

Public Authority	Parks, Afforestation and Rural Conservation Department (PARC)
Description of the department/directorate/entity's structure	<p>The Directorate is headed by a Director and is made up of the following units:</p> <p>Head Office: Ta' Qali National Park, Ta' Qali.</p> <p>Sites managed by PARK Directorate:</p> <p>Ta' Qali National Park- formal garden and afforested areas</p> <p>Petting Farm, Ta' Qali</p> <p>Adventure Park, Ta' Qali</p> <p>Dog Park and Picnic area, Ta' Qali</p> <p>Salina Park, Salina</p> <p>Buskett Woodlands, I/oRabat</p> <p>Xrobb I-Ghagin Park, Delimara</p> <p>Marsaskala Family Park, Marsaskala</p> <p>Centru San Frangisk*; Ta' Qali * landscaped areas only</p> <p>Foresta 2000, Mellieha</p>
Description of the department/directorate/entity's functions and responsibilities	<p>PARK Directorate is responsible of afforestation and the management of various afforestation and recreational sites in Malta. The Directorate runs the 34U Campaign (tree adoption scheme), Educational programmes and organises tree planting activities for the promotion of public awareness on the importance of indigenous trees and flora.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>Departmental Files</p> <p>Public information on 34U campaign</p> <p>Site plans</p> <p>Statistical data on tree planting.</p>
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)	Public Service Management Code
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>Requests for information can be submitted on:</p> <p>foi-ps.msdec@gov.mt</p>
Details of Internal Complaints	An applicant whose request for information is refused, or who is

<p>Procedure</p>	<p>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 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 Parks, Afforestation and Rural Conservation Department (PARC) Ta' Qali Park Ta' Qali</p> <p>Tel no: 22928 102/108</p>