

Public Authority	Permanent Secretariat, MAFA
Description of the department/directorate/entity's structure	MAFA Organogram.pdf
Description of the department/directorate/entity's functions and responsibilities	<p>The Permanent Secretariat of the Ministry for Agriculture, Fisheries and Animal Rights (MAFA) encompasses the Office of the Permanent Secretary and The Strategy and Support Directorate. The Strategy and Support Directorate is headed by the Director General and encompasses the following units:</p> <p>Office of the Director General – Strategy & Support, Ministerial Procurement, Rural Events, Maintenance, Security, Logistics, Stores, Travel and Transport.</p> <p>All Procurement Approvals are designated to DG SS except those under the Directorate Corporate Services which fall under DCS as per Procurement Regulations. Ministry and CIO Office also fall under SSD.</p> <p>Corporate Services – Finance and People Management</p> <p>Policy Development & Programme Implementation – Policy Development & Programme Implementation</p> <p>The Office of the Permanent Secretary, together with the Directorates General, Directorates, Departments, Agencies and entities, provide administrative support to the Minister for Agriculture, Fisheries and Animal Rights in matters falling under his portfolio. The Office of the Permanent Secretary administers issues related to all the Directorates General, Directorates, Departments, Agencies and entities, that fall under the remit of the MAFA.</p>

General description of the categories of documents the department/directorate/entity holds (including exempt documents)

The Office of the Permanent Secretary has a policy of not keeping any files related to the Directorates General, Directorates, Departments, Agencies and entities falling under the remit of MAFA. The files are forwarded to the PS office only for approval or confirmation from the side of the PS and are kept in the registry office or the relevant Directorates General, Directorates, Departments, Agencies and entities.

Files that are forwarded to the **PS** include the following:

- Policy Documents and related Working Documents on Themes that fall within the Portfolio of the Ministry
- Documents relating to the issuance of new calls for employment
- Dossiers related to Procurement (Request for Tender, Requests for Quotations and Request for Information)
- Annual Reports on the workings of the Directorates General, Directorates, Departments, Agencies and entities falling under the remit of MAFA
- Studies and Reports related to the Ministry
- Draft Legislation
- Briefing Notes and Speaking Notes for use by Government Officials
- Bilateral International Agreements
- Documents related to the Implementation of Ministry's Initiatives
- Documents related to the Simplification of Bureaucracy
- Documents related to Budgetary Measures
- Minutes of the Meetings and other Documents related to the Workings of the Boards and Committees set up under the Aegis of the Permanent Secretary

Files and documentation in relation to **Strategy and Support Division:**

- Signing of contracts on behalf of MAFA
- Variation on Tenders and the imposition or remission of penalties in respect of such contract (Art 20 of the 2010 Public Procurement Regulations)

Files and documentation in relation to **Corporate Services:**

- Business Plans
- HR Plans
- Policy Documents
- Departmental Reports
- Tender Documentation
- Financial Reports
- Calls for Applications (internal & as per Govt. Gazette)
- Expressions of Interest
- Declarations/Acceptance Forms prior to Appointment
- Jobsplus Engagement/Termination forms
- Appointment Letters
- Service and Leave Record Sheets
- Medical Board Documentation
- Personal Files
- Disciplinary Files

Files and documentation in relation to **Policy Development & Programme Implementation:**

- EU Funded project files with grant agreements, correspondence, tenders, contract agreements, payment documentation, on the spot check reports, audit reports, irregularity reports, publicity measures. Most of this documentation is also saved and accessible on online EU funds payments database.
- Documentation related to EU affairs is all saved online through P Drive and www.fss.gov.mt. Documentation includes reports emanating from the EU institutions, Briefing Notes and Instruction Notes with Malta government positions, audit mission reports, infringements, transpositions of directives, lists with Reporting Obligations etc.
- Legal Notices Files
- Basic administration files with attendance sheets, overtime, procurement of office furniture etc.

<p>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)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Public Administration Act <input type="checkbox"/> Directives <input type="checkbox"/> PSMC <input type="checkbox"/> Manual on Resourcing Policies & Procedures <input type="checkbox"/> Manuals on Work-Life Balance, Special Leaves, Allowances and Payments/Salaries <input type="checkbox"/> IPS Manual on Study Leave <input type="checkbox"/> Public Service Disciplinary Regulations <input type="checkbox"/> Collective Agreement <input type="checkbox"/> Sectoral Agreements <input type="checkbox"/> Financial and Procurement Regulations <input type="checkbox"/> Budget Estimates <input type="checkbox"/> EU Funds Manual of Procedures & Eligibility Rules. <input type="checkbox"/> Disciplinary Procedure in the Public Service Commission <input type="checkbox"/> General Financial Regulations <input type="checkbox"/> Internal Audit and Investigations <input type="checkbox"/> National Audit Act
<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 the Permanent Secretariat, MAFA may be contacted by e-mail foi.mafa@gov.mt or by telephone 22924926 / 22925925.</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 Principal 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 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 Government Farm Għammieri Marsa</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: 123, St. Lucy Street, Valletta General Telephone no: 22924926 Generic e-mail address: foi.mafa@gov.mt</p>

