



Government of Ghana

Right to Information Manual

Afigya Kwabre South District Assembly

2023

Table of Contents

Table of Contents	i
1. Overview	1
2. Directorates and Departments under Afigya Kwabre South District Assembly(AKSDA)	2
2.1 Description of Activities of each Directorate and Department	4
2.2 Afigya Kwabre South District Assembly’s Organogram	7
2.3 AGENCIES UNDER Afigya Kwabre South District Assembly	8
2.4 Classes and Types of information.....	11
3. Procedure in Applying and Processing Requests	13
3.1 The Application Process	13
3.2 Processing the Application.....	14
3.3 Response to Applicants	15
4. Amendment of Personal Record	16
4.1 How to apply for an Amendment.....	16
5. Appendix A: Standard RTI Request Form	17
6. Appendix B: Contact Details of <insert acronym of institution>’s Information Unit	20
7. Appendix C: Acronyms	21
8. Appendix D: Glossary	22

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

2. Directorates and Departments under Afigya Kwabre South District Assembly (AKSDA)

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 be a leading District Assembly with well-developed socio-economic infrastructure for enhanced livelihood of the citizenry.

MISSION

The Assembly exist to ensure access to socio-economic amenities for the well-being of the people through effective and efficient local government administration.

Directorates and Departments under Afigya Kwabre South District Assembly (AKSDA)

1. Central Administration
2. Finance Department
3. Works Department
4. Social Welfare and Community Development
5. Budget Unit
6. Internal Audit
7. Records Management Unit (Registry)
8. Environmental Health
9. Human Resource Department
10. Procurement
11. Revenue Department
12. Management Information (IT)
13. Agriculture Department
14. Development Planning unit
15. Physical Planning unit
16. Radio

17. Statistics Department
18. Health Directorate
19. Education Directorate
20. Births and Deaths Registry
21. BAC/GEA
22. Ghana Immigration service
23. NADMO

Responsibilities of the Institution:

- The preparation of development plans and budgets relating to the approved plans
- Formulating and executing plans, programs and strategies for the effective mobilization of resources for the overall development of the District.
- Promoting and supporting production activity and social develop in the district, and removal of obstacles to initiative and development.
- Initiating programs for the development of basic infrastructure.
- Developing, improving and managing human settlements and the environment
- Maintaining security and public safety in co-operation with national and local security agencies.
- Ensuring ready access to Courts in the district for the promotion of justice.
- Initiating, sponsoring or carrying out studies for enhancing functions
- Co-coordinating, integrating and harmonizing and creation of programs and projects under approved development plans for the district and other development programs promoted or carried out by Ministries,
- Departments, Public corporations and other statutory bodies and non-governmental organizations in the district.

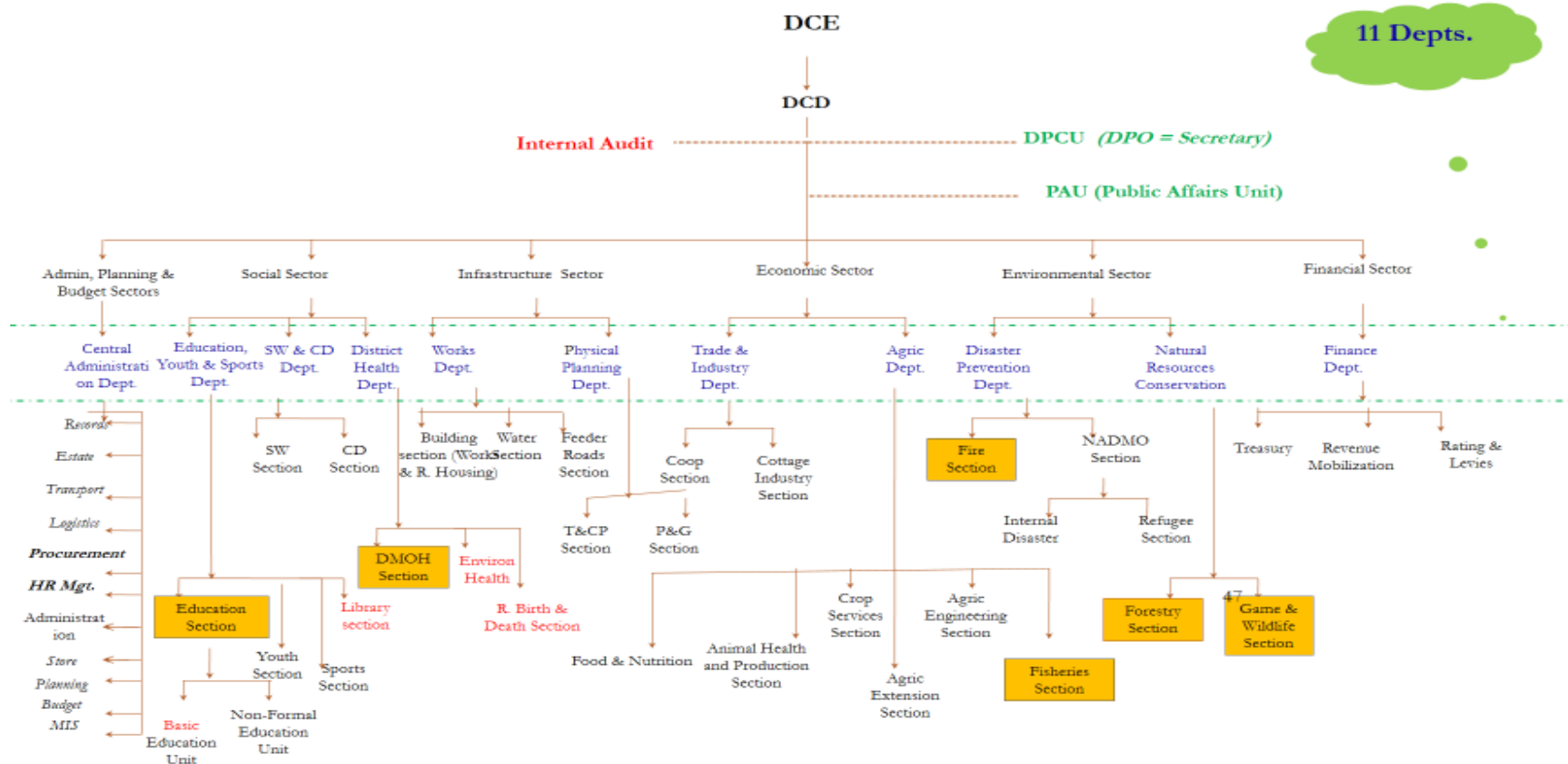
2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Central Administration	Responsible for the provision of support services effective and efficient for general administrative works and organization of the Assembly.
Finance Department	Responsible for the sound financial management of the District Assembly's resources.
Works Department	Assist the Assembly to formulate policies on works within the framework of national policies; provide technical and engineering assistance on works undertaken by the Assembly.
Social Welfare and Community Development	Assist the Assembly to formulate and implement social welfare and community development policies within the framework of national policy; facilitate community-based rehabilitation of persons with disabilities; assist and facilitate provision of community care services. Provides Services related to Child Rights, Protection & Promotion, Stakeholders Engagements &Community Awareness /Social &Public Education/Sensitization Programmes on Child and Family Welfare issues.
Budget Unit	Facilitate the preparation and execution of the budget of the District Assembly; facilitate the preparation, collation and submission of annual estimates by other Departments, Agencies and Institutions in the District. Assist in the translation of the medium-term Programme of the Assembly into the district investment programme.
Internal Audit	The Internal Audit overall responsibility to give assurance to management on the assemblies' activities
Records Management Unit (Registry)	Keeping records and disposal of records of the assembly.

Environmental Health	To ensure clean, Healthy, Safe environment for human and animal habitation, To ensure and also protect public Health, Enforce Public Health laws, Conduct Health education, promotion activities. Mandated to provide facilities, infrastructural services and programmes for effective and efficient waste management for the improvement in environmental sanitation, the protection of the environment and the promotion of public health.
Human Resource Department	The Department ensures that the Assembly has the requisite skill set or mix to meet service level standards through the application of best human resource practices in a transparent manner
Procurement Unit	Plans and coordinates activities related to procurement, manages the development and implementation of plan, provides inputs for the preparation of the annual budget and liaises with service providers and other stakeholders to undertake procurement activities.
Revenue Department	Responsible for collecting taxes or duties owed to the government and the assembly.
Management Information System (MIS)	The IT Unit is responsible for managing the IT or the Digital infrastructure of the assembly
Agriculture Department	Assist in the formulation and implementation of agricultural policy for the Assembly within the framework of national policies
Development Planning unit	Preparation of Medium Term Development Plans (MTDP). Helps in Coordination of activities of other Department

Physical Planning unit	Advise the district Assembly on national policies on physical planning, land use and development.
Statistics Department	Assist the Assembly in the collection, compilation, analysis, publishing and dissemination of data as well as responding to request for data from stakeholders.
Health Directorate	<p>Oversees the implementation of health policies and programs of Ghana health service in the district.</p> <p>Develop appropriate strategies and set technical guidelines to achieve Ghana national policy objectives.</p> <p>Establish effective mechanism for disease surveillance, prevention and control in the district.</p> <p>Undertake management and administration of the overall Ghana health resources within the service.</p>
Education Directorate	<p>Formulating and implementing educational policies within the framework of national policies and guidelines.</p> <p>Monitoring the trend of growth of education in terms of academic performance.</p> <p>Overseeing the equitable distribution of teaching and non-teaching personnel in the district.</p> <p>Supervision of teaching and learning in all schools in the district through regular supervision'</p> <p>Ensuring good quality education, access to education and equitable distribution and/ or provision of school infrastructure.</p>
Births and Deaths Registry	<p>To provide accurate, reliable and timely information of all births and deaths in the district.</p> <p>Storage and management of births and deaths records.</p>
Ghana Immigration service	To monitor, track, apprehend, deport and repatriate illegal immigrants in order to promote security of the country and safeguard jobs for natives

2.2 Afigya Kwabre South District Assembly (AKSDA)'S Organogram



2.3 AGENCIES UNDER AFIGYA KWABRE SOUTH DISTRICT ASSEMBLY

Agencies under Afigya Kwabre South District Assembly
<ol style="list-style-type: none"> 1. National Identification Authority (NIA) 2. National Health Insurance Authority (NHIA) 3. BAC/ GEA 4. Information Service Department (ISD) 5. Non Formal education division (NFED) 6. National commission for Civic Education (NCCE)

National Identification Authority (NIA)	
<p>Responsibilities of the Agency:</p> <p>To establish a national data center and manage a national database, set up a system to collect, process store, retrieve and disseminate personal data on the population in the district.</p>	<p>Details of Activities:</p> <p>Collect, hold and provide accurate and comprehensive personal information on all Ghanaian citizens living in the District and all legally and permanently resident non-Ghanaians in the country</p> <p>Create unique identities using proven biometric identifiers namely fingerprints, iris and facial dimensions.</p>

National Health Insurance Authority (NHIA)	
<p>Responsibilities of the Agency:</p> <p>Promote access to equitable and quality healthcare for all citizens, irrespective of the individual's socio-economic features.</p>	<p>Details of Activities:</p> <p>The NHIA package provides coverage for approximately 95 per cent of the most common causes of illness in Ghana, and includes inpatient and outpatient care, comprehensive maternity care, diagnostic testing, generic medicines and emergency care.</p> <p style="text-align: right;"><click here and press enter for more space></p>

BAC/ GEA	
<p>Responsibilities of the Agency:</p> <p>Facilitate the implementation of policies on trade, industry and tourism in the Assembly.</p>	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Its aim is to interrelate, administer and stimulate the development of Micro, Small, and Medium Scale Enterprises (MSMEs). 2. to improve the competitiveness of micro, small and medium enterprises (MSMEs) by facilitating the provision of business development programs and integrated

Information Service Department (ISD)	
<p>Responsibilities of the Agency:</p> <p>Disseminate Government policies, programs and activities as well as access feedback on public reaction to Government policies.</p>	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Create awareness of Government policies, programmes and activities. 2. Provide public relation support to the Assembly. 3. Submit feedback reports from the public to government. 4. Provision of print media. 5. Inviting the media to programs held by the Assembly.

Non Formal Education Division (NFED)	
<p>Responsibilities of the Agency:</p> <p>Non- Formal Division (NFED) Provides functional literacy and continuing education for adults and youths who have not had a formal education or did not complete their primary education</p>	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Non- Formal Division (NFED) co-ordinates Non-Formal Education activities and offers quality and equitable life-long learning opportunities for youth and adults outside formal education and provides functional literacy and skills development program across the country. 2. Non-formal learning typically takes place in community settings: swimming classes for small children, sports clubs of various kinds for all ages, reading groups, debating societies, amateur choirs and orchestras, and so on.

National commission for Civic Education (NCCE)	
<p>Responsibilities of the Agency:</p> <p>The NCCE is a constitutional body mandated to create and sustain awareness of constitutional democracy for the achievement of political economic and social stability through civic education</p>	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. 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. 2. Promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their rights and obligations, through civic education. create and sustain awareness of constitutional democracy for the achievement of political, economic and social stability through civic education

National Disaster Management Organization (NADMO)	
<p>Responsibilities of the Agency:</p> <p>Assist in planning and implementation of programmes to prevent and/or mitigate disaster in the District within the framework of national policies;</p>	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Prevention of man-made disasters and mitigating of natural ones. 2. Educating the public on all forms of disasters. 3. Identifying hazards and preventing it from happening.

2.4 Classes and Types of information

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Legal (Correspondence, legal and important matters, Deeds, Mortgages, bills of sales, license agreements, Minutes) 2. Security |
|--|

3. Public health
4. Business registration
5. Works and tender documents, suppliers/Contractor's data, List of contracts, annual procurement plan, any other procurement related documents.
6. Development plans
7. Financial statements
8. Audit reports, Audit plan, Internal Audit Charter, status of implementation and management response.
9. Budget, Fee fixing, composite budget, budget committee reports
10. Information Manual
11. Population Figures
12. Administrative Data comprising data from various department
13. Metro/Communities population Size
14. Contract/Project documents (Award of Contract)
15. Annual Performance Report
16. Staff, Retirement and Pension Records
17. Back up data
18. Data and feasibility studies file.
19. Child Right, Protection & Promotion
20. Justice Administration
21. Community Care
22. Information on Liquid and Solid Waste management.

Types of Information Accessible at a fee:

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

3. 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 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 [Afigya Kwabre South District Assembly](#). To requests for information under the RTI Act from the [Afigya Kwabre South 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 [Afigya Kwabre South 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 [Afigya Kwabre south 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. (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.
 - 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 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.
- He reviews and identify which part is exempt based on Section 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 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 mode 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.

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

4.1 How to apply for an Amendment

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

5. 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 <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 Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> 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 AKSDA's Information Unit

Name of Information/Designated Officer:

Nancy Obeng

Telephone/Mobile number of Information Unit:

0247145219

Postal Address of the institution:

P O BOX SE21, SUAME- KUMASI, ASHANTI REGION

7. Appendix C: Acronyms

Table 1 Acronyms

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

8. Appendix D: Glossary

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

Table 2 Glossary

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