



2025 RIGHT TO INFORMATION MANUAL

JANUARY 2026

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1. OVERVIEW

The Right to Information (RTI) Manual serves as a guide to information available for access within the Ministry of Sports and Recreation (MoSR). It informs the public and applicants about the categories of information that may be accessed within the Ministry. The Manual also outlines the institutional structure, including its various departments and units, and specifies the types of information obtainable. The Right to Information Manual has been compiled in compliance with Section 3 of the Right to Information Act, 2019 (Act 989).

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the Ministry of Sports and Recreation (MoSR) and provide the types of information and classes of information available at MoSR, including the location and contact details of its Information Officers and units.

2. DIRECTORATES AND UNITS UNDER THE MINISTRY OF SPORTS AND RECREATION (MOSR)

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

VISION

Enhanced sports and recreation ecosystem for personal well-being, international competitiveness and sustainable development.

MISSION

The Ministry of Sports and Recreation exists to develop, promote and sustain accessible and inclusive sports and recreation ecosystem, foster opportunities through sector policies, programmes and partnerships to enhance individual well-being, national unity and achieve local and international competitiveness.

Directorates and Departments under Ministry of Sports and Recreation (MOSR)

1. Policy, Planning, Budgeting, Monitoring and Evaluation Directorate (PPBMED)
2. Research, Statistics and Information Management Directorate (RSIMD)
3. Human Resource Management and Development Directorate (HRMDD)
4. General Administration Directorate (GAD)
5. Finance Directorate (FD)
6. Procurement and Supply Chain Management Directorate (PSCMD)
7. Recreation and Wellness Unit (RWU)
8. Internal Audit Unit (IAU)
9. Public Relations and Communication Unit (PRCU)
10. Fixed Assets Coordination Unit (FACU)
11. Right to Information Unit (RTIU)
12. Client Service Unit (CSU)

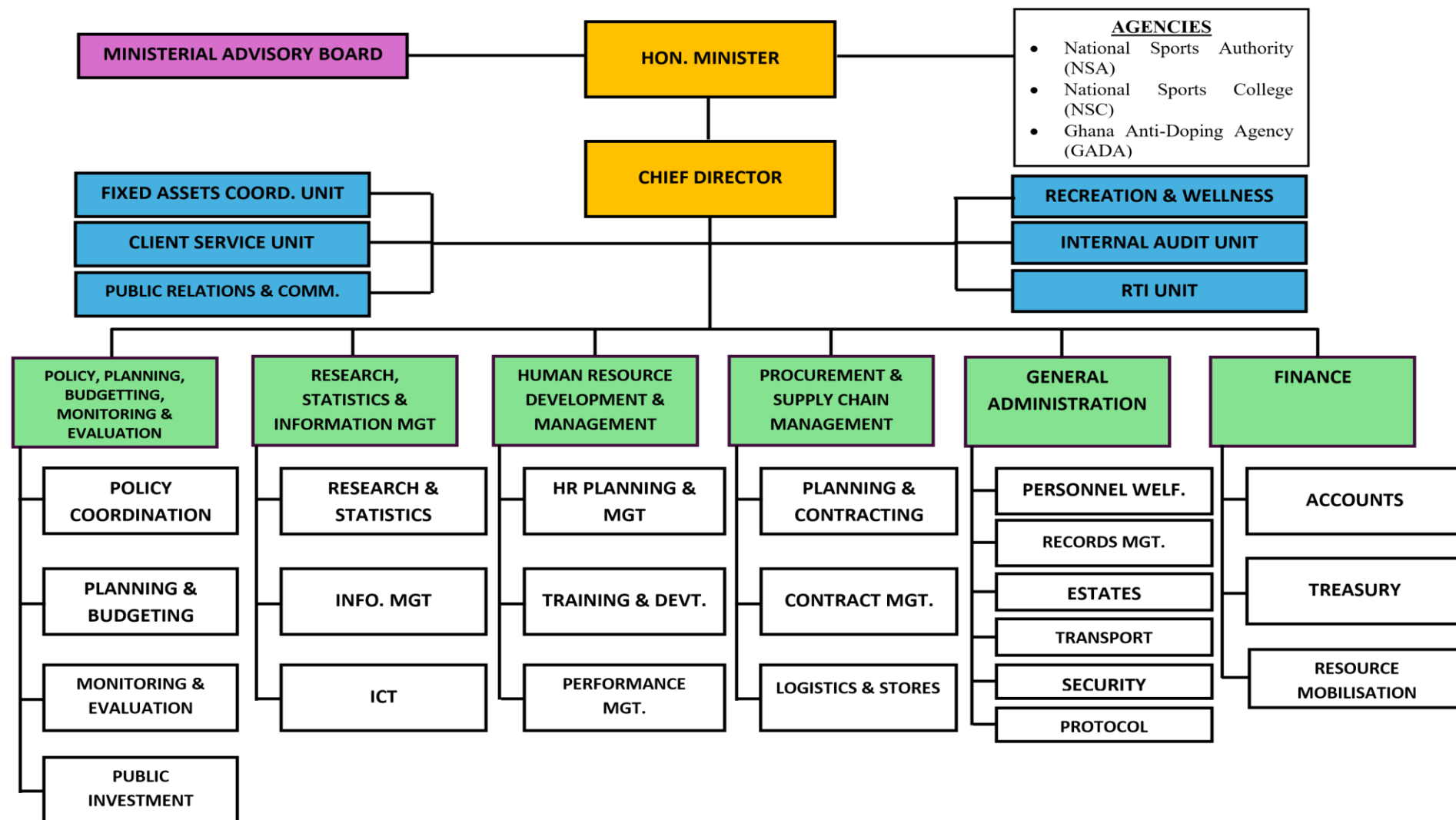
2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Policy, Planning, Budgeting, Monitoring and Evaluation Directorate (PPBMED)	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 the purposes of assessing the operational effectiveness of the Ministry's strategies and interventions.
Research, Statistics and Information Management Directorate (RSIMD)	This Directorate conducts and commissions research into policy and strategy options, compiles and analyses data specifically for the Ministry as well as the government. It maintains a data bank for efficient and effective decision-making. This Directorate also projects the good image of the Sector both within and outside the country by disseminating information on the Ministry's policies, activities and procedures as well providing a mechanism for receiving feedback on Government's policies and activities.
Human Resource Management and Development Directorate (HRMDD)	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.
General Administration Directorate (GAD)	This Directorate ensures that approved personnel policies in the Ministry on employment, personnel records, training, and wages and salaries administration are translated into good management practices and effectively carried out. This Directorate 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 efficient and effective system for internal checks.
Finance Directorate (FD)	This Directorate ensures that there is proper financial management and administration at the Ministry. The Directorate also leads the administration of Treasury Management and Accounts Preparation at the Ministry. It also safeguards the interest of the Ministry in all financial transactions relating to revenue and expenditure. The Directorate further ensures the practice of proper and accountable administration and offers advice on all financial matters relating to the Ministry
Recreation and Wellness Unit (RWU)	This unit is responsible for policy direction, coordination of national programmes, and monitoring of the implementation of initiatives that promote physical activity, wellness, rehabilitation and holistic development across all demographic groups. The Unit ensures that recreation is inclusive, accessible, safe and contributes to national health, social cohesion and human development.
Internal Audit Unit (IAU)	The Unit ensures a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal control and administrative processes and systems at the Ministry. The Unit advises management on compliance to relevant rules and regulations.
Public Relations and Communication Unit (PRCU)	The Unit develops, implements and reviews communication strategies to market and communicate the Ministry's policies, programmes, projects and activities to the public. The Unit also monitors and evaluates complaints, enquiries and

	reactions from the public on the Ministry's activities and responds appropriately.
Fixed Assets Coordination Unit (FACU)	The Unit is responsible for the establishment of proper control systems for the custody and management of assets of the Ministry. The Unit ensures that mechanisms, processes and procedures are in place for the effective, efficient, economical and transparent use of the assets of the Ministry
Right to Information Unit (RTIU)	The Unit provides for the implementation of the constitutional right to information held by the Ministry, subject to the exemptions that are necessary and consistent with the protection of the public interest, to foster a culture of transparency and accountability in public affairs.
Client Service Unit (CSU)	The Client Service Unit acts as a focal point for information about the Ministry and provides a system for feedback to stakeholders and clients. The Unit is positioned strategically in the staffing position to the Chief Director who shall ensure accuracy of information disseminated to stakeholders and the public. The Unit also handles clients' complaints and enquiries regarding policies, programmes and activities of the Ministry and ensures genuine problems are addressed adequately. The Unit provides inputs (feedback) to the Ministry's process improvement framework for service delivery efficiency and effectiveness.

2.2 Ministry of Sports and Recreation' Organogram



2.3 Agencies Under Ministry of Sports and Recreation

Agencies under Ministry of Sports and Recreation (MoSR)
1. National Sports Authority (NSA) 2. National Sports College, Winneba (NSCW) 3. Ghana Anti-Doping Agency (GADA)

2.4

List of various classes of information in the custody of the institution:
1. Information relating to sports infrastructure 2. Bilateral relations 3. Legal documents 4. Policy documents
Types of Information Accessible at a fee:
N/A

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 Ministry of Sports and Recreation. To request for information under the RTI Act from the Ministry of Sports and Recreation, 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 Ministry of Sports and Recreation 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 Ministry of Sports and Recreation'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 requests 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.75).

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. 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.

Fees and Charges approved by parliament in accordance with the Fees and Charges (Miscellaneous Provisions) Act, 2022 (ACT 1080),

RIGHT TO INFORMATION COMMISSION	
REVENUE ITEM	APPROVED FEES AND CHARGES (GH¢)
For every photocopy of an A4 size page or part thereof.	0.27
For every printed copy of an A4 size page or part thereof held on a computer on in electronic or machine-readable form.	0.38
For a copy in a computer readable form on external storage device.	0.29
For a transcription of visual images, for an A4 size page or part thereof.	1.28
For a copy of visual images.	3.50
For a transcription of an audio record, for an A4 size page or part thereof.	0.70
For a copy of audio record.	1.00

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 ☐ Organization/Institution ☐		
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	☐ National ID Card ☐ Passport ☐ Voter's ID ☐ 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:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language)
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address _____ ☐ Postal Address _____ ☐ 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 MOSR'S INFORMATION UNIT

Name of Information/Designated Officer:

RITA DELASHIE TSOTORVOR

Telephone/Mobile number and Email of Information Unit:

0209139950, rti@mosr.gov.gh

Postal Address of the institution:

P. O. Box M252, Ministries, Accra.

8. 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>MOU</i>	<i>Memorandum of Understanding</i>
<i>MoSR</i>	<i>Ministry of Sports and Recreation</i>
<i>NSA</i>	<i>National Sports Authority</i>
<i>NSC-W</i>	<i>National Sports College, Winneba</i>
<i>SDGs</i>	<i>Sustainable Development Goals</i>
<i>PPBMED</i>	<i>Policy, Planning, Budgeting, Monitoring and Evaluation Directorate</i>
<i>RSIMD</i>	<i>Research, Statistics and Information Management Directorate</i>
<i>HRMDD</i>	<i>Human Resource Management and Development Directorate</i>
<i>GAD</i>	<i>General Administration Directorate</i>
<i>FD</i>	<i>Finance Directorate</i>
<i>PSCMD</i>	<i>Procurement and Supply Chain Management Directorate</i>
<i>CSU</i>	<i>Client Service Unit</i>
<i>FACU</i>	<i>Fixed Assets and Coordination Unit</i>
<i>PRCU</i>	<i>Public Relations and Communication Unit</i>
<i>IAU</i>	<i>Internal Audit Unit</i>
<i>RWU</i>	<i>Recreation and Wellness Unit</i>
<i>GADA</i>	<i>Ghana Anti-doping Agency</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
<i>Access</i>	<i>Right to Information</i>
<i>Access to information</i>	<i>Right to obtain information from public institutions</i>
<i>Amendment</i>	<i>A minor change or addition designed to improve a text, piece of legislation, etc.</i>
<i>Citizen</i>	<i>a legally recognized subject or national of a state or commonwealth, either native or naturalized.</i>
<i>Contact details</i>	<i>Information by which an applicant and an Information Officer may be contacted</i>
<i>Court</i>	<i>A court of competent jurisdiction</i>
<i>Designated officer</i>	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
<i>Exempt information</i>	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
<i>Feedback</i>	<i>Information about reactions to a product, a person's performance of a task, which is used as a basis for improvement</i>
<i>Function</i>	<i>Powers and duties</i>
<i>Government</i>	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
<i>Information</i>	<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>
<i>Information officer</i>	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
<i>Public</i>	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
<i>Public institution</i>	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
<i>Pursuant</i>	<i>In accordance with (a law or a legal document or resolution).</i>
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>