

Public Authority	Fisheries Control
FOI Officer	Lucienne Cassar
Alternate 1	Rita Spiteri
Description of the department/directorate/entity's structure	<p>The Department is headed by the Director General or as officially delegated.</p> <p>The Department encompasses the following units:</p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Accounts Section</li> <li>• Control Section</li> <li>• Fishing Vessel Register</li> <li>• Resource Management</li> <li>• Fisheries Management</li> <li>• Legal Unit</li> <li>• Fishmarket</li> <li>• Hardstanding</li> <li>• Funds Unit</li> </ul>
Description of the department/directorate/entity's functions and responsibilities	<p>The Department of Fisheries and Aquaculture (DFA) works to develop the potential of the European Fisheries economy and to secure a safe and stable supply of sustainable fisheries. The DFA regulates and manages both the capture fisheries and the aquaculture policy, together with all other related activities</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> <li>• Legislation</li> <li>• Policy documents</li> <li>• General correspondence</li> <li>• DFA Files</li> <li>• Tenders and Expressions of Interest</li> <li>• Financial and annual reports</li> <li>• Pre-budget documents</li> <li>• Project proposals</li> <li>• Board Minutes</li> <li>• EU documents</li> <li>• Instruction Notes</li> <li>• Files related to procurement (Tender/Quotations)</li> <li>• Travel / Conferences</li> <li>• Inter office Memos</li> <li>•</li> <li>• Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 49)</li> <li>•</li> </ul>
Description of all manuals and similar types of documents	<ul style="list-style-type: none"> <li>• Public Service Management Code</li> <li>• Disciplinary Procedure in the Public Service Commission</li> </ul>

<p>which contain policies, 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>Regulations</p> <ul style="list-style-type: none"> <li>• Financial and Procurement Regulations LN</li> <li>• General Financial Regulations</li> <li>• Internal Audit and Investigations</li> <li>• National Audit Act</li> </ul>
<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:  <a href="mailto:foi-ps.msdec@gov.mt">foi-ps.msdec@gov.mt</a></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, 3<sup>rd</sup> Floor, Millenia Building, Aldo Moro Road, MARSASIDA MRS 9065 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.</p>
<p>Other Information</p>	<p>Request and Complaint Forms may be downloaded from the Ministry's website <a href="http://www.msdec.gov.mt">www.msdec.gov.mt</a>. Payments in cash can be made at the Accounts Section of the Ministry at 3<sup>rd</sup> Floor,</p>

	<p>Millenia Building, Aldo Moro Road, Marsa MRS 9065.</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 Fisheries Control Government Farm Ghammieri Marsa</p> <p>Tel no: 22921 280/272/236</p>