

Public Authority	Building Industry Consultative Council (BICC)
Description of the department/directorate/entity's structure	<p>The Building Industry Consultative Council is the forum where all the stakeholders of the construction industry and the property market meet to discuss issues which crop up from time to time and propose solutions to them. BICC was set up by the parliamentary resolution in 1997 and the Executive Chairman is chosen by the Prime Minister after consultation with the respective Minister.</p> <p>The BICC has an Advisory Board that consists of the Executive Chairman and one member by each of the parties representing the building industry in Malta – such as the developers, users, environment groups and each organisation as recognised shall be entitled to nominate a member to the advisory board. The Advisory Board has the function of advising the Minister on the development of the building construction industry in Malta as well as the improvement of same.</p> <p>The Advisory Board makes proposals to and reports to the BICC Executive Board on any matter which it considers necessary or expedient for the promotion, development, and achievement of the building construction industry in Malta. The Advisory Board may from time to time appoint working committees to advise on specific issues. Each working committee will be chaired by a Co-ordinator represented in the Executive Board.</p>
Description of the department/directorate/entity's functions and responsibilities	<p>The main functions of the BICC are as follows: -</p> <ol style="list-style-type: none"> <li>1. Assist BCA in the formulation of the Building Regulations, Quality assurance and Contractor Registrations.</li> <li>2. Education and Training of industry workforce.</li> <li>3. Research Initiatives</li> <li>4. Health and Safety Cards + Skill Cards courses and management</li> <li>5. Analysing the Property Market trends.</li> <li>6. Consultation meetings with industry stakeholders.</li> </ol>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>Documentation held by BICC: -</p> <ol style="list-style-type: none"> <li>1. Skill Card holder forms and certification</li> <li>2. Safety Card holders' forms and certifications.</li> <li>3. Meeting minutes.</li> </ol>
Description of all manuals and similar types of documents which contain policies,	BICC only makes use of NCFHE approved national

<p>principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)</p>	<p>standards for course accreditation and approval. As for the procedure of how to apply for the skill card and safety card managed by BICC we have all the relevant information online available to the public with an FAQ section explaining all the requirements.</p>
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>The FOI officers of BICC may be contacted by e-mail <a href="mailto:info.bicc@gov.mt">info.bicc@gov.mt</a> or by telephone 22479304 / 22479300.</p> <p>FOI Requests may be submitted by e-mail to <a href="mailto:info.bicc@gov.mt">info.bicc@gov.mt</a>, through the FOI Portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the FOI Officer.</p> <p>Complaints may be submitted by e-mail <a href="mailto:info.bicc@gov.mt">info.bicc@gov.mt</a>, through the FOI Portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</p> <p>The complaint should be addressed to the Public Authority's FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p> <p>The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Public Authority and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information.</p>
<p>Other Information</p>	<p>Payments are to be made by cheque and are to be addressed to</p>

	BICC (Building Industry Consultative Council) Working hours: 0700 - 1300
Public Authority Contact Details	Address: BICC, 36 Old Mint Street Valletta General Telephone number: 22479 300 Generic e-mail address: info.bicc@gov.mt