



Government of Ghana

Right to Information Manual Template

Ministry of Employment and Labour Relations
([MELR](#))

<[2023](#)>

Document Number: <[MELR/RTI/2023](#)>

Subject to Revision by your institution

Subject to RTI, 2019 (Act 989)

Table of Contents

Table of Contents

Table of Contents	ii
1. Overview	1
2. Directorates and Departments under <Insert Name of Institution (acronym)> ...	2
2.1 Description of Activities of each Directorate and Department	3
2.2 <insert name of institution>'s Organogram	0
2.3 AGENCIES UNDER <Insert name of institution> (Where applicable)	1
2.4 Classes and Types of information	14
3. Processing and Decision on Application – S. 23	16
4. Amendment of Personal Record	17
4.1 How to apply for an Amendment	17
5. Fees and Charges for Access to Information	18
6. Appendix A: Standard RTI Request Form	19
7. Appendix B: Contact Details of <insert acronym of institution>'s Information Unit	22
8. Appendix C: Acronyms	23
9. Appendix D: Glossary	24

1. Overview

The ACT gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling every citizen or person the right to access information held by government institutions, and the qualifications and conditions under which the access may be obtained.

In furtherance to this, parliament passed the (ACT 989) Where His Excellency, Nana Dankwa Akuffo Addo president of the republic of Ghana assented to on 21st may ,2019

The RTI Act (989) seeks to foster a culture transparency and accountability in public institutions through access to information.

The Ministry of Employment and Labour Relation has compliance with the law, created Right to Information Unit (RTI), headed by Mrs. Faustina Johnson as the information officer with the supervision of the head of the public relations officer Mrs. Charlotte Hason as demanded by the RTI Act section 3 (3) b.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the <Ministry of Employment and Labour Relations>< (MELR)> and provide the types of information and classes of information available at <MELR>, including the location and contact details of its information officers and units.

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

2. Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

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

<The Ministry's vision is to become a world-class Employment and Labour Relations Ministry.>

MISSION

<The Ministry exists to co-ordinate employment opportunities and labour-related interventions in all sectors, promote decent jobs and ensure harmonious labour relations in Ghana.>

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>
1. Finance and Administration (F & A) 2. Research, Statistics and Information Management (RSIM) 3. Policy, Planning, Budgeting, Monitoring and evaluation (PPBME) 4. Human Resource Management and Development (HRM)
Responsibilities of the Institution: (a) Initiate and formulate policies, taking into account the needs and aspirations of the people; (b) Undertake development planning in consultation with the National Development Planning Commission; and (c) Co-ordinate, monitor and evaluate the efficiency and effectiveness of the performance of the Sector”

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

2.1 Description of Activities of each Directorate and Department

<Briefly list and state the activities of each directorates and Department listed above. Example, Human Resource Directorate – Responsible for>

Directorate/Department	Responsibilities/Activities
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<p>Finance and Administration (F & A)</p>	<p>Administration:</p> <p>This Division 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.</p> <p>This Division 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.</p> <p>Finance Division</p> <p>This Division ensures that there is proper financial management and administration at the Ministry.</p> <p>This division also leads the administration of Treasury management and accounts preparation at the ministry.</p> <p>It also safeguards the interest of the Ministry in all financial transactions relating to revenue and expenditure.</p> <p>It further ensures the practice of proper and accountable administration .It also gives advice on all financial matters relating to the ministry.</p>
<p>Research, Statistics and Information Management (RSIM)</p>	<p>The Research, Statistics and Information Management (RSIM) Directorate serves as the main research and information dissemination wing of the Ministry. The Directorate conducts and commissions research, compiles and analyses data for the Ministry in particular and government as a whole. It serves as a repository for compiling all labour</p>

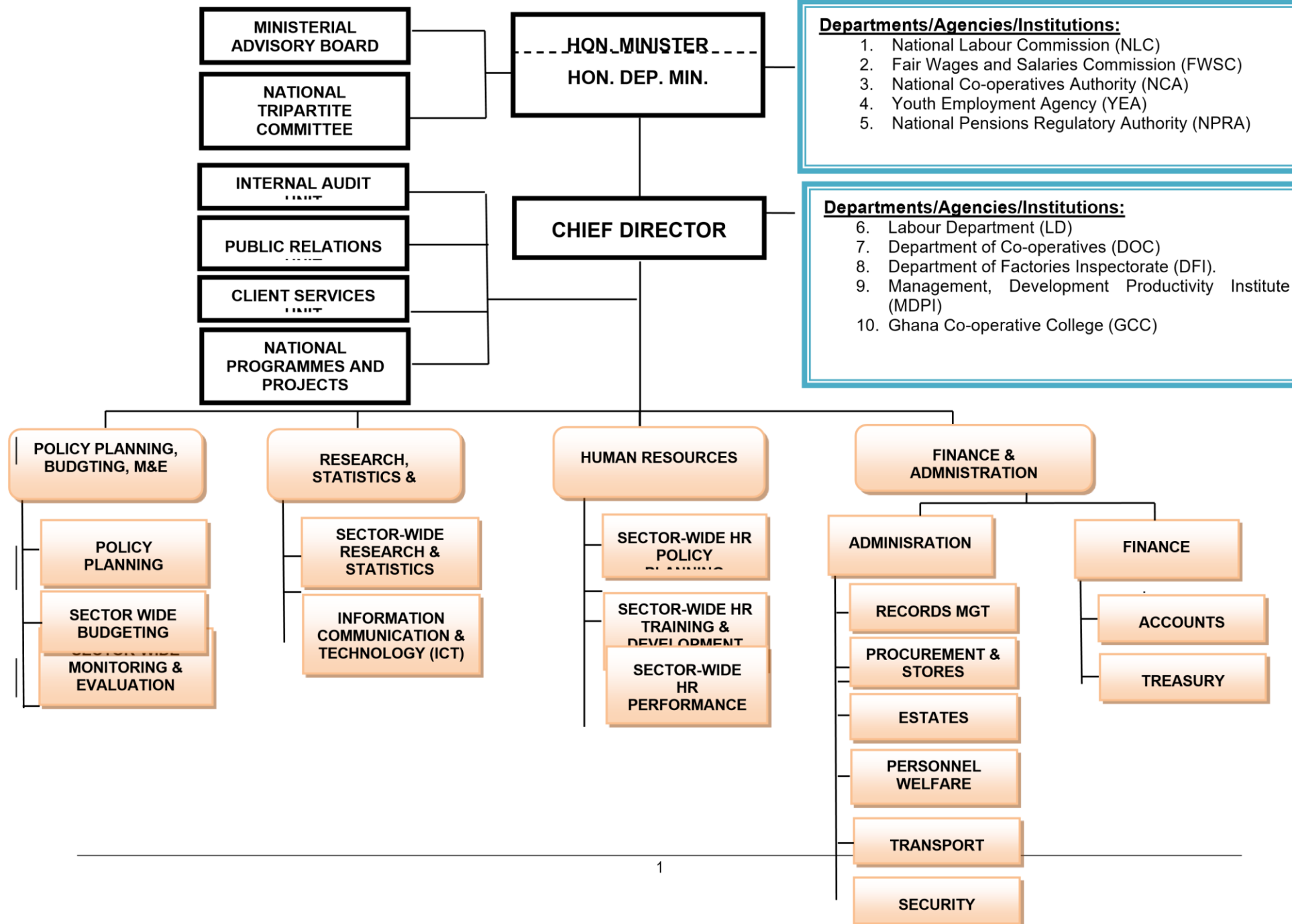
Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

	<p>market information pertaining to the Ministry in line with its activities and programmes, thereby maintaining a data bank for effective and efficient decision-making.</p> <p>In addition, the Directorate projects the good image of the Sector both within and outside the country by disseminating information on the Ministry's policies, activities and procedures, as well as providing a mechanism for receiving feedback on Government's policies and activities.</p>
<p>Policy, Planning, Budgeting, Monitoring and evaluation (PPBME)</p>	<p>This 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 purposes of assessing the operational effectiveness of the Ministry's strategies and interventions.</p>
<p>Human Resource Management and Development (HRM)</p>	<p>This Directorate develops 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.</p>

2.2 <Ministry of Employment and Labour Relation>'s Organogram

Subject to RTI, 2019 (Act 989)

Subject to RTI, 2019 (Act 989) Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>



Subject to RTI, 2019 (Act 989)

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

2.3 AGENCIES UNDER <Ministry of Employment and Labour Relations>

Agencies under Ministry of Employment and Labour Relations
<ol style="list-style-type: none"> 1. Labour Department (LD) 2. Department of Co-operatives (DoC) 3. Department of Factories Inspectorate (DFI) 4. Management Development and Productivity Institute (MDPI) 5. Ghana Co-operative College (CC) 6. Ghana Co-operative Council (GCC) 7. National Labour Commission (NLC) 8. Fair Wages and Salaries Commission (FWSC) 9. Youth Employment Agency (YEA) 10. National Pensions Regulatory Authority (NPRA) 11. National Tripartite Committee (NTC)

< Labour Department (LD)>	
<p>Responsibilities of the Agency:</p> <p>The Labour Department carries out functions subject to ILO Convention No. 150 about the Labour Administration system, ratified by Ghana in 1986. The Convention defines Labour Administration as “public administration activities in the field of national labour policy”. Accordingly, Section 1 of the <u>Labour Act, 2003</u></p>	<p>Details of Activities:</p> <p>Provide advice on labour policy and all matters relating to labour; Administer labour legislation. Enforce labour laws and working conditions through inspection of workplaces. Promote effective tripartism through co-operation with employers’ and workers’ organizations. Investigate, find and ease payment of workmen’s compensation claims.</p>

(Act 651) provides for the

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

establishment and functions of the National Employment Service. Section 12 of the Act also mandates the Department to conduct labour inspections on work places.

To maximize and promote productive employment opportunities in all sectors of the economy to absorb the unemployed and all new entrants into the labour market and to end underemployment.

To generate and sustain increases in productivity and wages.

To promote fair terms and conditions of employment for workers and employers in all sectors of the economy, including protection of their rights under the Labour Act, 2003 (Act 651)

Implement employment policies, through the labour market, and sound management of employment services.

Provide career/vocational guidance and counseling.

Co-ordinate, check and promote selfemployment generation in the informal sector for sustainable full employment, economic and social progress.

Child Labour desensitization, training and law enforcement; co-ordination and monitoring of all child labour elimination programmes.

Licensing and monitoring of operations of private employment agencies

Registration and Certification of Trade Unions and Employers' Organizations.

Provision of labour market information statistics in collaboration with other government agencies for human resource planning, development, and use.

Ensure Government's continued relationship with and membership of the Internal Labour Organization (ILO) and other labour organizations throughout the world.

Directorates and Departments under <Ministry of Employment and Labour
Relations (MELR)>

< Department of Co-operatives (DoC)

Responsibilities of the Agency:	Details of Activities:
Registration of co-operatives	
Audit, Inspection and Enquiry	
Settlement of Disputes	
	<p>Registration of co-operatives: any group of persons that have as their objective the promotion of their economic interest may be registered as a co-operative with limited liability. Registration is still done manually in an age of rapid advancements in information technology. Information storage and retrieval is, therefore, seriously hampered.</p> <p>Audit, Inspection and Enquiry: under the current law, the Registrar must audit or cause to be audited, the accounts of all registered cooperatives at least once every year. Under the proposed reform of the law this function will be divested to private sector audit firms as well as the apex body of the co-operative movement – the Ghana Co-operatives Council. The Inspection function is crucial to ensure compliance but is currently not being performed effectively because the staffs are few and, more importantly, lack the logistics to move around and to write their reports. Government budgetary allocations have been dwindling. Staff numbers have also been dwindling because of a freeze on recruitment and difficulties in replacing retiring staff.</p>

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

	<p>Settlement of Disputes: The Registrar may resolve any dispute that touches the business of a co-operative. The Registrar may do this on his/her own or through an arbitrator. Currently, there are no difficulties with performance of this function.</p>
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<p>< Department of Factories Inspectorate (DFI)</p>	
<p>Responsibilities of the Agency:</p> <p>The Department of Factories Inspectorate provides national leadership in Occupational Safety and Health. The Department seeks to find and share the most effective ways of getting results to save lives, prevent injuries and diseases at all workplaces.</p>	<p>Details of Activities:</p> <p>Inspection of workplaces to ensure that reasonable standards of safety and health of workers are maintained.</p> <p>Investigation of notifiable occupational accidents and dangerous occurrences as provided under the Factories, Offices and Shops Act. The investigation affords identification of the contributory factors in the series of events that</p>

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

	<p>lead to an accident and therefore enable advice on appropriate measures to prevent future recurrence.</p> <p>Approval of building plans for premises which are intended to be used as Factories, so as to ensure that the provisions for health and safety of persons intended to be employed are adequate and satisfactory, having regard to the requirements of the Factories, Offices and Shops Act and its related regulations.</p> <p>Registration of Factories and Renewal of Certificates of registration.</p> <p>Supervision of the statutory examination and or test of potentially hazardous plant and equipment to ensure that they are safe to operate.</p> <p>Prosecution of offences under the Factories, Offices and Shops Act, 1970 (Act 328)</p> <p>Occupational Health and Safety educational programmes in the form of Lectures, Discussions, Audio-Visual Aids and Practical Visits to Industries.</p> <p>Organisation of Health and Safety courses for specific target groups of Workers and Management.</p>
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Management Development and Productivity Institute (MDPI)	
<p>Responsibilities of the Agency:</p> <p>To embark upon practical aspects of training and problem solving with a view to building up managerial capacity and promoting increased productivity;</p> <p>To offer Consultancy Services to improve Organizational efficiency and effectiveness; and</p> <p>To conduct macro/micro economic studies, enquiries and research to determine suitable management techniques and practices to improve and develop the standard of management in all aspects</p>	<p>Details of Activities:</p> <p>Organising management training programmes, conferences, workshops and seminars for personnel from all sectors of industry and commerce in various fields – including General Management, Financial Management, Industrial Engineering, Project Management, Marketing Management, Transport Management, Agricultural Management and Construction Business Management;</p> <p>Providing advisory and consultancy services to all sectors of industry and commerce on solutions of problems with a view to raising the level of efficiency and productivity;</p> <p>Carrying out studies, enquiries and research in the fields of management development and productivity in co-operation with industry, commerce and organisations with related interest;</p> <p>Promoting the publication of information collected and the results of studies, enquiries and research in the form of books, periodicals, bulletins, and bibliographies; and</p> <p>Serving as a center for collecting information on most modern developments in management and organisation and making such information readily and constantly available to those responsible for the running of the national economy</p>

Ghana Co-operative College (CC)	
Responsibilities of the Agency: See to the training needs of the cooperative movement in Ghana and facilitate the emergence of wellmanaged and vibrant co-operatives and other private students.	Details of Activities: Train newly recruited staff of the Department. Train farmers Based co-operative/Organizations (FBO). Educate/Sensitize various artisans on literacy and basic co-operative knowledge In service training for the newly recruited staff of the Department of co-operative (DOC).

Ghana Co-operatives Council (GCC)	
Responsibilities of the Agency: The Ghana Co-operatives Council promotes Cooperative development that leads to job creation and poverty reduction.	Details of Activities: Represents Ghanaian co-operatives nationally and internationally. Creates and encourages economic development of co-operative enterprises and other self-help entities. It does so by; Providing business development and advisory services to co-operatives and other self-help bodies Training and education of co-operatives and other groups Provides information, data and statistical services for co-operatives and other self-help enterprises. Activities here include: Research Collection and Dissemination of information Publicity Promotes micro-finance operations as an added value to non-financial co-operatives. Promotes and creates an enabling environment for co-operative development in the country.

National Labour Commission (NLC)	
<p>Responsibilities of the Agency:</p> <p>Promote a harmonious labour relations environment</p> <p>Compliance with the laws regulating the employment relationship</p> <p>Adherence to procedures for addressing industrial disputes/ disagreements.</p>	<p>Details of Activities:</p> <p>Facilitate the settlement of industrial disputes;</p> <p>Settle industrial disputes;</p> <p>Investigate labour-related complaints, in particular unfair labour practices and take such steps as it considers necessary to prevent labour disputes;</p> <p>Maintain a data base of qualified mediators and arbitrators;</p> <p>Promote effective labour co-operation between Labour and Management;</p> <p>Perform any other such functions conferred on it under the Act.</p>

The Fair Wages and Salaries Commission (FWSC)	
<p>Responsibilities of the Agency:</p> <p>The Commission has the mandate to implement the new Government Pay Policy (i.e. Single Spine Pay Policy).</p> <p>Ensure fair, transparent and systematic implementation of the Government public service pay policy;</p> <p>Develop and advise Government on and ensure that decisions are implemented on matters related to: 1. Salaries, wages, grading, classification</p> <p>2. Job analysis and job evaluation,</p>	<p>Details of Activities:</p> <p>Implement public service pay policy, except the determination of emoluments under article 71 of the Constitution</p> <p>Develop and monitor allowances and benefits of public servants and the consolidation of salaries of public servants</p> <p>Undertake job analysis and job evaluations</p> <p>Develop and ensure implementation of grading and classification structures</p> <p>Establish Review requests for the re-grading of positions</p>

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

<p>3. Performance management and indicators, and</p> <p>4. Allowances and benefits in the public service with the ultimate objective of consolidation of the allowances and benefits;</p> <p>Undertake negotiations where compensation is financed from public funds.</p>	<p>Co-ordinate, manage and monitor collective bargaining processes in which Government is the direct or indirect employer</p> <p>Develop salary structures for the public service</p> <p>Ensure that the balance of internal consistency, external competitiveness and employee performance are fully reflected in the public service pay system</p> <p>Advise on performance management processes and indicators</p> <p>Develop a mechanism within the public service salary system to attract and retain critical skill</p> <p>Undertake research on salaries, benefits and allowances</p> <p>Review and propose changes to salary related components in enactments, and</p> <p>Perform other functions related to the objects of the Commission</p>
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<p>Youth Employment Agency (YEA)</p>

Responsibilities of the Agency:	Details of Activities:
<p>YEA supports the youth between the ages of 15 to 35 years through skills training and internship modules to transit from a situation of unemployment to that of employment.</p> <p>YEA oversees the development, coordination, supervision and facilitation of employment for the youth and related matters in Ghana.</p>	<p>In accordance with Section 3 of ACT 887, the Agency shall, in consultation with other relevant agencies and the private sector:</p> <p>Set standards and procedures for the employment and career development of the youth in the country;</p> <p>Train and provide the youth with the requisite skills for the labour market;</p>

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

	<p>Facilitate and monitor the employment of the youth in the country;</p> <p>Develop guidelines for the implementation of an integrated and innovative national youth employment programme;</p> <p>Serve as a one-stop shop for the employment of the youth and entrepreneurial development of the youth taking into consideration gender and persons with disability;</p> <p>Assess the operations of youth employment programmes and make recommendations for improvement;</p> <p>Plan and coordinate technical assistance in the field of youth employment;</p> <p>Develop, promote and support training activities of the youth to prepare them for employment;</p> <p>Facilitate the employment of the youth in the public and private sectors of the economy;</p> <p>Undertake a continuing study of the youth employment needs of the country;</p> <p>Establish and maintain relations with relevant organizations or institutions both within and outside the country engaged in activities connected with youth training skills;</p> <p>Maintain a database of youth engaged by the Agency;</p> <p>Advise the Minister on matters that relate to the employment and development of the youth; and</p>
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Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

	<p>Perform any other functions that are necessary for the attainment of the objectives of the Agency.</p>
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<p>National Pensions Regulatory Authority (NPRA)</p>	
<p>Responsibilities of the Agency: Regulate Pensions through effective policy direction to secure income for the retired and the aged in Ghana. regulates and monitor the operation of the Scheme and ensure the effective administration of pensions in the country.</p>	<p>Details of Activities: Is responsible for ensuring compliance with this Act; Register occupational pension schemes, provident funds and personal pension schemes; Issue guidelines for the investment of pension funds; Approve, regulate and monitor trustees, pension fund managers, custodians and other institutions that deal with pensions as the Authority may determine; Establish standards, rules and guidelines for the management of pension funds under this Act; Regulate the affairs and activities of approved trustees and ensure that the trustees administer the registered schemes; Regulate and monitor the implementation of the Basic National Social Security Scheme; Carry-out research and ensure the maintenance of a national data bank on pension matters; Sensitize the public on matters related to the various pension schemes;</p>

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

	<p>Receive and investigate complaints of impropriety in respect of the management of pension schemes;</p> <p>Promote and encourage the development of the pension scheme industry in the country;</p> <p>Receive, and investigate grievances from pensioners and provide for redress;</p> <p>Advise government on the general welfare of pensioners;</p> <p>Advise government on the overall policy on pensions in the country;</p> <p>Request information from any employer, trustee, pension fund manager or custodian, any other person or institution on matters related to retirement benefit;</p> <p>Charge and collect fees as the Authority may determine;</p> <p>Impose administrative sanctions or fines; and</p> <p>Perform any other functions that are ancillary to the object of the Authority.</p>
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Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

National Tripartite Committee (NTC)

<p>Responsibilities of the Agency:</p> <p>Amends and consolidate the laws relating to labour, employers, trade unions and individual relations.</p>	<p>Details of Activities:</p> <p>The determination of the National Daily Minimum Wage (NDMW). A Technical Sub-Committee (TSC) is constituted by the NTC to table proposals or scenarios for the determination of the NDMW. After the TSC report, Committee members (Government, GEA and Organised Labour) study the report with their constituents, after which they present their respective proposals for adopting the NDMW. An agreed percentage and figure is reached by all parties; this then becomes the NDMW for a particular year.</p> <p>Advise on employment and labour issues, including Labour laws, international Labour Standards, individual relations and Occupational Safety and Health (OSH).</p> <p>Consult with partners in the Labour Market on matters of Social and Economic importance.</p> <p>Perform other functions as the Minister may request for the promotion of employment development and peace in the Labour Sector.</p>
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2.4 Classes and Types of information

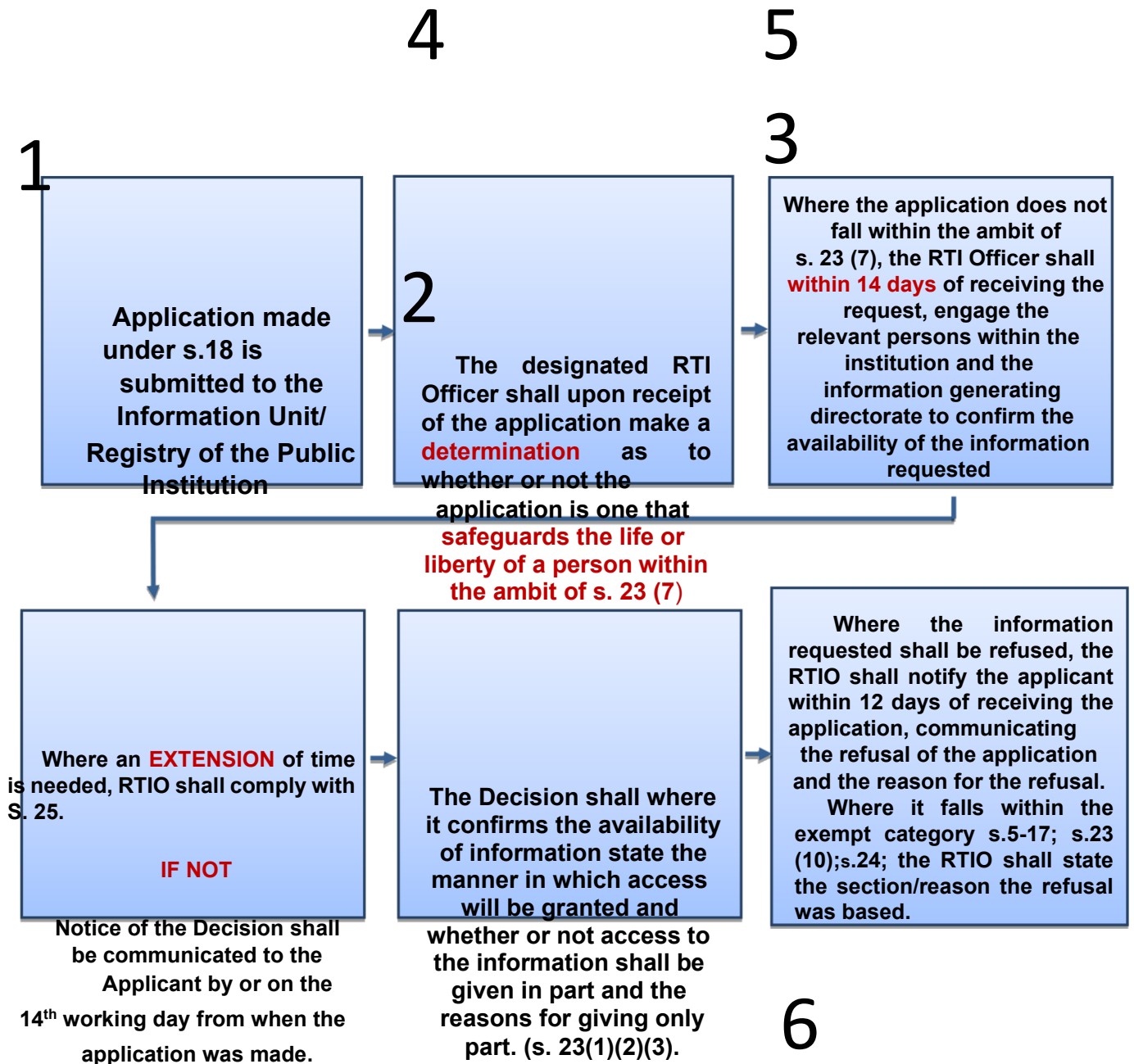
List of various classes of information in the custody of the institution:

1. [Press cuttings](#)
2. [Ministers address](#)
3. [Ministers speeches](#)
4. [Communique by the Tripartite community](#)

Directorates and Departments under <Ministry of Employment and Labour Relations (MELR)>

Types of Information Accessible at a fee:
1. < List and Press enter for additional numbering > NIL

3. Processing and Decision on Application – S. 23



4. Amendment of Personal Record

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

4.1 How to apply for an Amendment

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

5. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

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

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information

- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus, a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

6. Appendix A: Standard RTI Request Form

[Reference No.:]

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



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <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.:			

<p>9.</p>	<p>Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):</p>	
<p>10.</p>	<p>Manner of Access:</p>	<p><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"/></p>
<p>10 (a).</p>	<p>Form of Access:</p>	<p><input type="checkbox"/> Hard copy <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Braille</p>
<p>11.</p>	<p>Contact Details:</p> <p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/></p>	

	<div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 5px;"> Postal Address _____ Tel: _____ </div>	
<p>12.</p>	<p>Applicant's signature/thumbprint:</p>	
<p>13.</p>	<p>Signature of Witness (where applicable)</p> <p>“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.”</p>	

7. Appendix B: Contact Details of < [Ministry of Employment and Labour Relations](#) >'s Information Unit

Name of Information/Designated Officer:

Ms. Faustina Johnson

Telephone/Mobile number of Information Unit:

+233 (0506854542) **Email:**

Postal Address of the institution:

Ministry of Employment and Labour Relations
P. O. Box MB 84,
Ministries – Accra
Ghana

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>GEA</i>	<i>Ghana Employers Association</i>
<i>FBO</i>	<i>Farmer Based co-operative/Organizations</i>

9. Appendix D: Glossary

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

Table 2 Glossary

Term	Definition
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<i>Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether or not it was created by the public institution, and in the case of a private body, relates to the performance of a public function.</i>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>

<i>Section</i>	<i>Different parts of the RTI Act</i>
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