

2024, RIGHT TO INFORMATION MANUAL



GOVERNMENT OF GHANA

**MINISTRY OF LANDS AND NATURAL
RESOURCES**

JANUARY 7TH, 2024

Document Number: [MLNR/RTI/2024](#)

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Overview

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

- 1.1 Purpose of Manual** – To inform/assist the public on the organizational structure, responsibilities and activities of the [Ministry of Lands & Natural Resources, MLNR](#) and provide the types of information and classes of information available at [MLNR](#), including the location and contact details of its information officers and units.

Directorates and Departments under MINISTRY OF LANDS & NATURAL RESOURCES

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.

THE MINISTRY

The Ministry of Lands and Natural Resources (MLNR) was established under Section 11 of the Civil Service Law, 1993 (PNDCL 327), and is mandated to ensure the sustainable management and utilization of the nation's lands, forests and wildlife resources as well as the efficient management of the mineral resources for socio-economic growth and development.

The broad aim of the Ministry is to provide leadership and guidance in the Management of the Nation's, Natural Resources through effective policy formulation, market regulation and asset management.

GOAL

Address the degradation of natural resources and ensure the effective and efficient management of these resources for sustainable development

VISION

Excel in the management of land, forest, wildlife and mineral resources by well-trained, disciplined and motivated staff through the delivery of client-oriented services.

MISSION

The Ministry exist to ensure the sustainable management and utilization of Ghana's lands, forests, wildlife and mineral resources for socio-economic growth and development

Directorates and Departments under Ministry of Lands & Natural Resources
<ol style="list-style-type: none"> 1. Finance and Administration 2. Policy, Planning, Budget, Monitoring and Evaluation 3. Human Resources 4. Internal Audit 5. Research, Statistics, Information Management 6. Technical Directorate, Lands 7. Technical Directorate, Mines 8. Technical Directorate, Forestry 9. Procurement and Supply Chain
<p>Responsibilities of the Institution:</p> <p>The Ministry of Lands and Natural Resources (MLNR) was established under Section 11 of the Civil Service Law, 1993 (PNDCL 327), and is mandated to ensure the sustainable management and utilization of the nation's lands, forests and wildlife resources as well as the efficient management of the mineral resources for socio-economic growth and development.</p>

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Finance Directorate	<ul style="list-style-type: none"> ▪ Prompt processing of payment vouchers and the issuing of cheques to Agencies, Contractors and Suppliers for service providers;

	<ul style="list-style-type: none"> ▪ Respond to Financial Audit observations made by Auditors during the year; ▪ Prepare weekly and monthly returns to the Controller & Accountant General's Department and the Ministry of Finance and Economic Planning; ▪ Assist the preparation of the Annual Budget Estimates.
PPBME	<ol style="list-style-type: none"> 1. Formulation and evaluation in implementation Of policies and programmes in the Ministry and Agencies 2. Monitoring and evaluation of projects completed by the Agencies 3. Coordinating with all Agencies under the Ministry in the implementation of policies 4. The Directorate focuses on coordinating the inputs of the other directorates to facilitate policy formulation and its interpretation.
HR	<ul style="list-style-type: none"> ▪ Enhance the technical and analytical skills of staff in all relevant areas in order to create a knowledge-base Ministry and Sector; ▪ Identify the existing capacity and skill gaps and determine the institutional and human capacity requirements for the effective and efficient implementation of the mandates of the Ministry and its Departments and Agencies; ▪ Ensure the recruitment and retention of qualified, competent and disciplined personnel with proven record of excellence and professionalism through a systematic and transparent recruitment process;

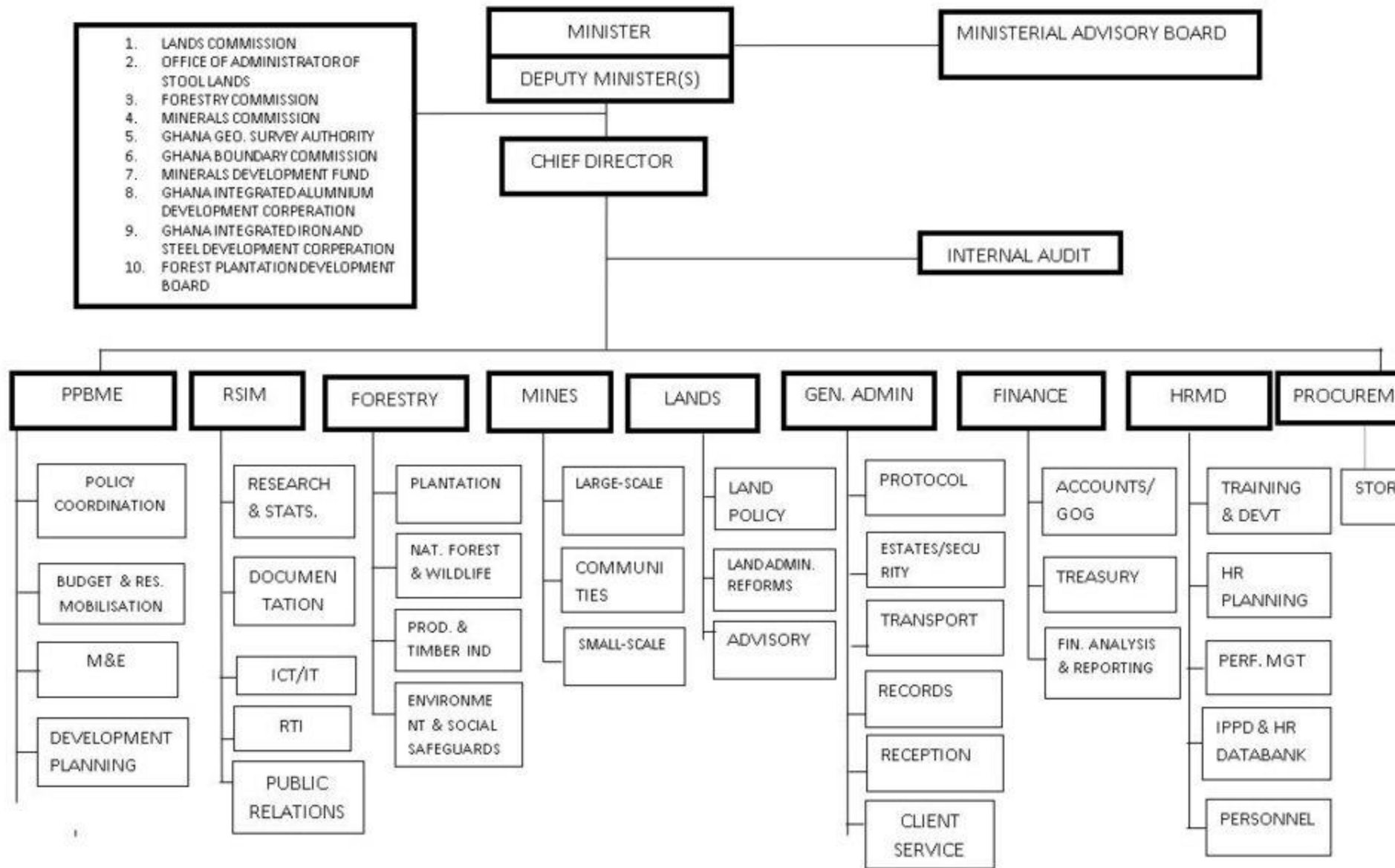
	<ul style="list-style-type: none"> ▪ Develop a suitable and sustainable training programme for meeting the skill requirements; and ▪ Institute a mechanism for skills transfer through technical assistance and relevant consultancy services.
RSIM	<ul style="list-style-type: none"> ▪ Collate and compile quarterly and annual reports of all activities and programmes relating to policy; ▪ Promote the use of ICT for a quicker transformation of the operations and business of the Ministry; ▪ Manage information, conduct research and trains staff in information technology to enhance their efficiency in the provisions of services; ▪ Use research findings and information technology to improve the formulation of policy in the Sector; ▪ Provide support and assistance to institutions undertaking research into areas that are beneficial to the Ministry; ▪ Maintain an efficient IT infrastructure to enhance efficient service delivery to both the public and private sectors of the economy; ▪ Provide advice to the Ministry in the acquisition of IT infrastructure.
TD(F)	<p>The Forestry Directorate develops policies to support sustainable forest management, oversees the Sector and also ensures that policies at all levels are coherent. This includes international liaison on sustainable forest management and the promotion of the Forest Sector through policy initiatives.</p>

TD(M)	<p>The major functions of the Directorate are formulating policies for (i) the administration of mines and minerals, (ii) collection of mineral revenue, (iii) prevention and control of illegal mining and smuggling of minerals, (iv) enforcement of statutory provisions for exploration of minerals, (v) peripheral development of mining areas, (vi) chemical analysis of ores and minerals (vii) collection of royalty and rent and resolving boundary disputes.</p>
TD(L)	<p>The Lands Directorate formulates National Land Policies, strategies and programmes on land as part of the continuous process of reforming the Lands Sector. The Directorate formulates Ghana's Lands Policies in consultation with the Departments and Agencies of the Ministry, the Public and Traditional Authorities and other stakeholders to ensure an effective development and sustainable utilization of lands by formulating policies.</p>
Internal Audit Unit	<ul style="list-style-type: none"> ▪ Carries out assurance and professional evaluation of the activities of the MLNR; ▪ Ensures that the system of internal controls provide reasonable assurance to Management; ▪ Provides a means for keeping the management of MLNR fully informed about problems and deficiencies related to the administration of its programmes and operations and the necessity for appropriate corrective action;
ADMINISTRATION	<ul style="list-style-type: none"> ▪ Supervise and manage the Ministry's vehicles and office equipment; ▪ Ensure an effective record management system for the Ministry; ▪ Collaborate with the Public Relations Officer in the implementation of effective protocol services

	<p>for the Minister, Deputy Ministry and key personnel of the Ministry;</p> <ul style="list-style-type: none"> ▪ Schedule and compile quarterly, annual and special reports for the Ministry and its Agencies; ▪ Ensure prompt and quality delivery of services to the general public and the private sector; ▪ Manage general services of the MLNR e.g. Security, Estate, Store, and Transport and
<p>PROCUREMENT AND SUPPLY CHAIN</p>	<ul style="list-style-type: none"> ■ Implements / Institutionalises appropriate structures and systems to facilitate efficient, effective and economic delivery of public procurement and supply chain management in the civil service. ■ Develop analysis of various options/ scenarios available in the public procurement and supply chain management to provide best practices available for government to appropriate increased value. ■ Ensures the implementation of public procurement and supply chain management in accordance with the public procurement act as amended. ■ Act as the focal directorate on the performance of public procurement and supply chain management in the civil service.

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MINISTRY OF LANDS AND NATURAL RESOURCES ORGANOGRAM



2.3 AGENCIES UNDER MLNR

Agencies and Department under Ministry of Lands & Natural Resources
1. LANDS COMMISSION
2. MINERALS COMMISSION
3. FORESTRY COMMISSION
4. PRECIOUS MINERALS MARKETING COMPANY
5. GHANA INTEGRATED IRON AND STEEL DEVELOPMENT CORPORATION (GIADEC)
6. GHANA GEOLOGICAL SURVEY AUTHORITY
7. MINERALS DEVELOPMENT FUND
8. GHANA BOUNDARY COMMISSION
9. GHANA INTEGRATED ALUMINIUM DEVELOPMENT CORPORATION
10. OFFICE OF THE ADMINISTRATOR OF STOOL LANDS
11. FOREST PLANTATION FUND BOARD

<p>FORESTRY COMMISSION (FC)</p>	
<p>Responsibilities of the Agency:</p> <p>The Commission is mandated to be responsible for the regulation of the utilization of forest and wildlife resources, the conservation and management of these resources and the coordination of policies related to them.</p>	<p>Details of Activities:</p> <ul style="list-style-type: none"> ▪ Implement the framework for the sustainable management, development and protection of forest and wildlife resources; ▪ Secure and enforce a policy and legal framework that ensures a liberated Forestry Commission; ▪ Activate a diversified portfolio of sustainable revenue sources without compromising the integrity of the resource; ▪ Attract, develop and retain well motivated, skilled and efficient workforce; ▪ Create an enabling environment for forest and wildlife stakeholders (especially industries, communities and landowners) to thrive; and

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LANDS	COMMISSION- LC
<p>Responsibilities of the Agency:</p> <p>Lands Commission (LC) established by the 1992 Constitution and accentuated by the Lands Commission Act, 2008, (Act 767). Articles 258 – 265 of the 1992 Constitution are of relevance.</p> <p>Act 767 provides the legal basis for four (4) previously existed land sector agencies to merge as Divisions of the Lands Commission:</p> <ol style="list-style-type: none"> 1. Survey and Mapping Division – SMD 2. Land Registration Division – LRD 3. Land Valuation Division – LVD 4. Public and Vested Land Management Division – PVLMD 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. on behalf of the Government, manage public lands and any other lands vested in the President by the Constitution or by any other law and any lands vested in the Commission; 2. advise the Government, local authorities and traditional authorities on the policy framework for the development of particular areas of the country to ensure that the development of individual pieces of land is coordinated with the relevant development plan for the area concerned; 3. formulate and submit to Government recommendations on national policy with respect to land use suitability or capability; 4. advise on, and assist in the execution of, a comprehensive program for the registration of title to land throughout the country;

	<ol style="list-style-type: none">5. register deeds and instrument that that affect land throughout the country6. facilitate the acquisition of land on behalf of Government;7. establish standards for and regulate survey and mapping of the country;8. provide surveying and mapping services where necessary;9. license practitioners of cadastral survey;10. provide land and related valuation services;11. ensure that through sound, sustainable land use planning, socio-economic activities are consistent with sound land use through sustainable land use planning in the long term national development goals;12. in collaboration with other bodies instil order and discipline into the land market through curbing the incidence of land encroachment, unapproved development schemes, multiple or
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	<p>illegal land sales, land speculation and other forms of land racketeering;</p> <p>13. in collaboration with other bodies minimize or eliminate, where possible, the sources of protracted land boundary disputes, conflicts and litigations in order to bring their associated economic costs and socio-political upheavals under control;</p> <p>14. promote community participation and public awareness at all levels in sustainable land management and development practices to ensure the highest and best use of land;</p> <p>15. promote research into all aspects of land ownership, tenure and the operations of the land market and the land development process;</p>
<p>MINERALS COMMISSION- MC</p>	
<p>Responsibilities of the Agency:</p> <p>The Minerals Commission is responsible for the regulation and management of the utilization of the</p>	<p>Details of Activities:</p> <p>1. To formulate recommendations of national policy for exploration and exploitation of mineral resources with special reference to</p>

<p>mineral resources of Ghana and the co-ordination and implementation of policies related to mining (The Minerals Commission Act 1993, Act 450).</p>	<p>establishing national priorities having due regard to the national economy;</p> <p>2. To advise the Minister of Lands and Natural Resources on matters relating to minerals;</p>
	<p>3. To monitor the implementation of laid down Government policies on minerals and report on this to the Minister;</p> <p>4. To monitor the operations of all bodies or establishments with responsibility for minerals and report to the Minister;</p> <p>5. To receive and assess public agreements relating to minerals and report to Parliament;</p> <p>6. To secure a firm basis of comprehensive data collection on national mineral resources and the technologies of exploration and exploitation for national decision making</p>
<p>GHANA GEOLOGICAL SURVEY AUTHORITY- GGSA</p>	

<p>Responsibilities of the Agency:</p> <p>The Authority is mandated by the</p>	<p>Details of Activities:</p> <p>1. To geologically map virgin areas in the</p>
<p>GGSA Act, 2016 (Act 928) to advise, promote and research on geoscientific issues concerning mineral resources, groundwater, environment, geo-hazards and land use planning to support sustainable economic development in Ghana.</p>	<p>country to identify various rock types and possible economic mineral potentials;</p> <p>2. To prospect for new deposits to replenish depleting resources;</p> <p>3. To diversify traditional minerals to non-traditional ones such as base metals, coltan and industrial minerals;</p> <p>4. To establish a geochemical background of the country which is directly relevant to mineral deposits, environmental aspects, agriculture, forestry, animal and human health and land use planning with a view to sustainable development; and</p> <p>5. To monitor earthquake and mitigate the effects of geo-hazards in Ghana.</p>
<p>PRECIOUS MINERALS MARKETING COMPANY: PMMC</p> <p>Responsibilities of the Agency:</p> <p>PMMC is the sole assayer of Government.</p> <p>Functions:</p>	<p>Details of Activities:</p> <p>1. To increase revenue year on year;</p>

<ol style="list-style-type: none">1. To grade, assay, value and process of precious minerals;2. To license buying agents for the purchase of precious minerals produced by small scale miners;3. To promote the development of precious minerals and the jewelry industry in Ghana; and4. To do all such things as are incidental or conducive to the attainment of its objectives and functions.	<ol style="list-style-type: none">2. To institute mechanisms that will ensure early detection of financial malpractice and fraud;3. Improve management and staff relationship through effective communication;4. Developing effective operational systems by investing in Management development activities to enhance productivity; and <p>To provide quality assay services to gold exporters</p>
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**GHANA INTEGRATED IRON & STEEL DEVELOPMENT CORPORATION _
GISDEC**

Responsibilities of Agency:	Details of Activities
1. Undertaking preparatory work for the promotion and development of an integrated Iron and Steel Industry	Build Capacity and expand activities by investing systematically and prudently in building operating capability to manage a wider portfolio of producing iron ore.
2. Provision of advisory services / management of State's investment portfolio in the sector	1. Undertake mineral resource estimation in key locations by transforming the natural resources into commercial values to attract strategic Investors by determining deposits quantity and grade.
2. Ensuring the development and implementation of a local content policy across the value chain	3. Increase local content participation by expediting the creation of an appropriate environment for local content participation within the entire value chain of the Iron and steel industry.
3. Ensuring the participation and integration of Ghanaian technical and managerial functions of the integrated iron and steel industry	4. Efficiently capitalize upstream and the midstream participation by securing capital at the lowest possible cost to maintain an optimum level of participation in iron and steel value chain operations.

GHANA INTEGRATED ALUMINIUM DEVELOPMENT CORPORATION _ GIADEC;	
Responsibilities of Agency	Details of Activities
1.Undertake the preparatory work for the promotion and development of the integrated aluminium industry .	1. Collaborate with investors for sustainable development of the integrated iron and steel industry.
2.Ensure the participation of Ghanaians in technical and managerial functions of the integrated aluminium industry.	2. Ensure the development and implementation of the local content policy across the value chain in the integrated iron and steel industry.
3.Ensure that the minimum total equity held by the State and the Ghanaian private sector in any joint venture in the integrated aluminium industry is not less than thirty percent of the total equity.	3. Make recommendations to the Minister on the nature and scope of state participation in the development of the iron and steel industry.

OFFICE OF THE ADMINISTRATOR OF STOOL LANDS (OASL)	
Responsibilities	Details of activities
1. Establishment of a Stool Lands account for each stool into which shall be paid all rents, dues, royalties, revenue or other payments whether in the nature of income or capital from stool lands	Research into stool land issues and collection and storage of relevant information and data on stool lands and making same available
2. Consultation with stools and other traditional authorities on matters relating to the administration and development of stool lands;	Disbursement of stool land revenue to beneficiaries in the proportion of 25% to the Stool through the traditional authority, 20% percent to the traditional authority and 55% to the district assembly within the area of authority of which the stool land is situated. The Office also retains 10% as administrative charges;
	Facilitation of the establishment of customary land secretariats (CLSs) for traditional authorities.
	Co-ordination with the Lands Commission and other relevant Public Agencies and other stakeholders in

	preparing policy framework for the rational and productive development of stool lands.
GHANA BOUNDARY COMMISSION - GBC	
Responsibilities of Agency	Details of Activities;
1.Negotiate with a neighbouring country concerning a land or maritime boundary between Ghana and that country;	1. Institutional Capacity Building of GhBC: To build the institutional capacity of GhBC as an agile and effective national security organization responsible for securing Ghana’s international land and maritime boundaries.
2. In collaboration with relevant security agencies, ensure the security of the boundaries of Ghana to safeguard the territorial sovereignty of Ghana at all times.	2. Securing the land and maritime boundaries of Ghana: To demarcate, delimit, secure, maintain and manage Ghana’s sovereign land and maritime boundaries in collaboration with neighbouring countries and demarcate and manage internal land boundaries

3. Undertake the physical demarcation and survey of land boundaries and the delimitation of maritime boundaries.	3. Boundary Dispute Resolution: To lead Government processes for the settlement and resolution of outstanding and emerging boundary disputes and issues of boundary security in accordance with international law and good neighbourliness
4. Whenever determined by the board, place buoys or other maritime markers along some or all of the courses of the maritime boundaries of Ghana.	Cross-border Governance: To improve cross-border governance, and border community development through bi-lateral cooperation and joint programmes with neighbouring countries.
	5.Strategic Policy Framework: To provide research- and evidence-based policy advice and support to government on appropriate policy.
<p>Departments ;</p> <p>1. Ghana Forest Investment Programme (GFIP)</p> <p>2. National Alternative Employment and livelihood Program (NAELP)</p> <p>3. The Cocoa & Initiative (CFI)</p>	

Responsibilities of Ghana Forest Investment programme (GFIP)	Details of Activities:
	<p>The Forest Investment Programme (FIP), is a targeted programme under the Strategic Climate Fund (SCF) of the Climate Investment Fund (CIF). The FIP aims to finance country specific efforts to address the underlying causes of deforestation and forest degradation and to overcome barriers that have hindered past efforts to do so.</p> <p>Ghana was among eight (8) countries in the world selected as a pilot country for the FIP in March 2010. Each pilot country had to develop a Forest Investment Plan for the approval of the Climate Investment Fund Subcommittee. Ghana prepared its Investment Plan together with stakeholders and was approved by the CIF subcommittee in November 2012.</p> <p>The Investment Plan outlined three (3) projects and secured a total funding of 50 Million Dollars from the SCF which is being disbursed through Multilateral Development Banks</p>

	<p>(World Bank, African Development Bank and International Finance Cooperation). The African Development Bank also gave a grant worth 5 Million Dollars to support the project 2 of the GFIP.</p> <p>The aim of the Forest Investment Plan (FIP) for Ghana is to address the underlying drivers of deforestation and catalyse transformational change by providing upfront investment to support the implementation of the REDD+ strategy, and generate information and experience for policy and regulatory changes, with the ultimate aim of reducing the emissions of GHG within the LULUCF sector in Ghana.</p> <p>The GFIP is being implemented in the High Forest Zone of Ghana covering the Western and the Brong-Ahafo Regions. The three projects under the Investment Plan are;</p> <p>I. Project 1 (Enhancing Natural Forest and Agro-Forest Landscape Project- ENFALP) – USD 30M</p>
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	<p>ii. Project 2 (Engaging Local Communities in REDD+/Enhancing carbon Stock –ELCIR+) – USD15M</p> <p>iii. Project 3 (Engaging the private sector in REDD+) – USD 10M- This project was later discontinued by IFC because the private sector could not meet the fiduciary requirements of the bank. However, the total allocated budget has been taken up by the Government of Ghana as concessional loan for private sector investment in plantations.</p> <p>Along the FIP funding is the Dedicated Grant Mechanism (DGM) of 5Million Dollars from the World Bank which seeks to build capacity of FIP projects communities to effectively engage in the FIP process. GFIP-Project-Highlight-2018.pdf</p>
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<p>Responsibilities National Alternative Employment and livelihood Program (NAELP)</p>	<p>Details of Activities</p> <p>The National Alternative Employment and Livelihood Programme for illegal miners (NAELP) is an initiative of the Government of Ghana under the auspices of the Ministry of Lands and Natural Resources. The programme is a response to the upsurge of displaced illegal miners and victims as a result of the government’s efforts to sanitise the mining sector. Inaugurated on 25th October 2021, the programme is targeted at creating alternative livelihoods to improve the economic circumstances of victims for sustainable national development for a period of five (5) year</p> <p>Our overarching mission is to design and implement pathway programmes for illegal miners and those whose livelihoods have been affected by the government’s operations against illegal mining activities.</p> <p>Through our six modules, our mission is to:</p>

	<ul style="list-style-type: none"> ▪ Create sustainable employment and alternative livelihoods ▪ Restore lands that were negatively impacted by illegal mining activities ▪ Promote responsible, viable and sustainable small-scale mining <p>NAELP: https://naelp.gov.gh/</p>
<p>Responsibilities of the Cocoa & Initiative (CFI)</p>	<p>Core functions</p> <p>CFI is convened as a public-private-civil society partnership with more than 55 organizations are involved in its governance and in the implementation of the CFI commitments and activities. It is chaired by the Ghana Ministry of Lands and Natural Resources, with support from IDH, the Sustainable Trade Initiative and the World Cocoa Foundation (WCF).</p> <p>The core function of the initiative is to ensure adherence to the 8</p>

	<p>commitments CFI signatories signed up to:</p> <ol style="list-style-type: none">1. Prohibit and prevent activities that cause or contribute to any further deforestation or forest degradation in the cocoa sector.2. Respect the rights of cocoa farmers, including identifying and mitigating social risks, and sequencing the implementation of actions to minimize potential adverse social and economic impacts.3. Promote the effective restoration and long-term conservation of National Parks, Wildlife Sanctuaries, Wildlife Resource Reserves, Forest Reserves, and unprotected off-reserve forest lands.4. Strengthen supply chain mapping, with the end goal of full traceability at the farm-level;5. Implement verifiable actions and time bound targets on the basis of sound data, robust and credible methodologies,
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	<p>stakeholder consultation, and realistic time frames;</p> <p>6. Implement agreed actions in the context of a broader landscape-level approach, with strong links with similar initiatives in other commodities, and full alignment with the national REDD+ strategy, new Ghana Cocoa Sector Development Strategy II, and other relevant national strategies and plans;</p> <p>7. Embrace shared responsibility to implement the Framework actions, including continued engagement in a multi-stakeholder process for dialogue on key issues, development of effective implementation plans, and joint learning and knowledge sharing; and</p> <p>8. Provide effective monitoring and reporting on progress on commitments and actions to ensure transparency and accountability. CFIghana.mlrr.gov.gh</p>
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2.4 Classes and Types of information

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

FINANCE & GENERAL ADMINISTRATION

- FINANCE
- GENERAL ADMINISTRATION

HUMAN RESOURCE DEVELOPMENT

- PERFORMANCE MANAGEMENT
- TRAINING AND DEVELOPMENT
- PERSONNEL WELFARE & SERVICES

POLICY PLANNING MONITORING & EVALUATION

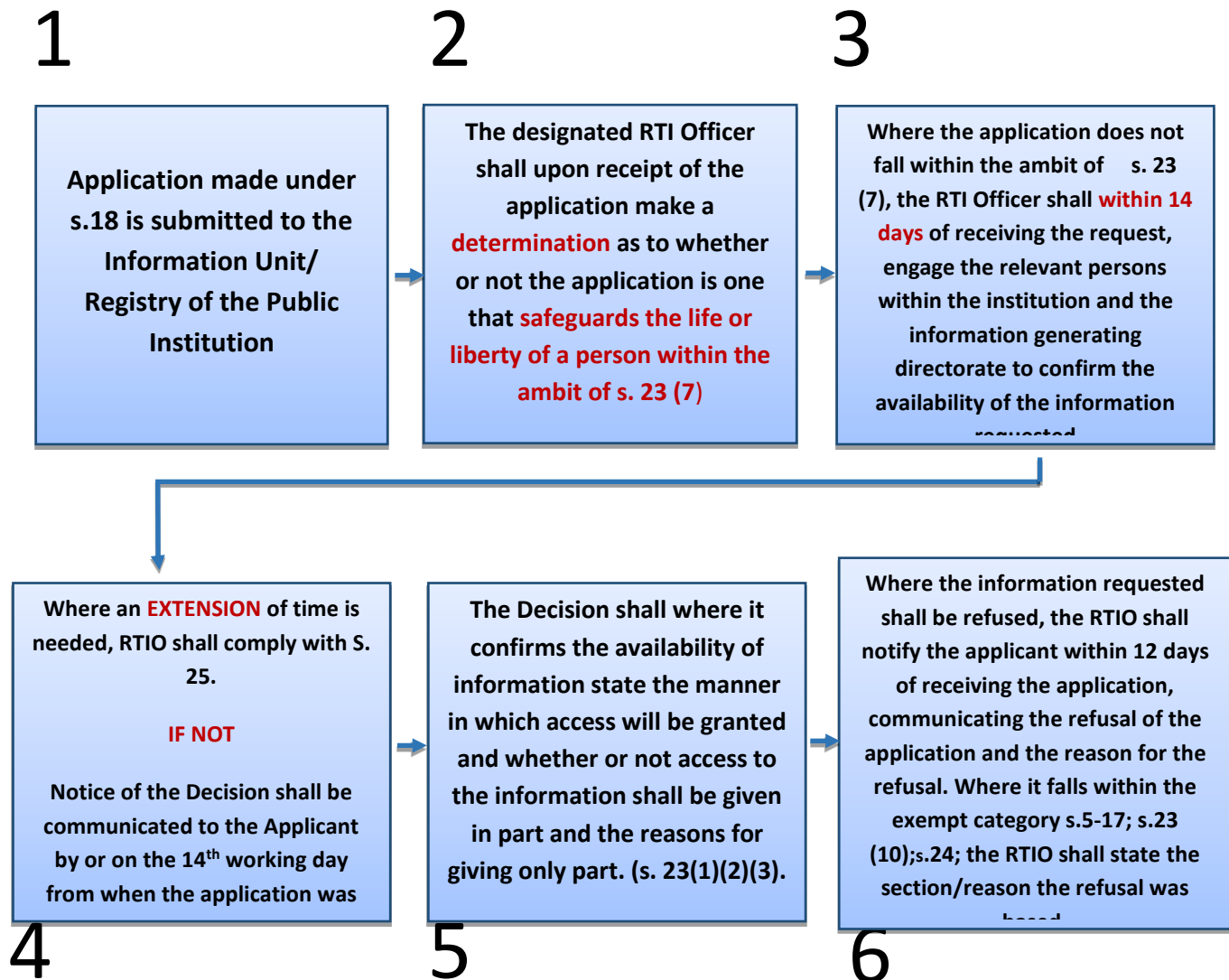
- PLANNING & POLICY ANALYSIS
- MONITORING & EVALUATION
- PROJECTS

INFORMATION & PUBLIC RELATIONS

- INFORMATION, RESEARCH & STATISTICS
- PUBLIC RELATIONS

VEHICLE FILES
Types of Information Accessible at a fee:

Processing and Decision on Application – S. 23



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

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.

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

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 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>	

Appendix B: Contact Details of MLNR's Information Unit

Name of Information/Designated Officer:

EMMANUAL AFFUL

Telephone/Mobile number of Information Unit:

0240413789

Postal Address of the institution:

P. O. BOX M212, MINISTRIES, ACCRA

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>

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>

Term	Definition
<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>