

Government of Ghana

MINISTRY OF LOCAL GOVERNMENT, CHIEFTAINCY AND RELIGIOUS AFFAIRS (MLGCRA)

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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 of the Republic of Ghana, Nana Addo Dankwa Akufo-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 Local Government, Chieftaincy and Religious Affairs (MLGCRA) and provide the types of information and classes of information available at MLGCRA, including the location and contact details of its Information Officers and units.

2. Directorates and Departments under Ministry of Local Government, Chieftaincy and Religious Affairs *(MLGCRA)*

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 Decentralised local governance, upholding traditional values, religious co-existence in a clean environment for equitable and balanced development

MISSION

The Ministry of Local Government, Chieftaincy and Religious Affairs (MLGCRA) exists to enhance inclusive local governance and decentralisation, support traditional, religious institutions and ensure hygienic environment through effective policy formulation, coordination, monitoring and evaluation for sustainable national development.

Directorates and Departments under Ministry of Local Government, Chieftaincy and Religious Affairs (MLGCRA)

DIRECTORATES OF THE MINISTRY

1. General Administration (GA)
2. Human Resources Management and Development (HRM)
3. Research, Statistics & Information Management (RSIM)
4. Local Governance & Decentralisation (LGD)
5. Finance
6. Policy Planning, Budgeting, Monitoring & Evaluation (PPBME)
7. Procurement & Supply Chain
8. Chieftaincy and Religious Affairs
9. Environmental Health & Sanitation

DEPARTMENTS OF THE MINISTRY

1. Births and Deaths Registry (BDR)
2. Department of Community Development (DoCD)
3. Department of Parks and Gardens (DPG)

ALLIED INSTITUTIONS OF THE MINISTRY

1. Institute of Local Government Studies (ILGS)
2. Office of the Head of Local Government Service (OHLGS)

3. Land Use and Spatial Authority (LUSPA)
4. Office of the District Assemblies' Common Fund Administrator (DACF)
5. Social Investment Fund

Responsibilities of the Departments:

a. Births and Deaths Registry

The Births and Deaths Registry is established by the new Registration of Births and Deaths Act, 2020 (Act 1027). The mandate is to register all births, foetal deaths and deaths in the country. The object of the Act is to decentralise the Births and Deaths Registry to improve the collection and collation of statistics for national development and for related matters.

The functions of the Registry are:

- Register all births, foetal deaths and deaths occurring in the country and issues certificates for the purpose.
- Verify and authenticate births and deaths certificates.
- Provide medical certificate forms to hospitals and other health facilities for the preparation of cause of death certificates.
- Collate and vet births and deaths Forms "A" and "B" and periodic submission of same to the Government statistician.
- Collate and submit comprehensive data on certificate of cause of deaths to the Health Statistics Centre of the Health Ministry.
- Issue and certify copies of entries in registers of Births and Deaths.
- Update and effect changes in the register of Births and Deaths and
- Establish departments in all MMDAs.

b. Department of Community Development

The Department of Community Development was established in 1948 by the then colonial Administration of the Gold Coast. Currently it is one of the Departments under the Ministry of Local Government, Chieftaincy and Religious Affairs charged with providing policy, standards and performance framework for the development of communities within the national decentralisation programme.

The mandate of the Department is derived from the following legislative and regulatory framework:

a. 1992 Constitution of Ghana
b. Section 12 of PNDC Law 327 which outlines the functions of ministries

c. Local Government Act 936 of 2016
d. Executive Instrument (EI 28) of 2017
e. Legislative Instrument (L.I) 1961

The functions are:

- Formulate, coordinate and monitor rural and community development policy and strategy;
- Coordinate the implementation of rural and community development programmes and projects;
- Develop standards and guidelines for social development actors in rural and community development;
- Ensure the provision of the appropriate mechanisms for community development practitioners with respect to required professional certification, required continuing education, code of conduct, the requirement / processes for forming an association at the national, regional and district levels;
- Develop a national framework for building the capacities of community development actors in rural development policy as well as programme design and evaluation;
- Provide technical assistance support in the area of community development practices and processes, database creation and use, impact assessment of interventions, adherence to reporting requirements, and strategies for resource mobilization;
- Provide strategic support for rural and community development education and
- Promote community - based local development policies.

c. Parks and Gardens Department

The Department of Parks and Gardens came into existence in 1961 to provide for the establishment, management, layout, planting, improvement, maintenance and regulation of parks, gardens and other places of public resort or recreation.

The Department, established by the enactment of the Local Government Act 54, First Schedule, Section 47, part 2, Clause 72, is an incorporating amendment Act made by Legislative Instrument 323 (R.P.299) and is in line with Section 12 of the Civil Service Act, 1993 (PNDCL 327)

The functions are:

- Develop and promote guidelines for effective landscape beautification in cities, towns and in individual homes;
- Research and develop horticultural products including vegetables, fruit and tree seedlings and ornamental plants;
- Conduct routine maintenance of Prestige areas and other strategic institutions;

- Develop and promote the cultivation and conservation of medicinal and aromatic plants including identifying and multiplying rare and threatened plants species;
- Provides horticultural training and extension services to clients and
- Develop products and provide services to the public.

Responsibilities of the allied institutions:

a. Institute of Local Government Studies

The Institute of Local Government Studies (ILGS) was established by the Institute of Local Government Studies Act, 2003 (Act 647). The ILGS is mandated to build capacity for effective local governance through education and training, research, consultancy and advisory services; and information gathering and dissemination.

The Institute's functions are to:

- Arrange courses, workshops, seminars and conferences for persons engaged in areas of local government;
- Prescribe the qualification of persons eligible for training at the Institute;
- Undertake and promote research in local government;
- Develop training materials for members of the Regional Co-ordinating Councils, District Assemblies, and other local government units;
- Publish literature relevant to local government;
- Develop specialized libraries for purposes of local government;
- Provide consultancy and advisory services to the Central Government, units of local government and any other body that may require those services;
- Collaborate with national and international institutions of relevance in the performance of its functions; and
- Perform other functions assigned to it by the Minister.

The Act further provides that the Institute may award certificates, diploma and higher qualifications as may be agreed on by the Institute and approved by the National Accreditation Board.

b. Local Government Service

The Local Government Service is a public Service institution and was established by the Local Government Service Act, 2003 (Act 656), which has been repealed and replaced with the Local Governance Act, 2016 (Act 936) as Amended (Act 940). The Service is mandated to secure effective administration and management of decentralised local government system in the country and thus seeks to achieve a world class decentralised and client-oriented service.

The functions of the Service are as follows:

- Provide technical assistant to District Assemblies to enable the District Assemblies effectively perform their functions and discharge their duties in accordance with the Constitution and this Act
- Conduct organisational and job analysis for the District Assemblies
- Conduct management audit for the District Assemblies in order to improve the overall management of the Service
- Design and coordinate management systems and processes for the District Assemblies
- Develop and coordinate the personnel plans and assess the personnel needs of the District Assemblies in consultation with the District Assemblies
- Develop and coordinate the training implementation plans of the District Assemblies in consultation with the respective District Assemblies
- Develop professional standards and guidelines for the various categories of staff who are members of the service
- Work in consultation and close cooperation with other public service
- Assist the District Assemblies in the performance of their functions under any other enactment
- Perform other functions incidental or conducive to the achievement of the objective of the Service.

c. Office of the Common Fund Administrator

The District Assemblies Common Fund (DACF) is established by Local Governance Act, 2016 (Act 936) as Amended (Act 940) in line with Article 252 of the 1992 Constitution of Ghana, which makes provision of the establishment of a Fund to be known as DACF. The DACF consists of moneys allocated by Parliament and any interests and dividends that accrue from the investment of monies from the Common Fund.

The Office of the Common Fund Administrator has the following mandatory functions:

- Propose formula annually for the allocation and distribution of the common fund to MMDAs
- Allocate and distribute the common fund quarterly based on the approved formula to the various MMDAs
- Report in writing to the Ministry of Finance (MoF) on how the fund was distributed and utilised by the various MMDAs and
- Perform any other functions required by the President of the Republic

d. Land Use and Spatial Planning Authority

The Land Use and Spatial Planning Authority is a service delivery agency under Ministry of Local Government, Chieftaincy and Religious Affairs (MLGCRA). Until 2022, LUSPA operated under the Ministry of Environment, Science, Technology and Innovation (MESTI). In addition to the Head office in Accra, LUSPA has offices in all 16 regions operating at the National and Regional levels and provides technical guidance for the Physical Planning Departments of the MMDAs.

LUSPA is responsible for ensuring the sustainable development of land and human settlements through a decentralized planning system, ensuring judicious use of land and creating an enabling environment for District Assemblies to better perform the spatial planning and human settlement management functions.

2.2 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Policy, Planning, Budgeting, Monitoring and Evaluation (PPBME) Directorate	• The Directorate leads the technical processes for the development of policies, plans, programmes and budgets of all activities of the Ministry. • It caters for the design and application of monitoring and evaluation systems for the purposes of assessing the operational effectiveness of the Ministry's strategies and interventions.
Local Governance and Decentralisation Directorate	• Develop guidelines and mechanisms to promote public participation and accountability in the decentralised local governance system. • Propose decentralisation policy reforms. • Formulate and designs programmes and initiates legislations to accelerate and deepen decentralisation within the local government system. • Convert approved decentralisation policy reforms into draft legislation where appropriate for the consideration of the Ministry of Justice and Attorney-General Department. • Facilitate orientation, capacity building and performance management interventions for

	MMDCEs, Assembly Members and Sub-district personnel of MMDAs. • Sensitise relevant stakeholders on the implementation of new policies, legislations, programmes and projects in Ghana's Local Government system. • Formulate and pursue strategies that promote sound fiscal management arising from the analysis of all financial statements of MMDAs. • Coordinate the various assessment interventions of MMDAs. • Facilitate the settlement of disputes related to the management of the Assemblies including administrative boundary disputes in collaboration with relevant stakeholders.
Research, Statistics and Information Management (RSIM) Directorate	• Conduct and commission research, compiles and analyses data for the Ministry. • Compile relevant information pertaining to the Ministry in line with its activities and programmes. • Create and maintain data bank for effective and efficient decision-making. • Develop and maintain IT infrastructure of the Ministry • Provide a mechanism for the dissemination and receiving feedback on the Ministry's policies and activities
Human Resource Management and Development (HRMD)	• The Directorate develop 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.
General Administration	• The Directorate ensures that approved personnel policies in the Ministry on employment, personnel records, training, and wages and salaries administration are translated into good management practices and effectively carried out. • It further ensures that services and facilities necessary to support the administrative and

	other functions of the ministry are available. It also ensures the provision of an effective and efficient system for internal checks. • It oversees the effective functioning of these various units; Protocol, Estate, Transport, Security, Records Units.
Finance Directorate	• The Directorate ensures sound financial management and its administration at the Ministry. • It also leads the administration of Treasury management, and accounts preparation for programmes and projects of the Ministry
Environmental Health and Sanitation Directorate	• Formulates and develops policy guidelines, strategies and standards for effective environmental health and sanitation management. • Coordinates the implementation of environmental health and sanitation plans, programmes/projects by MDAs, MMDAs, and other stakeholders. • Provides guidelines to MMDAs on enforcement and management of regulatory and legislation provisions. • Provides technical assistance and guidelines for basic training including training needs assessment and curriculum development of Environmental Health and Sanitation officers at the various educational institutions. • Develops and operates a Management Information System (MIS) on environmental sanitation in Ghana. • Monitors and reports on the state of Environmental Health and Sanitation situation in Ghana. • Coordinates and disseminates through education the results of research into environmental health and sanitation related issues and recommend appropriate actions.

	• Develops effective education and information strategies to increase public awareness and understanding of Environmental Health and Sanitation issues.
Chieftaincy and Religious Affairs Directorate	• The Directorate initiates programmes in line with the chieftaincy institution and religious bodies to ensure consistent and stable peaceful coexistence among religious groups. • The Directorate mediate disputes or conflicts arising within or between traditional communities. • Facilitates interfaith dialogue to promote understanding and tolerance among different religious communities. • Promote awareness campaign on religious diversity, understanding and acceptance. • Establishes and maintains effective communication with religious institutions and acceptance. • Develop plans and strategies for responding to emergencies affecting religious communities.
Rural & Urban Development	• Initiate the formulation of urban and rural development policies for the sector. • Design rural and urban development programmes and projects to improve the quality of life. • Coordinate urban and rural development programmes in line with the objectives of the sector. • Promote diversification of urban and rural economy programmes • Develop frameworks to enhance the development of infrastructure, market,

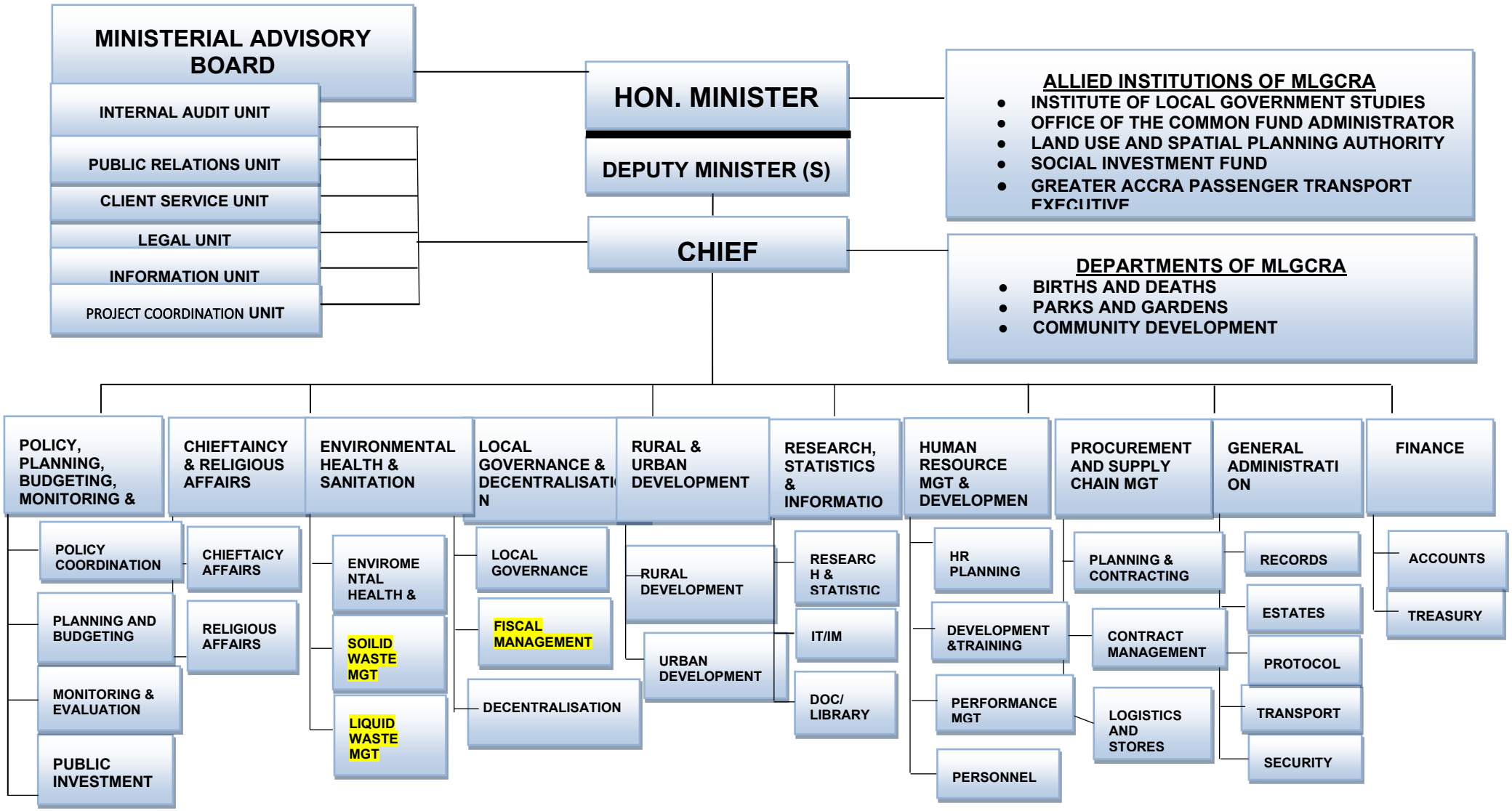
	employment and income generation in the urban and rural areas. • Provide support services to institutions involved in the development and implementation of urban and rural development related programmes and projects • Monitor and evaluate urban and rural development policies and activities.
Specialised Units	**Activities / Responsibilities**
Client Service Unit	• This Unit provides information on the nature of operations in the Ministry. • Responsible for standardizing and communicating to the public services delivered by the Ministry as well as handles complaints.
Public Relations Unit	• The PR Unit seeks to establish and maintain a good relationship and image between an organisation and its publics. • It also ensures MDAs are regularly well represented on its social media. • It sees to the appropriation of articles, news stories, features, rejoinders and media advisories preparations and documentations through media channels.
Internal Audit Unit	The Unit is mandated by Section 83 of the Public Financial Management Act (2016) to: • To appraise and report on the soundness and application of the system of controls operating in covered entity. • To evaluate the effectiveness of the risk management and governance process of a covered entity and contribute to the improvement of that risk management and governance process. • Provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of a covered entity. • Evaluate compliance of a covered entity with enactments, policies, standards, systems and procedures.

Legal Unit	• The Legal Unit provides technical and legal support services in the formulation of policies and other internal protocols, conventions and treaties.
Accounts Unit	• Prepares payment vouchers. • Prepares projects/programmes accounts for coordinators and programmes managers and for auditing. • Prepares financial statements.
Information Unit	• This Unit exists to facilitate access to information by receiving and processing RTI requests addressed to the Ministry as mandated by the RTI Act, 2019 (Act 989).
Project Coordinating Unit	• This Unit supervises and monitors implementation of projects within the Ministry • Facilitates effective coordinating and supervision of the Project Implementation Units operating under the Ministry • Laison office between the Project Implementation Units and the Ministry. • Ensures the harmonious and timely collation of progress on projects to the Chief Director.
Departments	**Activities / Responsibilities**
Births and Deaths Registry The Registry is established by the new Registration of Births and Deaths Act, 2020 (Act 1027) to register all births, foetal deaths and deaths in the country.	• Register all births, foetal deaths and deaths occurring in the country and issues certificates for the purpose. • Verify and authenticate births and deaths certificates. • Provide medical certificate forms to hospitals and other health facilities for the preparation of cause of death certificates. • Collate and vet births and deaths Forms “A” and “B” and periodic submission of same to the Government statistician. • Collate and submit comprehensive data on certificate of cause of deaths to the Health Statistics Centre of the Health Ministry.

	• Issue and certify copies of entries in registers of Births and Deaths. • Update and effect changes in the register of Births and Deaths. • Establish departments in all MMDAs.
Parks and Gardens Department The department, established by the enactment of the Local Government Act 54, First Schedule, Section 47, part 2, Clause 72, is an incorporating amendment Act made by Legislative Instrument 323 (R.P.299) and is in line with Section 12 of the Civil Service Act, 1993 (PNDCL 327)	• Develop and promote guidelines for effective landscape beautification in cities, towns and in individual homes • Research and develop horticultural products including vegetables, fruit and tree seedlings and ornamental plants • Conduct routine maintenance of Prestige areas and other strategic institutions • Develop and promote the cultivation and conservation of medicinal and aromatic plants including identifying and multiplying rare and threatened plants species, • Provides horticultural training and extension services to clients • Develop products and provide services to the public
Department of Community Development The mandate of the Department is derived from the following legislative and regulatory framework: a. 1992 Constitution of Ghana b. Legislative Instrument (L.I) 1961 c. Section 12 of PNDC Law 327 which outlines the functions of ministries d. Local Government Act 936 of 2016 e. Executive Instrument (EI 28) of 2017 e.	• Formulate, coordinate and monitor rural and community development policy and strategy. • Coordinate the implementation of rural and community development programmes and projects • Develop standards and guidelines for social development actors in rural and community development • Ensure the provision of the appropriate mechanisms for community development practitioners with respect to required professional certification, required continuing education, code of conduct, the requirement / processes for forming an association at the national, regional and district levels • Develop a national framework for building the capacities of community development actors

	in rural development policy as well as programme design and evaluation • Provide technical assistance support around community development practices and processes, database creation and use, impact assessment of interventions, adherence to reporting requirements, and strategies for resource mobilization • Provide strategic support for rural and community development education. • Promote community - based local development policies.

ORGANOGRAM


MINISTERIAL ADVISORY BOARD
INTERNAL AUDIT UNIT
PUBLIC RELATIONS UNIT
CLIENT SERVICE UNIT
LEGAL UNIT
INFORMATION UNIT
PROJECT COORDINATION UNIT
HON. MINISTER
DEPUTY MINISTER (S)
CHIEF
ALLIED INSTITUTIONS OF MLGCRA
INSTITUTE OF LOCAL GOVERNMENT STUDIES
OFFICE OF THE COMMON FUND ADMINISTRATOR
LAND USE AND SPATIAL PLANNING AUTHORITY
SOCIAL INVESTMENT FUND
GREATER ACCRA PASSENGER TRANSPORT EXECUTIVE
DEPARTMENTS OF MLGCRA
BIRTHS AND DEATHS
PARKS AND GARDENS
COMMUNITY DEVELOPMENT
POLICY, PLANNING, BUDGETING, MONITORING &
POLICY COORDINATION
PLANNING AND BUDGETING
MONITORING & EVALUATION
PUBLIC INVESTMENT
CHIEFTAINCY & RELIGIOUS AFFAIRS
CHIEFTAICY AFFAIRS
RELIGIOUS AFFAIRS
ENVIRONMENTAL HEALTH & SANITATION
ENVIROMENTAL HEALTH &
SOILID WASTE MGT
LIQUID WASTE MGT
LOCAL GOVERNANCE & DECENTRALISATION
LOCAL GOVERNANCE
FISCAL MANAGEMENT
DECENTRALISATION
RURAL & URBAN DEVELOPMENT
RURAL DEVELOPMENT
URBAN DEVELOPMENT
RESEARCH, STATISTICS & INFORMATIO
RESEARCH & STATISTIC
IT/IM
DOC/ LIBRARY
HUMAN RESOURCE MGT & DEVELOPMEN
HR PLANNING
DEVELOPMENT &TRAINING
PERFORMANCE MGT
PERSONNEL
PROCUREMENT AND SUPPLY CHAIN MGT
PLANNING & CONTRACTING
CONTRACT MANAGEMENT
LOGISTICS AND STORES
GENERAL ADMINISTRATION
RECORDS
ESTATES
PROTOCOL
TRANSPORT
SECURITY
FINANCE
ACCOUNTS
TREASURY

2.4 Classes and Types of Information

LOCAL GOVERNANCE AND DECENNTRALISATION DIRECTORATE

S/N	LOCAL GOVERNANCE AND DECENTRALISATION DIRECTORATE	INFORMATION AVAILABLE	DESCRIPTION	LOCATION OF INFORMATION	REMARKS
1.	DECENTRALISATION UNIT	Database on the Name, Contact number, Postal Address, Office location of MMDCEs/MMDAs and its Sub-Structures.	Soft copy/ Hard copy	Decentralisation Unit	Accessible free of charge
2.		Capacity Building of MMDCEs/MMDAs.	Soft copy/ Hard copy	Decentralisation Unit	Accessible free of charge
3.		Status Report on Completed and Ongoing Projects in the Six Newly Created Regions.	Soft copy	Decentralisation Unit	Accessible free of charge
4.		Project Report on Implementation of the National Decentralization Policy and Strategy (2020-2024)	Hard copy	Decentralisation Unit	Accessible free of charge

5.		Local Governance Act	Hard copy	Decentralisation Unit	Accessible at a fee
6.		Local Economic Development Policy and Practitioners' Manual	Soft copy	Decentralisation Unit	Accessible free of charge
7.		Implementation Performance, Budget and Annual Report on GrEEn /LoCAL Project	Soft copy/ Hard copy	GrEEn/LoCAL Project secretariat	Accessible free of charge
8.		LIs of the MMDAs	Hard copy	Decentralisation Unit	Accessible at a fee
9.		Standing Orders for MMDAs	Hard copy	Decentralisation Unit	Accessible at a fee
11.	**RURAL URBAN DEVELOPMENT UNIT**	FINAL REPORTS OF STUDIES UNDER GUMAP	Hard copy	MLGCRA	Accessible at a fee
12.		National Urban Policy 2012	Soft copy	MLGCRA Website	Accessible at a fee
13.		Local Economic Policy 2020	Soft copy	MLGCRA Website	Accessible at a fee
14.		Rural Development Policy 2019	Soft copy	MLGCRA Website	Accessible at a fee

15.		Environmental Social Management Framework	Soft copy	MLGCRA Website	Accessible at a fee
16.		Resettlement Framework	Soft copy	MLGCRA Website	Accessible at a fee
17.		Stakeholder Engagement Plan	Soft copy	MLGCRA Website	Accessible at a fee
18.		Labour Management Procedures (LMP)	Soft copy	MLGCRA Website	Accessible at a fee
19.		Environmental And Social Commitment Plan	Soft copy	MLGCRA Website	Accessible at a fee
20.		Sexual Exploitation And Abuse Sexual Harassment Prevention And Action	Soft copy	MLGCRA Website	Accessible at a fee
21.	**LOCAL GOVERNANCE REFORMS UNIT**	District Assemblies Performance Tool (DPAT) Operational Manual	Hard copy	DPAT Secretariat	Accessible at a fee
22.		Information on DPAT performance scores of MMDAs	Soft copy	DPAT Secretariat	Accessible at a fee

PROCUREMENT & SUPPLY CHAIN DIRECTORATE

NO.	DIRECTORATE	INFORMATION AVAILABLE	DESCRIPTION	LOCATION OF INFORMATION	REMARKS
1.	Procurement	Procurement Adverts	Soft Copy	PPA Website	Accessible free of Charge
		Tender Documents	Soft Copy	PU	Accessible free of Charge
		Evaluation Reports	Soft Copy	PU	Accessible free of Charge
		Notification of Awards	Soft Copy	PU	Accessible free of Charge
		Contract Documents	Soft Copy	PU	Accessible free of Charge

RSIM DIRECTORATE

NO.	DIRECTORATE	INFORMATION AVAILABLE	DESCRIPTION	LOCATION OF INFRMATION	REMARKS
1	Research, Statistics and Information Management	Events, Programmes and Activities Reporting	Soft Copy	MLGCRA Website	Accessible free
2		Communication brochures on the uniform common platform (frequently asked questions)	Hard/soft Copy	Offices of various Assemblies/RSIM	Ascendible

HUMAN RESOURCES AND MANAGEMENT DIRECTORATE

NO.	DIRECTORATE	INFORMATION AVAILABLE	DESCRIPTION	LOCATION OF INFORMATION	REMARKS
1	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)	Human Resource Administrative Correspondences	Hard /Soft Copy	MLGRD Desktop & HR Secretariat	Letters, memo, Reports
2		Staff Personal Files	Hard Copy	Directors Office	162 Staff files
3		Nominal Roll	Soft Copy	HR Secretariat	
4		Staff Promotion Records	Hard/Soft Copy	HR Secretariat	
5		3 Departments Correspondence	Hard Copy	HR Secretariat	
6		Staff Training Plan	Hard / Soft	HR Secretariat	
7		Staff Performance Appraisal Instruments	Hard Copy	HR Secretariat	Hard copies available up to 2022 Planning Phase
8		Electronic Staff Performance Appraisal	Soft	HR Secretariat	Starts from 2022
9		Staff Leave requests	Hard/Soft	HR Secretariat	

10		Staff Training	Hard/Soft	HR Secretariat	Scheme of Service Trainings
11		Staff Back to office reports	Hard Copy	HR Secretariat	
12		Staff Retirement Records	Hard Copy	HR Secretariat	
13		Ministry's Establishment Levels	Hard/Soft	HR Secretariat	
14		Staff Attendance Reports	Hard/Soft	HR Secretariat	
15		Staff Job Schedules	Hard/Soft	HR Secretariat	
16		Ministry's Draft Organisational Manual	Soft	HR Secretariat	
17		Records on National Service Personnels/Interns	Hard/Soft	HR Secretariat	
18		Staff Compensation	Hard Copy	HR Secretariat	

CHIEFTAINCY & RELIGIOUS AFFAIRS DIRECTORATE

S/N	CHIEFTAINCY AND RELIGIOUS AFFAIRS DIRECTORATE	INFORMATION AVAILABLE	DESCRIPTION	LOCATION OF INFORMATION	REMARKS
1.	Chieftaincy Religious Affairs Directorate	Chieftaincy bulletin	Hard copy	Chieftaincy and Religious Affairs and the National House of Chiefs	Accessible at a fee
		Extract of Gazette from the National House of Chiefs	Hard /soft copy	National House of Chiefs	Accessible at a fee
		Chieftaincy Declaration Forms (CD)	Hard copy	Traditional Councils	Accessible at a fee
		Number of paramountcy's	Hard and soft copy	Chieftaincy and Religious Affairs /Regional House and Traditional Councils	Accessible free of charge
		Number of Traditional Areas /Councils	Hard and soft	Chieftaincy and Religious Affairs	Accessible free of charge
		Number of cases	Hard and soft	Chieftaincy and Religious Affairs	Accessible free of charge
		Petitions and complaints related to Chieftaincy	Hard and soft	Chieftaincy and Religious Affairs	Accessible free of charge

		The Register of Chiefs	Hard	National House of Chiefs	Accessible free of charge
		Application form for pilgrims to the Holy Lands.	Hard and soft	Chieftaincy and Religious Affairs	Accessible at a fee
		Chieftaincy Act	Hard and soft	Chieftaincy and Religious Affairs	Accessible free of charge

ENVIRONMENTAL HEALTH AND SANITATION DIRECTORATE

NO.	DIRECTORATE/UNIT	INFORMATION AVAILABLE	DESCRIPTION	REMARKS
1	**ENVIRONMENTAL SANITATION**	2010 Environmental Sanitation Policy (ESP), National Environmental Sanitation Strategy and Action Plan, Strategic Environmental Sanitation Investment Plan.	Hard & Soft Copy	
2		Revised Rural Sanitation Model and Strategy (RSMS).	Hard & Soft Copy	
3		Hand Hygiene for All (HH4A) Strategy.	Hard & Soft Copy	

4		2013 National WASH in Emergency Preparedness and Response Plan (EPRP	Hard & Soft Copy	
5		National Solid Waste Management Strategy for Ghana	Hard & Soft Copy	
6		Guideline for Targeting the Poor and Vulnerable for Basic Sanitation Services in Ghana (2017)	Hard & Soft Copy	
7		Bio-Digester Toilet Construction and Installation Manual	Hard & Soft Copy	
8		National Strategy for Household Water Treatment and Safe Storage in Ghana	Hard & Soft Copy	
9		Water Sanitation and Hygiene Behaviour Change Communication Strategy for the Urban Sub-sector	Hard & Soft Copy	
10		WASH Presidential Compact	Hard & Soft Copy	
11		Ghana WASH Sector Development Programme (2021-2030)	Hard & Soft Copy	
12		Liquid Waste Management Strategy for Ghana	Hard & Soft Copy	

13		Environmental Health Inspection Manual (2002)	Hard & Soft Copy	
14		Guidelines for Safe and Dignified Burial of Infectious Disease (2020).	Hard & Soft Copy	

3. Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the Ministry of Local Government, Chieftaincy and Religious Affairs. To request information under the RTI Act from the MLGCRA, applicants are to follow these basic procedures:

3.1 The Application Process

a. Application by any person or organization who seeks access to information in the custody of MLGCRA must be made in writing, using the standard RTI Application Form. (**See Appendix A for the Standard RTI Application Form**). A copy of the form can be downloaded or completed and submitted electronically on the MLGCRA's official website or the Ministry of Information website.

b. In making the request, the following information must be provided:

- Date of the Application.
- Name of the applicant or the person on whose behalf an application is being made.
- Name of the organization represented by the applicant.
- Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
- Brief description of information being sought. (Applicants are to specify the class and type of information including cover dates).
- Payment of relevant fee if applicable.
- Signature/ thumbprint.

c. Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

- Driver's License.
- Passport.
- Ecowas ID.
- Voter's ID.

d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or

electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)

e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral requests must conform to the following guidelines:

- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
- The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
- A witness must endorse the face of the request with the writing*; "the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request."*
- The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identifies which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.

- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.

- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).

- If the requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 Response to Applicants

a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicants should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of access.
- The expected publication or submission day of the information in the case of deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through many records.
- The information must be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

4. Amendment of Personal Record

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

4.1 How to apply for an Amendment

a. The application should be in writing indicating;
   - Name and proof of identity.
   - Particulars that will enable the records of the public institution identify the applicant.
   - The incorrect, misleading, incomplete or the out-of-date information in the record.
   - Signature of the applicant.

b. For incomplete information claimed or out-of-date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.

c. The address to which a notice shall be sent should be indicated.

d. The application can then be submitted at the office of the public institution.

5. Appendix A: Standard RTI Request Form

[Reference No.: ……]

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



1.	**Name of Applicant:**			
2.	**Date:**			
3.	**Public Institution:**			
4.	**Date of Birth:**	**DD**	**MM**	**YYYY**
5.	**Type of Applicant:**	**Individual** ☐	**Organization/Institution** ☐	
6.	**Tax Identification Number**			
7.	**If Represented, Name of Person Being Represented:**			
7 (a).	**Capacity of Representative:**			
8.	**Type of Identification:** ☐ **National ID Card** ☐ **Passport** ☐ **Voter's ID** ☐ **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:**	☐ **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)** ***"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."***	

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

Name of Information/Designated Officer:

EUNICE ASOMANING AND FOSTER OFORI

Telephone/Mobile number of Information Unit:

0242881158 / 0553169848

Postal Address of the institution:

P. O. BOX M50, ACCRA

7. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
RTI	*Right to Information*
MDA	*Ministries, Departments and Agencies*
s.	*section*
MMDAs	*Metropolitan, Municipal and District Assemblies*
MLGCRA	*Ministry of Local Government, Chieftaincy and Religious Affairs*

8. Appendix D: Glossary

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

Table 2 Glossary

Term	Definition
Access	*Right to Information*
Access to information	*Right to obtain information from public institutions*
Contact details	*Information by which an applicant and an Information Officer may be contacted*
Court	*A court of competent jurisdiction*
Designated officer	*An officer designated for the purposes of the Act who perform similar role as the Information Officer*
Exempt information	*Information which falls within any of the exemptions specified in sections 5 to 16 of the Act*
Function	*Powers and duties*
Government	*Any authority by which the executive authority of the Republic of Ghana is duly exercised*
Information	*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.*
Information officer	*The Information Officer of a public institution or the officer designated to whom an application is made*
Public	*Used throughout this document to refer to a person who requires and/or has acquired access to information.*
Public institution	*Includes a private institution or organization that receives public resources or provides a public function*
Right to information	*The right assigned to access information*
Section	*Different parts of the RTI Act*