



Government of Ghana

Right to Information Manual

**AHANTA WEST MUNICIPAL
ASSEMBLY, AWMA**

2025

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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 to access official information held by government institutions, as well as the qualifications and conditions under which such 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.

The Manual has been compiled in compliance with section 3 of the Right to Information Act, 2019 (Act 989). Inspection of this Manual is not intended to incur any fee or charge, as it only aims to direct users to the information available for access within this institution. **However, a request for a copy of this Manual shall attract a charge which covers the unit cost of the Manual.**

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the Ahanta West Municipal Assembly (AWMA) and provide the types of information and classes of information available at AWMA, including the location and contact details of its Information Officers and units.

1. Directorates, Departments and Units under Ahanta West Municipal Assembly (AWMA)

This section describes the institution's vision and mission and lists the names of all Directorates, Departments and Units under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION STATEMENT

The Vision of Ahanta West Municipal Assembly is to become a world-class municipal authority, providing its residents with a high quality of life through efficient service delivery, the provision of basic amenities, and ensuring a peaceful Municipality with a serene environment that promotes wealth creation, enhanced socio-economic infrastructure and improved living coexistence in partnership with all stakeholders.

MISSION STATEMENT

The Municipal Assembly exists to improve the quality of life of the people through the effective and efficient mobilisation and utilisation of human and material resources with our development partners for Socio-Economic Development, and growth also involves the people in the provision of necessary services.

Directorates, Departments and Units under Ahanta West Municipal Assembly (AWMA)

1. Central Administration
2. Department of Human Resources
3. Department of Physical Planning
4. Department of Works
5. Department of Finance
6. NADMO
7. Department of Agriculture
8. Department of Social Welfare and Community Development
9. Health Directorate
10. Education, Youth and Sport Directorate
11. Statistics Department
12. Birth and Death Department
13. Information Services Department
14. Procurement Unit
15. Revenue Unit
16. Records Management Unit
17. Environmental Health and Sanitation Unit
18. Development Planning Unit
19. Internal Audit Unit
20. Budget Unit
21. Client Service Unit
22. Management Information Systems (MIS) Unit
23. Right to Information (R.T.I.) Unit
24. Ambulance Unit

25. Youth Employment Agency Unit
26. Non-Formal Education Division
27. National Service Secretariat Unit
28. National Commission on Civic Education Unit

Responsibilities of the Institution:

The functions of the Assembly, as given by the Local Governance Act 936, 2016, section 12 is as follows.

- Exercise political and administrative authority in the municipality.
- Be responsible for the overall development of the municipality.
- Formulate and execute plans, programs and strategies for the effective mobilization of the resources necessary for the overall development of the municipal
- Promote and support productive activity and social development in the municipality and remove any obstacles to initiative and development.
- Sponsor the education of students from the municipal sector to fill particular manpower needs of the municipality especially in the social sectors of education and health, making sure that the sponsorship is fairly and equitably balanced between male and female students.
- Initiate programs for the development of basic infrastructure and provide municipal works and services in the municipal.
- Be responsible for the development, improvement and management of human settlements and the environment in the municipal.
- In co-operation with the appropriate national and local security agencies, be responsible for the maintenance of security and public safety in the municipal.
- Ensure ready access to courts in the municipal for the promotion of justice.
- Act to preserve and promote the cultural heritage within the municipal.
- Initiate, sponsor or carry out studies that may be necessary for the discharge of any of the duties conferred by this Act or any other enactment.

2.1 Description of Activities of each Directorate and Department

Directorates/Departments/Units	Responsibilities/Activities
CENTRAL ADMINISTRATION	<ul style="list-style-type: none"> • The department directs policy formulation, planning and decision-making. • They also act as a liaison between Heads of other governmental and non-governmental agencies and the Municipal Chief Executive (MCE). • They also manage finances and other resources of the Assembly in consultation with the Municipal Chief Executive (MCE). • The Municipal Coordinating Director serves as a Secretary to the Assembly and Chairs the Municipal Planning and Coordinating Unit (MPCU) and also acts as an advisor to the Municipal Chief Executive (MCE). • The department also ensures that the activities of the Assembly are well coordinated.
HUMAN RESOURCE DEPARTMENT	<ul style="list-style-type: none"> • The Human Resource Department coordinates all human resource-related programs, including organizing staff trainings, translating institutional policies with respect to employment, personnel, wages and salaries into good management practices, and performance appraisal. • The department updates the records of staff regularly, as well as ensuring the inter and intra departmental collaboration to facilitate staff performance and development and also sees to the general welfare of staff and appraising direct reports. • The department ensures that the capabilities, skills and knowledge of staff are well developed.

**PHYSICAL PLANNING
DEPARTMENT**

- The Physical Planning Department merges the activities of the Department of Town and Planning and the Department of Parks and Gardens.
- The department advises the Assembly on national policies on physical planning, land use and development.
- The department coordinates activities and projects of the department and other agencies, including Non-Governmental Organizations to ensure compliance with planning standards.
- The department assists in the preparation of physical plans as a guide for the formulation of development policies and decisions, and to design projects in the municipal.
- The department assists in identifying problems concerning the development of land at the municipal level.
- The department advises on the preparation of structures for towns and villages within the municipality.
- The department advises on the conditions for the construction of public and private buildings and structures.
- The department assists in providing the layout for buildings to improve housing layout and settlement.
- The department ensures the prohibition of the construction of new buildings unless building plans submitted have been approved by the Assembly.
- The department advises and facilitates the demolition of dilapidated buildings and recovery of expenses incurred in connection with demolition.
- The department advises the Assembly on the siting of billboards and masts and ensures compliance with the decisions of the Assembly.
- The department advises on the acquisition of landed property in the public interest and undertakes street, house numbering and related issues.

<p>WORKS DEPARTMENT</p>	<ul style="list-style-type: none"> • The department is responsible for the implementation of social infrastructure within the municipality. • The department carries out inspections at the various communities within the municipality and gives technical advice to developers. • Ensures that, at every stage of development, the technical officer visits the site to inspect and give technical advice to developers. This section seeks to halt unauthorized developments within the municipality. • Facilitates and provides safe and related sanitation services to communities within the municipality and promotes hygiene. • The department is also responsible for all un-engineered and engineered roads and cleaning of culverts/unlined within the municipality. • The department sees to the erection of new signposts and also ensures the existing ones follow the technical advice given to them to ensure visibility to drivers and pedestrians.
<p>FINANCE DEPARTMENT</p>	<ul style="list-style-type: none"> • The Finance Department leads in the management and use of financial resources to achieve value for money. • The Finance Department provides financial advice on the Financial Administration Act, Internal Audit Agency Act, Procurement Act, and any other financial regulations approved by the Government and by doing so ensures the maintenance of proper accounts. • The department directs and controls financial management in line with public sector accounting principles, thereby safeguarding the Assembly's assets.
<p>NADMO</p>	<ul style="list-style-type: none"> • Rehabilitation services for victims of disaster. • Mobilization of people at various levels of society to support government programs. • Ensuring the preparedness of the district in the management of disasters. • Coordinating the activities of various government agencies in the municipality in the management of disasters.

<p>DEPARTMENT OF AGRICULTURE</p>	<ul style="list-style-type: none"> • The department is responsible for the production and facilitates the processing, distribution and marketing of food, industrial and export crops; quality planting materials and the efficient use and management of soil and water resources for sustainable agriculture production. The major crops cultivated in the district include cashew and tomatoes. • The department is also responsible for overseeing agricultural technology diffusion through the management of an extension delivery service in the district. It is expected that extension programs will help increase farm productivity, farm revenue, reduce poverty and minimize food insecurity. • This department is responsible for promoting and sustaining poultry and livestock production for food security, employment creation and income generation through research, effective technical support, extension services, agro-business and industry, whilst ensuring that gender and environmental issues are adequately addressed. • The department also ensures a stable animal health situation through the provision of quality animal health care services by public sector veterinary practitioners to enhance livestock, poultry and companion animals' production and productivity.
<p>SOCIAL WELFARE AND COMMUNITY DEVELOPMENT DEPARTMENT</p>	<ul style="list-style-type: none"> • Facilitates community-based rehabilitation of persons with disabilities. • Assists and facilitates the provision of community care services, including: <ul style="list-style-type: none"> ➤ registration of persons with disabilities ➤ assistance to the elderly ➤ personal social welfare services ➤ hospital welfare services ➤ assistance to street children, child survival and development, and ➤ socio-economic and emotional stability in families. • Assists to maintain specialized residential services in the districts. • Facilitates the registration and supervision of non-governmental organizations and their activities in the municipality.

	<ul style="list-style-type: none"> • Justice administration – assists children and adults in contact and conflict with the law. • Registers and supervises early childhood development centers. • Assists in organizing community development programs to improve and enrich the standard of living through: <ul style="list-style-type: none"> ➤ organizing literacy and adult education programs. ➤ mobilizing voluntary contributions and communal labor for the provision of facilities and services such as water, schools, library, community centers and public places of convenience. ➤ teaching deprived women in home management and child care. ➤ offering an employable and sustainable skills training program. ➤ promoting and providing alternative livelihood empowerment skills for the deprived in the communities. ➤ promoting entrepreneurial skills, business support services and linkages to financial institutions to beneficiaries of skills training programme. ➤ mobilizing and training voluntary leaders and community-based organizations as change agents in the communities. • Providing extension services to governmental and non-governmental organizations. • Facilitating the roll-out of the Child Protection tool kits through community engagement and dialogue.
HEALTH DIRECTORATE	<ul style="list-style-type: none"> • Ensuring access to health services at the community, municipality, and regional levels by providing health services or contracting out service provision to other recognized health care providers. • Setting technical guidelines to achieve policy standards set by MOH. • Planning, organizing and administering comprehensive health services with special emphasis on primary healthcare.

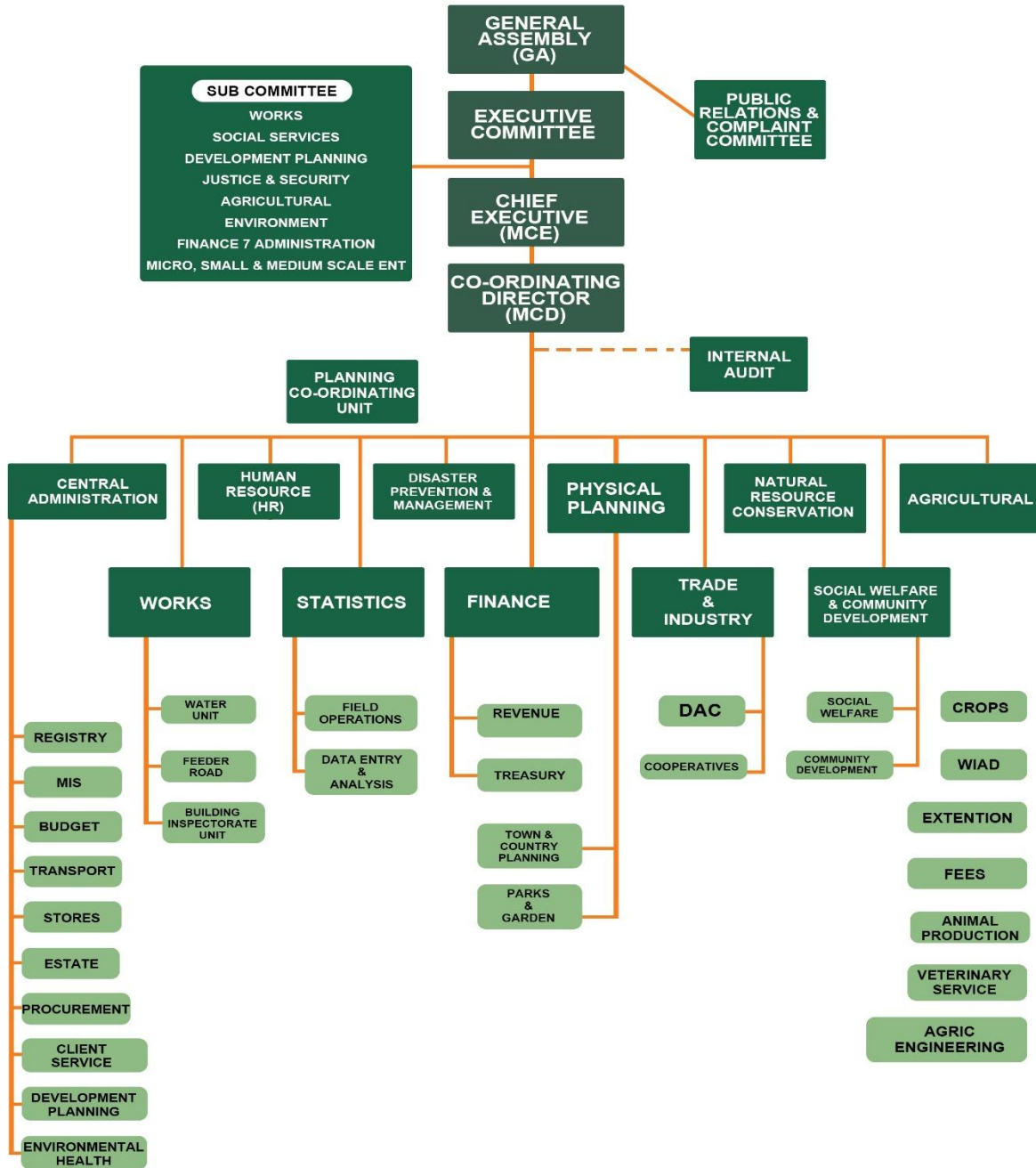
	<ul style="list-style-type: none"> • Developing mechanisms for the equitable distribution of health facilities in the municipality. • Managing and administering health institutions within the Service. • Contracting with teaching hospitals for the treatment of referred patients. • Promoting health, modes of healthy living and good health habits among people.
EDUCATION DIRECTORATE	<ul style="list-style-type: none"> • Providing and overseeing Basic Education, Senior High Education, Technical Education, as well as Special Education. • Registering, supervising and inspecting private pre-tertiary educational institutions. • Submitting recommendations to the Minister of Education for educational policies and programs. • Promoting the efficiency and full growth of talents amongst its members. • Registering teachers and updating the register of all teachers in the public system. • Carrying out other functions that influence the attainment of the functions specified above. • Maintaining professional standards and conduct of its personnel.
STATISTICS DEPARTMENT	<ul style="list-style-type: none"> • The department collects, compiles, stores and analyzes data based on standardized formats developed by the Ghana Statistical Service. • Disseminates and publishes statistical data based on guidelines developed by the Ghana Statistical Service. • Ensures that statistics are produced to meet international standards. • Prepares and submits annual reports of its operation to the Municipal Assembly.
BIRTH AND DEATH DEPARTMENT	<ul style="list-style-type: none"> • Provides accurate, reliable and timely information on all births and deaths occurring within the municipality for the socio-economic development of the country through their registration and certification.

INFORMATION SERVICES DEPARTMENT	<ul style="list-style-type: none"> • The department creates awareness and informs the public of the Assembly's programs and activities. • Creates a mode of communication between the municipalities, Assembly residents and other internal and external stakeholders. Its keen interest is in the effective information dissemination regarding Ahanta West Municipal Assembly's policies, programs, processes, procedures and activities to stakeholders. • The department also prepares articles, news stories, features, rejoinders and media advisories for dissemination through media channels, as well as monitoring media coverage of activities of the Assembly in the media for the information and attention of the administrative head.
PROCUREMENT UNIT	<ul style="list-style-type: none"> • The unit provides strategic direction for the achievement of the overall objective of the procurement function in the Service. Its main responsibility is to ensure that the procurement activities are in harmony with the Public Procurement (Amendment) Act 2016, Act 914, used alongside the Public Procurement Act, 2003 (Act 663), to supervise stores management and assets disposal, as well as the Preparation and submission of Annual and Periodic Reports to the Public Procurement Authority. • The unit also plans and coordinates activities related to procurement, manages the development and implementation of the procurement plan, provides inputs for the preparation of the annual budget and liaises with service providers and other stakeholders to undertake procurement activities.
REVENUE UNIT	<ul style="list-style-type: none"> • The Revenue unit is in charge of generating revenue for the Assembly and also collecting data to enable the Assembly collect all of its outstanding revenue.
RECORDS MANAGEMENT UNIT	<ul style="list-style-type: none"> • Keeps a record of all departments of the Municipal Assembly.
ENVIRONMENTAL HEALTH AND SANITATION UNIT	<ul style="list-style-type: none"> • The Waste Management unit is responsible for the provision of facilities, infrastructure services and programs for effective and efficient waste management for the improvement in environmental sanitation, the protection of the environment and the promotion of public health.

	<ul style="list-style-type: none"> As part of ensuring proper hygiene, the unit supervises the cleansing of drains, streets, markets, car parks and weeding of road sides and open spaces, as well as inspection and maintenance of sanitary facilities in the municipality.
DEVELOPMENT PLANNING UNIT	<ul style="list-style-type: none"> The Municipality Planning and Coordinating Unit plays a leading role in the planning, implementation and evaluation of developmental projects and programs in the Assembly. Provides a lead support to the Assembly in the preparation of Annual Reports, Developmental Action Plans and Medium-Term Development Plans. The Unit plays the role of ensuring that the capabilities, skills and knowledge of staff are well developed to ensure their effectiveness and efficiency.
INTERNAL AUDIT UNIT	<ul style="list-style-type: none"> The Assembly has an Internal Audit unit which provides support to the Assembly by; <ul style="list-style-type: none"> ➤ assessing payment vouchers to ensure value for money. ➤ monitoring Revenue collection ➤ assessing suitability of controls in place ➤ advising management on the need for review of any unsuitable controls ➤ assessing and reporting on the activities of other departments of the Assembly
BUDGET UNIT	<ul style="list-style-type: none"> The Budget Unit provides technical leadership in the preparation and management of the budget in the Ahanta West Municipal Assembly. Advises the Assembly on cost and financial implications in making financial decisions. Coordinates the preparation of budgets, participates in the preparation of procurement plans and assists in fee-fixing resolutions.
CLIENT SERVICE UNIT	<ul style="list-style-type: none"> The Client Service promotes and strengthens the relationships with the public so that they will be able to access and address their immediate developmental needs.

	<ul style="list-style-type: none"> • Aims at boosting client confidence in the operations of the Municipal Assembly in the delivery of its mandate. • Ensures that clients are promptly notified on the receipt and dispatch of correspondence.
MANAGEMENT INFORMATION SYSTEMS (MIS) UNIT	<ul style="list-style-type: none"> • MIS unit controls hardware and software systems used in the Assembly. • Helps in the control of software that is used to store, organize and analyze information and data to support the development, management and implementation of policies, programs and services in the Local Government Service.
RIGHT TO INFORMATION UNIT	<ul style="list-style-type: none"> • The Right to Information Unit is responsible for receiving and processing applications for information, as well as producing information within the procedures and periods as prescribed by law (RTI ACT, 989). • The RTI Unit is responsible for educating the public on the RTI Act 2019, Act 989. • The RTI Unit has the duty to assist the assembly in compiling and publishing up-to-date information in the form of a manual.

2.2 Ahanta West Municipal Assembly’s Organogram



2.3 Classes and Types of Information

List of various classes of information in the custody of the institution:
<ol style="list-style-type: none">1. Privileged Information2. Administrative Information3. Financial Information
Types of Information Accessible at a fee:
<ol style="list-style-type: none">1. N/A

2. 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 requests 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 **Ahanta West Municipal Assembly**. To request information under the RTI Act from the **Ahanta West Municipal Assembly**, applicants are to follow these basic procedures:

3.1 The Application Process

- a. Application by any person or organisation that seeks access to information in the custody of the **Ahanta West Municipal 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 **Ahanta West Municipal Assembly's** official website or the Ministry of Information website.

- b. In making the request, the following information must be provided:
 - Date of the Application.
 - Name of the applicant or the person on whose behalf an application is being made.
 - Name of the organization represented by the applicant.
 - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
 - Brief description of information being sought (Applicants 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 a certified true copy, a 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 requests must conform to the following guidelines;
- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
 - The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
 - A witness must endorse the face of the request with the writing; *“the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request.”*
 - The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identifies which part is exempt based on Sections 5 to 16 of the RTI Act and determines which of the units in the institution have the records or are 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 will 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 the requested information is not readily accessible, the estimated time it will take to search for the information will 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. Applicants should, however, note that the time limit does not apply to applications transferred to another public institution or those that have been refused due to failure to pay the 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 access.
- The expected publication or submission day of the information in the case of 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 exceed seven days.

d. In giving applicants access to information, the applicant would be allowed 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 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 by 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 to the office of the public institution.
- e. A statutory declaration must be attached.

4. Fees 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 a 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 the 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

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 <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID	<input type="checkbox"/> Card,	<input type="checkbox"/> Passport,
	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 / Listening <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 type="checkbox"/> Electronic copy, <input type="checkbox"/> Braille </p>
<p>11.</p>	<p>Contact Details:</p>	<p> <input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____ </p>

12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands, and the applicant appeared to have understood the content of the request."</i>	

6. Appendix B: Contact Details of AWMA's Information Unit

Name of Information/Designated Officer:

ACHEAMPONG GEORGE ATIEMO

Telephone/Mobile number of Information Unit:

0243131082

Postal Address of the institution:

P.O. Box 22
AGONA NKWANTA

Email:

sirlogiq0@gmail.com

7. Appendix C: Acronyms

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

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>NADMO</i>	<i>National Disaster Management Organisation</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>AWMA</i>	<i>Ahanta West Municipal Assembly</i>

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	<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 Act who perform similar role to 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 to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>