

Public Authority	Agriculture and Rural Payments Agency
Description of the department/directorate/entity's structure	<p>The Department is headed by a Director and is made up of the following units:</p> <ul style="list-style-type: none"> Front Office Quality Control Unit Control Unit Land Based Measures Unit Investment Measures Unit Market Mechanisms Unit Payments Unit Accounts Unit Accreditation Office Internal Audit Service Administration Office IT Solutions
Description of the department/directorate/entity's functions and responsibilities	<p>The Agriculture and Rural Payments Agency is a customer focused organization delivering a quality service, including processing of payment claims and receipts, ensuring compliance with EU rules and regulations and disseminating information to the farming community.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> Accounts Documents Administration Documents Application Forms Authorization Documents Contracts Co-operation Agreements EU Regulations Manuals of Procedure Minutes of Board Meetings National Regulations Payment Documents Personnel Policy Reports
Description of all manuals and similar types of documents which contain policies, Regulations 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>Manual of Procedures:</p> <ul style="list-style-type: none"> Front Office Axis 2 Single Payment Scheme Other Direct Aid - Aid to Beekeepers Other Direct Aid - Aid to PO's and PG's Promotions Programmes for Agriculture Social Aid Measures - Aid to the Deprived Social Aid Measures - School Fruit Scheme Social Aid Measures - School Milk Scheme Trade Mechanism - Export Licences and Refund Certificates Trade Mechanism - Export Refunds

	<p>Trade Mechanism – Imports Rural Development – Non-IACS Measures Quality Control Cross Compliance Land Parcel Identification System On-the-spot-checks - M214 On-the-spot-checks - Investment Measures - Axis 1, 3 and 4 On-the-spot-checks - LFA and SPS On-the-spot-checks - M121 and M123 On-the-spot-checks - M341 On-the-spot-checks - Other Direct Aid – Aid to Beekeepers On-the-spot-checks - Social Aids Measures – Aid to the Deprived On-the-spot-checks - Social Aids Measures – School Fruit Scheme On-the-spot-checks - Social Aids Measures – School Milk Scheme Payments Accounts</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>Requests for information can be submitted on: foi-ps.msdec@gov.mt</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 Ministry. The complaint should be addressed to the Ministry’s Principal FOI Officer, MSDEC Offices, 6 Triq Hal Qormi, Santa Venera SVR 1301 who shall bring the complaint to the attention of the officer responsible (i.e. the most senior official within the Ministry). 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). 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. An applicant may also make use of the Internal</p>

	Complaints Procedure to report failure to meet deadlines or to send notifications.
Other Information	<p>Request and Complaint Forms may be downloaded from the Ministry's website: http://msdec.gov.mt/en/Pages/Freedom%20of%20Information/Freedom-of-Information.aspx</p> <p>Payments in cash can be made at the Accounts Section of the Ministry at MSDEC Offices, 6 Triq Hal Qormi, Santa Venera SVR 1301.</p> <p>Payments can also be made by cheque payable to the Ministry for Sustainable Development, the Environment and Climate Change.</p>
Public Authority Contact Details	<p>Agriculture and Rural Payments Agency Front Office Pitkali Markets Ta' Qali L/O Attard</p> <p>Tel : 22926148</p>