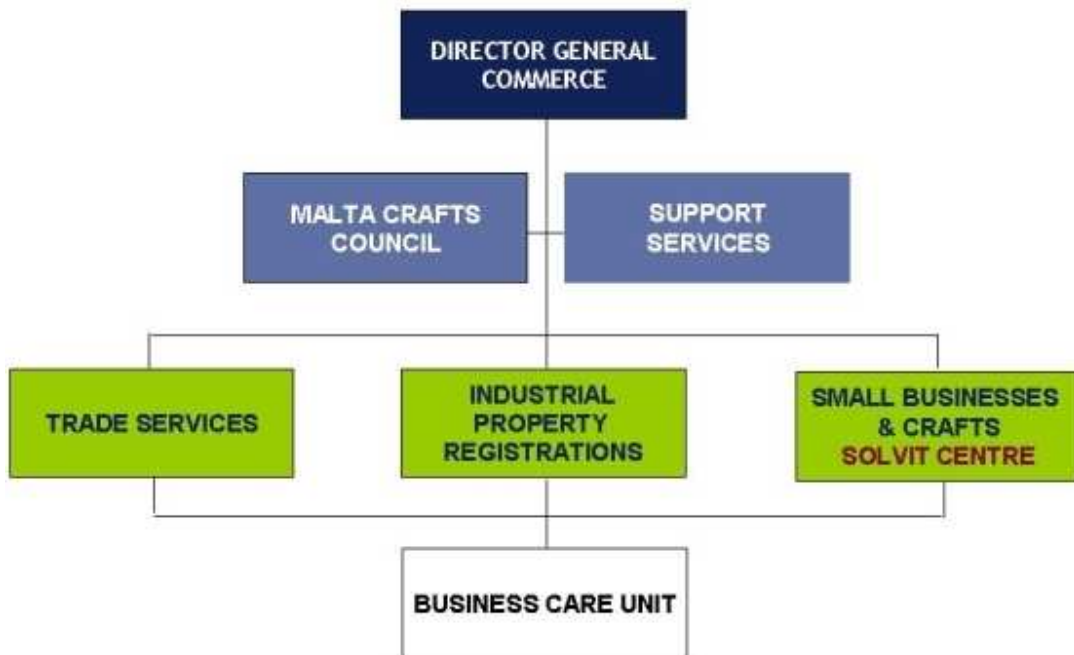


FOI - Commerce Department

1. Organisation Chart:



2. Functions and Responsibilities:

The Commerce Department within the Ministry of Finance, the Economy and Investment consists of the Trade Services Directorate, the Small Businesses and Crafts Directorate and the Intellectual Property Registrations Directorate. It also encompasses the Support Services as well as the Malta Crafts Council.

Trade Services Directorate

The mission objectives of the Trade Services Directorate are:

- to re-engineer the processes of import and export licenses, and streamline the internal trade licensing system
- to conduct the authorization processes linked with the export of dual use items and military equipment.

- to liaise with other agencies ,departments and authorities in all matters that are related to trade and commerce in general.

The Trade Services Directorate is presently made up of the following units:

- Import / Export Licensing
- Trade Licensing

Small Businesses and Crafts Directorate

The Small Businesses and Crafts Directorate aims to:

- promote an environment that is conducive to trade and commerce
- facilitate the interaction between entrepreneurs and any authority, body, ministry or department which renders a service to small business
- contribute to a healthy and sustainable crafts industry

The Directorate strives to achieve its aims by:

- complementing the existing services already provided by other entities, and to facilitate any business entrepreneurs have with these entities
- giving basic information about obligatory formalities to start a business
- giving administrative support to the Malta Crafts Council
- introducing and managing initiatives to promote and sustain the Maltese crafts sector
- operating the Malta SOLVIT Centre
- facilitating the implementation of the Internal Market Information (IMI) system

The Industrial Property Registrations Directorate

The Industrial Property Registrations Directorate (IPRD) is the directorate responsible for the registrations of Industrial Property, namely Trademarks, Patents and Designs, as well as the broader Copyright Policy forming the Intellectual Property Affairs that it oversees, under the direct authority of the Comptroller of Industrial Property, who is also the Director General (Commerce).

The Industrial Property Registrations Directorate is responsible for the registration of trademarks in accordance with the Trademarks Act of 2000 as well as the registration of designs and patenting of inventions in conformity with the Patents and Designs Act also of 2000. The Directorate is also involved in the updating and upgrading of the legislation on Copyright.

The Office receives analyses and processes applications for the registration of Trademarks, Industrial Designs and Patents and also performs other tasks in connection with these applications and registrations, such as the recording of assignments, renewals, and other changes which may occur. In this way, the registers, which are also available for public inspection, show the current status of the Trademarks, Designs or Patents concerned.

The Office is also responsible for putting forward policy proposals and suggested Malta position in EU and international fora. The Commerce Department places significant importance in continuously striving to push forward the message of the value of IP and the importance of respecting IP rights. In view of this during the past years, the Department has carried out a number of awareness activities amongst which media campaigns, talks, workshops and seminars.

3. General Description of the categories of Documents held:

The Commerce Department holds the following types documents:

- Internal memos
- Personal files of employees and attendance sheets
- SOLVIT policy/working/training documentation¹
- IMI policy/working/training documentation²
- Crafts policy/working/events documentation³
- Policy documents EU –related matters
- Documents related to the Malta Crafts Centre
- Documents related to Trading Licenses
- Business and IT plans
- Monthly and Annual Reports
- Statistics related to enquiries received by BCU
- Research Surveys
- Minutes of Meetings

¹ SOLVIT files which contain cases of individuals who lodge a complaint SOLVIT files which contain procedures to be followed, such as promotion and awareness-raising initiatives, contact persons, legal matters etc.,

SOLVIT files which relate to training and workshop events in Malta and abroad

² Internal Market (IMI) files which contain procedures to be followed

Internal Market (IMI) files which relate to training and meetings in Malta and abroad

³ Crafts files which correspond to crafts persons and retailers who are registered with the Malta Crafts Council

Crafts files which relate to participation in events such as fairs, exhibitions etc.,

Crafts files which relate to participation in events abroad

- Tender Documentation and other Procurement Documents (including Purchase Orders)
- Application Forms

4. Contact Details:

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