



**Government of Ghana**

# Right to Information Manual Template

MESTI

2022

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# 1. Overview

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

**1.1 Purpose of Manual** – To inform/assist the public on the organizational structure, responsibilities and activities of the Ministry of Environment Science, Technology & Innovation (MESTI) and provide the types of information and classes of information available at (MESTI), including the location and contact details of its information officers and units.

## **2. Directorates and Departments under the Ministry of Environment Science, Technology & Innovation (MESTI)**

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**

Sustainable development of Environment, Science, Technology and Innovation for all

### **MISSION**

The Ministry of Environment, Science, Technology, and Innovation exists to promote sustainable environmental management and the adoption and application of science and technological innovations through the formulation of policies, monitoring and evaluation of the implementation of sector plans, Programmes, and projects for national development.

### **Directorates and Departments under the Ministry of Environment Science, Technology & Innovation (MESTI)**

1. Finance and Administration (F&A)
2. Human Resource Management (HRM)
3. Policy Planning Monitoring & Evaluation (PPME)
4. Research Statistic and Information Management (RSIM)
5. Environment
6. Science Technology & Innovation (STI)

### **Responsibilities of the Institution:**

In line with Sections 11 and 13 of the Civil Service Law 1993, (PNDCL 327) and by Executive Instrument (EI. 28, 2017), the Ministry is mandated to initiate and formulate policies on Environment, Science, Technology and Innovation, as well as coordinate, monitor and evaluate the implementation of plans, programmes, and performance of the sector for national development. The Ministry is the Government's principal advisor on environmental sustainability, science and technological research and international matters that affect environment, science and technological development.

## 2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Finance and Administration (F&A)	<p>The functions of the F&amp;A Directorate is to promote the establishment of effective and efficient general services systems and processes to deliver quality personnel, finance, budgets, stores, estate, transport, security, secretarial and records management services to facilitate the achievement of the Ministerial service-wide strategic plans, objectives and targets. The Directorate is made up of seven (7) units offering various administrative services to the Ministry. These services include General Administration, procurement, transport, secretarial, records management, estate and protocol</p>
Human Resource Management (HRM)	<p>This Directorate develops sector-wide policy on HR Planning, Succession Planning, Training and Development and Performance Management. It also ensures that there is in place an effective and stable management framework consistent with the overall manpower needs of the Sector.</p> <p>The Directorate also facilitates the process of recruitment and placement, employee orientation and induction, retraining, motivation and staff development on a continuing basis for the efficient discharge of their duties. Moreover, it ensures that there is in place an effective and stable HR policy and management framework consistent with the overall manpower needs of the Sector. The units under the Directorate are; Sector-Wide HR Training &amp; Development Unit, Sector-wide HR Planning and Strategy Unit, Sector-Wide HR Performance Management Unit</p>
Policy Planning Monitoring & Evaluation (PPME)	<p>The Directorate is responsible for the development of comprehensive and sustainable policies, legislations, plans, programmes and resource flow to the sector in collaboration with relevant stakeholders. It caters for the design and application of monitoring and evaluation systems for purposes of assessing the operational effectiveness of the Ministry, its implementing departments and agencies as well as the activities of other key stakeholders in meeting the sector's short, medium and long-term objectives and targets. The Directorate is the nerve center of the Ministry. It is made up of four Units, namely Policy</p>

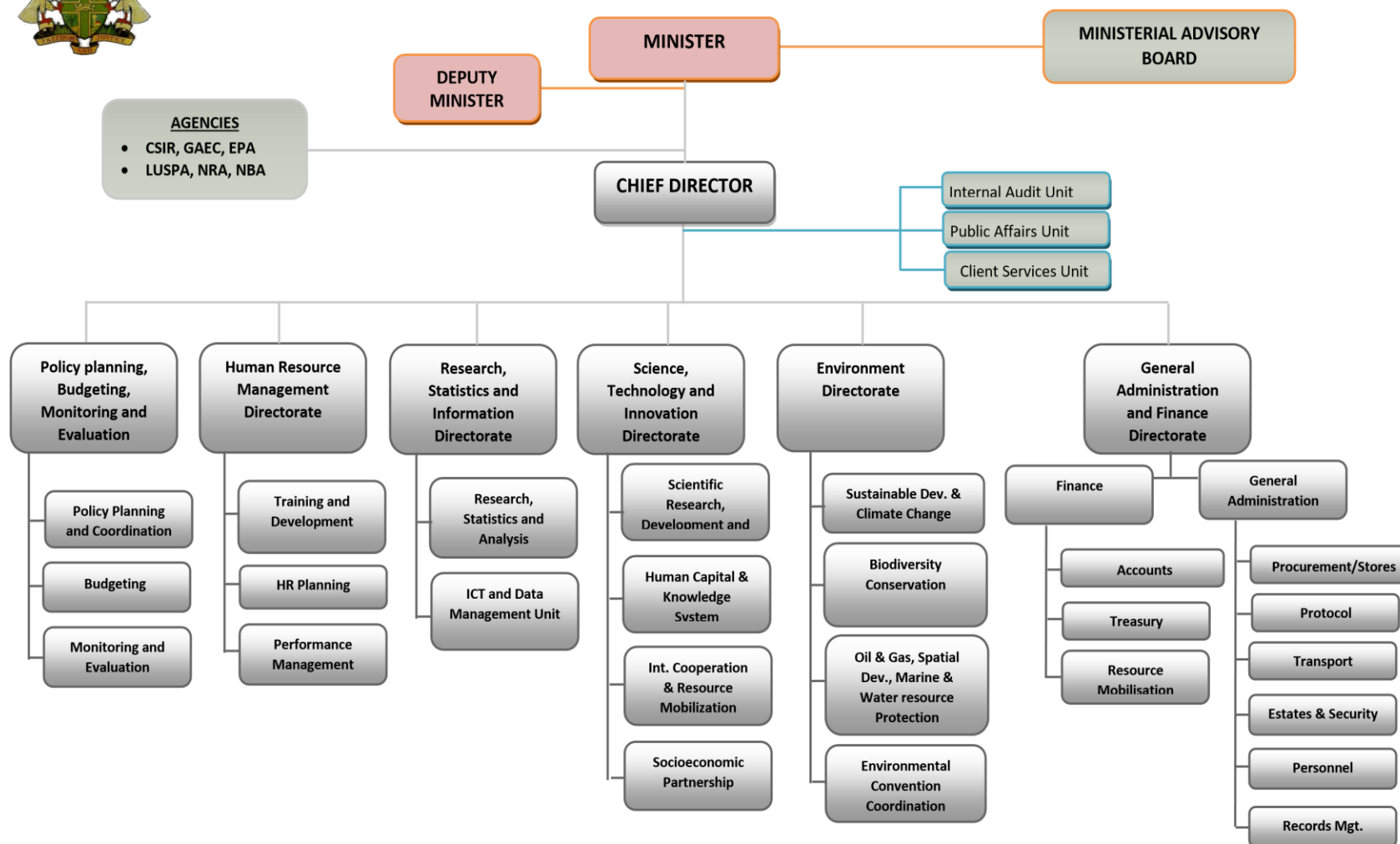
	Planning, Monitoring and Evaluation, Sector Wide Budget
Research Statistic and Information Management (RSIM)	The Directorate is responsible for the design, use, maintenance and development of research and statistics as input into a central database for service-wide use. It coordinates all activities relating to information gathering, processing and dissemination for all the Ministry's organizations and stakeholders. Specifically, its functions are to; protect the good image of the sector, within and outside the country, by disseminating sectoral information on its policies, activities and procedures; to create favourable atmosphere for the effective functioning of the sector by promoting and maintaining cordial working relationships with the other directorates in the sector and with its clients and stakeholders; to provide a system of feedback to stake-holders, and clients of the sector; to create and maintain a data bank of information on the sector for decision-making; and to conduct research into sectoral activities with a view to remove bottle-necks and enhancing its service delivery standards.
Environment	The Environment Directorate formulates, coordinates and communicates environmental and human settlement policies, planning and management for the sector. Undertakes research statistical and information database for the entire sector. This Directorate is responsible for providing technical support in the initiation and implementation of policies, programmes, projects and the necessary legislative reforms to ensure effective environmental governance and management to enhance national development. Ghana's economy is based on the environment and its natural resources. Research into science and technology is also based on good environmental practices that support the health of our people and our quality of life. At the same time, the health of the environment is affected by the way every Ghanaian behaves.
Science Technology & Innovation (STI)	The STI Directorate is one of the two technical wings of the Ministry in policy formulation and development. STI is created to formulate Science, Technology and Innovation policies, communicates and coordinates Science, Technology Innovation programmes and activities of Agencies and Departments of the Ministry specifically GAEC and CSIR. As part of its duties, the Science, Technology and Innovation Directorate coordinates, monitor and evaluate Science,

	<p>Technology and Innovation policies and programmes being implemented by MDAs in the country through effective inter-ministerial collaboration. The Directorate undertakes research and builds statistical and information database for the sector. It ensures that Science, and Innovation issues are promoted at all levels of society. Science, Technology and Innovation Division (STID) is responsible for the development, promotion and co-ordination of Science, Technology and Innovation policy; and for the co-ordination of national science and technology policy research activities. The STI also supports and monitors the integrated awareness programme in support of governments Agenda.</p>
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## 2.2 Ministry of Environment Science, Technology & Innovation’s Organogram



Organisational Structure for the Ministry of Environment, Science, Technology and Innovation (MESTI)





## 2.3 AGENCIES UNDER

<b>Agencies under the Ministry of Environment Science, Technology &amp; Innovation (MESTI)</b>
<ol style="list-style-type: none"> <li>1. Council for Scientific and Industrial Research (CSIR)</li> <li>2. Ghana Atomic Energy Commission (GAEC)</li> <li>3. Environmental Protection Agency (EPA)</li> <li>4. Land Use &amp; Spatial Planning Authority (LUSPA)</li> <li>5. National Biosafety Authority (NBA)</li> <li>6. Nuclear Regulatory Authority (NRA)</li> </ol>

<b>COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR)</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>The council is mandated to coordinate scientific and industrial research activities of its institutes in support of the national economy, especially in food and agriculture (for ensuring food security), industry (especially intermediate technologies for small and medium enterprises) and in frontier technologies such as biotechnology and non-sciences.</p>	<p><b>Details of Activities:</b></p> <p>CSIR oversees the activities of thirteen institutes. These are:</p> <ul style="list-style-type: none"> <li>• Animal Research Institute</li> <li>• Building and Road Research Institute</li> <li>• Crops Research Institute</li> <li>• Food Research Institute</li> <li>• Forestry Research Institute of Ghana</li> <li>• Institute of Industrial Research</li> <li>• Institute of Scientific and Technological Information</li> <li>• Oil Palm Research Institute</li> <li>• Plant Genetic Resources Research Institute</li> <li>• Soil Research Institute</li> <li>• Science and Technology Policy Research Institute (STEPRI) and</li> <li>• Water Research Institute</li> <li>• Savannah Agriculture Research Institute (SARI)</li> </ul>

<b>GHANA ATOMIC ENERGY COMMISSION (GAEC)</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>Advise Government on the peaceful uses of nuclear energy for development.</p> <p>Promote the commercialisation of research and development results.</p>	<p><b>Details of Activities:</b></p> <p>GAEC oversee the activities of its seven (7) Institutes, namely:</p> <ul style="list-style-type: none"> <li>• National Nuclear Research Institute (NNRI).</li> <li>• Biotechnology and Nuclear Agriculture Research Institute (BNARI).</li> <li>• Radiation Protection Institute (RPI).</li> <li>• Radiological and Medical Sciences Research Institute (RAMSRI)</li> <li>• Ghana Space Science Technology Institute (GSSTI)</li> <li>• School of Nuclear and Allied Sciences (SNAS)</li> <li>• <input type="checkbox"/> Nuclear Power Institute (NPI)</li> </ul>

<b>ENVIRONMENTAL PROTECTION AGENCY (EPA)</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>The Environmental protection Agency (EPA) was established by the Environmental Protection Act, 1994 (Act 490) to oversee, coordinate and regulate all issues bordering on the environment.</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Advise Government on all matters of the environment.</li> <li>• Evolve regulation for the management to the national and built environment including chemical control and management, environment impact assessment and all ordinate and regulate all issues bordering on the environment.</li> <li>• Charge fees which should be paid into the Environmental Fund.</li> <li>• The Environmental Protection agency has ten (10) regional and three (3) District offices.</li> </ul>

<b>LAND USE &amp; SPATIAL PLANNING AUTHORITY (LUSPA)</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>The Land Use and Spatial Planning Authority (LUSPA) is charged with the responsibility of planning and management of growth and development of cities, towns and villages in the country. It therefore seeks to promote sustainable human settlements development based on principles of efficiency, orderliness, safety and healthy growth of communities.</p>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Planning and management of physical development and growth of human settlements in the country.</li> <li>• Preparation of spatial and land use plans and administration of controls to ensure that human settlements function as healthy places for residence, work and recreation.</li> <li>• Provision of various forms of planning services to public institutions as well as private individuals and organisations.</li> </ul>

<b>NATIONAL BIOSAFETY AUTHORITY (NBA)</b>	
<p><b>Responsibilities of the Agency:</b></p> <p>The Nuclear Regulatory Authority (NRA) was established by the NRA Act 2015, Act 895. With the mandate to:</p> <ol style="list-style-type: none"> <li>a. Regulate and manage activities and practices for the peaceful use of nuclear energy and radiation under the jurisdiction and control of Ghana, including the production, possession, use, import, export, transportation, transfer, handling and management of radioactive material as well as decommissioning or other related activities or practices identified by the Authority.</li> <li>b. Manage radioactive waste resulting from civilian applications in the Country</li> <li>c. Manage spent fuel resulting from the operation of civilian nuclear reactors in the Country</li> </ol>	<p><b>Details of Activities:</b></p> <ol style="list-style-type: none"> <li>a. Facilitate the development of national policies on the regulation and management of activities and practices with respect to:             <ol style="list-style-type: none"> <li>i. Nuclear safety and research</li> <li>ii. Security of nuclear and radioactive materials</li> <li>iii. Radiation</li> <li>iv. Implementation of safeguards specified under the Act.                 <ol style="list-style-type: none"> <li>a. Regulate the introduction of radiation sources, nuclear materials, equipment or practices that expose workers, patients, the public and the environment to radiation.</li> <li>b. Issue, modify, suspend or revoke authorization and determine conditions for authorization.</li> <li>c. Regulate research on radiation and nuclear safety and security, and of radioactive waste matters.</li> <li>d. Regulate the use of radioactive materials in the exploration, exploitation and extraction of oil and gas, and the mining and milling of radioactive ores and other ores associated with radioactive and nuclear materials.</li> <li>e. Define the detailed obligations to be placed on persons who possess radiation sources</li> </ol> </li> </ol> </li> </ol>

	<p>and nuclear materials, including financial conditions.</p> <ul style="list-style-type: none"><li>f. 23</li><li>g. Establish and maintain a national register of radiation sources and of persons authorized to carry out any activity or practice related to a source of radiation.</li><li>h. Collect information, documents and views from private and public organizations or persons as may be necessary and appropriate for the discharge of its functions.</li><li>i. Collaborate with agencies responsible for emergency to establish plans and procedures for coping with any radiological emergency and abnormal occurrence involving a nuclear material, radiation source or any other radioactive source.</li><li>j. Ensure that the operators provide training, information and guidance on nuclear safety, security and safeguards and radiation protection of the public.</li><li>k. Educate the public on nuclear and radiation matters.</li><li>l. Establish regional and other offices as it may consider necessary for the proper performance of its functions.</li><li>m. Facilitate the conduct of inspections by designated inspectors of the International Atomic Energy Agency to verify design information, inspections and complementary access as provided for in the safeguards agreement and the additional protocols.</li><li>n. Collect, collate and provide information to the International Atomic Energy Agency in accordance with the safeguards agreement and any additional protocols to the agreement.</li><li>o. Exchange information and co-operate with regulatory authorities of other countries and relevant international organizations on matters of nuclear safety, nuclear security and safeguards.</li><li>p. Collaborate with the Environmental Protection Agency to identify activities and practices that may require Environmental Impact Assessment and develop environmental guidelines for those activities and practices.</li></ul>
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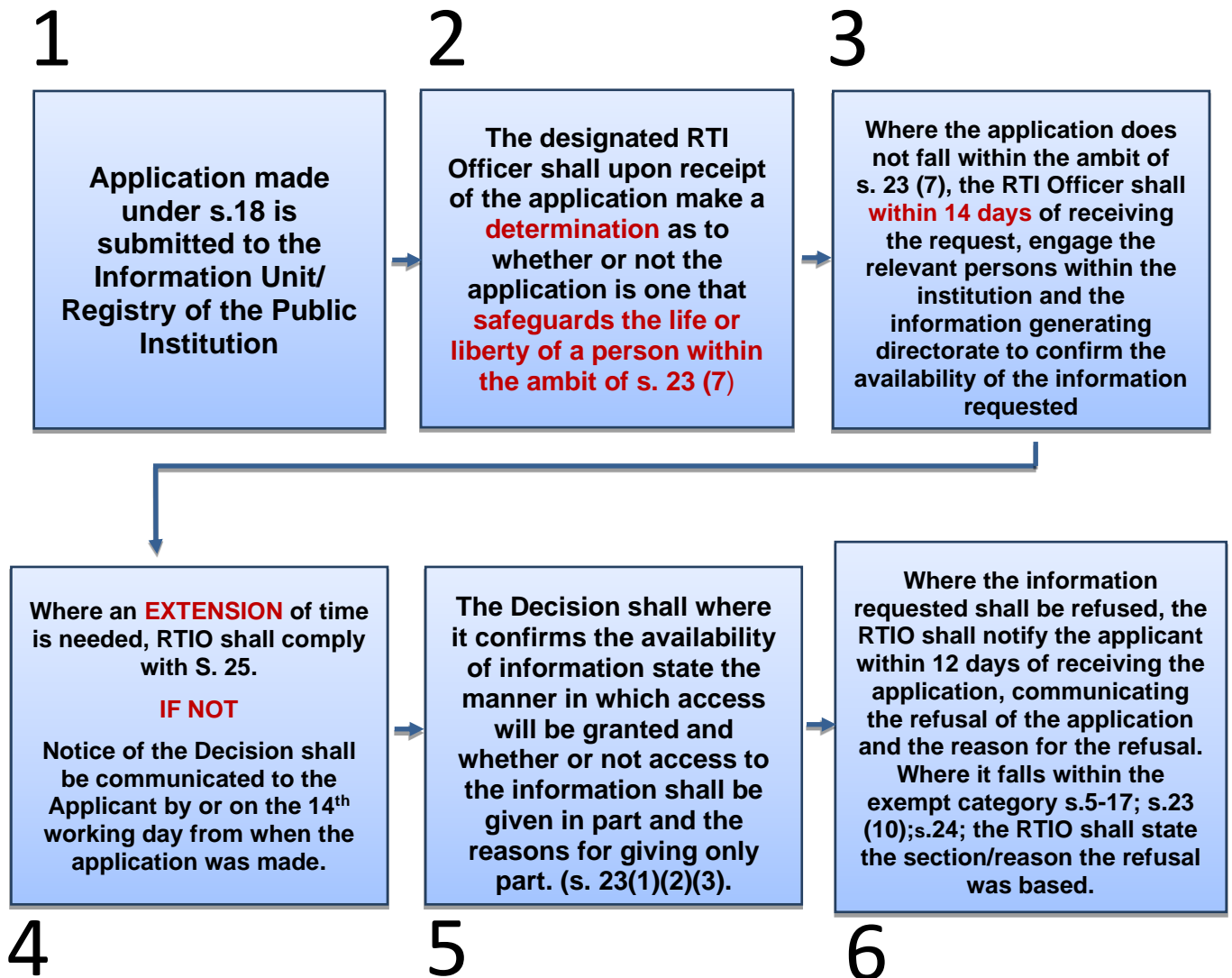
	<ul style="list-style-type: none"> <li>q. Ensure that the polluter pays principle is applied in the management of nuclear and radioactive waste in the country.</li> <li>r. Review nuclear safety assessment and safety analysis reports from authorized persons.</li> <li>s. Perform other functions that may be assigned to the authority under any other enactment.</li> </ul>
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<b>NUCLEAR REGULATORY AUTHORITY (NRA)</b>	
<p><b>Responsibilities of the Agency:</b></p> <ul style="list-style-type: none"> <li>• To authorise and regulate the civilian use of nuclear and other radioactive sources in Ghana.</li> <li>• To ensure the protection of the general public, patients, people who work with radiation, property and the environment from the harmful effects of radiations.</li> <li>• To regulate research reactors, the gamma irradiation facility; and radioactive sources used in medicine, industry, research, education and in the near future commercial nuclear power plants.</li> <li>• To regulate the possession, use, transport, storage and the disposal of radioactive materials and radioactive waste and also licences the import and export of radioactive materials.</li> </ul>	<p><b>Details of Activities:</b></p> <ul style="list-style-type: none"> <li>• Review and evaluation of the notification by applicants of their intention to undertake activities involving radiation</li> <li>• Authorization of practices involving ionizing and non-ionizing radiation sources and devices</li> <li>• Inspection of nuclear installations, premises where radiological sources and devices are used, against their records keeping, safety, safeguards and security measures</li> <li>• Enforcement on non-compliance issues.</li> <li>• Review of applications for authorization, emergency and safety analysis reports</li> <li>• Development of regulations and guidance documents</li> <li>• Authorization of sites selected for construction and installation of nuclear and radiological facilities and devices</li> <li>• Authorization of design, re-design and modification of nuclear installation or a part of a nuclear installation</li> <li>• Ensure decommissioning of nuclear facilities and devices at the end of their licensed life time or whenever required.</li> <li>• Authorize the import and export and ensure the control of radiation emitting devices and items</li> <li>• Collaborate with stakeholders to develop national policies and regulations for the management of radiation related activities and practices</li> <li>• Authorize the mining and processing of radioactive materials and processing of materials containing radioactive substances.</li> <li>• Inform and educate the public on radiation and nuclear matters</li> </ul>

## 2.4 Classes and Types of information

<b>List of various classes of information in the custody of the institution:</b>
<ol style="list-style-type: none"><li>1. Policy Documents</li><li>2. Project Documents</li><li>3. Annual Performance Reports</li><li>4. Budget</li><li>5. Procurement Plan and Processes</li><li>6. Asset Register</li></ol>
<b>Types of Information Accessible at a fee:</b>
Cost on requested information of the underlisted document which exceed ten (10) pages would be borne by the client: <ul style="list-style-type: none"><li>• Policy Documents</li><li>• Project Documents</li><li>• Annual Performance Reports</li><li>• Budget</li><li>• Procurement Plan and Processes</li><li>• Asset Register</li></ul>
NB: <ul style="list-style-type: none"><li>- Cost on information which may require a video or audio production to be place on devices (i.e. pen drives, CDs, etc) would be borne by the client.</li><li>- Cost of postal or courier service on an information requested would be borne by the client</li></ul>

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



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

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

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

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



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

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

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

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

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

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

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

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[Reference No.: .....]

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



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

<p>10.</p>	<p><b>Manner of Access:</b></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 style="width: 150px; height: 20px;" type="text"/></p>
<p>10 (a).</p>	<p><b>Form of Access:</b></p>	<p><input type="checkbox"/> Hard copy    <input type="checkbox"/> Electronic copy    <input type="checkbox"/> Braille</p>
<p>11.</p>	<p><b>Contact Details:</b></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><b>Applicant's signature/thumbprint:</b></p>	
<p>13.</p>	<p><b>Signature of Witness (where applicable)</b></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 <insert acronym of institution>'s Information Unit

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### Name of Information/Designated Officer:

MERCY GYIMAH

### Telephone/Mobile number of Information Unit:

0249822188

### Postal Address of the institution:

P.O .BOX M232 Ministries, Accra Ghana

## 8. Appendix C: Acronyms

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

Table 1 Acronyms

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

## 9. Appendix D: Glossary

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

Table 2 Glossary

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