

2.3 Classes and Types of information

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

Finance

- 1.Payment to road contractors: Road fund, GOG, Donor.
- 2.Budget estimates & Releases
- 3.Tolls management
- 4.Audited financial statements
- 5.Internally generated funds
- 6.Axle overloading charges

Audit

1. Internal Audit Charter
2. Internal Audit Reports to IAA
3. GHA Risk Register
4. GHA Annual Audit Plan
5. GHA Audit Manual Volume I
6. GHA Audit Manual Volume II
7. Public Procurement Audit Manual
8. Value- for- Money Audit Manual
- 9.Risk-Based Audit Manual

Contracts

- 1.Procurement Plan
- 2.Progress Reports
- 3.Status Reports
- 4.Contract Awards
- 5.Contract Documents
- 6.Compensation paid to PPA
- 7.Project Completion Report
- 8.Land Acquisition for Road Works (Published E.I), Right-of-way (ROW)
- 9.Minutes of site meetings

Survey and Design

1. Topographical survey data
2. Drainage inventory
3. GHA road network shape files
4. Geometric and drainage design drawings
5. Setting-out information
6. Earthwork volumes
7. Quarterly and annual reports
8. GHA road design guide
9. GHA road link maps
10. Topographical survey specification
11. Right-of-way clarification report
12. Acquisition plans for road renovation
13. Geometric and drainage design reports

Road Maintenance

1. Road construction survey reports

Road Safety and Environment

1. Road Safety Audit Reports
2. Axle Load Data
3. Road Safety Inventory Reports

Quantity Surveying

1. Project Cost estimates
2. Payment certificates reviews
3. Contractors claims

Bridges

1. Annual reports
2. Quarterly reports

Plant and Equipment

1. Management and maintenance of vehicles
2. Driver Management
3. Procurement of goods
4. Store Management
5. Acquisition /Allocation of vehicles
6. Disposable of unserviceable vehicles and items
7. Ferry services

Planning

1. Expressions of Interest
2. Request for Proposals
3. Employer's Requirements
4. Consultancy Services Contract Document
5. Capital Budgets Document
6. Corporate Plan/Strategic Plan Documents
7. Performance Contracts Documents
8. Pre-Feasibility Study Report
9. Detailed Feasibility Study Report
10. Traffic Data Reports
11. Information and Guidelines on PPP, Investment Opportunities Brochure
12. Project Implementation Manuals (Development Partners)

Human Resource

1. Personal files of all employees
2. Application for leave
3. Staff annual performance reports

Training

1. Training and development reports
2. Training manuals

Public Affairs

1. Media issues
2. Press releases
3. Speeches
4. Advertisements and Public Announcements
5. Quarterly and Annual reports

Types of Information Accessible at a fee:

- 1.Right-of-way clarification report
- 2.GHA road design guide
- 3.GHA road link maps
- 4.Design and As-built drawings
- 5.Topographical survey data
- 6.GIS shape files
- 7.Drainage design and inventory
- 8.Request for proposals
- 9.Traffic Data Reports
- 10.Information and Guidelines on PPP, Investment Opportunities Brochure