

**Government of Ghana**

# Right to Information Manual

Ministry of Roads and Highways  
(MRH)

2022

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## **1. Overview**

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This Right to Information (RTI) Manual is pursuant to the provisions of the Right to Information Act, (Act 989). 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 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 the public about the organizational structure, responsibilities and activities of the [Ministry of Roads and Highways \(MRH\)](#), give details regarding the types and classes of information available at MRH, as well as provide information on location and contact details of the information officers and units of the Ministry.

## **2. Directorates and Units under Ministry of Roads and Highways (MRH)**

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

### **VISION**

To play a lead role in providing integrated, efficient, cost-effective and sustainable transportation system responsive to the needs of society, supporting growth and poverty reduction and capable of establishing and maintaining Ghana as a transportation hub of West Africa.

### **MISSION**

MRH exists to provide an integrated and well-maintained road infrastructure and other related services that meet national requirements and international standards on a sustainable basis, through;

- Formulation and implementation of policies that are responsive to the changing needs of the nation;
- Promoting private sector participation;
- Developing, implementing, monitoring and regulating standards; as well as
- Carrying out strategic investments so as to establish safe, reliable, efficient and affordable services for all road users.

<b>Directorates and Units under Ministry of Roads and Highways (MRH)</b>	
<b>Directorates</b> <ul style="list-style-type: none"><li>• Policy, Planning and Budgeting (PPB)</li><li>• Finance</li><li>• Monitoring and Evaluation (M&amp;E)</li><li>• Research, Statistics and Information Management (RSIM)</li><li>• Procurement</li><li>• Human Resource Management and Development (HRMD)</li><li>• Administration</li></ul>	<b>Specialized Units</b> <ul style="list-style-type: none"><li>• Legal</li><li>• Internal Audit</li><li>• Public Relations</li><li>• Protocol</li><li>• Client Service</li><li>• Right to Information</li><li>• Public Investment</li></ul>

**Functions of the Institution:**

The main functions of MRH include but not limited to the following:

- Policy formulation, monitoring, evaluation and coordination with regard to the Road Infrastructure sector;
- Development and Maintenance of Road Infrastructure;
- Improving the Road Safety and Environment;
- Financing of Road Development and Maintenance; as well as
- Training of professionals (Engineers and Contractors).

**2.1 Description of Activities of each Directorate**

Directorate	Functions/Responsibilities
Policy, Planning and Budgeting (PPB)	<p>This Directorate leads the technical processes for the development of Sector policies, plans, programmes and budgets of all activities of the Ministry. Specifically, the Directorate:</p> <ul style="list-style-type: none"> <li>• Studies and reviews all existing government and Ministerial policies relating to the Ministry and its Agencies;</li> <li>• Formulates Ministerial policies and communicates same to Agencies and Departments under the Ministry;</li> <li>• Leads the development and preparation of a rolling Strategic Plan for the Ministry and all its Agencies;</li> <li>• Compiles a rolling development programme of all activities of the Ministry and its Agencies.</li> <li>• Leads in the establishment of a portfolio of Ministerial projects, with the view of addressing special inadequacies in the Urban, Rural and trunk road networks</li> <li>• Coordinates the planning and implementation of Development Partner Supported Programmes of the Ministry and its Agencies;</li> <li>• Collates and compiles quarterly and annual reports of all activities and programmes relating</li> </ul>

	<p>to policy planning of the Ministry and its Agencies</p> <ul style="list-style-type: none"> <li>• Coordinates all road transport transit facilitation programmes</li> <li>• Prepares and provides technical guidance to Management on budgetary matters</li> </ul>
<p>Monitoring and Evaluation (M&amp;E)</p>	<p>The Monitoring and Evaluation Directorate is established under Section 12, sub-section 1(b) of the Civil Service Act, 1993 (PNDC Law 327), to monitor and evaluate programmes of Ministries and their Monitoring and Evaluation functions as prescribed by legal instruments and regulations.</p> <p>Section 10 of the National Development Planning (Systems) Act, 1994, Act 480 requires the Ministries to monitor the implementation of their Sector Medium-Term Development Plans (SMTDP) and submit reports at intervals in prescribed formats to the Ministry and the NDPC.</p> <p>Specifically, the Monitoring and Evaluation Directorate is to:</p> <ol style="list-style-type: none"> <li>1. Ensure that MRH and Agencies prepare M&amp;E Plans following the Sector Guidelines issued by NDPC.</li> <li>2. Ensure that all programmes and projects of the Ministry are systematically monitored and evaluated in accordance with the approved M&amp;E Plan.</li> <li>3. Raise awareness of the need and make demands for measuring performance and development outcomes.</li> <li>4. Use the M&amp;E reports produced to enhance evidence-based decision making.</li> <li>5. Increase the demand for and use of monitoring and evaluation results by MRH through regular interactions to assess their response to the recommendations in the monitoring reports</li> <li>6. Ensure that the recommendations in the monitoring and evaluation reports are used for the improvement of development plans and budgets of MRH.</li> </ol>

	<p>7. Lead/Coordinate the systematic evaluation of policies and projects of the Ministry.</p> <p>8. Identify and recommend strategies for improving the construction industry.</p>
<p>Research, Statistics and Information Management (RSIM)</p>	<p>This Directorate conducts research, compiles and analyses data for the Ministry in particular and Government as a whole. It serves as a stock for compiling all information pertaining to the Ministry in line with its activities and programmes, thereby maintaining a data bank for effective and efficient decision-making.</p> <p>Specific functions of the Directorate include:</p> <ul style="list-style-type: none"> <li>• Promotion of the use of ICT for a quicker transformation of the operations and business of the Ministry.</li> <li>• Management of information, conducting of research and training of staff in Information Technology to enhance their efficiency in the provision of services.</li> <li>• Uptake and embedment of research findings and Information Technology to improve the formulation of policies in the Sector.</li> <li>• Collaborate, support and assist relevant institutions to undertake research into areas that are beneficial to the Ministry.</li> <li>• Maintenance of an efficient IT infrastructure and equipment.</li> </ul>
<p>Procurement</p>	<p>The Procurement Directorate of the Ministry of Roads and Highways (MRH) is responsible for the procurement of Goods, Works and Services for the Ministry. The functions of the Directorate are as follows:</p> <ul style="list-style-type: none"> <li>• Implements procurement procedures and guidelines for the employment of Contractors, Consultants and Suppliers in accordance with the</li> </ul>

	<p>Public Procurement Act 2003, (Act 663) as amended by the Public Procurement (Amendment) Act 2016 (Act 914) and international guidelines.</p> <ul style="list-style-type: none"> <li>• Provides inputs into and collaborates with related Agencies and the Ministry in the formulation and review of National procurement policies for works, goods and services.</li> <li>• Collates, prepares, co-ordinates and monitors the annual procurement plan for all services, goods and works of the Ministry.</li> <li>• Develops standards, rates and cost indicators for all programmes of the Ministry and its Agencies.</li> <li>• Facilitates the work of the Road Contractor Classification Committee and their monthly meetings.</li> <li>• Updates the Ministry and its Agencies about the various procedures and bid evaluation formats currently in use.</li> <li>• Reviews standard procurement documents and agreements for consultants, contractors and suppliers.</li> <li>• Reviews evaluation reports on engagement of consultants, contractors and suppliers for the Ministry and its Agencies.</li> <li>• Facilitates annual procurement audits of all processes and procedures of the Ministry.</li> <li>• Prepares and submits annual programme of activities relating to the Directorate for the ensuing year not later than the end of the 3<sup>rd</sup> quarter of the year.</li> <li>• Serves as secretariat to the Entity Tender Committee.</li> <li>• Ensures the proper delivery of all goods procured</li> </ul>
<p>Human Resource Management and Development Directorate (HRMD)</p>	<p>The Directorate develops sector-wide policy on HR Planning, Succession Planning, Training and Development and Performance Management. It also</p>



	<p>ensures that there is in place an effective and stable management framework, consistent with the overall manpower needs of the Sector.</p> <p>Specific functions of the Directorate for the Sector Ministry are as follows:</p> <ul style="list-style-type: none"><li>• Formulates Human Resource Development policy and plans.</li><li>• Provides planned training programmes to improve the knowledge, competency, technical skills, attitudes and managerial capabilities of staff.</li><li>• Facilitate effective Human Resource Planning for the Ministry's Agencies and Sub-Sectors.</li><li>• Co-ordinates, monitors and evaluates all staff development programmes in the Ministry and its training institute.</li></ul>
General Administration	<p>This Directorate provides administrative leadership and strategic direction for the Directorate and facilitates the timely provision and judicious use of resources to ensure the achievement of the Ministry's mandate. The functions of the Directorate include but are not limited to:</p> <ul style="list-style-type: none"><li>• Offering effective administrative support to enable the Hon. Minister meet his/her obligations towards Parliament. This involves co-ordination of the timely preparation of answers to Parliamentary Questions for the Minister to attend upon Parliament's request</li><li>• Ensuring the effective management of the Ministerial Advisory Board meetings</li><li>• Handling some correspondences relating to issues between the Ministry and its allied partners etc.</li><li>• Playing a major administrative role in the organization of Conferences.</li></ul>

	<ul style="list-style-type: none"> <li>• Advising on the management of the Ministry’s official accommodation facilities.</li> <li>• Supervising the management of all official vehicles, including the recommendation of the extension of service contracts for the maintenance of such vehicles.</li> <li>• Supervising the provision of protocol services for senior officials and key personnel of the Ministry</li> <li>• Scheduling and compiling quarterly, annual, incidental and special reports for the Ministry and its Departments/Agency.</li> <li>• Advising Management on the review of the Ministry’s structure, mission statement, objectives and functions when changes occur as a result of reforms.</li> <li>• Ensuring that the Ministry’s Organogram is properly designed and well communicated to all staff.</li> <li>• Ensuring effective and efficient records management.</li> <li>• Supervising the recording of minutes of official meetings</li> <li>• Ensuring the efficient management of the General and Confidential Registries</li> <li>• Supervising the provision and maintenance of security for the Ministry</li> <li>• Supervising the provision of clean and hygienic conditions within and around the Ministry’s premises.</li> </ul>
<p>Finance</p>	<p>The Finance Directorate is responsible for accountancy matters and generally ensures that, Public funds under the control and direction of the Ministry are properly received, held in secure custody and disbursed in accordance with existing Laws, rules or regulations, Policies and programmes of the Ministry and the Compilation of Consolidated Financial Statements.</p>

**FUNCTIONS OF THE DIRECTORATE**

1. Develops and maintains an efficient accounting system, to ensure efficiency and economy of financial and other operations of the Ministry.
2. Ensures the collection or receipt, custody lodgment of Public funds.
3. Compiles and manages accounting records of the Ministry.
4. Ensures the dissemination of financial reports of the Ministry in line with existing Laws, regulations and instructions issued pursuant to existing laws and Regulations.
5. Facilitates the conduct of audits and specifically ensure that financial audits are carried out without let or hindrance
6. Ensures that the recommendations of the Audit Committee are fully carried out
7. Advise the Chief Director on matters of Finance and Accountancy.
8. Ensures the efficient and effective use of appropriations under the Ministry's control within the ambit of Government Policy and in compliance with any enactment, regulations or instructions issued under the authority of an enactment.

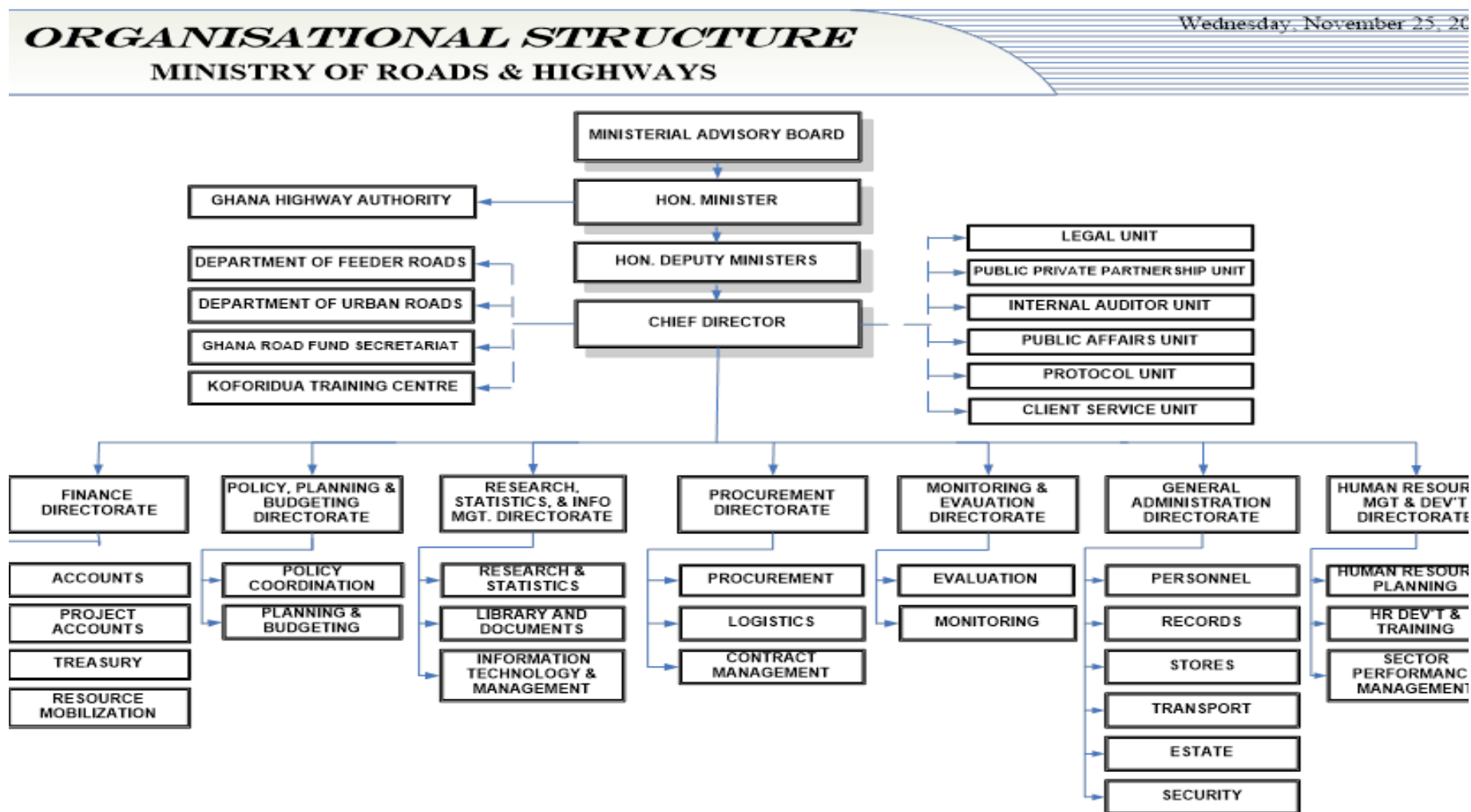
## Description of Activities of each Unit

Unit	Functions/Responsibilities
Legal	<p>The Unit provides legal advice and technical support services by ensuring interpretations of legal regulations, inputs into the formulation of policies and other international protocols, conventions and treaties.</p>
Internal Audit	<p>The unit appraises and reports on the soundness and application of the system of controls operating in the Ministry; evaluates the effectiveness of the risk management and governance process of a covered entity and contributes to the improvement of that risk management and governance process.</p> <p>The Unit also provides assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of the Ministry.</p>
Public Relations	<p>The Unit develops, implements and reviews communication strategies to market and communicate the Ministry's policies, programmes, projects and activities to the public and also receives and manages client responses and enquiries.</p> <p>It 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 as providing a mechanism for receiving feedback.</p>
Protocol	<p>The Unit works closely with the Chief Director's office on all protocol activities. It is responsible for performing all protocol duties of the Ministry.</p> <p>It also facilitates the hosting of foreign dignitaries and guests of the Ministry.</p>
Client Service	<p>The Client Service Unit is responsible for standardizing and communicating to the public</p>

	<p>the services delivered by the Ministry as well as the processes for complaint handling.</p> <p>The Unit also provides information on the nature of the operations of the Ministry. It deals with complaints from the public regarding services and facilitates their resolution.</p>
<p>Right to Information</p>	<p>In accordance with the Right to Information Act, 2019 (Act 989), the Unit is responsible 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 in a democratic society, to foster a culture of transparency and accountability in public affairs and to provide for related matters.</p>
<p>Public Investment</p>	<p>Section (1) of the Public Financial Investment (Public Investment Management) Regulations, 2020, L.I. 2411 makes provision for the establishment of the Public Investment Unit (PIU) to lead the processes and procedures for delivering investment projects. These investment projects include:</p> <ul style="list-style-type: none"> <li>i. Projects financed or co-financed from budget revenue, and proceeds, irrespective of the funding source which may be wholly or partially funded from resources or guaranteed by Government</li> <li>ii. Public Private Partnerships</li> </ul>

## 2.2

### Organogram of the Ministry of Roads and Highways



### 2.3 Departments And Agencies Under **Ministry of Roads and Highways**

<b>Departments and Agencies under <b>Ministry of Roads and Highways</b></b>
<ol style="list-style-type: none"> <li>1. Koforidua Training Center (KTC)</li> <li>2. Ghana Highway Authority (GHA)</li> <li>3. Department of Urban Roads (DUR)</li> <li>4. Department of Feeder Roads (DFR)</li> <li>5. Ghana Road Fund Secretariat (GRFS)</li> </ol>

<b>Name of Organisation</b>	<b>Functions/Responsibilities</b>
Koforidua Training Center (KTC)	The Koforidua Training Centre (KTC) is a Human Resource capacity development Centre under the responsibility of Ministry of Roads and Highways. Its core mandate is to deliver practical hands-on skills and professional training for all levels of management and projects implementation personnel of MRH and its stakeholders.
Ghana Highway Authority (GHA)	<p>The Ghana Highway Authority (GHA), as the subvented Agency of MRH was established under NRC Degree 298 of December 1974 with the responsibility for the administration, control, development, management and maintenance of all public highways and other related facilities in Ghana. The Authority was re-established under the Ghana Highway Authority Act, 1997 (Act 540).</p> <p>The GHA under MRH is charged by Act 540 with the responsibility for the development, administration, control and maintenance of the trunk road network of about 14,583km in Ghana.</p>

Department of Urban Roads (DUR)	<p>The Department of Urban Roads (DUR) operates through sixteen (16) Regional offices throughout the country.</p> <p>The Regional offices are responsible for the management of the arterial and collector road networks. They also co-ordinate the activities of the road network in the Assemblies and report on same to the Regional Co-ordinating Councils (RCC).</p>
Department of Feeder Roads (DFR)	<p>The Department of Feeder Roads was established under the Ministry of Roads and Highways with the responsibility to manage feeder road networks throughout the country. They also co-ordinate the activities of feeder road networks in the Assemblies and report on same to the Regional Co-ordinating Councils (RCC).</p>
Ghana Road Fund Secretariat (GRFS)	<p>The Ghana Road Fund Secretariat was established in 1985 to provide a secure source of funding for preservation of Ghana's road network. The Fund was restructured under the Road Fund Act, 1997 (Act 536). The Act provided for the Road Fund Management Board to offer the general overall direction for the Fund. The Road Fund (Amendment) Act, 2016 (Act 909) gave the Road Fund Corporate status.</p>



## 2.4 Classes and Types of information

### List of various classes of information in the custody of the institution:

#### 1. Administration

- Minutes of meetings of Heads of Directorates and Agencies
- Appointment of Directors to Boards and Councils of Statutory Corporations
- Letters of Invitation to ceremonies
- All circulars from MDAs and MMDAs
- All reports from Agencies
- Memoranda between MRH and other companies
- Performance reports

#### 2. Finance

- Payment certificates
- Release of funds
- Budget
- Payment of compensation
- Response to Audit queries

#### 3. RSIM

- Research Findings
- Cost indices
- Classification of Contractors

#### 4. Policy and Planning

- ECOWAS Matters
- Transport Sector Improvement Project (TSIP)
- National Development Planning Commission (NDPC)
- Consultancy Service
- Ghana Japanese Grant
- Road Toll Project and Line Marking
- Construction of Bridges/Interchanges
- Memos to Cabinet

**5. Human Resource Management and Development**

- MRH Staff matters
- Agencies Staff Matters
- Promotions
- Employment
- Workshops/Conferences/Seminars
- Postings of Junior and Senior Staff

**6. Monitoring and Evaluation**

- Synohydro Project
- Award of contract and extension of time
- Termination of Contract

**7. Procurement**

- Entity Tender
- Guidelines for procurement (Goods, Works and Services)

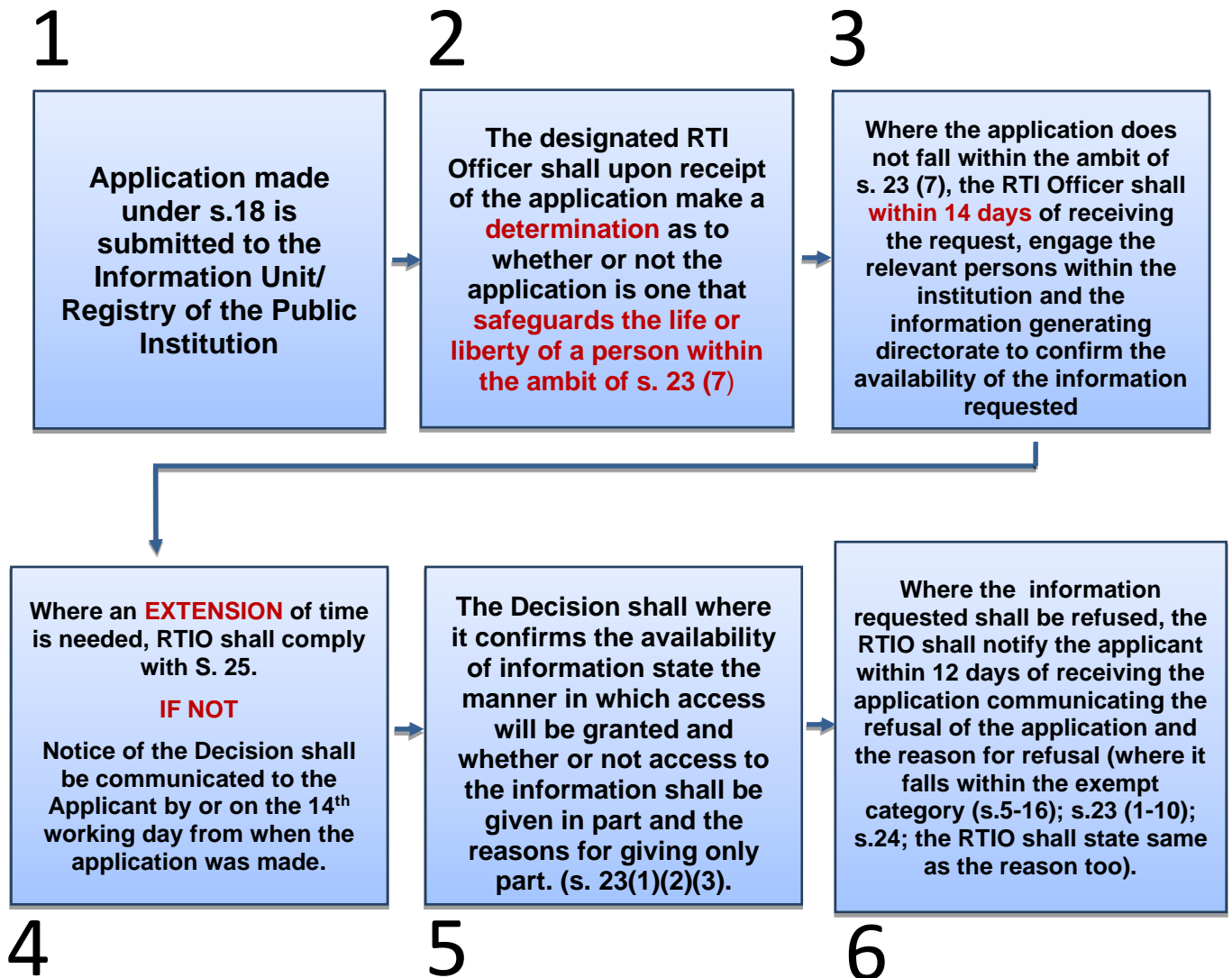
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**Types of Information Accessible at a fee:**

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- Standard Specification
- Classification Registration documentation
- Tender document

### 3. Processing and Decision on Application – S. 23



## **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

## **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, 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)



1.	<b>Name of Applicant:</b>			
2.	<b>Date:</b>			
3.	<b>Public Institution:</b>			
4.	<b>Date of Birth:</b>	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
5.	<b>Type of Applicant:</b>	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	<b>TIN Number</b>			
7.	<b>If Represented, Name of Representative:</b>			
7 (a).	<b>Capacity of Representative:</b>			
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).	<b>Id. No.:</b>			
9.	<b>Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):</b>			

10.	<b>Manner of Access:</b>	<input type="checkbox"/> <b>Inspection of Information</b> <input type="checkbox"/> <b>Copy of Information</b> <input type="checkbox"/> <b>Viewing / Listen</b> <input type="checkbox"/> <b>Written Transcript</b> <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/>
10 (a).	<b>Form of Access:</b>	<input type="checkbox"/> <b>Hard copy</b> <input type="checkbox"/> <b>Electronic copy</b> <input type="checkbox"/> <b>Braille</b>
11.	<b>Contact Details:</b>	<input type="checkbox"/> Email Address _____  <input type="checkbox"/> Postal Address _____  <input type="checkbox"/> Tel: _____
12.	<b>Applicant’s signature/thumbprint:</b>	
13.	<b>Signature of Witness (where applicable)</b>  <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 MRH's Information Unit**

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**Name of Designated Officer:**

Roberta Ayinsone Ayamga

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

0243848654

**Postal Address of the institution:**

P.O.Box M57, Accra

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**Name of Information Officer:**

Julius Owusu Donkor

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

0542726786

**Postal Address of the institution:**

P.O.Box M57, Accra

## 8. Appendix C: Acronyms

Table 1 Acronyms

<b>Acronym</b>	<b>Literal Translation</b>
<i>DFR</i>	<i>Department of Feeder Roads</i>
<i>DUR</i>	<i>Department of Urban Roads</i>
<i>GHA</i>	<i>Ghana Highway Authority</i>
<i>ICT</i>	<i>Information and Communication Technology</i>
<i>KTC</i>	<i>Koforidua Training Center</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>MRH</i>	<i>Ministry of Roads and Highways</i>
<i>M&amp;E</i>	<i>Monitoring and Evaluation</i>
<i>NDPC</i>	<i>National Development Planning Commission</i>
<i>RTI</i>	<i>Right to Information</i>
<i>s</i>	<i>Section</i>
<i>TSIP</i>	<i>Transport Sector Improvement Project</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>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>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>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>