

Public Authority	VPRD – Veterinary Regulation Directorate
Description of the department/directorate/entity's structure	<p>The Directorate is headed by the Director and is made up of the following units:</p> <ul style="list-style-type: none"> <li>· Animal Health Unit</li> <li>· Safety of the Food Chain Unit</li> <li>· Trade Unit</li> <li>· National Veterinary Laboratory</li> <li>· Animal Micro-chipping Unit</li> </ul>
Description of the department/directorate/entity's functions and responsibilities	<p>The Veterinary Regulation Directorate is responsible for regulation, surveillance and control of veterinary matters. Its main scope is to guarantee the wholesomeness of food of animal origin, and the state of health and welfare of the animals.</p> <p>The aim is to ensure that there is a comprehensive and integrated system of official controls from 'farm to fork' which contributes to protecting public and animal health, and safeguarding consumer interests.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<ul style="list-style-type: none"> <li>• Personal files of individual livestock keepers, feed establishments, food establishments, etc.</li> <li>• Files related to veterinary enforcement, with pending documents) court cases, ongoing investigations and closed cases.</li> </ul>
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)	<ul style="list-style-type: none"> <li>• Public Service Management Code</li> <li>• Chapter 437 – Veterinary Services Act and all its subsidiary legislation</li> <li>• Chapter 439 – Animal Welfare Act, and all its in accordance with which subsidiary legislation</li> <li>• Chapter 36 – Prevention of Disease Ordinance</li> <li>• Any EU Regulations related to veterinary matters, respect of members of the directly applicable to Malta</li> <li>• General and specific Standard Operating Procedures corporate and employees of (SOPs) and guidelines.</li> </ul>
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><a href="mailto:foi-ps.msdec@gov.mt">foi-ps.msdec@gov.mt</a></p>
Details of Internal Complaints Procedure	<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</p>

	<p>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:  <a href="http://msdec.gov.mt/en/Pages/Freedom%20of%20Information/Freedom-of-Information.aspx">http://msdec.gov.mt/en/Pages/Freedom%20of%20Information/Freedom-of-Information.aspx</a></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>Veterinary Regulation Directorate  Details Civil Abattoir Square  Albert Town  Marsa</p> <p>Tel no: 22925 346/120/354</p>