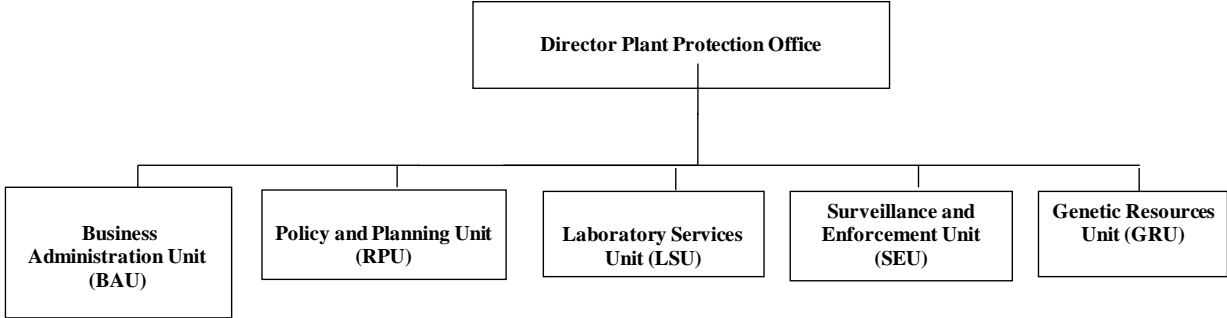


<p>Public Authority</p>	<p>Rural Affairs Department (RAD), MAFA</p> <p>Entities Covered by RAD:</p> <ul style="list-style-type: none"> • Office of the Director General • Agriculture Directorate • Plant Protection Directorate
<p>Description of the department/directorate/entity's structure</p>	<p>The Agriculture Directorate comprises of 5 core units, namely:</p> <ul style="list-style-type: none"> ▪ Extension and Advisory Services - AgriConnect ▪ Inspectorate and Laboratory Services ▪ Quality & Policy ▪ Viticulture & Oenology ▪ Research and Innovation <p>For PPD:</p> <p>PPD organogram</p> <p style="text-align: center;">MINISTRY FOR AGRICULTURE, FISHERIES, FOOD AND ANIMAL RIGHTS PLANT PROTECTION DIRECTORATE (PPD)</p>  <pre> graph TD D[Director Plant Protection Office] --> BAU[Business Administration Unit (BAU)] D --> RPU[Policy and Planning Unit (RPU)] D --> LSU[Laboratory Services Unit (LSU)] D --> SEU[Surveillance and Enforcement Unit (SEU)] D --> GRU[Genetic Resources Unit (GRU)] </pre>

<p>Description of the department/directorate/entity's functions and responsibilities</p>	<ul style="list-style-type: none"> • Office of the Director General <p>The Office of the Director General – Rural Affairs coordinates the strategic direction of the Directorates under its remit and ensures the implementation of national policies.</p> <ul style="list-style-type: none"> • Agriculture Directorate <p>The Agriculture Directorate is aimed at developing agricultural policies whilst ensuring that EU legislation related to farms and agricultural products is implemented.</p> <p>To achieve this, the Directorate ensures adherence to the relevant obligations through an effective regulatory framework whilst steering the national agricultural industry in a more sustainable direction.</p> <p>In this regard, the Directorate focuses on agri-environmental matters, agricultural markets as well as quality schemes to attain its functions.</p> <p>Furthermore, the Agriculture Directorate has recently absorbed other important roles in assisting local farmers and breeders to produce high quality products by promoting the introduction of improved production methods. As a matter of fact, the recently launched Agricultural Research and Innovation Hub (AGRIHUB) project is aimed at supporting innovative agriculture applicative research by implementing pilot projects using the latest technology to provide support to farmers in decision-making.</p> <ul style="list-style-type: none"> • Plant Protection Directorate <p>The Plant Protection Directorate is the National Plant Protection Organisation for Malta. The Directorate is responsible for all plant health aspects of plants, seeds, plant produce and other propagation materials which enter the country. It is also the aim of the Directorate to promote, as much as possible, appropriate measures for the control of quarantine and other important pests. For this reason, the Directorate keeps control on the import and export of plants and related</p>
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materials at the points of entry into the Maltese Islands, with the aim to prevent the introduction and spread of pests and diseases that affect the quality of plants. The control of pests and diseases is not only done on goods introduced to Malta but also on local cultivation. Inspections are carried out at local nurseries and retail outlets to check for the possible presence of harmful organisms and also to see that these commercial outlets are in fact complying with national and EU legislation.

The Plant Protection Directorate is responsible for implementing various EU Directives, Regulations and Decisions. These not only relate to the control of trade in whole plants but also to the quality of seeds and other plant propagation material. Since 2001, the Directorate has also issued numerous pieces of legislation, many of which transpose EU Directives. These legal notices fall under Act XVIII of 2001, as amended by Act III of 2004, the Plant Quarantine Act.

The Directorate is also the official body responsible for carrying out surveys, annual reports, and checks on plant diseases. Each year reports are submitted to the European Commission dealing with the various surveys of harmful organisms that affect important crops such as potatoes and citrus. These surveys are a vital tool in monitoring the local market and produce, in order to intercept and avoid the entry and spread of harmful organisms and diseases into the country which could seriously damage the production of certain major crops that are vital to the agricultural sector. In addition, these surveys serve as a tool to monitor the market of propagation material to ensure that there is high quality propagation and planting material in circulation.

In recent years, the Directorate has been appointed as the entity responsible for matters pertinent to the genetic resources for food and agriculture, and as such oversees the implementation of various guidelines, resolutions, and recommendations of the Commission on Genetic Resources for Food and Agriculture, the International Treaty on Plant Genetic Resources for Food and Agriculture, its complementary Second Global Plan of Action for Plant Genetic Resources for Food and Agriculture. The Plant Protection Directorate is also the Competent Authority for regulating Access and Benefit Sharing (ABS) of Genetic Resources in accordance with the Nagoya Protocol to the Convention of Biological Diversity. As such, the Directorate, following consultation with the relevant assistant authorities, is responsible for receiving applications and granting access through prior informed consent for the utilization of genetic resources for research and development activities based on mutually agreed terms for the sharing of benefits arising from such utilization.

	<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>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<ul style="list-style-type: none"> • Office of the Director General <p>No documents/registers are held.</p> <ul style="list-style-type: none"> • Agriculture Directorate <ul style="list-style-type: none"> ▪ The Farmer Registration Card (FRC) ▪ Instruction Notes ▪ Briefing Notes ▪ Explanatory Memoranda ▪ Guidelines ▪ Checklists and explanatory notes for inspections ▪ Draft Legal Notices, Consultation documents, Impact Assessment Framework documents, Cabinet Memoranda, Briefing Notes and Correlation tables ▪ Notification Forms pertinent to AD remit specifically with regards to ISAMM, OFIS reporting obligation ▪ Manual of Procedures and Standard Operating Procedures ▪ Front Office registration and declaration forms- Nitrates Registry, Vine Registry, Olive Registry ▪ Sample Submission Forms: for samples submitted by clients to the Soil and Irrigation Water Laboratory. ▪ Internal Files (including but not exclusive to Nitrates Inspections, Market Surveillance, witness audits on Control authorities, PQNS product standards)

	<ul style="list-style-type: none"> • Plant Protection Directorate Standard Operating Procedures Memorandum of Cabinet Contingency Plans Draft Memorandum of Cabinet Local Pest Risk Assessments Instruction Notes Briefing Notes Explanatory Memoranda Guidelines Press releases Government Notices Checklists and explanatory notes for inspections Draft Legal Notices, Consultation documents, Impact Assessment Framework documents, Cabinet Memoranda, Briefing Notes and Correlation tables Reports of technical meetings attended by the officials of the Plant Protection Directorate mostly held abroad Project application forms/Agreements/Grant Decisions/Official reports Record sheets/time sheets/invoices/expenditure databases, etc in relation to projects Official annual reports on plant pests and diseases and timber/timber products/licensing Notification forms on plant pests and diseases Databases on newly adopted EU legislations. This list constitutes the bulk of documents that are available at the Plant Protection Directorate together with Contingency Plans and Local Risk Assessments. Manuals of Procedures Registered Files (including but not exclusive to; procurement, interception or outbreaks, palm felling, specific regulations or measures, FLEGT, import controls, projects, etc MOR (Malta Official Register) Files for every registered client Internal Files (including but not exclusive to Palm felling, EU trade, Non regulated releases, Imports, Pest Suvery Programme, Destruction, etc)
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)

- **Agriculture Directorate**

- National Agricultural Policy
- Nitrates Action Programme S.L. 549.66
- The Maltese Code of Good Agricultural Practice
- Producer Groups and Producer Organisations
- Register of Producer Groups and Producer Organisation

- (i) Products of Quality National Scheme

- Standard for Drinking Milk
- Rules for the Implementation of the PQNS and Rules for the use of the Quality Mark with indication of origin “Product of Quality”
- Traceability System Guidelines
- Guidelines for the establishment of the Control Plans of the ‘Products of Quality’ National Scheme
- Guidelines for the procedure in participating in the Product of Quality National Scheme

- (ii) Organic

- Catalogue of Measures Malta 2020
- Guidelines for Organic Operators

- (iii) ODZ MEPA Permits

- Mepa Policy and Design Guidance for Agriculture, Farm Diversification and Stables (2007).

(iv) Soil Transport Permits

- Fertile Soil (Preservation) Act of 1973 (Cap. 236)

(v) Soil and Irrigation Water Testing

- Guidelines for submission of soil samples by advisors to the Soil & Irrigation Water Laboratory for testing of Soil Organic Matter, Nitrate, Phosphorus and Potassium in connection with AECM5 / Fertiliser plan

- **Plant Protection Directorate**

Plant Quarantine Act XVIII of 2001 (CAP 433) and the Subsidiary Legislation on Plant Health and Marketing of Plant Reproductive Material

Subsidiary Legislation 549.111 - Access To Genetic Resources And The Fair And Equitable Sharing Of Benefits Arising From Their Utilisation Regulations;

Subsidiary Legislation 549.95 – Forest Law Enforcement, Governance And Trade Licensing Scheme Regulations

Subsidiary Legislation 549.94 - Timber and Timber Products (Placing On The Market) Regulations.

Commission Implementing Regulations and Decisions.

Furthermore the Laboratory Services unit within the Plant Protection Directorate is regulated by the following Standard Operating Procedures which are attached to this document:

	<ol style="list-style-type: none"> 1. Guidelines for submission of samples by inspectors. 2. LR-DLP-016: Sample submission form 3. Guidelines for reception of samples by lab staff – this should be eventually transcribed to a laboratory SOP. 4. LR-DLP-018: Sample reception log book 5. LR-DLP-017: Lab testing communication form 6. LR-DLP-020: Shipping Traceability Log – used when we send samples to contracted labs 7. RCP003: Entomology Sourcing log book – used when we send samples to local entomologist engaged on service contract 8. LR-DLP-019: This is a Chain of Custody form, which will be used when LIMS is fully functional.
<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>The FOI officers of RAD, MAFA may be contacted by e-mail foi.mafa@gov.mt or by telephone 22924253 / 22924146.</p> <p>FOI Requests may be submitted by e-mail to foi.mafa@gov.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</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 Freedom of Information Officer.</p> <p>Complaints may be submitted by e-mail to foi.mafa@gov.mt, through the FOI portal www.foi.gov.mt via the E-ID or through the online form.</p> <p>The complaint should be addressed to the Public Authority’s FOI Officer, who shall bring the</p>

	<p>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).</p> <p>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.</p> <p>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.</p>
Other Information	<p>Payments are made at: MAFA Cash Office Agriculture Research & Innovation Hub, Triq l-Ingiered, Marsa MRS 3300</p> <p>Opening Hours: 8:00am to 12:00pm</p> <p>Cheque Payments can be addressed to same address and should be made payable to: Permanent Secretary - MAFA</p>
Public Authority Contact Details	<p>Address: Rural Affairs Department (RAD), Agriculture Research & Innovation Hub, Triq l-Ingiered, Marsa MRS 3300</p>