



Government of Ghana

Right to Information Manual

**FANTEAKWA SOUTH DISTRICT
ASSEMBLY (FSAD)**

2024

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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 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 FANTEAKWA DISTRICT ASSEMBLY (FSDA) and provide the types of information and classes of information available at FSDA, including the location and contact details of its Information Officers and units.

2. Directorates and Departments under FANTEAKWA DISTRICT ASSEMBLY (FSDA)

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 healthy, educated and prosperous citizenry through satisfactory service delivery and operating within accountable local governance

MISSION

The Fanteakwa South District Assembly exist to improve upon the livelihood of people in the assembly's area of jurisdiction through equitable provision of services for a total development of the District within the context of good governance

Directorates and Departments under FANTEAKWA DISTRICT ASSEMBLY (FSDA)

1. Central Administration
2. Finance
3. Budget
4. Audit
5. Human Resources
6. Education
7. Health
8. Social Welfare
9. Agriculture
- 10 Works
- 11 Physical Planning
12. Information Services Department
13. National Commission on Civic Education
14. Rural Enterprise Support
15. Environmental Health
16. Procurment
- 17 Records

18 Stores
19. Transport
Responsibilities of the Institution: Mainly responsible for the execution of Legislative, Executive, Administrative and Political functions

2.1 Description of Activities of each Directorate and Department

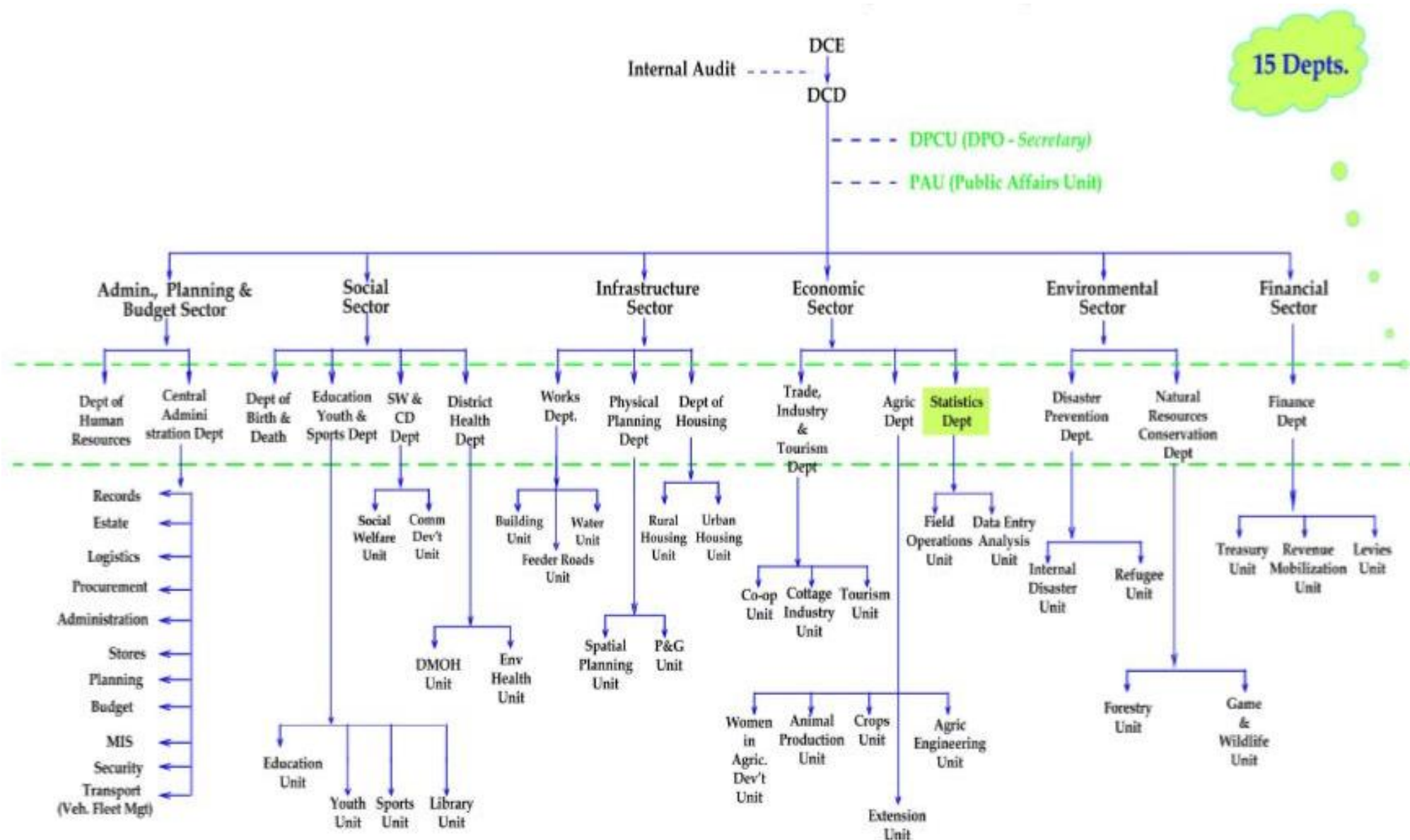
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Directorates, Departments And Units	Responsibilities/Activities
Central Administration	Provision of services (technical advice) to the various Departments units and agencies under the Fanteakwa District Assembly
Finance	Task with the responsibility of designing and implementing sound financial management practices
Budget	Facilitate the preparation and execution of the budget of the District Assembly
Audit	Assess the quality of internal control and evaluate the quality of risk management
Planning	Responsible for planning and developing a sustainable framework for implementing activities and programmes aimed at realizing growth of the District assembly

Human Resources	Responsible for ensuring that qualified and appropriate personnel are recruited/engaged. Also organizes routine training programs for staff
Education	Oversight responsibility for basic schools, senior high schools and special schools
Health	Formulate health policies and provide strategic direction for health delivery services.
Social Welfare and Community Development	Develop and Coordinate community based programs for Persons Living with Disabilities(PWDs), vulnerable and the disadvantages
Agriculture	Provides extension services (by way of education) for both small scale farmers and large scale farmers.
Works	Render assistance on the activities of works
Physical Planning	Formulate and Manage the activities of Town and Country Planning and also Parks and Gardens
Information Services Department	Develop communication strategies to advertise developmental projects of the assembly to inhabitants' and solicit feedback/concerns to the assembly
National commission On Civic Education	Responsible for sensitizing the public on their responsibilities and obligation under the 1992 constitution
Procurement	Managing procurement processes and provision of technical advice on procurement to the Fanteakwa South District Assembly
Records	Ensure that documents and information are properly stored to ensure confidentiality and easy accessibility
Stores	Ensure proper storage of all goods procured and ensure that stocks are replaced timely at the District Assembly

Transport	Ensure proper management and efficient use of the means of transport at the District Assembly
Management Information System/IT	Creating and Managing of the assembly's website and provision of technical support regarding technological challenges

2.2 FANTEAKWA SOUTH DISTRICT ASSEMBLY's Organogram



2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
1. Management Information 2. Executive Information 3. District Security Information 4. Finance Information 5. FSA Maps and Planning
Types of Information Accessible at a fee:
1. <List and Press enter for additional numbering>

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 [FANTEAKWA SOUTH DISTRICT ASSEMBLY](#). To requests for information under the RTI Act from the [FANTEAKWA SOUTH 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 [FANTEAKWA SOUTH 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 [FANTEAKWA SOUTH 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.

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) <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>		

6. Appendix B: Contact Details of Fanteakwa South District Assembly's Information Unit

Name of Information/Designated Officer:

MIRIAM AFARIWAA KWAKYE

Telephone/Mobile number of Information Unit:

0247194168

Postal Address of the institution:

P.O. Box OI 8, Osino ,E/R

7. 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
MMDAs	Metropolitan, Municipal and District Assemblies
<Acronym>	<Literal Translation>
<Acronym>	<Literal Translation>

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	<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>