

PERSONAL INFORMATION

Ingrid Borg

 Flt 1, Blk A, 'La Ruelle Apartments', St. Patrick Street, RBT 2131 Rabat (Malta)

 +356 21454522  +356 99467868

 borging81@gmail.com

WORK EXPERIENCE

Jul 2015–Present

Director – Regulatory Affairs

Malta Competition and Consumer Affairs Authority
Mizzi House, National Road, HMR 9010 Blata I-Bajda (Malta)

Management of the functioning of the Regulatory Affairs Directorate and ensuring that the responsibilities entrusted to the Directorate are carried out efficiently and effectively. The Directorate performs the functions of the Competent Authority for Chemicals, Pesticides, Food Risk Assessment, Type Approval of Motor Vehicles, Conformity Assessment and Product Safety. The Directorate is the authority in Malta for the proper implementation of the legislation and policy outlined above. As the Director, I oversee that the specific responsibilities of the Directorate are carried out effectively and efficiently including the proper transposition and implementation of the legislation and make certain that Malta is represented in the technical fora where such topics are discussed both nationally and internationally. I provide input into policy formulation with respect to the areas under the Directorate's competence. My responsibilities also include the development of strategies concerning the implementation of the legislation, the day to day running of the Directorate and the management of 21 officers each with different responsibilities and competences. In addition, I ensure that the key performance indicators and targets set by the Authority are met.

I am the Maltese representative on various European Union Council Working Parties, European Food Safety Authority networks, including its Advisory Forum and a member of the European Chemicals Agency Management Board. In addition, I represent the Authority on various national boards/committees including the Food Safety Commission, the Pesticides Control Board and the Building Industry Consultative Council.

During the Maltese Presidency for the Council of the European Union, I acted as Chair and as Vice Chair for various Council Working Parties and International Meetings.

I am also a qualified lead and internal quality auditor with respect to ISO 9001 management systems which allows me to effectively implement the objectives and quality systems necessary for the proper functioning of the Directorate.

Business or sector Public body (regulatory sector)

Aug 2008–Jun 2015

Assistant Director – Regulatory Affairs

Malta Competition and Consumer Affairs Authority
Mizzi House, National Road, HMR 9010 Blata I-Bajda (Malta)

Assisted the Director in the managing of the Directorate with specific emphasis on the implementation of the legislation related to product, chemicals, pesticides and food risk assessment. This also involved representing Malta in national and European Union meeting, the management of the day to day functions of the Directorate, providing input to the Authority's policy, and assisted in implementing the strategies and targets set.

Business or sector Public body (regulatory sector)

Jul 2003–Aug 2008

Scientist – Regulatory Affairs

Malta Standards Authority
Evans Building, Merchants Street, Valletta (Malta)

Provided technical advice and information to industry and commercial operators regarding food safety, chemicals, product safety and pesticides. Participated in activities related to various policy areas at European Union and national level. I was responsible for the examination of technical documentation regarding the areas mentioned above and the development of guidelines for industry. Participated as assessor during certification of products. Acted as internal auditor for ISO quality system and within the National Accreditation Body. Set up specifications for food quality products. I was also responsible for the transposition and implementation of legislation under the Food Safety Act, the Pesticides Control Act and the Product Safety Act

Business or sector Public body (regulatory sector)

EDUCATION AND TRAINING

Feb 2016–Jan 2019

Public Management Toolkit

Institute for the Public Services
San Salvatore Bastion, Sa Maison Road, FRN1610 Floriana (Malta)

In line with Government strategy to enhance the quality of Leadership in the Public Service, this modular training programme is aimed for officers in or aspiring to headship positions. The training programme covers core competences which are considered essential for senior positions involving duties of a general management nature. The course consists of 7 modules and is aimed to provide both skills and knowledge that encompass a wide-ranging area. The course is set up to provide not only knowledge on management skills but also on various procedures, policies and regulations concerning the public sector. The modules are:

- Managing with Leadership
- Government Legislation, Policy and the EU
- People Management in Public Administration
- Government Finance
- Interpersonal Skills
- Strategic Change Management
- ICT and Business

Sep 2013–Sep 2014

Master in Knowledge-Based Entrepreneurship

EQF level 7

University of Malta, Msida (Malta)

Main topics covered include:

- Requirements for entrepreneurs and management including: creativity, innovation, marketing, strategy, business planning, finance, risk management and performance management;
- Gain a thorough understanding of entrepreneurship and what it takes to become a successful entrepreneur;
- Use knowledge and understanding of creativity and innovation within the business environment to develop new business products;
- Develop a broad knowledge and understanding of: Market research and analysis of data; the development of new markets and the development of markets towards maturity; customer expectations, service and orientation; competing against established

businesses and establishing the Unique Selling Proposition (USP);

- Create a sound business plan and apply it as a management tool;
- Appraise the main ways in which business finances are presented and how businesses are valued, and identify how and when to raise funding for growth via debt or equity finance;
- Assess how good project planning and management can minimise business risk;
- Manage people and organisations within an entrepreneurial start-up culture;
- Apply the knowledge gained throughout the course to mentored business projects.

Oct 1999–Jun 2003

B.Sc (Hons) Chemistry and Biology

EQF level 6

University of Malta, Msida (Malta)

Main topics covered include:

- Critical understanding of the basic theoretical concepts of biology and chemistry;
- Ability to perceive and appreciate the various cross-links and interactions of biology and chemistry with other basic and applied fields of scientific endeavour as well as its economic, social and cultural dimensions;
- Appreciation of cutting-edge developments in a range of areas specific to biology and chemistry;
- Ability and willingness to apply biological and chemical concepts to analyse and solve real-life problems in a multidisciplinary approach;
- Ability to relate and engage the various philosophical, moral and ethical issues arising from current developments in biological and chemical sciences;
- Acquisition of a range of laboratory and field techniques;
- Ability to follow safety instructions and protocols and to work safely in a laboratory;
- Ability to access relevant information from a wide range of sources and to make appropriate use of such information in communicating ideas such as writing of reports;
- Ability to critically interpret and evaluate data and information and apply these to new situations;
- Ability to plan appropriate experimental designs to test specific hypotheses, considering limitations of the methods to be applied, and then implementing them with minimal supervision;
- Ability to analyse data, including the application of numerical methods such as statistics and modelling;
- Ability to communicate ideas as well as findings of own research in a coherent and intelligent manner, through verbal and written means as well as graphically;
- Acquire a range of other personal and interpersonal skills that are required by a practicing biologist and chemist;
- Ability to continuously update and enhance knowledge in biological sciences after the completion of the studies;
- Knowledge and understanding of essential facts, concepts, principles and theories relating to the subject areas as identified above.

PERSONAL SKILLS

Mother tongue(s) Maltese

| Foreign language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
|---------------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |
| Italian | C2 | C2 | C2 | C2 | C2 |
| French | A2 | A2 | A2 | A2 | A1 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained through the delivery of various presentations during seminars/workshops both at national and European Union level and during the chairing/co-chairing of Council Working Parties related to Environment, Chemicals and Spirit Drinks;
- Clarity and concision skills achieved by replying to various queries and questionnaires;
- Ability to deliver ideas and suggestions diplomatically and to communicate common goals to a diverse team thanks to the attendance to various high-level meetings as part of the current post;
- Good listening skills and open-mindedness which aids to appropriately give and receive feedback, especially during meetings with colleagues and team members. This allows the achievement of the best way forward for all concerned.

Organisational / managerial skills

- Leadership skills gained by being responsible for a team of 21 people with various responsibilities in different sectors and different personalities. This also involves recognising the strengths and weaknesses of the team and identify methods how to maximize the team's performance;
- Experience in team and project management gained through the work experience as project leader in various national projects which also includes reporting;
- Very good at prioritising work and managing timelines gained by being responsible for various sectors and by implementing in a timely manner various legal acts, national projects and European Union related tasks;
- Coaching ability gained by mentoring new officers joining the team. This involves knowledge transfer, guidance, encouraging own initiative and problem-solving skills;
- Self-motivated and ability to motivate others during instances where lack of resources and other instances influenced negatively on the team. These skills allowed the team to deliver, accomplish the desired goal and succeed in front of numerous challenges;
- Focus oriented and ability to evaluate issues from various angles which aids in solving problems and find alternative solutions. This skill was especially useful while implementing various European Union obligations whilst taking into account the national perspective and the team's ability to carry out the task at hand.

Job-related skills

- Good command of quality control processes acquired by acting as lead auditor for the Standards and Metrology Institute and internal auditor within the National Accreditation Board and the involvement in the setting up of internal procedures and quality measures necessary for the Authority to obtain and maintain its ISO Management certificate;
- Planning and coordination skills. Responsible for setting up the Multi Annual National

Plan for Malta within the food and pesticides sector and involved in establishing the pesticide residues control plan;

- Due to the diverse nature of the areas currently supervised, good flexibility and multitasking skills allowed the effective execution of various tasks simultaneously and efficiently;
- Setting up of training activities, workshops and seminars for industry, other Government entities and consumers on issues regarding safety of products, pesticides and food;
- Experience in setting tools and fora for aiding the industry and interested consumers. This involved the setting up of a national helpdesk, revision of internal procedures and better streamlined approach to clients to reduce bureaucracy and maximize efficiency;
- Experience in international fora by the attendance to European Union meetings including Commission, Council, European Food Safety Authority and European Chemicals Agency meetings;
- Experience in chairing of meetings both nationally and at European Union level. I was involved in the chairing and co-chairing of Council Working Parties related to Environment, Chemicals and Spirit Drinks during the Maltese Presidency of the Council of the European Union. In addition, I was also involved in the coordination and chairing panel for the European Union Coordination meetings during the International Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions meeting in 2017.

Digital skills

Good command of Microsoft Office™ tools in particular: word processor, spread sheet, database management system, desk top publisher, internet browsing and email, personal information management system, windows operating system, presentation software. Familiar with social media applications and on how these can be used to disseminate information to the public and interested parties.