



Ministry of Food &
Agriculture

Government of Ghana

Right to Information Manual

2026

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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 Akufo-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 Food and Agriculture (MOFA) and provide the types of information and classes of information available at MOFA, including the location and contact details of its information officers and units.

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2. Directorates and Departments under Ministry of Food and Agriculture (MOFA)

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 Ministry envisions a modernized agriculture that will culminate into a structurally transformed economy and evident in food security, employment opportunities and reduced poverty increased income.

MISSION

The Ministry exists to promote sustainable agriculture and thriving agribusiness through research and technology development, effective extension and other support services to farmers, processors and traders for improved livelihoods.

Directorates and Departments under Ministry of Food and Agriculture (MOFA)
1. Finance and Administration Directorate (F&A) 2. Human Resource Development and Management Directorate (HRDMD) 3. Policy Planning, Monitoring and Evaluation Directorate (PPMED) 4. Statistics, Research and Information Directorate (SRID) 5. Crop Services Directorate (DCS) 6. Directorate of Agricultural Extension Services (DAES) 7. Animal Production Directorate (APD) 8. Plant Protection and Regulatory Services Directorate (PPRSD) 9. Women In Agricultural Development Directorate (WIAD) 10. Agricultural Engineering Services Directorate (AESD) 11. Veterinary Services Directorate (VSD) 12. Procurement and Supply Chain Management Directorate (PSCMD)
Responsibilities of the Institution: The Ministry is charged with the responsibility of creating an enabling environment for the growth and development of the food and agricultural sector. It is the lead agency and focal point of the government, responsible for developing and executing policies and strategies for

the sector within the context of a national coordinated socio-economic growth and development agenda.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Finance and Administration	This Directorate is responsible for providing administrative and financial management support in the ministry and ensure the effective and efficient functioning of the sector for the achievement of its goals in Agricultural Development
Human Resource Development and Management Directorate	The Directorate exist to ensure the recruitment, development, deployment and professionalism of staff to effectively support the execution of the mandate of the Ministry.
Policy Planning, Monitoring and Evaluation Directorate	The Directorate is one of the four-line Directorates of the Ministry of Food and Agriculture, with a focus of facilitating the establishment of a harmonized agricultural policy environment leading to increased agricultural growth and income.
Statistics, Research and Information Directorate	The directorate exist to provide relevant, accurate and timely agricultural statistics and information for stakeholders to ensure the following. • Agricultural production decisions are based on objective and realistic criteria, and, • Agricultural statistics generated for policy formulation, planning, project implementation, monitoring and evaluation are efficiently communicated within MOFA and the general public
Crop Services Directorate	To promote the production and facilitate the processing, distribution and marketing of food, industrial and export crops; quality planting materials and the efficient use and management of soil and water resources for sustainable agriculture production.

Directorate of Agricultural Extension Services	The focus of the Directorate of Agricultural Extension Services (DAES) is to provide timely, reliable and professional agricultural extension services to farmers in the country.
Animal Production Directorate	The directorate exists to develop, promote and sustain poultry and livestock production for food security, employment creation and income generation through research, effective technical support, extension services, agro-business and industry.
Plant Protection and Regulatory Services Directorate	Th directorate has the responsibility to ensure that crop losses are contained in a sustainable, economical and environmentally sound manner. In line with METASIP, PPRSD provides plant protection services that shall result in increased agricultural productivity, increased incomes and increased competitiveness and market integration.
Women in Agricultural Development Directorate	The Directorate uses multidisciplinary and multi stakeholder approaches to promote livelihoods and businesses, especially of women and youth along the agricultural value chain. WIAD achieves this by formulating, influencing and implementing policies, developing and promoting new products and educating its clients and stakeholders
Agricultural Engineering Services Directorate	The Agricultural Engineering Services Directorate (AESD) exist to ensure the availability of farm power and other engineering technologies for all categories of farmers, fishermen and agro-processors in Ghana
Veterinary Services Directorate	This directorate ensures stable Animal and Public Health situation through the provision of quality services by both the public and private sectors to enhance environmentally sustainable livestock production.
Tree Crops Development Authority	The Tree Crops Development Authority (TCDA) is a body established by an Act of Parliament, the Tree

	Crops Development Authority Act 2019 (Act 1010,2019). TCDA is to corporate with perpetual succession to regulate and develop in a sustainable environment; production, processing, and trading of six tree crops: Cashew, Shea, Mango, Coconut, rubber, and oil palm in Ghana.
Procurement and Supply Chain Directorate	Procurement and Supply Chain Directorate INTRODUCTION The Procurement and Supply Chain Management Directorate of the Ministry of Food and Agriculture is responsible for handling all activities related to procuring Goods, Works, and Services for the Ministry. The Directorate is responsible for the efficient, effective, and economic management of the Government’s non-pay spending using developed systems, designed plans, and programmes, to harmonise the process of procurement and Supply Chain Management in the Ministry, ensure its implementation, monitor and evaluate same for the judicious use of public funds. MISSION The Directorate exists to ensure the provision of total procurement and supply chain management services and business advice to the Ministry of Food and Agriculture through coordination, implementation, and monitoring of set standards and guidelines using experts in the Directorate to achieve value for money in accordance with established procurement laws and best practices. VISION An efficient and effective management of all non-pay spend and a robust supply chain system of the Directorate in accordance with National and International best practices. FUNCTIONS AND RESPONSIBILITIES The unit in September 2023 was changed to a directorate and to streamline and strategize, the activities of the

directorate have been categorized into three (3) major units namely:

- The Procurement Unit.
- The Contract Management Unit.
- The Logistics and Warehouse Unit (Stores)

1. THE PROCUREMENT UNIT:

It is responsible for managing procurement services and providing technical support on procurement processes in line with the Public Procurement Act, 2003, [Act 663] as amended Act 2016, [Act 914] and relevant policies, regulations (Manual) and guidelines of the Public Procurement Authority for the various MD's. This unit has the sole responsibility for drafting the Procurement Plan of the Ministry. A procurement plan is a strategic document that outlines the process of acquiring goods, services or works from external sources. It serves as a roadmap for the procurement process.

Key Functions

In line with section 9 of the Public Procurement Regulations, 2022 L.I. 2466, the procurement unit of the Ministry shall be responsible for the following:

- Procurement Services
- Sourcing Strategy Development
- Supplier Management
- Cost Negotiation and Reduction
- Contract Drafting and Review
- Risk Management
- Market Analysis
- Procurement Process Improvement

2. CONTRACT MANAGEMENT UNIT:

It is responsible for ensuring that contract agreements are well-defined, executed, and adhered to.

Key Functions

- Contract Management
- Risk Management
- Compliance Management
- Renewal and Termination Management
- Performance Monitoring and Evaluation
- Dispute Resolution

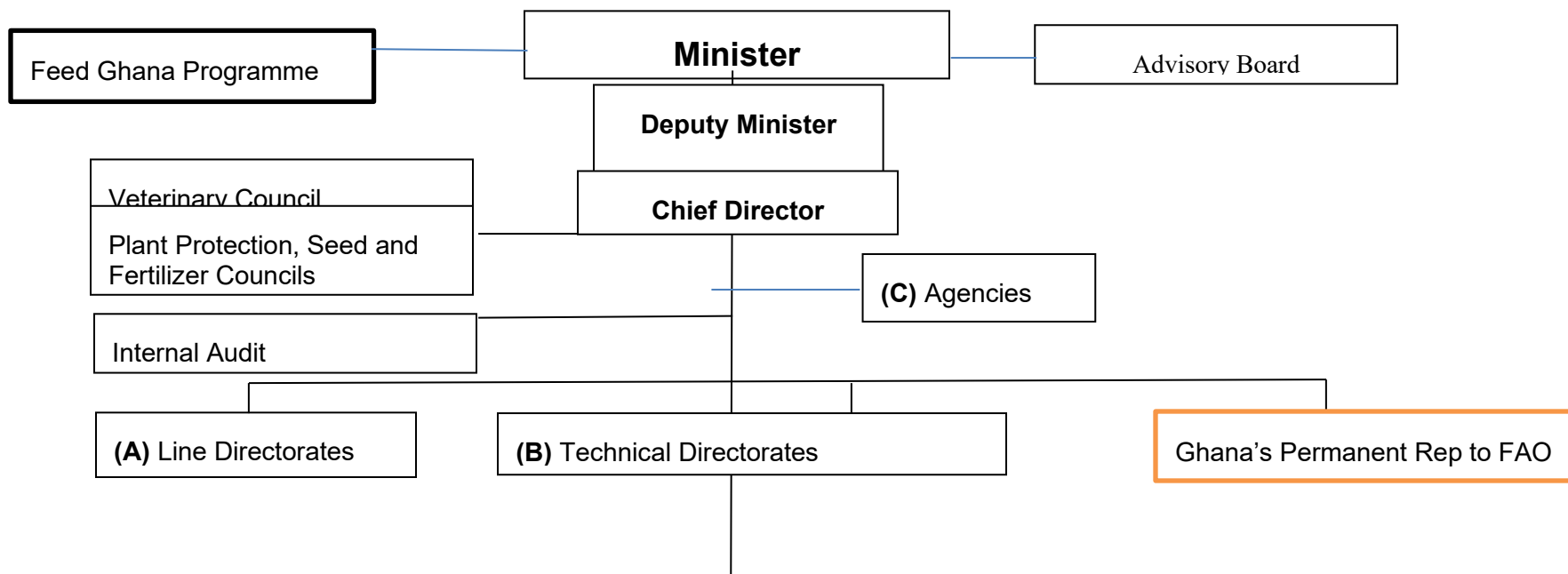
3. LOGISTICS AND WAREHOUSE UNIT:

This Unit is responsible for managing the movement, receipt, storage, and distribution of goods.

Key Functions

- Inventory Management
- Order Fulfilment
- Warehousing and Storage
- Receipt of Goods
- Stock taking
- Disposal
- Distribution of goods
- Quality Assurance and Control
- Transportation Management
- Clearing of Goods

2.2 Ministry of Food and Agriculture's Organogram



2.3 Agencies Under Ministry of Food and Agriculture

Agencies and Programs under MOFA
1. Grains and Legumes Development Board (GLDB) 2. Ghana Irrigation Development Authority (GIDA) 3. National Food Buffer Stock Company Limited (NAFCO) 4. Irrigation Company of Upper Region (ICOUR) 5. Cotton Development Authority 6. Feed Ghana Programme

Grains and Legumes Development Board (GLDB)	
Responsibilities of the Agency: The mission of Grains and Legumes Development Board is to produce and make available high-quality foundation seeds of cereals and legumes, true to type vegetatively propagated planting materials as well as render haulage, processing and storage facilities services throughout the year to private registered certified seed growers and other farmers throughout the country. In addition, the Board is to render haulage, processing and storage facilities to registered seed growers and other farmers to help maintain planting materials of the highest quality throughout the year.	Details of Activities: • Production of Foundation Seeds of Cereals and Legumes The Board produces Foundation Seeds of cereals and legumes from Breeder seeds obtained from the Crops Research Institute (CRI) in Kumasi and the Savannah Agricultural Research Institute (SARI) at Nyankpala. The foundation seeds are then released to registered seed growers for the production of certified seeds for farmers. • Production and Supply of Vegetatively Propagated Planting Materials The Board of Directors of the GLDB diversified the original functions in 1992 to include the production of cassava cuttings, plantain suckers, and seed yam production as well as the production of citrus and

GLDB's vision is to be the best, first and excellent centre of viable foundation seeds of cereals, legumes and vegetatively propagated planting materials in West Africa	plantain seedlings to meet the ever-increasing farmers' demand using available rapid multiplication methods. • Provision of agro-processing and storage services for seed growers Processing and storage services are provided to registered seed growers and other farmers at three locations. Services include evacuation, shelling, drying, cleaning and storage. The locations are Ho, for farmers in the Eastern and Volta Regions, Winneba, for farmers in the Central, Western and Greater Accra Regions and Kumasi, for farmers in the Ashanti and Brong Ahafo Regions. Processed certified seeds as well as other assorted seeds are then stored in custom-built cold rooms at the request of seed growers, institutions, organizations and other individual farmers.
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Ghana Irrigation Development Authority (GIDA)	
Responsibilities of the Agency: GIDA is the leading public sector organization set up by the Government of Ghana to promote agricultural growth through the provision of irrigation infrastructure and other Agricultural Water Management (AWM) techniques for irrigated agriculture. GIDA since its establishment in the early 1960s had functioned as the Land Planning and Soil Conservation Unit (LPSCU) of the Ministry of Agriculture.	Details of Activities: • Formulate in partnership with other stakeholders plans for the development of water and related resources and improve the management of existing water resources; • Extend institutional support to irrigation related industries • Organize farmers into Water Users Associations (WUAs) and build their capacities for sustainable management of Irrigation schemes • Provide efficient technical services to state agencies and other customers with plans to establish irrigation, drainage and other related facilities.

	• Strengthen institutional capacity, attract and retain a highly motivated staff in the Authority. • Provide timely, accurate and useful information for efficient management • Facilitate access to credit, post-harvest processes and market to irrigation farmers • Ensure in conjunction with the beneficiaries, reliability, safety and economic operation of public/private irrigation schemes in Ghana • Identify and prepare feasibility study reports on new irrigation schemes in line with MOFA's development Agenda
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National Buffer Stock Company Limited (NAFCO)	
Responsibilities of the Agency: The Mission of National Food Buffer Stock Company Limited is “to ensure the security of farmers and insulate them against losses resulting from anticipated increases in the production of cereals, including maize, rice, and soya bean, in order to stabilize prices on the local market as well as earn foreign exchange in support of government and private sector efforts, through sound commercial practices within the parameters of socially, legally and ethically acceptable norms of trade.”	Details of Activities: • Manager government's emergency food security; • Purchase, sell, preserve and distribute foodstuff; • Mop up excess produce from all farmers in order to reduce post-harvest losses resulting from poor storage, thereby protecting farm incomes; • Facilitate the export of surplus stock; • Guarantee farmers an assured income by providing a minimum guaranteed price and a ready market; • Expand the demand for food grown in Ghana by selling to all State Institutions; • Employ a buffer stock mechanism to ensure stability in demand and supply.

Irrigation Company of Upper Region (ICOUR)	
Responsibilities of the Agency: To promote production of food by project farmers through the organization and management of irrigation project Tono and Vea.	Details of Activities: • Develop fully the resources of the schemes (Tono & Vea) for agriculture, Livestock, fisheries and forestry production as integrated schemes. • Provision of technical advisory services to farmers, maintain infrastructure to ensure adequate supplies of irrigation water and assist in the provision of mechanized services and farm inputs for farmers. • Improvement of food security and providing employment to people in the rural areas

Cotton Development Authority (CDA)	
Responsibilities of the Agency: To Lead the Transformation and Development of the Cotton Industry through the Promotion, Monitoring and Regulation of the activities of all Actors of the Cotton Value Chain.	Details of Activities: • Regulate and monitor the production, processing, marketing and sales of cotton • Co-ordinate and facilitate all developmental activities in the cotton industry. • Act as the primary point of contact in all matters concerning the development and regulation of the cotton industry in Ghana. • Develop and implement programmes that maximize the development potential of the cotton industry in Ghana • Regulate the zoning of the cotton production zones; • Granting and withdrawal of licenses of applicants and operators under this Act;

	• Protect the interests of cotton stakeholders, particularly cotton producers and cotton companies; • Set the standards relating to the quality of cotton at all levels; including cotton crop in the field, seed cotton, cotton seed and lint; • Monitor standards of performance and quality of services to cotton producers; • Investigate on a regular basis the operations of cotton companies to ensure conformity with best practices in the cotton industry; • Conduct research on the cotton industry; • Advise the Government on cotton policies, regulations, strategies and measures pertaining to the protection, control, promotion and development of the cotton industry; • Implement the Government's policies relating to the cotton industry; • Ensure the development and functioning of the Cotton Development Trust Fund, • Ensure compliance with this Act and regulations made under this Act, • Promote and support the formation and functioning of Farmer Based Organisations, • Collect, compile and disseminate local and international data on the cotton industry • Represent Ghana in international organizations and conferences dealing with cotton issues; and • Perform such other functions as are incidental to the foregoing or are necessary or conducive to the better performance of its functions under this Act.
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FEED GHANA PROGRAMME (FGP)

GOAL OF FGP:

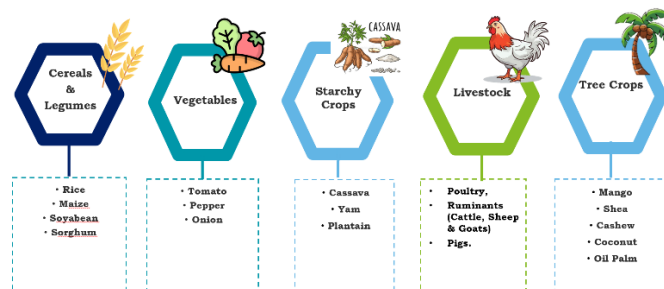
To accelerate the transformation of Ghana's agricultural sector, ensure food security, create sustainable employment, and enhance economic growth by reducing import dependency while boosting domestic production and export.

SPECIFIC OBJECTIVES:

1. Increase agricultural productivity and production to reduce imports
2. Enhance food security and improve nutritional outcomes
3. Increase raw material supply to agro-industry
4. Enhance value addition
5. Increase agricultural export
6. Create jobs and wealth

PRIORITY COMMODITY VALUE CHAINS

Twenty-two (22) priority commodity value chains have been selected for the realization of the objectives of the FGP



SUB-PROGRAMMES OF THE FGP**SUB PROGRAMME 1: CROP DEVELOPMENT**

- Target – Cereals, legumes, starchy staples, vegetables
- Increase production and productivity through:
 - Improved access to irrigation
 - Enhance access to high-quality agro inputs
 - Investment in land development
 - Yeredua – Green houses, Backyard gardening, boreholes
 - Market Linkages and Trade Facilitation

SUB PROGRAMME 2: LIVESTOCK DEVELOPMENT

- Targets – Poultry, cattle sheep, goat, pigs.
- Increase production of livestock products by supporting:
 - Poultry farmers - DoCs, vaccines, battery cage, feed etc.
 - Livestock – improved breeds, feed, vaccines etc.

SUB PROGRAMME 3: ESTABLISHMENT OF FARMERS' SERVICE CENTRES (FSCS)

Are innovative hubs to improve farmers access to agro-inputs and services, such as:

- Mechanization services
- Extension Services
- Veterinary Services
- Market Linkages
- Aggregation - Warehouses and silos
- Credit in-kind System

SUB PROGRAMME 4: FARM BANKS

- Are structured Agricultural production zones that give access to:
 - Secured develop land especially for youth and women
 - Shared infrastructure - mechanization services, irrigation, reliable market access.
- Public, private lands to be developed
- Possible in-kind payment for private lands development

SUB PROGRAMME 5: INSTITUTIONAL FARMING

Target – Security Agencies, Religious Organizations, Corporate Institutions, NSA, YEA, etc.

- Provision of inputs
- Link institutions to ready markets
- Provision of agric advisory services

SUB PROGRAMME 6: FEED THE INDUSTRY

Target tree crops to increase supply of raw material for industry by:

- Enhance access to Improved Planting Materials
- Enhance Processing Capacity
- Improve access to Credit
- Strategic Land Expansion

SUB PROGRAMME 7: INFRASTRUCTURE DEVELOPMENT AND AGRO-PRODUCTION ENCLAVES (AgPE)

- AgPE: are large contiguous arable land greater than 300 Ha with agro-industrial facilities – FSCs, agro-processing, warehouses, silos, feeder roads, etc

- Irrigation for Wealth Creation: Infrastructure development

SUB PROGRAMME 8: INNOVATIVE AGRICULTURAL FINANCING

It is an integrated agricultural financing strategy that combines:

- Concessional financing via Exim Bank
- Committing commercial banks to lend to agriculture
- Warehouse receipt system – GCX
- Expansion of agriculture insurance

SUB PROGRAMME 9: INSTITUTIONAL DEVELOPMENT AND REGULATORY FRAMEWORK

- Strengthening of workforce by capacity development of MoFA and related departments to deliver on their mandate:
 - Human Resource
 - Operational logistics
 - Infrastructure - Offices, labs, farmhouses etc.
- Development and enforcement of regulations within the agricultural space

HOW CAN FARMERS PARTICIPATE?

1. Interested farmers should belong to community commodity based active FBOS/Cooperatives
2. Form new ones where necessary
3. Contact their AEA or Agric office

How can FBO/Cooperative participate?

Key Information needed:

- Community name and type of commodity

- Indicate the size of group - 15-40
- Total cropped area of the FBO/Cooperative
- Cropped area per farmer
- Indicate status: new or existing group
- For existing group, indicate whether the group is registered with the Department of Cooperatives, Assembly or Department of Agriculture
- Submit list of group members;
 - Name, Sex, Ghana Card number and Contact number
- Indicating the lead person and Executives

NB: Existing groups with more than 40 persons are permitted

ROLE OF RAD/DAD IN THE FBO/ COOPERATIVE INITIATIVE

RADs in FBOs/Cooperatives Initiative

- Provide technical backstopping to the districts
- Collate data on registered FBOs at the various districts within the Region
- Monitor activities of the various districts on the FBOs/ Cooperatives
- Collate district reports and submit to the Chief Director through Director PPMED
- Coordinate the activities at the district level

DADs in FBOs/Cooperatives Initiative

- Validates information of existing FBOs/Cooperatives
- Register new FBOs.
- Identify training needs and build capacity.
- Link FBOs/Cooperatives to services under FGP
- Continuously sensitize and create awareness on the formation of FBOs/Cooperatives

- Collaborate with Department of cooperatives / Ghana Enterprise Agency to support and strengthen FBOs to transition to cooperatives.
- Monitor activities of the FBOs/ Cooperatives within the district

2.4 Classes and Types of information

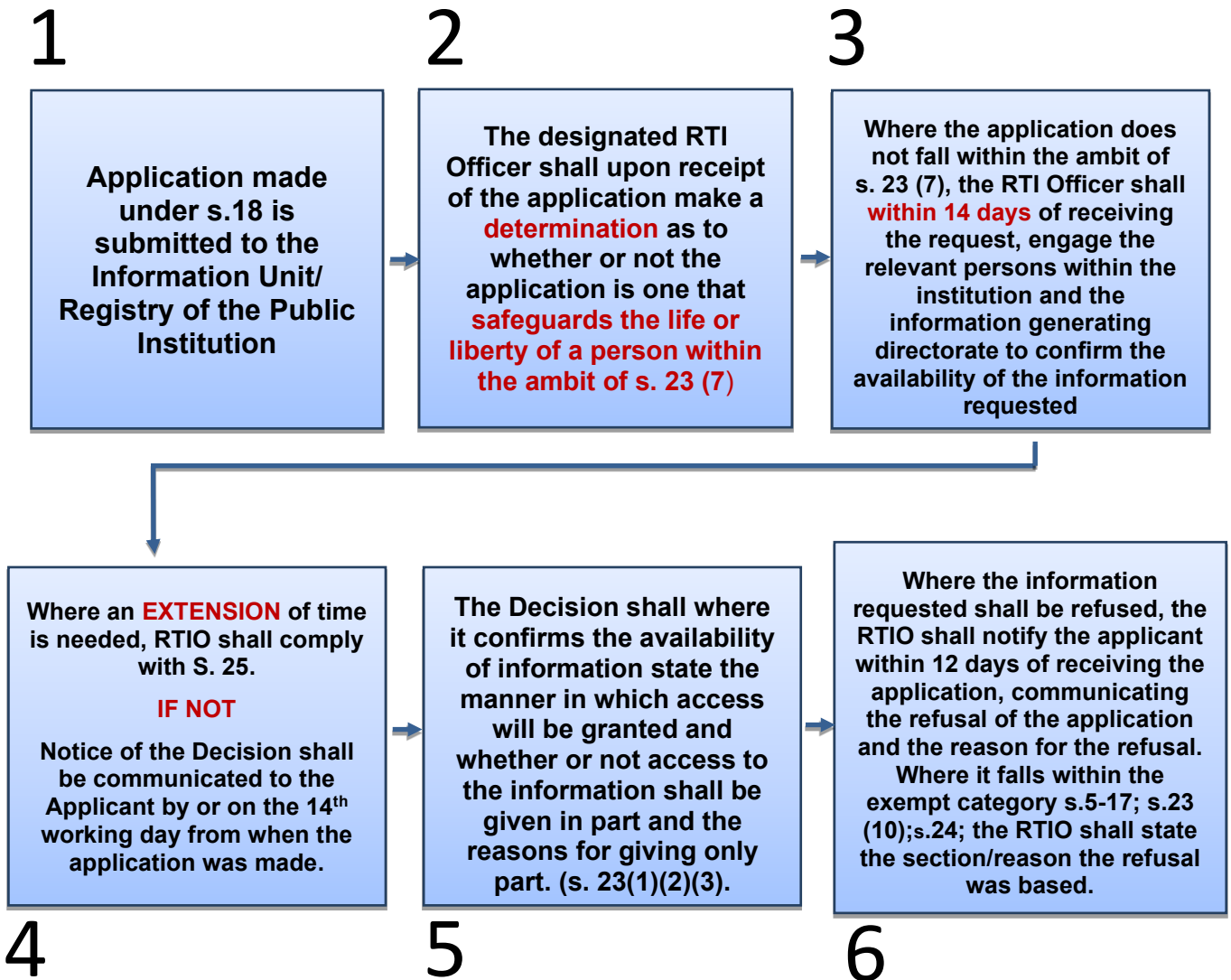
List of various classes of information in the custody of the institution:

Types of Information Accessible at a fee:

1. Parliament has approved Fees and Charges (MISCELLANEOUS PROVISIONS ACT, 2022(ACT 1080))

RIGHT TO INFORMATION COMMISSION	APPROVED FEES AND CHARGES (GHC)
REVENUE ITEM	
For every photocopy of an A4-size page or part thereof	0.27
For every photocopy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.38
For a copy in a computer-readable form on external storage device	0.29
For a transparent of visual images, for an A4 size page or part thereof	1.28

3. Processing and Decision on Application – S. 23



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.

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:	
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2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual ☐	Organization/Institution ☐	
6.	TIN Number			
7.	If Represented, Name of Representative:			
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 <MOFA>'s Information Unit

Name of Information/Designated Officer:

OBED MENSAH

Telephone/Mobile number of Information Unit:

0245212869

Postal Address of the institution:

P.O BOX M 37, ACCRA.

8. 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>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>FGP</i>	<i>Feed Ghana Programme</i>
<Acronym>	<Literal Translation>

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>

Term	Definition
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>