



Government of Ghana

Right to Information Manual Template

GHANA HIGHWAY AUTHORITY (GHA)

2020

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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 Ghana Highway Authority and provide the types of information and classes of information available at GHA, including the location and contact details of its information officers and units.

2. Directorates and Departments under Ghana Highway Authority (GHA)

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

VISION

Being a world-class provider of safe road infrastructure

MISSION

GHA provides Road Infrastructure Engineering and Management Services: project appraisal, feasibility studies and detailed design; contract preparation and administration; maintenance and operation; civil engineering materials prospecting and testing for roads, bridges and road safety facilities at best value – least cost to support the socio-economic development of Ghana and beyond.

Directorates and Departments under Ghana Highway Authority (GHA)
Directorates 1.Administration 2.Maintenance 3.Development Departments 4.Finance Division 5.Human Resources Division 6.Contracts Division 7.Planning Division 8.Quantity Surveying Division 9.Survey and Design Division 10.Road Maintenance Division 11.MIS Division 12.Road Safety and Environment Division 13.Training and Development Division 14.Audit Division 15.Public Affairs Division 16.Legal Services Division 17.Plant and Equipment Division

18.Materials Division

19.Bridges Division

20.Regional Offices

Responsibilities of the Institution:

The (Ghana Highway Authority) GHA is responsible for the administration, development and maintenance of trunk roads and related facilities in the country.

The Authority provides Road Infrastructure Engineering and Management Services: project appraisal, feasibility studies and detailed design; contract preparation and administration; maintenance and operation; civil engineering materials prospecting and testing for roads, bridges and road safety facilities at best value – least cost to support the socio-economic development of Ghana and beyond.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Administration Directorate	<ul style="list-style-type: none"> Responsible for the overall administration and control of all the employees of the Authority
Development Directorate	<ul style="list-style-type: none"> Responsible for the coordination of the functions of the Planning, Survey& Design, Contracts, Materials and Bridges Division of the Authority and recommends desirable modifications or the planned highway system towards the achievement of the desired objectives
Maintenance	<ul style="list-style-type: none"> Responsible for coordinating the duties of the Division of road maintenance, mechanical and ferries. Undertakes research and analysis with the view to developing new and improved road maintenance methods, procedures and management techniques

Finance Division

- The Finance Division is a Division of the Administration Department of Ghana Highway Authority.
- The Finance Division designs and implements effective and efficient Financial Management Systems in the Authority in accordance with its owned approved Accounting Manual, the Financial Administration Act (FAA) Act 654, and Internal Audit Agency Act (IAA) Act 658, Public Procurement Act (PPA) Act 663 and Civil Service Law and their respective regulations.
- **Vision**
A Finance Division that delivers excellent financial management services to the Authority
- **Mission**
The Finance Division exists to provide efficient and effective **financial management services** to the Authority and the public through highly trained, well-motivated and dedicated staff using the most appropriate technology.
- **Functions**
The functions of the Finance Division as provided for in the GHA Accounting Manual, FAA and FAR are summarized below:
 - I. Receiving, disbursing and providing secure custody for moneys payable into the Consolidated Fund and other funds and establishing such account with the Bank of Ghana and its agents as are considered necessary for the deposit of the moneys;
 - II. Ensuring that adequate provisions exist in the safe custody of public money, securities and accountable documents.
 - III. Ensuring the custody, safety and integrity of the Consolidated Fund and other public funds designated under the care of the Chief Executive.

	<p>IV. Compiling and managing the accounts prepared in relation to the Consolidated Fund and other public funds;</p> <p>V. Keeping, rendering and publishing statements of public accounts as required by law;</p> <p>VI. Approving accounting instructions of Regional Highway Offices, District Offices, Mobile Units promoting the development of efficient accounting systems within these institutions;</p> <p>VII. Carrying out inspections that it considers necessary to ensure the integrity of the internal control system operating in a GHA regional office</p>
Human Resources Division	<ul style="list-style-type: none"> ▪ The Human Resources Division is responsible for the effective and efficient use of the Authority's human capital for accomplishment of organizational goals. This is done through the under listed activities which are interlinked. <p>I.Staffing</p> <p>The aim of staffing is to provide adequate numbers of qualified people to occupy various job positions in the organization at the appropriate time. Thus, we recruit and select the most qualified applicants to fill vacancies that arise in the organization from time to time.</p> <p>II.Performance appraisal</p> <p>The Division administers a Performance Appraisal System, annually evaluating the performance of employees of the Authority. The outcome of the evaluation leads to Management decisions on rewards, disciplinary action, identification of training needs etc.</p>

	<p>III.Compensation and benefits</p> <p>Salaries and Wages in the GHA are pre-determined by the Fair Wages and Salaries Commission (FWSC) on behalf of the Government. Each job position has corresponding salary on the Single Spine Salary Structure (SSSS) and that is what the Division uses to administer the salaries of staff. Apart from salaries other benefits by way of allowances, provision of subsidies on housing, transportation etc. are provided to motivate staff. These benefits are processed and managed by the Human Resources Division.</p> <p>IV.Health and safety</p> <p>The physical and mental health as well as safety of staff are of paramount interest to Management. Management, through the Human Resources Division provides some financial support to staff for medical treatment of ailments ranging from minor illnesses to chronic conditions. Staff are however, advised to access the National Health Insurance Scheme as much as possible due to budgetary constraints. Staff are also provided with safety gadgets and clothing for their safety at the work place.</p> <p>V.Employee and labour relations</p> <p>The Division in conjunction with Management, the Senior Staff Association and the Union develop, communicate and review/update Human Resources policies and procedures as and when necessary so that staff would know what their rights are and Management's expectation of them</p>
Legal Services Division	<ul style="list-style-type: none"> ▪ The Legal Division is the secretariat to the Board of Directors of the Authority and all its committees. ▪ The Legal Division advises the Management on legal matters. ▪ Attends court proceedings on behalf of the authority

	<ul style="list-style-type: none"> ▪ Liaises with entities like the Attorney-Generals' Department, Commission on Human Rights and Administrative Justice, Labour Commission, etc. on matters referred to it by Management ▪ Drafts agreements on behalf of the Authority.
Public Affairs Division	<ul style="list-style-type: none"> ▪ The division develops, implements and reviews communication strategies to market and communicate the institution's mandate to the public and also receive and manage client's response and enquiries. ▪ Write and distribute press releases ▪ Speech writing ▪ Create and execute special events designed for public outreach and media relations. ▪ Social media promotions
Management Information Systems Division	<ul style="list-style-type: none"> ▪ The core function of the M.I.S. is the overall co-ordination and supervision of the Authority's Information and Communication Technology activities computer systems, Data operations, Networking and hardware services. ▪ The MIS division is charged with the responsibility of establishing a system that will ensure effective information management for providing timely and accurate information at all levels of the Authority. The MIS division recommends the Information Technology needs (software and hardware) for employees, design and recommend IT training needs for the Authority
Audit Division	<ul style="list-style-type: none"> ▪ The Audit Division in GHA is an assurance function which primarily provides an independent and objective opinion to the Directorate on its governance arrangements and internal controls. ▪ The Audit Division does this by conducting independent appraisals of all the activities of GHA; financial, operational, regulatory and otherwise. It provides a service to the whole of the Authority and to all levels of Management. ▪ The primary purpose of the Audit Division of GHA is to carry out audits and professional evaluation of the activities of the Authority to ensure that the

	<p>system of internal controls as applicable to both financial and non-financial programme areas provide reasonable assurance to Management on the proper execution of the mandate and objectives of the Authority and the adequacy of its governance systems. The objectives of the Audit Division therefore include the following:</p> <ol style="list-style-type: none"> I. To provide advice and support to Management to ensure an effective control environment is maintained including completeness, reliability and integrity of financial reports, operational performance, risks and other management information and the methods for safeguarding assets; II. To recommend controls and procedures for the prevention and detection of fraud, waste, embezzlement, abuse and misappropriation of assets; III. Appraising and promoting economy, efficiency, and effectiveness of resource use otherwise known as Value for Money audits; IV. Review of projects, programmes, processes and all other activities to ascertain whether results are consistent with the vision, goals and objectives of the Authority. V. Identification and assessment of risks in addition to making recommendations on the management of identified risks. VI. Ensuring compliance with applicable laws, regulations, standards, codes of conduct directives and guidelines.
Training and Development Division	<ul style="list-style-type: none"> ▪ The Division is responsible for providing the training needs of staff. Specific functions include <ol style="list-style-type: none"> I. Identify the training needs of each category of staff in the Authority in Consultation with Divisional heads II. Design training programs to meet the identified training needs. III. Organizes in-service training for fresh intakes into the Authority

	<ul style="list-style-type: none"> IV. Organizes on-the-job training through training production units. V. Assists other agencies in the Road Subsector and external bodies associated with roads, such as Dept of Urban Roads, Dept of Feeder Roads, contractor's association, to organize courses for their members and staff where required. VI. Determines resource needs of the division and prepares the budget of the Division. VII. Arranges placement of staff in courses, seminars and conferences organized by external bodies locally or overseas
Planning Division	<ul style="list-style-type: none"> ▪ The Planning Division is responsible for the planning of the trunk road network and the establishment of reliable traffic data base in the country. The Division is also responsible for the initiation, identification, preparation and monitoring of all GHA development projects and road project components of all regional corridor programmes involving Ghana and other countries in the sub-region. Additionally, the Division provides the main link between the Authority and Development Partners for the efficient coordination of road projects and related facilities. ▪ The division executes its various responsibilities through four sections which are underlisted below. ▪ Strategic Planning, Monitoring and Evaluation (PME): <ul style="list-style-type: none"> I. Preparation of corporate planning including the development, implementation and monitoring of GHA strategic plan. II. Road network planning including development of comprehensive maps of the entire highway network and review of the highway classification system from time to time. III. Road data collection, analysis and traffic projections.

- **Development Project Planning (DPP):**
 - I. Road reservation management.
 - II. Development project planning including preparation of Terms of Reference (TOR) for prefeasibility, feasibility and detailed engineering studies
 - III. Selection of Consultants, liaise and addresses concerns of funding agencies to prepare development projects, and meeting the progress on donor funded projects.
- **Public Private Partnership (PPP):**
 - I. Planning, mobilization and implementation of PPP projects according to national laws and regulation through coordination with the Ministry of Roads and Highways and Ministry of Finance on all issues relating to PPP.
 - II. Involved in corporate finance including appraisal of economic viability of Internally Generated Fund opportunities.
- **Transportation Economics (TE):**
 - I. Undertakes the collection of transport economic data and maintains the analysis input data for the Highway Design and Maintenance Mode (HDM-4)
 - II. Prepares the Authority's Capital Investment Budgets, Performance Contract and monitoring of budget performance and performance contract targets
 - III. Conduct transport studies to develop comprehensive long term transportation plans, which support the needs of the economic development of Ghana in collaboration with the Ministry of Transport.

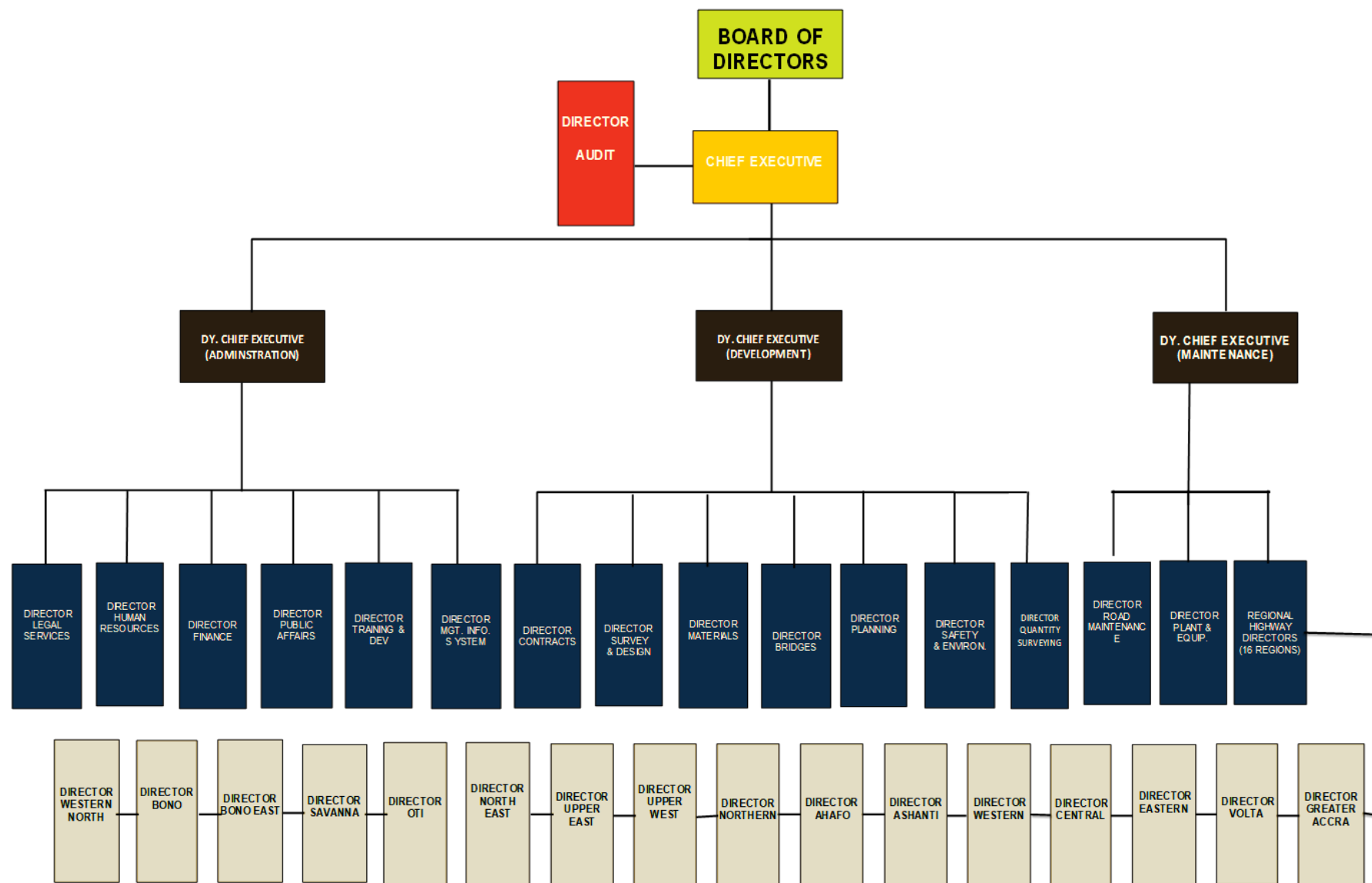
Contracts Division	<ul style="list-style-type: none"> ▪ The Contracts Division manages all contracts for highway rehabilitation and reconstruction works in Ghana, which involves amongst others the following activities; <ul style="list-style-type: none"> I. Packaging of highway projects for procurement of works. II. Solicitation of tenders from qualified Contractors using National Competitive Bidding (NCB) and International Competitive Bidding (ICB) procurement approaches as appropriate III. Selection of competent Contractors, both local and foreign, for the implementation of the projects. IV. Monitoring of the projects to ensure that they are executed in consonance with design standards, specifications, terms and conditions of the appropriate Contracts. ▪ The Contracts Division also oversees valuation of properties and crops impacted by the highway rehabilitation and reconstruction works to ensure that the Project Affected Persons are adequately compensated. ▪ The Division's responsibilities also include the review of Payment Certificates submitted by Resident Engineers and Engineering Consultants for payment to Contractors and periodically assesses the performance of Contractors engaged for the highway Rehabilitation and Reconstruction works.
Materials Division	<ul style="list-style-type: none"> ▪ The Materials Division falls under the Development Department of Ghana Highway Authority. It has representation in the Maintenance Division in the sixteen Regions as well as our Mobile Maintenance Units.

	<ul style="list-style-type: none"> ▪ The core responsibility of the Division is to ensure Quality Control (QC) and Quality Assurance (QA) of on-going projects and undertakes other destructive and non-destructive investigations for distressed areas of completed Development and Maintenance projects. It also carries out research and analysis into the use of new construction materials and chemicals, to ascertain their effectiveness in the improvement of road pavement materials. ▪ The Division has set up a Central Materials Laboratory in Accra and undertakes in-depth investigations and research into various causes of failures in roads, structures and bridges. The laboratory undertakes QA and QC as well as commercial material testing for insitu and transported materials.
Quantity Surveying Division	<ul style="list-style-type: none"> ▪ The main responsibilities of the Division include: ▪ To determine cost of projects i.e., Engineers estimates ▪ To review contractors' payment certificates ▪ To review contractors claims
Survey and Design Division	<ul style="list-style-type: none"> ▪ The Division has a core mandate of being responsible for engineering, surveys, geometric and drainage designs of trunk roads in Ghana. To discharge its mandate effectively and efficiently, the Division is divided into three major sections as follows: ▪ Location Section Purpose: To perform, co-ordinate, monitor and supervise all land surveying activities for the purpose of producing complete, accurate and reliable survey data at optimal cost and time for road design and other purposes. ▪ Design Section Purpose: To perform, co-ordinate, monitor and supervise all highway geometric and drainage design activities for the purpose of providing

	<p>complete, accurate, reliable, safe, and environmentally friendly designs at optimal cost and time for road constructions.</p> <ul style="list-style-type: none"> ▪ GIS Section <p>Purpose: To capture and store road-related data and information including socio-economic ones into a system that allows analyses and generation of accurate and reliable spatial based reports (i.e., maps, tables, traffic simulations etc.) at optimal cost and time to support strategic decision-making processes.</p>
Bridges Division	<ul style="list-style-type: none"> ▪ The Bridges Division is responsible for the following tasks ▪ Design of bridges, culverts and other road related structures ▪ Review and checking of bridge design works carried out by consultants for the Authority ▪ Maintenance and Planning of bridges ▪ Supervision of construction of bridges and other road related structures
Road Safety and Environment Division	<ul style="list-style-type: none"> ▪ The Road Safety and Environment Division is one of the seven (7) number Divisions under the Development Department of the Ghana Highway Authority ▪ The key function of this division to spearhead the delivery of Road Safety and Environment issues on Trunk Roads in line with the mission statement of GHA. ▪ To collaborate with key stakeholders in reducing accident frequency and casualties on our Trunk Roads. ▪ To mitigate the impact of road development and maintenance on the environment and people.
Plant and Equipment Division	<ul style="list-style-type: none"> ▪ Plant and Equipment Division is made up of Regional Mechanical Workshops, the Stores Section and the Axle Load Unit. ▪ There are mechanical workshops in all the regional offices. The Central Mechanical Workshop in Accra

	<p>serves as the regional mechanical workshop for Greater Accra Region.</p> <ul style="list-style-type: none"> ▪ The Axle Load Unit is in charge of the monitoring of overloading of vehicles and to date there seventeen permanent weighbridge stations across the country. ▪ There are sixteen regional stores.
Road maintenance	<ul style="list-style-type: none"> ▪ The Director of Road Maintenance works with six managers responsible for Mobile Maintenance (force account) and Road Maintenance in each of two sectors of the country and bridge maintenance in the whole country. ▪ A Road Maintenance Programmes Manager's position is created to provide support to the office of the Director of Road Maintenance. ▪ The Mobile Maintenance units: Mobile Maintenance Unit I (MMU I) Northern Sector, is based at Techiman in the Brong Ahafo Region is responsible for the northern sector of the country. Mobile Maintenance Unit II (MMU II) Southern Sector is based at Suhum in the Eastern Region is responsible for the southern sector of the country. Both Units carry out emergency routine and periodic maintenance works on the roads in in their sectors. ▪ The Bridge Maintenance Unit (BMU) is responsible for maintaining and repairing defective bridges and major culverts in the country. The Unit has two camps, one at Kukurantumi in the Eastern Region and the other at Techiman in the Brong Ahafo Region taking care of all bridges in the southern sector and the northern sector of the country respectively.
Regional Offices	<ul style="list-style-type: none"> ▪ There are regional offices in all the 16 regional capitals.

2.2 GHANA HIGHWAY AUTHORITY's Organogram



2.3 Classes and Types of information

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

Finance

- 1.Payment to road contractors: Road fund, GOG, Donor.
- 2.Budget estimates & Releases
- 3.Tolls management
- 4.Audited financial statements
- 5.Internally generated funds
- 6.Axle overloading charges

Audit

1. Internal Audit Charter
2. Internal Audit Reports to IAA
3. GHA Risk Register
4. GHA Annual Audit Plan
5. GHA Audit Manual Volume I
6. GHA Audit Manual Volume II
7. Public Procurement Audit Manual
8. Value- for- Money Audit Manual
- 9.Risk-Based Audit Manual

Contracts

- 1.Procurement Plan
- 2.Progress Reports
- 3.Status Reports
- 4.Contract Awards
- 5.Contract Documents
- 6.Compensation paid to PPA
- 7.Project Completion Report
- 8.Land Acquisition for Road Works (Published E.I), Right-of-way (ROW)
- 9.Minutes of site meetings

Survey and Design

1. Topographical survey data
2. Drainage inventory
3. GHA road network shape files
4. Geometric and drainage design drawings
5. Setting-out information
6. Earthwork volumes
7. Quarterly and annual reports
8. GHA road design guide
9. GHA road link maps
10. Topographical survey specification
11. Right-of-way clarification report
12. Acquisition plans for road renovation
13. Geometric and drainage design reports

Road Maintenance

1. Road construction survey reports

Road Safety and Environment

1. Road Safety Audit Reports
2. Axle Load Data
3. Road Safety Inventory Reports

Quantity Surveying

1. Project Cost estimates
2. Payment certificates reviews
3. Contractors claims

Bridges

1. Annual reports
2. Quarterly reports

Plant and Equipment

1. Management and maintenance of vehicles
2. Driver Management
3. Procurement of goods
4. Store Management
5. Acquisition /Allocation of vehicles
6. Disposable of unserviceable vehicles and items
7. Ferry services

Planning

1. Expressions of Interest
2. Request for Proposals
3. Employer's Requirements
4. Consultancy Services Contract Document
5. Capital Budgets Document
6. Corporate Plan/Strategic Plan Documents
7. Performance Contracts Documents
8. Pre-Feasibility Study Report
9. Detailed Feasibility Study Report
10. Traffic Data Reports
11. Information and Guidelines on PPP, Investment Opportunities Brochure
12. Project Implementation Manuals (Development Partners)

Human Resource

1. Personal files of all employees
2. Application for leave
3. Staff annual performance reports

Training

1. Training and development reports
2. Training manuals

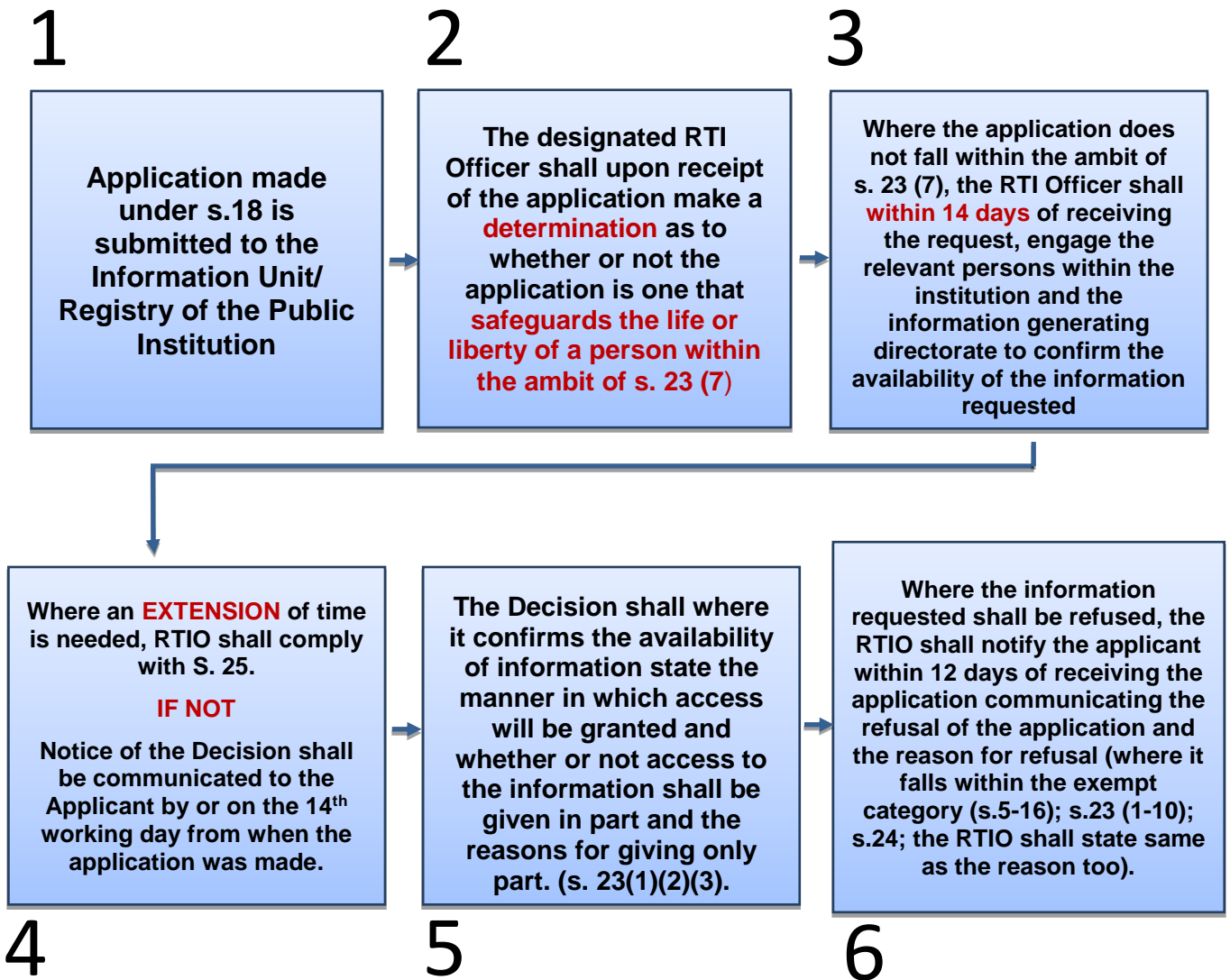
Public Affairs

1. Media issues
2. Press releases
3. Speeches
4. Advertisements and Public Announcements
5. Quarterly and Annual reports

Types of Information Accessible at a fee:

- 1.Right-of-way clarification report
- 2.GHA road design guide
- 3.GHA road link maps
- 4.Design and As-built drawings
- 5.Topographical survey data
- 6.GIS shape files
- 7.Drainage design and inventory
- 8.Request for proposals
- 9.Traffic Data Reports
- 10.Information and Guidelines on PPP, Investment Opportunities Brochure

3. Processing and Decision on Application – S. 23



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. 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, 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.	Public Institution:		
4.	Date of Birth:	DD	MM YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>
6.	TIN Number		
7.	If Represented, Name of Representative:		
7 (a).	Capacity of Representative:		
8.	Type of Identification: <input type="checkbox"/> National ID Card <input type="checkbox"/> Passport <input type="checkbox"/> 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 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 Ghana Highway Authority's Information Unit

Name of Information/Designated Officer:

CECIL NII OBODAI WENTUM

Telephone/Mobile number of Information Unit:

0302-961620

Postal Address of the institution:

GHANA HIGHWAY AUTHORITY, P.O.BOX 1641, ACCRA

8. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>BMU</i>	<i>Bridge Maintenance Unit</i>
<i>DPP</i>	<i>Development Project Planning</i>
<i>GOG</i>	<i>Government of Ghana</i>
<i>E I</i>	<i>Executive Instrument</i>
<i>FAA</i>	<i>Financial Administration Act</i>
<i>FAR</i>	<i>Financial Administration Regulations</i>
<i>FWSC</i>	<i>Fair Wages and Salaries Commission</i>
<i>IAA</i>	<i>Internal Audit Agency</i>
<i>ICB</i>	<i>International Competitive Bidding</i>
<i>MMU</i>	<i>Mobile Maintenance Unit</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>NCB</i>	<i>National Competitive Bidding</i>
<i>PPA</i>	<i>Public Procurement Act</i>
<i>PME</i>	<i>Strategic Planning, Monitoring and Evaluation</i>
<i>QA</i>	<i>Quality Assurance</i>
<i>QC</i>	<i>Quality Control</i>
<i>RTI</i>	<i>Right to Information</i>
<i>SSSS</i>	<i>Single Spine Salary Structure</i>
<i>s.</i>	<i>section</i>
<i>TE</i>	<i>Transportation Economics</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>