



**Government of Ghana**

# Right to Information Manual

NATIONAL POPULATION COUNCIL (NPC)

2024

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# 1. Overview

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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 National Population Council (NPC) and provide the types of information and classes of information available at NPC, including the location and contact details of its Information Officers and units.

## 2. Directorates and Division and Unit under National Population Council (NPC)

This section describes the NPC 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

A better quality of life for the people of Ghana through effective population management.

### MISSION

To advise Government on population and related issues and ensure that population considerations to development planning by effective coordination the implementation of the national population policy through advocacy and networking to integrate population variables into programming at all levels.

#### Directorates, Divisions and Units under National Population Council (NPC)

1. Office of the Executive Director
2. Policy, Planning and Programmes (PPP)Division
3. Research Monitory and Evaluation (RME)Division
4. Finance and Administration Division
5. Administration Unit
6. IT Unit
7. Secretariat Unit
8. Finance Unit
9. Internal Audit Unit
10. Public Relation Unit
11. Library Unit
12. Human Resource Management Unit
13. Procurement Unit
14. Estate Unit
15. Transport Unit
16. Regional Population Director

**Responsibilities of the Institution:**

- To advise the Government on population programmes and activities which the Council considers necessary for better and effective population management.
- To recommend new population policies or change to existing policies that it considers necessary for better and effective population management.
- To promote comprehensive population performance and the expected impact, and recommend strategies for their achievement;
- To encourage the full participation of the private sector in attaining the set population targets or goals.
- To promote research and studies on population issues;
- To coordinate and monitor population programmes in the country;
- To advise on suitable methods for generating internal and external resources to support the implementation of population policies; and
- To perform any other functions that are incidental to the functions specified in this section.

**2.1 Description of Activities of each Directorate, Division and Unit.**

Directorate/Department	Responsibilities/Activities
Executive Director	<ul style="list-style-type: none"> <li>• Advises the council on the formulation of policies.</li> <li>• Ensures effective co-ordination, monitoring and evaluation of all programmes of the Secretariat.</li> <li>• Serves as Secretary to the Council and implements its decisions;</li> </ul>

	<ul style="list-style-type: none"> <li>• Exercises over-sight responsibility for the effective and efficient management of the resources (Human, Material and Financial) of the secretariat;</li> <li>• Leads in the development and implementation of strategic plans, and annual budgets of the council;</li> <li>• Establishes effective linkages with both public and privates' sector organisations for effective harmonization of the work of the Council</li> <li>• Liaises with Development Partners and other stakeholders for the purpose of mobilizing resources for population activities and;</li> <li>• Represents the Council on International bodies and agencies on population related matters</li> <li>• Submit annual and other periodic reports to the Council.</li> </ul>
<p>Director, Policy, Planning and Programmes.</p>	<ul style="list-style-type: none"> <li>• Oversees the implementation of programmes and activities of the assigned unit. (i.e., population and development and reproductive health)</li> <li>• Designs strategies for the effective integration of population issues into development planning at all levels;</li> <li>• Collates inputs for then formulation, implementation and review of population related policies</li> <li>• Leads in the development and production of advocacy materials, including policy briefs and fact sheets pertaining to the unit;</li> <li>• Provides inputs for the review and evaluation of programmes and adopts strategies for improvement in collaboration with stakeholders;</li> <li>• Coordinate the training activities and seminars of the unit.</li> <li>• Provides relevant information, based on critical analysis, for the adoption of strategies to integrate population and demographic variables into policies, plans and programmes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Co-ordinates advocacy programmes and activities in population and other related issues</li> <li>• Supervises and appraises the performance of staff of the unit.</li> <li>• Co-ordinates the preparation of the annual works plans and budgets for the division</li> <li>• Co-ordinates the preparation of annual and periodic reports for the Division.</li> </ul>
Research, Monitory and Evaluation (RME)	<ul style="list-style-type: none"> <li>• Develops guidelines and strategies for the conduct of research, monitoring and evaluations activities of the Council.</li> <li>• Coordinates the timely preparation and production of fact sheets, policy briefs and peer-reviewed articles.</li> <li>• Provides inputs for the formulation and review of population related policies.</li> <li>• Oversees the development of research agenda, research proposals and the preparation of resource mobilization plan.</li> <li>• Oversees the conduct of research on identified population related issues;</li> <li>• Oversees the monitoring and evaluation of programmes of the Council.</li> <li>• Ensures the collection, collation, analysis and effective management of accurate population related data;</li> <li>• Supervises and appraises the performance of staff of the Division;</li> <li>• Co-ordinate the preparation of annual work plans and budget of the Division;</li> </ul> <p>Co-ordinates the preparation of annual and other periodic reports of the Division.</p>
Regional Population Director	<ul style="list-style-type: none"> <li>• Provides inputs for the formulation of policies at national and sub-national levels.</li> <li>• Serves as Secretary to the Regional Population Advisory Committee (RPAC) and implements its decisions;</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensures effective co-ordination, monitory and evaluation of all population related programmes in the region.</li> <li>• Ensure effective and efficient management of the resources (human, material and financial) of the region;</li> <li>• Establishes effective linkages with both public and private sector.</li> <li>• Submits annual and other periodic report to the Nation Secretariat;</li> <li>• Supervises and appraises the performance of staff of the regional office;</li> <li>• Co-ordinates the preparation of annual work Plans and budget of the region;</li> <li>• Co-ordinates the preparation of preparation of annual and other periodic reports of the region.</li> </ul>
Finance and Administration Division	<ul style="list-style-type: none"> <li>• Exercises managerial responsibility for the human resource, finance and administrative activities of the Council.</li> <li>• Leads the preparation and implementation of the annual budget of the Council.</li> <li>• Coordinates plans and ensures the availability of resources (human, materials and finances) to support the activities of the Council.</li> <li>• coordinates the development and implementation of financial and administrative policies of the Council</li> <li>• Designs and maintains reliable internal control systems to safe guard the Council's resources. 6. Designs frameworks for partnerships with public and private sector stakeholders.</li> <li>• Supervises and appraises the performance of the Division.</li> <li>• Co-ordinates the preparation of the annual budget and work plans of the Council.</li> <li>• Co-ordinates the preparation of annual and other periodic reports of the Division.</li> </ul>
Administrative Unit	<ul style="list-style-type: none"> <li>• Co-ordinates the work of the Unit;</li> </ul>

	<ul style="list-style-type: none"> <li>• Plans for the availability of resources and services to support the work of Council</li> <li>• Ensures the discipline and efficient performance of all staff.</li> <li>• Facilitates the implementation of the staff appraisal system.</li> <li>• Develops and implements capacity building programmes for staff.</li> <li>• Leads the preparation of draft NPC annual budget.</li> <li>• Coordinates the preparation of periodic reports.</li> </ul>
IT Unit	<ul style="list-style-type: none"> <li>• Exercises managerial and administrative oversight for all activities of the division</li> <li>• Leads, coordinates and supervises the design and development and the deployment of IT/IM system within the Council.</li> <li>• Plans, design and oversees the development of the overall Infrastructure to meet the information and communication needs of the Council.</li> <li>• Initiates the formulation and review of IT policies and procedures for the council.</li> <li>• Provides monthly, quarterly and annual reports for the Division</li> <li>• Designs and implements electronic dissemination of information to stakeholders</li> <li>• Identifies the IT training needs of the staff of the Council and facilitates the training.</li> </ul>
Secretariat Unit	<ul style="list-style-type: none"> <li>• Coordinate the effective and efficient performance of secretarial duties.</li> <li>• Covers meetings and produce reports</li> <li>• Coordinates the work schedules of the Supervisor and manages their diary.</li> <li>• Oversees the organisations of meetings.</li> <li>• Provides inputs into performance appraisal of secretarial staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensures safe keeping of confidential documents of the supervisor.</li> </ul>
Finance Unit	<ul style="list-style-type: none"> <li>• Facilitates the development of work programmes of the finance unit.</li> <li>• Advices management on Financial Administration Act, Internal Audit Agency Act, Procurement Act, and any other financial regulations approved by the Government</li> <li>• Interprets and provides technical guidance on all financial management to top management for decision making.</li> <li>• Ensures the preparation of annual budget estimates and the pro-financial statement of the Secretariat.</li> <li>• Supervises the work of Accounting staff.</li> <li>• Ensures the judicious use of funds in accordance with official procedures and undertakes any other functions in relation to the financial administration of the programme.</li> </ul>
Internal Audit Unit	<ul style="list-style-type: none"> <li>• Prepares internal audit reports of the organization and submits recommendations.</li> <li>• Provides inputs and proposal for the updates of standards, procedures and guidelines for internal Audit units of the organization.</li> <li>• Undertakes assurance engagement and investigation of records of the organization.</li> <li>• Assist in the design and implementation of appropriate training programmes for staff in the internal audit unit of the organization.</li> </ul>
Library Unit	<ul style="list-style-type: none"> <li>• Provides effective access to library collections and resources.</li> <li>• Provides library services in response to information needs of library users.</li> <li>• Facilitate the acquisition of both domestic and foreign literature in the field of Nursing, Midwifery and related disciplines.</li> <li>• Organise, preserves and retrieves information.</li> <li>• Liaises with the information Technology Unit to develop and manage an e-library facility for the Council.</li> </ul>

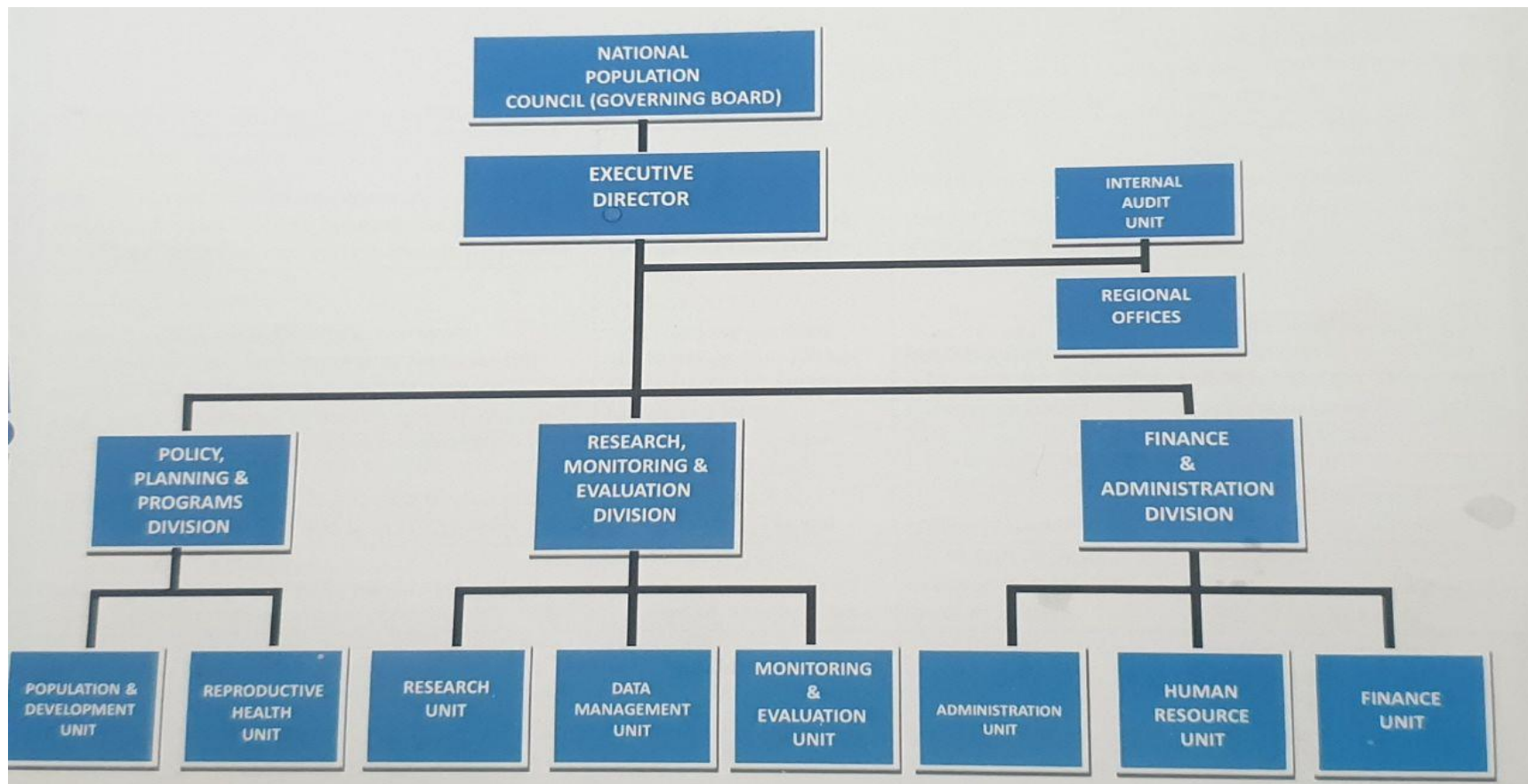
	<ul style="list-style-type: none"><li>• Provides inputs for the preparation of periodic and annual reports and budget.</li></ul>
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<p>Public Relation Unit</p>	<ul style="list-style-type: none"> <li>• Design and implement communication strategy.</li> <li>• Oversees the planning of public education initiatives in line with communication strategy.</li> <li>• Liaises with relevant institution/partners to implement specific components of the Council's communication strategy.</li> <li>• Oversees the issuance of press releases on major activities, nurtures relations with the media and organizes periodic media briefings.</li> <li>• Liaises with Council IT Unit to set up and maintain an activities database on Stakeholders that must be regularly informed on the Council's activities.</li> <li>• Coordinates the publicity of the Council's activities.</li> </ul>
<p>Human Resource Management Unit</p>	<ul style="list-style-type: none"> <li>• Coordinates the management of policies in respect of employment, personnel wages and salaries.</li> <li>• Coordinates the organisation of recruitment of competent personnel needed for the administration of the Council; and maintenance good workplace interactions;</li> <li>• Ensure the updates the records of each staff, monitors posting and keeps personal history of each employee.</li> <li>• Supervises the promotion, transfer and general welfare of the staff including issues of compensation and fringe benefits.</li> <li>• Supervises the implementation of human resource policies and programmes as stated in the Government legal instrument.</li> <li>• Develops frameworks for organisational development interventions (e.g. Team building, workload strategies).</li> <li>• Edits periodic reports on all activities, projects and issues related to human resources</li> <li>• Coordinates the preparation of training for staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Makes available services and facilities necessary to support the operations of the Council.</li> </ul>
Procurement Unit	<ul style="list-style-type: none"> <li>• Plans and coordinates the activities of the Procurement Unit.</li> <li>• Manages the staff of the Procurement Unit.</li> <li>• Manages the development and implementation of the Procurement plan</li> <li>• Provides inputs for the for the preparation of the annual budget.</li> <li>• Liaises with service providers and development partners in order to undertake Procurement activities.</li> <li>• Provides inputs for the formulation of policies and plans of the Entity</li> <li>• Ensures effective management of contracts.</li> <li>• supervises stores management and assets disposal.</li> <li>• Preparation and submission of Annual and periodic reports.</li> </ul>
Estate Unit	<ul style="list-style-type: none"> <li>• Manages all estate activities, including valuation of properties at regional level.</li> <li>• Inspects and certified completion of the Council buildings under construction.</li> <li>• Provides technical and administrative support to staff at regional levels in the execution of complex projects and annual budget preparation.</li> <li>• Recommends the allocates of the Council residential building and ensures proper furnishing of offices and residential premises.</li> </ul>

Transport Unit	<ul style="list-style-type: none"><li>• Provides inputs for the formulation of policies for the management of transport operations within the Council.</li><li>• Provides advices and guidelines on the acquisition, distribution, maintenance, utilization, and disposal of vehicle fleet of the Council.</li><li>• Participate in Tender Committee activities.</li><li>• Manages the transport information system for effective decision making.</li><li>• Ensures the planning of transport planning and preparation of transport budget for the Council</li><li>• Develops training programmes for staff within the various transport units.</li><li>• Manages staff development of professionals within the Road and Transport Management Class</li></ul>
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## 2.2 ORGANOGRAM OF THE NATIONAL POPULATION COUNCIL





## 2.3 Classes and Types of information

### LIST OF VARIOUS CLASSES OF INFORMATION IN THE CUSTODY OF NATIONAL POPULATION COUNCIL.

#### 1. Classes Of General Information in The Custody:

- Speeches
- Press Releases
- Administrative information
- Financial Reports
- Human Rights Information
- Research information and reports
- Public Education Information
- Audit and Special Investigation Report
- Human Resource and Personnel Records
- Publications by NPC
- Policy Documents
- Special Initiative Project Documents
- Monitoring and Evaluation Reports
- Procurement Plan and Implementation Reports

#### 2. Types of Information Accessible at No Cost (Downloaded from website):

- Policy briefs
- Publications
- Presentations
- Facts sheets
- Event Gallery
- Population Integration and planning system

#### 3. Types of Information Accessible at a fee:

All applicants seeking access to information shall pay the fee or charge in accordance with the Fees or Charges (Miscellaneous Provision) Act, 2022 (Act 1080).



### 3. Procedure in Applying and Processing Requests

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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 National Population Council. To requests for information under the RTI Act from the National Population Council, 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 National Population Council 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 National Population Council'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**

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

### **4.1 How to apply for an Amendment**

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

## **5. Fees and Charges for Access to Information**

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

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

### **Under Section 75 (2), fees are not payable for:**

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

## 6. Appendix A: Standard RTI Request Form

[Reference No.: .....]

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





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

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### **Name of Information/Designated Officer:**

Randa Ayorkor Osabu

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

030-294-3162

### **Postal Address of the institution:**

GA-110-5188

## 8. Appendix C: Acronyms

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Table 1 Acronyms

Acronym	Literal Translation
<i>IT</i>	<i>Information Technology</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>NPC</i>	<i>National Population Council</i>
<i>PPP</i>	<i>Policy, Planning and Programmes</i>
<i>RME</i>	<i>Research Monitory and Evaluation.</i>
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	<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>