



**Government of Ghana**

Right to Information Manual Template

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# 1. Overview

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This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

**1.1 Purpose of Manual** – To inform/assist the public on the organizational structure, responsibilities and activities of the [Old Tafo Municipal Assembly \(OTMA\)](#) and provide the types of information and classes of information available at OldTafoMunicipalAssembly, including the location and contact details of its information officers and units.

## 2. Directorates and Departments under Old Tafo Municipal Assembly

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

### VISION

*Old Tafo Municipal Assembly Aspires to become a model client-focus Assembly committed to improved the wellbeing of the people.*

### MISSION

*OTMA exist to ensure a livable and inclusive city through the provision of basic socio-economic goods and services for the inhabitants of the Municipal through efficient utilization of resources inspired by transparent and accountable leadership.*

#### Directorates and Departments under Old Tafo Municipal Assembly (OTMA)

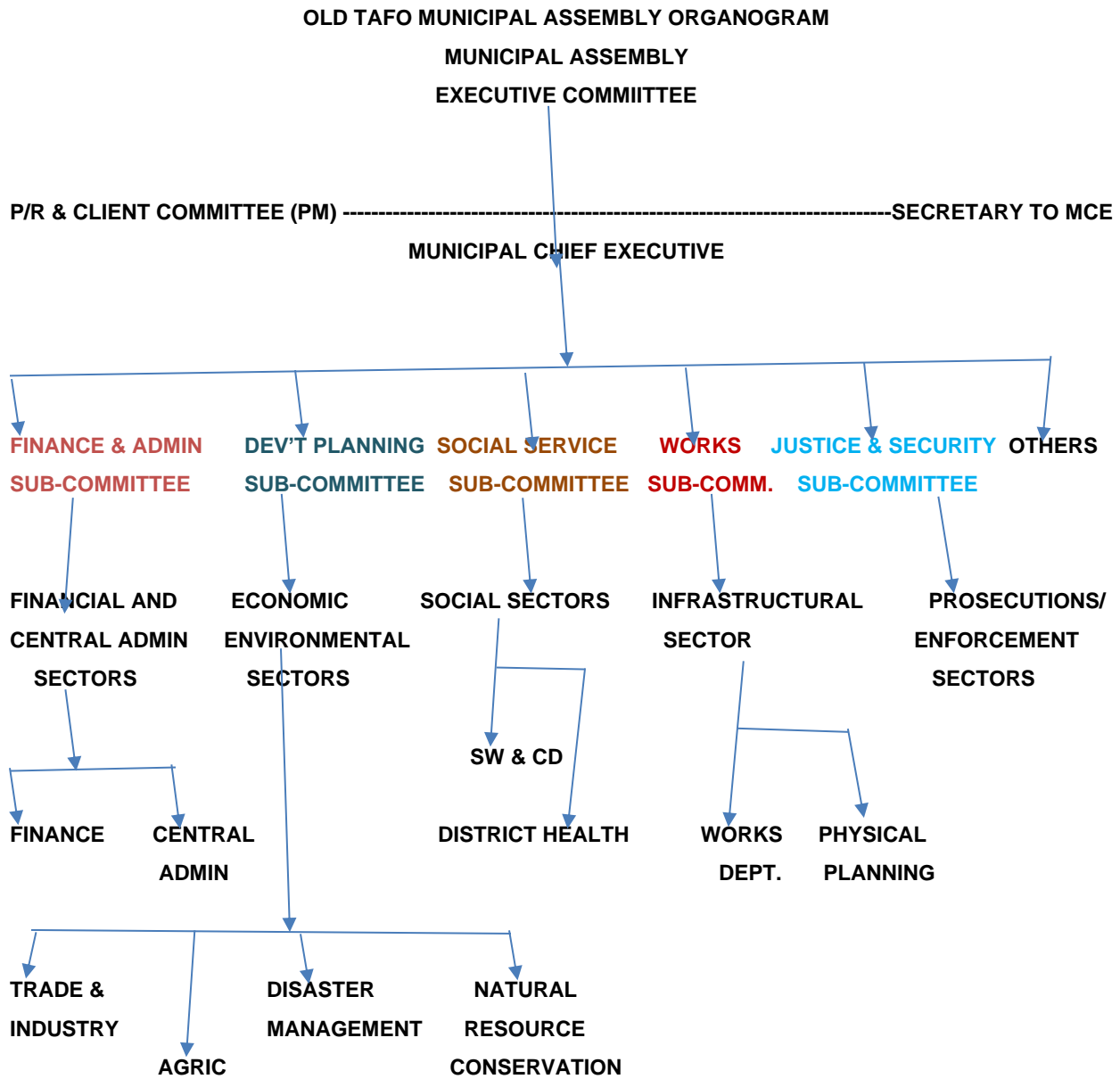
1. Central Administration
2. Finance
3. Budget
4. Planning And Development
5. Human Resource
6. Internal Audit
7. Procurement
8. Works And Engineer
9. Revenue
10. Registry/Records
11. Environmental Health
12. Agriculture
13. Physical Planning
14. Birth And Death
15. Secretary And Client Service
16. Social Welfare And Community Development
17. Statistics

## 2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Central Administration	Responsible for overseeing strategic management and supervision of all support services and activities to enable Departments Units and Agencies provide reliable service at the District. Assist implementation of policies
Finance	Provide frontline leadership in the implementation of expenditure and revenue policies and prepare vouchers and supervises final and central pay units
Budget	Responsible for budget preparations, provide technical guidance to management on budgetary matters and resource mobilization.
Planning And Development	Responsible for strategic planning Efficient integration and implementation of public policies and programs to achieve sustainable economic growth and development
Human Resource	Responsible for managing and developing capabilities and competencies of staff and coordinate human resource management programs Recruitment and training of staff
Internal Audit	Advice management on the effectiveness of risk management controls and design and implement an effective internal audit system
Procurement	Supervises stores management Coordinates the activities of the procurement unit and assets disposal plan

Works and Engineer	Responsible for planning, designing and implementing projects.
Revenue	Responsible for effectiveness and efficiency in revenue mobilization.
Registry/Records	Provide clerical support and keep records
Environmental Health	Responsible for technical guidelines on environmental sanitation management and waste management
Agriculture	Responsible for promoting policies, strategies and appropriate agricultural technologies necessary to improve Agribusiness, Agro processing and crop/animal/fish/poultry production
Social Welfare & Community Development	Responsible for developing and implementing of social policies and projects to improve living standards of people
Physical Planning	Maintains and sustains landscape beautification of built up and the natural environment Assist in the monitoring and evaluation of infrastructural development
Birth And Death	Responsible for the general administration, supervision and control of births and deaths registry
Statistics	Responsible for collecting, analyzing and interpreting data and design process for data collection
Secretary And Client Service	Monitors the use, maintenance and safekeeping of office resources

## 2.2 Old Tafo Municipal Assembly Organogram



## 2.3 AGENCIES UNDER Old Municipal Assembly (OTMA)

<b>Agencies under Offinso North District Assembly</b>
<ol style="list-style-type: none"> <li>1. Ghana Education Service</li> <li>2. Ghana Health Service</li> <li>3. Ghana Police Service</li> <li>4. Ghana Fire Service</li> <li>5. Ghana Immigration Service</li> <li>6. National Commission for Civic Education</li> <li>7. Bureau of National Investigation</li> <li>8. Electoral Commission</li> <li>9. Forestry Commission</li> <li>10. Business Advisory Centre</li> <li>11. National Service Scheme</li> <li>12. National Youth Authority</li> <li>13. National Disaster Management Organization</li> <li>14. Information Service</li> <li>15. Commission on Human Rights and Administrative Justice (CHRAJ)</li> <li>16. Non-Formal Education Division</li> </ol>

<b>Ghana Education Service (GES)</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>Implementation of approved national pre-tertiary educational policies and programs to ensure all Ghanaian children of school going age irrespective of tribe, gender, disability, religious and political affiliation are provided with inclusive</p>	<p>Promote the efficiency and full development of talents among its members</p> <p>Recruit and post qualified teaching and non-teaching staff</p> <p>Maintain professional standards and conduct of its personnel.</p>

and equitable quality formal education.	
<b>Ghana Health Service</b>	
<b>Responsibilities of the Agency:</b> Implement approved national policies for health delivery in the district	<b>Details of Activities:</b> Manage prudently resources available for the provision of health services. Offer the citizens with quality health care

<b>Ghana Police Service</b>	
<b>Responsibilities of the Agency:</b> Maintaining public order and safety and enforcement of law.	<b>Details of Activities:</b> Preventing and detecting criminal activities Protecting people and properties

<b>Ghana Fire Service</b>	
<b>Responsibilities of the Agency:</b> Protecting life and properties in the event of fire outbreak	<b>Details of Activities:</b> Fight to quench burning properties and things Give education on how to prevent fire outbreak

<b>Ghana Immigration Service</b>	
<b>Responsibilities of the Agency:</b> Creating conducive environments through the establishment of regulatory framework that facilitate the entry, residence and employment of foreigners in the district	<b>Details of Activities:</b> Assist foreigners in documentations Detecting and stopping threats at entry points

<b>National Commission for Civic Education (NCCE)</b>	
<b>Responsibilities of the Agency:</b> Educating the people in the district about civic matters	<b>Details of Activities:</b> Creating of awareness of ongoing civic policies and programs

<b>Bureau of National Investigation (BNI)</b>	
<b>Responsibilities of the Agency:</b> Is an internal intelligence agency responsible for dealing with organized crime and providing intelligence to counter threats to national security	<b>Details of Activities:</b> Assist in organizing accurate investigation into criminal issues

<b>Electoral Commission (EC)</b>	
<b>Responsibilities of the Agency:</b>	<b>Details of Activities:</b> Conducting of all public and private elections Conducting of electoral register

<b>Forestry Commission</b>	
<b>Responsibilities of the Agency:</b> Coordinating, implementing as well as enforcing enforcement of policies, laws and regulation on development, management and regulation of the utilization of forest and wildlife resources	<b>Details of Activities:</b> Protect the forest Plant trees for protect the eco system

<b>Business Advisory Centre</b>	
<b>Responsibilities of the Agency:</b> Promote small and medium scale business enterprise	<b>Details of Activities:</b> Organize training and workshop on business opportunities Empower the youth in enterprise development

<b>National Service Scheme</b>	
<b>Responsibilities of the Agency:</b> Creating social responsibility among graduates	<b>Details of Activities:</b> Serve the country in various capacities such as teaching in the government schools and in other public institutions

<b>National Youth Authority</b>	
<b>Responsibilities of the Agency:</b> Coordinating and facilitating youth empowerment activities to ensure youth development	<b>Details of Activities:</b> Assist the youth development in workshops and seminars Motivational speeches to instill can do spirit in the youth

<b>National Disaster Management Organization</b>	
<b>Responsibilities of the Agency:</b> Rehabilitation services for disaster victims	<b>Details of Activities:</b> Handles all aspects of disaster Establish district level disaster management team Educates people on how to prevent disaster

<b>Information Service</b>	
<b>Responsibilities of the Agency:</b> Managing and maintaining database, information catalogues and web resources	<b>Details of Activities:</b> Provide information internally to the organization and externally to the public

<b>Information Service</b>
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## 2.4 Classes and Types of information

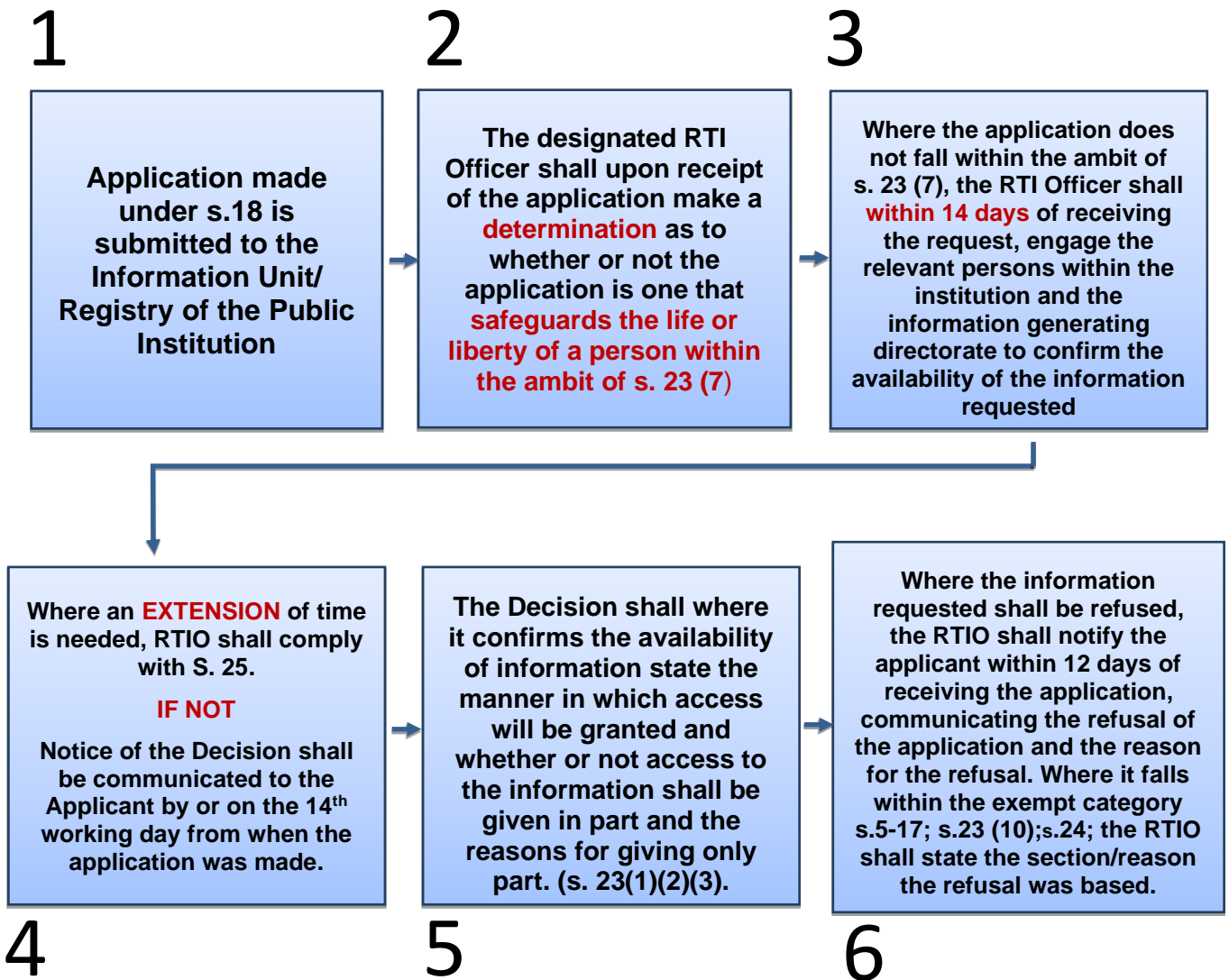
<b>List of various classes of information in the custody of the institution:</b>
<ol style="list-style-type: none"><li>1. Soft Copy Information</li><li>2. Hard Copy Information</li><li>3. Oral Information</li></ol>
<b>Types of Information Accessible at a fee:</b>
<ol style="list-style-type: none"><li>1. Hard Copy Information</li></ol>

1. Soft Copy Information
2. Hard Copy Information
3. Oral Information

<b>Types of Information Accessible at a fee:</b>
<ol style="list-style-type: none"><li>1. Hard Copy Information</li></ol>

1. Hard Copy Information

### 3. Processing and Decision on Application – S. 23



## **4. Amendment of Personal Record**

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A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

### **4.1 How to apply for an Amendment**

- a. The application should be in writing indicating;
  - Name and proof of identity.
  - Particulars that will enable the records of the public institution identify the applicant
  - The incorrect, misleading, incomplete or the out of date information in the record.
  - Signature of the applicant
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution

## **5. Fees and Charges for Access to Information**

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The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

**Under Section 75 (2), fees are not payable for:**

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

## **6. Appendix A: Standard RTI Request Form**

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[Reference No.: .....]

# **APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)**



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	<b>Manner of Access:</b>	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	<b>Form of Access:</b>	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	<b>Contact Details:</b>	<input type="checkbox"/> Email Address _____  <input type="checkbox"/> Postal Address _____  <input type="checkbox"/> Tel: _____
12.	<b>Applicant's signature/thumbprint:</b>	
13.	<b>Signature of Witness (where applicable)</b>  <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

## **7. Appendix B: Contact Details of OTMA Information Unit**

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**Name of Information/Designated Officer:**

**Ibrahim Usman**

**Telephone/Mobile number of Information Unit:**

**0240375801**

**Email: Usmanolando62@gmail.com**

**Postal Address of the institution:**

**P.o box TA 80, Old Tafo Kumasi.**

## 8. Appendix C: Acronyms

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*Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.*

Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<Acronym>	<Literal Translation>
<Acronym>	<Literal Translation>

## 9. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>