



**Government of Ghana**

# **Right to Information Manual**

**GHANA HIGHWAY AUTHORITY (GHA)**

2024

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# 1. Overview

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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 Ghana Highway Authority and provide the types of information and classes of information available at GHA, including the location and contact details of its information officers and units.

## 2. Directorates and Divisions under Ghana Highway Authority (GHA)

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

### VISION

To become a **world-class** provider of safe road infrastructure.

### MISSION

To provide Road Infrastructure Engineering and Management Services: project appraisal, feasibility studies, and detailed design at best value – least cost to support socio-economic development of Ghana and beyond.

### Departments and Divisions under Ghana Highway Authority (GHA)

#### Departments

- 1.Administration
- 2.Maintenance
- 3.Development

#### Divisions

- 4.Finance Division
- 5.Human Resources Division
- 6.Contracts Division
- 7.Planning Division
- 8.Quantity Surveying Division
- 9.Survey and Design Division
- 10.Road Maintenance Division
- 11.MIS Division
- 12.Road Safety and Environment Division
- 13.Training and Development Division
- 14.Audit Division
- 15.Public Affairs Division
- 16.Legal Services Division
- 17.Plant and Equipment Division

18.Materials Division  
19.Bridges Division  
20.Regional Offices

### **Responsibilities of the Institution:**

The GHA is responsible for the administration, development, and maintenance of truck roads and related facilities in the country. In pursuance of the discharge of this responsibility, the Authority has been charged with the following:

- To plan, develop, maintain, and administer the truck road network, ferries traffic devices and any related works.
- To control traffic on truck roads with the aim of providing safe and adequate infrastructure for road transportation commensurate with the economic development of Ghana.
- To undertake research or collaborate with any research organization with the view to facilitating its planning, development, maintenance, and administrative activities.
- To collect and preserve data relating to its functions as it considers expedient.
- To collect toll and other revenue on behalf of the Government on the truck road network.
- To negotiate concession agreements with private sector entities.
- To carry on any other activity as appear to the Authority to be conducive or accidental to the attainment of its responsibility.
- To develop human capital adequate to achieve the mission of GHA.

## 2.1 Description of Activities of each Directorate and Division

Directorate/Division	Responsibilities/Activities
Administration Directorate	<ul style="list-style-type: none"> <li>Responsible for the overall administration and control of all the employees of the Authority</li> </ul>
Development Directorate	<ul style="list-style-type: none"> <li>Responsible for the coordination of the functions of the Planning, Survey&amp; Design, Contracts, Materials and Bridges Division of the Authority and recommends desirable modifications or the planned highway system towards the achievement of the desired objectives</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>Responsible for coordinating the duties of the Division of road maintenance, mechanical and ferries. Undertakes research and analysis with the view to developing new and improved road maintenance methods, procedures and management techniques</li> </ul>
Finance Division	<ul style="list-style-type: none"> <li>The Finance Division is a Division of the Administration Department of Ghana Highway Authority.</li> <li>The Finance Division designs and implements effective and efficient Financial Management Systems in the Authority in accordance with its owned approved Accounting Manual, the Financial Administration Act (FAA) Act 654, and Internal Audit Agency Act (IAA) Act 658, Public Procurement Act (PPA) Act 663 and Civil Service Law and their respective regulations.</li> <li><b>Vision</b> A Finance Division that delivers excellent financial management services to the Authority</li> <li><b>Mission</b></li> </ul>

The Finance Division exists to provide efficient and effective **financial management services** to the Authority and the public through highly trained, well-motivated and dedicated staff using the most appropriate technology.

▪ **Functions**

The functions of the Finance Division as provided for in the GHA Accounting Manual, FAA and FAR are summarized below:

- i. Receiving, disbursing and providing secure custody for monies payable into the Consolidated Fund and other funds and establishing such account with the Bank of Ghana and its agents as are considered necessary for the deposit of the monies.
- ii. Ensuring that adequate provisions exist in the safe custody of public money, securities and accountable documents.
- iii. Ensuring the custody, safety and integrity of the Consolidated Fund and other public funds designated under the care of the Chief Executive.
- iv. Compiling and managing the accounts prepared in relation to the Consolidated Fund and other public funds.
- v. Keeping, rendering and publishing statements of public accounts as required by law.
- vi. Approving accounting instructions of Regional Highway Offices, District Offices, Mobile Units and promoting the development of efficient accounting systems within these institutions.
- vii. Carrying out inspections that it considers necessary to ensure the integrity of the

	internal control system operating in a GHA regional office.
Human Resources Division	<ul style="list-style-type: none"> <li>▪ The Human Resources Division is responsible for the effective and efficient use of the Authority's human capital for the accomplishment of organizational goals. This is done through the under listed activities which are interlinked. <ul style="list-style-type: none"> <li>i.Staffing <p>The aim of staffing is to provide adequate numbers of qualified people to occupy various job positions in the organization at the appropriate time. Thus, we recruit and select the most qualified applicants to fill vacancies that arise in the organization from time to time.</p> </li> <li>ii.Performance appraisal <p>The Division administers a Performance Appraisal System, annually evaluating the performance of employees of the Authority. The outcome of the evaluation leads to Management decisions on rewards, promotion, disciplinary action, identification of training needs etc.</p> </li> <li>iii.Compensation and benefits <p>Salaries and Wages in the GHA are pre-determined by the Fair Wages and Salaries Commission (FWSC) on behalf of the Government. Each job position has corresponding salary on the Single Spine Salary Structure (SSSS) and that is what the Division uses to administer the salaries of staff. Apart from salaries, other benefits by way of allowances, provision of subsidies on housing, transportation etc. are provided to motivate staff. These benefits are processed and managed by the Human Resources Division.</p> </li> <li>iv.Health and safety <p>The physical and mental health, as well as safety of staff, are of paramount interest to Management. Management, through the</p> </li> </ul> </li> </ul>



	<p>Human Resources Division provides some financial support to staff for medical treatment of ailments ranging from minor illnesses to chronic conditions. Staff are however, advised to access the National Health Insurance Scheme as much as possible due to budgetary constraints. Staff are also provided with safety gadgets and clothing for their safety at the work place.</p> <p>v.Employee and labour relations</p> <p>The Division in conjunction with Management, the Senior Staff Association and the Union develop, communicate and review/update Human Resources policies and procedures as and when necessary, so that staff would know what their rights are and Management's expectation of them.</p>
Legal Services Division	<ul style="list-style-type: none"> <li>▪ The Legal Division is the secretariat to the Board of Directors of the Authority and all its committees.</li> <li>▪ The Legal Division advises Management on legal matters.</li> <li>▪ Attends court proceedings on behalf of the Authority.</li> <li>▪ Liaises with entities like the Attorney-Generals' Department, Commission on Human Rights and Administrative Justice, Labour Commission, etc. on matters referred to it by Management.</li> <li>▪ Drafts agreements on behalf of the Authority.</li> </ul>
Public Affairs Division	<ul style="list-style-type: none"> <li>▪ The division develops, implements and reviews communication strategies to market and communicate the institution's mandate to the public and also receive and manage client's response and enquiries.</li> <li>▪ Writes and distributes press releases.</li> <li>▪ Disseminate information to Media houses to further the interest of the Authority.</li> <li>▪ Create and execute special events designed for public outreach and media relations.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Monitor news items, press releases, articles, and largely publications from the media that are related to the road sector daily</li> </ul>
Management Information Systems Division	<ul style="list-style-type: none"> <li>▪ The core function of the M.I.S. is the overall coordination and supervision of the Authority's Information and Communication Technology activities, computer systems, data operations, networking, and hardware services.</li> <li>▪ The MIS division is charged with the responsibility of establishing a system that will ensure effective information management for providing timely and accurate information at all levels of the Authority. The MIS division recommends the Information Technology needs (software and hardware) for employees, design and recommend IT training needs for the Authority.</li> </ul>
Audit Division	<ul style="list-style-type: none"> <li>▪ The Audit Division in GHA is an assurance function which primarily provides an independent and objective opinion to the Directorate on its governance arrangements and internal controls.</li> <li>▪ The Audit Division does this by conducting independent appraisals of all the activities of GHA; financial, operational, regulatory and otherwise. It provides a service to the whole of the Authority and to all levels of Management.</li> <li>▪ The primary purpose of the Audit Division of GHA is to carry out audits and professional evaluation of the activities of the Authority to ensure that the system of internal controls as applicable to both financial and non-financial programme areas provide reasonable assurance to Management on the proper execution of the mandate and objectives of the Authority and the adequacy of its governance systems. The objectives of the Audit Division therefore include the following: <ul style="list-style-type: none"> <li>i. To provide advice and support to Management to ensure an effective control environment is maintained including completeness, reliability and integrity of financial reports, operational performance,</li> </ul> </li> </ul>

	<p>risks and other management information and the methods for safeguarding assets;</p> <ul style="list-style-type: none"> <li>ii. To recommend controls and procedures for the prevention and detection of fraud, waste, embezzlement, abuse and misappropriation of assets;</li> <li>iii. Appraising and promoting economy, efficiency, and effectiveness of resource use otherwise known as Value for Money audits;</li> <li>iv. Review of projects, programmes, processes and all other activities to ascertain whether results are consistent with the vision, goals and objectives of the Authority.</li> <li>v. Identification and assessment of risks in addition to making recommendations on the management of identified risks.</li> <li>vi. Ensuring compliance with applicable laws, regulations, standards, codes of conduct directives and guidelines.</li> </ul>
Training and Development Division	<ul style="list-style-type: none"> <li>▪ The Division is responsible for providing the training needs of staff. Specific functions include <ul style="list-style-type: none"> <li>i. Identify the training needs of each category of staff in the Authority in Consultation with Divisional heads</li> <li>ii. Design training programs to meet the identified training needs.</li> <li>iii. Organizes in-service training for fresh intakes into the Authority</li> <li>iv. Organizes on-the-job training through training production units.</li> <li>v. Assists other agencies in the Road Subsector and external bodies associated with roads, such as Dept of Urban Roads, Dept of Feeder Roads, contractor's association, to organize courses for their members and staff where required.</li> <li>vi. Determines resource needs of the division and prepares the budget of the Division.</li> </ul> </li> </ul>

	<p>vii. Arranges placement of staff in courses, seminars and conferences organized by external bodies locally or overseas</p>
Planning Division	<ul style="list-style-type: none"> <li>▪ The Planning Division is responsible for the planning of the trunk road network and the establishment of reliable traffic data base in the country. The Division is also responsible for the initiation, identification, preparation and monitoring of all GHA development projects and road project components of all regional corridor programmes involving Ghana and other countries in the sub-region. Additionally, the Division provides the main link between the Authority and Development Partners for the efficient coordination of road projects and related facilities.</li> </ul> <p>The Division is made up of four Units namely:</p> <ul style="list-style-type: none"> <li>i. Development Project Planning (DPP) Unit</li> <li>ii. Highway Traffic (HT) Unit</li> <li>iii. Highway Network Planning (HNP) Unit</li> <li>iv. Transportation Economics (TE) Unit</li> </ul> <ul style="list-style-type: none"> <li>▪ <b>Development Project Planning (DPP) Unit</b> This Unit is responsible for: <ul style="list-style-type: none"> <li>i. Preparation of Terms of Reference for pre-feasibility, feasibility, and detailed engineering studies.</li> <li>ii. Preparation of Request for Proposals and Services Contracts.</li> <li>iii. Planning, mobilization, and implementation of PPP projects, etc.</li> </ul> </li> <li>▪ <b>Highway Traffic (HT) Unit</b> This Unit is responsible for: <ul style="list-style-type: none"> <li>i. Planning, supervision and periodic collection of relevant data for road planning.</li> <li>ii. Compilation of annual traffic report.</li> <li>iii. Establishment of traffic control stations, etc.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ <b>Highway Network Planning (HNP) Unit</b> This Unit is responsible for: <ul style="list-style-type: none"> <li>i. Revision of trunk road classification system.</li> <li>ii. Carrying out HDM-4 Analyses on projects.</li> <li>iii. Maintenance for GIS database for trunk road network, etc.</li> </ul> </li>   <li>▪ <b>Transportation Economics (TE) Unit:</b> This Unit is responsible for: <ul style="list-style-type: none"> <li>i. Preparation of Capital Budgeting, Performance Contract.</li> <li>ii. Preparation of the Authority's Capital Investment Budgets, Performance Contract and monitoring of budget performance and performance contract targets.</li> <li>iii. Collection of transport economic data and maintenance of the analysis input data for the Highway Design and Maintenance Model (HDM-4).</li> <li>iv. Review of existing transport policies, strategies and development programs and ensuring that the transport development is suitable, and would improve transport systems of the country on the continuous basis in harmony with growth.</li> </ul> </li> </ul>
Contracts Division	<ul style="list-style-type: none"> <li>▪ The Contracts Division manages all contracts for highway rehabilitation and reconstruction works in Ghana, which involves amongst others the following activities; <ul style="list-style-type: none"> <li>i. Packaging of highway projects for procurement of works.</li> <li>ii. Solicitation of tenders from qualified Contractors using National Competitive Bidding (NCB) and International Competitive Bidding (ICB) procurement approaches as appropriate.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>iii. Selection of competent Contractors, both local and foreign, for the implementation of the projects.</li> <li>iv. Monitoring of the projects to ensure that they are executed in consonance with design standards, specifications, terms and conditions of the appropriate Contracts.</li> </ul> <ul style="list-style-type: none"> <li>▪ The Contracts Division also oversees valuation of properties and crops impacted by the highway rehabilitation and reconstruction works to ensure that the Project Affected Persons are adequately compensated.</li> <li>▪ The Division's responsibilities also include the review of Payment Certificates submitted by Resident Engineers and Engineering Consultants for payment to Contractors.</li> </ul>
Materials Division	<ul style="list-style-type: none"> <li>▪ The Materials Division falls under the Development Department of Ghana Highway Authority. It has representation in the Maintenance Division in the sixteen Regions as well as our Mobile Maintenance Units.</li> <li>▪ The core responsibility of the Division is to ensure Quality Control (QC) and Quality Assurance (QA) of on-going projects and undertakes other destructive and non-destructive investigations for distressed areas of completed Development and Maintenance projects. It also carries out research and analysis into the use of new construction materials and chemicals, to ascertain their effectiveness in the improvement of road pavement materials.</li> <li>▪ The Division has set up a Central Materials Laboratory in Accra and undertakes in-depth investigations and research into various causes of failures in roads, structures and bridges. The laboratory undertakes QA and QC as well as commercial material testing for insitu and transported materials.</li> </ul>
Quantity Surveying Division	<ul style="list-style-type: none"> <li>▪ The Quantity Surveying Division assists all divisions of the Authority in the management of contracts entered into by and on behalf of the</li> </ul>

	<p>Authority. It also ensures uniform and professional Quantity Surveying practices.</p> <p>Responsibilities of the Division include:</p> <ul style="list-style-type: none"> <li>▪ Provide schedule of rates for works by preparing unit rates for all activities</li> <li>▪ Prepare Engineer's estimate for all projects.</li> <li>▪ Review schedule of rates periodically by doing a market survey for current prices to reanalyze/ update the rates.</li> <li>▪ Review/vet/interim payment/final payment of certificate by studying the reports and advising on the appropriateness of recommendations made.</li> <li>▪ Assist in the review of tender evaluation reports by reviewing copies of evaluation reports and confirming reports or otherwise.</li> <li>▪ Examine and evaluate claims by contractors.</li> <li>▪ Review draft tender document.</li> <li>▪ Provide project cost forecast from historical projects.</li> <li>▪ Provide project cost monitoring.</li> <li>▪ Maintain a schedule of current prices and cost of all construction inputs for the analysis and estimation of construction costs.</li> <li>▪ Negotiates with contractors for the award of contracts</li> </ul>
<p>Survey and Design Division</p>	<ul style="list-style-type: none"> <li>▪ The Division has a core mandate of being responsible for engineering, surveys, geometric and drainage designs of trunk roads in Ghana. To discharge its mandate effectively and efficiently, the Division is divided into three major sections as follows:</li> <li>▪ <b>Location Section</b> Purpose: To perform, co-ordinate, monitor and supervise all land surveying activities for the purpose of producing complete, accurate and reliable survey data at optimal cost and time for road design and other purposes.</li> <li>▪ <b>Design Section</b> Purpose: To perform, co-ordinate, monitor and supervise all highway geometric and drainage design activities for the purpose of providing complete, accurate, reliable, safe, and</li> </ul>

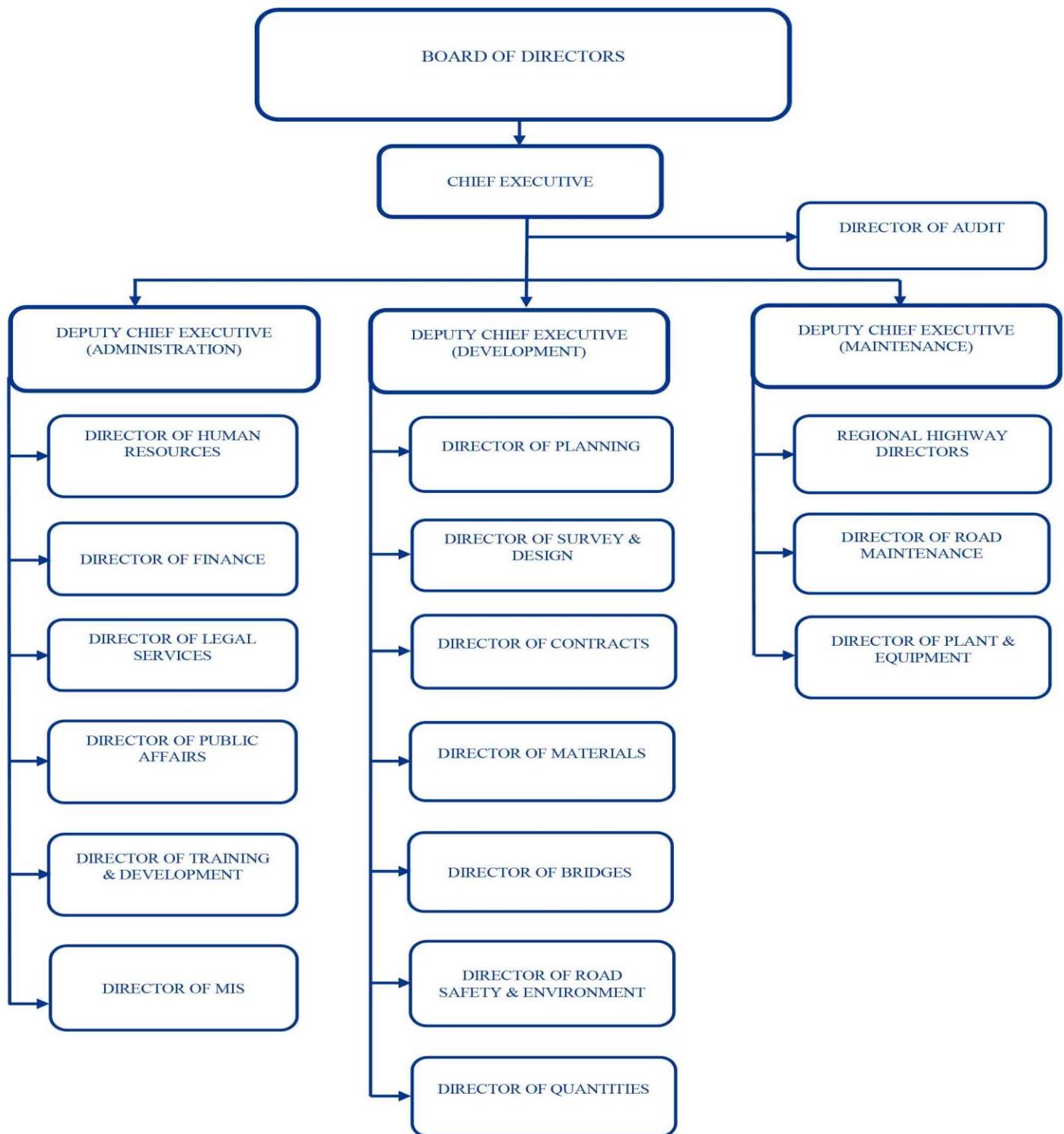
	<p>environmentally friendly designs at optimal cost and time for road constructions.</p> <ul style="list-style-type: none"> <li>▪ <b>GIS Section</b> Purpose: To capture and store road-related data and information including socio-economic ones into a system that allows analyses and generation of accurate and reliable spatial based reports (i.e., maps, tables, traffic simulations, etc.) at optimal cost and time to support strategic decision-making processes.</li> </ul>
Bridges Division	<ul style="list-style-type: none"> <li>▪ The Bridges Division is responsible for the following tasks</li> <li>▪ Design of bridges, culverts and other road related structures</li> <li>▪ Review and checking of bridge design works carried out by consultants for the Authority</li> <li>▪ Maintenance and Planning of bridges</li> <li>▪ Supervision of construction of bridges and other road related structures</li> <li>▪ The Bridge Maintenance Unit (<b>BMU</b>) is responsible for maintaining and repairing defective bridges and major culverts in the country. The Unit has two camps, one at Kukurantumi in the Eastern Region and the other at Techiman in the Brong Ahafo Region taking care of all bridges in the southern sector and the northern sector of the country respectively.</li> </ul>
Road Safety and Environment Division	<ul style="list-style-type: none"> <li>▪ The Road Safety and Environment Division is one of Divisions under the Development Department of the Ghana Highway Authority</li> <li>▪ The key function of this division to spearhead the delivery of Road Safety and Environment issues on Trunk Roads in line with the mission statement of GHA.</li> <li>▪ To collaborate with key stakeholders in reducing accident frequency and casualties on our Trunk Roads.</li> <li>▪ To mitigate the impact of road development and maintenance on the environment and people.</li> </ul>



<p>Plant and Equipment Division</p>	<ul style="list-style-type: none"> <li>▪ The Plant and Equipment Division consists of three main units namely Mechanical Workshops, Ada Marine Unit and Stores and Supplies. The Mechanical Workshops comprises a Central Mechanical Workshop (CMW) located in Accra, two Zonal Workshops in Kumasi and Tamale, eight Regional Workshops, and four Unit Workshops. the Stores and Supplies Unit consists of a Central Mechanical Stores (CMS) in Accra, together with sixteen Regional Stores and four Unit Stores.</li> <li>▪ The role of the Division is to provide a safe and reliable fleet of vehicle/equipment for the administration, development and maintenance of the country's trunk road network. The main equipment/vehicle of the division are light duty vehicles (pickups, station wagons and buses) and heavy-duty equipment (dozers, graders, loaders, tipper trucks, water tankers, ferry etc.)</li> </ul> <p>The functions and scope of the division are:</p> <ul style="list-style-type: none"> <li>▪ Procurement and management of Vehicles and Equipment.</li> <li>▪ Procurement of goods and stores management.</li> <li>▪ Disposal of obsolete stores, unserviceable Vehicles and Equipment.</li> <li>▪ Provision of safe, economical, and reliable water transport services.</li> </ul>
<p>Road Maintenance</p>	<ul style="list-style-type: none"> <li>▪ The Director of Road Maintenance works with six managers responsible for Mobile Maintenance (force account) and Road Maintenance in each of the two sectors of the country and Bridge Maintenance in the whole country.</li> <li>▪ A Road Maintenance Programmes Manager's position is created to provide support to the office of the Director of Road Maintenance.</li> <li>▪ The Mobile Maintenance units: Mobile Maintenance Unit I (<b>MMU I</b>) Northern Sector, based at Techiman in the Brong Ahafo Region is responsible for the northern sector of the country. Mobile Maintenance Unit II (MMU II) Southern Sector, based at Suhum in the Eastern Region is responsible for the southern sector of the country. Both Units carry out emergency routine and</li> </ul>

	periodic maintenance works on the roads in in their sectors.
Regional Offices	<ul style="list-style-type: none"><li>▪ There are highway offices in all the 16 regional capitals.</li></ul>

## 2.2 GHANA HIGHWAY AUTHORITY'S ORGANOGRAM



## 2.3 Classes and Types of information

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

#### **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

#### **Finance**

1. Payment to road contractors: Road fund, GOG, Donor.
2. Budget estimates & Releases
3. Audited financial statements
4. Axle overloading charges

#### **Contracts**

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

**Survey and Design**

1. Quarterly and annual reports
2. Topographical survey specification
3. Acquisition plans for road reservation

**Road Maintenance**

1. Road condition 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. Board of Survey reports
2. STC Valuation reports
3. Work order document
4. Stores Receipt vouchers
5. Stores Issue vouchers
6. Tender Documents
7. Contract Agreements (goods)

**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. Leave applications
3. Staff annual performance reports

**Materials**

1. Procurement Plan
2. Quarterly/ Annual Reports

**Public Affairs**

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

**Training**

1. Training and development reports
2. Training manuals

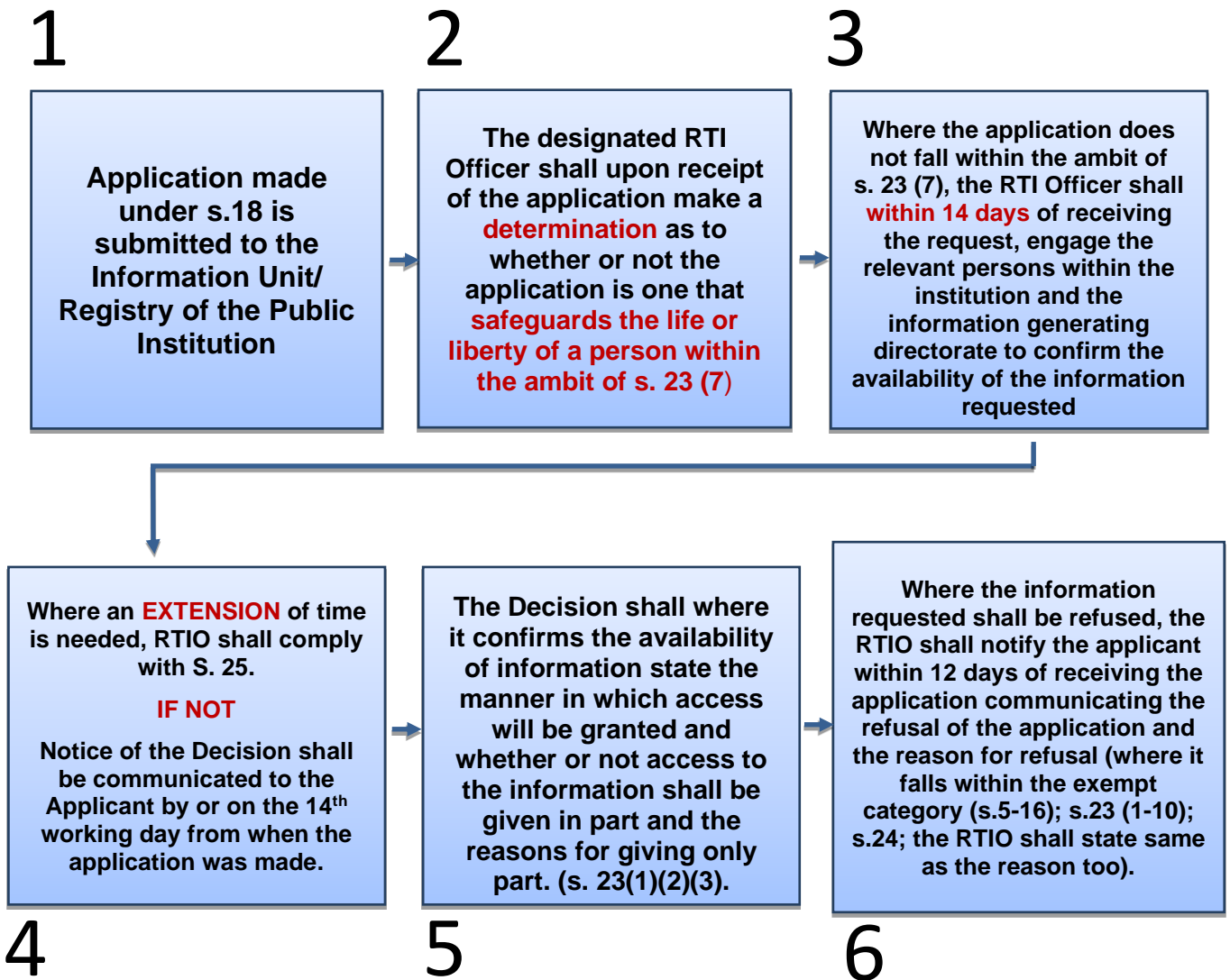
**Management Information System (MIS)**

1. IT Security Policy
2. IT Strategic Plan

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

1. Right-of-way clarification report
2. GHA road design guide
3. GHA road network shape files
4. GHA road link maps
5. Drainage design and inventory
6. Geometric and drainage design drawings
7. Design and As-built drawings
8. Topographical survey data
9. GIS shape files
10. Request for proposals
11. Traffic Data Reports
12. Information and Guidelines on PPP, Investment Opportunities Brochure
13. In-House Compiled Data on Materials Tests
14. Materials Testing/ Design Manuals

### 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.
- e. A statutory declaration must be attached.

## 5. Fees and Charges for Access to Information

Parliament has approved 'Fees and Charges (Miscellaneous Provisions) Act, 2022 (Act 1080 for reproduction of information or for media conversion.

REVENUE	APPROVED FEES AND CHARGES (GHS)
For every photocopy of an A4 size page or part thereof	<b>0.27</b>
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine-readable form	<b>0.38</b>
For a copy in a computer-readable form on external storage device	<b>0.29</b>
For a transcription of visual images, for an A4 size page or part thereof	<b>1.28</b>
For a copy of visual images	<b>3.50</b>
For a transcription of an audio record, for an A4 size page or part thereof	<b>0.70</b>
For a copy of audio record	<b>1.00</b>

### 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

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 a 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).

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. Regional Offices

OFFICE	LOCATION	POSTAL ADDRESS	CONTACTS
<b>Head office</b>	Hall of Technology, Off Pension Road GPS Address: GA-107-2101	P. O. Box 1641, Ministries- Accra	☎ <b>0302 961620 / 03039-67364</b> ✉ <b>ce@highways.gov.gh</b>
<b>Greater Accra</b>	2nd Giffard Ln, Accra GPS Address: GL-091-7896	P. O. Box M3 07, Accra-North	✉ <b>greateraccra@highways.gov.gh</b>
<b>Central</b>	Xg 150, Aero Street GPS Address: CC-033-6311	P. O. Box 707, Cape Coast	☎ <b>03321-32862</b> ✉ <b>central@highways.gov.gh</b>
<b>Ashanti</b>	Court link 1-4 Road (Behind Apeal Court) GPS Address: AK-037-0716	P.O. Box KS 1914, Kumasi	☎ <b>03220-23331/23332</b> ✉ <b>ashanti@highways.gov.gh</b>
<b>Eastern</b>	Near Oyinka Hotel, Off Akwadum Rd GPS Address: EN-093-4098	P. O. Box 633, Koforidua	☎ <b>03420-21147/21171</b> ✉ <b>eastern@highways.gov.gh</b>
<b>Volta</b>	Togbe Afede High Street 48 GPS Address: VH-004-5853	P.O.Box 271, Ho	✉ <b>volta@highways.gov.gh</b>
<b>Oti</b>	Adjacent to Asuogyaman Timber Factory, Jasikan	P. O. Box DG 60, Dambai	✉ <b>oti@highways.gov.gh</b>

OFFICE	LOCATION	POSTAL ADDRESS	CONTACTS
<b>Western</b>	Paa Grant Blvd, (near) Angola GPS Address: WS-201-5567	P. O. Box 263, Takoradi	✉ <b>western@highways.gov.gh</b>
<b>Western North</b>	Industrial Curve Street, Kokokrom GPS Address: WG-0133-3431	P. O. Box 190, Sefwi Wiawso	✉ <b>western- north@highways.gov.gh</b>
<b>Ahafo</b>	Opposite New Municipal GPS Address: BU-0003-6157	P. O. Box 243, Goaso	☎ <b>0322 099 714</b> ✉ <b>ahafo@highways.gov.gh</b>
<b>Bono</b>	Anglican Street GPS Address: BS -0006-2312	P. O. Box 565, Sunyani	☎ <b>03520-27240/23658</b> ✉ <b>bono@highways.gov.gh</b>
<b>Bono East</b>	Electoral Commission LN, Techiman GPS Address: BT-0010-8965	C/O MMU 1 P. O. Box 161, Techiman	✉ <b>bono-east@highways.gov.gh</b>
<b>Mobile Maintenance Unit - Techiman</b>	Highways Street, Tamale Road, Techiman GPS Address: BT-0031-6423	P.O.BOX 161 Techiman	✉ <b>mmu@highways.gov.gh</b>
<b>Northern</b>	Nyohani Main Street, Tamale GPS Address: NT – 0084-1007	P.O BOX 416, Tamale	☎ <b>0372 099 525</b> ✉ <b>northern@highways.gov.gh</b>

OFFICE	LOCATION	POSTAL ADDRESS	CONTACTS
<b>North East</b>	Regional Coordinating Council, Nalerigu GPS Address: NE-0359 -2226	P.O.BOX NL 9 Nalerigu	☎ <b>0372094011</b> ✉ <b>north-east@highways.gov.gh</b>
<b>Savannah</b>	Damongo GPS Address: N5-00187 -5565	P.O. BOX UD 88 Damongo	✉ <b>savannah@highways.gov.gh</b>
<b>Upper West</b>	Ferguson Street GPS Address: XW-0009 -555	P.O. BOX 110 Wa	☎ <b>03920- 22099/ 22589/ 22283</b> ✉ <b>upper.west@highways.gov.gh</b>
<b>Upper East</b>	BV41, Dr Johnson Street GPS Address: UB-0093-8747	P.O. BOX 246 Bolgatanga	☎ <b>03820- 22313/ 23204/ 23400</b> ✉ <b>upper-east@highways.gov.gh</b>

## 7. Appendix A: Standard RTI Request Form

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[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"/> 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) <input type="text"/>
10 (a).	<b>Form of Access:</b>	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
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>	

## 8. Appendix B: Contact Details of Ghana Highway Authority's Information Unit

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### Name of Information/Designated Officer:

CECIL NII OBODAI WENTUM

### Telephone/Mobile number of Information Unit:

0302-966303 / 0551-622244

### Postal Address of the institution:

GHANA HIGHWAY AUTHORITY, P.O.BOX 1641, ACCRA

## 9. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>BMU</i>	<i>Bridge Maintenance Unit</i>
<i>DPP</i>	<i>Development Project Planning</i>
<i>GOG</i>	<i>Government of Ghana</i>
<i>E I</i>	<i>Executive Instrument</i>
<i>FAA</i>	<i>Financial Administration Act</i>
<i>FAR</i>	<i>Financial Administration Regulations</i>
<i>FWSC</i>	<i>Fair Wages and Salaries Commission</i>
<i>IAA</i>	<i>Internal Audit Agency</i>
<i>ICB</i>	<i>International Competitive Bidding</i>
<i>MMU</i>	<i>Mobile Maintenance Unit</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>NCB</i>	<i>National Competitive Bidding</i>
<i>PPA</i>	<i>Public Procurement Act</i>
<i>PME</i>	<i>Strategic Planning, Monitoring and Evaluation</i>
<i>QA</i>	<i>Quality Assurance</i>
<i>QC</i>	<i>Quality Control</i>
<i>RTI</i>	<i>Right to Information</i>
<i>SSSS</i>	<i>Single Spine Salary Structure</i>
<i>s.</i>	<i>section</i>
<i>TE</i>	<i>Transportation Economics</i>

## 10. 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>
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>
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>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>