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Ghana
Commission for UNESCO

Government of Ghana

<Ghana Commission for UNESCO
(GCU)>

<2023 >

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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 [Ghana Commission for UNESCO \(GCU\)](#) and provide the types of information and classes of information available at [GCU](#), including the location and contact details of its information officers and units.

Directorates and Departments under <[Ghana Commission for UNESCO \(GCU\)](#)>

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

VISION

<*To ensure that Ghana plays a lead role in UNESCO’s efforts to foster peace and international cooperation for sustainable development.*>

MISSION

<*Coordinate Ghana’s contribution to UNESCO’s effort to foster peace and international cooperation through Education, the Sciences, Culture, Communication, and Information.*>

Directorates and Departments under <[Ghana Commission for UNESCO \(GCU\)](#)>

<List names of all the directorates and departments under the institution. Example, Finance and Administration, HR, Claims>.

1. Programmes
2. Administration & Human Resource
3. Accounts
4. Transport

Responsibilities of the Institution:

- Liaising with all Ministries, Departments and Agencies as well as academia and research institutions in UNESCO's fields of competence to promote UNESCO's ideals while optimizing shared benefits.
- Providing information on UNESCO vacant posts as well as providing guidance in the completion of the candidature files for submission.
- Providing technical guidance in the preparation of project proposals to be submitted to UNESCO for support.
- Providing information on UNESCO Fellowships and awards.
- Coordinating, selecting and submitting endorsed biennial UNESCO Participation Programme Requests, fellowship and awards to UNESCO.
- Developing technical briefs for Ghana's delegation to the biennial UNESCO General Conference, the UNESCO Executive Board Sessions as well as other UNESCO fora.
- Providing technical guidance to institutions and Civil Society Organizations to foster relationships with UNESCO.
- Coordinating local and international UNESCO conferences/seminars, etc.
- Disseminating information received from UNESCO to relevant MDAs and Civil Society Organizations.
- Coordinating activities of the UNESCO Associated Schools Network (ASPnet) in Ghana.
- Liaising with communities/schools for the formation and management of UNESCO Clubs towards the promotion of UNESCO's objectives and ideals.

2.1 Description of Activities of each Directorate and Department

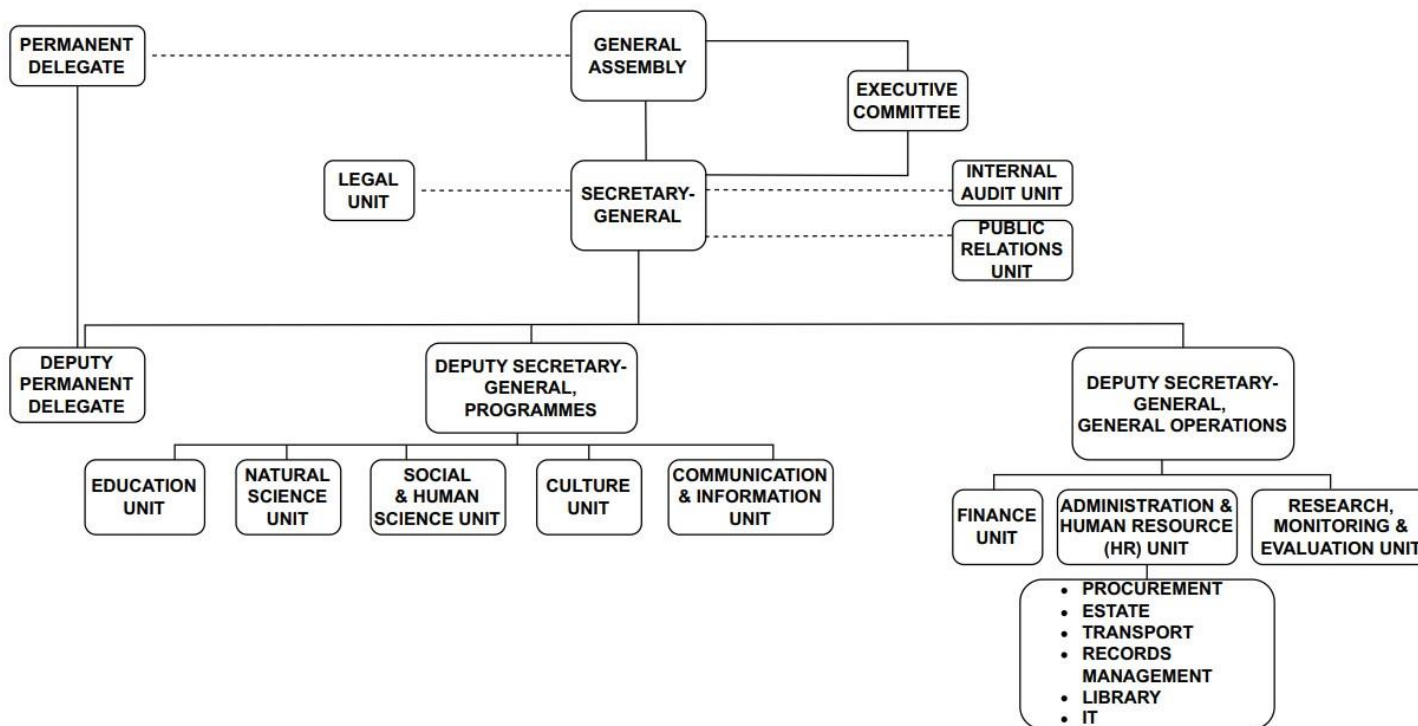
<Briefly list and state the activities of each directorates and Department listed above. Example, Human Resource Directorate – Responsible for>

Directorate/Department	Responsibilities/Activities
Programmes	Provides technical advice with respect to the various programme areas: Education, Communication & Information, Culture, Natural, Social and Human Sciences

Administration & Human Resource	<p>Supports the Secretary-General in the day-to-day administration of the Secretariat.</p> <p>Provides administrative, managerial, logistical and maintenance support services to ensure the attainment of organizational goals.</p> <p>Responsible for the development of the Human Resource Development and Management policies and plans to ensure that the Secretariat has the right human resource capacity for the achievement of the objectives of the Commission.</p>
Accounts	Provides technical and operational support for the effective administration and management of the Commission's financial resources
Transport	Ensures/Facilitates the planning, implementation and management of an efficient and reliable transport services of the Commission.

2.2 <Ghana Commission for UNESCO>'s Organogram

ORGANOGRAM OF THE GHANA COMMISSION FOR UNESCO



2.3 AGENCIES UNDER <Ghana Commission for UNESCO>

Agencies under <insert name of institution> (example NHI)
1. <i>The Ghana Commission for UNESCO does not have agencies under it.</i>

<insert name of first Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

2.4 Classes and Types of information

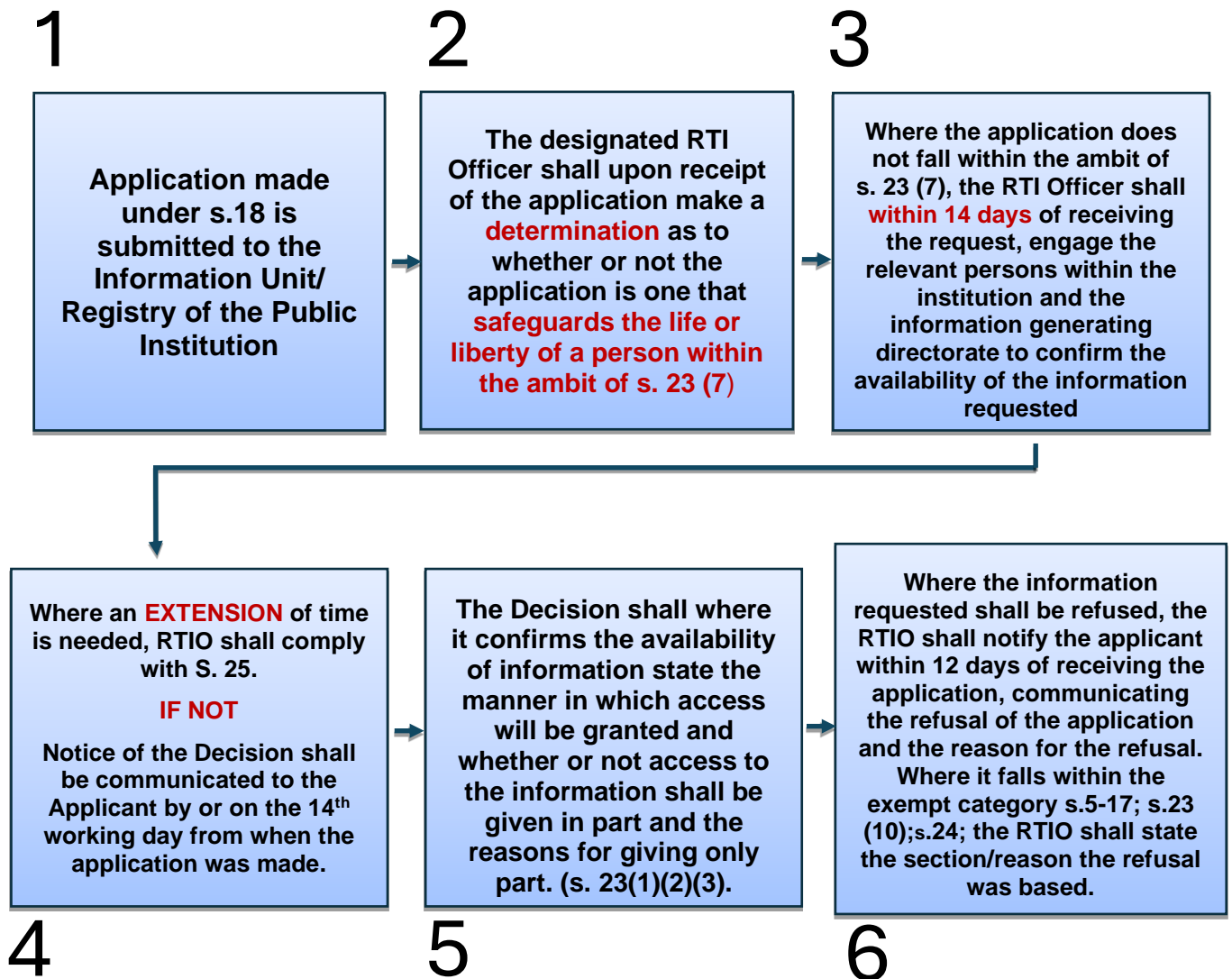
List of various classes of information in the custody of the institution:
<ol style="list-style-type: none"> 1. Financial <ul style="list-style-type: none"> • Invoices • Receipts • Cheques • Audit reports • Payment requests • Budgets • Salary vouchers 2. Administrative <ul style="list-style-type: none"> • Memoranda • Requests for assistance/information • UNESCO Award letters: <ul style="list-style-type: none"> • UNESCO Fellowships • UNESCO Prizes • UNESCO Participation Programme • Programme files • Personal files of staff • Minutes of Executive and General Assembly meetings

- Applications for employment
 - Meeting Attendance Register
 - Publications (local and international)
 - Contracts:
 - Office Equipment servicing contract
 - Janitorial Services
 - Temporal staff
 - Reports:
 - Commission's Annual Reports
 - UNESCO Executive Board Reports
 - UNESCO General Conference Reports
 - Recruitment/Promotion interview reports
3. <List and Press enter for additional numbering>

Types of Information Accessible at a fee:

1. <List and Press enter for additional numbering>

Processing and Decision on Application – S. 23



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

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.

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:	
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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.	TIN Number			
7.	If Represented, Name of Representative:			
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
		Driver's <input type="checkbox"/> 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)
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>	

Appendix B: Contact Details of Ghana Commission for UNESCO's Information Unit

Name of Information/Designated Officer:

MARIAN NORTEY

Telephone/Mobile number of Information Unit:

0302666042 / 0276234031

Postal Address of the institution:

P. O. BOX GP2739, ACCRA

Appendix C: Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.

Table 1 Acronyms

Acronym	Literal Translation
<i>AIMS</i>	<i>African Institute for Mathematical Sciences</i>
<i>GNCU</i>	<i>Ghana National Commission for UNESCO</i>
<i>GP</i>	<i>General Post</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>RTI</i>	<i>Right to Information</i>
<i>s.</i>	<i>section</i>
<i>UCC</i>	<i>University of Cape Coast</i>
<i>UNESCO</i>	<i>United Nations Educational, Scientific and Cultural Organization</i>

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>
Clubs of UNESCO	<i>Groups of volunteers of different ages and socio-professional status who become activists in the service of UNESCO's ideals</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>
Ghana's Permanent Delegation	<i>Official government representation at UNESCO Headquarters</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>
Fields of competence of UNESCO	<i>Areas of UNESCO's work: Education, Culture, Natural, Social & Human Sciences, Communication and Information</i>
National Commission	<i>Official liaison body set up by government to coordinate the relations between the Government and UNESCO</i>
National Intergovernmental/ International Committees	<i>National committees made up of professionals who provide expert advice in UNESCO's intergovernmental / international programmes such as Oceanography, Hydrology, Heritage, etc.</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>

Term	Definition
<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>
<i>Specialized/Programme Committees</i>	<i>Committees established in the various fields of competence of UNESCO, which provide expert advice in the fields of competence of UNESCO</i>
<i>UNESCO Associated Schools Network</i>	<i>Worldwide network of educational institutions who pledge to imbibe the ideals of UNESCO in the young ones</i>
<i>UNESCO Category II Institutes</i>	<i>Institutes established under the auspices of UNESCO and funded by Member States to contribute to the achievement of UNESCO's objectives by providing valuable and unique contributions to the implementation of UNESCO's strategic programme objectives for the benefits of Member States</i>
<i>UNESCO Executive Board</i>	<i>Consists of 58 representatives from Member States that prepares the work of the General Conference, ensures that the decisions of the General Conference are properly carried out as well as the overall management of UNESCO</i>
<i>UNESCO Fellowship Awards</i>	<i>Specially tailored training programmes designed to give qualified persons practicing or intending to practice a profession in a field of the UNESCO programme priorities. It offers an opportunity to receive additional and practical training, contributing to the advancement and circulation of knowledge and skill, promoting development and international understanding</i>
<i>UNESCO General Conference</i>	<i>Consists of representatives of UNESCO's Member States which determines the policies, the main lines of work/programme as well as the budget of UNESCO</i>
<i>UNESCO Participation Programme</i>	<i>A medium through which UNESCO partners Member States in implementing projects initiated by Member States themselves which are in line with UNESCO's programme for the biennium and in which the project is being implemented</i>
<i>UNESCO Vacant post</i>	<i>International vacant position in UNESCO Offices</i>