

Public Authority	Rural Development and Aquaculture (RDAD)
Description of the department/directorate/entity's structure	The Department is headed by a Director General and is made up of the following units: Agriculture Animal Welfare (Domestic) Pitkaliya Civil Abattoir (Operations) Rural Festivities Unit (RFU) Aquaculture (Research)
Description of the department/directorate/entity's functions and responsibilities	Regulation and enforcement of Animal Welfare Standards
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Ambulance call logs, Ambulance upkeep records Inspection forms and Templates Animal Adoption Questionnaires Animal Adoption Forms
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)	<p>Standard Operating procedure on public relations</p> <p>(a) correspondence (both conventional and electronic) with the public (b) telephone communications (c) appointments and queues (d) provision of information and handling of complaints.</p> <p>Standard Operating Procedure for Handling of Calls for assistance, Standard operating Procedure for the Implementation of Animal Ambulance Calls (including prioritisation of calls)</p> <ul style="list-style-type: none"> · Procedure for Prioritisation of Calls for assistance · Handing Over of the Animal Ambulance · Handling of Calls and Prioritisation of calls · Procedure for Sick/Injured and Non-identifiable animals · Procedure for Healthy and Non-Identifiable Animals · Bottle Feeding · Handling of dead bodies · Discharges of Animals from the Centru San Frangisk · Return of Forms to the Office <p>Standard Operating Procedure for Inspections (under review)</p> <ul style="list-style-type: none"> · Maintenance of Inspection Log · Inspection report Guidelines <p>Standard Operating Procedure for Animal Adoption Procedures (under review)</p> <p>Animal Welfare Triage; emergency protocol for rescued stray</p>

	<p>animals and description of conditions that call for diagnoses, testing, provisions for treatment or decision when an animals is to be euthanized a warranted veterinarian.</p> <p>Forms</p> <ul style="list-style-type: none"> · Ambulance Upkeep Form · Ambulance Log Forms Completed and duly signed by both officers on duty · Bottle Feeding Form · Animal Discharge Sheet · Handing Over of Calls for Assistance Form · Daily Duties Form · Templates for Documenting the Administration of Prophylactic Animal Treatments · Public Compliant Form · Transfer of new ownership in the case of microchipped dogs · Inspection Report Templates · Monthly statistics · Monthly reports
<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: foi-ps.msdec@gov.mt</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, 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</p>

	<p>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: 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>
<p>Public Authority Contact Details</p>	<p>Head Office Rural Development and Aquaculture Government Farm Ghammieri Marsa</p> <p>Tel no: 22924 233/146</p>