



**Government of Ghana**

# Right to Information Manual Template

**Department of Feeder Roads (DFR)**

**2021**

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# 1. Overview

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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 **Department of Feeder Roads (DFR)** and provide the types of information and classes of information available at DFR, including the location and contact details of its information officers and units.

## **2. Units under Department of Feeder Roads (DFR)**

This section describes the institution's vision and mission and lists the names of all 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**

To ensure that 80% of rural communities in Ghana can access a feeder road within 2km radius at optimum cost under a decentralized system.

### **MISSION**

To ensure the provision of safe, all weather accessible feeder roads at optimum cost, to facilitate the movement of people, goods and services and to promote socio-economic development, in particular agriculture.

### **Units under Department of Feeder Roads (DFR)**

1. Planning Unit
2. Maintenance Unit
3. Development Unit
4. Procurement and Contract Management Unit
5. Accounts Unit
6. Internal Audit Unit

### **Responsibilities of the Institution:**

- Plan, develop and maintain feeder road networks and related bridge works.
- Undertake research to support DFR's planning, development and maintenance activities.
- Undertake route location and design studies for development of feeder roads
- Classify and set up design standards on different classes of feeder roads.
- Ensure an effective information management system on feeder roads.
- Procure the services of contractors for the construction of feeder roads and related bridge works
- Ensure that labour standards, environmental, safety and health related issues are adhered to during execution of feeder road contracts.

## 2.1 Description of Activities of each Unit of DFR

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

Directorate/Department	Responsibilities/Activities
Planning Unit	Budgeting and Budget Performance Reporting, Road Safety issues, Research & Development, Quarterly & Annual Performance Reporting, Data Management, GIS and Asset management
Maintenance Unit	Maintenance contract management, Staff performance and Training
Development Unit	Road and Bridge development contract management and operations
Procurement and Contract Management Unit	Procurement and Contract Management
Accounts Unit	Finance and accounting operations
Internal Audit Unit	Internal audit management

## 2.2 Department of Feeder Roads' Organogram



### 2.3 AGENCIES UNDER <Insert name of institution> (Where applicable)

Agencies under <insert name of institution> (example NHI)
1. N/A

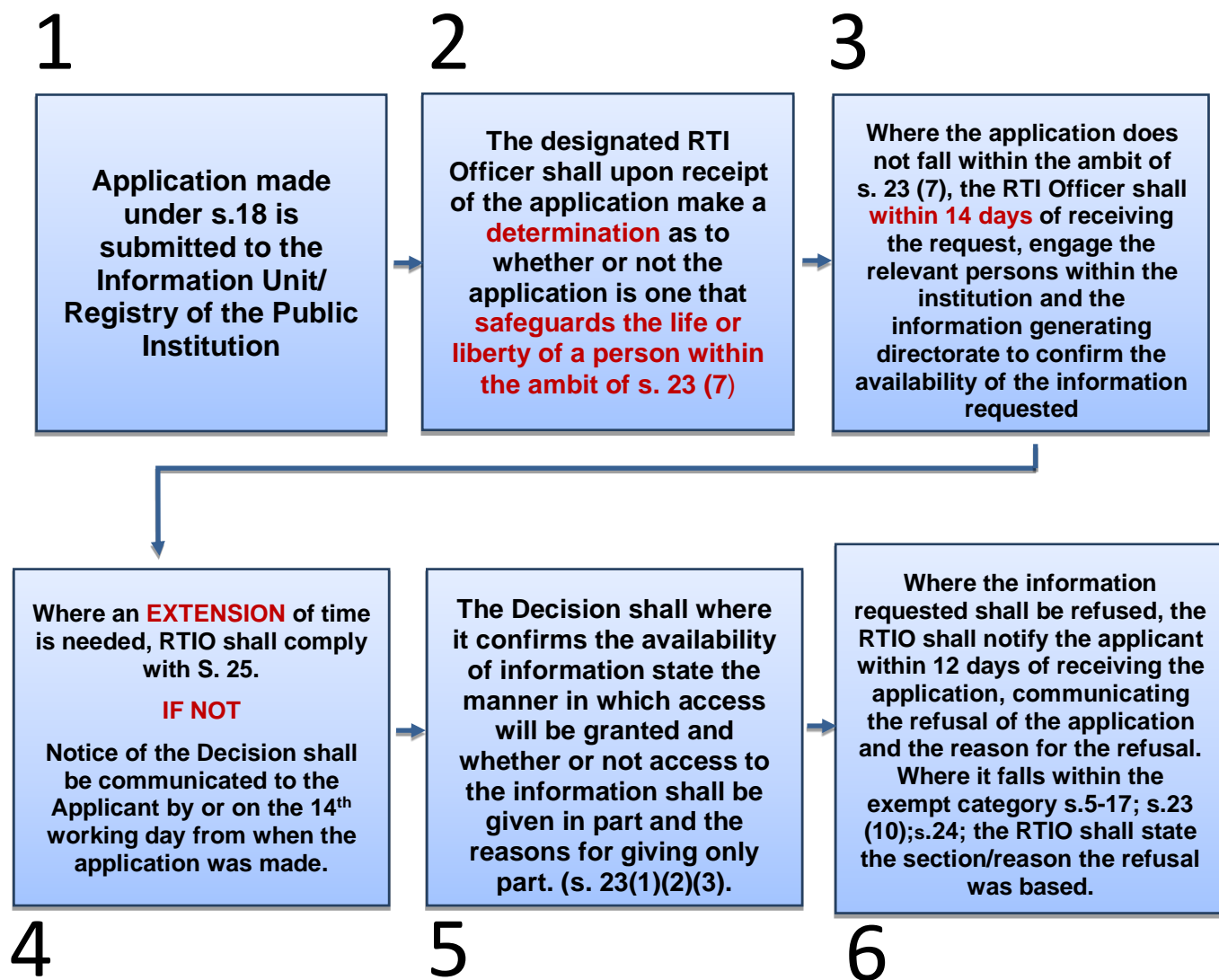
<insert name of first Agency listed at 2.3> (e.g NHI)	
<b>Responsibilities of the Agency:</b> N/A	<b>Details of Activities:</b> N/A

## 2.4 Classes and Types of information

<b>List of various classes of information in the custody of the institution:</b>
<ol style="list-style-type: none"><li>1. Feeder roads network database and maps</li><li>2. Feeder roads contract portfolio</li><li>3. Research on alternative road surfacing methodology on low volume roads</li></ol>
<b>Types of Information Accessible at a fee:</b>
<ol style="list-style-type: none"><li>1. Feeder Road network digital maps</li></ol>



### 3. Processing and Decision on Application – S. 23



## **4. Amendment of Personal Record**

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

### **4.1 How to apply for an Amendment**

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

## **5. Fees and Charges for Access to Information**

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

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

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

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

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

## 6. Appendix A: Standard RTI Request Form

[Reference No.: .....]

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



1.	Name of Applicant:	
2.	Date:	

3.	<b>Public Institution:</b>			
4.	<b>Date of Birth:</b>	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
5.	<b>Type of Applicant:</b>	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	<b>TIN Number</b>			
7.	<b>If Represented, Name of Representative:</b>			
7 (a).	<b>Capacity of Representative:</b>			
8.	<b>Type of Identification:</b>	<input type="checkbox"/> National ID Card	<input type="checkbox"/> Passport	<input type="checkbox"/> Voter's ID
		<input type="checkbox"/> Driver's License		
8 (a).	<b>Id. No.:</b>			
9.	<b>Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):</b>			
10.	<b>Manner of Access:</b>	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language)	<input style="width: 100%; height: 15px;" type="text"/>	

10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

## **7. Appendix B: Contact Details of <DFR's Information Unit**

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### **Name of Information/Designated Officer:**

ANTHEA PHANOS

### **Telephone/Mobile number of Information Unit:**

059 516 3891

### **Postal Address of the institution:**

DEPARTMENT OF FEEDER ROADS  
PRIVATE MAIL BAG  
MINISTRIES POST OFFICE, ACCRA

## 8. Appendix C: Acronyms

*Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.*

Table 1 Acronyms

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



## 9. Appendix D: Glossary

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

Table 2 Glossary

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