RIGHT TO INFORMATION MANUAL

MINISTRY OF YOUTH AND SPORTS

2022

Document Number: MoYS/RTI/2022

TABLE OF CONTENTS

1. OVERVIEW 1

1.1 Purpose of Manual 1

2. DIRECTORATES AND DEPARTMENTS UNDER MINISTRY OF YOUTH AND SPORTS (MOYS) 2

2.1 Description of Activities of each Directorate and Department 3

2.2 Ministry of Youth and Sports' Organogram 5

2.3 Agencies Under Ministry of Youth And Sports 6

3. PROCEDURE IN APPLYING AND PROCESSING REQUESTS 9

3.1 The Application Process 9

3.2 Processing the Application 10

3.3 Response to Applicants 11

4. AMENDMENT OF PERSONAL RECORD 13

4.1 How to apply for an Amendment 13

5. APPENDIX A: STANDARD RTI REQUEST FORM 14

6. APPENDIX B: CONTACT DETAILS OF MOYS'S INFORMATION UNIT 17

7. APPENDIX C: ACRONYMS 18

8. APPENDIX D: GLOSSARY 19

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 Ministry of Youth and Sports (MoYS) and provide the types of information and classes of information available at MoYS, including the location and contact details of its Information Officers and units.

2. DIRECTORATES AND DEPARTMENTS UNDER MINISTRY OF YOUTH AND SPORTS (MOYS)

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

A harnessed potential of the Youth and values of sports and national development.

MISSION

Ministry of Youth and Sports exists to provide effective leadership in the formulation, co-ordination, implementation, monitoring and evaluation of Youth and Sports Development policies and foster greater public-private sector for participation for national and international development.

Directorates and Departments under Ministry of Youth and Sports (MOYS)
1. Policy, Planning, Budgeting, Monitoring and Evaluation (PPBME)
2. Research, Statistics and Information Management (RSIM)
3. Human Resource Management and Development (HRMD)
4. Finance and General Administration (F&GA)
5. Internal Audit
6. Public Relations Unit
7. Client Service
8. Right to Information Unit

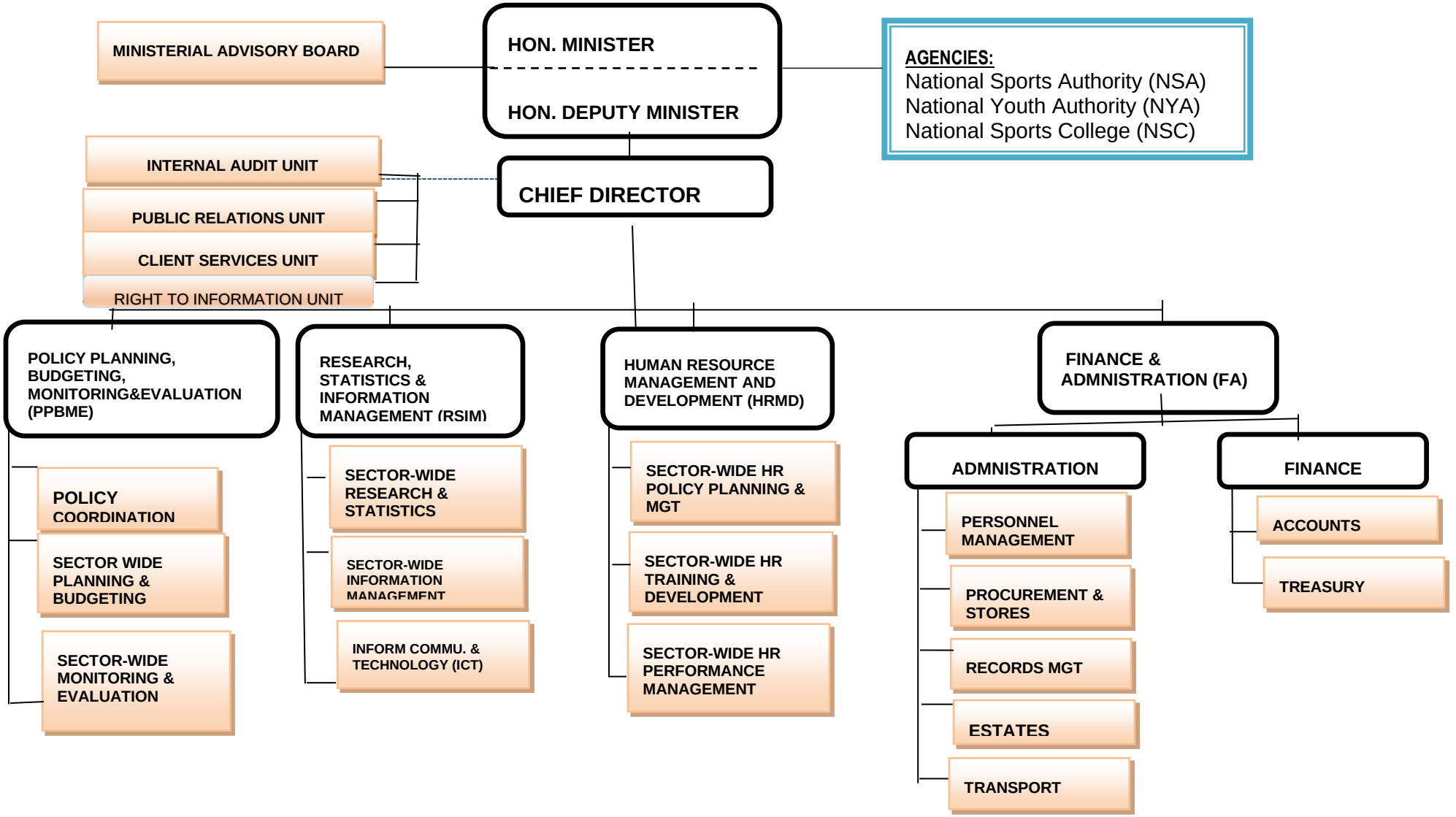
2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Policy Planning Budgeting Monitoring and Evaluation (PPBME)	Responsible for leading 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 purposes of assessing the operational effectiveness of the Ministry's strategies and interventions
Research Statistics and Information Management (RSIM)	Conducts and commissions research into policy and strategy options, complies and analyses data for the Ministry in particular and government as a whole. It maintains a data bank for effective and efficient decision making. This Directorate also projects the good image of the sector both within and outside they country by disseminating information on the Ministry's policies, activities and procedures as well as providing a mechanism for receiving feedback on government's policies and activities
Human Resource Management and Development (HRMD)	Develops sector wide policy on Human Resource 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.
Finance and General Administration Directorate (F&GA)	Finance unit ensures that there is proper financial management and administration at the Ministry. The unit 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 finance Unit further ensures the practice of proper and accountable administration and gives advice on all financial matters relating to the Ministry.

	General Administration section further ensures that services and facilities necessary to support the administrative and other functions of the Ministry
Internal Audit Unit	The unit ensures systematic, disciplined approach to elevate and improve effectiveness of risk management, control and the administrative process at the Ministry. the unit advices management on how to better execute their responsibilities and duties
Public Relations Unit (PRU)	Develops, implements and reviews communication strategies to market and communicate the Ministry's policies, programs, projects and activities to the public and also receive and manage client responses and enquires
Client Service Unit	Is set up to receive complaints and address them and also provides information on the nature of the operations of the Ministry. The unit deals with complains from the public regarding services of the Ministry and ensures that genuine problems are addressed adequately in a transparent, timely and cost-effective manner. It also facilitates standardization of the services delivered by the Ministry and communicates to the public the exact services of the Ministry and acts as a check on the Ministry to improve on service delivery to the public.
Right to Information Unit (RTI)	The Unit is set up to compile, publish and maintain an up-to-date information manual. Receives, record, acknowledge and process applications for information within the procedures and periods as prescribed in the law. Assist applicants to properly complete applications for information within the prescribed procedures. Assist in handling all enquires relating to the Right to Information.

2.2 Ministry of Youth and Sports' Organogram

FIGURE 1.0 MINISTRY OF YOUTH AND SPORTS ORGANSATIONAL STRUCTURE



2.3 Agencies Under Ministry of Youth And Sports

Agencies under Ministry of Youth and Sports (MoYS)
1. National Sports Authority (NSA)
2. National Youth Authority (NYA)
3. National Sports College (NSC) - Winneba

National Sports Authority (NSA)	
Responsibilities of the Agency:	**Details of Activities:**
1. To develop, organize, promote and manage competitive and social sports with the view of promoting health fitness, recreation, vigorous infrastructural development and proactive management which lead to sports excellence and internal development	i. Organize and assist financially or otherwise the participation of Ghanaian sportsmen and sportswomen in amateur and professional sports at District, Regional, National and International level ii. Provide the Universities in Ghana, the Armed Forces, the Police Force, the Prison Service, Schools and Colleges financial and other assistance for the holding of special sports festivals iii. Provide and maintain sports centers and facilities for use by all sportsmen and sportswomen iv. Promote the establishment of both amateur and professionals' associations of sports at the Districts, Regional and National level

National Youth Authority (NYA)

Responsibilities of the Agency:	Details of Activities:
1. Formulate policies and implement programs that will promote in the youth a. a sense of creativity, self-reliance, leadership, loyalty to the country, discipline and civic responsibility b. a sense of friendship and cooperation through the exchange of ideas with recognized youth organizations in other countries in Africa and the world	i. Develop the capacity of the youth to participate in decision-making at all levels ii. Establish and supervise youth leadership and skills training institutes iii. In collaboration with the Ghana Youth Federation, organize annual youth conferences at the national, regional and district levels.

National Sports College (NSC) - Winneba	
Responsibilities of the Agency:	**Details of Activities:**
1. To train and retrain the technical human resource, conducting research into sports related issues, organizing seminars and workshops, providing camping facilities to the national and local teams and tapping the potentials of talented athletes in the communities	i. To train groups of talented young boys and girls in various Sporting disciplines through the academy concept and to organize holiday training programs ii. Serve as an institute for departments and agencies under the Ministry for organizing seminars, conferences and workshops on issues related to such departments and agencies at reduced cost iii. Provide camping facilities to national teams and local clubs preparing for national and international assignments iv. Responsible for organizing seminars, conferences and workshops on Sports management and administration

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:

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 Youth and Sports. To requests for information under the RTI Act from the Ministry of Youth and Sports 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 Youth and Sports 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 Youth and Sport'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

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** ☐ **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)** ***"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."***	

6. APPENDIX B: CONTACT DETAILS OF MOYS'S INFORMATION UNIT

Name of Information/Designated Officer:

RITA DELASHIE TSOTORVOR

Telephone/Mobile number of Information Unit:

0209139950

Postal Address of the institution:

P. O. Box M252, Ministries, Accra.

7. APPENDIX C: ACRONYMS

Table 1 Acronyms

Acronym	Literal Translation
RTI	*Right to Information*
MDA	*Ministries, Departments and Agencies*
s.	*section*
MMDAs	*Metropolitan, Municipal and District Assemblies*
MoYS	*Ministry of Youth and Sports*
NSA	*National Sports Authority*
NYA	*National Youth Authority*
NSC-W	*National Sports College, Winneba*
SDGs	*Sustainable Development Goals*
PPBME	*Policy, Planning, Budgeting, Monitoring and Evaluation*
RSIM	*Research, Statistics and Information Management*
HRMD	*Human Resource Management and Development*
F&GA	*Finance and General Administration*

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	*Right to Information*
Access to information	*Right to obtain information from public institutions*
Amendment	*A minor change or addition designed to improve a text, piece of legislation, etc.*
Citizen	*a legally recognized subject or national of a state or commonwealth, either native or naturalized.*
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*
Feedback	*Information about reactions to a product, a person's performance of a task, which is used as a basis for improvement*
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*
Pursuant	*In accordance with (a law or a legal document or resolution).*
Right to information	*The right assigned to access information*
Section	*Different parts of the RTI Act*