



Right to Information Manual

**ATIWA EAST DISTRICT ASSEMBLY
(AEDA)**

2025

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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 Atiwa East District Assembly (AEDA) and provide the types of information and classes of information available at AEDA, including the location and contact details of its Information Officers and units.

2. Directorates and Departments under Atiwa East District Assembly (AEDA)

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

An Economic Viable District with Vibrant Human Resource for the Provision of Social Amenities.

MISSION

To Accelerate the Development of the entire District by Planning and Implementing Development Programs and projects in a coordinated manner to ensure efficiency so as to improve the Living Standards of the People.

Directorates and Departments under Atiwa East District Assembly (AEDA)	
1.	Central Administration Department
2.	Human Resource Department
3.	Finance Department
4.	Department of Works
5.	Physical Planning Department
6.	Social Welfare and Community Development
7.	Statistics Department
8.	Department of Trade and Industry (Co-operative).
9.	Agriculture Department.
10.	District Education Directorate
11.	District Health Directorate
12.	National Disaster Management Organization (NADMO)
13.	National Resource Conservation and Wildlife
14.	Client Service unit

Responsibilities of the Institution:

- a) Its responsible for the overall development of the district.
- b) Formulate and execute plans, programs and strategies for the effective mobilization of the resource necessary for the overall development of the district.
- c) Promote and support productive activity and social development in the district and remove any obstacles to initiative and development.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
CENTRAL ADMINISTRATION	➤ Provide support service, ensure effective and efficient general administration and organization of the district assembly. ➤ Manages all sections of the assembly including: records, estate, transport, logistics, and procurement, stores, account, security and human resource management. ➤ It also coordinates the General Administrative functions, development planning and management functions, budgeting functions, rating functions, statistics and information service generally, and human resource planning and development of the district assembly.

HUMAN RESOURCE DEPARTMENT	Development capabilities and competence of each staff as well as coordinating human resource management programmes to efficiently deliver public services.
FINANCE DEPARTMENT	➤ Accountable for the sound financial management of the District Assembly resources ➤ Ensures access at all reasonable times to files, documents and other records of the District Assembly. ➤ Prepares financial reports at specific periods for the Assembly ➤ Undertakes revenue mobilization activities of the Assembly, and makes provision for financial services to all departments in the District.
WORK DEPARTMENT	➤ Assist the Assembly to formulate policies on works within the framework of national policies. ➤ Facilitate the implementation of policies on works and report to the Assembly, and provide advice on matters relating to Works in the Assembly. ➤ Facilitate the construction, repair and maintenance of roads; ➤ Public roads including feeder roads, and drains along any streets in the major settlements in the district.

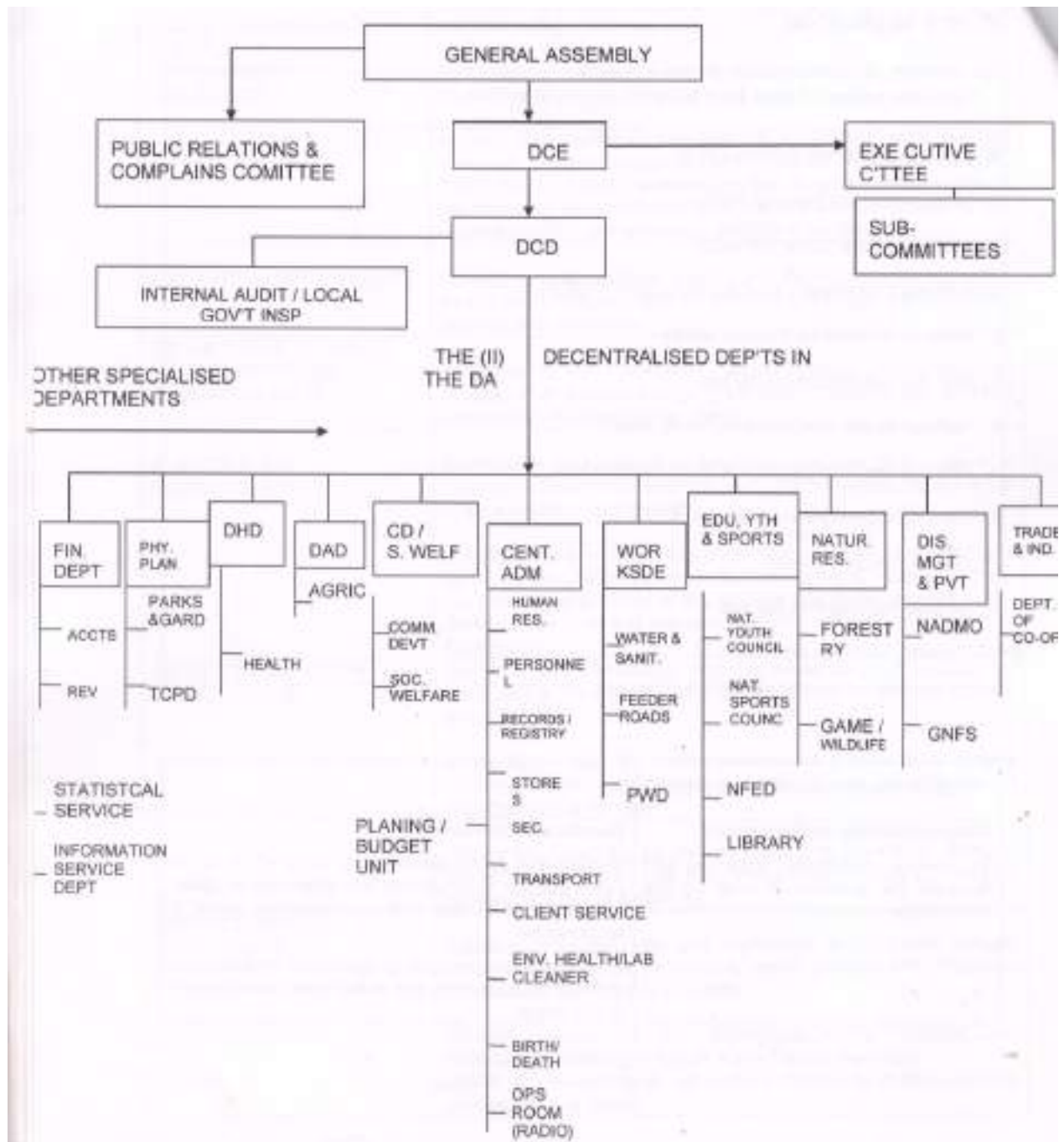
DEPARTMENT OF PHYSICAL PLANNING	➤ Advises the District Assembly on national policies on physical planning, land use and development. ➤ Reviews human settlement development guidelines and policies periodically and Assists in the monitoring and evaluation of infrastructural development in the district. ➤ Assist the Assembly in the licensing of persons to build and operate public latrines, lavatories, urinals, washhouses and related services in the District; ➤ Monitor the activities of the operators and report to the District Assembly; ➤ Assist to establish, maintain and carry out services for the removal and treatment of liquid waste; advise on the regulation and provision of services for removal and treatment of liquid waste by the private sector, persons authorized or licensed by the District Assembly; ➤ Assist to establish, maintain and carry out the removal and disposal of refuse, filth and carcasses of dead animals from any public place; ➤ Assist in the disposal of dead bodies found in the district. ➤ Advise on the regulation and provision of services by the private sector licensed by the District Assembly for the removal, disposal and processing of refuse, filth and carcasses of animals;
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	➤ Advise and encourage the keeping of animals in the district including horses, cattle, sheep and goats, domestic pets and poultry; and assist in the control of noise, odour, dust and smoke pollution.
NATIONAL DISASTER MANAGEMENT ORGANISATION (NADMO)	➤ Assist the planning and implementation of programmes to prevent and/or mitigate disaster in the District Assembly within the policy framework of national policies. ➤ Assists and facilitates education and training of volunteers to fight fires, etc. and organizes public disaster education campaign programmes. ➤ Ensures the adhering to rules in respect of private and public properties to ensure adequate protection against disaster. ➤ Includes all activities from preparedness to response and recovery, prevent disasters, create awareness in prone communities and institutions on all hazard/disaster types, train and motivate the communities especially volunteers to initiate actions to prevent and respond to disasters; bring relief to disaster victims, assist to reduce poverty in vulnerable and poor communities through social mobilization for employment creation and income generation.
SOCIAL WELFARE AND COMMUNITY DEVELOPMENT DEPARTMENT	➤ Assists the Assembly to formulate and implement social welfare and community development policies within the framework of national policy.

	➤ It facilitates community-based rehabilitation of persons with disabilities ➤ Assists and facilitates provision of community care services including, registration of persons with disabilities, assistance to the aged, Personal social welfare services, hospital welfare services, assistance to street children, child survival and development; and socio-economic and emotional stability in families.
STATISTICS DEPARTMENT	Collect, compile, analyses, publish and disseminate demographic, health and economic data on the district through the conduct of survey and censuses.
DEPARTMENT OF TRADE AND INDUSTRY (COOPERATIVE UNIT)	To assist in the formulation, implementation, monitoring and evaluation of policies and programmes to regulate and promote cooperative activities in the district.
AGRICULTURE DIRECTORATE	➤ Participates in provision of extension services in the areas of natural resources management, and rural infrastructural and small-scale irrigation in the district. ➤ Assists in the formulation and implementation of agricultural policy for the District Assembly within the framework of national policies; Coordinate the activities of the regional and district agricultural development units and provides technical advice to the District Assemblies
DISTRICT EDUCATION DIRECTORATE	➤ Assist in the formulation and implementation of policies on education in the District within the framework of national policies and guidelines.

	➤ Encourage, report on implementation of policies and matters relating to basic education in accordance with reporting format provided by the Minister ➤ Advise the Assembly on matters relating to pre-school, primary, Junior High Schools in the district and other matters that may be referred to it by the Assembly
DISTRICT HEALTH DIRECTORATE	➤ Assist to formulate, plan and implement district health policies within the framework of national health policies and guidelines provided by the Minister of Health ➤ Provide reports on the implementation of policies and programmes relating to health in the District Assembly ➤ Advise the Assembly on all matters relating to health including diseases in the district;
CLIENT SERVICE UNIT	➤ To receive clients or visitors to the institution ➤ Document and sort all complaints, enquiries and feedback from clients and stakeholders. ➤ Answer and redirect calls to appropriate officers or sector where necessary. ➤ Follow up, collate feedback or update on complains, enquiries and request for communication to client and for management decision making. ➤ Implement procedure for handling enquires and complaints and feedbacks in line with the manual ➤ Forward complains, enquiries and feedbacks to appropriate heads of their respective division or agencies.

2.2 Atiwa East District Assembly's Organogram



2.3 Agencies under Atiwa-East District Assembly (AEDA)

Agencies under AEDA	
1.	Youth Employment Agency (YEA).
2.	National Service Scheme (NSS).
3.	National Builders Corps (NABCO).
4.	National Commission for Civic Education (NCCE).
5.	National Ambulance Service (NAS).
6.	Complementary Education Agency
7.	National Health Insurance Authority (NHIS).
8.	Office of the Administration of Stool Lands (OASL).
9.	Electoral Commission of Ghana (EC).
10.	Commission on Right and Administrative Justice (CHRAJ)
11.	Information Service Department (ISD)
12.	Department of Cooperative
13.	Ghana Police Service
14.	Ghana National Fire Service.
15.	Forestry Service Division.
16.	Ghana Enterprises Agency
17.	Ghana Immigration Service

Youth Employment Agency (YEA).	
Responsibilities of the Agency:	Details of Activities:
To develop, coordinate, supervise and facilitate the creation of jobs for the youth in the country.	➤ Support the youth between the ages of 15 to 35 years through skills training and internship modules to transit from situational of unemployment to employment.

	➤ Empower young people to contribute meaningfully to the socio-economic and sustainable development of the nation. ➤ To Train graduates and equip them with the necessary working tools and deploy the country to engage in the following programmes: Educate Ghana, Heal Ghana, Feed Ghana, Revenue Ghana, Digitize Ghana, Civil Ghana and Enterprise Ghana.
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National Service Scheme (NSS).	
Responsibilities of the Agency: To provide newly qualified graduates the opportunity to have practical exposure on the job, both in the public and private sectors, as part of their civic responsibility to the State. It also provides user agencies the opportunity to satisfy their manpower needs and affords communities that would otherwise have difficulty in accessing mainstream development initiatives, access to improved social services through community service	Details of Activities: ➤ Encourage the spirit of national service among all segments of Ghanaian society in the effort of nation -building through active participation. ➤ Undertake projects designed to combat hunger, illiteracy, disease and unemployment in Ghana. ➤ Help provide essential services and amenities, particularly in towns and villages of the rural areas of Ghana. ➤ Deploy a pool of skilled manpower drawn primarily from tertiary institutions to support development efforts of both the public and private sectors in Ghana.

	➤ Develop skilled manpower through practical training. ➤ Promote national unity and strengthen the bonds of common citizenship among Ghanaians.
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INFORMATION SERVICE DEPARTMENT	
Responsibilities of the Agency: To disseminate government policies, programs, and activities as well as access feedbacks for policy refinement.	Details of Activities: ➤ Awareness creation to government policies and activities via effective communication strategies from national all the way to the district level via media, and physical human relation and other form of contact. ➤ Public Reaction Feedback means responses from the public to government policies and activities. The ISD collate public reaction feedbacks within the district pertaining to the assembly conducts to local authorities and oversight. ➤ Access to information means accessing information from all public and relevant

	private institutions within the country by the public, for which Atiwa East District Assembly is inclusive under the RTI Act 989, 2019. ➤ Keeping Ghanaian abreast means updating Ghanaians constantly with the latest developments and activities happening within the district by the assembly and nationwide.
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National Commission for Civic Education (NCCE).	
Responsibilities of the Agency:	Details of Activities:
To promote and sustain democracy and inculcate in the Ghanaian citizenry, the awareness of their rights and obligations, through civic education.	➤ 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. ➤ Educate and encourage the public to defend the Constitution at all times, against all forms of abuse and violation; ➤ Formulate for the consideration of Government, from time to time,

	programmes at the national, regional and district levels aimed at realizing the objectives of the 1992 fourth Republican Constitution; ➤ Formulate, implement and oversee programmes intended to inculcate in the citizens of Ghana awareness of their civic responsibilities and an appreciation of their rights and obligations as free people; and ➤ To assess for the information 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 redressing these disparities.
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National Ambulance Service (NAS).	
Responsibilities of the Agency:	Details of Activities:
NAS has been charged with specific roles and responsibilities of establishing and operating a nationwide comprehensive pre-hospital emergency care.	To provide pre-hospital emergency care to accident victims (Road traffic, Domestic, Industrial, Medical etc.)

GHANA ENTERPRISES AGENCY	
Responsibilities of the Agency:	Details of Activities:
GEA has been charged to promote private investment and the growth of enterprises in the non-resource-based sectors of the economy.	To promote and develop all MSMEs, however, especially focusing on women, youth, and persons with disabilities (PWDs) via series of training, and any other module operandum in the preference of the agency

DEPARTMENT OF COOPERATIVE	
Responsibilities of the Agency:	Details of Activities:
NAS has been charged with specific roles and responsibilities of establishing and operating a nationwide comprehensive pre-hospital emergency care.	To facilitate the development of vibrant cooperative and other group enterprises that are capable of contributing positively to sustainable employment generation, poverty reduction and community development through capacity building, policies implementation, coordination, monitoring and auditing.

CHRAJ	
Responsibilities of the Agency:	Details of Activities:
To ensure respect for Human Right, holds power accountable and makes governance transparent for all	➤ Ensuring a culture of respect for the rights and obligations of all people in Ghana ➤ Dispensing and promoting justice in a free, informal and relatively expeditious manner ➤ Ensuring fairness, efficiency, transparency and application of best practices ➤ Using a well-trained and motivated workforce and the most modern technology.

COMPLEMENTARY EDUCATION AGENCY	
Responsibilities of the Agency:	Details of Activities:
Provide a free adult literacy programme, and a free vocational training, rehabilitation	Co-ordinate non-formal activities and offer quality and equitable lifelong learning opportunities for youth and adults outside formal education are functional literacy and

and resettlement of disabled persons; and life-long education.	skills development programmes across Ghana (at the district level).
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National Health Insurance Authority (NHIS).	
Responsibilities of the Agency: Registration of members and renewal of membership of the scheme are done at the district offices.	Details of Activities: Register members of the National Health Insurance Scheme and issue identity cards to registered members Reports to the Regional Offices,

Office of the Administration of Stool Lands (OASL).	
Responsibilities of the Agency: Responsible for the collection and disbursement of stool land revenue as mandated by Article 267 (2, 6-8) of the 1992 Constitution and Act 481 and is to report to Parliament.	Details of Activities: Mobilization of Stool Land Revenue Ground Rent, Forest Royalty, Mineral Royalty, Farm Rents Others (sand, charcoal, mineral concession). Education and Sensitization on Stool Lands. Monitoring Use of Stool Land Revenue by the district Assembly, Customary Boundary Demarcation, Rural Parcel Right Demarcation Ascertainment of Customary Law on Land and Family.

Electoral Commission of Ghana (EC)	
Responsibilities of the Agency:	Details of Activities:
Manage the conduct of all public elections and referenda to handle all matters directly related to the conduct of elections in the country.	➤ To compile the register of voters and revise it at such periods as may be determined by Law; ➤ Shall perform such functions as shall be assigned to them by the Commission.

Ghana Police Service	
Responsibilities of the Agency:	Details of Activities:
To produce an enabling environment for commerce through the maintenance of law and order as well as the arrest and prosecution of people who fall foul of the laws. After independence the Service	➤ Prevention and detection of crime, apprehension and prosecution of offenders, maintenance of law and order, ➤ To transport accident victims from the scene of an incident to an appropriate health facility ➤ To provide stand by emergency cover at public meetings and to liaise with other emergency services in time of disaster or mass casual incidents. ➤ To assist in the formulation and implementation programmes for first respondents.

	➤ To identify, recruit and train cadres for the service ➤ To assist in establishment and operation makeshift hospitals during mass casualty situation
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Ghana National Fire Service.	
Responsibilities of the Agency: The Ghana National Fire Service is required to provide adequate protection of life and property and sensitize and provide technical assistance and advice to schools, markets, MMDAs, lorry parks and other institutions nationwide on fire safety measures. The major programme and project assigned to the Service is Fire Management, Rescue and Extrication services.	Details of Activities: ➤ Organize public education programmes to create and sustain awareness of hazards of fire; and heighten the role of the individual in the prevention of fire; ➤ Provide technical advice for building plans in respect of machinery and structural layouts to facilitate escape from fire rescue operations and fire management; ➤ Inspect and offer technical advice on fire extinguishers ➤ Co-ordinate and advise on the training of personnel in firefighting departments of Institutions in the Country; ➤ Train and organize fire volunteer squads at community level;

	➤ Offer rescue and evacuation services to those trapped by fire or in other emergency situations; and ➤ Undertake any other function incidental to the objective of the service.
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Forestry Service Division.	
Responsibilities of the Agency:	Details of Activities:
Responsible for the regulation of utilization of forest and wildlife resources, conservation and management of those resources and the coordination of policies related to them.	Regulating the utilization of forest and wildlife resources Managing the district's forest reserves and protected areas; Assist the Assembly in the formulation of policies for the conservation of natural resources in the district within the framework of national policy on natural resources, conservation and report on the implementation of the policies and programmes to the District Assembly; Assist the Assembly in the mapping out of areas for natural environment, preservation and protection: Advise the Assembly on measures to embark on to prevent soil erosion; and assist in prohibiting farming practices which are detrimental to the environment

	Facilitate the creation of awareness on the benefits of forests and wildlife conservation; encourage investment in commercial timber plantation and the preservation of wildlife; Assist and facilitate the establishment and maintenance of tree nurseries and forest plantations for sale to the public.
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GHANA IMMIGRATION SERVICE	
Responsibilities of the Agency: To regulate and monitor the country entry points, residence, employment and the exit of foreigners in the country	Details of Activities: ➤ To operate a fair but firm immigration controls that regulate and facilitate the movement of people through Ghana's borders and efficient, effective residence and work permit systems that meet the social and economic needs of the country. ➤ Collaborate with other Ghanaian security agencies in strengthening Ghana security system

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
1. Administration 2. Assembly Matters 3. Audit

4. Human resource
5. Finance
6. Protocol
7. Department/Agencies
8. Environmental Health Sanitation
9. Projects and programmes
10. Traditional Councils
11. Non-Governmental Organizations
12. Associations and Unions
13. Markets
14. Procurement & Stores
15. Budget and Planning

Types of Information Accessible at a fee:

Below are the details of the approved fees cover the cost associated with application for, or access to information which is in accordance to section 5 of AEDA RTI information manual.

Revenue Items	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 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, or part thereof	0.70
For a copy of audio records	1.00

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 Atiwa-East District Assembly. To requests for information under the RTI Act from Atiwa-East District 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 Atiwa-East District 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 Atiwa-East District 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. (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 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 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.
- 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 a 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.

4. Amendment of Personal Record

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

4.1 How to apply for an Amendment

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

5. Fees and Charges for Access to Information

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

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, 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

6. Appendix A: Standard RTI Request Form

[Reference No.:]

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



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual ☐ ☐ 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) <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 AEDA's Information Unit

Name of Information/Designated Officer:

PRINCE OBENG DONKOR

Telephone/Mobile number of Information Unit:

0246220037 // 0503264975

Postal Address of the institution:

P.O BOX 100, ANYINAM - EASTERN REGION

8. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
RTI	<i>Right to Information</i>
MDA	<i>Ministries, Departments and Agencies</i>
s.	<i>section</i>
MMDAs	<i>Metropolitan, Municipal and District Assemblies</i>
AEDA	<i>Atiwa-East District Assembly</i>
YEA	<i>Youth Employment Agency</i>
NSS	<i>National Service Scheme</i>
NABCO	<i>National Builders Corps</i>
NCCE	<i>National Commission for Civic Education</i>
NAS	<i>National Ambulance Service</i>
NFED	<i>Non-Formal Education</i>
NHIS	<i>National Health Insurance Authority</i>
OASL	<i>Office of the Administration of Stool Lands</i>
EC	<i>Electoral Commission of Ghana</i>

9. Appendix D: Glossary

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

Table 2 Glossary

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

