

**RIGHT TO
INFORMATION
MANUAL**

YEAR OF PUBLICATION.....DECEMBER, 2022

**INSTITUTION.....ATWIMA NWABIAGYA NORTH DISTRICT
ASSEMBLY**

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RIGHT TO INFORMATION MANUAL

PURSUANT TO RTI ACT, 2019 (ACT 989)
2022 MANUAL



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GOVERNMENT OF GHANA
RIGHT TO INFORMATION MANUAL
ATWIMA NWABIAGYA NORTH DISTRICT
ASSEMBLY



2025

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1.0 OVERVIEW

This Right to Information Manual (**ANNDA/RTI/2025**) seeks to make available to the public and applicants for information, the classes of information accessible in this institution. It reveals the



various departments and structures within this institution and specific classes of information.

The Manual has been compiled in compliance with section 3 of the Right to Information Act, 2019 (Act 989). Inspection of this Manual is not to attract any fee or charge since the Manual only seeks to point users to the information available for access within this institution. Request for a copy of this Manual, however, shall attract a charge which covers the unit cost of the Manual.

To inform/assist the public on the organizational structure, responsibilities and activities of the Atwima Nwabiagya North District Assembly (ANNDA) and provides the types or classes of information available at ANNDA, including the location and contact details of its information officer and unit.

2.0 DIRECTORATES AND DEPARTMENTS UNDER ATWIMA NWABIAGYA NORTH DISTRICT ASSEMBLY

Directorates and Departments Under Atwima Nwabiagya North

1. Central Administration
2. Internal Audit
3. Human Resource
4. Finance
5. Information Services Department
6. Physical Planning
7. Works
8. NADMO
9. Agriculture
10. Social Welfare and Community Development
11. Birth and Death



12. Development Planning

RESPONSIBILITIES OF THE INSTITUTION

- a) Responsible for the overall development of the District.
- (b) Formulate and execute plans, programmes and strategies for the effective mobilization of the resources necessary for the overall development of the District.



- (c) Promote and support productive activities and social developments in the District and remove any obstacle to initiatives and developments.
- (d) Initiate program for the development of basic infrastructure and improve works and services in the District.
- (e) Responsible for development, improvement and management of human settlements and the environment in the district.
- (f) In co-operation with the appropriate national and local security agencies for the maintenance of security and public safety in the District.
- (g) Ensure ready access to Courts in the District for the promotion of justice.

2.1 Description of Activities of each Directorate and Department

Directorates/Departments	Responsibilities/Activities
<p style="text-align: center;">CENTRAL ADMINISTRATION</p> <p>RTI MANUAL: ANNDA/RTI/2022.</p>	<ul style="list-style-type: none"> • General administrative functions . • Development planning and management functions . • Budgeting functions . 2022 MANUAL • Rating functions .
<p>INTERNAL AUDIT</p>	<ul style="list-style-type: none"> • Evaluate the adequacy of the system of internal controls .



	<ul style="list-style-type: none">• Make provisions for financial services to all departments.
INFORMATION SERVICES DEPARTMENT	<ul style="list-style-type: none">• Create awareness on Government policies, programs and activities.• Educate the public on the need to register businesses within the District.• Provide public relation support to the Assembly.• Provision of print media.• Inviting the media to programmes held by the Assembly.• Improve transparency and access to information in the district.





	<ul style="list-style-type: none"> •
PHYSICAL PLANNING	<ul style="list-style-type: none"> • Preparation of planning and revision schemes for the assembly and zonal councils. • Helps in controlling physical development. • Processing of development permit applications. • Advises management and citizenry on spatial and economic related planning issues.
WORKS	Assist the Assembly to formulate policies on works within the framework of national policies.



ROADS	<ul style="list-style-type: none"> • Advise on the formulation and implementation of Road Policy in the District. • Design and construct roads and provide for traffic planning, management and safety interventions • Carry out planned maintenance and management of roads and related facilities for the proper functioning of the Road Network. • Assist in the procurement of road works in accordance to the Public Procurement Law. • Prepare progress and annual reports on road works in the municipality. • Monitor to ensure that funds from the Ghana Road Fund and other sources are used for the designated roads in line with approved guidelines and standards. • Register and maintain records of classified contractors and consultants in the district and facilitate their capacity building.
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<p>AGRICULTURE</p>	<ul style="list-style-type: none"> • Assist in the formulation and implementation of agricultural policies • Advise the assembly on matters related to agriculture • Provision of extension services
<p>SOCIAL WELFARE AND COMMUNITY DEVELOPMENT</p>	<ul style="list-style-type: none"> • Facilitate community-based rehabilitation of persons with disabilities • Assist and facilitate provision of community care services • Assist to maintain specialized residential services in the district. • Facilitate the registration and supervision of non-governmental organization. • Facilitate the roll out of the Child Protection tool kits through community engagement and dialogue.
<p>BIRTH AND DEATH</p>	<ul style="list-style-type: none"> • Registration and compilation of information and details about the birth and death of people within the district.



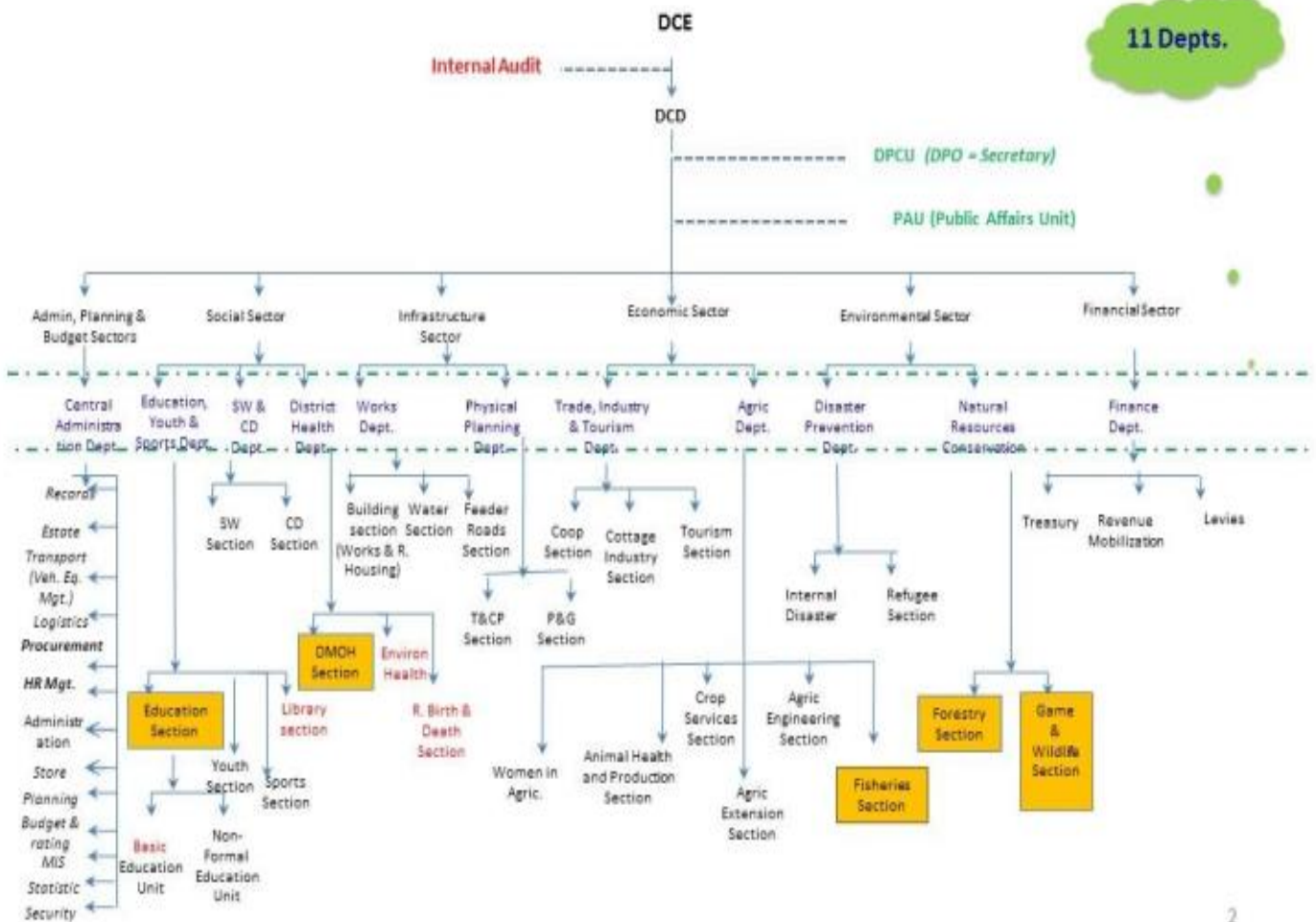
<p>STATISTICAL SERVICES</p>	<ul style="list-style-type: none"> • Disseminate and publish statistical data based on guidelines developed by GSS • Provide inputs for the preparation of the Assembly's budget. • Generate the data requirements of the Assembly on all departments for planning activities of the district. • Coordinate statistical activities and archiving of statistics to serve as a repository of statistical data in the district. • Monitor statistical enquires/surveys within the district.
<p>NADMO</p>	<ul style="list-style-type: none"> • Coordinate local and institutional support for disaster or emergency control, relief services and reconstruction. • Prepare national disaster plans for preventing and



	<p>mitigating the consequences of disaster.</p> <ul style="list-style-type: none"> • Monitor, evaluate and update national disaster plans.
	<ul style="list-style-type: none"> •
DEVELOPMENT PLANNING	<ul style="list-style-type: none"> • Secretary to the District planning

2.2.
Atwima
Nwabiagya
North
District
Assembly's
Organogram

DISTRICT DEPARTMENTAL ORGANOGAM (FUNCTIONAL)



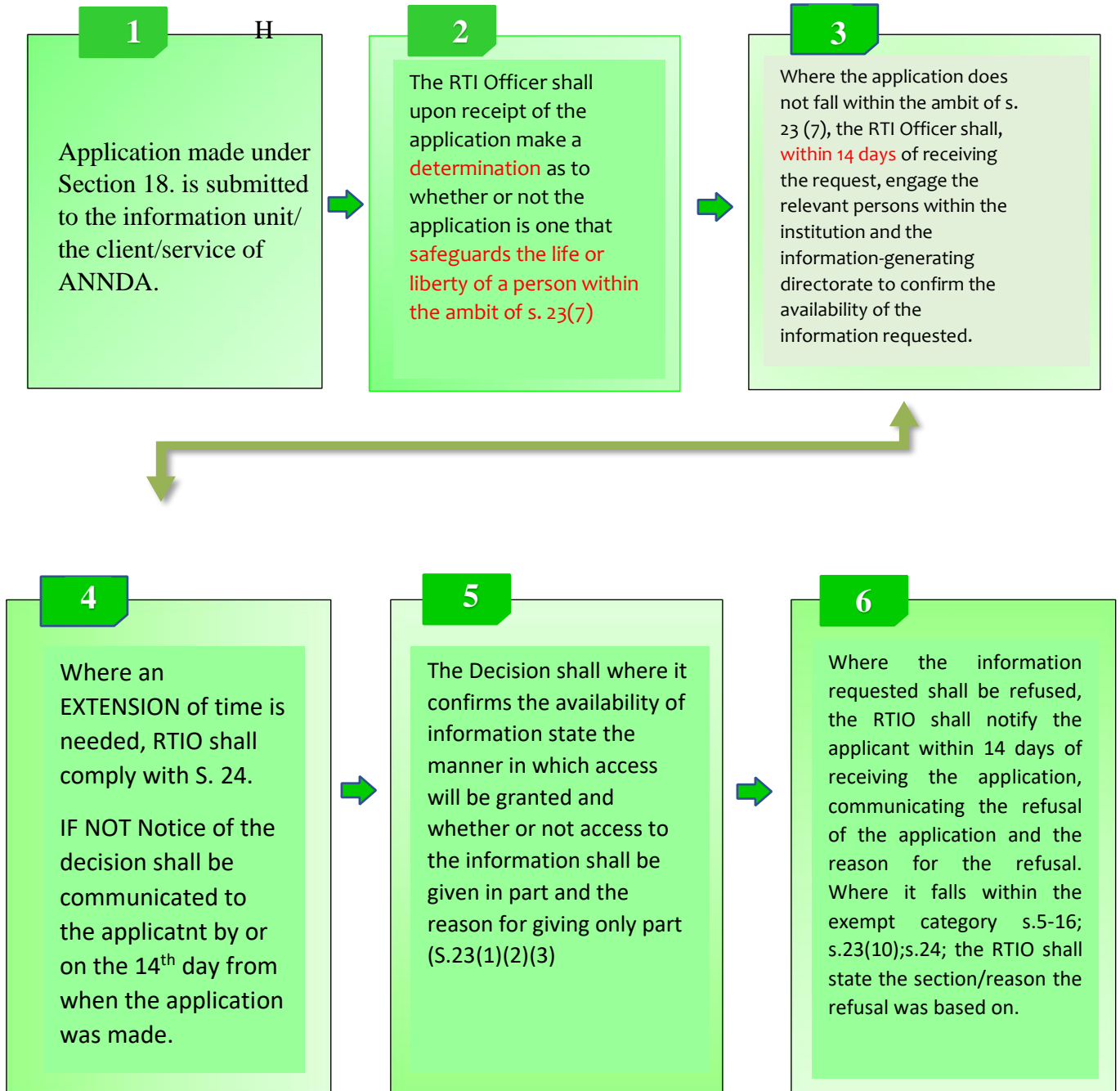
2.3 CLASSES AND TYPES OF INFORMATION

List Of Various Classes Of Information in the Custody of ANNDA

1. Management information
2. Executive file
3. District security information
4. Financial information
5. ANNDA Maps and town plans



3. PROCESSING AND DECISION ON APPLICATION s.23



4. **AMENDMENTS OF PERSONAL RECORDS**

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.

- 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 records,
 - 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 RTI 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:

1. Request for information in a language other than the language in which the information is held. (s.75) (3).
2. 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).
3. Cost of media conversion or reformatting. (s.75) (5).

Under Section 75 (2), fees are not payable for:

- A. reproduction of personal information,
- B. information in the public interest,
- C. information that should be provided within stipulated time under the RTI Act,
- D. an applicant who is poor or has a disability,
- E. time spent by the information officer in reviewing the information,
- F. time spent by the information officer to examine and ensure the information is not exempt,
- G. and preparing the information.



RIGHT TO INFORMATION COMMISSION	
REVENUE ITEM	APPROVED FEES AND CHARGES (GH¢)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy Of an A4- size page or part thereof held on a computer or in electronic or machine-readable form.	0.38
For a copy in a computer-readable form on an external storage device.	0.29
For a transcription of visual images, for an A4 size page or part thereof.	1.28

Fees and Charges (Miscellaneous Provisions) Act, 2022 Act 108

MINISTRY OF INFORMATION	
RIGHT TO INFORMATION COMMISSION	
REVENUE ITEM	APPROVED FEES AND CHARGES GH\$
For a copy of visual images	3.50
For a transcription of an audio record for an A4 size page or thereof.	0.70
For a copy of audio record	1.00



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 <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>	
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			



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



Name Of Information Officer

NANA NHYIRABA ADONTENG

Telephone/Mobile Number of Information Unit

0543737597 /0266727999

Email

daniel.adonteng@isd.gov.gh

Postal Address of The Institution

PMB BAREKESE, A/R



8. **APPENDIX C: ACRONYMS**

Table 1; Acronyms

Acronym	Literal Translation
GSS	Ghana Statistical Service
RTI	Right To Information
RTIO	Right To Information Officer
S.	Section
ANNDA	Atwima Nwabiagya North District Assembly

9. **APPENDIX D: GLOSSARY**

This Glossary presents clear and concise definition for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definition for terms is 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 RTI Act who performs similar role as an information officer
Exempt information	Information which falls within any of the exemptions specified in sections 5 to 16 of the RTI Act
Functions	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



	<i>whether or not it was created by the public institution, in the case of a private body, relates to the performance of a public function.</i>
<i>Information Officer</i>	<i>The Officer 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 to information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>

