

Public Authority	Fisheries and Aquaculture Department (FAD), MAFA Entities Covered by DFA: • Office of the Director General • Fisheries Control Directorate • Fisheries Services Directorate
Description of the department/directorate/entity's structure	The Department is headed by the Director General or as officially delegated. These units will be directly under the control of the Director General: Administration · Accounts · Legal Unit The Department encompasses the following units: - Fisheries Control Directorate - Fisheries Services Directorate
Description of the department/directorate/entity's functions and responsibilities	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. FISHERIES CONTROL DIRECTORATE - is responsible for surveillance and enforcement of the fisheries and aquaculture sector including reporting, management of the control room and landing sites. FISHERIES SERVICES DIRECTORATE – is responsible for fisheries and aquaculture Strategies, Licensing, operations/logistics, fisheries and aquaculture projects and schemes, extension services, fishing vessel register and promotion.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	• Legislation, • Policy documents • General correspondence • DFA Files • Tenders and Expressions of Interest • Financial and annual reports • Pre-budget documents • Project proposals • Board Minutes • EU documents • Instruction Notes • Files related to procurement (Tender/Quotations)

	• Travel / Conferences • Inter office Memos • Standard Practice Instructions Some of the information listed is exempt from disclosure under the Freedom of Information Act (Cap. 49)
Description of all manuals and similar types of documents 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)	• PSMC • Disciplinary Procedure in the Public Service Commission • Financial and Procurement Regulations LN • General Financial Regulations • Internal Audit and Investigations • National Audit Act
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	The FOI officers of DFA, MAFA may be contacted by e-mail foi.mafa@gov.mt or by telephone 22926844 / 23397175. FOI Requests may be submitted by e-mail to foi.mafa@gov.mt , through the FOI Portal https://foi.gov.mt/ via the e-ID or through the online form.
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 Freedom of Information Officer. Complaints may be submitted by e-mail to foi.mafa@gov.mt, through the FOI portal https://foi.gov.mt/ via the E-ID or through the online form. 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 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 Public Authority 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. 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 any applicable fees for the submission of information.
Other Information	Payments are made at: MAFA Cash Office Agriculture Research & Innovation Hub Ghammieri Marsa Opening Hours: 8:00am to 12:00pm Cheque Payments can be addressed to same address and should be made payable to: Permanent Secretary – MAFA
Public Authority Contact Details	Address: FAD Dept., Agriculture Research & Innovation Hub, Triq l-Ingiered, Marsa, MRS 3300 General telephone no.: 22926800 Generic e-mail address: infofisheries.mafa@gov.mt Website: https://agrifish.gov.mt/