



Right to Information Manual

Ministry of Gender, Children and
Social Protection (MoGCSP)

2025

Table of Contents

Table of Contents	i
1. Overview	1
2. Directorates and Departments under Ministry of Gender, Children and Social Protection (MoGCSP)	2
2.1 Description of Activities of each Directorate and Department	4
2.2 Ministry of Gender, Children and Social Protection Organogram	
2.3 AGENCIES UNDER Ministry of Gender, Children and Social Protection	1
2.4 Classes and Types of information.....	8
3. Processing and Decision on Application – S. 23	10
4. Amendment of Personal Record	11
4.1 How to apply for an Amendment.....	11
5. Fees and Charges for Access to Information	12
6. Appendix A: Standard RTI Request Form	13
7. Appendix B: Contact Details of MoGCSP’s Information Unit	16
8. Appendix C: Acronyms	17
9. Appendix D: Glossary	18

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 Ministry of Gender, Children and Social Protection (MoGCSP) and provide the types of information and classes of information available at MoGCSP, including the location and contact details of its information officers and units.

Directorates and Departments under Ministry of Gender, Children and Social Protection (MoGCSP)

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

A harmonious society in which the survival and development of the sexes, children, the vulnerable and persons with disability are guaranteed.

MISSION

The Ministry of Gender, Children and Social Protection exists to achieve gender equality and equity, facilitate the enforcement of the rights of children, promote the integration and protection of the vulnerable, excluded and persons with disabilities in the development process through appropriate policies and strategies with adequate resources.

Directorates and Departments under the Ministry of Gender, Children and Social Protection (MoGCSP)**Directorates**

- Policy, Planning, Monitoring and Evaluation Directorates
- General Administration Directorate
- Finance Directorate
- Human Resource Directorate
- Research, Statistics and Information Management Directorate
- Social Protection Directorate

Departments

- Department of Gender
- Department of Children
- Department of Social Welfare

Secretariats

- Human Trafficking Secretariat
- Domestic Violence Secretariat
- Non-Profit Organization Secretariat

Agencies

- National Council on Persons with Disability
- Livelihood Empowerment Against Poverty (LEAP)
- Ghana School Feeding Program
- Ghana National Household Registry

Responsibilities of the Institution:

The Ministry is mandated to coordinate and ensure gender equality and equity, promote the survival, social protection and development of children, vulnerable and excluded and persons with disability and integrate fulfillment of their rights, empowerment and full participation in National development.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Policy Planning, Coordinating, Monitoring and Evaluation Directorate	<p>This Directorate leads the technical processes for the development policies, plans, programmes and budgets of all activities of the Ministry. It caters for the design and application of monitoring and evaluation systems for purposes of assessing the operational effectiveness of the Ministry's strategies and interventions.</p> <p>The Directorate comprises the following units:</p> <p><u>Policy Coordination Unit:</u> The Unit initiates and coordinates the broad sector policies of the Ministry.</p> <p><u>Planning and Budgeting Unit:</u> The Unit leads in the design and provision of plans based on a sound framework for the effective implementation of the Ministry's planned programmes, projects and activities. It is also responsible for preparing sector budget and the provision of technical guidance to Management on budgetary matters.</p> <p><u>Monitoring and Evaluation Unit:</u> The Unit ensures the provision of an effective basis for measuring the various stages of programs and projects</p>

	<p>of the Ministry as well as providing an objective basis for assessing the effectiveness of its programs and projects.</p>
<p>General Administration Directorate</p>	<p>The General Administration Directorate exist to provide logistics and other administrative support service for smooth operations of other directorates of the Ministry.</p> <p>It also ensures the provision of an effective and efficient system for internal checks.</p> <p>The units under this directorate include the following:</p> <p><u>General Administration Unit:</u> - it facilitates and organizes all statutory meetings of the ministry, collates inputs from directorates/departments/secretariate and produce the Ministry’s Annual Performance Report and submit to OHCS, it also ensures the availability of services and facilities necessary to support the administrative and other functions of the Ministry.</p> <p><u>Transport:</u> - Manage and supervise the transport section and ensure vehicle availability and maintenance</p> <p><u>Procurement and Stores Unit:</u> - The unit is responsible for managing the procurement services and providing technical support on procurement processes for the Ministry. It ensures the proper storage of all goods procured and ensures that stocks are replaced on time at the Ministry.</p> <p><u>Welfare:</u> - It manages staff welfare on funerals.</p> <p><u>Records:</u> - It ensures that documents and information are properly stored to ensure confidentiality and easy accessibility and manage official records</p> <p><u>Estates and Asset:</u> - 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 and maintain an Asset register for the office.</p> <p><u>Protocol Unit:</u> this unit is responsible for receiving external visitors and attending to all official travel and program arrangements of the ministry as well as other routine protocol functions within the Ministry.</p> <p><u>Security Unit:</u> the unit is responsible for ensuring the safety of all staff and property of the ministry</p>

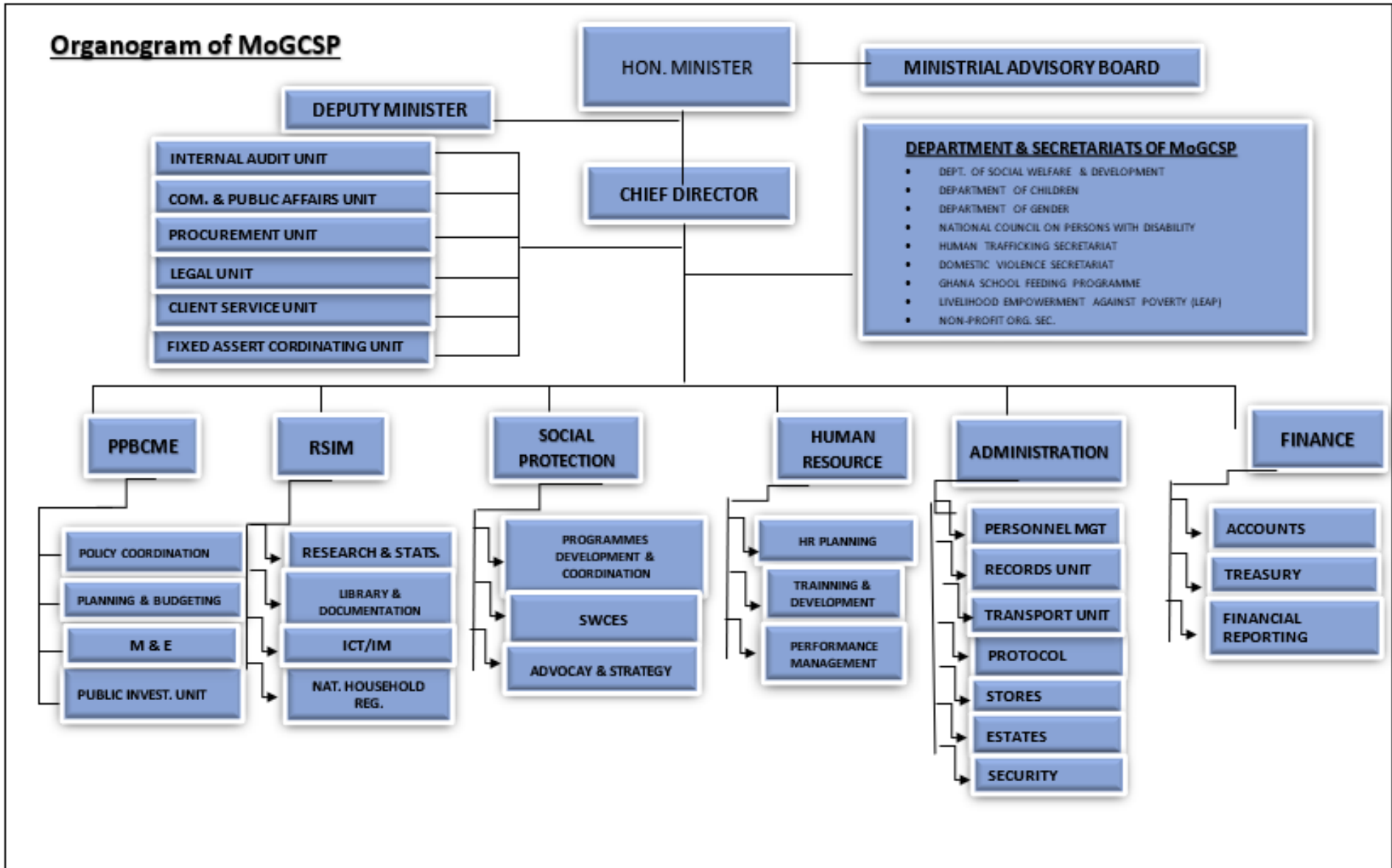
<p>Finance Directorate</p>	<p>The Finance Directorate ensures that there is proper financial management and its administration at the Ministry. This directorate also leads the administration of treasury management and accounts preparation at the ministry.</p> <p>It also safeguards the interest of the Ministry in all financial transactions relating to revenue and expenditure.</p> <p>It further ensures the practice of proper and accountable administration. It also gives advice on all financial matters relating to the ministry.</p> <p>The directorate comprises of the following: -</p> <p><u>Accounts Unit:</u> - This unit liaises with the Ministry of Finance and the Accountant General's Department to facilitate the release of funds and authorization for disbursement. It also leads in the preparation of the Annual Budget Estimates and attends Budget Hearings at the Ministry of Finance</p> <p><u>Treasury Unit:</u> - This unit examines and verifies the authenticity and accuracy of payment vouchers before authorizing for payment.</p> <p><u>Resource Mobilization Unit:</u> The unit is responsible for facilitating the process for sourcing funds from donor partners and other stakeholders for implementing programmes and projects of the ministry</p>
<p>Human Resource Directorate</p>	<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 comprises the following units:</p> <ol style="list-style-type: none"> i. <u>Sector HR Planning Unit:</u> - This Unit initiates strategies and facilitates the career planning of staff of the Ministry. This involves regular deployment, secondments, postings, transfers, and development of Schemes of Service. ii. <u>Sector Development and Training Unit:</u> - It initiates the review and development of career training policies and guidelines. It also collates the training needs identified through staff performance appraisal systems for implementation. The unit also ensures the promotion of staff based on approved requirements. iii. <u>Sector Performance Management Unit:</u> - The unit is responsible for developing the framework for institutional and staff performance management including staff appraisal and performance contracts/agreements.

<p>Research, Statistics and Information Management Directorate</p>	<p>This Directorate conducts and commission research into policy and strategy options, compiles and analyses data for the Ministry in particular and government as a whole. It maintains a data bank for effective and efficient decision-making.</p> <p>This Directorate also projects the good image of the Sector both within and outside the country by disseminating information on the Ministry's policies, activities and procedures as well as providing a mechanism for receiving feedback on Government's policies and activities.</p> <p>The Directorate is composed of the following units:</p> <ul style="list-style-type: none"> <u>i.</u> Sector-wide Research and Statistics Unit: Conducts research into the activities of the Ministry. It also ensures that requisite data is available for decision-making. <u>ii.</u> Library and Documentation Centre: The Library and Documentation Centre supports all research and training activities of the Ministry through provision and generation of information, primary documents and bibliographic references. It also provides information and documentation services and related subjects for the sector. <u>iii.</u> Sector-wide Information Management Unit: The Unit is responsible for the Documentation Centre and for collating required data to create a database for the Ministry. It leads in creating the appropriate policy strategies for branding and building the corporate image for the success of government business within the sector.
<p>Social Protection Directorate</p>	<p>This directorate is responsible for the harmonization of Social Protection Interventions in the country both publicly and privately. The Directorate is composed of the following units:</p> <ul style="list-style-type: none"> <u>i.</u> Programmes Development and Coordination Unit: - This Unit coordinates Social Protection Policies and Programs of sector Ministries and Agencies. It also leads in the development of National Integrated Programs on Social Intervention Activities. <u>ii.</u> Inspectorate and Regulation Unit: - It ensures the development and review of legislative framework and also oversees the

	<p>implementation of the various social protection legislations across sector Ministries and Agencies.</p>
<p>Department of Gender</p>	<p>Department of Gender exists to implement programs and projects in relation to women’s rights and empowerment through advocacy, research and education by networking and collaborating with partners and stakeholders; working with a well-resourced and cherished team to offer client focused services.</p> <p>The functions of the Department are:</p> <ul style="list-style-type: none"> • Implement policies, programs, projects and plans of the sector Ministry; • Monitor and evaluate both the processes and impact of plans and programs; • Collaborate and network with MDAs, NGOs and CBOs to improve and enhance the socio-economic status and circumstances of women; • Undertake research towards improving the well-being of women; • Provide referral and on the spot, counseling services; • Comply with Ghana’s international obligations and ensure their integration into the development process; and • Collect and compile documentation that contributes to the body of knowledge on gender and development
<p>Department of Children</p>	<p>The Department of Children has the responsibility of implementing programs and activities affecting children in Ghana. Its mandate is to improve the welfare and full integration of Children into the development process through advocacy, research and other development projects. This is line with Article 28 of the 1992 Constitution and the Children’s Act which mandate Government to ensure the rights of the child. These legal documents demonstrate Ghana’s commitment to the promotion of the physical, mental and social well-being of the Ghanaian Child. The department works to safeguard these provisions provided by Ghana’s laws.</p> <p>The functions of the Department are to:</p> <ul style="list-style-type: none"> • Implement policies, programs, projects and plans of the sector Ministry

	<ul style="list-style-type: none"> • Monitor and evaluate the processes and impacts of plans and programs • Collaborate and network with MDAs, MMDAs, NGOs and CBOs to improve and enhance the socio-economic status and circumstances of children • Undertake research towards improving the wellbeing of children • Provide referral and on the spot, counseling services • Implement Ghana's International conventions, treaties and protocols in relation to children's development
<p>Department of Social Welfare</p>	<p>The Department of Social Development works in partnership with people in their communities to improve their wellbeing through the promotion of social development with equity for the disadvantaged, the vulnerable, persons with disabilities and the excluded.</p> <p>The functions of the Department are to:</p> <ul style="list-style-type: none"> • Develop and coordinate community-based rehabilitation programme for persons with disabilities • Promote access to social welfare services for the disadvantaged, vulnerable and excluded groups and individuals • Facilitate opportunities for NGOs to develop social services in collaboration with the communities • Carry out DSW statutory functions in the field of Children's Right promotion and protection • Secure minimum standards of operation of Day Care centers through registration, training and regular inspection under Children's Act (560) of 1998. • Provide homes for the homeless, orphaned and abandoned children, and assisting in finding fit persons and foster parents to care for children whose mothers are seriously ill, hospitalized, in severe state of depression, incarcerated in prisons. • Create awareness on prevention and provide care and support to OVC and PLWHA in 138 districts. • Ensure income security among the disadvantaged, vulnerable and excluded through the Livelihood Empowerment Against Poverty program (LEAP). • Facilitate the adoption of children.

	<ul style="list-style-type: none">• Promote social, economic and emotional stability in families.
--	-----------------------------------------------------------------------------------------------------------------



2.3 AGENCIES UNDER the Ministry of Gender, Children and Social Protection

Agencies under Ministry of Gender, Children and Social Protection
<ol style="list-style-type: none"> 1. Human Trafficking Secretariat 2. Non-Profit Organization Secretariat 3. Domestic Violence Secretariat 4. National Council for Persons with Disability (NCPD) 5. Ghana School Feeding Program 6. Livelihood Empowerment Against Poverty (Leap) 7. Ghana National Household Registry

1. Human Trafficking Secretariat	
<p>The secretariat is managed by a thirteen (13) member management Board established by the Human Trafficking (HT) Act, 2005 (Act 694). The overall goal of the Human Trafficking Secretariat (HTS) is to facilitate the prevention and combating of Trafficking cases in Ghana. It is also to sensitize all persons to human trafficking and create a peaceful environment to accelerate national development. Mandate the Act establishing the secretariat is the Human</p>	<p>The functions of the Secretariat include the following:</p> <ul style="list-style-type: none"> • Ensures input of programs into the national plan of action against human trafficking, and monitor and report on the progress of the plan of action against human trafficking • Conducts research and studies on Human Trafficking cases. • Sets standards of practice, which inform intra-agency and inter-agency protocol

<p>Trafficking Act, 2005 Act 694 which is an Act for the prevention, reduction and punishment of human trafficking and for the rehabilitation and reintegration of trafficked persons and its related matters.</p>	<ul style="list-style-type: none"> • Establish indicators to track the implementation of the act • Set up an effective monitoring and evaluation system and implement it • Provide assistance on the investigation and prosecution of trafficking cases • Propose and promote strategies to prevent and combat trafficking of persons • Ensures the rescue, rehabilitation and reintegration of trafficked persons into the society • Liaise with government agencies and organizations to promote the training of stakeholders and the rehabilitation and reintegration of victims of trafficking • Ensure the availability of appropriate administrative and financial management systems and support services for the effective and efficient running of the Secretariat • Coordinate mass sensitization activities and advocacy programs on Human Trafficking <p>Establish a circular feedback system for problems with a response and complaints mechanism for victims.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2. Domestic Violence Secretariat

<p>Responsibilities of the Agency:</p> <p>The mandate of the Domestic Violence Secretariat is to provide protection against domestic violence particularly for women and children.</p>	<p>Details of Activities:</p> <p>The core activities/Functions of the Secretariat include the following:</p> <ul style="list-style-type: none"> • Set standards of practice, which inform intra-agency and interagency protocols; • Lead coordination effort at three levels: policy institutions level; at the national/regional/district among service providers; and community level response; • Organize inter-agency meetings for referrals; • Act as clearing house for data collection analysis and storage;
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Coordinate a circular feedback system from Ministries, Departments and Agencies (MDAs) and other actors “to catch problems in response” • Act as the central depository for information on domestic violence, violence against cases and sexual and gender-based violence • Coordinate mass sensitization activities • Coordinate research and studies on domestic violence • Undertake pilot projects for lessons to be learnt to promote good practices • Set up complaints’ mechanisms for survivors and the general public • Source and reporting on funds to operationalize the implementation plan • Establish indicators to track the implementation of the act • Set up an effective monitoring and evaluation system and implement it. • Lead/coordinate media standards for reporting and capacity building • Coordinate curriculum development for agencies and capacity building initiatives including: <ul style="list-style-type: none"> • coordinating the tools and materials available, reviewing, updating and adopting, monitoring performance and effectiveness of programs. • Promote networking among key stakeholders by the creation of a nationwide network of assistance services • Facilitate the setting up of state-run shelters and develop standards for the operation of private shelters; • Establishment of a circular feedback system for problems with a response and complaints mechanism for victims
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3. Non-Profit Organization Secretariat

Responsibilities of the Agency:

The Non-Profit Organizations Secretariat (NPO Secretariat) is a state agency established by the Non-Profit Organization Policy 2020 and the Non-Profit Organization Directives 2020. It has taken over the registration role of the Department of Social Welfare and has the responsibility of regulating and empowering the non-profit organization sector in the country.

Details of Activities:

- License institutions to operate as Non-Profit Organizations
- Maintain and publish a list of NPOs in good standing in the country.
- Establish standards, Directives and codes of practice in collaboration with the NPO sector.
- Adopt a risk-based approach in monitoring and supervising NPOs identified to be vulnerable to money laundering or terrorist financing.
- Liaise between Government and the NPO sector.
- Advise the sector minister on matters of policy relating to the NPO sector, and
- Collaborate with relevant domestic and international Law Enforcement Agencies in investigations and the sharing of information

4. National Council for Persons with Disability (NCPD)

Responsibilities of the Agency:

The Council is tasked with the responsibility of proposing and evolving policies that would mainstream persons with disability in the national development process.

Details of Activities:

- Monitor and evaluate disability policies and programs
- Formulate strategies for broad-based inter-sectoral, inter-disciplinary involvement and participation in the implementation of the national disability policy
- To ensure the preparation of an organizational manual on the operations of the council and its secretariat
- Coordinate disability activities
- Advise the Ministry on disability issues and submit to the Minister, proposals for appropriate legislation on disability
- Mobilize resources for the attainment of its objectives
- Coordinate activities of organizations of persons with disability and international organizations and non-governmental organizations that deal with disability
- Promote studies and research on issues of disability and provide education and information to the public on issues of disability
- Maintain a register of persons with disability, institutions, organizations and associations which provide rehabilitation, services or support for persons with
- play an advocacy role on disability issues at levels

5. GHANA SCHOOL FEEDING PROGRAMME (GSFP)

5. GHANA SCHOOL FEEDING PROGRAMME (GSFP)	
<p>Responsibilities of the Agency:</p> <p>The Ghana School Feeding Programme (GSFP) is an initiative of the comprehensive Africa Agricultural Development Programme (CAADP) Pillar 3 which seeks to enhance food security and reduce hunger in line with the United Nations (UN) Sustainable Development Goals (MDGs) on hunger, poverty and malnutrition.</p>	<p>Details of Activities:</p> <ul style="list-style-type: none"> • Increase school enrolment, attendance and retention • Reducing short-term hunger and malnutrition amongst kindergarten and primary school children • Boost domestic food production • Improving food security

6. LIVELIHOOD EMPOWERMENT AGAINST POVERTY (LEAP)

6. LIVELIHOOD EMPOWERMENT AGAINST POVERTY (LEAP)	
<p>Responsibilities of the Agency:</p> <p>LEAP Programme Secretariat facilitates a social cash transfer programme that provides cash and health insurance to the extremely poor households across the country. The main objective of the programme is to reduce poverty by increasing and smothering consumption and promoting access to services and opportunities among the extremely poor and vulnerable. It is aimed at alleviating short- term poverty and encouraging human capital development.</p>	<p>Details of Activities:</p> <ul style="list-style-type: none"> • They improve household consumption and nutrition among children below 2 years of age, the aged (65 years and above without productive capacity) and people with severe disability. • Increase access to health care below 5 years of age, the aged (65 years and above without productive capacity) and people living with severe disability. • Increase basic school enrolment, attendance and retention of beneficiary children between age 5 and 15 years of age

	<ul style="list-style-type: none"> • Facilitating access to complementary services (such as welfare, livelihoods and improvement of productive capacity) among beneficiary households • Enrolment of qualified beneficiaries on the LEAP register • Payment of beneficiary's bimonthly • Targeting of potential beneficiaries.
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

7. Ghana National Household Registry

<p>Responsibilities of the Agency:</p> <p>The Ghana National Household Registry (GNHR) is a unit under the Ministry of Gender, Children and Social Protection (MOGCSP) with the mandate to establish a single national household register. This is a database for poor and vulnerable households in Ghana and it is intended to assist social protection programmes to identify, prioritize, and select households living in vulnerable conditions to ensure that different social programme interventions effectively reach their target population.</p>	<p>Details of Activities:</p> <ul style="list-style-type: none"> • Facilitate the classification of potential beneficiaries' household for social programs in an objective, homogeneous and equitable manner • Support inter-institutional coordination to improve the impact of social spending and the elimination of duplication • Allow the development of accurate socioeconomic analyses on poverty to support development of plans, and the design and development of specific programs targeted to vulnerable and/or low-income sectors • Contributing to institutional strengthening on MoGCSP, through the implementation of a reliable and modern system of social information
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2.4 Classes and Types of Information

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

The ministry classes of information are grouped into two functions namely.

1. GENERAL FUNCTIONS where we can retrieve information such as;

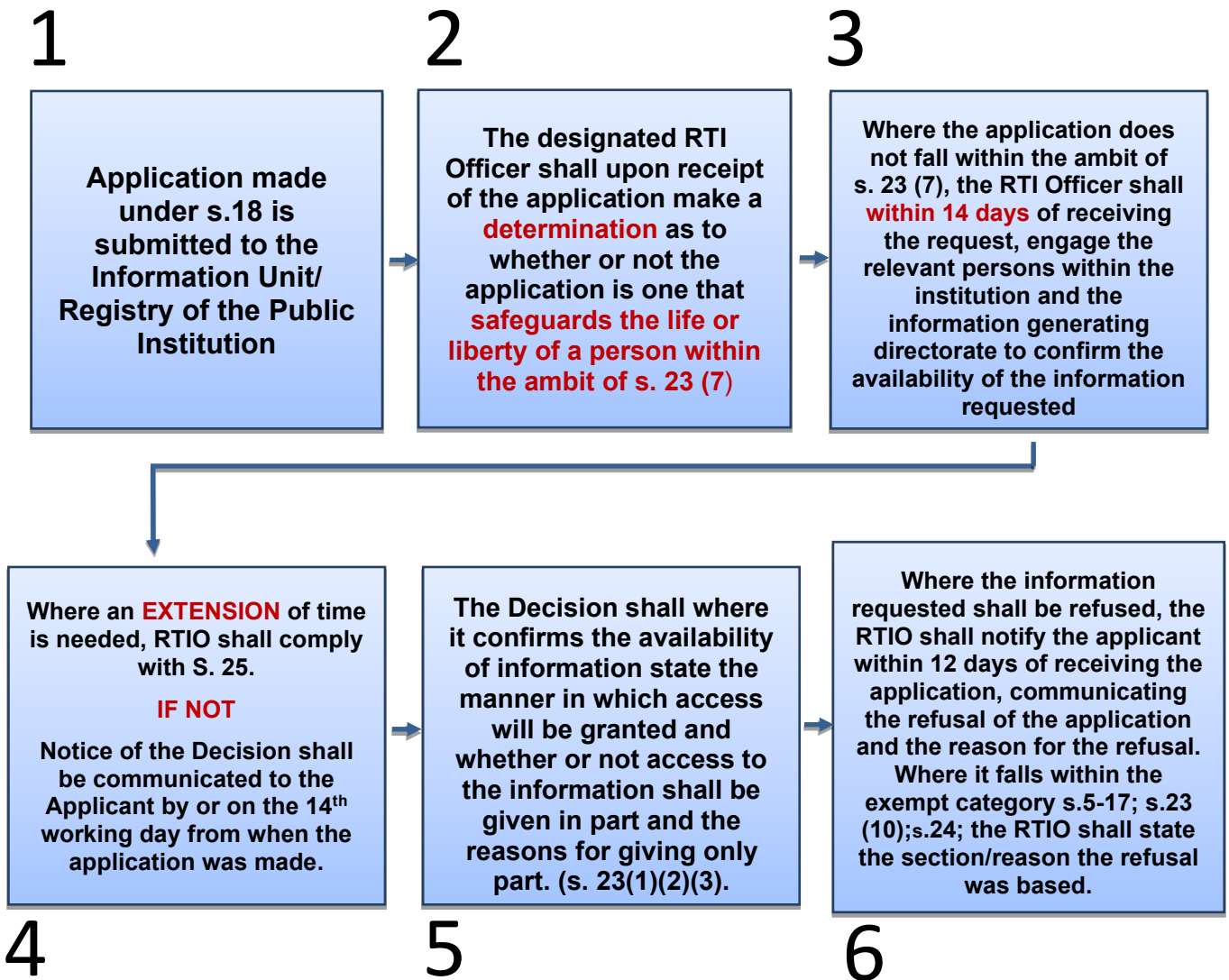
- General Administration Information
- Internal Audit Information
- Procurements Information
- Public Relations Information
- Human Resource Information
- Estate Information
- Finance Information
- Ministries Information,
- Decentralized Agencies/ Department Information
- Honorable Ministries Files.

2. SPECIFIC FUNCTIONS such as;

- Gender affairs
- Department of gender
- gender violence
- social protection
- social development
- council on persons with disability
- children affairs, projects and programmes
- donor agencies/development partners
- human trafficking secretariat

Types of Information Accessible at a fee:	
Revenue item	Approved fees and charges (GHS)
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 a copy in a computer readable form on external storage device	0.29
For a transcription of visual images, for A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for A4 size page or part thereof	0.70
For a copy of audio records	1.00

2. Processing and Decision on Application – S. 23



3. 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

4. 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, 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.

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.	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>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 style="width: 150px; height: 20px;" 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>	

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

Name of Information/Designated Officer:

VIVIAN BAABA ACQUAH

Telephone/Mobile number of Information Unit:

0302688181/0242930055

Postal Address of the institution:

P O BOX M186, MINISTRY POST OFFICE, ACCRA

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>DoC</i>	<i>Department of Children</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>MoGCSP</i>	<i>Ministry of Gender, Children and Social Protection</i>
<i>DoC</i>	<i>Department of Gender</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
<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>