Right to Information Manual Template

Sekondi Takoradi Metropolitan
Assembly (STMA)

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 Sekondi/Takoradi Metropolitan Assembly and provide the types of information and classes of information available at Sekondi/Takoradi Metropolitan Assembly including the location and contact details of its Information Officers and units.

2. Directorates and Departments

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 Assembly visualizes a united metropolitan environment where its people actualize their dreams of internationally accepted standard of living enjoyed on a peaceful, realizable and sustainable basis in the next millennium.

MISSION

The Sekondi/Takoradi Metropolitan Assembly exists to improve the living conditions of the metropolis through the provision of sustainable socio-economic development and good governance that is responsive to the needs of the people.

Directorates and Departments
1.Central Administration
2. Budget and Rating
3. Environmental Health
4 Finance
5. Internal Audit
6. Agriculture
7. Statistics
8. Waste Management
9. Works Engineer
10. Education
11. Human Resources
12. Physical Planning
13. Urban Roads
14. Social Welfare
15. Legal
16. Disaster Management
17.Transport

Responsibilities of the Assembly:

1. To number and keep records of each retrievable property in its area and collect the rates fixed and fees levied by the Assembly.

2. To be responsible for the day-to-day administration of the Metropolis.

3. To promote and safeguard public health.

4. To cause the Metropolis to be inspected regularly for the detection of nuisance or any condition likely to be offensive or injurious to health, the environment and public safety and cause proper steps to be taken to secure abatement of nuisance or removal of the condition.

5. To build, install, maintain and control public toilets and urinals without prejudice to the right of the Assembly to do same, but any contact with third party or the party shall require written approval of the Assembly.

6. To recommend the name for each street in its area and the numbering of the buildings along the street.

7. To be responsible for the management of waste.

8. To be responsible for the administration of self-help project.

9. To prepare annual estimates that cover revenue and expenditure for inclusion in the budget of the Assembly.

10. To establish, maintain and carry out services for the removal and destruction of refuse, filth and carcasses of dead animals from any public or private place.

11. To implement the by-laws of the Assembly that regulate any trade or business that may be noxious or injurious to public health or a source of danger to the public or which otherwise is in the public interest to implement or enforce.

12. To provide for the inspection of meat, fish, vegetables and any other foodstuffs and liquids of whatever kind or nature intended for human consumption whether exposed for sale or not, and to seize, destroy and otherwise deal with the foodstuff and liquid that is unfit for human consumption

13. Supervise and control the manufacture of food and liquids of whatever kind or nature intended for human consumption in consultation with Food and Drugs Authority.

14. Maintain and control pounds, seize and impound any stray animal and provide for the payment of compensation for the damage done by the animal.

15. Provide for the control, destruction and licensing of dogs.

16. Provide for the inspection and supervision of;

(a) Social halls, dance halls and places of entertainment.

(b) Lodging and eating places

(c) Any premises or land, in which a profession, occupation trade or business is carried on.

17. Responsible for the cleanliness of the streets

18. Prohibit the construction of any new building unless the building plans have been submitted to and approved by the Assembly.

19. To implement the by-laws of the Assembly that regulates the sitting of advertisements, hoarding or any other places where advertisements are displayed.

20. To maintain markets and prohibit the erection of stalls in places other than a market and prevent he sale and purchase of goods or stock near established markets.

21. To maintain and control parks for motors and other vehicles

22. To promote the development of sports within its area of authority.

23. To maintain public parks and gardens.

2.1 Description of Activities of each Directorate and Department

Central Administration 1.Metropolitan Chief Executive 2.Metro Coordinating Director 3.Administration 4.Registry and Records 5.Development Planning 6.Procurement 7.Management Information System 8.Estate 9.Metro Guards	1. Metropolitan Chief Executive is responsible for the day to day performance of the executive and administrative functions of the Assembly and also responsible for the supervision of various departments. 2. Central Administration is headed by the Metropolitan Coordinating Director is responsible for ensuring the implementation of Governmental policies, project and programs at the MMDA‘s level. The department guides policy formulation, planning and decision making at the Assembly. As part of it responsibilities, Central Administration act as a liaison between heads of other Governmental and non-Governmental Agencies under metro Chief Executives. It manages

10.Transport	Financial and other resources of the Assembly in consultation with the Metro Chief Executive. 3. As the secretariat of the STMA, central Administration Department is responsible for support Services and managing the general administration of district assembly. 4. Registry And Records is responsible for ; receiving incoming mails, Dispatching of outgoing mails, writing memos, entry of mails, writing of minutes and assist in Administrative work. 5. Development Planning Department coordinates development programs and projects of the district Assembly .This efforts requires the preparation of annual action plans from the four year medium term development plan and consolidation of the annual action plans from all the Assemblies Department. The development planning department coordinates development programs and project of the Assembly. 6. The procurement unit provides strategic direction for the achievement of the overall objective of the procurement function in the service. The unit plans and coordinate activities related to procurement, manage the development and implementation of the procurement plan, provides input for the preparation of the annual budget and liaises with the service providers and other stake holders to undertake procurement activities. It is also the responsibility of the unit to ensure that the procurement activities are in harmony with the public procurement act 2003 (act663) supervises stores management and assets disposal as well as preparation and submission of annual and periodic report to the public procurement authority. 7. The main objective of the MIS unit is to collect, analyze and manage information to support the development, management and implementation of policies, programs and services in the local Government service. 8. The objective of the estate management unit are to formulate and implement estate management policies, advices on all estate management issues and prepares and update

	records on the organization's properties and assets. 9. The Metro guard unit enforces the by-laws of the Assembly and help to generate funds for the Assembly. 10. The transport unit is responsible for regulating and monitoring the utilization of all vehicles, maintenance of the vehicle and ensure efficient use of Financial resources. It is responsible for the implementation of a transport policy to help improve transport management thereby, ensuring vehicle availability.

Directorate/Department	**Responsibilities/Activities**
Budget and Rating	1. Advises the assembly on cost implications and financial decisions according to the Local governance act, 2016. Act 936 Service Act. 2. Coordinates the preparation of budget, participates in the preparation of procurement plan and preparation of fee-fixing resolutions.
Environmental Health	1. Ensures effective implementation of public health services. 2. Administers logistics for the supply of immunizations. 3. Advises on the licensing and regulation of provision of medical care services by the private sector. 4. Conducts educational awareness campaigns and engages in educational programming activities related to health and nutrition. 5. Advises community members on health issues

Finance	1. Advises on financial matters and keeps relevant records. 2. Issues transactional payments to agencies and vendors. 3. Issues business operating permits. 4. Manages the Assembly's funds.
Internal Audit	1. Provides means for keeping management fully informed about problems and deficiencies related to the administration of its programs and operation as well as the necessity for appropriate corrective action. 2. Ensures that financial, management and operational information provided internally and externally is accurate, reliable, timely and conform to the laws, policies, plans and standards and procedures. 3. Checks the prevention and detection of fraud, abuse of office and waste of resources. 4 Ensures that the system of internal control, provides reasonable assurance to managements. 5. Carries out quality assurance and professional evaluation of the activities of the department.
Agriculture	1. Advice policy plans, projects and programs for agricultural developments 2. Facilitates monitoring and evaluation of district and regional programs an project within the framework of national policy 3. Coordinates the activities of the regional and district agricultural development units 4. Facilitates the preparation of agricultural development plans, program and budget. 5. Ensure preparation of consolidated annual, regional and district agricultural work programs 6. Provides technical advice to the regional coordinating council under district assembly

Procurement	1. Plans and coordinates activities related to procurement 2. Manages the development and implementation of the procurement plan 3. Provides inputs for the preparation of the annual budget 4. Liaises with service providers and other stakeholders to undertake procurement activities
Statistics	1. To collect, compile, store and analyze data based on standardized formats. 2. Disseminate and publish statistical data based on guidelines. 3. To ensure that statistics is produced to meet international standards. 4. Prepare and submits annual report of the operations to the assembly. 5. Provide input for the preparation of the Composite annual budget. 6. Generate the data requirements of the assembly on all departments for planning activities of the assembly. 7. Promote statistical literacy and research. 8. Advise the Assembly on all matters relating to statistics.
Waste Management	1. Services public and private sanitary facilities. 2. Administers the collection, treatment and disposal of solid waste. 3. Supervises the cleaning of public drains, streets, markets, road sides and open spaces. 4. Advises the district Assembly on waste to resources strategies.
Works Engineer	1. Issues building permits 2. Conducts building inspections 3. Manages the maintenance and development of public infrastructure for the assembly. 4. Maintains and installs street lights.

	5. Enforces land-use plans. 6. Manages all outdoor advertising affairs and contracts.
Education	1. Administer preventative education programs within communities. 2. Facilitate the formation of volunteer programs that assist in awareness training. 3. Offers post-disaster counseling services. 4. Supplies post-disaster relief products (e.g. bedding, toiletries, etc.) 5. Advises the Municipal on physical planning development to ensure areas are not disaster-prone.
Human Resource	1. Ensures effective and efficient administration of human resources of the Assembly; 2. Support the implementation of institutional policies in respect of employment, personnel, wages and salaries. 3. Support the review of human resource policies; 4. Ensure the implementation of human resource planning, recruitment and promotion processes;. 5. Support the development of the capabilities, skills and knowledge of staff; 6. Ensure preparation of job description of staff 7. Coordinates staff performance management system (Staff Performance Appraisal & Performance Contract between MCE & MCD) 8. Ensure effective and efficient validation of staff salaries 9. Support in the maintenance of discipline 10. Ensures the regular updates of staff

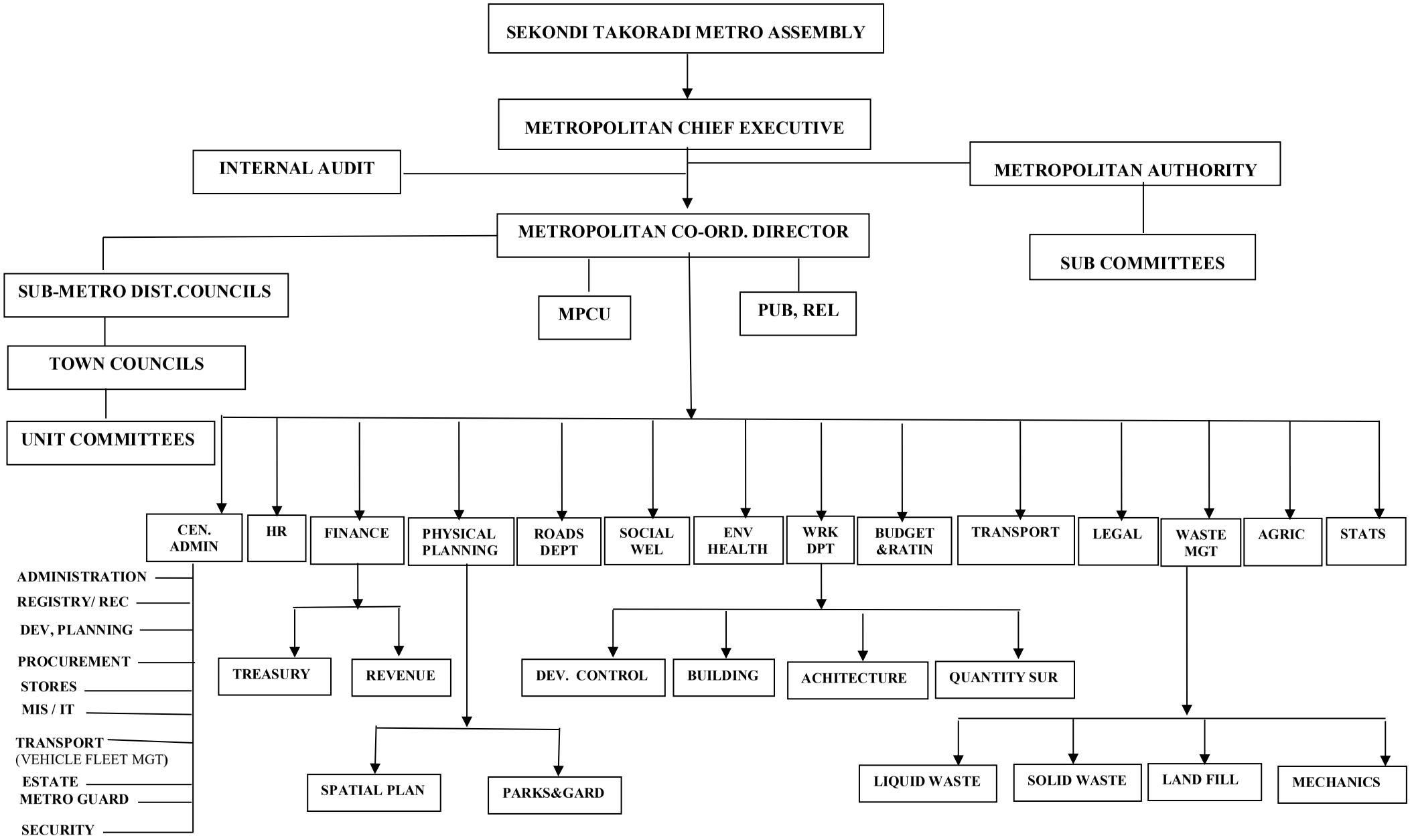
	records; 11. Ensure regular preparation of monthly, quarterly and annually reports; 12. Ensure effective management of leave applications and approval, 13. Supports inter and intra departmental collaboration to facilitate staff performance and development; 14. Ensure regular update of the Human Resource Management Information System (HRMIS) and reporting. 15. Ensure effective implementation and monitoring of the Clock-In System 16. Support in the management of the general welfare of staff 17. Ensure the processing of necessary documentations to support the welfare of staffs 18. Ensure workplace safety, staff health and workman compensation issues. 19. Any other duties/functions that may be assigned by the MCD from time to time.
Physical Planning	1. Advice the Assembly on national policies regarding physical planning, land use and development. Planning and management of physical development and growth of human settlements in the country. 2. Co-ordinate activities and projects of departments and other agencies including NGOs to comply with planning standards. 3. Assist in preparation of Physical Plans as a guide for the formulation of development policies, decisions and design projects in the district. 4. Assist to identify problems concerning the development of the Assembly (land, social, environmental and economic) 5. Facilitate and participate in research into planning the Assembly.

	6. Advise on setting out approved plans for future development of land. 7. Undertake street naming, numbering of houses and related issues 8. Assist to offer professional advice to aggrieved persons on appeals and petitions on decisions made on their building. 9. Advise on the acquisition of landed property in the public interest 10. Preparation of spatial and land use plans 11. Monitoring settlement growth and controlling development to ensure that human settlements function as healthy places for residence, work, and recreation. 12. Facilitating the processing of development and building permits 13. Provision of general land use planning and urban development advice
Urban Roads	1. Maintains of existing roads. 2. Participates in District Assembly road planning processes. 3. Processes public requests for existing road services.
Social Welfare and Community Development	1. Provide case management services to children in need of care and protection. 2. Promote family and child welfare policy. 3. To develop and coordinate community-based Rehabilitation Programme for persons with disabilities. 4. To promote access to social services for the disadvantaged, vulnerable and marginalized groups. 5. To co-ordinate and regulate specialized residential, and other services for children, under-privileged, youth, and the disabled. 6. To facilitate opportunities for NGOs to develop social services in collaboration with the communities.

	7. To create awareness on the prevention and control of HIV/AIDS in collaboration with other agencies and promote community care strategies. 8. To create awareness on population issues and family planning. 9. To promote social, economic and emotional stability in families. 10. To create awareness on prevention, and provide care and support for OVC and PLWHA. 11. To facilitate and coordinate programs for the elderly including community-based programs.
Legal	1. Provides legal support services to the following District entities: 2. General Assembly 3. Executive Committee & associated sub-committees 4. Departments 5. Sub-Metropolitan District Councils 6. Town Councils 7. Unit Committees 8. Prepares bylaws, contracts and agreements 9. Represents Metropolis in courts 10. Conducts the registration of all marriages in the Metropolis 11. Services complaints and claims for compensation 12. Supervises criminal prosecutions in Courts
Disaster Management	1. Administers preventative education programs within communities. 2. Facilitate the formation of volunteer programs that assist in awareness training. 3. Offers post-disaster counseling services. 4. Supplies post-disaster relief products (e.g.

	bedding, toiletries, etc.) 5. Advises the Municipal on physical planning development to ensure areas are not disaster-prone.

2.2 Sekondi/Takoradi Metropolitan Assembly's Organogram



2.3 AGENCIES UNDER Sekondi /Takoradi Metropolitan Assembly

Agencies under Sekondi /Takoradi Metropolitan Assembly
1. Ghana Water Company Limited
2. Electricity Company of Ghana
3. fire service
4. Ghana Metrological Service Department
5. Ghana Gas
6. Ghana National Petroleum Company
7. Ghana Port and Harbours Authority
8. GIZ
9. Centre For National Culture
10. Ghana Police Service
11. Ghana Export Promotion Authority
12. Ghana Standard Authority
13. information Service Department
14. Right to Information Commission
15. National Commission for Civic Education
16. Friends Of The Nation
17. Africa Women International
18. Good Governance Africa
19. Life Relief Foundation
20. Opportunities International Centre
21. Queens craft Catering Service
22. St. Ann’s Vocational Training Institute
23. Takoradi Technical Institute
24. Association of Ghana Industries
25. Sekondi Takoradi Chamber Of Commerce
26. Coastal Development Authority
27. Goshen Global Vision
28. STMA City Wide Settlement Upgrading Fund (CSUF)

GHANA WATER COMPANY	
Responsibilities of the Agency: They are responsible for portable water supply to all Urban communities in Ghana.	**Details of Activities:** 1. Abstraction, treatment and supply of water to urban communities of Ghana. 2. Urban water sector planning and development. 3. Investment planning 4. Sector financial management. 5. Contracting out the design. 6. Construction, rehabilitation and expansion of existing as well as new water supply infrastructure. 7. Asset Management.

ELECTRICITY COMPANY Of GHANA	
Responsibilities of the Agency:	**Details of Activities:**
To transmit, supply and distribute electricity.	1. To purchase electricity energy in bulk (from the Volta River Authority) or any other supplier for distribution. 2. To construct, reconstruct, install, assemble, repair, maintain, operate or remove sub-transmission stations, electrical appliances fittings and installations.

FIRE SERVICE	
Responsibilities of the Agency:	**Details of Activities:**
To prevent and manage undesired fire.	1. Offer rescue service and evacuation services to those trapped by fire or in other emergency situations. 2. Undertake any other functional incidental to the objective of the service.

GHANA METEOLOGICAL SERVICES	
Responsibilities of the Agency: They provide efficient and reliable metrological information by collecting, processing, archiving, analyzing and dissemination of findings/meteorological information to the users.	**Details of Activities:** 1. Recording and analyzing data from worldwide weather stations, satellite, radars and remote sensors. 2. Interpreting observations from the land, sea and upper atmosphere. 3. Providing customers (such as civil aviation companies, broadcast companies and military unit) with weather report/forecast 4. Employing mathematical and physical formula and using computer modeling application to help make long and short range weather predictions 5. Researching and predicting climate change. 6. Helping to improve weather prediction modules. 7. Writing research papers, reports, reviews and summaries. 8. Keeping up to date with relevant scientific and technical development

GHANA GAS	
Responsibilities of the Agency: For gathering, processing, marketing and transportation of natural Gas.	**Details of Activities:** **Responsible for the efficient and safe operation of the following gas facilities:** 1. Responsible for offshore gas export pipeline which is a 12inch diameter 58 kilometers long subsea pipeline, transporting dense/phase jubilee and TEN gas to the gas processing plan to

	Atuabo. 2. Liquefied petroleum gas track loading located approximately 2.5km from th gas processing plant near Anokye. **3.** Gas processing plant Atuabo in the Western Region whigh has a design capacitiy of 150MMScfd and normal operating capacity of 120MMScfd**.** 4. Main onshore 20'' diameter 110km gas pipeline system which includes the Atuabo initial station, Esiama distribution station and the Takoradi distribution station. 5. 20'' diameter 75km lateral pipeline system from the Esiama distribution station to Prestea regulating and metering station. 6. The 20''diameter 8km onshore pipeline system which start at Takoradi distribution centre with a terminal station at Sekondi reffered to as the Sekondi regulation and metering station and the 24'' diameter 2km offshore pipeline system to the karpowership at Sekondi Naval Base. **7.** Other key infrastructure includes the 0.8km onshore distribution pipeline from the Takoradi distribution to Twyford Ceramic Company at Aboadze and 9km onshore pipeline to WangKang Ceramic Company at Eshiam all in the Western region**.**

GHANA NATIONAL PETROLEUM COMPANY	
Responsibilities of the Agency: They are responsible for the exploration, licensing and distribution of petroleum-related activities in Ghana.	**Details of Activities:** **1.** These activities span across the Exploration and Production (E&P) industry; survey planning through to interpretation, reservoir and field development.

GHANA PORT AND HARBOURS AUTHORITY	
Responsibilities of the Agency:	**Details of Activities:**
The Authority manages and operates the sea port of Ghana and various business units in collaboration with a number of private service providers in the areas of vessel handling, stevedoring, transfer, storage, receipt and delivery of containerized and general cargo. Others are safety, security and conservancy services.	1. Ensures the safety of all vessels berthing at the Port. 2. Checks all vessels and accepts them into the Port to do their various businesses. 3. Transports all containers to the right container yards for distribution and discharge to their rightful owners. 4. Ensures that exports through the Ports are done effectively and efficiently. 5. Oversees over the activities of the various stevedoring companies on the premises.

CENTRE FOR NATIONAL CULTURE	
Responsibilities of the Agency:	**Details of Activities:**
They are to maintain the unique cultural identity and values for the promotion of an integrated national culture, as well as contribute to the overall economic development of the nation.	1. They are responsible for collection and collation of statistical data from all the schools in the District which are required for planning, monitoring and evaluation at district, regional and national levels. 2. They are also responsible for budgeting and effective financial control in all education institutions and offices in the district.

GHANA POLICE SERVICE	
Responsibilities of the Agency:	**Details of Activities:**
They are to ensure crime prevention and detection, apprehension and prosecution of offenders, consistent with the expectations of Ghanaians for safe, secure and peaceful communities.	1. Prevention and detection of crime. 2. Apprehension and prosecution of offenders. 3. Maintenance of law and order. 4. Protection of life and property.

GHANA EXPORT PROMOTION AUTHORITY	
Responsibilities of the Agency:	**Details of Activities:**
They are responsible for coordinating export development effort at different sectors and production levels. They also formulate and adopt policy and programs for active promotion of export. They coordinate, monitor and evaluate national export performance and analyzing export trends	1. Their activities range from providing financial assistance (credit, insurance), to market intelligence (firms and products), technical assistance for transport logistics, product certification and participation in trade fairs. 2. They impart training for Human Resource Development. 3. They assist the ministry of Commerce in formulating policies related to export of the country.

GHANA STANDARD AUTHORITY	
Responsibilities of the Agency:	**Details of Activities:**
They are into developing, publishing and promoting standards in the country. This is done through standardization, metrology and conformity assessment activities. Some of these activities are testing, inspection and certification	1. Establishing and promulgating standards to ensure high quality of goods produced in Ghana whether for local consumption or for export. 2. Providing quality assurance through inspection, testing and metrology.

INFORMATION SERVICE DEPARTMENT	
Responsibilities of the Agency:	**Details of Activities:**
The information service department is the principal public relations outfit of Government. Its primary mandate is to disseminate Government policies, programs and activities as well as access feedback on public reaction to Government policies.	1. They create awareness of Government policies, programs and activities. 2. Provide public relation support to the Assembly. 3. Submit feedback report from the public to Government. 4. Provision of print media. 5. Inviting the media to programs held by the Assembly.

NATIONAL COMMISSION ON CIVIL EDUCATION	
Responsibilities of the Agency:	**Details of Activities:**
The commission works to promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their right and obligation, through civic education.	1. 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. 2. Educate and encourage the public to defend the constitution at all times, against all forms of abuse and violation; 3. Formulation for the consideration of Government, from time to time, programs of the national, regional and district levels aimed at realizing the objectives of the 1992 fourth Republican Constitution. 4. Formulate, implement and oversee programs intended to inculcate in the citizens of Ghana awareness of the civic responsibilities and an appreciation of their rights and obligations as free people. 5. To access for the in formation of Government, the limitations to the achievement of true democracy arising from the existing inequalities between

	different strata of the population and make recommendations for re-dressing these inequalities.

RIGHT TO INFORMATION COMMISION	
Responsibilities of the Agency: The commission has the mandate to promote, monitor, protect and enforce the right to information that is granted a person.	**Details of Activities:** The commission is to achieve the goals enshrined in the Right to Information Act, 2019 (Act 989) to build an informed citizenry, to promote transparency of information held by or under the control of control of public institutions, check corruption and to hold Government and its institutions accountable to all.

FRIENDS OF THE NATION	
Responsibilities of the Agency: It is committed to enhancing private citizenship, social accountability and promoting human right in Natural Resource and goof governance.	**Details of Activities:** 1. Ensuring responsible Mining, Fisheries, Healthy oceans and environment. 2. Supporting active citizenship and social accountability in utilization of public resources and good governance. 3. Advocating an integrated approach to population, health and environment (PHE) management. 4. Contribute to private sector growth.

AFRICA WOMEN INTERNATIONAL	
Responsibilities of the Agency: The organization envisions a society where Africa women and girls thrive and participate fully in the transformation of the continent.	**Details of Activities:** 1. They equip several professional women with relevant skills and competencies to effectively manage their careers, assume leadership positions and contribute to nation building.

GOOD GOVERNANCE AFRICA	
Responsibilities of the Agency: It is an nonpolitical organization focused researching, advocating and improving governance across Africa.	**Details of Activities:** **Areas of activities includes:** 1. Constitutional and judicial reforms. 2. Human right, electoral and parliamentary reforms. 3. Decentralization of power and resources. 4. Empowerment of local institutions, non-governmental organizations and corporate social organization. 5. Strengthening of socio economic management and public administration, civic education, information and media.

LIFE RELIEF FOUNDATION	
Responsibilities of the Agency:	**Details of Activities:**
They provide emergency relief aid and assistance to ordinary people caught up extra ordinary life threatening situations. Their ultimate goal is to save and preserve life.	1. They work towards meeting immediate needs like food and accommodation of the less privilege communities. 2. Provide information and opportunities to both the young and the old to make them self-sustaining and to live in a position to make valuable contributions to the community.

OPPORTUNITIES INTERNATIONAL CENTRE	
Responsibilities of the Agency:	**Details of Activities:**
They provide basic vocational and technical training to teenagers.	They train for career development and allow student to gain practical experience in their chosen field before they graduate.

QUEENS CRAFT CATERING SERVICES	
Responsibilities of the Agency:	**Details of Activities:**
Provide catering training to young girls and women and also provide catering services to the public.	1 Provision of Catering Services 2 Provide catering and culinary training for young girls and women.

ST. ANNES VOCATIONAL TRAINING INSTITUTE	
Responsibilities of the Agency: To train young girls to acquire vocational skills.	**Details of Activities:** Provide secondary school vocational training such catering and sewing for young girls.

TAKORADITECHNICAL INSTITUTE	
Responsibilities of the Agency: To provide young girls and boys with technical training and skills.	**Details of Activities:** Train students to gain practical experience in technical and vocational education.

ASSOCIATION OF GHANA INDUSTRIES	
Responsibilities of the Agency:	**Details of Activities:**
To regulate the activities of industries in Ghana	1. Facilitating international trade through showcasing its members' products across Africa. 2. Highlighting national industry development through its business barometers survey. 3. Building network to improve the visibility of Ghanaian businesses.

SEKONDI/TAKORADI CHAMBER OF COMMERCE	
Responsibilities of the Agency:	**Details of Activities:**
This is a registered independent business association affiliated to the International Chamber of Commerce (ICC)-Ghana serving and promoting the commercial and industrial interest of small and large companies in the Western Region of Ghana.	1. Advocacy 2. Business to business Networking 3. Trade fairs and Missions 4. Certificate of Origin 5. Letters of Recommendation 6. Capacity Building 7. Policy Dialogue

COASTAL DEVELOPMENT AUTHORITY	
Responsibilities of the Agency:	**Details of Activities:**
This is an act to establish the Coastal Development authority to provide a framework for the accelerated economic and social development of the Coastal Development Authority.	To mobilize public resources, including financial resources and private and public investment for the accelerated economic and social development of the coastal development zone

GOSHEN GLOBAL VISION	
Responsibilities of the Agency:	**Details of Activities:**
To create sustainable environmental change through awareness creation and skills development and land use practices including climate smart organic farming to ensure food security, poverty alleviation and improve livelihood.	1. Awareness creation on climate change mitigation and adoption. 2. Cocoa and urban agro forestry. 3. Capacity building on sanitation and environment, ensuring sustainable farming practices including CSA production. 4. Participatory processes for the development of agriculture and forest resources based enterprises. 5. Facilitating village savings and loan associations. 6. Meeting the nutritional, health and employment needs of the vulnerable; the youth, women and children. **7.** Facilitating community based natural resources management as well as community based land association in collaboration with chiefs and farmers.

GIZ	
Responsibilities of the Agency: They work to shape a future worth living around the world living and provide tailored made, cost efficient and effective services for sustainable development.	**Details of Activities:** 1. Responsible for our planet – climate and energy: renewable energy and energy efficiency. Training and sustainable growth for decent jobs. Peaceful and inclusive societies; good governance. 2. They also ensure that Ghana has a reliable and sustainable electricity supply. GIZ is supplying advising the Ghanaian Ministry of Energy o the implementation of a renewable energy law. The objective of this is to increase energy efficiency in the country. In addition to this, GIZ is developing and promoting needs-based training and professional development in the energy sector. As a result of that they are supporting the development and expansion of renewable energy and the introduction of energy saving solution. 3. GIZ is also promoting inclusive, job-creating growth in Ghana to enhance employment prospect. They are also to improve training and income generating opportunities for low income-income households, disadvantaged groups, returnees and individual intending to migrate. The aim of this is to promote the private sector and digitalization in particular. GIZ aims at achieving this by supporting businesses, technical start-ups and disadvantaged individuals with advisory services, financial instruments, and short-term and long-term training. 4. In the area good Governance, GIZ supports Ghana's Government and municipalities in generating more revenue. The company is also provides advice on transparent use of revenue to support political objectives, particularly to support the disadvantaged population growth groups and promote local economies.

2.3 Classes and Types of information

List of various classes of information in the custody of the Assembly:
1. Minutes of Metropolitan meeting 2. Metropolitan Repot to Executive Committee 3. Minute of Finance and Administration Committee 4. Finance and Administration Committee Report 5. Minutes of Development and Social Service Committee 6. Development and Social Service Committee Report 7. Minutes of Management Meeting 8. Action Plan 9. Quarterly Administrative Report 10. Annual Administration Report 11. Procurement Plan 12. Budget 13. Minutes of the General Assembly 14. Financial Report 15. Minutes Physical Planning 16. Minutes of the Spatial Planning Committee and Technical Sub Committee 17. Minutes of the Metropolitan Planning and Coordinating Unit 18. Estate Asset Register 19. Metro Health Committee Minutes 20. Metro Education Oversight Committee Minutes 21. Metro Security Council Minutes 22. National Disaster and Managements Organization Minutes 23. Rate Assessment Committee Minute 24. Metropolitan Authority Report 25. Sectional Address of the Chief Executive
Types of Information Accessible at a fee: NONE

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 Sekondi/Takoradi Metropolitan Assembly. To requests for information under the RTI Act from the Sekondi/Takoradi Metropolitan 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 Sekondi/Takoradi Metropolitan 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 Sekondi/Takoradi Metropolitan 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, and 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 understands 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 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.

3. 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.

4. 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

REVENUE ITEM	APPROVED FEES AND CHARGES (GHS)
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
For a copy of visual images	3.50
For a transcription of an audio record for an A4 size page or part thereof	0.70
For a copy of audio record	1.00

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 Sekondi/Takoradi Metropolitan Assembly's Information Unit

Name of Information/Designated Officer:

Cisterl Insaidoo-Quansah

Samuel Ntiamoako-Nkrumah

Solomon Sampeney

Telephone/Mobile number of Information Unit:

0242123652/ 0243345576

Email: samuel.ntiamoah-nkrumah@isd.gov.gh**,** cisterl.insaidoo-quansah@isd.gov.gh , solomon.sampeney@isd.gov.gh

Postal Address of the institution:

P.O. BOX 74, SEKONDI

7. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
MMDAs	*Metropolitan, Municipal and District Assembly*
MDA	*Ministries, Departments and Agencies*
RTI	*Right to Information*
s.	*Section*
STMA	*Sekondi /Takoradi Metropolitan Assembly*

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*