



2022

Government of Ghana

Right to Information Manual

National Peace Council (**NPC**)

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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 National Peace 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 Departments under National Peace Council (NPC)

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

The National Peace Council's Vision is to have a country characterized by a dynamic environment where people can engage in their lawful activities confident that the institutions, mechanisms, and capacities for mediating differences and grievance are effective and responsive

MISSION

The National Peace Council will facilitate the development of mechanisms for cooperation among all relevant stakeholders in peace building Ghana by promoting cooperative problem solving to conflicts to produce outcomes that lead to conflict transformation, social, political and religious reconciliation and transformative dialogues.

Directorates and Departments under National Peace Council (NPC)

1. Conflict Management & Resolution
2. Capacity Development & Outreach
3. Research, Monitoring & Evaluation
4. Administration & Human Resource
5. Finance
6. Public Relation

Responsibilities of the Institution:

1. Harmonise and Conflict prevention management, resolution and build sustainable peace through net- working and coordination. Strengthen capacities for conflict prevention management, resolution and sustainable peace in the country including but not limited to chiefs, women, youth groups and community organization.
2. Increase awareness on the use of non – violent strategies to prevent, manage and resolve conflict and build sustainable peace in the country.
3. Facilitate the amicable resolution of conflict through mediation and other processes including indigenous mechanism for conflict resolution and peace building.

4. Promote understanding of the values of diversity, trust, tolerance, confidence building, negotiation, mediation, dialogue and reconciliation.
5. Coordinate and supervise the work of the District Peace Councils.
6. Facilitate the implementation of agreements and resolutions reached between parties in conflicts.
7. Make recommendations to the Government and state – holders on actions to promote trust and confidence between and among groups.
8. Perform any other function which is ancillary to its objects.

2.1 Description of Activities of each Directorate and Department

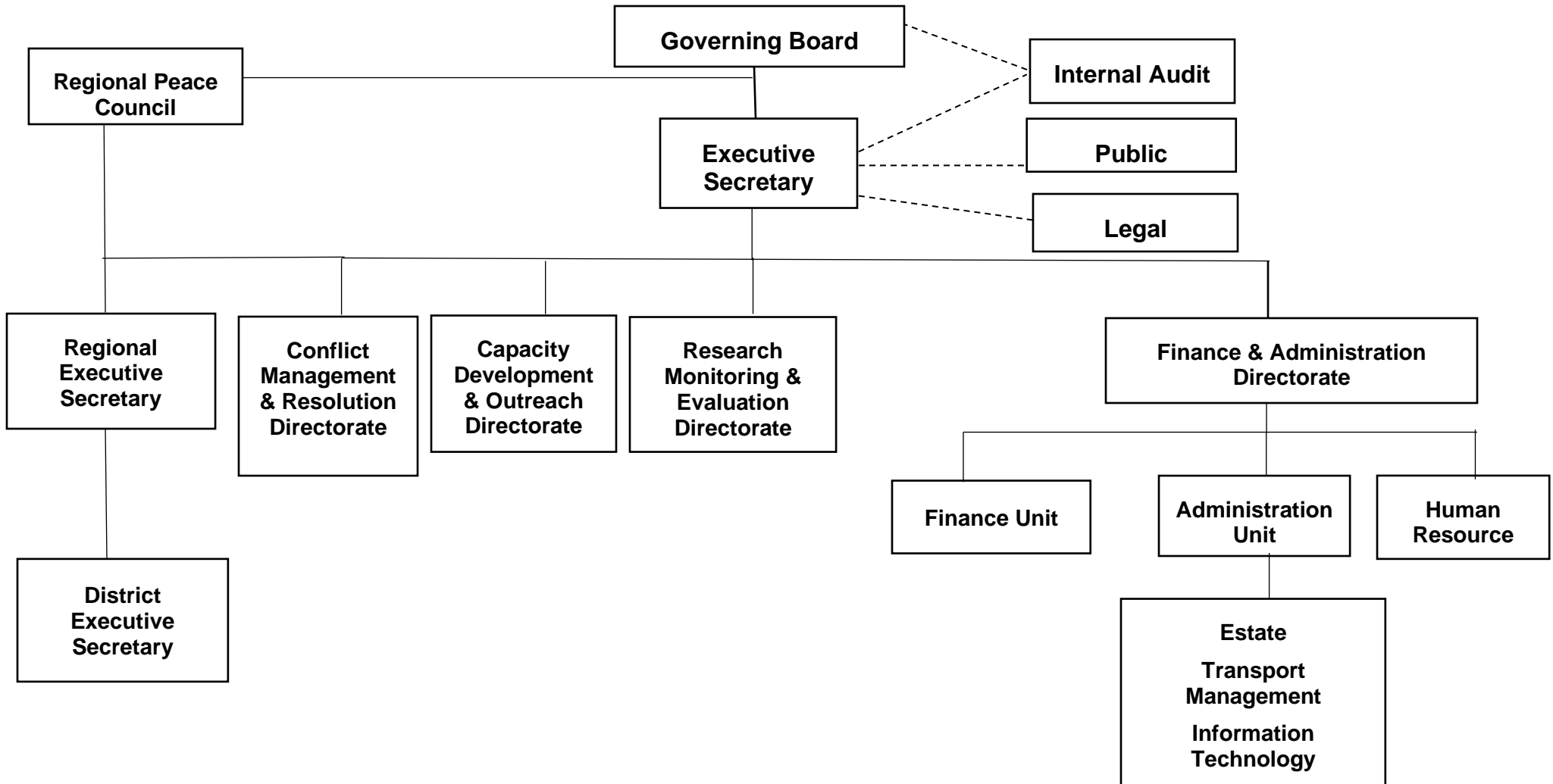
Directorate/Department	Responsibilities/Activities
Conflict Management & Resolution	<ul style="list-style-type: none"> • Provides technical and administrative directives and leadership for efficient and effective performance of the conflict management and resolution and sustainable peace. • Ensure the development and implementation of guidelines for the management and resolution of conflicts • Ensure the development and implementation of programmes activities and budget
Capacity Development and Outreach	<ul style="list-style-type: none"> • To strengthen capacities for conflict prevention management and sustainable peace in country for but; limited to chiefs, women, youth groups, communities and organizations. • Increase awareness on the use of non-violent strategies to prevent, manage and build sustainable peace in the country

	<ul style="list-style-type: none"> • Build sustainable peace through networking and coordination
Research Monitoring and Evaluation	<ul style="list-style-type: none"> • Provide inputs for the formulation of policies; • Ensure the preparation of the strategic plan of the Council; • Ensure the efficient and effective management of the human, material and financial resources of the Directorate; • Oversee the monitoring and evaluation of the programmes and activities of the Council; • Ensure the implementation of the programmes and activities of the Directorate; • Ensure the development of guidelines, strategies and performance indicators for the conduct of research, monitoring and evaluation activities of the Council; • Ensure the timely preparation, production and dissemination of fact sheets, policy briefs, research findings, reports and peer-reviewed articles; • Oversee the development of research agenda, research proposals and the preparation of resource mobilization plan; • Ensure the development and update of a database on the activities of the Council; • Oversee the implementation of the performance management system within the Directorate; • Collaborate with other Directorate and external bodies in identifying areas of research; • Ensure the preparation of annual and other periodic reports for the Directorate; • Ensure the preparation of the annual budget and work plan of the Directorate.
Administration and Human Resource	<ul style="list-style-type: none"> • Process employee data, • Formulates, updates and implement policies, systems, structures and manuals • Responsible for the efficient management of human and material resources

	<ul style="list-style-type: none"> • Ensures the maintenance of cordial relationship between management and staff •
Finance	<ul style="list-style-type: none"> • Responsible for the day-to-day administration and management of the accounts section • Participate in the development of policies, strategies and accounting procedures for the operation of departmental and financial returns the institution • Oversees the receipt and disbursement of moneys payable into the consolidated fund • Provides secure custody of funds and reports thereon • Ensures compliance with financial laws, accounting instructions and administrative regulations in the institution • Process the issuance of warrants to cover all authorized expenditures from the Consolidated and other Funds. • Ensures the validation of payroll inputs from the institution • Provides advice on accounting matters to the Head of the institution • Makes inputs into the preparation and review of the budget. • Ensures the maintenance of proper books of account and records on the Consolidated and other Funds • Undertakes career management and development activities of staff • Conducts research and makes recommendations for increased efficiency and effectiveness
Public Relations	<ul style="list-style-type: none"> • Provide inputs for the formulation of policies; • Ensure the implementation, monitoring and evaluation of the programmes and activities of the Unit;

	<ul style="list-style-type: none">• Ensure the efficient and effective management of the human, material and financial resources of the unit;• Oversee the design and implementation of the communication strategy for the council;• Oversee the issuance of press releases on the Council's activities, nurtures relations with the media and organizes media briefings;• Recommend appropriate action on media coverage of the Council's mandate and activities;• Oversee the production and distribution of promotional materials;• Oversee protocol activities of the Council;• Oversee public education and sensitization on the Council's policies, programmes and activities;• Oversee the creation of corporate literature and other forms of communication media;• Liaise with the IT Unit for the update of information on the Council's website;• Oversee the development and maintenance of a database on stakeholders of the Council;• Oversee the preparation of annual budget and work plan for the Unit; • Oversee the preparation of annual and other periodic reports of the Unit.
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ORGANOGRAM



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. Primary Information: Original material that has not been interpreted or analyzed Example: Statistics, Research, Articles and Websites.2. Secondary Information: Materials created from primary material, interpreting original material. Example: Brochures, Reports and Pamphlets
Types of Information Accessible at a fee:
Fees would be determined by management or based on charges approved by Parliament in accordance with the Fees and Charges (Miscellaneous Provisions) Act, 2009 (Act 793)

3. Procedure in Applying and Processing Requests

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 Peace Council. To requests for information under the RTI Act from the National Peace 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 Peace 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 Peace 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 / She 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

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. 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>	

6. Appendix B: Contact Details of NPC's Information Unit

Name of Information/Designated Officer:

Lenunsia Ernestina Boateng

Telephone/Mobile number of Information Unit:

0302919308

Postal Address of the institution:

P. O. Box M42

7. Appendix C: Acronyms

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>NPC</i>	<i>National Peace Council</i>

8. 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>