



Government of Ghana

Right to Information Manual

Ministry of Transport (MoT)

9TH JANUARY, 2024

Table of Contents

Table of Contents	i
1. Overview	1
2. Directorates and Departments under	2
2.1 Description of Activities of each Directorate and Department	3
2.2 Ministry of Transport’s Organogram.....	6
2.3 AGENCIES UNDER Ministry of Transport.....	7
2.4 Classes and Types of information.....	16
3. Procedure in Applying and Processing Requests	23
3.1 The Application Process	23
3.2 Processing the Application.....	24
3.3 Response to Applicants	25
4. Amendment of Personal Record	26
4.1 How to apply for an Amendment.....	26
5. Appendix A: Standard RTI Request Form	27
6. Appendix B: Contact Details of Ministry of Transport’s Information Unit	30
7. Appendix C: Acronyms	31
8. Appendix D: Glossary	32

1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

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

2. Directorates and Departments under Ministry of Transport (MoT)

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

To create an integrated, modally complimentary, cost effective, safe, secure, sustainable and seamless transportation system responsive to the needs of society, supporting growth and poverty reduction and capable of establishing Ghana as a transportation hub of West Africa.

MISSION

To provide leadership and guidance for the development of Ghana's transportation system through effective policy formulation, market regulation, asset management and service provision.

Directorates and Departments under Ministry of Information (MoI)

1. Policy Planning, Budgeting, Monitoring and Evaluation Directorate
2. Research, Statistics and Information Management Directorate (RSIM)
3. Human Resource Development and Management Directorate
4. Finance Directorate
5. General Administration Directorate (GAD)
14. Internal Audit Unit
15. Public Relations (PR) Unit
16. Legal Unit
17. Client Services Unit
18. Fixed Asset coordinating

Responsibilities of the Institution:

The Ministry of Transport performs the following specific functions:

- Initiate and formulate road transport services, maritime & inland waterways policies taking into account the needs and aspirations of the people;
- Collaborate with key stakeholders to effectively disseminate information about Government policies, programmes and activities of the sector;
- Coordinate, monitor and evaluate the efficiency and effectiveness of the performance of the transport sector.
- Develop appropriate regulation secure and stimulate competition;
- Institutional and human capacity building for the stakeholders in the sector;
- Ensure continuous development of state-of-the-art technology applications to support the sector (smart ticketing and low carbon vehicles) and
- Promote innovation, research and development, training, and investment in the sector
- Provide an enabling environment to support government businesses and public private partnerships within the sector, particularly Independent Power Producers (IPPs);
- Promote high standards of safety and security in transport;
- Coordinate inter-sectoral maritime activities towards the creation of an integrated sea management; and
- Coordinate international cooperation in the transport sector.

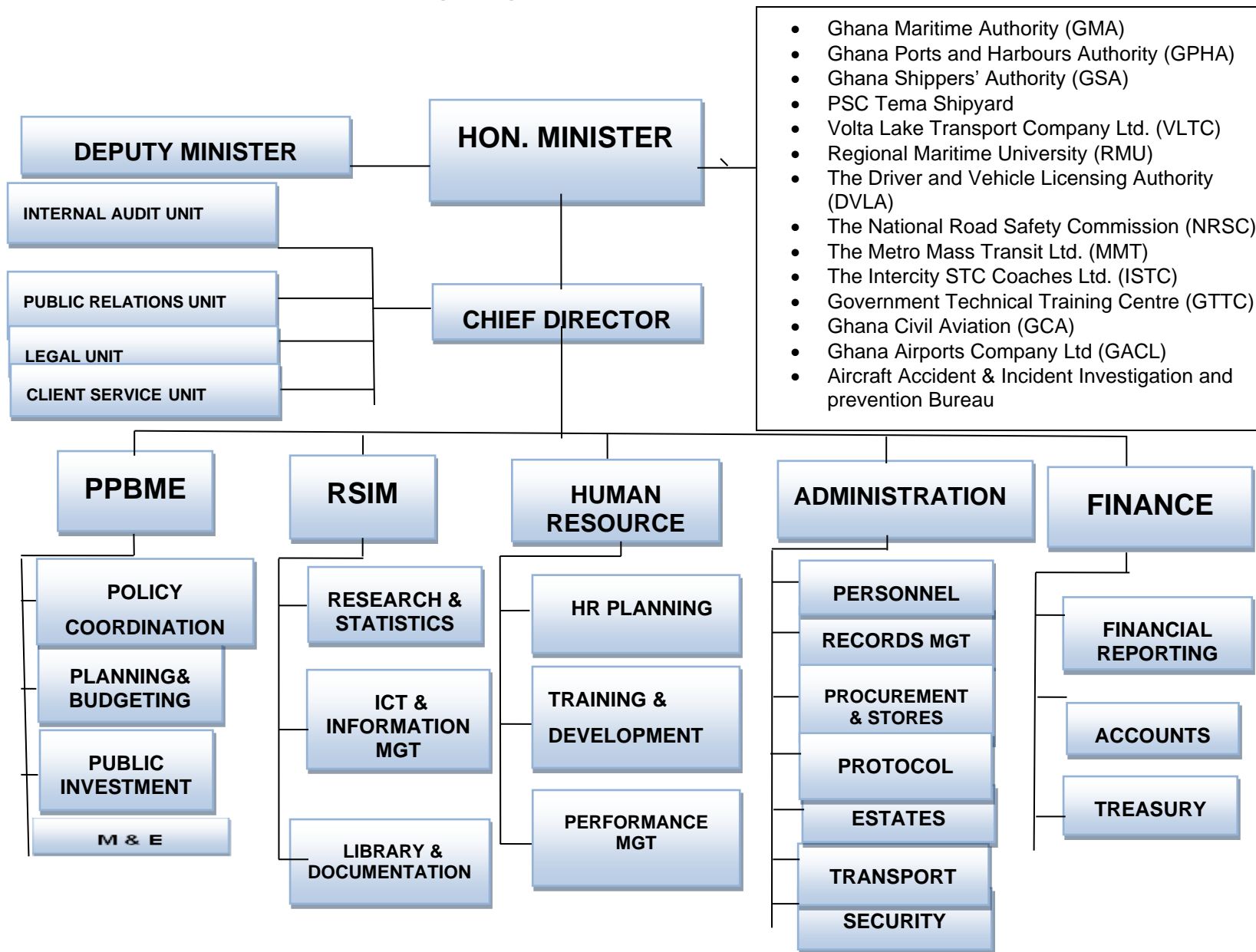
2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Policy Planning, Budgeting, Monitoring and Evaluation Directorate	This Directorate leads the technical processes for the development of policies, plans, programmes and budgets of all activities of the Ministry. It caters for the design and application of monitoring and evaluation systems for purposes of assessing the operational effectiveness of the Ministry's strategies and interventions.

<p>Research, Statistics and Information Management Directorate (RSIM)</p>	<p>This Directorate conducts and commission's research compiles and analyses data for the Ministry in particular and government as a whole. It serves as a stock for compiling all information pertaining to the Ministry in line with its activities and programmes, thereby maintaining a data bank for effective and efficient decision-making.</p> <p>This Directorate also projects the good image of the Sector both within and outside the country by disseminating information on the Ministry policies, activities and procedures as well as providing a mechanism for receiving feedback on Government's policies and activities.</p>
<p>Human Resource Development and Management Directorate</p>	<p>This Directorate develops sector-wide policy on HR Planning, Succession Planning, Training and Development and Performance Management. It also ensures that there is in place an effective and stable management framework consistent with the overall manpower needs of the Sector.</p>
<p>Finance Directorate</p>	<p>The Directorate ensures that there is proper financial management and its administration at the Ministry. This directorate also leads the administration of treasury management and accounts preparation at the Ministry.</p> <p>It also safeguards the interest of the Ministry in all financial transactions relating to revenue and expenditure. It further ensures the practice of proper and accountable administration. It also gives advice on all financial matters relating to the Ministry.</p>
<p>General Administration Directorate (GAD)</p>	<p>The Directorate ensures that services and facilities necessary to support the administrative and other functions of the ministry are available. It also ensures the provision of an effective and efficient system for internal checks.</p> <p>The Directorate further ensures that approved personnel policies in the Ministry on employment, personnel records, training, and wages and salaries administration are translated into good management practices and effectively carried out.</p>

Internal Audit Unit	The Unit ensures systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal control and the administrative process at the Ministry. The Unit advises management on how to better execute their responsibilities and duties.
Records Management Unit	The Unit develops implements and reviews communication strategies to market and communicate the Ministry's policies, programs, projects and activities to the public and also receive and manage client responses and enquiries.
Public Relations (PR) Unit	The Unit develops implements and reviews communication strategies to market and communicate the Ministry's policies, programs, projects and activities to the public and also receive and manage client responses and enquiries.
Legal Unit	The Unit is responsible for providing legal and legislative counsel and technical support services to the Ministry by ensuring legal interpretations and inputs into the formulation of policies and other international protocols, conventions and treaties
Client Services Unit	The Client Services Unit is set up to facilitate standardization of the services delivered by the Ministry and communicates to the Public the exact services of the Ministry. It receives complaints and addresses them and also provides information on the nature of the operations of Ministry. It also deals with complaints from the general Public regarding services of the Ministry and ensures that genuine problems are addressed adequately in a transparent, timely and cost-effective manner. The Unit acts as a check on the Ministry to improve on service delivery to the public.
Fixed Asset coordinating	The Unit regulates and guides the preparation, presentation and disclosure of general-purpose financial statements in the Department. It ensures the existence of proper control systems for the custody and management of the assets and maintain a register of fixed assets, eg, Land, Buildings, Plants and Equipment, Furniture and Fittings, etc.

2.2 Ministry of Transport's Organogram



2.3 AGENCIES UNDER MINISTRY OF TRANSPORT

Agencies under MoT
<ol style="list-style-type: none"> 1. Ghana Maritime Authority (GMA) 2. Ghana Ports and Harbours Authority (GPHA) 3. Ghana Shippers' Authority (GSA) 4. PSC Tema Shipyard and Dry dock 5. Volta Lake Transport Company Limited (VLTC) 6. Regional Maritime University (RMU) 7. The Driver and Vehicle Licensing Authority (DVLA) 8. The National Road Safety Authority (NRSA) 9. The Metro Mass Transit Limited (MMT) 10. The Intercity STC Coaches Limited (ISTC) 11. Government Technical Training Centre (GTTC) 12. Ghana Civil Aviation Authority (GCAA) 13. Ghana Airports Company Ltd. (GACL) 14. Aircraft Accident and Incident Investigation and Prevention Bureau. (AIB)

Ghana Maritime Authority (GMA)	
<p>Responsibilities of the Agency:</p> <p>Ghana Maritime Authority (GMA) is the regulator of the Maritime Industry and is responsible for the safety and security of the marine environment.</p>	<p>Details of Activities:</p> <p>Ensure Safety of navigation;</p> <p>Fulfill flag state and port state responsibilities in an effective and efficient manner, having due regard to international maritime conventions, instruments and codes;</p> <p>Deal with matters pertaining to maritime search and rescue and coordinate the activities of the Ghana Armed Forces, the Ghana Ports and Harbours Authority and other bodies during search and rescue operations;</p>

	<p>Regulate activities on shipping in the inland waterways including the safety of navigation in inland waterways;</p> <p>Cause to be investigated maritime casualties and take appropriate action;</p> <p>Oversee matters pertaining to the training, recruitment and welfare of Ghanaian seafarers;</p> <p>Plan, monitor and evaluate training programmes of seafarers to ensure conformity with standards laid down by international maritime conventions;</p> <p>Ensure in collaboration with such other public agencies and institutions as the Board may determine the prevention of marine source pollution, protection of the marine environment and response to marine environment incidents;</p> <p>Pursue the ratification or accession and implementation of international maritime conventions, in conjunction with the appropriate Ministry;</p> <p>Assess the manpower needs of the maritime sector for national planning purposes;</p> <p>Liaise effectively with government agencies and institutions that deal with maritime transport and related transport matters for the purpose of achieving harmony in the maritime industry;</p> <p>Initiate research into national maritime transport development for effective planning and coordination;</p> <p>Ensure an efficient, cost effective and orderly provision of services in the shipping industry in line with government policies;</p> <p>Initiate action for the promotion, establishment and development of private shipping lines;</p> <p>Advise on policies for the development and maintenance of maritime infrastructure such as ports and harbours in the country;</p> <p>Advise the government on maritime matters generally;</p> <p>Regulate the activities of shipping agents, freight forwarders and similar shipping service providers</p>
--	--

Ghana Ports and Harbours Authority (GPHA)	
<p>Responsibilities of the Agency:</p> <p>responsible for the planning, development and management of all Ports and Harbours in the country.</p>	<p>Details of Activities:</p> <p>builds, plans, develops, manages, maintains, operates and controls all ports in Ghana.</p> <p>The Authority manages and operates the sea ports of Ghana and various business units in collaboration with a number of private service providers in the areas of vessel handling, stevedoring, transfer, storage, receipt and delivery of containerized and general cargo. Others are safety, security and conservancy services.</p>

Ghana Shippers' Authority (GSA)	
<p>Responsibilities of the Agency:</p> <p>protects and promotes the interest of shippers (importers and exporters) in Ghana.</p>	<p>Details of Activities:</p> <p>Seeks optimum deregulation and liberalization of shipping services in Ghana;</p> <p>Helps to improve upon the quality of shipping services through appropriate interaction and intensive training of shippers;</p> <p>Ensures payment of competitive freight rates and other port and ancillary charges through effective monitoring and negotiation;</p>

PSC Tema Shipyard and Drydock	
Responsibilities of the Agency:	Details of Activities:
	<p>Helps to transform the shipyard into a modern, well-equipped facility to meet the nation's strategic objective.</p> <p>Manages maritime infrastructures</p>

Volta Lake Transport Company Limited (VLTC)	
Responsibilities of the Agency:	Details of Activities:
<p>provides water transportation services on the Volta Lake</p>	<p>operates river transportation for passengers, bulk haulage of petroleum products and significant quantities of cement, and cross-lake ferry services along the Volta Lake.</p> <p>As part of VLTC's re-evaluation of strategies to attract funding to improve its operations, it plans to overhaul its aged and faulty vessels to improve efficiency and subsequently reduce the turn-around time for its services and operations. It has also considered acquiring or leasing additional barges to increase its capacity and fleet to enable it attract a larger client base.</p> <p>VLTC also plans to engage Government of Ghana in exploiting the synergies and commercial benefits of the intended Tema-Akosombo railway line and Eastern Corridor Multi Modal Transport Project (ECMMTP) to attract new markets and business opportunities that will increase productivity in port and transit services.</p>

Regional Maritime University (RMU)	
Responsibilities of the Agency:	Details of Activities:
<p>provides training for the Maritime Industry</p>	<p>Develops a comprehensive and liberal programme of maritime education to match modern technological innovations associated with shipboard operations and the fishing industry,</p> <p>Prepares sea-going officers to assume higher responsibilities of merchant ships and fishing vessels;</p>

	Provide adequate training facilities with a view to promoting the administrative, operational, managerial and technical of shore-based shipping and ports personnel;
--	--

Driver and Vehicle Licensing Authority (DVLA)	
Responsibilities of the Agency: regulator for road transport and licenses drivers and vehicles	Details of Activities: Establishes standards and methods for the training and testing of driving instructors and drivers of motor vehicles and riders of motor cycles. Establish standards and methods for the training and testing of vehicle examiners;

National Road Safety Commission (NRSC)	
Responsibilities of the Agency: coordinates road safety activities and provides publicity and education on road safety	Details of Activities: promotes and coordinates Road Safety activities in Ghana

Metro Mass Transit Limited (MMT)	
Responsibilities of the Agency: Provides public transport services for urban and rural areas	Details of Activities: Provides intra city bus services for highly congested and non-congested areas in the cities with high frequency and many stops. Provides inter urban bus service linking rural areas to urban centres (usually on rough roads) with low

	<p>constant frequency. Opens up villages and districts for socio-economic activities.</p> <p>Provides intercity bus services connecting two cities extending over a distance of 140 km. E.g., Tamale - Kumasi; Accra – Ho and Cape Coast-Accra.</p>
--	---

Intercity STC Coaches Limited (ISTC)	
<p>Responsibilities of the Agency:</p> <p>Provides inter-city and some international transport services to Togo, Burkina Faso and Côte d'Ivoire.</p>	<p>Details of Activities:</p> <p>The company caters for all classes and kind of vehicles that need an accurate assessment of conditions, value and suitability of the vehicle for an intended purpose. This service is well patronized by institutions whose reports on vehicles, plants and equipment's are recognized as valid, authentic and acceptable for all transactions in the country.</p> <p>offers short courses in defensive driving for heavy vehicle drivers, supervisors and transport managers. The school aims at championing governments call for discipline on our roads and its resultant reduction in road carnage to its barest minimum and eventually ensuring road safety.</p> <p>Package / Parcel Express services targets all corporate bodies that require rapid delivery of large, medium and small parcels to destinations in and around the company's service stations. This includes major courier companies, pharmaceutical and chemical companies, financial institutions, security services</p> <p>Examines the roadworthiness of vehicles within its catchment area.</p> <p>Intercity STC has both domestic and international bus services to various cities in Ghana and some West African cities such as Abidjan, Cotonou Etc.</p>

	Our stations are located in the regional capitals and cities of Ghana.
--	--

Government Technical Training Centre (GTTC)	
Responsibilities of the Agency: Provides training for artisans and drivers.	Details of Activities: Trains skilled manpower for Ghana's industrial requirements

Ghana Civil Aviation Authority (GCAA)	
Responsibilities of the Agency: Responsible for regulating the Air transport industry in Ghana and provides Air Navigation Services within the Accra Flight Information Region.	Details of Activities: <ol style="list-style-type: none"> 1. Licensing and Certification of Air Transport Operators 2. Licensing and Certification of Aerodromes and the Construction, Operation, Maintenance and Managements of Navigation Sites. 3. Provision of Air Navigation Services (Air Space Management) within the Accra Flight Information Region (FIR). 4. Regulation of Air Transport Services. 5. Promoting the Development of Civil Air Transport Industry in Ghana. 6. Advising Government on all matters Concerning Civil Aviation, among other functions. 7. Provision of oversight for all activities related to civil aviation.

Ghana Airports Company Ltd. (GACL)	
Responsibilities of the Agency: Responsible for planning, developing, managing and maintaining all airports and aerodromes in Ghana	Details of Activities: planning, developing, managing and maintaining all airports and aerodromes in Ghana

Aircraft Accident and Incident Investigation and Prevention Bureau. (AIB)	
Responsibilities of the Agency: to investigate, prevent, regulate and oversee the management of aircraft accidents and incidents that occur in the Ghana and the Accra flight Information Region	Details of Activities: <ol style="list-style-type: none"> a) Obtain preliminary report through its own officer or any person authorized by it. b) Assist in setting up of the Investigative Team appointed under the Regulations. c) Facilitate the investigation and administrative work of the Investigative Team whenever necessary. d) Receive and process the reports of investigations submitted to the Minister following conduct of those investigations. e) Follow-up the recommendations made by the investigative team and to ensure that the same are implemented by the concerned agencies. f) Formulate safety recommendations on the basis of safety studies, including induction of new technology to enhance safety conducted from time to time. g) Establish and maintain an accident and incident database to facilitate an effective analysis of information on actual or potential safety deficiencies obtained, including that from its incident reporting systems, and to determine the preventive actions required. h) Ensure due compliance with Annex 13 to the Chicago Convention. i) Review proposed amendments to Annex 13 by coordinating with GCAA and ensure timely

	<p>notification of differences and publication of significant differences into Ghana AIP.</p> <p>j) Procure all necessary administrative and documentation approvals by the Minister with respect to accident and serious incidents investigations.</p> <p>k) Ensure proposed amendments to APIM are incorporated in a timely manner.</p> <p>l) Manage the accident and serious incidents notifications system specified in the Accident and Prevention Investigation Manual.</p> <p>m) Manage investigators training records.</p>
--	--

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:

1. FINANCE

CONTROLLER & ACCT. GEN.- CIRCULARS
 FEES & REVENUE (DEPTS & AGENCIES)
 IMPREST ACCOUNT - M.O.T
 PAYMENT VOUCHERS/RECEIPTS
 PAYMENT UTILITIES
 REVENUE & EXPENDITURE
 REFUND OF MEDICAL EXPENSES
 SPECIMEN SIGNATURE
 WAYBILLS & INVOICES

2. AUDIT

INTERNAL AUDIT REPORTS
 INTERNAL AUDIT AGENCY
 AUDIT SERVICE

3. ADMINISTRATION

APPLICATION FOR RELEASE OF CONTAINERS
 ALL AGENCIES
 APPLICATION OF CAR LOAN
 CAR MAINTENANCE ALLOWANCE
 CELEBRATIONS/ANNIVERSARIES/FESTIVALS
 CEPS/G.R. A
 COURTESY CALLS & VISITS
 CLIENT SERVICE CHARTER
 COMMISSION/COMMITTEE OF ENQUIRY M.O.T
 CIRCULARS FROM DIPLOMATIC MISSION
 DIRECTORS PERFORMANCE AGREEMENT
 DRAFT/BILL PAPERS & INSTRUMENTS FOR PARLIAMENT
 ENVIRONMENTAL PROTECTION AGENCY
 ECOWAS - M.O.T CONF/SEMINARS/WORKSHOPS
 FIRE DISASTER COMMITTEE

FAIRS & EXHIBITIONS
GENERAL FILE - M.O.T
GHANA INVESTMENT PROMOTION CENTRE
GHANA HIGHWAY AUTHORITY
HANDING OVER NOTES - M.O.T
HANDING OVER NOTES - OTHER ORG.
HIV/AIDS PROGRAMMES
HONOURS, APPRECIATIONS & AWARDS
INDUSTRIAL ATTACHMENT
INTERNATIONAL CONF./MEETINGS/WORKSHOPS
INTRODUCTION TO COMPANIES
INVESTIGATIONS - M.O.T/AGENCIES
INVITATIONS
LAND LORD PORT BILL
LETTER OF INTRODUCTION (M.O.T STAFF)
LETTER OF INTRODUCTION
MINUTES OF MEETINGS - M.O.T
MARITIME ORG. OF WEST CENTRAL AFRICAN COUNTRIES (MOWCA)- MEETING & RELATED MATTERS
MEMO'S - M.O.T
NATIONAL DISASTER MGT. ORG.
NATIONAL SERVICE SCHEME PROG
NOMINATION OF EXPERTS TO SERVE UN
OIL & GAS CONF./ISSUES
PERFORMANCE CONTRACTS (AGENCIES)
PERMISSION TO TRAVEL IN/OUT OF THE COUNTRY
PERMIT FOR ROAD TRANSPORT
PETITION & COMPLAINTS
PARLIAMENTARY SERVICES & QUESTIONS/ISSUES
PRIVATE SECTOR DEVELOPMENT
PROTOCOL COURTESIES
PUBLIC SERVICE COMMISSION (PSC)
PUBLIC SECTOR REFORMS
PUBLIC PRIVATE PARTNERSHIP (PPP)
PUBLIC PRIVATE PARTNERSHIP PROJECT C'TTEE
REQUEST FOR SECURITY

REQUEST FOR FINANCIAL ASSISTANCE (NGO'S/OTHERS)
REQUEST FOR PASSPORTS & VISA PERMITS
RELEASE OF FUNDS - M.O.T/AGENCIES
RELEASE OF FUNDS - OVERSEAS TRAVEL
RECORDS AND INFORMATION MANAGEMENT
REPAIRS OF OFFICIAL EQUIPMENT
REFORMS TRANSPORT
REPORTS ON MEDICAL FACILITY
SCHOLARSHIPS
STATISTICAL SERVICE
THE COMMONWEALTH CIRCULAR

4. STORES & SUPPLIES

ASSETS/INVENTORY
APPLICATION FOR UTILITIES
PROCUREMENT & SUPPLY CHAIN MANAGEMENT
PURCHASE OF MATERIALS & SUNDRIES
PURCHASE/SUPPLY OF OFFICE, EQUIPMENT FOR M.O.T GENERATOR
QUOTATIONS

5. ESTATES

APPLICATION FOR GOV'T BUNGALOWS
DIVESTITURE IMPLEMENTATION COMMITTEE
OFFICE ACCOMMODATION - M.O. T
REPAIR WORK ON OFFICE BUILDING
RENTING OF PREMISES FOR OFFICE USE
TRANSPORT/PWD DEMOLISION

6. TRANSPORT

ACQUISITION /ALLOCATED OF VEHICLES
APPLICATION FOR SPECIFIC WARRANT
BUS RAPID TRANSIT (BRT)
DISPOSAL OF UNSERVICEABLE VEHICLES
DRIVER VEHICLE LICENSING AUTHORITY - STAFF MATTERS
DRIVER VEHICLE LICENSING AUTHORITY – ISSUES
EASTERN CORRIDOR TRANSPORT PROJECT

ESTABLISHMENT OF HOME-BASE CARRIER
 ENTITY TENDER COMMITTEE - METRO MASS TRANSIT LTD
 GHANA AIRPORT COMPANY LIMITED – ISSUES
 GHANA CIVIL AVIATION AUTHORITY -ISSUES
 GOVERNMENT TECHNICAL TRAINING CENTRE – ISSUES
 GOVERNMENT TECHNICAL TRAINING CENTRE - STAFF MATTERS
 G.P.R.T. U
 GAPTE
 GHANA DRIVER AWARDS
 WAIVER OF TAXES
 GREATER ACCRA TRANSPORT MASTER PLAN (KOICA)
 INTERCITY STC -ISSUES
 INTERCITY STC - STAFF MATTERS
 LOGISTICS, TRANSPORT & RELATED MATTERS
 METRO MASS TRANSIT LTD – ISSUES
 METRO MASS TRANSIT LTD - STAFF MATTERS
 NATIONAL ROAD SAFETY AUTHORITY – ISSUES
 NATIONAL ROAD SAFETY AUTHORITY - STAFF MATTERS
 NATIONAL ROAD SAFETY AUTHORITY CONF. / W'SHOP
 AIRPORT PROJECTS
 PERMIT FOR ROAD ACCESS/ TRANSPORT SERVICES
 REGISTRATION & INSURANCE OF VEHICLES
 ROAD SAFETY/TRAFFIC REGULATION
 ROAD TRANSPORT FARES
 REPAIR WORK ON OFFICIAL VEHICLE
 TRANSPORT SECTOR SUPPORT/IMPROV. PROJECT & PROG.
 TRANSPORT SECTOR REVIEW CONFERENCE
 URBAN TRANSPORT PROJECT
 VEHICLE INSPECTION AND VALUATION

7. POLICY PLANNING

ASSOCIATION OF GHANA INDUSTRIES (AGI)
 AFRICAN TRANSPORT POLICY & PROGRAMME
 BOANKRA INLAND PORT PROJECT & RELATED MATTERS
 BILATERAL AGREEMENT & CO-OPERATIONS

CONSTRUCTION OF WAREHOUSES
MEMO OF UNDERSTANDING & CABINET/DECISION
NATIONAL DEV'T PLANNING COMMISSION (NDPC)
NATIONAL TRANSPORT POLICY & RELATED ISSUES
POLICY/PLANNING PROGRAMMES
POLICIES ON OIL & GAS
STRATEGIC PLAN - M.O. T
TRANSPORT PLANNING GROUP

8. BUDJET

BUDGET - M.O.T
MANPOWER BUDGET

9. MONITORING & EVALUATION

ANNUAL/Q'TERLY/MONTHLY REPORTS
PERFORMANCE MONITORING OF PROJECTS & PROG. OF AGENCIES OF
M.O.T

10. STATISTICS

REQUEST FOR INFORMATION
REQUEST FOR DATA

11. PUBLIC RELATIONS

MEDIA ISSUES/PRESS RELEASE/MEET THE PRESS & RELATED ISSUES
SPEECHES/SESSIONAL ADDRESS/SONA
INTERVIEWS FOR HON. MINISTER/DEP. MINISTER/CHIEF DIRECTOR

12. INFORMATION MANAGEMENT

INFORMATION SERVICES DEPARTMENT (ISD)
NATIONAL INFORMATION TECHNOLOGY AGENCY (NITA)
POLITICAL MATTERS & PETITIONS
PUBLICATIONS / NEWSLETTERS/ MAGAZINES/SUBSCRIPTION
PRESS CUTTINGS
RIGHT OF INFORMATION (RTI)

13. HUMAN RESOURCE

APPOINTMENT OF STAFF - M.O. T

APPOINTMENTS – MEETINGS
APPLICATION FOR LEAVE
APPLICATION FOR EMPLOYMENT
APPLICATION FOR FINANCIAL CLEARANCE
ASSUMPTIONS AND RELEASES
ESTABLISHMENT & STAFF MATTERS
M.O.T SNR STAFF MATTERS
M.O.T JNR STAFF MATTERS
NOMINATIONS
OBITUARY
POSTING OF STAFF - M.O.T
PERMISSION TO RECRUIT STAFF
QUERIES
RETIREMENT & RESIGNATION
SECONDMENTS
STAFF CONTRACTS
STAFF DURBARS
STAFF MATTERS ON INSURANCE
STUDY LEAVE
SOCIAL SECURITY ISSUES
VACANCY ANNOUNCEMENTS
WORLD BANK TRAINING PROGRAMME
COURSES & TRAINING

14. MANPOWER DEVELOPMENT

CIVIL SERVANT ASSOCIATION (CLOGSAG)
INT'NAL MARITIME UNIVERSITY – RELEASE
INT'NAL TRAINING WITH INT'NAL ORG.
LOCAL CONF./W'SHOP/SEMINARS - M.O.T
STAFF APPRAISALS
STAFF PROMOTION

Types of Information Accessible at a fee:

Pursuant to Section 75(1) of the Right to Information Act, 2019 (Act 989), the general public is hereby notified that, Parliament has approved the fees and charges related to the cost associated with access to information.

The fees and charges approved by Parliament can be found in the Fees and Charges (Miscellaneous Provision), Act, 2022, (Act 1080).

Below is the details of the approved fees to cover the cost associated with application for, or access to information.

REVENUE ITEM	APPROVED FEES AND CHARGES (GHS)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	0.38
For a copy in a computer-readable form on external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70
For a copy of audio record	1.00

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 [Ministry of Transport](#). To requests for information under the RTI Act from the [Ministry of Transport](#), 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 [Ministry of Transport](#) 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 [Ministry of Transport](#) '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.

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.:			
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:	<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: 150px; height: 20px;" 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>	

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

Name of Information/Designated Officer:

THERESA KOKUI FIADOR

Telephone/Mobile number of Information Unit:

0302955793

Postal Address of the institution:

P.M.B MINISTRIES, ACCRA.

7. Appendix C: Acronyms

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>
<i>MOT</i>	<i>Ministry of Transport</i>
<i>GACL</i>	<i>Ghana Airport Company Limited</i>
<i>GCAA</i>	<i>Ghana Civil Aviation Authority</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 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>