



RIGHT TO INFORMATION MANUAL

Ministry of Information (MOI)

2023

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1. Overview

This Right to Information (RTI) Manual seeks to make available to the public and applicants for information the classes of information accessible in this institution. It reveals the various directorates and units within this institution and specific classes of information that can be obtained from each of them.

The Manual has been compiled in compliance with section 3 of the Right to Information Act, 2019 (Act 989). Inspection of this Manual is not to attract any fee or charge since the Manual only seeks to point users to the information available for access within this institution. Request for a copy of this Manual, however, shall attract a charge which covers the unit cost of the Manual.

1.1 Purpose of Manual

To inform/assist the public on the organizational structure, responsibilities and activities of the Ministry of Information (MOI) and provide the types of information and classes of information available at MOI, including the location and contact details of its Information Officers and unit.

2. Directorates and Units under Ministry of Information (MOI)

This section describes the institution's vision and mission and lists the names of all Directorates and Units 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 free, united, informed and prosperous society with good governance through development communication.

MISSION

The Ministry of Information exists to facilitate free flow of adequate, timely and reliable information and feedback between government and the public for socio-economic empowerment and enhanced democratic citizenship.

Directorates and Units under Ministry of Information (MOI)
<ol style="list-style-type: none"> 1. Finance & Administration Directorate 2. Policy Planning, Budgeting, Monitoring & Evaluation Directorate 3. Research, Statistics & Information Management Directorate / Client Service 4. Human Resource Management & Development Directorate 5. Internal Audit Unit 6. Public Relations / Social Media Unit 7. Right to Information Unit 8. Procurement Unit
<p>Responsibilities of the Institution:</p> <ul style="list-style-type: none"> • To formulate policies for the Information Sector. • Provide public relations support to the Presidency and MDAs. • Collaborate with MDAs to effectively disseminate information on government policies, programmes and activities. • Gather and assess feedback on government policies, programmes and activities.

2.1 Description of Activities of each Directorate and Units

Directorate/Units	Responsibilities/Activities
Finance & Administration	<p>Administration Section</p> <ul style="list-style-type: none"> • Personnel Welfare Unit; The Unit manages the files of staff in the Ministry on recruitment, leave, promotion, salary issues, transfer, performance appraisal, etc • Records Management Unit; It ensures that documents and information are properly stored to ensure confidentiality and easy accessibility. • Transport Unit; The Unit is responsible for the proper management and provision of an efficient transport system of the Ministry. • Estate Management Unit; This Unit provides advice on estate management issues and ensures that repairs and works on facilities and equipment are properly carried out in the Ministry. • Protocol Unit; The Unit is responsible for performing all protocol duties pertaining to the State and Ministry's ceremonies, National Day of Commemoration ensuring and observing ceremonial rules during occasions. Responsible for proper hosting of foreign dignitaries and guests to the Ministry. <p>Finance Section</p> <ul style="list-style-type: none"> • Accounts Unit; Liaises with the Ministry of Finance and the Accountant General's Department to facilitate the release of funds and authorization for disbursement. Preparation of the Annual Budget Estimates and attends Budget Hearings at the Ministry of Finance. • Treasury Unit; It examines and verifies the authenticity and accuracy of payment vouchers before authorizing payment.
Policy Planning, Budgeting, Monitoring & Evaluation	<p>Policy Coordination Unit;</p> <ul style="list-style-type: none"> • Initiates and coordinates the development and review of the broad sector policies, projects and programmes of the Ministry. Leads to the

Directorate/Units	Responsibilities/Activities
	<p>identification of needs, challenges, opportunities and policy options to support overall corporate and business strategy and generate National competitive advantage.</p> <p>Planning and Budgeting Unit;</p> <ul style="list-style-type: none"> • Leads in the design, review and development of plans, standards, regulations, guidelines based on a sound framework for effective implementation of the Ministry's planned programme and operations. • Responsible for preparing the budget and the provision of technical guidance to Management on budgetary matters. • Keeps proper updates of all financial projects. • Responsible for facilitating the process of sourcing funds from donor partners and other stakeholders for implementing programmes and projects of the Ministry. <p>Monitoring and Evaluation Unit;</p> <ul style="list-style-type: none"> • Ensures the provision of an effective basis for measuring the various stages of programmes and projects of the Ministry. • Provide an objective basis for assessing the effectiveness of its programmes and projects. <p>Public Investment Unit;</p> <ul style="list-style-type: none"> • Project preparation and appraisal, selection and budgeting, implementation, monitoring and evaluation to ensure successful delivery of projects on time, within and in accordance with design specification • assisting the entity in the preparation of the Medium-Term Development plan consistent with the Medium-Term National Development Policy Framework and the National Infrastructure plan • Coordinating the project identification, preparation and prioritization process

Directorate/Units	Responsibilities/Activities
	<ul style="list-style-type: none"> • Developing Project Concept Notes for all investments projects in accordance with guidelines issued by the Minister and ensuring the submission of the Project Concept Notes through the Public Investment Management System after securing the necessary approvals from the Principal Spending Officer • Ensuring that all investment projects undertaken by the covered entity regardless of the source of funding or government guarantees provided are captured in the Public Investment Management System and updated accordingly • Undertaking pre-feasibility and feasibility studies of investment projects and where necessary assist in the procurement of a transaction advisor to support the Public Investment Unit to undertake such studies. • Analysing or assessing reports and any other project documents prepared by a transaction advisor to ensure the reports and documents meet standard requirements • Assisting in the procurement of consultants, developers or contractors to execute investment projects • Ensuring that procurement documentation including the project or service agreement is consistent with the financing agreements • Preparing project work plans and ensuring that the project work plan is adhered to and providing feedback • Developing the Public Investment Plan consistent with the Medium-Term Expenditure Framework • Budgeting and managing the use of resources to effectively meet project milestones and specifications in the contract in collaboration with the directorates responsible for budget • Preparing reports on financial, non-financial and physical progress of all investment projects • Ensuring the conduct of Value for Money Analysis for the single-source project and implementation of Value for Money Analysis

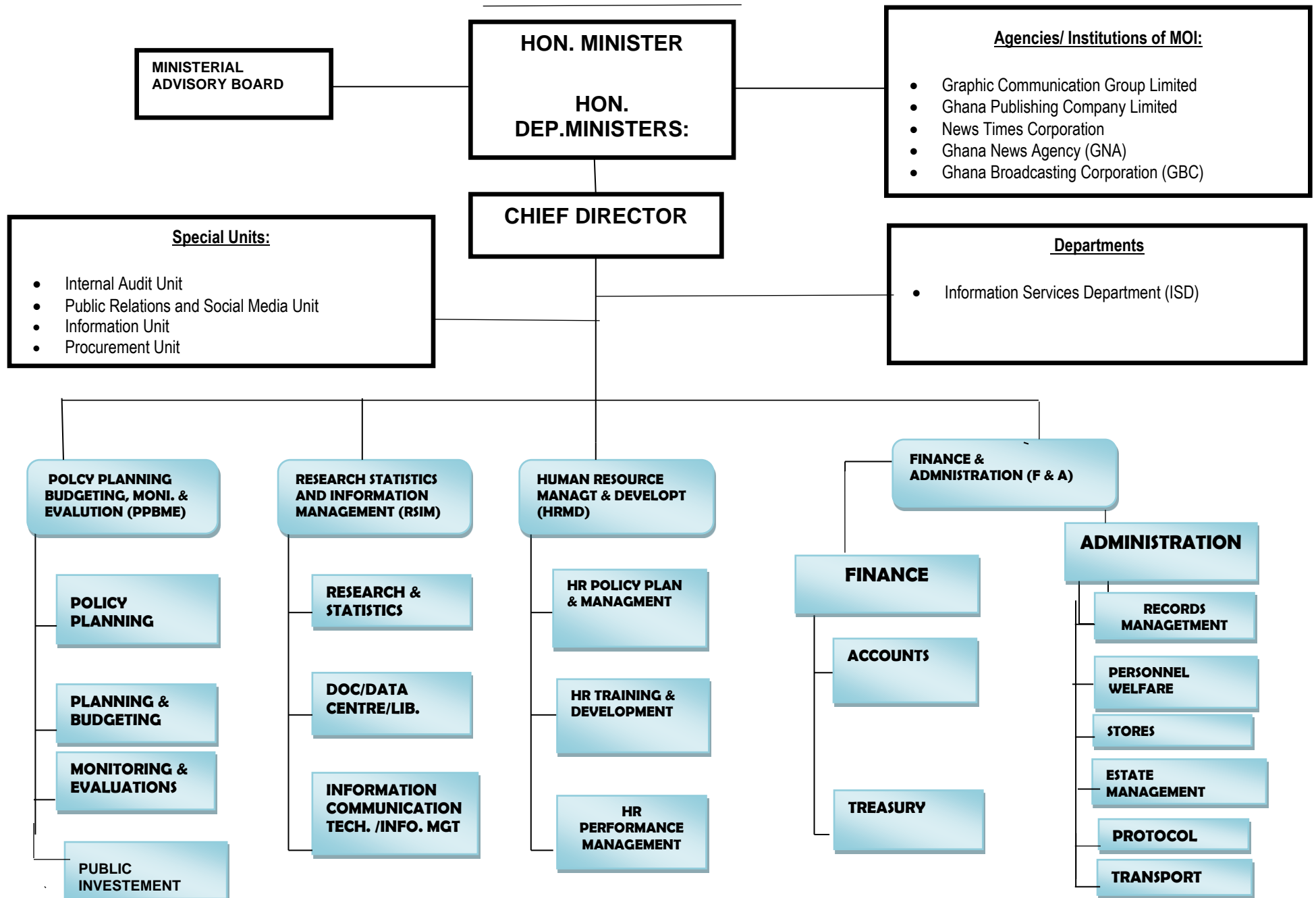
Directorate/Units	Responsibilities/Activities
	recommendations as part of the project implementation.
Research, Statistics & Information Management	<p>Research and Statistics Unit;</p> <ul style="list-style-type: none"> • Researches the activities of the Ministry and ensures that requisite data is available for decision-making. <p>Documentation / Data Centre / Library Unit;</p> <ul style="list-style-type: none"> • Responsible for the Documentation Centre and for collating required data to create a database for the Ministry. Leads to creating the appropriate policy strategies for branding and building the corporate image for success of government business within the sector. <p>Information and Communication Technology / Information Management Unit;</p> <ul style="list-style-type: none"> • Initiates and maintains information technology network and infrastructure plans, policies, strategies for the ministry. Develops supports and integrate new technologies as well as information/data, assesses security protocols into the operations of the Ministry.
Human Resource Management & Development	<p>HR Planning Unit;</p> <ul style="list-style-type: none"> • Initiates strategies and facilitates the career planning of staff of the Ministry. Ensures the promotion of staff based on approved requirements. <p>HR Development & Training Unit;</p> <ul style="list-style-type: none"> • Initiates the review and development of career training policies and guidelines. Collates the training needs identified through staff performance appraisal systems for implementation. <p>HR Performance Management Unit;</p> <ul style="list-style-type: none"> • Responsible for developing the framework for institutional and staff performance management including staff appraisal and performance contracts/agreements.

Directorate/Units	Responsibilities/Activities
Internal Audit Unit	<ul style="list-style-type: none"> • Establishing appropriate policies and procedures to guide the IAU • Establishing risk-based plans to determine the priorities of the audit activities, consistent with the Ministry's goals. • Ensuring that professional internal auditing standards and practices are followed iv. Ensuring that financial and human resources are appropriate, sufficient, and allocated for the effective implementation of the annual audit plans. • Ensuring that audit planning, fieldwork, reporting, and follow-up are performed following the standards and include audits that address financial statements and review of the internal control environment. • Maintaining Internal Audit Unit Quality Assurance and Improvement Program for internal and external reviews developed by the Internal Audit Agency. vii. Communicating plan of audit engagements and resource requirements for the IAU including the impact of resource limitations (where applicable) to the IAU.
Public Relations Unit / Social Media	<ul style="list-style-type: none"> • Information dissemination on Government Policies • Development and implementation of feedback mechanisms on Government policies and activities • Leads in creating the appropriate policy strategies for branding and building the corporate image of the Ministry • Monitor the Ministry's social media platforms and report to Management to make informed decisions.

Directorate/Units	Responsibilities/Activities
Information Unit	<ul style="list-style-type: none"> • The Information Unit is responsible for receiving and processing applications for information, as well as producing information within the procedures and periods as prescribed by law (RTI ACT, 989).
Client Service Unit	<ul style="list-style-type: none"> • Monitor the frequency of enquiries at the Client Service Unit daily • Provide timely response to the concerns of the Ministry's clients • Provide timely response to all letters and emails addressed to the Ministry • Give and receive adequate feedback from clients on its service delivery.
Procurement Unit	<ul style="list-style-type: none"> • Procurement Unit is the unit responsible for managing the procurement services and providing technical support on procurement processes for the Ministry. Ensures the proper storage of all goods procured and ensures that stocks are replaced on time at the Ministry.

2.2

MINISTRY OF INFORMATION'S ORGANOGRAM



2.3 Agencies under Ministry of Information (MOI)

Agencies under Ministry of Information (MOI)
<ol style="list-style-type: none"> 1. Information Services Department (ISD) 2. Ghana News Agency (GNA) 3. Ghana Broadcasting Corporation (GBC) 4. Graphic Communications Group Limited (GCGL) 5. The Ghana Publishing Company 6. The New Times Corporation

Information Services Department (ISD)	
<p>Responsibilities of the Agency:</p> <ul style="list-style-type: none"> • Principal Public Relations outfit of the Government. • Create awareness of Government Policies, Programmes and Activities. 	<p>Details of Activities:</p> <ul style="list-style-type: none"> • Provide Government with feedbacks on its policies • Promotes Ghana's International Marketing Agenda • Provide public relations support to MDAs, MMDA's and the Presidency

Ghana News Agency (GNA)	
<p>Responsibilities of the Agency:</p> <ul style="list-style-type: none"> • Provide authentic, unbiased and credible news stories to a host of media outlets including print and electronic news portals and international news agencies. 	<p>Details of Activities:</p> <ul style="list-style-type: none"> • Gathers news from various regions and districts within Ghana. • Conveys government policies and projects to the general public, including those in the remotest areas. • Provides a platform for citizens in the rural areas to express their grievances in order to reduce the urban bias of news reportage.

Ghana Broadcasting Corporation (GBC)	
<p>Responsibilities of the Agency:</p> <ul style="list-style-type: none"> • Consolidating the gains from GBC’s bureaucracy to business agenda. • Coverage of Government, national and public interest programmes. • Reorganization and monitoring of GBC’s on-line contents. • Expand the regional coverage and content in news bulleting. • Improve national news and programming with bold, relevant, educative and entertaining content. • Acquisition of various content of national interest and entertainment from independent producers to improve content for revenue generation. • Expand operations to six newly created regions. • Increase local language programming across the country. 	<p>Details of Activities:</p> <ul style="list-style-type: none"> • GBC operates GTV (a channel for events that matter most to Ghanaians), which is broadcast nationwide on analogue terrestrial platform. • Additionally, GBC runs five digital channels namely, GTV Sports+ (a channel for sports), GBC 24 (a 24-hour news TV channel) and GTV Life (a religion and culture channel), GTV Govern (a governance channel), Obonu TV (a channel for the people of Greater Accra and window for the Ga-Dangbe) and ten regional and five district radio stations in Ghana.

Graphic Communications Group Limited	
<p>Responsibilities of the Agency:</p> <ul style="list-style-type: none"> • Publishes and distributes most of the popular newspapers in the country. 	<p>Details of Activities:</p> <ul style="list-style-type: none"> • Publishes and distributes The Daily Graphic, The Graphic Mirror, Graphic Sports, Graphic Showbiz and Junior Graphic. • Undertakes commercial printing of paper such as calendars, brochures and newsletters. • Provides courier services. • Specializes in the packaging and designing of food materials.

The Ghana Publishing Company Limited	
<p>Responsibilities of the Agency:</p> <ul style="list-style-type: none"> • Print, publish and distribute high quality books and stationery to educational institutions, government, departments, agencies and the general public at competitive prices. 	<p>Details of Activities:</p> <ul style="list-style-type: none"> • Publication and marketing of documents on behalf of government. • Typesetting of manuscripts. • Proof reading. • Gathering and disseminating truthful and unbiased news, both at the national and international levels.

The New Times Corporation	
<p>Responsibilities of the Agency:</p> <ul style="list-style-type: none"> • Collect and disseminate news and information. 	<p>Details of Activities:</p> <ul style="list-style-type: none"> • Publishes the Ghanaian Times, The Spectator, GTOonline.com, Spectatoronline.com and correspondent media handles • Employ and engage correspondents, writers and authors. • Provides marketing and advertising services.

2.4 Classes and Types of Information

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

Finance and Administration

1. Minutes of Monthly Management Meetings
2. Minutes of Staff Durbars
3. Minutes of Ministerial Advisory Board Meetings
4. Minutes of Audit Committee Meetings
5. Annual Audit Committee Reports
6. Minutes of Entity Tender Committee Meetings
7. Annual Financial Statements
8. International Engagement and Conferences for Honourable Minister and Deputy Minister
9. Stock Count
10. Stores Received Advise (SRA)
11. Incoming and Outgoing Mails

Human Resource Management and Development Directorates

12. Training Plans
13. End of Year Evaluation Exercise for Directors/Analogous Grades and HoDs
14. NSPs Orientation and survey Reports
15. Staff motivational survey Reports
16. Back-to-Office Training Reports
17. Organizational Manual
18. Operational Manual
19. Job Schedules of Staff
20. Staff list and bio data
21. Mid and End-of-year Reports on Chief Director's Performance Agreement
22. Mid and End of Year Staff Movement Reports
23. Monthly Staff Attendance Reports
24. Guidelines for Leave Management

25. Leave Roster
26. Revised Leave Application Form
27. Coaching and Mentorship Programmes
28. Mid and End of Year Coaching and Mentorship Report
29. Concept Note on Motivational Strategies for Staff
30. Mid and End of Year report on Efforts to Enforce Discipline
31. ESPV Validation Reports
32. Mid and End-of-year Training Reports
33. Composite Reports on End-of-year Evaluation of Directors/Analogous grades and HoDs
34. Staff Promotion Registers
35. Follow-up Action Reports

Public Relations / Social Media

36. PR Annual Work Plan
37. Media Monitoring Reports
38. Minister's Press Briefing Reports
39. Town Hall Meeting Reports
40. Public Opinion Reports
41. Website and Social Media Performance Reports
42. Public Relations Reports
43. Press Releases
44. Pictures and Videos of Ministry's Activities
45. Amplified Reports
46. News Letters
47. New Stories
48. Artworks for Ministry's Programs
49. Communications Plans
50. Posts on Facebook, Twitter and Instagram
51. Mass Media Campaigns

Internal Audit Unit

52. Strategic Internal Audit Plan
53. Debt and Outstanding Liabilities Audit Report
54. Vehicle Maintenance & Fuel Audit Report
55. Procurement Audit Report
56. Cash Management Audit Report
57. Expenditure Audit Report
58. Non-Current Assets Audit Report
59. Stores Audit Report
60. Human Resource Audit Report
61. Risk Based Annual Internal Audit Work Plan
62. Internal Audit Report
63. Internal Audit Performance Report

Policy Planning, Budgeting, Monitoring and Evaluation

64. Mid-Year and Annual Budget Report
65. Mid-Year and Annual Sector Performance Report
66. Quarterly Budget Implementation Report
67. Draft Project Concept Note on The International Fund for Public Interest Media
68. ISD updated Organisational Manual
69. Inception Report on the Retooling Programme of ISD
70. Concept Notes on the Stakeholder Forum to Review the Impact of Media support Programmes
71. Concept Notes on Accountability forum on Coordinated Mechanism on the Safety of Journalists
72. Draft of National Action Plan to Combat Mis/Disinformation
73. Budget Performance Reports
74. Quarterly Report to National Development Planning Commission
75. Report on Media Capacity Enhancement Programme
76. Sector Medium-Term Development Plan

Research, Statistics and Information Management

77. Analysis of Minister's Press Briefings
78. Statistical Report for Reliable Data Source for the Information Sector
79. Report of Training Staff on the Compliance of Service Delivery Charter
80. Survey on Client Perception of the Ministry of Information
81. Report on the I.T Activities Monitored in the Ministry
82. Report on the Installation and Operationalization of Data Server
83. Quarterly Report on Maintenance of Hardware ICT Infrastructure in the Ministry
84. Mid and End of Year Reports on the Operations of the Client Service Unit
85. Terms of Reference (T.O.R) for two (2) research works on the Characteristics of Media in Ghana and the Needs of the Ghanaian Media
86. Report on Information Sector Indicators
87. Concept Note on Electronic Records Management System (ERMS)
88. Concept Note on the Intranet System
89. Report on International Client Service Week Celebration

Right to Information Unit

90. RTI Annual Reports
91. Information Manual
92. Monthly Reports on RTI Activities
93. Mid and End of year Reports on RTI Activities
94. RTI Applications Register

Procurement Unit

95. Contract Documents on Goods Procured
96. Contract Documents on Works Undertaken
97. Contract Documents on Technical Services Undertaken
98. Contract Documents on Consultancies Awarded

3. Processing and Decision on Application

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 request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the Ministry of Information. To requests for information under the RTI Act from the Ministry of Information, 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 Ministry of Information 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 Ministry of Information's 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. (Applicant 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.
 - Ghana Card.
 - Voter's ID.
- d. The applicant should state the format of information being requested and the manner of access required. Example (do you need 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 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.
- She reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the directorates / 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 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 manner of the access.
 - The expected publication or submission day of the information in the case of a 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.
- b. 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 7 days.
- c. 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 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.
- 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 request is made for a written transcript of the information, the information officer may request a reasonable transcript 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 disability
- Time spent by the information officer to examine and ensure the information is not exempt
- Preparing an information

6. Appendix A: Standard RTI Request Form

[Reference No.:]

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



	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.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID	<input type="checkbox"/> Card	<input type="checkbox"/> Passport
	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):			

<p>10.</p>	<p>Manner of Access:</p>	<p><input type="checkbox"/> Inspection of Information</p> <p><input type="checkbox"/> Copy of Information</p> <p><input type="checkbox"/> Viewing / Listen</p> <p><input type="checkbox"/> Written Transcript</p> <p><input type="checkbox"/> Translated (specify language) <input type="text"/></p>
<p>10 (a).</p>	<p>Form of Access:</p>	<p><input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille</p>
<p>11.</p>	<p>Contact Details:</p>	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
<p>12.</p>	<p>Applicant’s signature/thumbprint:</p>	
<p>13.</p>	<p>Signature of Witness (where applicable)</p> <p><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></p>	

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

Name of Designated / Information Officer:

Ms Comfort Martey
Ms Maame Araba Mensah-Attah

Telephone/Mobile number of Information Unit:

0302909609 / 0322497993

Email Address of Information Unit

rti.unit@moi.gov.gh

Postal Address of the institution:

P.O. Box M41, Accra

8. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>GBC</i>	<i>Ghana Broadcasting Corporation</i>
<i>GNA</i>	<i>Ghana News Agency</i>
<i>ISD</i>	<i>Information Services Department</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>MOI</i>	<i>Ministry of Information</i>
<i>RTI</i>	<i>Right to Information</i>
<i>s.</i>	<i>section</i>

9. Appendix D: Acronyms

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

