RIGHT TO INFORMATION MANUAL

DENKYEMBOUR DISTRICT ASSSEMBLY

(DDA)

2024

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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.

PURPOSE OF MANUAL

To inform/assist the public on the organizational structure, responsibilities and activities of the Denkyembour District Assembly (DDA) and provide the types of information and classes of information available at DDA, including location and contact details of its information officers and unit.

DEPARTMENTS AND UNITS UNDER DENKYEMBOUR DISTRICT ASSEMBLY

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 OF THE ASSEMBLY

To become a District Assembly that best understands the service and development needs of the people in the district.

MISSION OF THE ASSEMBLY

The Denkyembour District Assembly exist to improve the quality of life of the people through coordination of activities of all decentralized departments and agencies and implementation of programs and projects.

DEPARTMENTS AND UNITS UNDER DENKYEMBOUR DISTRICT ASSEMBLY

The following are the various departments and units that exists under the Denkyembour District Assembly.

1. Central Administration Department
2. Works Department
3. Agriculture Department
4. Statistics Department
5. Finance Department.
6. Social Welfare and Community Development Department.
7. Information Services Department.
8. Physical Planning Department.
9. Human Resources Department.
10. Birth and Death Department.
11. Disaster Prevention Department.
12. Records Unit
13. Procurement Unit
14. Stores Unit
15. Development Planning Unit
16. Budget Unit
17. Transport Unit.
18. Cooperatives Unit.
19. Internal Audit Unit
20. Management Information Systems Unit
21. Environmental Health Unit
22. Right to Information Unit

OTHER AGENCIES

1. Rent Control Department
2. National Health Insurance Authority
3. Ghana Education Service

RESPONSIBILITIES OF THE INSTITUTION (DDA)

1. Formulation and Execution of plans, programs and strategies for the effective mobilization of the resources necessary for the overall development of the district.

2. Promoting and supporting productive activities and social development in the district, and remove any obstacles to initiative developmental programmes and projects.

3. Initiating programmes for the development for basic infrastructure and economic development.

4. The development, improvement and management of human settlements and the environment in the district.

5. Effective co-operation with the appropriate national and local security agencies, for the maintenance of security and public safety in the district.

SOME ADOPTED POLICIES OF THE INSTITUTION (DDA)

1. Promote a demand-driven approach to agricultural development.

2. Promote agricultural as a viable business among the youth.

3. Ensure affordable, easily accessible and Universal Health Coverage (UHC).

4. Improve access to safe and reliable water supply services for all.

5. Promote economic empowerment of women.

6. Promote the fight against corruption and economic crimes.

DESCRIPTION OF ACTIVITIES OF EACH DEPARTMENT AND UNIT OF DDA

DEPARTMENT/UNIT	RESPONSIBILITIES/ACTIVITIES
Central Administration Department	1. Oversees strategic management and supervision of all support services and activities to enable departments and units provide reliable services at the district. 2. Represents the district externally. 3. Facilitates harmonious relationship between the community and the district. 4. Ensures active stakeholder participation in the identification, planning, design, implementation, monitoring and evaluation of programs/projects. 5. Ensures that resources are managed effectively.
Works Department	1. Provide technical backstopping for the district. 2. Offer technical assistance to the district in all engineering matters. 3. Plans, design and implements projects 4. Monitor and evaluates projects 5. Coordinates procurement and contract administration.
Agriculture Department	1. Promotes policies, strategies and appropriate agricultural technologies necessary to improve agribusiness, agro processing and crop/animal/fish production. 2. Report on agricultural conditions, seasons and activities within a stipulated time frame. 3. Organizes agricultural field schools, workshops and seminars to assess farmers' participation and the level of adoption of new farming technologies and practices. 4. Liaises with major stakeholders to improve agricultural service delivery.
Statistics Department	1. Collect, compile, analyze, publish and disseminate demographic, health and economic data on the district. 2. Enhance the use of statistics for evidence-based decision making. 3. Maximize revenue generation and utilization
Finance Department.	1. Responsible for the management of financial administration of the district. 2. Ensures judicious use of funds in accordance with official procedures 3. Develops financial policies and procedures for planning, controlling and monitoring financial transactions.

	4. Ensures the maintenance of proper books of accounts. 5. Contributes to the safe guarding of assets 6. Ensures the preparation of annual pro-financial statement of the district assembly. 7. Supervises the collection of market tolls 8. Compiles revenue returns and check all duplicates of receipt to avoid fraud.
Social Welfare and Community Development Department.	1. Plans, initiates and coordinates community-based projects, day care centers and services for the rehabilitation of the physically challenged. 2. Oversees efficient juvenile justice administration and implementation of statutory legal instrument. 3. Monitors and evaluates programmes, policies and social issues such as HIV/AIDS, domestic violence and child abuse, and makes recommendations for decision making. 4. Sets standards and guidelines for vocational guidance and prevocational preparation of the physically challenged.
Information Services Department.	1. Dissemination of Government's policies, programs and activities to the public. 2. Take feedback on public reactions to government programs, policies and activities to the appropriate quarters for action. 3. Provide press coverage for all state functions of the assembly. 4. Provision of print media such as posters, leaflets and magazines of the government policies and activities.
Physical Planning Department.	1. Maintains and sustains landscape beautification of built up and natural environment as well as state prestige projects with good management programmes. 2. Propagates and cultivates horticultural products for sale to the general public. 3. Formulate goals and standards relating to the use and development of land. 4. Develops public parks for ecotourism and recreation. 5. Assist awareness creation on human settlement and spatial developments policies.

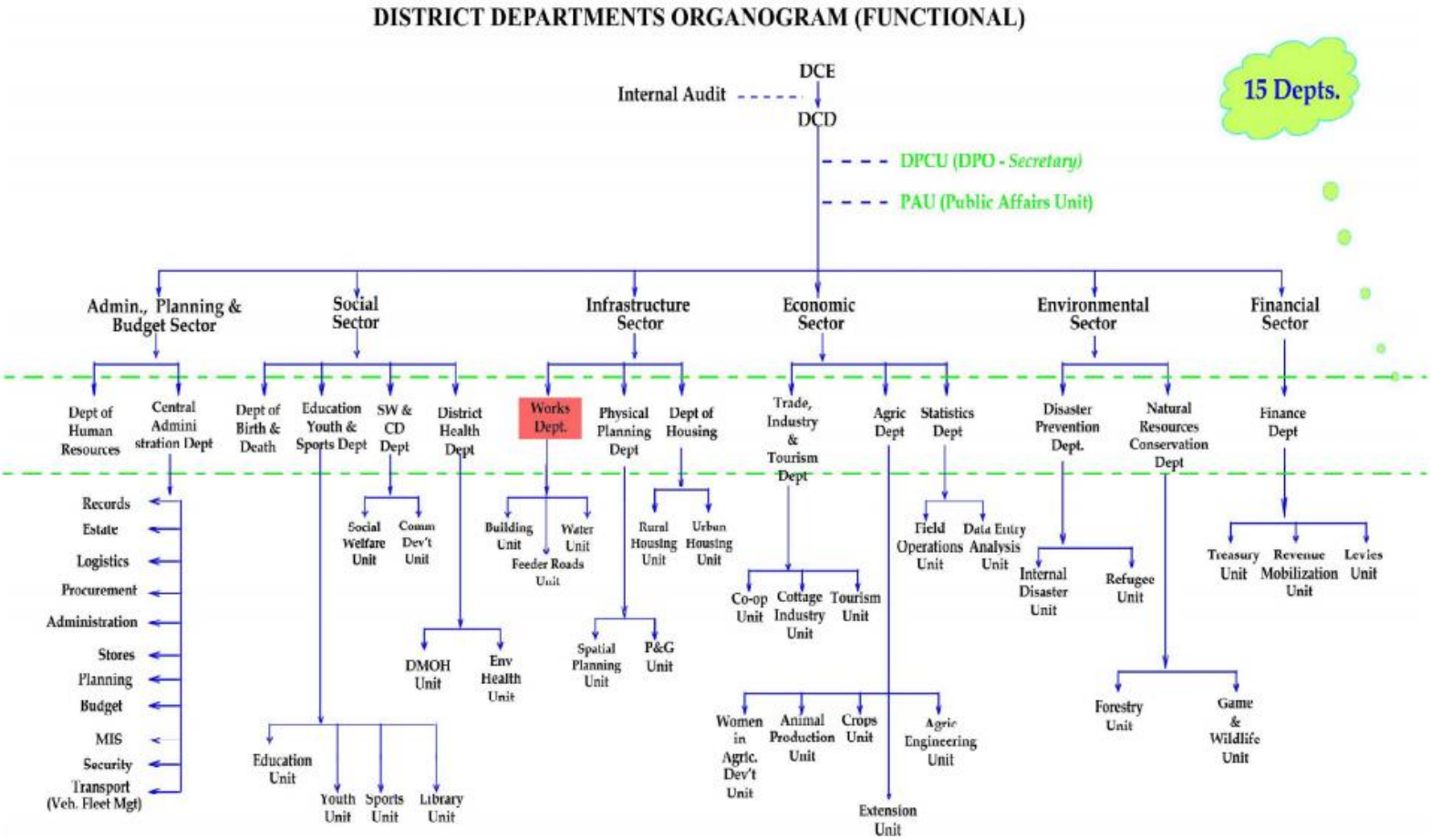
Human Resources Department.	1. Ensures effective and efficient administration of human resource 2. Ensures that institutional policies in respect of employment, personnel, wages and salaries are translated into good management practices. 3. Ensures regular update of personnel records 4. Ensures the general welfare of staff 5.Supports human resource planning and recruitment processes
Birth and Death Department.	1. Registration of birth and death in the district. 2. Maintenance of database of births and deaths in the district. 3. Advises the district on matters relating to civil registration.
Disaster Prevention Department.	1. Reviews the District Disaster Management Plans (DDMPs) for effective implementation. 2. Linking Disaster Management Programmes to the Ghana Poverty Reduction Strategy (GPRS), and re-afforestation. 3. Building capacity of staff and stakeholders. Promoting Disaster Risk Reduction (DRR) and Climate Change Risk Management district wide. 4. Public awareness creation through media discussions, public education and training of community members and Disaster Volunteer Groups (DVGs). 5. Provision of skills and inputs for Disaster Volunteer Groups for employment generation and poverty reduction. 6. Rehabilitation and reconstruction of educational and other social facilities destroyed by fire, floods rainstorms and other disasters.
Records Unit	1. The Records Unit is responsible for processing, storing, retrieving and managing hard copy and digital records and information for the assembly. 2. The unit evaluates the information needs of the assembly and helping to develop systems to support the efficient access, movement, cataloguing, updating, storage, retention and disposal of files and other records. 3. The unit also are responsible for administering and registering records, for example, ensuring appropriate processing of digital records into an EDRMS (Electronic Document and Records Management System). The unit is also responsible for undertaking audits as required and establishing procedures for how long records should be maintained or kept.

Procurement Unit	1. Manages the development and implementation of the procurement plan. 2. Provides inputs for the preparation of annual budget. 3. Supervises stores management and asset disposal. 4. Preparation and submission of annual and periodic reports to the Public Procurement Authority. 5. Ensures that the Procurement activities are in harmony with the Public Procurement Act, 2003 (Act 663).
Stores Unit	1. The stores unit is responsible for inspection and acceptance of incoming products. 2. The unit is also responsible for identification and temporary storage of all items of the assembly. 3. The unit is also responsible for the movement of goods where needed. 4. The unit also makes sure that inventory accounting and records management are undertaken.
Development Planning Unit	1. Lead in strategic planning, efficient integration and implementation of public policies and programmes to achieving sustainable economic growth and developments. 2. Ensure that field activities are efficiently performed to produce desired output. 3. Supervise the preparation of annual reports and development Action Plans and Medium-Term Development Plans. 4. Monitors and reports on development projects and programmes.
Budget Unit	1. Provision of technical leadership in the preparation and management of the budget in the district assembly 2. Advises on the cost implications and financial decisions in the district assembly 3. Participates in the preparation of procurement plan 4. Assist in fee-fixing resolutions 5. Plans and develops the budgetary programmes of the district assembly
Transport Unit.	1. The District Transport Unit manages all activities related to Transportation in the Assembly. 2. They are responsible for the formulation and implementation of transport policies, they advise management of the Assembly on the purchase of new vehicles and spare parts. 3. The unit also regulates and ensures the effective and efficient utilization of all official vehicles as well as ensuring adequate utilization of financial resources and the maintenance of all vehicles in the Assembly.

Cooperatives Unit.	1. Registration of qualified co-operative societies 2. Appointment of arbitrators and gives approval for arbitration works 3. Interprets the co-operatives law in cases of litigation among cooperatives 4. Supervision of all cooperative's activities and acts as the general consultant on cooperative matters in the district 5. Conducts special investigations into the working and financial conditions of cooperatives societies when necessary
Internal Audit Unit	1. Provides reliable assurance and consulting services to management on the effectiveness of the control system in place to mitigate risk and promote the control system of the district. 2. Reviews and submits internal audit reports for the consideration of management 3. Monitors implementation of recommendations raised in internal audit reports on the district assembly. 4. Facilitates assurance engagements and investigation of records of the district assembly
Management Information Systems (MIS) Unit	1. Responsible for the development and the application of Information Technology or Information management standards. 2. Responsible for quality assurance system in relation to the implementation, development and deployment of IT/IM systems and resources. 3. Responsible for advising on the provision and maintenance of computers and other office accessories.
Environmental Health Unit	1. Developing and issuing technical guidelines on environmental health management and services. 2. Initiate and apply social techniques and concept in the solution of environmental health problems. 3. Monitor and evaluate solid waste management services and advise on their improvement and sustainability 4. Promote food and water hygiene 5. Enforce compliance with standards of hygiene in all premises
Right To Information (RTI) Unit	1. Responsible for receiving and processing applications for information and producing the information within the procedures and periods as prescribed by law.
National Health Insurance Authority	1. Coordinates the registration of citizens in the district. 2. Organize stakeholder engagements on NHIS within the district

Rent Control Department	1. Promotes optimum peaceful coexistence between landlords and tenants through education and reconciliation. 2. Responsible for dispute resolution in accordance with the laws in Ghana which promotes social cohesion and economic development in the district.
Ghana Education Service	1. To ensure that all Ghanaian Children of School-going age are provided with inclusive and equitable quality formal education and training through effective and efficient management of resources to make education delivery relevant to the manpower needs of the nation. 2. To create an enabling environment in all educational institutions and management positions that will facilitate teaching and learning and efficiency in the management for the attainment of the goals of the service. 3. Responsible for the implementation of approved national pre-tertiary educational policies and programmes to ensure that all Ghanaian children of school-going age irrespective of tribe, gender, disability, religious and political affiliations are provided with inclusive and equitable quality formal education. 4. To maintain professional standards and the conduct of members in the service. 5. To promote efficiency and full development of talents among its members and students. 6. To promote, manage and supervise education delivery (teaching and learning) in schools including co-curricular activities.

ORGANOGRAM OF DENKYEMBOUR DISTRICT ASSEMBLY



CLASSES AND TYPES OF INFORMATION

The table below shows the various classes of information in the custody of the institution per departments and units of the assembly

DEPARTMENT/UNIT	TYPE/CLASS OF INFORMATION
Central Administration Department	Minutes of all sub-committees, Executive Committee, Public Relations and Complaints Committee other committees (District Security Committee, District Education Oversight Committee, District Health Committee) and General Assembly meetings.
Works Department	Progress reports on all projects and infrastructure in the district.
Agriculture Department	Comprehensive report on District Agricultural Activities
Statistics Department	- Profile of the District -Data on the population of the district
Finance Department.	- Periodic Financial Reports - Payment Vouchers - Trial Balance of the Assembly
Social Welfare and Community Development Department.	- Data on Vulnerable groups (LEAP, Person with Disabilities, Day Care Centers, and Orphanages etc.)
Information Services Department.	- Activity Reports on special functions of the district assembly (Engagement with Communities, Town Hall Meetings, Public Hearings, Independence Day Celebrations, Farmers Day Celebration) - Newsletters of the District Assembly - Data on Community Information Centers.
Physical Planning Department.	- District Maps - Local Plans of the assembly. - Documents on Spatial Planning Committee meetings.
Human Resources Department.	- Comprehensive Training Plans and reports of the assembly. - Data on personal information of all staff of the assembly.
Birth and Death Department.	- Data on Birth and Death Registration.
Disaster Prevention Department.	- District Disaster Management Plans (DDMP)

Records Unit	- Records of all documents of the various departments and units of the assembly.
Procurement Unit	- Reports on Procurement Activities - Composite Procurement Plan
Stores Unit	- Records of all items received and issued out in the assembly
Development Planning Unit	- Departmental Action Plan - Comprehensive Action Plan - District Progress Report - Composite Annual Action Plan - Medium Term Development Plan - Documents on District Planning Coordinating Unit (DPCU)
Budget Unit	- Documents on Budget Committee meetings - Revenue Improvement Action Plan - Fee Fixing Resolution - District Assembly By-laws - Composite Annual Budget
Cooperatives Unit.	- Data of businesses within the district
Management Information Systems (MIS) Unit	- Data on all IT equipment of the assembly.
Right To Information (RTI) Unit	- Right To Information Manual - Reports of RTI Activities
Rent Control Department	- Tenancy Agreement - Rent Cards - Rent Act - Referral Court letters - Rent summons

PROCEDURE IN APPLYING AND PROCESSING 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 **Right to Information Commission.** To requests for information under the RTI Act from the **Right to Information Commission,** applicants are to follow these basic procedures:

THE APPLICATION PROCESS

1. Application by any person or organization who seeks access to information in the custody of **Right to Information Commission** 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 **Right to Information Commission's** official website.

2. 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 (if any).
- 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.

3. 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.

4. 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.?)

5. 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.

PROCESSING THE APPLICATION

1. Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.

2. 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.

3. 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.

4. 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).

5. 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.

RESPONSE TO APPLICANTS

1. 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 printout, 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.

AMMENDMENT OF PERSONAL RECORD

A person given access to information contained in records of the Commission 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.

How to apply for an Amendment

a. The application should be in writing indicating; Name and proof of identity.
   - Particulars that will enable the Commission 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 Commission.

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):**

Appendix A: Standard RTI Request Form

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** **Braille** **copy**
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 RTIC'S INFORMATION UNIT

Name of Information/Designated Officer:

SOLOMON OFOSU

Telephone/Mobile number of Information Unit:

0248250563

Email: Solomonofosu13@gmail.com

Postal Address of the institution:

Post Office Box AK 32 – Akwatia E/R

E- Mail: rticommission@rtic.gov.gh

7. Appendix C: Acronyms

This provides a list of acronyms and associated literal translations in alphabetical order using the table below

Acronym	Literal Translation
RTI	*Right to Information*
MDA	*Ministries, Departments and Agencies*
s.	*section*
MMDAs	*Metropolitan, Municipal and District Assemblies*

Appendix D: Glossary

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 1 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*