






OFFICE OF THE
ATTORNEY GENERAL
MALTA

ANNUAL REPORT
2021

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MISSION STATEMENT

The Office of the Attorney General is committed to carrying out its statutory responsibilities, duties, and functions effectively and efficiently and in the best interest of the administration of justice.

VISION STATEMENT

To provide quality prosecution services to the people of Malta

VALUES

Justice | Independence | Fairness | Integrity | Professionalism





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FOREWORD

Inarguably, 2021 was a unique year for the Office of the Attorney General, hereafter referred to as the Office. The Office managed to seal the importance of its new role assumed through the deliverables and commitment that this Office showed throughout the year under review.

During the period under review, the Office continued to take over more decisions to prosecute and prosecutions from the Executive Police relative to additional offences. This taking over of prosecutions aligns with the recommendations made in the Venice Commission Opinion of 2018 and the GRECO Fifth Evaluation Report. In substance, this means that during 2021, the Office was prosecuting the most serious offences taken over from the Police with effect from the 1st October 2020 through the Prosecution of Offences (Transitory Provisions) Regulations, 2020 (Legal Notice 378 of 2020). Additional offences were taken over from the Police from the 1st October 2021 through the Prosecution of Offences (Transitory Provisions) (Amendment) Regulations, 2021 (Legal Notice 367 of 2021). Standard Operating Procedures were concluded with the Police to ensure the smooth running of prosecutions taken over by the Office. Specific Standard Operating Procedures were also established relative to particular offences.

In 2021, the Office witnessed an increase in the number of prosecutions, especially prosecutions of money laundering offences, including stand-alone money laundering, which is in line with the national risk profile for Malta. The taking over of prosecutions by the Office has also helped achieve a higher quality of investigations and speedier resolution of prosecutions that are highly complex cases.

The Office developed and adopted its Anti-Money Laundering Strategy covering 2021–2023. The strategy evidences the commitment of the Office in the fight against the offence of money laundering. Money laundering is not only a serious threat to the integrity of the financial system,

but it also makes crime fund other criminal activities. Hence, the strategy testifies that the Office is fully committed to ensuring the effective prosecution of money laundering offences and depriving criminals of the proceeds from their criminal activities. The principal aim of this strategy is to effectively ensure that:

1. investigations are translated into a number and type of prosecutions and convictions in line with Malta's risk profile;
2. better quality of investigations and prosecutions effectively combat high-level and complex money laundering cases;
3. professional enablers who facilitate the offence of money laundering are likewise prosecuted;
4. assets of the accused and the relative criminal proceeds are not dissipated during the proceedings to ensure their confiscation;
5. cooperation and coordination take place with other authorities, including foreign judicial authorities, involved in the fight against money laundering.

Capacity building is an ongoing process at the Office. Efficiency and effectiveness are augmented by specialisation and training, the introduction of new systems and methods, the further digitisation of certain processes and, where necessary, by recruiting additional staff. This continues to enhance further the reputation that the Office enjoys both locally and internationally.

The methodology and keeping of statistics by the Office were enhanced and developed. Detailed statistics are being kept relative to the functions and duties falling within the remit of the Office.

This year also experienced restrictions stemming from the COVID-19 pandemic, which called for the adaptation of work methods at the Office. This includes maximising the use of technology when participating in conferences, working groups, training, and consultative platforms in the criminal law fields.

The Office embarked upon various projects during 2021. One of the major projects is the participation in the Structural Reform Support Services (SRSS) project of the European Commission and the World Bank, aimed at promoting operational excellence within the Office. Another project that the Office is conducting is the scanning of documentation pertaining to the Office. This project is part of the digitalisation strategy of the Office and constitutes an environmentally friendly initiative taken by the Office.

The Office participated in a number of reviews by international institutions, including that conducted by the European Commission, MONEYVAL, GRECO and the Financial Action Task Force (FATF).

As competent authority in terms of European Union legislation and international Conventions, the Office has strived to maintain a high level of quality in the assistance provided to its counterparts.

The Office is committed to achieving better quality prosecutions as it successfully did in 2021, as well as to continue delivering positive results and showcasing the Office with the respect it calls for, that is, in its role as a fundamental pillar of the rule of law.

Looking ahead, the Office will continue to implement its strategy and work on the projects embarked upon during 2021. In 2022, the Office will take over the decision to prosecute and the prosecutions of additional offences from the Police. To cater to this additional challenge, the necessary preparations for this taking over, including recruitment, training, specialisation, and strengthening of the Office, will continue unhampered. It is evident from past experience that the staff at the Office always rise to meet the challenge.



Efficiency and effectiveness are augmented by specialisation and training, the introduction of new systems and methods, the further digitisation of certain processes



HISTORICAL BACKGROUND OF THE OFFICE OF THE ATTORNEY GENERAL

The Office of the Attorney General can be traced back to 14th August 1832 when by means of Proclamation No. VIII of that same year, issued by Governor Sir Frederick Cavendish Ponsonby, Robert Langslow was appointed as His Majesty's Attorney General of Malta. The Attorney General had the role of the legal adviser of the Government and *ex officio* General Magistrate. Mr Langslow was assisted by Dr Emanuele Caruana together with Dr Benedetto Bardon, who were appointed King's Counsels for the Island of Malta and its dependencies and by Dr Odoardo Dingli, who was appointed King's Counsel for the Island of Gozo. The Office was short-lived as in 1838, in consequence of a report of a Royal Commission sent out to inquire into the judicial establishment of Malta, the British Government abolished the Office altogether.

By means of Proclamation No I of 1839, the Office of the Attorney General was replaced with that of the Office of the Crown Advocate. This Office immediately left its mark as it was entrusted to draft the much controversial freedom of the press legislation. Dr Giacomo Pantaleone Bruno served as Malta's first Crown Advocate (1839–1842), only to be followed by a string of brilliant and intelligent lawyers such as Dr Antonio Micallef (1842–1853), Sir Adrian Dingli (1854–1880), who authored more than 200 pieces of legislation, Sir Giuseppe Carbone (1880–1894), Dr Alfredo Naudi (1895–1905), Sir Vincent Frendo Azzopardi (1905–1915), Sir Michelangelo Refalo (1915–1919) and Sir Arturo Mercieca (1919–1921).

Through the 1887 Letters Patent, which constituted a Council of Government, the Crown Advocate became involved in Government's political process. However, in 1921, following the advent of responsible Government in Malta, the Office of the Crown Advocate acquired a dual role. The Office was renamed as 'Public Prosecutor and Treasury Counsel' with Major Victor Frendo Azzopardi being nominated as the first Public Prosecutor (1921–1928), followed by Sir Philip Pullicino (1928–1936). As the legal advisor of the Maltese Government, the Public Prosecutor was entrusted with criminal law matters while the Treasury Counsel was responsible for civil matters. The Office was also responsible for legislating on transferred matters.

In 1936, Governor Sir Charles Bonham-Carter redesignated the Office through the Attorney General (Constitution of) Office Ordinance (No. XXX). The Ordinance also sought to create new roles within the Office, i.e., that of the Deputy Attorney General and the Senior Counsel. The Attorney General absorbed the functions previously vested in predecessors, namely public

prosecution and legal advice to Government. The designation of Assistant Attorney General was introduced by Act XXIV of 1956.

Sir Philip Pullicino (1936–1940), Dr Louis Naudi (1941–1955), Sir Anthony Mamo OBE QC (1955–1957) and Professor John J. Cremona (1957–1965) served as Attorney Generals within the redesignated Office up to the grant of Independence.

In 1964, the political independence of the Attorney General was consolidated through the entrenchment of the Office in the Constitution of Malta. The Constitution provides that in the exercise of duties, the Attorney General has powers to institute, undertake and discontinue criminal proceedings and is not subject to the direction or control of any other person or authority. Malta's supreme law also guarantees the Attorney General the security of tenure as provided to members of the judiciary.

Under Legal Notice 46 of 1965, the designation Attorney General was changed to Crown Advocate General. Act XVIII of 1971 bestowed the same powers and privileges enjoyed by the Crown Advocate General to the Deputy Crown Advocate General, the Senior Crown Advocate General and the Crown Counsels. Dr Michele Tufigno (1965–1971) and Dr Edgar Mizzi (1971–1981) served as Malta's Crown Advocate Generals.

In 1974, the designation was again changed as the Crown Advocate General became known as the Attorney General. In 1975, the Senior Crown Counsel and the Crown Counsel became known as the Senior Counsel of the Republic and the Counsel of the Republic, respectively. In 1988, under Act XVII, the Senior Counsel for the Republic became known as Assistant to the Attorney General. In 2004, the Office of the Attorney General became an Agency of Government endowed with legal personality.

The following lawyers served as Attorney Generals since 1971: Dr Edgar Mizzi (1971–1981), Dr Victor Borg Costanzi (1981–1983), Dr Joseph G. Borg (1983–1988), Dr Carmel Testa (1988–1989), Dr Anthony Borg Barthet (1989–2004), Dr Silvio Camilleri (2004–2010) and Dr Peter Grech (2010–2020).

In 2019, the dual role of the Attorney General as Public Prosecutor and Principal Legal Counsel to the Government came to an end when the Office of the State Advocate was constituted to be responsible for civil, constitutional, and administrative law. The Office of the Attorney General became a specialised prosecution service.

Dr Victoria Buttigieg (2020–present) is the first woman appointed as Attorney General and the first to head the Office in this specialised role of taking decisions to prosecute and conducting prosecutions before the Court of Magistrates.

PREMISES

After years at the Palace of the President of Malta, the Office was relocated to Admiralty House, South Street, Valletta. The new offices were officially inaugurated on the 2nd October 2020 by the Hon Dr Edward Zammit Lewis, the Minister for Justice, Equality and Governance, as the new Office of the Attorney General.

Admiralty House (*id-Dar tal-Amiraljat*), formerly known as Palazzo Don Raimondo and Casa Miari, is a baroque palace in South Street, Valletta. It was built in 1569, after the Great Siege, as two private residences commissioned by Fra Jean de Soubiran dit Arafat, a knight of the Order of St. John.

The properties were passed down to a knight, François le Petit de la Guerche, and following his death in 1663, they were taken over by the Treasury of the Order of St. John. After 1668, the houses were leased to several knights of the Order.

In the 1760s, the houses were leased to Fra Raimondo de Sousa y Silva, a wealthy Portuguese knight who decided to rebuild the houses into a single residence to their present format. Thereafter, the building became known as Palazzo Don Raimondo after Fra Raimondo de Sousa y Silva. The reconstruction was completed in 1763 and is attributed to Andrea Belli, the same architect who redesigned Auberge de Castille.

Fra Raimondo de Sousa y Silva died in 1782, and for some years, the house was divided into several apartments. Eventually, the building was converted back to a single residence and was again let out to several knights. The palace was known by various names throughout its history, depending on its occupants, including Maison Arafat, Casa de Guerche and Maison Fleurigny. In the late 18th and early 19th century, it was known as Casa Miari after Fra Antonio Miari di Belluno who lived in the palace during the last years of the Order of St. John, from 1795 to 1798. He was Secretary to Grand Master Ferdinand von Hompesch.

In the late 18th century, during the French occupation of Malta, the Government offered the building to Bishop Vincenzo Labini as a seminary. Due to the Maltese uprising against the French, these plans were never implemented. The façade was originally decorated with the coats of arms of the Order and Grand Master Manuel Pinto da Fonseca, but these were defaced following orders by Napoleon.

In 1800, Malta became a British Protectorate, and Civil Commissioner Alexander Ball occupied the house. Between August 1802 and June 1803, the palace was rented out to Alexander Macaulay, Secretary to the Civil Commissioner. In 1808, the palace received Louis Philippe, Duke of Orléans and Louis Charles, Count of Beaujolais. On 29th May 1808, Louis Charles died of tuberculosis and was buried at Saint John's Co-Cathedral in Valletta.

In 1821, when Malta was already a Crown Colony, the building was officially leased to the naval authorities as the official residence of the Commander-in-Chief of the Mediterranean Fleet, and thus receiving the name Admiralty House. The building received various personalities as residents or guests, including Lord Mountbatten, Winston Churchill, King George V and Queen Elizabeth. The building was eventually handed over to the Government of Malta in 1961.

On 7th May 1974, the building was restored to house the National Museum of Fine Arts. In 2018, the National Museum of Fine Arts moved from Admiralty House to Auberge d'Italie, and it was called MUŻA (from the Maltese acronym *Mużew Nazzjonali tal-Arti*).

Admiralty House is a Grade 1 monument listed on the National Inventory of the Cultural Property of the Maltese Islands. The building consists of halls built around a central courtyard and has two floors above ground along with a basement. The building has a monumental free-standing staircase, said to be one of the finest in Malta. The staircase might have been influenced by those found at Auberge de Castille in Valletta.



BRANDING

This year the Office embarked on a branding exercise to further reflect its autonomy in carrying out the functions indicated in the Constitution of Malta.

Corporate design guidelines were drawn up to help the agency build a uniform and powerful brand presence for the Office. The Office worked on a booklet that plays a key role in shaping the reputation and overall perception of the brand, both within the agency and the public.

As part of the branding exercise, a logo was established for the Office. The logo features an interpretation of the iconic scales of justice, designed in a modern way. The design seamlessly brings together the old and new by enriching what is otherwise a clean slate with a sense of familiarity through the incorporation of Maltese elements. The colours of the logo were chosen for their specific meaning in relation to the attributes of the Office. In heraldry, the colour blue ('azure'), *inter alia*, stands for loyalty, truth and strength, whilst the gold colour ('or') signifies wisdom, glory and consistency.

By implementing a consistent branding strategy, the Office staff are better encouraged to believe in the functions and work of the agency, thus becoming more emotionally satisfied in their role.





STRUCTURE OF THE OFFICE OF THE ATTORNEY GENERAL

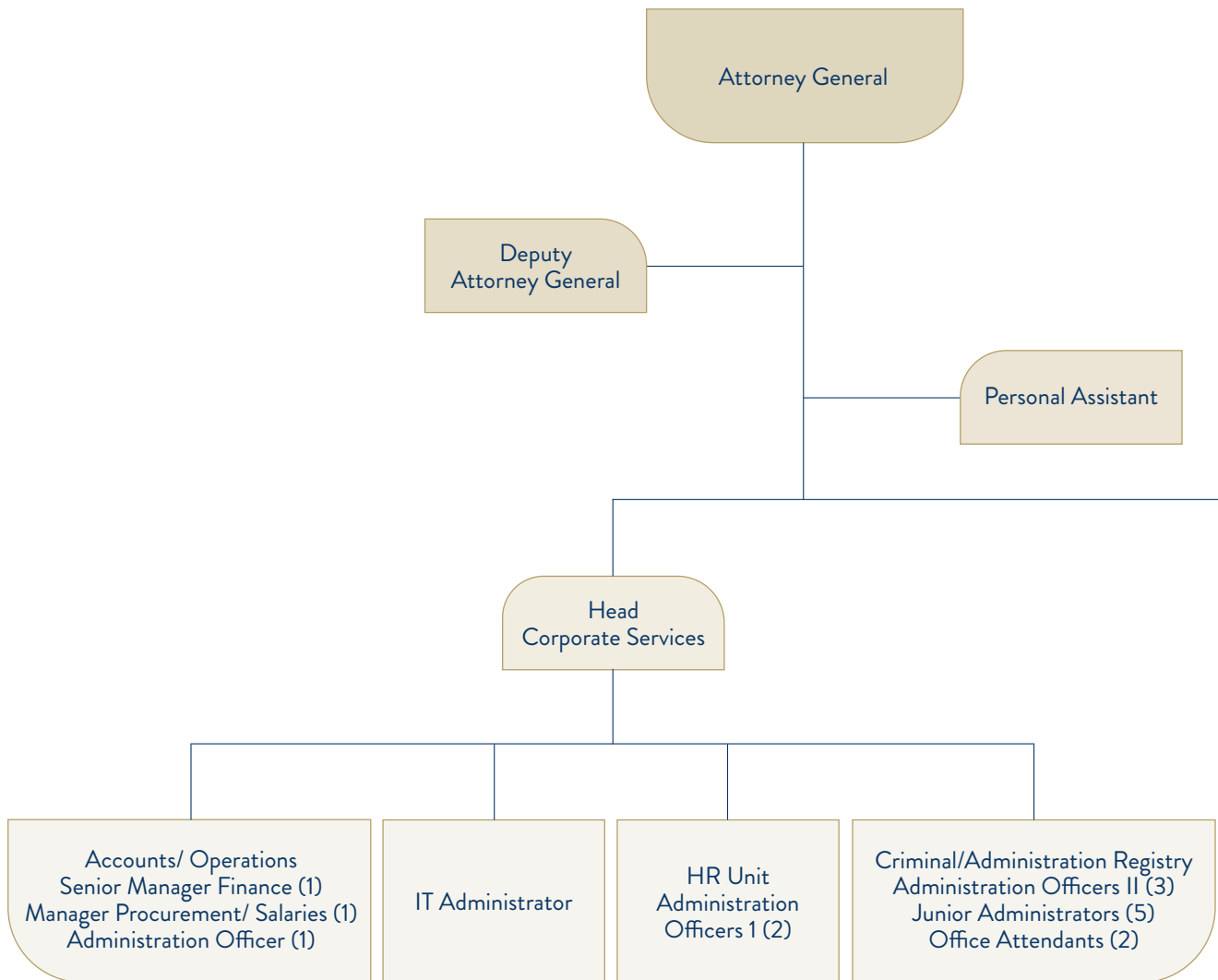
In terms of the Attorney General Ordinance (Chapter 90 of the Laws of Malta), the Office of the Attorney General is established as a government agency consisting of two main sections: legal staff (prosecutors and legal procurators) and administrative staff.

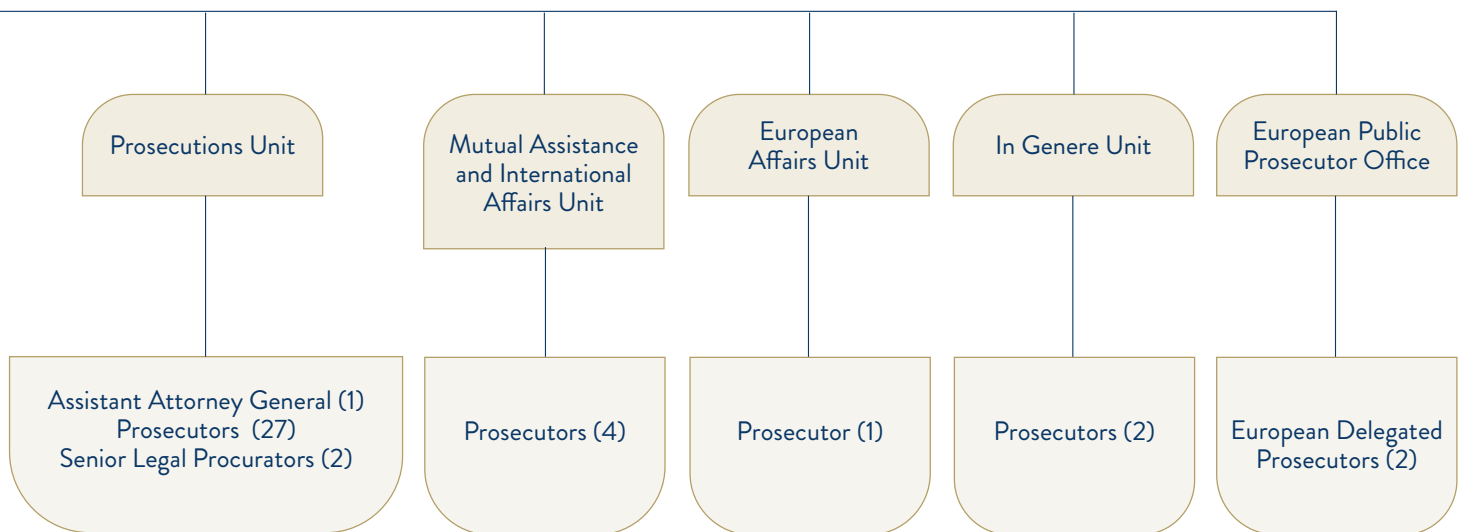
Within the Office, prosecutors and legal procurators are subject to a Code of Ethics applicable to Prosecutors and Legal Procurators of the Office published in the Government Gazette on the 27th January 2017.



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ORGANIGRAM







PROSECUTION UNIT

The Prosecution Unit is the largest Unit within the Office, with twenty-eight (28) prosecutors and two (2) legal procurators.

The prosecutors within this Unit handle a number of duties and are currently working with two concurrent systems of prosecutions: (a) prosecutions conducted by the Office; and (b) prosecutions conducted by the Police.

Regarding prosecutions conducted by the Office, the prosecutors assigned to perform this work are divided according to the offence. This assignment guarantees specialisation amongst prosecutors, and the prosecutors are given continuous training both in their area of specialisation as well as in the general field of criminal law. The prosecutors conducting prosecutions at the Office are involved from an early stage of the investigations. They are responsible for the decision to prosecute relative to the case assigned to them, drafting the charges against the accused, and conducting the prosecution in all the phases associated with prosecutions. The prosecutors are also involved in drafting the articles of the law or the Bill of Indictment, as well as the prosecution before the Criminal Court and appearing before the Court of Criminal Appeal as the case may be.

Concerning prosecutions conducted by the Police, the prosecutors are responsible for overseeing the committal proceedings, indicating the articles of the law in terms of which the accused is to be found guilty or filing the Bill of Indictment as the case may be. The prosecutors also conduct the prosecution before the Criminal Court and appear before the Court of Criminal Appeal.

In those instances where the Court of Magistrates acts as a court of criminal judicature, the prosecutors analyse the acts of the proceedings and the decision given by the said court if the necessary note is filed by the Police. If appropriate, the prosecutors file an appeal before the Court of Criminal Appeal and follow the said appeal.

Prosecutors within this Unit are also responsible for requesting the Criminal Court to issue monitoring, investigation, and attachment orders.

This Unit works closely with other entities, including the Police and the Asset Recovery Bureau.



KEY STATISTICS REGARDING PROSECUTIONS

Key statistics concerning prosecution by the Office of the Attorney General (1st October 2020 – 31st December 2021)

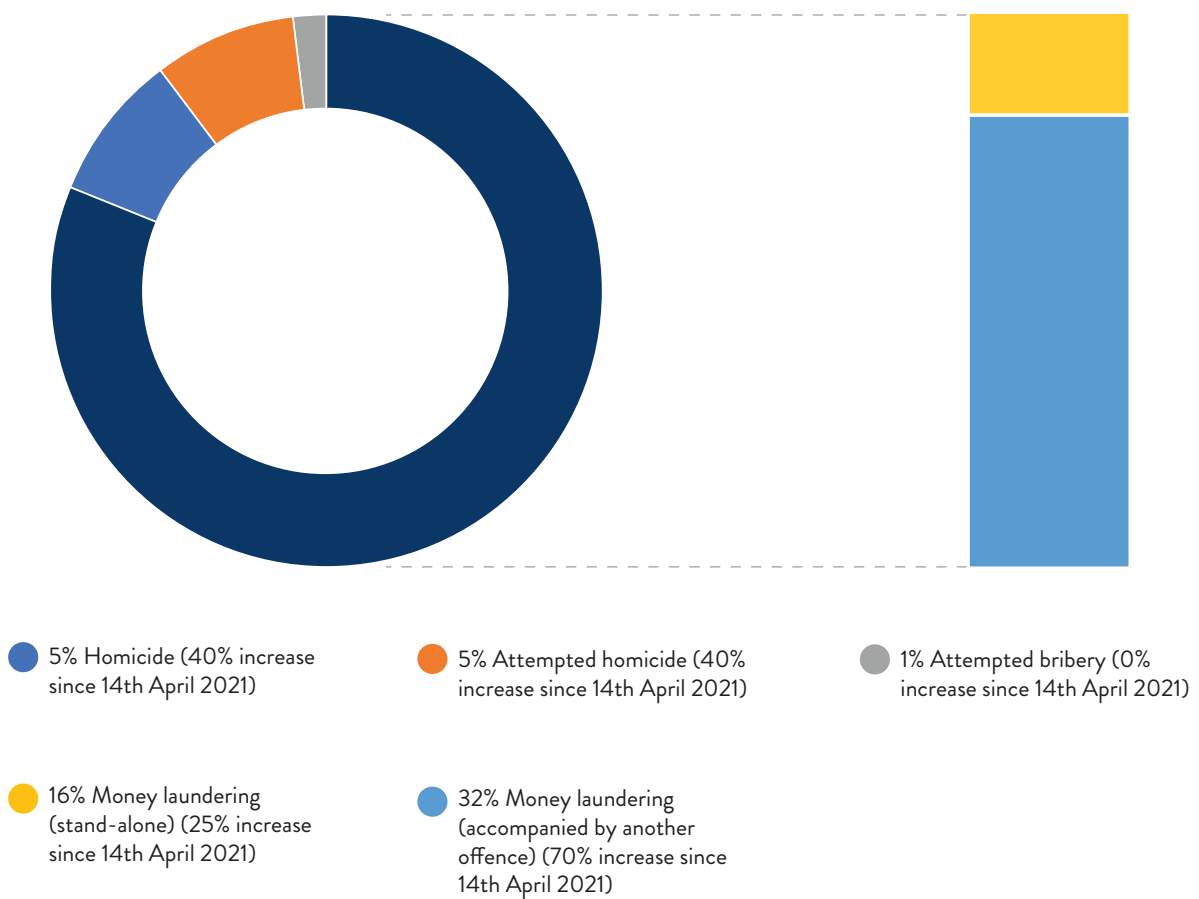


Figure 1: Number of Prosecutions since 1st October 2020

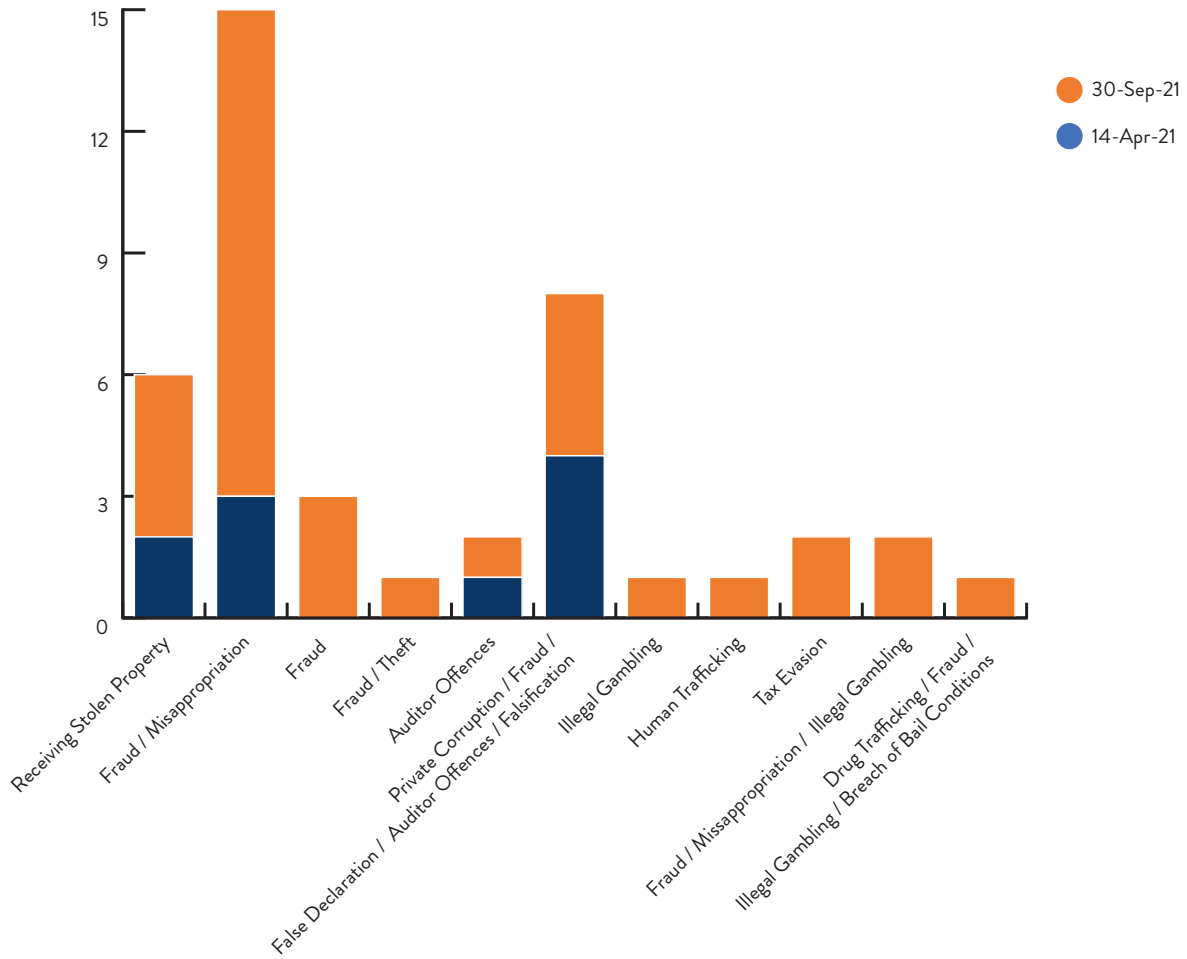


Figure 2: Accompanying offences to Money laundering cases

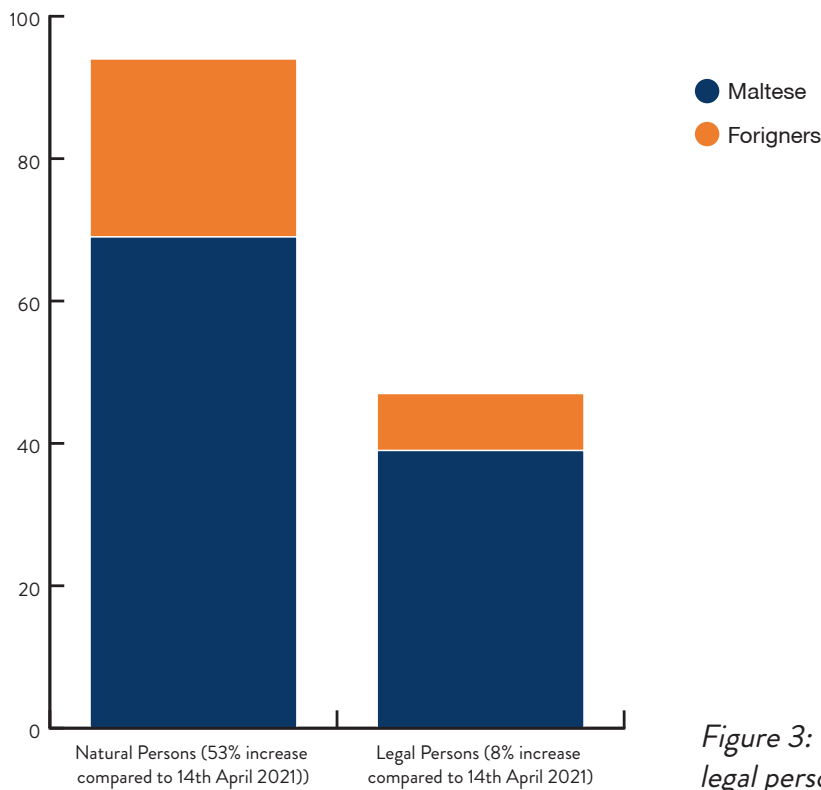


Figure 3: Natural and legal persons prosecuted

CONVICTIONS

From 14th April 2021 up to 30th September 2021, there were five (5) convictions prosecuted by the Office.

All assets were confiscated where applicable, and therefore 4 out of the 5 cases had their assets confiscated.

Data 01/10/2021

Total Cases 1/10/2020 - 16/12/2021	1190		
Number of committal proceedings	813	General Totals for 2021	
Outcomes	377	Juries	8
<i>of which</i>		Appeals (Inferior Jurisdiction)	
Articles	323	<i>with note from Police</i>	44
Bills of Indictment	22	<i>i/t/o Article 392A appeals</i>	15
Counter Orders	9		59
Counter Orders + Articles	23	Appeals (Superior Jurisdiction)	0
		TOTAL	67

The above cases include cases that are arraigned by the Police and the Office of the Attorney General



MUTUAL ASSISTANCE AND INTERNATIONAL COOPERATION UNIT

The Mutual Assistance and International Cooperation Unit is composed of four (4) prosecutors.

The prosecutors within this Unit handle all requests made regarding European Union legislation and international conventions. These requests include European Investigation Orders and requests for Mutual Legal Assistance, the hearing of witness testimony, the service of criminal judicial acts and the enforcement of criminal penalties.

This Unit is responsible for assisting the Police with the drafting and vetting of outgoing European Investigation Orders and requests for Mutual Legal Assistance. Prosecutors within this Unit also assist the Police in extradition requests and European Arrest Warrants.

Prosecutors within this Unit assist the prosecutors within the Prosecutions Unit relative to matters involving cross-border elements.

Like in other Units, these prosecutors receive specialised training and participate in webinars, working groups and conferences, particularly involving mutual assistance and international cooperation. Prosecutors also give presentations as part of training to other prosecutors relative to this specialised area of criminal law.

Throughout 2021, this Unit handled the following requests:

European Investigation Orders	Received	Transmitted	TOTAL
Germany	68	5	73
Italy	31	7	38
Poland	26	3	29
Austria	21	0	21
Netherlands	15	6	21
Spain	10	5	15
Czech Republic	8	5	13
Sweden	9	2	11
Latvia	10	1	11
Estonia	1	9	10
Lithuania	3	4	7
Belgium	4	3	7
Portugal	5	2	7
Bulgaria	5	1	6
Slovenia	5	1	6
Slovakia	5	0	5
Romania	3	2	5
United Kingdom	4	0	4
France	1	3	4
Cyprus	2	2	4
Finland	2	1	3
Greece	3	0	3
Hungary	2	1	3
Luxembourg	0	2	2
Ireland	0	2	2
Liechtenstein	0	1	1
Croatia	1	0	1
Pakistan	1	0	1
TOTAL	245	68	313
	Received	Transmitted	TOTAL
European Investigation Orders	245	68	313
Mutual Legal Assistance	64	145	209
	Executed	Pending	Cancelled
European Investigation Orders Received	58	183	4
European Investigation Orders Transmitted	4	61	3
Mutual Legal Assistance Received	10	51	3
Mutual Legal Assistance Transmitted	5	137	3

Mutual Legal Assistance	Received	Transmitted	TOTAL	Mutual Legal Assistance	Received	Transmitted	TOTAL
United Kingdom	4	35	39	St. Vincent and the Grenadines	0	1	1
United States of America	4	25	29	Cayman	0	1	1
Seychelles	0	19	19	New Zealand	0	1	1
Switzerland	11	4	15	Ghana	0	1	1
Turkey	7	3	10	Hungary	1	0	1
United Arab Emirates	0	6	6	Indonesia	0	1	1
Nigeria	0	6	6	Norway	0	1	1
British Virgin Islands	0	5	5	Pakistan	1	0	1
Germany	5	0	5	Kazakhstan	1	0	1
Hong Kong	0	5	5	Liechtenstein	1	0	1
Ireland	5	0	5	France	1	0	1
Singapore	0	5	5	Slovenia	1	0	1
Serbia	2	2	4	South Africa	0	1	1
Italy	4	0	4	Sweden	1	0	1
Canada	0	3	3	Peru	1	0	1
Denmark	3	0	3	Poland	1	0	1
Georgia	0	2	2	Mauritius	0	1	1
Israel	1	1	2	Monaco	0	1	1
Malaysia	0	2	2	Romania	0	1	1
Marshall Islands	0	2	2	Algeria	1	0	1
Spain	2	0	2	Armenia	1	0	1
Tunisia	0	2	2	Australia	0	1	1
China	0	2	2	Austria	1	0	1
Ukraine	1	1	2	Bahamas	0	1	1
Montenegro	0	2	2	Belarus	1	0	1
Panama	1	1	2	Brazil	1	0	1
GRAND TOTAL					64	145	209



IN GENERE UNIT

The *In genere* Unit is a specialised unit tasked with examining and vetting all magisterial inquiries transmitted to the Office according to the provisions of the Criminal Code (Chapter 9 of the Laws of Malta).

This Unit is currently composed of two (2) prosecutors.

The prosecutors within this Unit draft notes of renvoi as necessary and are also responsible for filing applications in terms of article 550A of Chapter 9 to ensure that Magisterial Inquiries are concluded timeously.

If the conclusion of the Magisterial Inquiry requires the filing of charges by the Police, then prosecutors within this Unit liaise with the Police to ensure that such charges are filed. If the filing of the charges falls within the remit of the Office, the prosecutors ensure that a prosecutor from the Prosecution Unit is assigned to file such charges.

The Unit is also responsible for authorising the issue of copies of the conclusions of the Magisterial Inquiry under the provisions of the Criminal Code.

The following are the statistics relative to the number of Magisterial inquiries vetted:

In Genere

From January 2021	Actual Amount	Average Amount
Total Magisterial Inquiries Received	697	N/A
Notes of Renvoi	231	N/A
Applications filed in terms of Article 550A of Chapter 9	480	N/A
Cases liaised with Police	N/A	300
Authorised copies of Magistrate Enquiries	N/A	40



EUROPEAN AFFAIRS UNIT

The European Affairs Unit is composed of one (1) prosecutor.

The prosecutor within this Unit handles, *inter alia*, requests relating to the transfer of court proceedings, transfers of sentenced prisoners, European supervision orders and probation and alternative sanctions. The prosecutor also covers the notification of foreign convictions to third-country states in terms of Article 22 of the European Convention on Mutual Assistance in Criminal Matters.

The prosecutor within this Unit also compiles questionnaires emanating from the institutions of the European Union, the Council of Europe, as well as those from other international fora such as the United Nations and the Commonwealth.

The prosecutor regularly participates in European Union (EU), Council of Europe and other institutions' meetings, conferences, webinars and working groups, both physically and virtually. This also includes attending meetings and seminars relating to EU and Council of Europe matters, both in Malta and abroad.

The prosecutor is also one of two points of contact for the European Judicial Network (EJN) covering EU Framework Directives and is also responsible for updating the *fisher belges* on the EJN website.

Since last year, the prosecutor has been nominated as the Joint Investigation Team expert and is also responsible for the updating of the *fisher espagnole* relating to Malta.

Apart from EU affairs, the prosecutor is responsible for legal drafting and research within the Office and represents the Attorney General in several local boards and committees. The prosecutor also delivers presentations to other prosecutors on a number of criminal law topics.

Statistics for 2021

Participation in meetings (both virtual and physical)	71
Participation in meetings abroad	02
Questionnaires completed	32
Legal Research effected	23
Notifications effected in terms of Article 22 of the European Convention on Mutual Assistance in Criminal Matters	37
Presentations delivered to prosecutors	05
Legal drafting of Bills/ Legal Notices	11
Transfer of Proceedings requests processed	02
Transfer of Sentenced Prisoners requests processed	07
Training sessions received	24



CORPORATE SERVICES UNIT

The Corporate Services Unit incorporates the Administration, Human Resources, Finances, Operations and General Support function of the Attorney General. The administration is currently composed of sixteen (16) officers, working on finances, procurement, human resources, operations, and paralegal work.

The corporate services are composed of the:

- Human Resources (HR) Branch
- Registries
- Finance Branch

HUMAN RESOURCES BRANCH

The Human Resources Section manages the Human Resources function of the Office. Throughout the year, this Unit caters for the issuance of external and internal vacancies and keeps appropriate records of all employees. It also deals with various returns, reports and queries from the Office of the Prime Minister and parliamentary questions regarding capacity building. For the past months, the HR Office was active in engaging new lawyers to carry out prosecution duties as per the Venice Commission's recommendations.

In December 2020, a collective agreement was signed with the General Workers' Union (GWU) for administrative and clerical staff. As a result, in 2021, several vacancies were opened to be filled in varying grades, as per the agreement.

Presently, negotiations are underway with the *Union Haddiema Magħqudin / Voice of the Workers* for a collective agreement regarding legal staff.

REGISTRIES

The Office has two registry sections: the Criminal Registry and the Administration Registry.

The Criminal Registry manages files related to criminal proceedings and thus has a close working relationship with the Courts. The officers working in this Registry must be vigilant to ensure that deadlines and timeframes stipulated by law are strictly adhered to.

Files in this Administration Registry are kept for thirty years, following which they are moved to the National Archives. The Registry of the Administration deals with general files relating to administration, procurement, operations and finance.

FINANCE BRANCH

The Finance Branch is divided as follows:

1. The Accounts Section is managed by a Senior Manager who administers the budget for the Office. The Accounts Section has invested in two new programmes, “Shireburn” and “Indigo”. The former is an accounting software that will allow the Office to become independent from the Treasury, and the latter will be used for salaries as from January 2022. As a result of this, the Office has become wholly independent in its budgeting operations.

Another initiative being introduced is a new online system for preparatory work of official visits abroad, which is more accurate, efficient, more traceable, paperless and can also be accessed from home in case of teleworking.

2. Within the Procurement Section, the Procurement Manager is responsible for designing and implementing procurement processes leading to the establishment of a contract for the purchase of supplies, services, and works in full accordance with the National Procurement Regulations and other related circulars as may be necessary. Such circulars may include instructions from the Department of Contracts or other entities such as the Green Procurement Section. The procurement cycle is triggered off by raising a request form showing details of who is making this request, what is required and a basic estimate of purchasing such a solution. The Procurement Unit ensures that finances are available for such purchases. Once this is established, the procurement activity pertaining to the threshold is organised based on the estimate. Such procurement activity may take the shape of a collection of quotes or publications for tender offers.

A number of tenders were published for security, cleaning of the building, photocopying machines, and the purchase of a new vehicle.