



Government of Ghana

Right to Information Manual

ELLEMBELE DISTRICT ASSEMBLY (EDA)
(NKROFUL)

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Subject to Revision by your institution

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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 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 [Ellembelle District Assembly \(EDA\)](#) and provide the types of information and classes of information available at [EDA](#), including the location and contact details of its Information Officers and units.



1. Directorates and Departments under Ellembele District Assembly (EDA)

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

The vision of Ellembele District is to improve livelihood through Equitable Growth and Sustainable development.

MISSION

The Ellembele District Assembly exists to ensure the total development of the District through effective management of resources in collaboration with Ministries, Department, Agencies and Non-governmental Organizations in order to improve the quality of life of the people in the District.

Directorates and Departments under Ellembele District Assembly (EDA)

1. Central Administration

- Planning
- Budget
- Procurement Department
- Transport Unit
- Internal Audit
- Management Information System
- Environmental Health Department

2. Finance Department

3. Human Resource Department

4. Information Service Department

5. Physical Planning Department

6. Department of Food and Agriculture (MoFA)

7. Social Development Department

8. Local Government Statistical Department

9. Births and Death

10. Works Department

- Feeder Roads

11. Business Advisory Center

12. National Disaster and Management



Responsibilities of the Institution:

To formulate and execute plans, programmes and strategies for the effective mobilization of the resources necessary for the overall development of the district. To promote and support productive activity and social development in the district and remove any obstacles to initiative and development

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
CENTRAL ADMINISTRATION 	• General administrative functions. • Development planning and management functions. • Facilitate the disbursement of legitimate and authorized funds. • Undertake revenue mobilization of the assembly. • Make provisions for financial services to all departments.
Development Planning Unit	• Developing master plan to guide the general administration • Regulating plan • Makes recommendation to the District Council
Budget Unit	• Budgeting function • Rating function
Procurement and Store Unit	• Negotiating costs with the vendors • Preparing the contracts, and issuing vendors purchase orders • Acquisition of goods
	•
Transport Unit	• Regulate the use and conduct of public vehicles, including the routes and parking places in accordance with the driver and other

	detail Vehicle Licensing Authority Act (ACT 569)
Internal Audit Unit	• Evaluate the adequacy of the system of internal controls. • Recommend improvements in controls. • Assess compliance with policies and procedures and sound business practices. • Assess compliance with state laws and contractual obligations.
Environmental Health and Sanitation Unit 	• Monitoring and environmental management activities. • Premises inspection. • Receiving complaints on sanitary nuisances and ensuring abatement. • Hygiene and health education • Disposal of the dead • Management and control of cemeteries • Collaborating with health centers on Diseases control • Monitoring and report of waste management issues. • Prosecuting sanitary offenders • Premises inspection of industries • Pest control • Control of stray animals • Disposal of unclaimed corpses • Certification of food handlers
BUSINESS ADVISORY CENTER	• Giving advice to a company's decision-makers or owners • Helping them formulate strategies that unlock the business growth
HUMAN RESOURCE DEPARTMENT	• To support the review of human resource policies

	• Support human resource planning and recruitment processes • Ensure regular update of staff records • Support effective salary administration • Ensure the development of capabilities, skills and knowledge of staff • Support in the preparation of quarterly and annual report • Assist in gathering and collating data for human resource management.
INFORMATION SERVICE DEPARTMENT 	The core functions of the Department include the following; • Create awareness of government policies, programmes and activities through effective communication strategies using qualified human resources and state of the art technology to enhance national development • Collate and assess public reaction to government policies • Keep Ghanaians abreast of developments in State and Public institutions • Keep the Presidency, Ministries, and other State institutions 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 • Maintain a store of state paraphernalia including symbols and the identity kit of the state • Record and archive the functions of the Presidency and State officials in written, photographic, and film forms. • Record and archive the National Heritage in written, photographic, and film forms

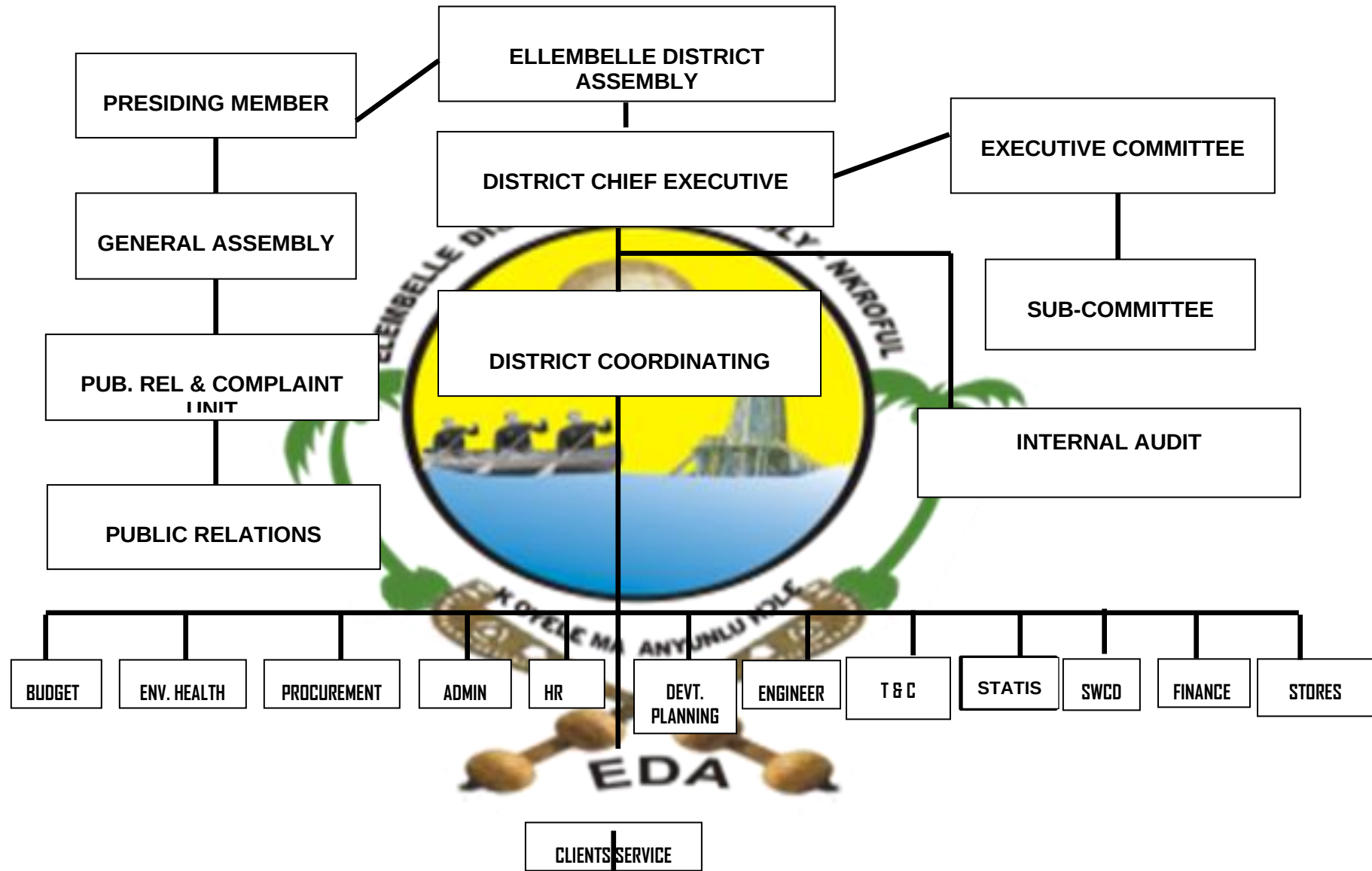
PHYSICAL PLANNING	• Preparation of planning and revision schemes for the assembly and zonal councils. • Helps in controlling physical development. • Processing of development permit applications. • Advice management and citizenry on spatial and economic-related planning issues
DEPARTMENT OF FOOD AND AGRICULTURE	• Assist in the formulation and implementation of agricultural policies • Advice the assembly on matters related to agriculture • Provision of extension services
SOCIAL WELFARE AND COMMUNITY DEVELOPMENT 	• Facilitate community-based rehabilitation of persons with disabilities • Assist and facilitate provision of community care services • Assist to maintain specialized residential services in the District • Facilitate the registration and supervision of non-governmental organization • Facilitate the rollout of the Child Protection tool kits through community engagement and dialogue
STATISTICAL SERVICE 	• Disseminate and publish statistical data based on guidelines developed by GSS. • Provide inputs for the preparation of the Assembly's budget. • Generate the data requirements of the Assembly on all departments for planning activities of the District. • Coordinate District statistical activities and archiving of statistics to serve as a repository of statistical data in the District. • Monitor statistical inquiries/surveys within the District

BIRTH AND DEATH	• Registration and compilation of information and details about the birth and death of people within the District
WORKS DEPARTMENT	• Assist the Assembly in formulating policies on works within the framework of national policies.
Feeder Roads	• Advise on the formulation and implementation of Road Policy in the District. • Design and construct roads and provide for traffic planning, management, and safety interventions • Carry out planned maintenance and management of roads and related facilities for the proper functioning of the Road Network • Assist in the procurement of road works in accordance with the Public Procurement Law. • Prepare progress and annual reports on road works in the District • Monitor to ensure that funds from the Ghana Road Fund and other sources are used for the designated roads in line with approved guidelines and standards • Register and maintain records of classified contractors and consultants in the District and facilitate their capacity building.
NATONAL DISASTER MANAGEMENT ORGANIZATION	• To improve Human and Institutional Capacity. • To promote Disaster Risk Reduction (DRR) and Climate Change Risk Management by establishing National and Regional Platforms for all Stakeholders. • To strengthen Disaster Prevention and Response Mechanisms. • To link NADMO'S Disaster Prevention and Management Programmes to the GPRS and re-afforestation through effective social

	mobilization for disaster prevention and poverty reduction.



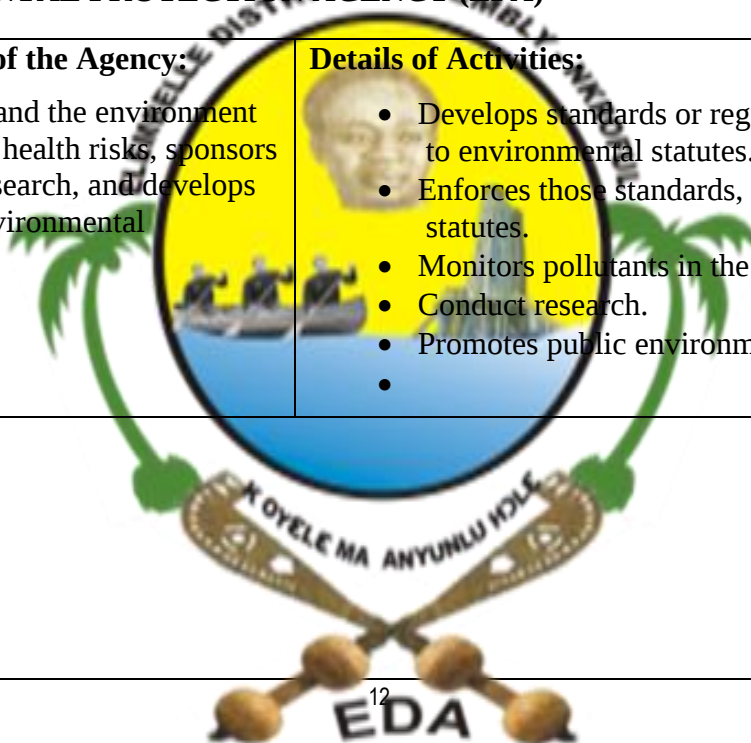
2.2 Organizational Chart of the Ellembele District Assembly



2.3 AGENCIES UNDER ELLEMBELLE DISTRICT ASSEMBLY

Agencies under Ellembele District Assembly
1. ENVIRONMENTAL PROTECTION AGENCY (EPA) 2. NATIONAL HEALTH INSURANCE SCHEME (NHIS) 3. NATIONAL IDENTIFICATION AUTHORITY (NIA) 4. ELECTORAL COMMISSION (EC) 5. NATIONAL COMMISSION ON CIVIC EDUCATION (NCCE) 6. NATIONAL SERVICE SECRETARIAT (NSS) 7. GHANA EDUCATION SERVICE (GES) 8. GHANA POLICE SERVICE (GPS) 9. GHANA IMMIGRATION SERVICE (GIS) 10. GHANA ENTERPRISE AGENCY (GEA) 11. GHANA HEALTH SERVICE (GHS) 12. NON-FORMAL EDUCATION 13. YOUTH EMPLOYMENT AGENCY 14. GHANA NATIONAL FIRE SERVICE 15. NATIONAL AMBULANCE SERVICE 16. RENT CONTROL 17. NATIONAL CENTRE FOR CULTURE

ENVIRONMENTAL PROTECTION AGENCY (EPA)	
Responsibilities of the Agency: Protects people and the environment from significant health risks, sponsors and conducts research, and develops and enforces environmental regulations.	Details of Activities: • Develops standards or regulations pursuant to environmental statutes. • Enforces those standards, regulations, and statutes. • Monitors pollutants in the environment • Conduct research. • Promotes public environmental education. •



NATIONAL HEALTH INSURANCE SCHEME (NHIS)	
Responsibilities of the Agency: To provide equitable access and financial coverage for basic health care services to Ghanaian citizens and residence.	Details of Activities: • Sensitize and educate on NHIS policies • Register and renew applicant • Supervise and monitor credentialed healthcare providers.

NATIONAL IDENTIFICATION AUTHORITY (NIA)	
Responsibilities of the Agency: National Identification Authority creates, maintains, provides, and promotes the use of national identity cards in order to advance economic, political and social activities in the country as stated in our core mandate.	Details of Activities: • Issuing current generation of identity cards • Provision of general identification services. • Facilitates the integration of all public sector/ civil operation, law enforcement, corporate and business applications/ systems to the NIS.

ELECTORAL COMMISSION (EC)	
Responsibilities of the Agency: To manage the conduct of all public elections and referenda, to handle all matters directly related to the conduct of elections in the district.	Details of Activities: • Provide inputs for the formation of policies • Ensures the development and implementation of guidelines for the conduct of elections • Ensures the demarcation of electoral boundaries for election purposes. • Ensures the compilation, revision and expansion of the voters register



	• Ensures the conduct and supervision of all public elections and referenda • Ensures the conduct and supervision of elections for statutory and non-statutory bodies • Ensures the development and implementation of gender and disability programme.
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NATIONAL COMMISSION ON CIVIC EDUCATION(NCCE)	
Responsibilities of the Agency: To promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their rights and obligations, through civic education	Details of Activities: • Develop and maintain with the community the sense of the principles and objectives of the Constitution of the Republic of Ghana as the fundamental law of Ghana. • Educate and encourage the public to defend this Constitution at all times, against all forms of abuse and violation • Develop policies for the consideration of Government, from time to time, programs at the national, regional, and district levels aimed at realizing the objectives of the Constitution. • Formulate, implement, and oversee programs intended to inculcate in the citizens of Ghana awareness of their civic responsibilities and an appreciation of their rights and obligations as free people. • Assess for the information of Government, the limitations to the achievement of true democracy arising from the existing inequalities between different strata of the population and make recommendations for re-dressing these inequalities.

NATIONAL SERVICE SECRETARIATE (NSS)	
Responsibilities of the Agency: To develop the potentials of young people and create opportunities for them to deliver quality services to the disadvantaged. 	Details of Activities: • Encourage the spirit of national service among all segments of Ghanaian society in the effort of nation-building through active participation. • Undertake projects designed to combat hunger, illiteracy, disease and unemployment in Ghana. • Help provide essential services and amenities, particularly in towns and villages of the rural areas of Ghana. • Promote national unity and strengthen the bonds of common citizenship among Ghanaians.

GHANA EDUCATION SERVICE (GES)	
Responsibilities of the Agency: GES is responsible for the implementation of approved national pre-tertiary educational policies and programs to ensure that all Ghanaian children of school-going age irrespective of tribe, gender, disability, religious and political affiliations are provided with inclusive and equitable quality formal education.	Details of Activities: • To provide and oversee Basic Education (Pre-tertiary), Technical Education as well as Special Education. • To promote the efficiency and full development of talents among its members • To recruit and post qualified teaching and non-teaching staff • To maintain professional standards and the conduct of its personnel

GHANA POLICE SERVICE (GPS)	
Responsibilities of the Agency: To ensure crime prevention and detection, apprehension and prosecution of offenders, consistent with the expectations of Ghanaians	Details of Activities: • Enforcing law • Preventing crimes • Responding to emergencies • Providing support services

for safe, secure and peaceful communities.	Performing Motor Traffic duties to ensure safety on our roads
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GHANA IMMIGRATION SERVICE (GIS)	
Responsibilities of the Agency: To regulate and monitor the entry, residence, employment, and exit of all foreigners as well as Ghanaians' movement into and out of the country.	Details of Activities: To monitor, track, apprehend, deport, and repatriate illegal immigrants to promote the security of the country and safeguard jobs for natives

GHANA ENTERPRISES AGENCY(GEA) BUSINESS ADVISORY CENTER (BAC)	
Responsibilities of the Agency: To interrelate, administer and stimulate the development of Micro, Small, and Medium Scale Enterprises (MSMEs)	Details of Activities: - Funding business - Business development and performance
GHANA HEALTH SERVICE	
Responsibilities of the Agency: GHS to provide and prudently manage comprehensive and accessible health services with special emphasis on primary health care at district and sub-district levels in accordance with approved national policies.	Details of Activities: - Public health - Clinical care - Supervisory and monitoring role - Disease control and surveillance - Maternal and child health - Nutrition and health promotion - Health management

NON-FORMAL EDUCATION

Responsibilities of the Agency:

Non-formal education provides functional literacy and continuing education for adults and youths who have not had a formal education or did not complete their primary education.



Details of Activities:

- To enable participants to better meet their personal or social needs through enhancing their abilities to deal completely with everyday life in literate communities
- To improve a range of skills and competencies, outside the formal educational curriculum
- Helps individuals with decision-making and builds self-confidence
- To equip learners with the knowledge, attitudes, and skills that will enable them to raise the quality of life in their communities
- To enable learners to improve upon occupational skills through functional literacy
- To broaden the reading interests of learners and establish an attitude of reading for pleasure through the provision of follow-up literacy supplementary reading materials

YOUTH EMPLOYMENT AGENCY (YEA)

Responsibilities of the Agency:

To empower young people to contribute meaningfully to the socio-economic and sustainable development of the nation. The objective is to support the youth between the ages of 15 to 35 years through skills training and internship modules to transition from a situation of unemployment to that of employment.

Details of Activities:

- To oversee the development, coordination, supervision, and facilitation of employment for the youth and related matters in the district
- Prepares a young person to meet the challenges of adolescence and adulthood and achieve his or her full potential

	• Protect the best interests of the candidate, as well as the interests of the hirer
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GHANA NATIONAL FIRE SERVICE (GNFS)

Responsibilities of the Agency:

Provide efficient and valued Fire and rescue services, as well as meet the statutory requirements to maintain and improve public safety from fires and related emergencies thereby protecting the people, the environment, and the economy through a motivated workforce and adequate resources

Details of Activities:

- Organize public education programs to create and sustain awareness of hazards of fire, and heighten the role of individuals in the prevention of fire
- Provide technical advice for building plans with respect to machinery and structural layouts to facilitate escape from fire management
- Inspect and offer technical advice on fire extinguishers
- Train and organize fire volunteer squads at the community level
- Offer rescue and evaluation services to those trapped by fire or in other emergencies
- Co-ordinate and advise on the training of personnel in firefighting departments of the institution

GHANA NATIONAL AMBULANCE (GNA)

Responsibilities of the Agency:

Provide efficient and timely pre-hospital emergency medical care to the sick and injured and transport them safely to health facilities.

Details of Activities:

- To provide pre-hospital emergency care to accident victims
- To transport accident victims from the scene of an accident to an appropriate health facility
- Provide stand-by emergency cover at mass public meetings and liaise with other emergency services in times of disaster or mass casualty incidents
- To identify, recruit, and train cadres for the service



	To assist in the establishment and operation of makeshift hospitals during mass casualty situations
RENT CONTROL (RC)	
Responsibilities of the Agency: It works co-operatively with landlords and tenants to promote optimum peaceful co-existence through education, reconciliation while also providing on rent matters in compliance with the Rent Act 220	Details of Activities: - They resolve rent-related issues - To compile a register of the leases and tenancies of residential accommodation - To compile a register of unoccupied rooms in residential premises in which some rooms are let
GHANA CENTER FOR CULTURE (GCC)	
Responsibilities of the Agency: To maintain the unique cultural identity and values for the promotion of an integrated national culture, as well as contribute to the overall economic development of the district	Details of Activities: - To work in collaboration with other industries, commerce, and political authorities to promote and increase understanding of the cultural, social, and financial importance of arts and culture - To determine, create, and sustain our clients by engaging them in developmental activities and encouraging cultural discipline in semi-oriented units - To offer training and developmental opportunities for Artistic and Cultural workers and strengthen relations with other allied and educational agencies - Offers artists and cultural workers an opportunity to develop their talents and works through cultural and artistic programs/exhibits of various arts/crafts for sale or for educational purposes. - The center organizes drama to dance and choral competitions/festivals periodically for groups



	• The center holds weekend school for the public in various traditional performance and artistic fields/disciplines • The center undertakes excursion/tour programs across the country for academic, tourist, and research purposes.
COCOA HEALTH AND EXTENSION DIVISION (CHED)	
Responsibilities of the Agency: CHED is responsible for the control of coca swollen shoot virus disease, rehabilitation of old and unproductive cocoa farms, and extension services	Details of Activities: • To control the spread of Cocoa Swollen Shoot Virus Disease (CSSVD) • To produce and supply hybrid seed pods to farmers (cocoa agronomy) • To educate farmers on approved agronomic and cultural practices in cocoa cultivation (cocoa extension)

2.4 Classes and Types of information

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

Classes of Information	Types of Information
Management information	▪ Annual action plan ▪ Progress report ▪ General Assembly decisions
Executive file	▪ Sub-committee report ▪ Public Relations and Complaint Committee Report. (PRCC). ▪ Contracts document ▪ Procurement document
District Security information	▪ District security decisions ▪ Report from NADMO

Financial Information	▪ Annual Budget Estimate ▪ Fee fixing compensation ▪ Audited accounts ▪ Revenue Performance ▪ Records on registered business.
EDA Maps, Town plans, and development information	▪ Building Permit Records ▪ Town and Community plans ▪ Road maps ▪ Records on geographical boundaries ▪ Infrastructural records

2. Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that a request for information be made by the provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the [Ellembele District Assembly](#). To request information under the RTI Act from the [ELLEMBELLE DISTRICT 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 [Ellembele District 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 [Ellembele District 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 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 a certified true copy, normal photocopy, or electronic copies. Would you want to receive it 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, oral requests 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 understood 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 identifies which part is exempt based on Sections 5 to 16 of the RTI Act 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 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 a 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 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 has been refused due to failure to pay 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:

- 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 allowed 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.



3. 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 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 by the relevant information that 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.



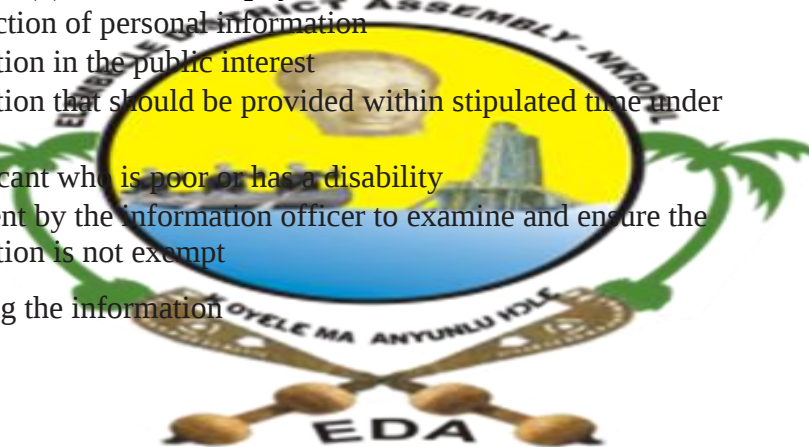
4. fees for Access to Information

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 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



Fees and Charges (Miscellaneous Provision) Act 2022 (Act 1080)

Revenue Item	Approved fees and charges (GHC)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	0.38
For every copy in a computer readable form on external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70

For a copy of audio record	1.00
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5. 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) <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>	

6. Appendix B: Contact Details of EDA's Information Unit

Name of Information/Designated Officer:

Teinor Francis

Telephone/Mobile number of Information Unit:

0244277508

Postal Address of the institution:

Box 34 Nkroful

7. 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, District and District Assemblies
EDA	Ellembele District Assembly
NADMO	National Disaster and Management Organization
GIS	Ghana Immigration Service
GHS	Ghana Health Service
GES	Ghana Education Service
GPS	Ghana Police Service
GEA	Ghana Enterprise Agency
BAC	Business Advisory Center
NCCE	National Commission on Civic Education
EPA	Environmental Protection Agency
NIA	National Identification Authority
NHIS	National Health Insurance Scheme
NSS	National Service Secretariat
MSMEs	Micro, Small and Medium Scale Enterprises
EC	Electoral Commission
HR	Human Resource
SWCD	Social Welfare and Community Development
DRR	Disaster Risk Reduction
ISD	Information Service Department
MoFA	Ministry of Food and Agriculture

8. Appendix D: Gloss

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>