



Government of Ghana

Right to Information Manual

AKUAPEM NORTH MUNICIPAL ASSEMBLY (ANMA)

2024

Table of Contents

Table of Contents.....	i
1. Overview.....	1
2. Directorates, Departments and Units under ANMA	2
2.1 Description of Activities of each Departments and Units.....	3
2.2 ANMA's Organogram	1
2.4 Classes and Types of information.....	1
3. Processing and Decision on Application – S. 23	2
4. Amendment of Personal Record	3
4.1 How to apply for an Amendment.....	3
5. Fees and Charges for Access to Information.....	4
6. Appendix A: Standard RTI Request Form	5
7. Appendix B: Contact Details of ANMA's Information Unit	8
8. Appendix C: Acronyms	9
9. Appendix D: Glossary	10

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 [AKUAPEM NORTH MUNICIPAL ASSEMBLY \(ANMA\)](#) and provide the types of information and classes of information available at [ANMA](#), including the location and contact details of its information officers and units.

2. Departments and Units under **AKUAPEM NORTH MUNICIPAL ASSEMBLY (ANMA)**

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

To create a sustainable modernized Municipality through the delivery of world class service.

MISSION

The Akuapem North Municipal Assembly exists to improve upon the living conditions of the people through effective and efficient mobilization and utilization of resources with particular reference to community participation.

Departments and Units under **AKUAPEM NORTH MUNICIPAL ASSEMBLY (ANMA)**

1. Central Administration
2. Finance
3. Human Resource
4. Budget
5. Internal Audit
6. Education
7. Health
8. Social Welfare
9. Statistics
10. Works
11. Physical Planning
12. Information Services Department
13. National Commission on Civic Education
14. Business Resource Centre
15. Environmental Health
16. Procurement
17. Records Management Unit
18. Stores
19. Transport Unit
20. Management Information System (MIS)
21. Agriculture

22. Birth and Death
23. Urban Roads
24. Development Planning
25. Secretariat
26. Disaster Management and Prevention

Responsibilities of the Institution:

- To Exercise Political and Administrative Authority in the Municipality.
- Promote Local Economic Development.
- Provide guidance, give direction to and supervise other Administrative Authorities in the Municipalities.

2.1 Description of Activities of each Departments and Units

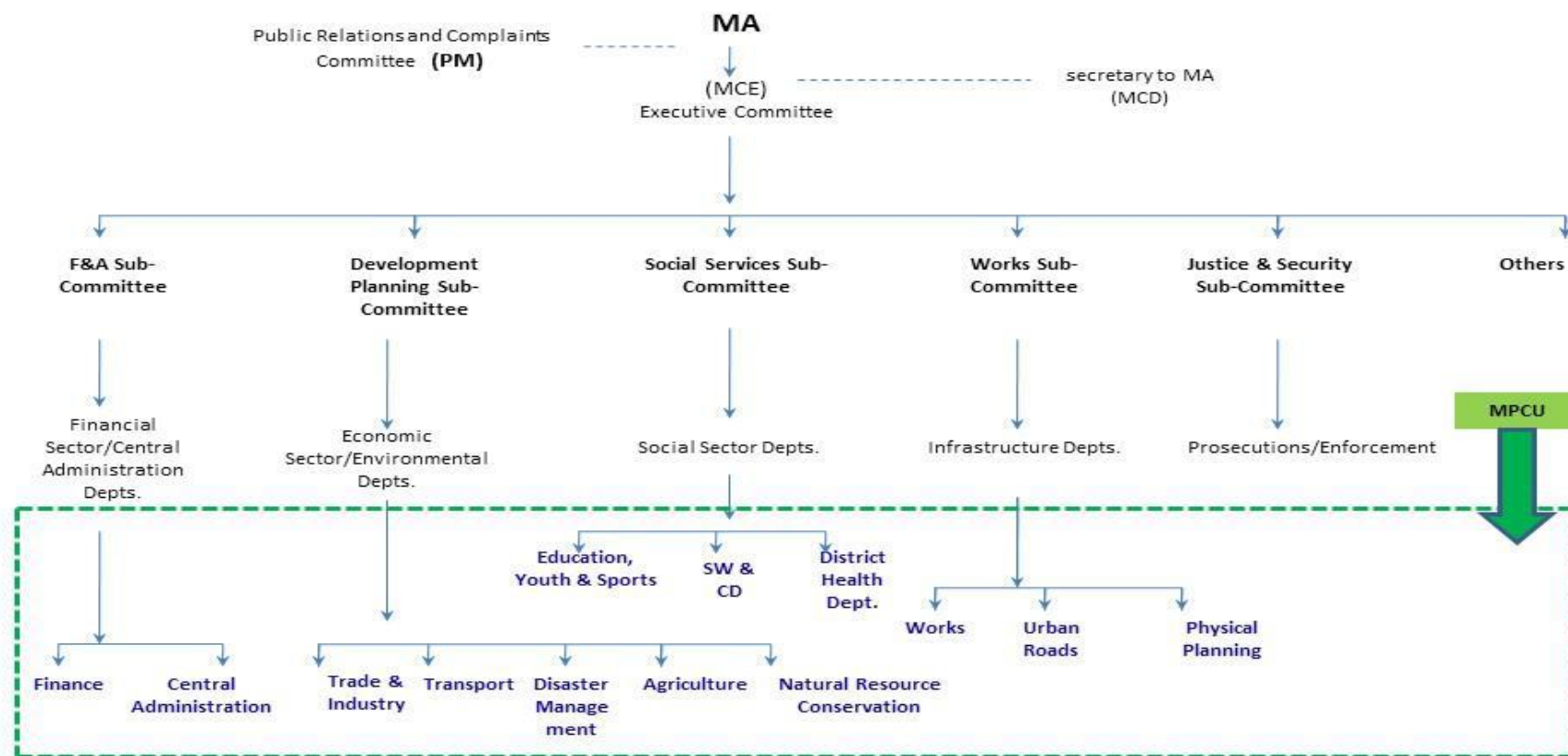
Departments/Units	Responsibilities/Activities
Central Administration	The Administrative class oversees strategic management and supervision of all support services and activities to enable departments, units and agencies provide reliable services at the LGSS, RCCs and MMDAs.
Finance	Task with the responsibility of designing and implementing sound financial management practices.
Human Resource	Mainly responsible for managing, developing capabilities and competences of each staff as well as coordinating human resources management programs to efficiently deliver public services; Local Government Service (LGS).
Education	Oversight responsible for pre-schools, basic schools, senior high schools and special schools.
Health	Formulate Health policies and provide strategic direction for health delivery services.
Environmental Health	Develop and issue technical guidelines on Environmental Sanitation Management.
Agriculture	Advice on policy plans, programs and projects for agricultural development; Coordinate the activities of the Regional and District Agricultural Development Units.
Physical Planning	Maintains and sustains landscape beautification of built up and natural environmental as well as state prestige projects with good management programs;

	Advise on national policies regarding physical planning, land use and development.
Social Welfare and Community Development	The principal objective of the Social Welfare and Community Development is to promote and implement government policies and public services that can substantially improve social inclusion, development of people and communities.
Statistics	Collect, compile, analyze, publish and disseminate demographic, health and economic data on the district.
Works	Formulate policies and offer technical assistance to the RCCs and MMDAs in all engineering matters.
Records Management Unit	To coordinate operational level administrative activities in the Service.
Internal Audit	To advice Management on the effectiveness of risk management controls, and governance processes designed to add value to the Service.
Budget	Preparation of budget and provision of technical guidance to Management on budgetary matters.
Birth and Death	The Births and Deaths Registry is responsible for the general administration, supervision and control of Births and Deaths registry in the RCCs and MMDAs.
Procurement	To provide strategic direction for the achievement of the overall objective of the procurement function in the Service.
Business Resource Centre (BRC)	To provide quality Business Development Services (BDS) at the district level to potential and existing entrepreneurs and enterprises on sustainable basis.
National Commission on Civic Education	The commission works to promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their rights and obligations, through civic education.
Information Services Department	Its primary mandate is to disseminate Government policies, programs and activities as well as access feedback on public reaction to Government policies.
Transport	Prepare transport budget and monitor daily use of vehicles.
Secretariat	The Secretariat Class mainly provides secretarial services necessary to enhance job performance of various departments/units in the Local Government Service (LGS).
Disaster Management and Prevention	Assist in planning and implementation of programs to prevent or mitigate disaster in ANMA.

Development Planning	Lead in strategic planning, efficient integration and implementation of public policies and programs to achieving sustainable economic growth and development.
Urban Roads	Provide technical backstopping for the RCCs and MMDAs; Offer technical assistance to the LGSS, RCCs and MMDAs in all engineering matter.
Stores	To provide operational support for the achievement of the objectives of the Procurement Unit.
Management Information System (MIS)	The main objective of the MIS Class is to collect, analyze and manage information to support the development, management and implementation of policies, programs and services.

2.2 AKUAPEM NORTH MUNICIPAL ASSEMBLY's Organogram

APPENDIX 2B MUNICIPAL ASSEMBLY ORGANOGRAM



2.4 Classes and Types of information

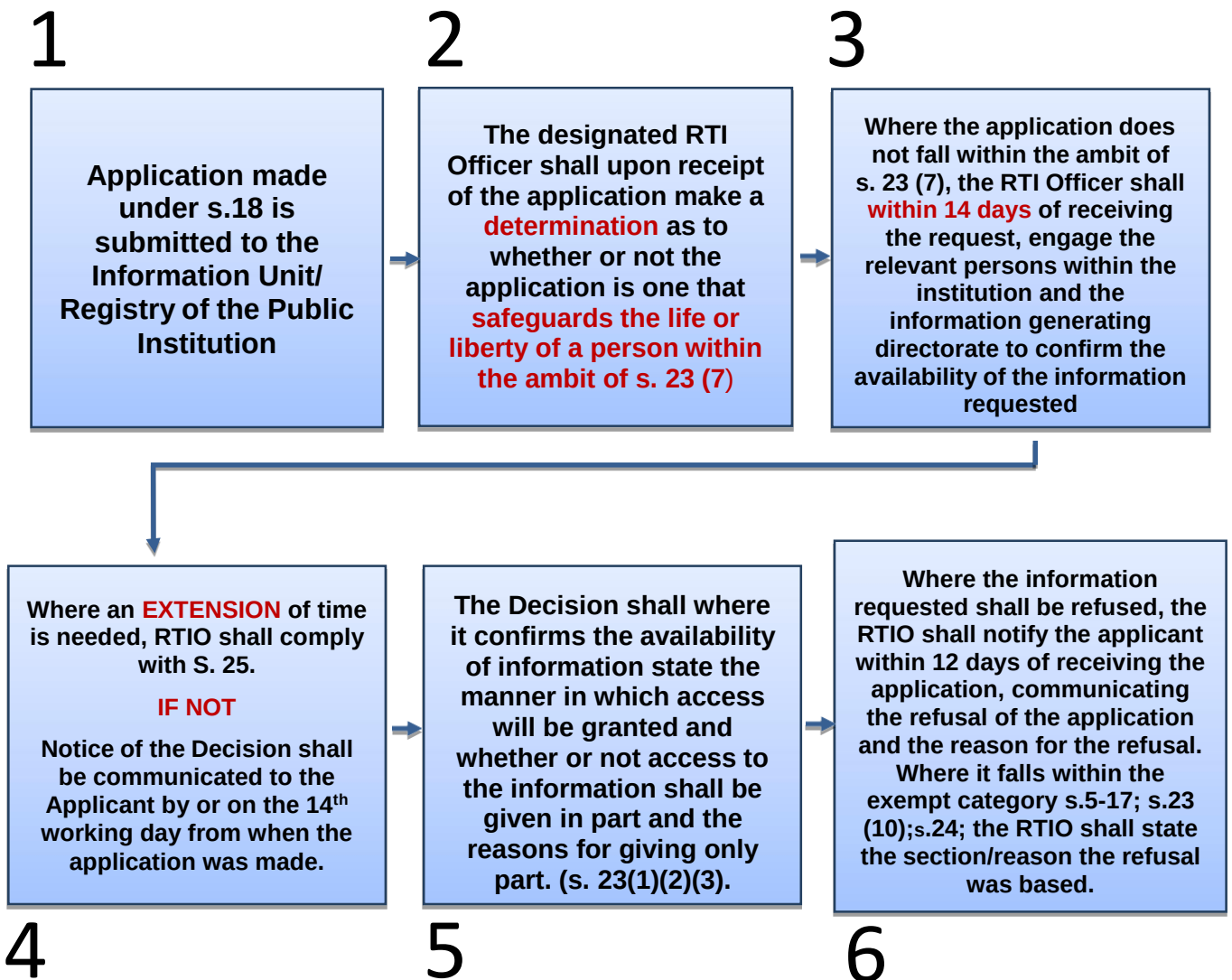
List of various classes of information in the custody of the institution:
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- | |
|--|
| <ol style="list-style-type: none">1. Management information2. Executive file3. Metro Security information4. Financial information5. ANMA Maps and town plans |
|--|

Types of Information Accessible at a fee:
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- | |
|--|
| <ol style="list-style-type: none">1. <List and Press enter for additional numbering> |
|--|

3. Processing and Decision on Application – S. 23



4. Amendment of Personal Record

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

4.1 How to apply for an Amendment

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

5. 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.

6. 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 ☐	Organization/Institution ☐	
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:		☐ National ID Card	☐ Passport
			☐ Driver's License	☐ Voter's ID
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:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language)
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address _____ ☐ Postal Address _____ ☐ 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>	

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

Name of Information/Designated Officer:

MR. GEORGE ADOFO AKUAMOAH

Telephone/Mobile number of Information Unit:

0242911274 / 0201854613

Postal Address of the institution:

P.O. BOX 100, Akuapem-Akropong E/R

8. Appendix C: Acronyms

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
RTI	Right to Information
MDA	Ministries, Departments and Agencies
s.	section
LGS	Local Government Service
RCCs	Regional Coordinating Council
MMDAs	Metropolitan, Municipal and District Assemblies
ANMA	Akuapem North Municipal Assembly
<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>