

Public Authority	VPRD – Plant Health Directorate
Description of the department/directorate/entity's structure	<p>The Directorate is headed by the Director and is made up of the following units:</p> <ul style="list-style-type: none"> · Administration & Operations <ul style="list-style-type: none"> ➤ General Administration ➤ Facilities Management & Maintenance · Scientific & Technical Co-ordination · Plant Protection & Propagation <ul style="list-style-type: none"> ➤ Seeds & Other Propagation Material ➤ Monitoring & Control ➤ Plant Health Diagnostic · Surveillance & Inspectorate
Description of the department/directorate/entity's functions and responsibilities	<p>The Plant Health Directorate is the National Plant Protection Organisation set up within the Veterinary and Phytosanitary Regulation Department under the Ministry for Sustainable Development, the Environment and Climate Change to prevent the introduction into the community of organisms harmful to plants or plant products or their spread within the Community, in line with the Community's plant health regime, as established by Council Directive 2000/29/EC of 8 May 2000 on protective measures against the introduction into the Community of organisms harmful to plants or plant products and against their spread within the Community. The general principles are based upon provisions laid down in the International Plant Protection Convention concluded at the United Nation Food and Agriculture Organisation and, in the World Trade Organisation Agreement on Sanitary and Phytosanitary Measures.</p> <p>The Plant Health Directorate is also responsible to monitor the market of propagation material in the Maltese territory with the aim of having available in circulation high quality propagation and planting material. The Directorate also deals with plant variety rights and the conservation of plant genetic resources.</p> <p>The Plant Health Directorate is also responsible for Laboratory works in the following Labs:</p> <ul style="list-style-type: none"> • Plant Health Diagnostic Labs – covering Bacteriology, Virology, Mycology, Nematology and Entomology. • Chemistry (Soil & Irrigation Water) • Seed Lab • Tissue Culture Lab
General description of the categories of documents the department/directorate/entity	<ul style="list-style-type: none"> • Standard Operating Procedures • Memorandum of Cabinet • Contingency Plans

holds (including exempt documents)	<ul style="list-style-type: none"> • Draft Memorandum of Cabinet • Local Pest Risk Assessments
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)	
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 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.
Other Information	Request and Complaint Forms may be downloaded from the

	<p>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>Plant Health Directorate Plant Biotechnology Centre, 110 Annibale Preca Street, Lija LJA 1915</p> <p>Tel nos: 22927 152; 2292 7106; Freephone 8007 2310</p>