GOVERNMENT OF GHANA

RIGHT TO INFORMATION MANUAL

KWADASO MUNICIPAL ASSEMBLY
(KdMA)

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1.   Overview

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 that 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 kwadaso Municipal Assembly (KdMA) and provide the types of information and classes of information available at KdMA, including the location and contact details of its Information Officers and units.

2.

2.Directorates and Departments /Units under kwadaso 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

To attain a just, free and prosperous municipality through appropriate formulation and implementation of a world-class infrastructure.

MISSION

The assembly exits to create wealth and development through effective and efficient service provision to ensure sustainable development.

Directorates and Departments /Units under Kwadaso Municipal Assembly (KdMA)

1. Central Administration: Internal Audit Unit, Budget, Statistics, Development Planning, Stores, Procurement, Registry, Estate, Management Information System, Transport, Marriage.

2. Human Resource Management

3. Finance: Revenue Unit.

4. Education

5. Health

6. Agriculture

7. Physical Planning

8. Social Warfare and Community Development

9. Works Department

10. National Disaster Management (Nadmo)

11. Environmental

12. Urban Roads

13. Birth and Death Registry

Responsibilities of the Institution:

Kwadaso Municipal Assembly has broader functions which it derives from section 245 of 1992 constitution as well as section 103 of Act 462,1993 and the legislative instrument establishing the assembly. Some of functions they performed are underlisted below

- Perform municipal functions as contained in the legislative instrument that that established the assembly.
- maintenance of law and order and ensures public safety.
- promote and facilitate private sector participation in the development process and wealth creation.
- Responsible for overall development and ensures preparation and subsong of budget plans and budget to relevant central government ministries through regional coordinating council .
- ensure ready access courts in the municipality for the promotion of justice for all citizenry.
- provision of basic social amenities such as road, Schools' blocks and clinics etc.
- Formulation and Executing plans, programmes and strategies for effective mobilization of resource necessary for overall development of the Municipality.

2.1Description of Activities of each Directorate and Department / Units

Directorate/Department	Responsibilities/Activities
1. Central Administration	• The Central Administration Department is the secretariat of the Municipal Assembly and shall be responsible for the provision of support service effective and efficient general administration and organization of the Municipal Assembly. • The Department shall co-ordinate the General administrative functions Development planning and management functions, Budgeting functions, Rating functions, Statistics and information services generally, and Human Resource Planning and Development of the District Assembly.
2. Internal Audit Unit	In accordance with Section 83(3) of the Public Financial Management Act 2016 (Act 921) stipulates that, An internal Auditor of the internal audit unit of a covered entity shall; • Appraise and report on the risk on the soundness and applications of the system of controls operating in the covered entity. • Evaluate the effectiveness of risk management and contribute to the improvement of that risk management and government process. • Provide assurance on the efficiency effectiveness and economy in the administration Evaluate compliance of a covered entity with enactment policies standards system and procedures. • Provide reliable assurance and consulting services to management on the effectiveness of the control system in place to mitigate risk and promote the control culture of the institution of the programs and operations of a covered entity.

	• Provides technical leadership in setting up functional Audit Committee.
3. Budget	• To provide technical guidance to management on budgetary matters.
	• Coordinates the budget preparation; participate in the preparation of procurement plans.
	• Advises on cost implications and financial decisions in the LGS.
	• Advises management on the judicious use of resource and monitors the implementation of budget.
	• Keeps budgetary records in respect of common funds, IGF, and donor funds and projects.
	• Participate in the processes of revenue mobilization activities and provide technical guild dance.
	• Establish database for financial planning and resource mobilization within the municipality
4. Statistics	• To collect compile store and analyze data based on standardized formats developed by G.S.S
	• Disseminates and public statistical data based on guidelines developed by G.S.S.
	• Prepare and submit annual report of its operations to the district Assembles.
	• Provide inputs for the preparation of the district assembly budget.
	• Generate the data requirements of the district assembles on all departments for planning activities of the MMDA.
	• Promotes statistical literacy and research.

5. Development Planning	- Advise the municipal assembly on national policies on physical land use and development - co-ordinate activities and project of departments and other agencies including non-governmental organizations to ensure compliance with planning standards. - prepare spatial plans as a guide for the formulation of development polices and decision in the Municipal Assembly. - Ensure the prohibition of the construction of new buildings unless buildings plans submitted have been approved by the assembly. - undertake street naming and property addressing in the guidelines and policy. - Collaborate with Agencies such as the Land Commission environmental Protection Agency Ghana Tourism Authority in the performance of their function. - Facilitate and participate in research and public education in planning and human settlement development in the Municipal Assembly. - Assist to offer professional guidance to aggrieved persons on appeals. - Advise on the conditions for the construction of public and private buildings and structures. - Advise on the acquisition of the landed property in the public interest.
6. Stores	- Receiving and storing Supplies: The storekeeper receives incoming supplies and products, inspects them to ensure they meet quality, standards, labels stores them appropriately. - Record Keeping: The storekeeper maintains accurate records of

	inventory levels, stocks movements and other relevant information, as may be required.
	• Inventory Management: The storekeeper overseas the inventory control system to ensure appropriate stocking levels, minimize waste and reduce cost therein.
	• Issuing Stocks: The storekeeper Issues supplies upon request from authorized personnel after verifying all relevant paper work and ensuring that inventory is not overstocked.
	• Ensure Safety: The storekeeper enforces safety practices in the storage and handling of supplies replenishable and non-perishable stock are not kept/stored together.
7. Procurement	• Collects data for the preparation of procurement plan.
	• Manages stocks levels to ensure availability for operational requirement.
	• Ensures the development of the capabilities; skills and knowledge of staff, appraises directs reports.
	• Ensures that goods and services delivery are consistent with contractual requirements.
	• Supervises the collection of data for procurement managements.
8. Registry	• Educate people at the local level on importance of birth and death registry
	• Advise the Municipal Assembly on matters related to civil registration
	• Leads field registration of birth and death in the MMDAs.
	• Enforces legal provisions relating to birth and death
9. Estate	• Responsible for all Estate

	management issues of the assembly • Advises on all Estate Management issues and policies, Establish, Maintain and up to date asset register • Coordinate the implementation of capacity building programs, and ensure the development of capacities, Skills, and knowledge of the staff. • Appraises direct report; and undertake other details that maybe assigned. • Ensure judicious utilization of lands belonging to the local government.
10. Management Information System	• Advise on the provision and maintenance of computers and accessories • Contributes to addressing IT/IM problems and issues • Provides leadership in the design and implementation of security measures to protect the IT / IM installations; infrastructure and systems.
11. Transport	• Prepare transport budget and monitor dally use of vehicles; advise senior management on the status of obsolete vehicles • Implement transport policies and services. • Advise on the purchase of new vehicles; repairs and maintenance. • keeps records on the operation vehicles
12. Marriage	They give services such as: • Ordinance Marriage • Customary Marriage • Customary Divorce
13. Human Resource	• Ensure effective and efficient administration of human resources and ensure that

	institutional policies with respect to employment personnel wages and salaries are translated into good management practices. • Ensure human resource planning facilitates the recruitment of competent personnel and maintenance of good workplace interactions. • Ensure the regular updates of staff records. • Ensure inter and intra-departmental collaboration to facilitate staff performance and development. • Ensure the general welfare of staff • Reports on human resource-related activities and ensures the development of capacities and skills. • Appraises direct report and undertakes any other tasks that may be assigned.
14. Birth and Deaths Registry	• Responsible for the registration of birth deaths and fatal deaths within the municipality .
15. Statistics	• Provide timely data for incorporation into districts, regional and national level statistical analyses. • Monitors statistical enquires / surveys within the MMDA.
16. Urban Roads	• Advise the Municipal Assembly on the formulation and implementation of urban Road's policy in the Municipality . • Collect data for planning and development of the infrastructure within the municipality; register and maintain records of classified contractors and consultants in the urban roads construction industry within the assemble • Facilitate the prioritization of works and preparation of annual plans for infrastructure

	works, assist in preparation of tender documents and tender evaluation. • Prepare progress and annual reports on road work in the assemble, provide input into the preparation of budget for road maintenance activities. • Monitor to ensure that funds from the Road and other sources are used for the designated roads in line with approved standards, assist with evaluation of road designs by consultants; facilitate capacity building of contractors and stakeholder's ln the municipality.
17. .Works Department	• The department of works of the district assembly is a merger of the public works department, department of feeder roads and water and sanitation unit, Department of rural Housing and the works unit of the assembly. • The works department shall assist the assembly to formulate policies on works within the framework of national polices. • Assist to establish and specify the program of action necessary for the implantation of physical plans. • Assist to prepare tender documents for all civil works projects to be untaken by the assembly through contract-initiated project, facilitate the construction, repairs and maintenance encourage and facilitate maintenance of public building facilitated in the municipality. • Assist to build equip, close and maintain markets ;prohibit the ejection of stalls in places other than the market. • Assist to inspect projects undertaken by the assembly with relevant department of the assembly and provide technical advice for the machinery and structural layout of building

	plans to facilitate escape from fire, rescue operations and fire management.
18. Agriculture Department	• The agriculture department in the municipal shall participate in provision of extension services in the areas of natural management. • Rural infrastructural and small-scale irrigation in the municipality and advise the assembly on matters related to agricultural development in the municipality
19. Health Department	• The functions of the department of health are to: advise on the construction and rehabilitation of clinics and health facilities. • Assist in the operation and maintenance of all health facilities under the jurisdiction . • Assists to undertake health education and immunization programs. • Facilitate diseases control and prevention and advise on the licensing and regulation of provision of medical care services by the private sector in the municipality.
20. Social Welfare and Community Development Departments	• The social Welfare and Community Development Department shall assist the Assembly to formulate and implement social welfare and community development policies within the framework of the national policy. • The Department shall facilitate community - based rehabilitation of persons with disabilities. • Assist and facilitate provision of community care services including: registration of persons with disabilities, assistance to the aged, persons, social welfare services, assistance to the street children, child survival and development. • Facilitate the registration and supervision of

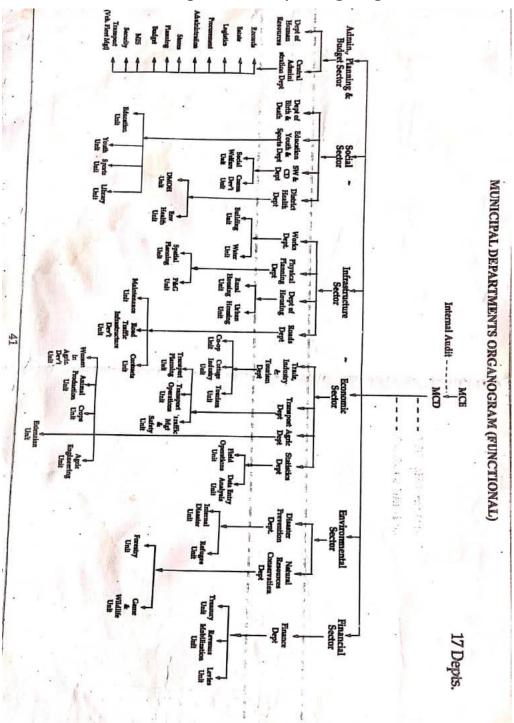|	
	non-governmental(NGO) and their activities within the municipality.
	• The department shall assist to organize community development programmes to improve and enrich rural life through literacy and adult education classes.
21. Finance Department	• The finance department is responsible for the sound financial management of the municipal assembly resources.
	• The financial department shall ensure access to all reasonable times to files, Documents and records of the Municipal Assembly.
	• Keep, render and publish statement on public account.
	• Prepare financial report at a specific period for the Assembly
	• Prepare payment vouchers and financial encumbrances, undertake revenue mobilization activities of the Assembly, and make provision for financial services to all the department in the municipality.
22. Revenue	• Compile revenue returns; keeps custody of issued books.
	• Secures value books (cash and receipt) from revenue account.
	• Monitors payments of collected revenue.
	• Ensures development of capacities; skills and knowledge of staff.
	• Investigate complaints and recommends appropriate actions.
23. Health Directorates	• The health directorates at the Municipal level consist of office of Municipal Health Officer
	• The functions of the department of health are to: advice on the construction and rehabilitation of clinics and health facilities.
	• Assist in the operation of maintenance of all health facilities under its jurisdiction.

	• Also assist to undertake health education, immunization and nutrition programmes. • They also facilitate diseases control, prevention and advise on the licensing and regulation of provision of medical care services by private sectors within the Municipality. • The Health Service has been mandated to provide facilities, infrastructural services and programmes for effective and efficient waste management for the improvement in environmental sanitation.
24. Environmental Health and Sanitation	• Provide strategic advice for the formulation and review of policies and programmes on environmental sanitations. • Develop a technical standards and specifications for environmental sanitation service delivery. • Coordinate the application of engineering technique and concept in the solution of waste management problems. • Liaise with the Agencies in addressing complex environmental sanitation problems requiring intersectoral collaboration. • Lead the quality assurance process for environmental sanitation • Initiate and coordinate research and lead dissemination of results in the environmental sanitation field. • Vet building plans and specifications of various ty pes of licensed establishments, for compliance with environmental sanitation rules and regulations

2.2   Kwadaso Municipal Assembly's Organogram

MUNICIPAL DEPARTMENTS ORGANOGRAM (FUNCTIONAL)

17 Depts.

2.3   AGENCIES UNDER KWADASO MUNICIPAL ASSEMBLY

Agencies Under Kwadaso Municipal Assembly (example NHI)
1. National Service Scheme (NSS) 2. National Commission of Civic Education (NCCE) 3.Youth Employment Agency (YEA) 4. Information services department(ISD) 5. Electoral Commission(EC) 6. National insurance Authority (NIA)

2.3.1. National Service Scheme (NSS)

Responsibilities of the Agency:	Details of Activities:
- Registration of service personnel. - validation of evaluation and annual assessment forms. - Complains and issues of service personnel. - Monitoring. - Dissemination of information.	- In charge of effectively registering personnel posted to the assembly and availing themselves of work at their various agencies. - Responsible for validation of personnel's monthly evaluation form for their allowances and their annual assessment form for the certificate after completion of mandatory service. - Responsible for an occasional check-up of personnel for effective and efficient workmanship. - Responsible for the dissemination of information to all personnel under the Municipal jurisdiction.

2.3.2 National Commission for Civic Education (NCCE)

Responsibilities of the Agency:	Details of Activities:
Articles 233 of the 1992 constitution and section 2 of Act 452 mandate the NCCE to form the understated function: • Educate and encourage the public to defend the constitution at all times Against all forms of abuse and violation. • To create and sustain within the society the awareness of the principles and objectives of the constitution as a fundamental law for the Ghanaian people. • The formulation for the consideration of government from a time-to-time program at national and regional. district levels aimed at realizing the objectives of the constitution.	• Durbar • Roundtable Discussion • Quizzes and Debates • Radio /Tv/Information Centers

2.3.3 Information Services Department (ISD)

Responsibilities of the Agency:	Details of Activities:
- Create awareness of government policies programs and activities through effective communication strategies using qualified human resources and states of the art technology to enhance national development. - Collate and assess public reactions to government policies. - keep Ghanaians abreast of development in public institutions. - keep the presidency ministries and others in Ghana and diplomatic missions abroad abreast of local developments. - Market the Ghanaian state at home and abroad. - disseminate information on the activities of state officials and policies. - Records and archives the functions of the Presidency and state officials in a written photographic and film form. - Record and archive the national heritage and written photographic and film form.	- A smart modern ISD and the preferred choice for trusted and credible sources of government information. - ISD exists to promote public participation and engagement through the awareness creation of government policies. Programs and activities for national development. - provide public address equipment (PAE) at state and public functions to ensure a sound successful organization of the event - Help to organize town hall meetings and exhibitions to promote stakeholder engagement and discussions of participatory government to promote accountable and transparent government. - Provide public relations (PR) support to the other ministries; departments and agencies as well as various metropolitan; Municipal and district assemble to help assist them to discharge their responsibilities effectively. - Submit feedback from the public to the government in terms of public reaction report of impact of government policies; programs and activities for rapid response and policy re-engineering.

2.3.4 Youth Employment Agency (YEA)

Responsibilities of the Agency:	Details of Activities:
- Train personnel and control all related issues of the youth employment program - Providing requisite skills for the labor market. - Provide standards for the youth to be employed - Monitor the trend of youth employment - Give special guidance for the youth to be integrated into the youth employment program	- Train and provide the youth with the requisite skills for the labor market. - Set standards and procedures for the employment and career development of the youth within the municipality - Facilitate and monitor the employment of the youth in and out of the municipality - Develop guidelines for the implementation of an integrated and innovative national youth employment program. - Serve as a one-stop shop for the employment of youth and entrepreneurial development of the youth taking into consideration gender and persons with disability - Access the operations of youth employment programs and make recommendations for improvement - Plan and coordinate – technical assistance not in the field of youth employment - Develop promote and support training activities of the youth to prepare them for employment - Facilitate the employment of the youth in the public and private sectors of the economy - Undertaken the continuing study of the youth employment needs of the country - Establish and maintain relations with relevant organizations or institutions both within and outside the country engaged in activities connected with youth skills training. - Maintain a database of youths engaged by the Agency.

2.3.5 Management Information Systems (MIS)	
Responsibilities of the Agency:	**Details of Activities:**
• We deal with all general issues relating to information technology and its management	• Advise on the provision and maintenance of computers and accessories • Contributes to addressing IT/IM problems and issues • Provides leadership in the design and implementation of security measures to protect the IT / IM installations; infrastructure and systems.

2.3.6 Electoral Commission (E.C)	
Responsibilities of the Agency:	**Details of Activities:**
• Conduct general election • Conduct private election • Public Education • Electoral election demarcation • Compile voters register • Supervise all elections	• Conduct activities such as; the presidential election, Parliamentary, Assembly Member election, Presiding Member election, MMDCE election • We conduct elections for institutions such; Schools and banc • We educate the people/public on the electoral process and its purposes. • To demarcate electoral boundaries for both national and local government elections. • To conduct and supervise all public elections.

2.3.7   National Identification Authority (NIA)

Responsibilities of the Agency:	Details of Activities:
- Issuing of Ghana cards - Making the NIA database easier - Records keeping for the Assembly - Keep people's identity	- We issue Ghana cards to everyone and out of the municipality. We also do the same for foreign nationals but we indicate on their cards non-citizens. - We make the database easier because we are gradually eliminating ghost names from the controller by the use of Ghana cards. - We are to improve the data of the people in the municipality. - We also keep people's identities for future reference

2.4   Classes and Types of information

List of various classes of information in the custody of the institution:

Human Resource

- Training plans and reports

- Scheme of work manual

- Job schedule of the staff

- Mid and end-of-year coaching and mentorship report

- Monthly staff attendance report

- Operational manual

- Leave roster

- Mid and end-of-year report on efforts to enforce disciple

Internal Audit Unit

- Strategic internal audit plan

- Risk base annual internal audit plan

- Internal audit report

- Internal audit performance report

Finance and Administration

- Minutes of monthly management meetings

- Minutes of audit committee meetings

- Annual audit committee report

- Annual financial statement report

- MCE's engagement with the community report

Policy Planning and Budget Unit

- Annual budget report

- Mid-year and annual sector performance report

- Budget performance report

- Sector medium-term development plan

- Quarterly report to National development commission

Right To Information Unit

- RTI annual report

- Information manual

- Monthly report on RTI activities

- RTI application forms

Procurement

- Contract document on goods procured

- Contract documents o works undertaken

- Contract documents o technical works undertaken

- Contract documents on consultancies awarded

Public Relation

- News stories report

- Public reaction /Opinion report

- Town hall meeting report

- Public relation annual work plan

Types of Information Accessible at a fee:

- Where a request is made for information to be provided ln a language other than the language in which the information ls held the information officer may request the applicant to pay the reasonable costs for translating the information into the language requested by the applicant.

- Where a request is made for a written transcript of information held by a public institution the information officer may request the applicant to pay the reason cost of the transcription.

- Where a request is made for information to be provided ln a medium or format ln which the information ls held the information officer may request the applicant to pay the reasonable cost of media conversion of reformatting

3.　　Procedure in Applying and Processing Requests

Section 18 of the RTI Act (989) provides specific guidelines for the application for access to information kept by a public institution. It is thus important that a request for information be made in accordance with the provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the kwadaso Municipal Assembly. To request information under the RTI Act (989) from the kwadaso Municipal Assembly, applicants are to follow these basic procedures:

3.1　　**The Application Process**

    a. Application by any person or organization who seeks access to information in the custody of kwadaso Municipal Assembly must be made in writing, using the standard RTI Application Form. (**See Appendix A for the Standard RTI Application Form**). A copy of the form can be downloaded or completed and submitted electronically on the kwadaso Municipal Assembly's official website or the Ministry of Information website.

    b. In making the request, the following information must be provided:

- Date of the Application.
- Name of the applicant or the person on whose behalf an application is being made.
- Name of the organization represented by the applicant.
- Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
- Brief description of the information being sought. (Applicants are to specify the class and type of information including cover dates).
- Payment of relevant fee if applicable.
- Signature/ thumbprint.

    c. Provision of identification

    The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

- Driver's License.
- Passport.
- National ID.
- Voter's ID.

    d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or

electronic copies. Would you want to receive them through a postal address, e-mail, courier services, fax, etc.?)

e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, the oral request must conform to the following guidelines;

- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).

- The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.

- A witness must endorse the face of the request with the writing*; "the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request."*

- The applicant must then make a thumbprint or mark on the request.

3.2   Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act (989) and determines which of the units in the institution have the records or is responsible for the subject matter of the request.

- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.

- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).

- If requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3   Response to Applicants

a.   The Information Officer is required under section 23 of the RTI Act (989) to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which have been refused due to failure to pay the prescribed deposit or fee. (s.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.

- The format and mode of the access.

- The expected publication or submission day of the information in the case of deferred access.

- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- The information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

4.   Amendment of Personal Record

A person given access to the 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 to identify the applicant.
- The incorrect, misleading, incomplete, or 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 by 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.

    e. A statutory declaration must be attached.

5.   Fees and Charges for Access to Information

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 a request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (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 the stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer to examine and ensure the information is not exempt

- preparing the information

6.   Appendix A: Standard RTI Request Form

[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 ☐ Organization/Institution ☐
6.	Tax Identification Number	
7.	If Represented, Name of Person Being Represented:	
7 (a).	Capacity of Representative:	
8.	Type of Identification:	☐ National ID Card ☐ Passport ☐ Voter's ID ☐ 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.	Manner of Access:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language) [ ]
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address_____ ☐ Postal Address_____ ☐ Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) *"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."*	

7.   Appendix B: Contact Details of KdMA's Information Unit

Name of Information/Designated Officer:

ANDREWS AWUAH

Telephone/Mobile number of Information Unit:

+233592065783

A**K**-**W**289-0823

8.   Appendix C: Acronyms

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
RTI	Right to Information
MDA	Ministries, Departments and Agencies
s.	Section
MMDAs	Metropolitan, Municipal and District Assemblies
NSS	National Service Scheme
NCCE	National Commission of Civic Education
YEA	Youth Employment Agency
ISD	Information Service Department
EC	Electoral Commission
NIA	National insurance Authority
MIS	Management information System

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	*Right to Information*
Access to information	*Right to obtain information from public institutions*
Contact details	*Information by which an applicant and an Information Officer may be contacted*
Court	*A court of competent jurisdiction*
Designated officer	*An officer designated for the purposes of the Act who perform similar role as the Information Officer*
Exempt information	*Information which falls within any of the exemptions specified in sections 5 to 16 of the Act*
Function	*Powers and duties*
Government	*Any authority by which the executive authority of the Republic of Ghana is duly exercised*
Information	*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.*
Information officer	*The Information Officer of a public institution or the officer designated to whom an application is made*
Public	*Used throughout this document to refer to a person who requires and/or has acquired access to information.*
Public institution	*Includes a private institution or organization that receives public resources or provides a public function*
Right to information	*The right assigned to access information*
Section	*Different parts of the RTI Act*