



**Government of Ghana**

# **RIGHT TO INFORMATION MANUAL**

**MINISTRY OF CHIEFTAINCY AND  
RELIGIOUS AFFAIRS (MCRA)**

**2022**

---

Document Number: <[MCRA/RTI/2022](#)>

# Table of Contents

<b>Table of Contents</b> .....	<b>i</b>
<b>1. Overview</b> .....	<b>1</b>
<b>2. Directorates and Departments under MCRA</b> .....	<b>2</b>
2.1 Description of Activities of each Directorate .....	3
2.2 Ministry of Chieftaincy and Religious Affairs Organogram .....	4
2.3 Classes and Types of information.....	7
<b>3. Processing and Decision on Application – S. 23</b> .....	<b>8</b>
<b>4. Amendment of Personal Record</b> .....	<b>9</b>
4.1 How to apply for an Amendment.....	9
<b>5. Fees and Charges for Access to Information</b> .....	<b>10</b>
<b>6. Appendix A: Standard RTI Request Form</b> .....	<b>11</b>
<b>7. Appendix B: Contact Details of MCRA’s Information Unit</b> .....	<b>14</b>
<b>8. Appendix C: Acronyms</b> .....	<b>15</b>
<b>9. Appendix D: Glossary</b> .....	<b>16</b>

## 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 Chieftaincy and Religious Affairs (MCRA) and provide the types of information and classes of information available at MCRA, including the location and contact details of its information officers and units.

## 2. Directorates and Departments under Ministry of Chieftaincy and Religious Affairs (MCRA)

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

### VISION

The vision of the Ministry is to preserve, sustain and integrate the regal and traditional values and practices to accelerate wealth creation and harmony for total national development

### MISSION

The Ministry exists to develop effective interface between Government, Religious Bodies and Civil Society on matters relating to Chieftaincy and Religious Affairs for the promotion of Peace and Good Governance

#### Directorates and Departments under Ministry of Chieftaincy and Religious Affairs (MCRA)

- Policy Planning, Budgeting, Monitoring and Evaluation Directorate (PPMBED)
- Human Resource Management and Development Directorate (HMDD)
- Research Statistics and Information Management Directorate (RSIMD)
- Finance and General Administration (F&GA)
- Chieftaincy and Religious Affairs Directorate
- Specialized Units (Public Affairs and Communication Unit, Internal Audit Unit, Client Service Unit)

#### Responsibilities of the Ministry of Chieftaincy and Religious Affairs:

- Initiate and formulate policies, taking into account the needs and aspirations of the people
- Undertake development planning in consultation with the National Development Planning Commission (NDPC)
- Co-ordinate, monitor, evaluate the efficiency and effectiveness of the Sector
- To formulate policies and initiate programmes geared towards the promotion of the Chieftaincy institutions and, religious tolerance and good governance

- To undertake activities and support the government policies in consultation with NDPC
- To coordinate the activities and programs of the National and Regional Houses of Chiefs and Religious bodies towards the development of Chieftaincy and Religious Sectors
- To undertake the progressive study, interpretation and codification of customary law with the view to evolving in appropriate cases, a unified system of rules of customary law and compilation of lines of succession applicable to each stool and skin

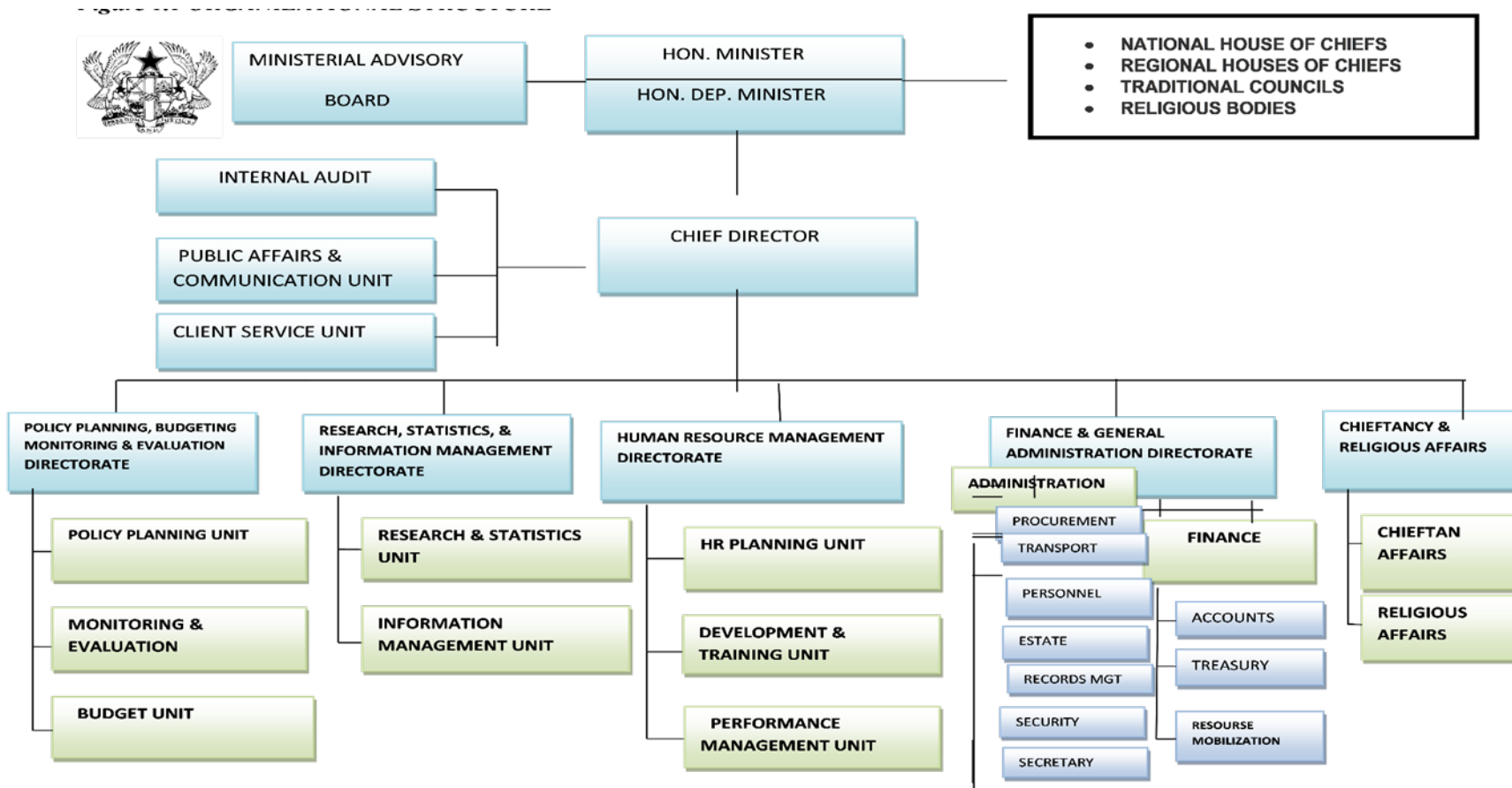
## 2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
<ul style="list-style-type: none"> <li>• Policy Planning, Budgeting, Monitoring and Evaluation Directorate (PPMBED)</li> </ul>	<p>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>
<ul style="list-style-type: none"> <li>• Human Resource Management and Development Directorate (HMDD)</li> </ul>	<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>
<ul style="list-style-type: none"> <li>• Finance and General Administration (F&amp;GA)</li> </ul>	<p>This Division ensures that approved personnel policies in the Ministry on employment, personnel records, training, and wages and salaries</p>

	<p>administration are translated into good management practices and effectively carried out.</p> <p>This Division further 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>This Section ensures that there is proper financial management and administration at the Ministry. This division 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.</p> <p>It further ensures the practice of proper and accountable administration. It also gives advice on all financial matters relating to the ministry</p>
<ul style="list-style-type: none"> <li>Chieftaincy and Religious Affairs Directorate</li> </ul>	<p>The Directorate will lead in the formulation of Chieftaincy and Religious policies, and programmes and ensure consistent and stable peaceful coexistence between chieftaincy and religious affairs.</p>
<ul style="list-style-type: none"> <li>Internal Audit Unit:</li> </ul>	<p>The Unit ensures systematic, disciplined approach to evaluate and improve effectiveness of risk management, control and the administrative process at the Ministry. The unit advises management on how to better execute their responsibilities and duties</p>
<ul style="list-style-type: none"> <li>Public Affairs and Communication Unit (PACU)</li> </ul>	<p>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</p>

	receive and manage client responses and enquiries
<ul style="list-style-type: none"><li>• Client Service Unit</li></ul>	The unit is responsible for providing information on the services of the ministry through advocacy social marketing and networking activities to nurture and promote corporate relationship with the general public and stakeholders. It shall institutionalize a feed back to receive complains and handle in accordance with the laid down guidelines and policies.

## 2.2 Ministry of Chieftaincy and Religious Affairs Organogram

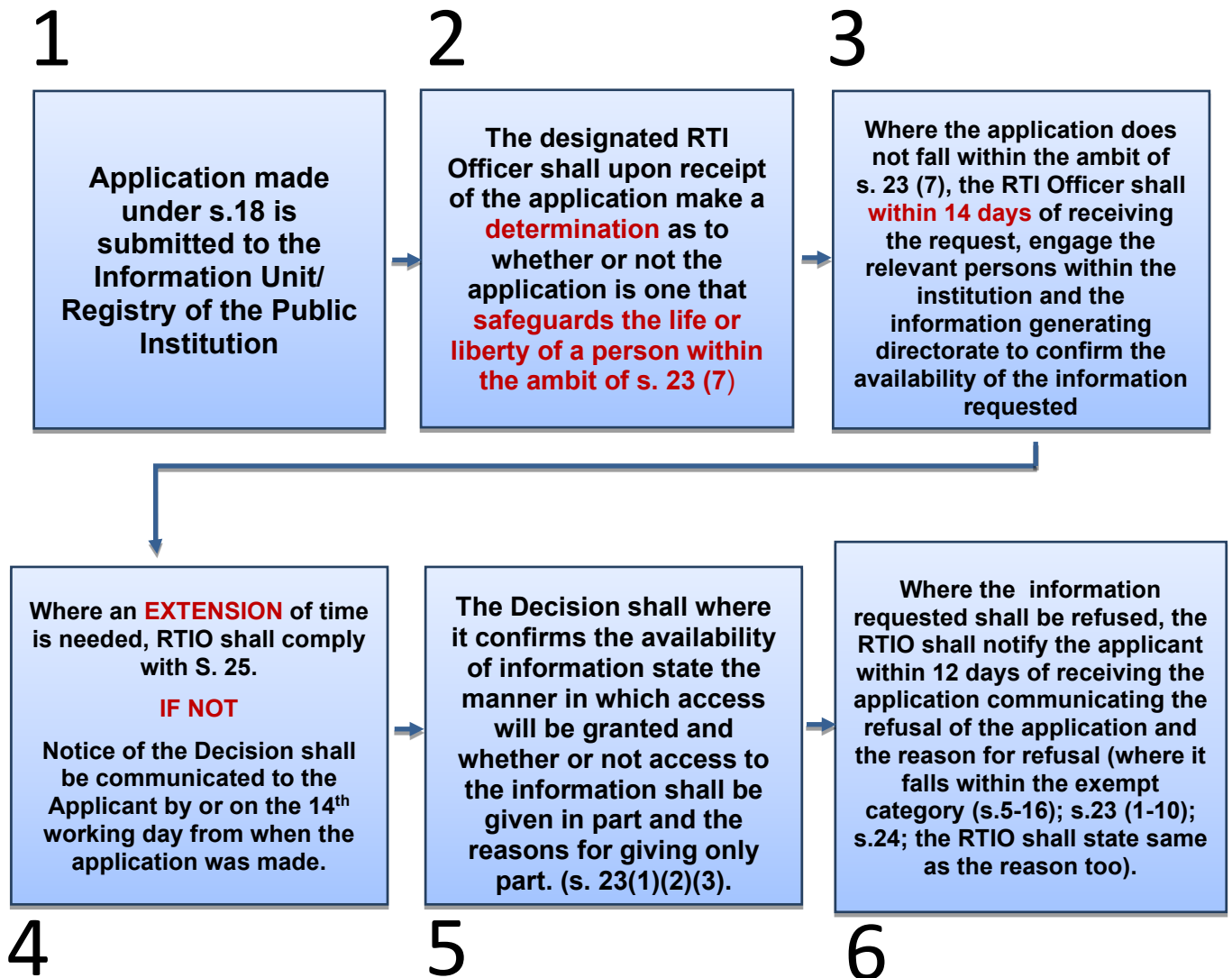




## 2.3 Classes and Types of information

<b>List of various classes of information in the custody of the institution:</b>
Information on the House of Chiefs
Information on gazetted Chiefs
Information on status of Chieftaincy cases
Information on Chieftaincy cases (resolved and unresolved)
Information on recognized religious bodies
2021 RTI Manual
<b>Types of Information Accessible at a fee:</b>

### 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.	<b>Manner of Access:</b>	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	<b>Form of Access:</b>	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	<b>Contact Details:</b>	<input type="checkbox"/> Email Address _____  <input type="checkbox"/> Postal Address _____  <input type="checkbox"/> Tel: _____
12.	<b>Applicant's signature/thumbprint:</b>	
13.	<b>Signature of Witness (where applicable)</b>  <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>	

## **Appendix B: Contact Details of MCRA's Information Unit**

---

**Name of Information/Designated Officer:**

**AMOS YEBOAH**

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

**0555275538**

**Postal Address:**

**P.O.BOX 1627 STATE HOUSE, ACCRA**



## Appendix C: Acronyms

---

Table 1 Acronyms

<b>Acronym</b>	<b>Literal Translation</b>
<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>MCRA</i>	<i>Ministry of Chieftaincy and Religious Affairs</i>

## 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>