



Government of Ghana

Right to Information Manual

Ghana AIDS Commission (GAC)

2022

Table of Contents

Table of Contents.....i

1. Overview..... 1

2. Directorates and Divisions under Ghana AIDS Commission (GAC) 2

 2.1 Description of Activities of each Directorate and Division 3

 2.2 Ghana AIDS Commission’s Organogram 4

 2.3 Classes and Types of information..... 6

3 Processing and Decision on Application – S. 23 7

4. Amendment of Personal Record 8

 4.1 How to apply for an Amendment..... 8

5. Fees and Charges for Access to Information..... 9

6. Appendix A: Standard RTI Request Form 10

7. Appendix B: Contact Details of GAC’s Information Unit..... 13

8. Appendix C: Acronyms 14

9. Appendix D: Glossary 15

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 Ghana AIDS Commission (GAC) and provide the types of information and classes of information available at GAC, including the location and contact details of its Information Officers and units.

2. Directorates and Divisions under Ghana AIDS Commission (GAC)

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

VISION

Ghana becomes a country where HIV and AIDS are eliminated.

MISSION

The Ghana AIDS Commission, as the highest policy-making body on HIV and AIDS, "to provide effective and efficient policy formulation, coordination and management of the national response to HIV and AIDS in partnership with all stakeholders."

Directorates and Divisions under Ghana AIDS Commission (GAC)

1. Policy and Planning Division
2. Technical Services Division
3. Research, Monitoring and Evaluation Division
4. Finance and Administration Division
5. Internal Audit Unit

Responsibilities of the Institution:

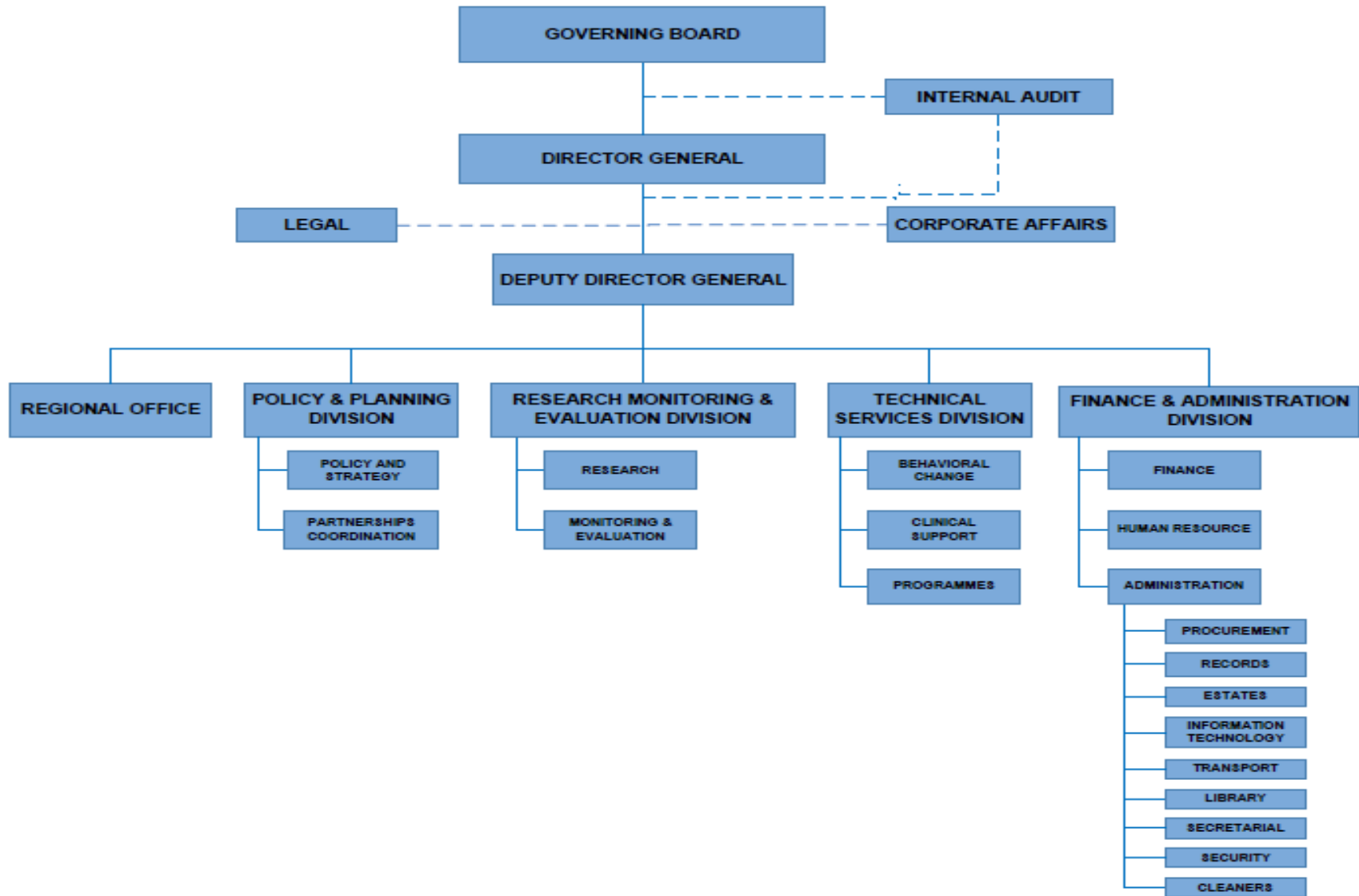
1. Formulate policies and strategies on HIV and AIDS and determine program priorities
2. Provide high-level advocacy for HIV and AIDS prevention and control
3. Provide leadership in national planning, supervision, and support of the HIV and AIDS program
4. Plan and coordinate activities in relation to the national HIV and AIDS response
5. Mobilize, control and manage resources available for the achievement of the object of the Commission and monitor the allocation and utilization of the resources
6. Foster linkages among stakeholders
7. Generate strategic information to influence policy, strategies, planning, and use of resources
8. Promote research and dissemination of information on HIV and AIDS and documentation of people living with HIV and
9. Monitor and evaluate programs of the national HIV and AIDS response

2.1 Description of Activities of each Directorate and Division

Directorate/Division	Responsibilities/Activities
Technical Services Division	The Technical Services Division is responsible for providing technical, operational and administrative leadership in Technical Services for the achievement of the mandate of the Commission
Research, Monitoring & Evaluation Division	The Research, Monitoring and Evaluation Division has overall responsibility to provide technical, operational and administrative leadership in Research, Data Management, Monitoring & Evaluation for the achievement of the mandate of the Commission
Policy and Planning Division	The Policy and Planning Division is to provide technical, operational and administrative leadership in Policy and Planning for the achievement of the mandate of the Commission
Finance and Administration Division	The Finance and Administration Division is responsible for technical, operational and administrative leadership in the mobilization and management of financial and material resources for the achievement of the mandate of the Commission
Internal Audit Unit	The Internal Audit Unit provides leadership and technical direction on effective controls, risk management and governance processes towards the achievement of the mandate of the Commission

2.2 Ghana AIDS Commission's Organogram

Below is the Organogram for Ghana AIDS Commission



2.3 Classes and Types of information

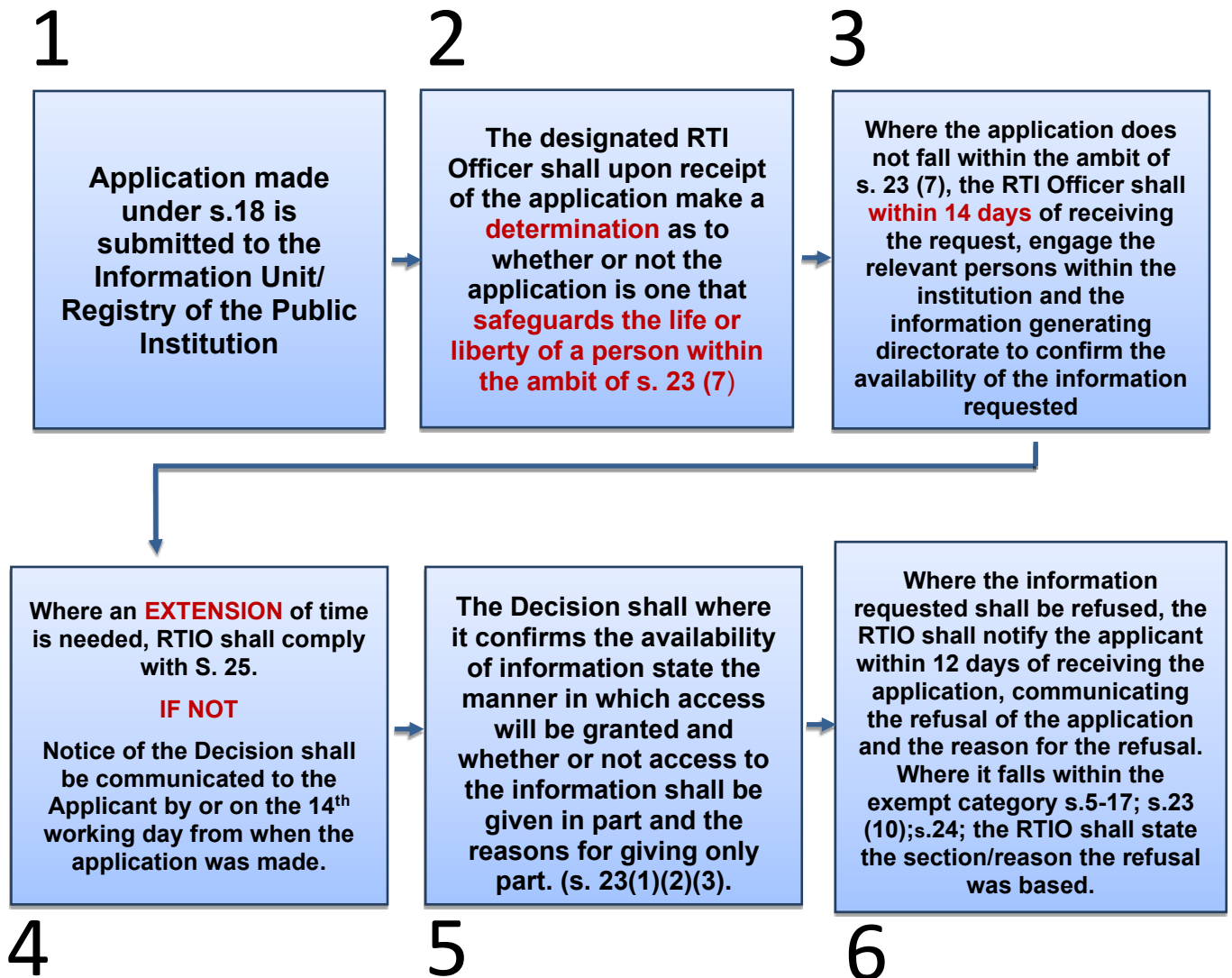
List of various classes of information in the custody of the institution:
--

- | |
|---|
| <ol style="list-style-type: none">1. Technical Information2. Administrative Information3. Research, Monitoring and Evaluation Information4. Policy and Planning Information5. Information relating to core mandate of the Ghana AIDS Commission |
|---|

Types of Information Accessible at a fee:
--

- | |
|--|
| <ol style="list-style-type: none">1. Access to information at all divisions of Ghana AIDS Commission
Reference to section 75 (3) (4) (5) |
|--|

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.	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 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 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>	

7. Appendix B: Contact Details of GAC's Information Unit

Name of Information/Designated Officer:

Mabel Mends-Wesley (Mrs)

Telephone/Mobile number of Information Unit:

0302919259/60

Email

info@ghanaims.gov.gh

Postal Address of the institution:

P O BOX CT 5169, Cantonments-Accra

8. Appendix C: Acronyms

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

Table 1 Acronyms

Acronym	Literal Translation
AIDS	Acquired Immuno Defficiency Syndrome
GAC	Ghana AIDS Commission
HIV	Human Immunodeficiency Virus
RTI	Right to Information
s	Section

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	Right to Information
Access to information	Right to obtain information from public institutions
Contact details	Information by which an applicant and an Information Officer may be contacted
Court	A court of competent jurisdiction
Designated officer	An officer designated for the purposes of the Act who perform similar role as the Information Officer
Exempt information	Information which falls within any of the exemptions specified in sections 5 to 16 of the Act
Function	Powers and duties
Government	Any authority by which the executive authority of the Republic of Ghana is duly exercised
Information	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.
Information officer	The Information Officer of a public institution or the officer designated to whom an application is made
Public	Used throughout this document to refer to a person who requires and/or has acquired access to information.
Public institution	Includes a private institution or organization that receives public resources or provides a public function
Right to information	The right assigned to access information
Section	Different parts of the RTI Act

