



Government of Ghana

Right to Information Manual

**TECHIMAN MUNICIPAL ASSEMBLY (TMA)
2024**

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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 the **Techiman Municipal Assembly (TMA)** and provide the types of information and classes of information available at **TMA**, including the location and contact details of its information officers and units.

2. Directorates and Departments under **Techiman Municipal Assembly (TMA)**

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 build community confidence and provide sustainable and planned growth both socially and economically.

MISSION

The Techiman Municipal Assembly exists to improve the quality of life of the people through the effective mobilization of human and material resources and by involving the people in the provision of the needed services.

Directorates and Departments under (Techiman Municipal Assembly (TMA))
<ol style="list-style-type: none">1) Central Administration2) Human Resource3) Finance4) Works5) Physical Planning6) Agriculture7) Education8) Health9) Urban Roads10) Social Welfare and Community Development11) Trade & Industry (Business Advisory Centre)12) Forestry13) Disaster Prevention (NADMO)
<p>Responsibilities of the Institution:</p> <p>The Institution formulates and execute plans, programs and strategies for effective mobilization of the resources necessary for the overall development of the Municipality.</p> <p>The office of the TMA is responsible for the overall development of the Municipality and ensures the preparation and submission of development plans to National Development Planning Commission (NDPC) and budgets to the Minister of Finance and Economic Planning through the Regional coordinating Council for approval.</p>

Directorates and Departments under Techiman Municipal Assembly (TMA)

It initiates programmes for the development of basic infrastructure and provides Municipal works services in the Municipality.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Central Administration	Provision of administrative support services for the NSMA
Human Resource	Handle Staff development and welfare
Finance	In – charge of financial management of the Assembly
Works	In – charge of physical structures and development
Physical Planning	Handle physical planning and development
Agriculture	Focus on agricultural development in the Municipality. They also educate farmers on best Farming practices.
Education	They ensure educational development in the Municipality. Teacher and student welfare is also part of what they do.

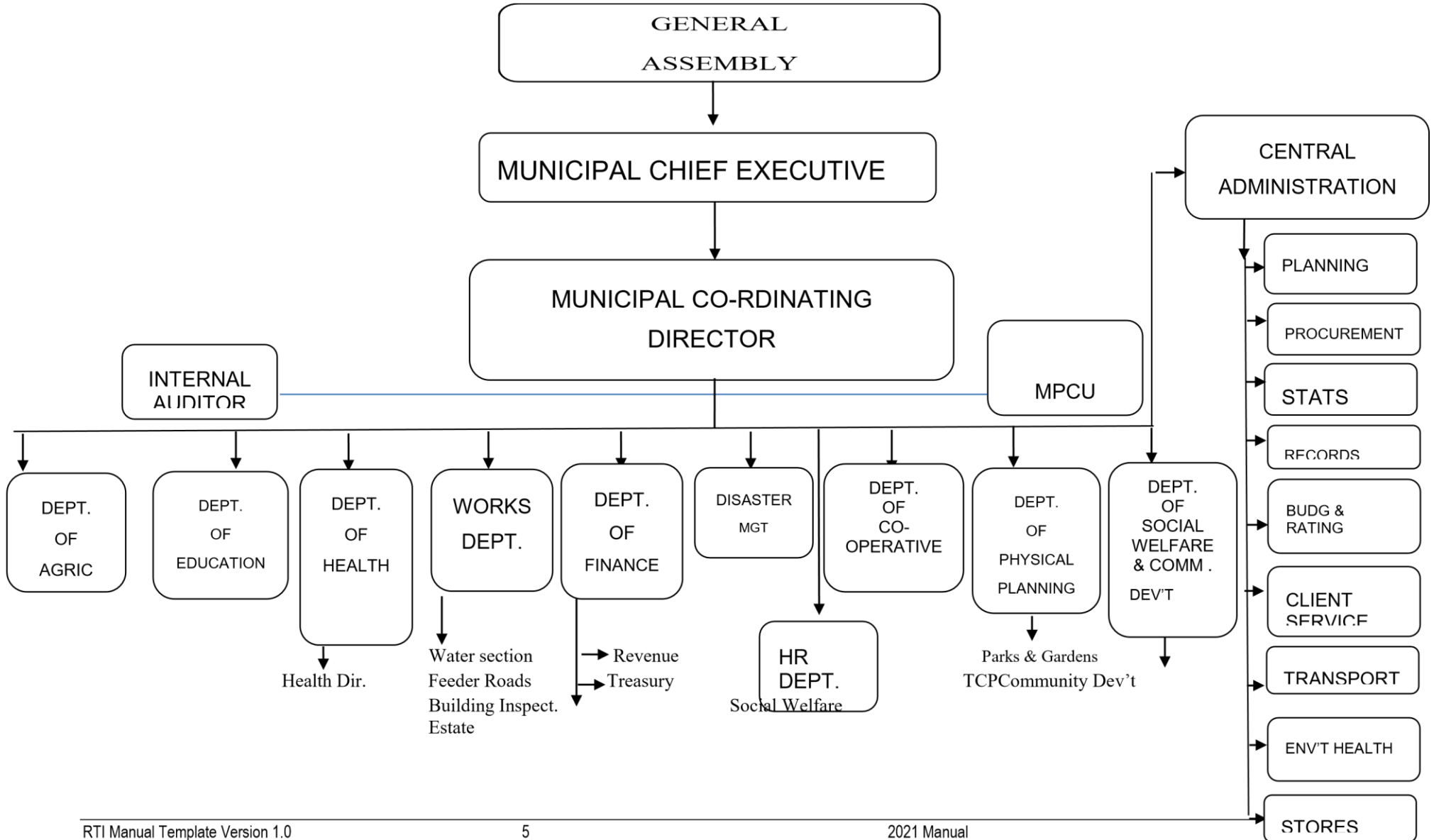
Health	They are in - charge of quality health delivery district - wide
Urban Roads	They focus on urban roads development
Social Welfare & Community Development	They handle welfare and social development issues, including social inclusion and standing in for the less privileged in the society

Directorates and Departments under Techiman Municipal Assembly (TMA)

Trade and Industry (Business Advisory Centre)	They promote and support SMEs
Disaster Prevention (NADMO)	Focus on disaster prevention and support/relieve to victims
Forestry	Address issues on forest conservation and development

2.2 Techiman Municipal Assembly (TMA)'s Organogram

1.8 Functional Organizational Structure



2.3 AGENCIES UNDER (Techiman Municipal Assembly (Where applicable)

Agencies under Techiman Municipal Assembly (TMA)
1. Youth Employment Agency
2. National Service Secretariat
3. National Youth Authority
4. Sports Council
5. Library Board
6. Community Information Center

Youth Employment Agency	
Responsibilities of the Agency: Employment	Details of Activities: They handle youth employment issues and welfare

National Service Secretariat	
Responsibilities of the Agency: Postings and Welfare	Details of Activities: They are in – charge of National Service issues, posting personnel and taking care of their welfare

National Youth Authority	
Responsibilities of the Agency: Formulate Policies and programmes	Details of Activities: They formulate policies and implement programmes that will promote the youth in the areas of creativity, self-reliance, leadership, loyalty to the country, discipline and civic responsibility.

Sports Council	
Responsibilities of the Agency: Promotion of sports	Details of Activities: they sponsor and promote activities that relate to sports

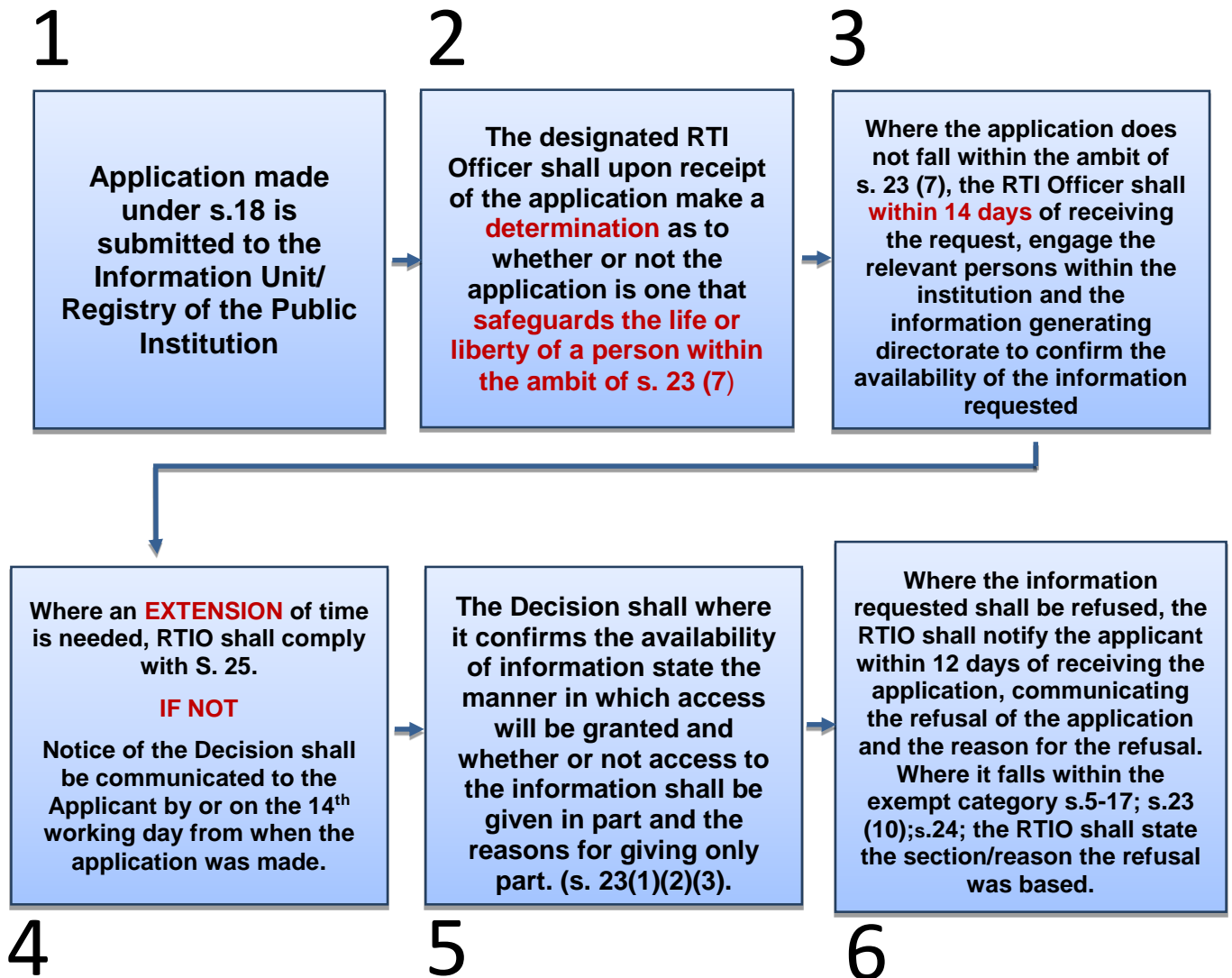
Library Board	
Responsibilities of the Agency: Promote learning	Details of Activities: They handle all library related activities and materials (hard copies and E-books)

Community Information Center	
Responsibilities of the Agency Training	Details of Activities: They train people in the community in ICT related areas and ICT skills development

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
<ol style="list-style-type: none">1. Objective Information2. Subjective Information3. Facts4. Opinions5. Primary Information6. Secondary Information
Types of Information Accessible at a fee:
Information is available for free. However, if the person requests hard copies of the information, he/she pays for the printing and photocopies.

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)



Standard RTI Request Form

1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual	Organization/Institution	
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	National ID Card	Passport	Voter's ID
		Driver's License		
8 (a).	Id. No.:			

		Electronic copy
11.	Contact Details:	Email Address _____ Postal Address _____ Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) "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."	

7. Appendix B: Contact Details of **Techiman Municipal Assembly (TMA)'s** Information Unit

Name of Information/Designated Officer:

HALIMATU SAMO

Telephone/Mobile number of Information Unit:

0549723452

Email:samohalmatu@gmail.com

Postal Address of the institution:

P. O. Box 30,TECHIMAN

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
<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>TMA</i>	<i>Techiman Municipal Assembly</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>