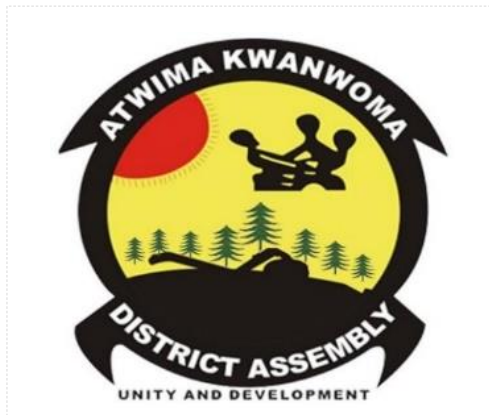




Government of Ghana

Right to Information Manual

**ATWIMA KWANWOMA DISTRICT
ASSEMBLY (AKDA)**

2025

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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, 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 Atwima Kwanwoma District Assembly (AKDA) and provide the types of information and classes of information available at AKDA, including the location and contact details of its Information Officers and units.

2. DIRECTORATES AND DEPARTMENTS UNDER ATWIMA KWANWOMA DISTRICT ASSEMBLY (AKDA)

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 become a highly professional socio-economic development service provider, which creates opportunities for human resource development with traditional authorities and non-state actors in the district.

MISSION

To facilitate improvement in the quality of life of the people in the district through the provision of basic social amenities and services and the promotion of socio-economic development within the context of governance.

DIRECTORATES AND DEPARTMENTS UNDER ATWIMA KWANWOMA DISTRICT ASSEMBLY

- | |
|---|
| 1.CENTRAL ADMINISTRATION DEPARTMENT
2. ENVIRONMENTAL HEALTH AND SANITATION DEPARTMENT
3. HUMAN RESOURCE MANAGEMENT DEPARTMENT
4. FINANCE DEPARTMENT
5. DEPARTMENT OF SOCIAL WELFARE AND COMMUNITY DEVELOPMENT
6.DEPARTMENT OF AGRICULTURE
7.PHYSICAL PLANNING DEPARTMENT
8. STATISTICS DEPARTMENT
9.INFORMATION SERVICES DEPARTMENT |
|---|

10. OFFICE OF THE ADMINISTRATOR OF STOOL LANDS***RESPONSIBILITIES OF THE INSTITUTION:***

- *Execute approved development plans for the district*
- *Guide, encourage and support the sub-district local structures, public agencies and local communities to perform their functions in the execution of approved development plans.*
- *Initiate and encourage joint participation with other persons or bodies to undertake projects under approved development plans*
- *Monitor the execution of projects under approved development plans and assess and evaluate their impact on the development of the district and national economy in accordance with government policy.*
- *Responsible for the overall development of the district*
- *Formulate and execute plans, programs and strategies for effective mobilization of resources for the overall development of the district*
- *Promote and support productive activity and social development in the district and remove any obstacles to initiatives and development*
- *Initiate programs for the development of basic infrastructure and provide municipal works and services in the district*
- *Be responsible for the development, improvement and management of human settlements and the environment in the district*
- *Collaborate with the relevant national and local security agencies to maintain security and public safety*



2.1 DESCRIPTION OF ACTIVITIES OF EACH DIRECTORATE AND DEPARTMENT

DIRECTORATE/DEPARTMENT	RESPONSIBILITIES/ACTIVITIES
CENTRAL ADMINISTRATION DEPARTMENT	ADMINISTRATION CLASS Administrative class oversees strategic management and supervision of all support services and activities to enable departments, units and agencies provide reliable services at the district. Furthermore, the Central Administration as a Department is made up of several units namely, General Administration, Planning Unit, Records Management Unit, Budget Unit, Internal Audit, Management Information System Units, Procurement Unit, Stores Unit, and the Revenue Unit. Some of the functions of the Central Administration are listed as follows; • Holding Stakeholders forum, annual budget hearing, implementation of Annual Budget • Collection of Revenue Data and preliminary analysis of data.

	• Integrated, perspective plans (medium -term plans, annual action plans) the development budget • Monitoring and evaluating the implementation of plans of various sector agencies and ensuring the achievement of plan targets as well as co-ordination of donor funded development projects • Ensuring that all financial Laws are used in managing the Assembly's finances • Coordinates the preparation of the Assembly's Procurement Plan and quarterly updates
ENVIRONMENTAL HEALTH AND SANITATION UNIT	The Environmental Sanitation policy requires District Assemblies to carry out distinct functions with respect to environmental sanitation. These functions include; • Waste management and Public Health management • Managing and protecting the environment so as to prevent hazards to human health • Conserve natural resources and maintain pleasant surroundings. This can be achieved through public health education, provision of environmental sanitation services and the application and enforcement of environmental regulations.

	• Monitoring and enforcing environmental standards and regulations set up by the EPA and other National regulatory agencies. • Organized and continuous public education on safeguarding the environment. • Assessing environmental problem and providing a solution to it.
HUMAN RESOURCE MANAGEMENT DEPARTMENT	(Planning, directing, controlling and organizing) • Salary Administration • Performance Management (Administering of performance Appraisal) • Capacity Building (Organizing staff trainings within the Assembly) • Manage the employee (life cycle) • Coordinate all Human Resources programmes • Staff Welfare Issues • Leave Administration • Staff Promotion • Staff Retirement • Organization of Staff Durbars
FINANCE DEPARTMENT	• Manage the assembly's funds and coordinate accounts between the assembly and Central Government. • Advises the assembly on financial matters and keeps relevant records.

	• Issues transactional payments to agencies and vendors. • Keep, render and publish statements on Public Accounts. • Participate in District Assembly Road planning processes. • Facilitate the disbursement of legitimate and authorized funds. • Undertake revenue mobilization activities of the Assembly. • Make provision for financial services to all departments in the district. • It takes custody of all monies Processing and payment of expenses incurred by the Assembly Recording of revenue and expenditure into their respective books • Submission of monthly and annual financial statement to Management
DEPARTMENT OF SOCIAL WELFARE AND COMMUNITY DEVELOPMENT	• provide community-based rehabilitation programmes in all communities. • provide professional social welfare and community development service in the district to ensure that statutory responsibilities of the department are carried out in the field of justice administration, child right, promotion and protection and community care.

	• promote access to social services for the disadvantaged, vulnerable marginalized groups. • co-ordinate and regulate specialized residential services for children, under privileged youth, the disabled and destitute. • facilitate the registration for NPO's day care centres in their communities to provide social services with the communities. • create awareness in the prevention and control of HIV/AIDS. • promote poverty alleviation and ensure income security among vulnerable, marginalized and disadvantage groups, example, disability fund, leap supervisions and monitoring. • promote social, economic and emotional stability in families and any other work that may be assigned to us.
DEPARTMENT OF AGRICULTURE	• Facilitate and promote the development and production of food, industrial and export crops, in line with the policy of the Ministry of Food and Agriculture. • Facilitate the development and distribution of improved planting materials for farmers in collaboration with Research, Extension Services Providers and private sector. • Improved nutrition interventions: bio-fortification, food fortification, food enrichment, nutrition education in relation to

	food production, post production and food consumption. • Value addition to agricultural produce: food processing and preservation • Collaborate with other agencies in facilitating the formation, sustenance and management of Farmer Based Organisations. • To provide an efficient and reliable animal health technical services • Collaborate with a range of organisations/agencies including NGOs, private service providers and public organisations in providing extension services. • Promoting strong research-extension-farmer linkages.
PHYSICAL PLANNING DEPARTMENT	• Planning and management of the orderly development of human settlement. • Provision of planning service to public authorities and private developers. • Provision of planning schemes (layouts) to guide orderly development. • Facilitate the process of granting building permit to will be developers.
STATISTICS DEPARTMENT	• Collect, compile, store and analyse data based on standardized formats developed by GSS

	• Disseminates and publish statistical data based on guidelines developed by GSS • Prepare and submit Annual Report of its operations to the District Assembly • Provide inputs for the preparation of the District Assembly's budget. • Generate the data requirements of the District Assemblies on all departments for planning activities of the MMDA's. • Coordinate district statistical activities and archiving of statistics to serve as a repository of statistical data in the district • Provide timely data for incorporation into district, regional and national level statistical analyses • Monitor statistical enquiries/surveys within the district. • Advise the District Assemblies on all matters relating to statistics.
INFORMATION SERVICES DEPARTMENT	• To disseminate information about government's policies, programmes and actions to the public and provide feedback to government. • Assist in the formulation and implementation of government policies and communication technology.

	Managing and maintaining the government's information systems and database to ensure data security and accessibility.
OFFICE OF THE ADMINISTRATION OF STOOL LANDS	- Mobilisation of all such rent, dues, royalties, revenues or other payments whether in the nature of income or capital and to account for them to beneficiaries. - The disbursement of such revenue by law, 10% administration charge, retained by the office. 20% - Traditional Authorities 25% - Stools 55%- District Assembly - Coordinating with the lands commission and other relevant public agencies and other stakeholders in preparing policy frame work for the rational and productive development of stool lands etc.

2.2 ATWIMA KWANWOMA DISTRICT ASSEMBLY'S ORGANOGRAM

2.3 AGENCIES UNDER ATWIMA KWANWOMA DISTRICT ASSEMBLY

AGENCIES UNDER ATWIMA KWANWOMA DISTRICT ASSEMBLY	
1. BUSINESS ADVISORY CENTER (BAC) 2. NATIONAL DISASTER MANAGEMENT ORGANIZATION (NADMO) 3.COMMISSION FOR HUMAN RIGHTS AND ADMINISTRATIVE JUSTICE (CHRAJ) 4.NATIONAL IDENTIFICATION AUTHORITY (NIA) 5. NATIONAL COMMISSION FOR CIVIC EDUCATION (NCCE)	

BUSINESS ADVISORY CENTER (BAC)	
RESPONSIBILITIES OF THE AGENCY: • Creates an enabling environment for businesses to thrive in the district. • To facilitate Micro, Small and Medium Enterprises (MSME) access to financial services • To coordinate and facilitate training for Micro Small and Medium Enterprises (MSME)	DETAILS OF ACTIVITIES: Business advisory center was established in 2012 to provide business development services for micro, small and medium enterprises (MSME's) in the district. BAC's mission is to improve the competitiveness of MSME's, by facilitating the provision of business development programs and integrated support services.

To provide business counselling and advisory services to the Micro Small and Medium Enterprises in the district (MSME)	
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COMMISSION FOR HUMAN RIGHTS AND ADMINISTRATIVE JUSTICE	
RESPONSIBILITIES OF THE AGENCY: - To investigate complaints of violation of fundamental rights and freedoms, injustice, corruption, abuse of power and unfair treatment of any person by a public officer in exercise of his official duties. - To investigate complaint concerning the practice and actions by persons, private enterprises and other institutions where those complaints allege violation of fundamental right and freedoms under the constitution.	DETAILS OF ACTIVITIES:

To educate the public as to human rights and freedoms by such means as the Commission may decide, including publications, lectures and symposia.	
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NATIONAL IDENTIFICATION AUTHORITY (NIA)

RESPONSIBILITIES OF THE AGENCY:

The National Identification Authority creates, maintains, provides and promotes the use of national identity cards in order to advance economic, political and social activities in the country as stated in our core mandate. We also issue national identity cards to citizens, and foreign nationals permanently resident in the country.

DETAILS OF ACTIVITIES:

To create and maintain a national database to advance economic, political, and social activities of citizens and non-citizens in the country.

NATIONAL COMMISSION FOR CIVIC EDUCATION (NCCE)

RESPONSIBILITIES OF THE AGENCY:	DETAILS OF ACTIVITIES:
• Create and sustain within the society the awareness of the principles and objectives of the 1992 fourth Republican Constitution as the fundamental law of the people of Ghana; • Educate and encourage the public to defend the Constitution at all times, against all forms of abuse and violation; • Formulate for the consideration of Government, from time to time, programs at the national, regional, and district levels aimed at realizing the objectives of the 1992 fourth Republican Constitution; • Formulate, implement and oversee programs intended to inculcate in the citizens of Ghana awareness of their civic responsibilities and an appreciation of their rights and obligations as free people	

NATIONAL DISASTER MANAGEMENT ORGANIZATION (NADMO)	
RESPONSIBILITIES OF THE AGENCY: • Prepare National, Regional and District Disaster Management Plans for preventing and mitigating the consequences of disasters; • Monitor, evaluate and update National Disaster Plans • Ensure the establishment of adequate facilities for public education and sensitisation programs • Inspections for Schools, Hotels, Companies, Hospitals etc • Hazard Identification exercises • Identification of flood prone areas • Relief items distribution • Clean-up Exercises • Dredging of rivers and Desilting of Gutters	DETAILS OF ACTIVITIES: • Education on Disaster Prevention and Preparedness • Dredging of major Streams, rivers and desilting of major drains • Clean-up Exercises • Inspection of Safety gadgets at Schools, Hospitals, Hotels and industries etc. • Inspection of early warning signs on critical facilities within the district. • Reclamation of land at galamsey sites.

2.4 CLASSES AND TYPES OF INFORMATION

LIST OF VARIOUS CLASSES OF INFORMATION IN THE CUSTODY OF THE INSTITUTION:

1. Legal Documents
2. Budget /Audit Management
3. Financial Management
4. Central Administration
5. Works/ Physical Planning
6. Human Resource Management
7. Waste & Sanitation Management
8. Stool Lands

TYPES OF INFORMATION ACCESSIBLE AT A FEE:

N/A

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 Atwima Kwanwoma District Assembly. To requests for information under the RTI Act from the Atwima Kwanwoma District Assembly, 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 Atwima Kwanwoma District Assembly 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 Atwima Kwanwoma District Assembly'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. (Applicant 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.
- National 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 request 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 identify 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 a 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. Applicant 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 the access.
- The expected publication or submission day of the information in the case of a 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 a large number of records.
 - The information has to 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.
- e. A statutory declaration must be attached.

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, the information officer may request a reasonable transcription cost. (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 to examine and ensure the information is not exempt
- preparing the information

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.	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) <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 Atwima Kwanwoma District Assembly's Information Unit

Name of Information/Designated Officer:

Janet Gaisie

Telephone/Mobile number of Information Unit:

0555101499

Postal Address of the institution:

info@atkda.gov.gh

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
<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>
<i>MSME</i>	<i>Micro, small and medium enterprise</i>
<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>

Term	Definition
<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>