

Public Authority	Ministerial Secretariat - MAFA
Description of the department/directorate/entity's structure	<p>The Ministerial Secretariat is headed as follows:</p> <p>The Ministerial Secretariat is headed by the Chief of Staff and is made up of 19 persons.</p>
Description of the department/directorate/entity's functions and responsibilities	<p>The Ministerial Secretariat caters for the remit of the Minister responsible for Agriculture, Fisheries and Animal Rights, ie:</p> <ul style="list-style-type: none"> <li>Rural Development</li> <li>Agriculture</li> <li>Horticulture</li> <li>Plant Protection</li> <li>Fisheries</li> <li>Aquaculture</li> <li>Animal Welfare</li> <li>Veterinary Services</li> </ul>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> <li>Press Releases</li> <li>Parliamentary Questions</li> <li>Ministry Financial Estimates</li> <li>Cabinet Papers</li> <li>Legal Notices</li> <li>Project Proposals</li> <li>Reports</li> <li>Approval of National Plans</li> <li>Issue Papers</li> </ul> <p>NB. Some of the information listed is exempt from disclosure under the Freedom and Information Act (Cap. 496).</p>
Description of all manuals and similar types of documents which contain policies,	<ul style="list-style-type: none"> <li>Public Service Management Code</li> <li>Guidelines for the Employment of Secretaries Staff.</li> </ul>

<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>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>FOI Requests may be submitted by e-mail to <a href="mailto:foi-ps.mafa@gov.mt">foi-ps.mafa@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 Freedom of Information Officer.</p> <p>Complaints may be submitted by e-mail to <a href="mailto:foi-ps.mafa@gov.mt">foi-ps.mafa@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's within 10 working days from the receipt of the complaint. The applicant shall also be informed that he/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 Ministry, 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.</p> <p>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 an applicable fee for the submission of information.</p>
Other Information	<p><b>Payments are made at:</b>  MAFA Cash Office  Government Farm  Għammieri  Marsa</p> <p>Opening Hours: 8:00am to 12:00pm</p> <p>Cheque Payments can be addressed to same address and should be made payable to:  Permanent Secretary - MAFA</p>
Public Authority Contact Details	<p>Address: 24, Old Bakery Street, Valletta  General telephone no.: 22924230  Generic website: <a href="http://agrifish.gov.mt">agrifish.gov.mt</a></p>