | Cleaning and flushing of culverts                                     |
| Balzan Local Council                  | Cleaning and flushing of culverts                                     |
| Birkirkara Local Council              | Cleaning and flushing of culverts                                     |
| Mġarr Local Council                   | General cleaning                                                      |
| Foundation of Tomorrow Schools        | Cleaning of catacombs                                                 |
| MTA                                   | Demolition of Jumbo Lido                                              |
| Sta Luċija Local Council              | Cleaning of Girna                                                     |
| Marsa Local Council                   | General cleaning after village feast                                  |
| Various private entities              | Opening of Public Convenience at Upper Barrakka                       |
| Various Local Councils                | Cleaning of rural areas after festas, Sundays & Public Holidays       |

The value of these extra services exceeded Lm100,000 (exclusive of VAT).

### **PARTICIPATION IN INFRASTRUCTURAL PROJECTS**

A Unit within the Department undertakes construction work on various infrastructural projects mostly dealing with storm water relief projects.

- Works on the Marsa Storm Water Project (Phase 2) - Erection of steel shutters and fixing in place of reinforcement steel and concreting. The watercourse bed was excavated and the material carted away to various dumps, and the pre-cast elements forming the embankments were laid. Stone blocks from Ta' Robba Stone Quarry were transported to the site at Marsa and laid on the pre-cast elements. Other work concerned the laying of drainage pipes and plastering of embankments.
- The Burmarrad Project - The process of manufacturing of pre-cast elements for the embankments was continued from last year, where 987 elements were cast from January to June 2006. Work here included the preparation of foundations and cleaning of material for phase A.

### **VARIOUS OTHER CLEANING WORKS**

Cleaning works were carried out at Ghajn Tuffieha, the Ospizju in Floriana, at the Mriehel Aqueducts, at Hastings Gardens, the Police General Headquarters in Floriana, at the Mdina Football Ground, at Hal Far (removal of illegal dumping), at Fort Delimara and Wied Babu, at the Upper Barrakka Gardens, at San Anton Presidential Palace, at the Gudja reservoir, at Lija Parish Square, at the Correctional Facilities in Kordin, at Wied l-Isqof in Rabat, at the Portes des Bombes (ex-District 1), at the Ghammieri Reservoir, and at the Chadwick Lakes. Tonnes of material were transported from these sites and disposed off in controlled areas. Demolition works were also carried out at the Marsa Sports Complex, on the old bridges of the Qormi-Marsa watercourse, and at the Sliema Chalet Huts were demolished and material transported away from the Ta' Qali Crafts Village.

**INERT WASTE COLLECTED FROM VARIOUS WORKS CARRIED OUT BY THE CLEANSING SERVICES DEPARTMENT**

| <b>Collection of Inert Waste</b>                                         |                  |
|--------------------------------------------------------------------------|------------------|
|                                                                          | <b>Tonnes</b>    |
| Marsa Project                                                            | 18,978.31        |
| Tar-Robba quarry                                                         | 2,840.00         |
| Zurrieq (Wied Babu)                                                      | 710.00           |
| Jumbo Lido                                                               | 618.00           |
| Chalet                                                                   | 266.00           |
| Ta' Qali Crafts Village                                                  | 160.00           |
| Bombi -Park and Ride<br>(not inc. the trips made by<br>Impressed trucks) | 250.00           |
| Albertown                                                                | 20.00            |
| <b>Total</b>                                                             | <b>23,842.31</b> |

JOSEPH SAMMUT

*Director (Cleansing Services)*

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## OIL EXPLORATION DEPARTMENT

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The principal activities of the Department during 2006 are outlined below:

- The department monitored the activities of five companies holding exploration licences in offshore Malta to ensure that they fulfil their contractual obligations. The companies were TGS-Nopec, Malta Oil Co Ltd, Global Petroleum Ltd, Medoil plc and Pancontinental Oil & Gas NL.
- Two requests of farm-ins were approved in 2006, one to Anadarko Energy International Co in the licence of Pancontinental Oil & Gas NL, and the other to RWE Dea in the licence of Global Petroleum Ltd. As a result of these two farm-ins, a seismic survey was acquired by RWE Dea in Blocks 4 & 5 of Area 3, and a second seismic survey in Area 5 by Anadarko Energy International is scheduled to be acquired.
- Exploration opportunities in offshore Malta were promoted with several oil companies. As a result, one major oil company started discussions with the OED with a view to apply for an exploration licence. Discussions were ongoing at the end of 2006.
- The surveillance of exploration activities in the Central Mediterranean continued to be a priority activity of the Department during 2006, particularly since a neighbouring state awarded offshore licences in areas overlapping the Maltese claim. No activities were reported in these areas of overlap.
- Discussions were held with Italian Authorities over the delimitation of the continental shelf between the two countries.
- The Department participated in discussions with Tunisian Authorities to establish an area for the joint exploration and development of petroleum between the two countries. The discussions were still ongoing at the end of the year in review.

GODWIN DEBONO

*Director (Oil Exploration)*

## EU AFFAIRS, POLICY DEVELOPMENT AND PROGRAMME IMPLEMENTATION DIRECTORATE

The EU Affairs, Policy Development and Programme Implementation Directorate at the Ministry for Resources and Infrastructure is the Ministry's focal point on EU matters. It also facilitates the development of the Ministry's policies and the implementation of centrally-mandated programmes.

### EU PROPOSALS

The Directorate screens EU dossiers, both legislative and non-legislative. The Directorate co-ordinates, supports, and provides input for the consolidation of explanatory memoranda outlining Malta's position on these dossiers.

| <b>Dossiers handled by Directorate in 2006</b> |                    |                        |                    |                        |              |
|------------------------------------------------|--------------------|------------------------|--------------------|------------------------|--------------|
| <i>Council formation</i>                       | <i>Originator</i>  |                        | <i>Contributor</i> |                        | <i>Total</i> |
|                                                | <i>Legislative</i> | <i>Non-Legislative</i> | <i>Legislative</i> | <i>Non-Legislative</i> |              |
| Agriculture & Fisheries                        |                    | 1                      | 1                  | 1                      | 3            |
| Competitiveness                                |                    |                        | 4                  | 11                     | 15           |
| Economic & Finance                             |                    | 1                      |                    | 2                      | 3            |
| Environment                                    | 2                  | 2                      | 8                  | 6                      | 18           |
| General Affairs & External Relations           | 1                  | 2                      | 2                  | 3                      | 8            |
| Justice and Home Affairs                       |                    |                        |                    | 1                      | 1            |
| Transport, Telecommunications & Energy         | 6                  | 16                     | 6                  | 4                      | 32           |
| <b>Total</b>                                   | <b>9</b>           | <b>22</b>              | <b>21</b>          | <b>28</b>              | <b>80</b>    |

In addition to memoranda, the Directorate also prepares Instruction Notes, Briefing Notes, and Speaking Notes for Maltese representatives participating in Council Working Parties (generally the Energy Working Party but also on occasion, the Environment Working Party), and COREPER and Council meetings. The Directorate also follows meetings of expert groups, comitology and expert conferences.

### TRANSPOSITIONS, NOTIFICATIONS AND REPORTING

In 2006, the Directorate was involved in supporting line departments and entities in transposing two Directives: Directive 2002/91/EC on the energy performance of buildings (transposed as Legal Notice 238 of 2006), and Directive 2004/67/EC concerning measures to safeguard security of natural gas supply (transposed as Legal Notice 317 of 2006). Preparations on the transposition of Directive 2004/8/EC on the promotion of co-generation were completed and the Legal Notice is expected to be published early in 2007.

Throughout 2006, the Directorate was responsible for channelling monthly reports on oil stocks (as required by Directive 68/414/EEC), and the annual reports required by the Directive on the Promotion of Electricity from Renewable Energy Sources (Directive 2001/77/EC), and the Directive on the Promotion of Bio fuels (Directive 2003/30/EC).

### IEE AND TEN-E

The Directorate is the National Contact Point for the Intelligent Energy Europe (IEE) programme and the Trans-European Networks of Energy (TEN-E). The Directorate promotes the programmes in Malta, disseminates information, and participates in the comitology committees of the two instruments. Shortly

after the launch of the 2006 IEE call for applications, the Directorate organised in June an IEE Info Day for stakeholders with the participation of a speaker from the IEE Agency in Brussels.

### **NRP AND NSRF**

The Directorate coordinated the Ministry's ongoing contributions to the National Reform Programme (NRP) and the National Strategic Reference Framework (NSRF) for the years 2007-2013. With regards to the NRP the Directorate provided information and participated in the drafting of Malta's replies to evaluations made and questionnaires sent by the European Commission throughout 2006. With regards to the NSRF, the Directorate contributed to the sections on energy, water, storm water relief and the state of repair of the fortifications.

### **CUSTOMER CARE SERVICE**

The Ministry's Customer Care Service forms part of the Directorate under its Programming Implementation function. Complaints received are registered daily and forwarded to the relevant entity.

### **GREEN LEADER**

An official of the Directorate serves as the Ministry's Green Leader, participating in the network of Green Leaders throughout the Public Service and encouraging the Ministry's departments to take up environmental-friendly measures.

### **INTERNATIONAL ORGANISATIONS AND RELATIONS**

The Directorate was involved in providing input for Malta's and, eventually, the EU's position in dealings with third countries and international organisations. These included relations with Russia, OPEC, the Energy Community, the Energy Charter Treaty, OECD and the International Energy Agency (IEA), the UN, the WTO and the G8.

FRANKLIN MAMO

*Director (EU Affairs, Policy Development & Programme Implementation)*

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## PEOPLE MANAGEMENT & SUPPORT SERVICES DIRECTORATE

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The People Management & Support Services Directorate contributed to the collective management of the Ministry, by enhancing and directing the support services provided at Ministry level to the line Departments, particularly in the areas of human resource management, and Ministry wide discipline and office management.

### RESOURCING

The Directorate assisted line departments in determining the complement and deployment of their staff. The Ministry had a staff complement of 2,536 employees within the Divisional Departments as at the end of 2006. A manpower plan of these officers, including their grade extensions, was drawn up. A total of 27 employees were redeployed within the Departments. The Directorate also processed the transfer of 27 officers who were transferred to this Ministry and 35 employees transferred to other ministries. An HR Plan on staff requirements for the whole Ministry was finalised.

The HR Branch was involved in the process of confirmation of appointments, increments, and progressions of staff. It initiated and processed 40 appointments by calls for applications and 4 appointments on the basis of seniority, while 7 officers were employed on a contractual basis.

During 2006, the Directorate monitored the implementation of the Performance Management Programme for General Service and Professional Grades within the Ministry.

### EMPLOYEE RELATIONS

The Directorate processed requests for parental and responsibility leave, reduced hours, private work and the granting of qualification allowances.

The HR Unit received 49 reports of instances concerning injury of workers on duty. Another 40 cases were related to the medical fitness of employees. In this regard, the HR Unit liaised with the Health Division. The appointed Medical Board of Investigation had the responsibility to ascertain whether the employees concerned were fit enough to continue with their duties or not. The Unit also processed 81 pension papers of employees who reached retirement age.

### DISCIPLINE

During 2006, a total of 180 disciplinary cases were initiated according to the Public Service Commission (Disciplinary Procedure) Regulations of 1999. Nineteen officers were found guilty of a serious offence whilst 16 employees found guilty of a minor charge. At present, there are 10 officers against whom criminal procedures are being instituted, 5 of whom are currently interdicted.

During 2006, the Tribunal for the Investigation of Injustices terminated its term of office with all the cases involving employees of this Division having been concluded. The Directorate continued making use of the services of a private medical firm to verify the incidence of sick leave availed of by employees.

**JOHN BORG**

*Director (People Management & Support Services)*

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## INFORMATION MANAGEMENT UNIT

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Completed tasks for the year under review include the following:

- The Construction and Maintenance Department: the Restoration Office at Birgu and the District Offices of Mellieħa and Lija were connected to the Government of Malta Network. Employees were provided with email and internet services for business use.
- A new fibre-based network infrastructure was set up at the Manufacturing and Services Department, Kordin Garage, Kordin, which links all the sheds to the main administration building.
- In conjunction with the EU Affairs Department, a website was designed for the Intelligent Energy Europe Malta branch, to cater for Intelligent Energy information dissemination and as a forum service for interested parties. This project is still in progress.
- A Customer Care Point was set up at the reception area at Project House to cater for any general public queries.
- SPSS (Statistical Package for Social Sciences) was introduced at the Financial Management Department as a management tool to aid the FMD's Financial Management Unit employees in providing statistical data for the department and MRES senior management.
- A number of desktop publishing software was purchased for the Oil Exploration Department (OED) and for the Directorate General (DG) Services for desktop publishing services.
- The Engineering and Architect Warrants application processes were analysed and a report presented to MIIIT to automate these processes as part of MIIIT's e-gov strategy of providing all public-oriented services on-line.
- The Ministry was involved in the initial stages of the Maltese Language Lexicon Project (together with MITTS), whereby Maltese words and phrases relating to the Engineering and Architect professions were identified. This project is still in progress.
- A number of new Computer-Aided Design (CAD) network-licences were procured for use by architects and draughtsmen at DG Services and DG Works.
- In conjunction with MITTS, a Euro Changeover project was initiated to identify all ICT related procedures (including software), that will be impacted by the introduction of the euro. This project is still in progress.
- Other routine ICT-related activities such as and including e-mail/internet administration, boards of survey for obsolete IT hardware, procurement of hardware, upgrading of software, desktop support and liaising with MITTS.

WINSTON PIROTTA

*Information Management Officer*