

Public Authority	Rural Development and Aquaculture (RDAD)
Description of the department/directorate/entity's structure	The Department is headed by a Director General and is made up of the following units: Agriculture Animal Welfare (Domestic) Pitkalija Civil Abattoir (Operations) Rural Festivities Unit (RFU) Aquaculture (Research)
Description of the department/directorate/entity's functions and responsibilities	Rural Festivities Unit (RFU) – Contributing towards and coordinate the production of information material, coordination of an annual calendar of activities and coordinating educational campaigns/activities aimed at students related to the agriculture and fisheries industry.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Kwestjonarju Farm Visit MLT Questionnaire Farm Visit ENG Formola ta' Self ta' Gazebos, Tined u Pens Formola ta' Self ta' Gazebos u Tined
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)	Public Service Management Code Guidelines for the Employment of Secretariat Staff NB: Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 496).
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.	Requests for information can be submitted on: foi-ps.msdec@gov.mt
Details of Internal Complaints Procedure	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

	<p>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 Complaints Procedure to report failure to meet deadlines or to send notifications.</p>
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>Head Office Rural Development and Aquaculture Government Farm Ghammieri Marsa</p> <p>Tel no: 22924 233/146</p>