



MESTI RIGHT TO INFROMATON MANUAL

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1.0 OVERVIEW

This Right to Information (RTI) Manual seeks to make available to the public and applicants for information the classes of information accessible in this institution. It reveals the various departments and structures within this institution and specific classes of information that can be obtained from each of them.

The Manual has been compiled in compliance with section 3(1) of the Right to Information Act, 2019 (Act 989). Inspection of this Manual is not to attract any fee or charge since the Manual only seeks to point users to the information available for access within this institution. Request for a copy of this Manual, however, shall attract a charge which covers the unit cost of the Manual.

1.1 Purpose of Manual

To inform/assist the public on the organizational structure, responsibilities and activities of the Ministry of Environment, Science, Technology, and Innovation (MESTI) and provide the types or classes of information available at MESTI including the location and contact details of its information officers and units.

2.0 DIRECTORATES AND DEPARTMENTS UNDER MINISTRY OF ENVIRONMENT, SCIENCE, TECHNOLOGY, AND INNOVATION (MESTI)

Vision

Sustainable development of Environment, Science, Technology, and Innovation for Ghana.

Mission

The Ministry of Environment, Science, Technology, and Innovation exists to promote sustainable environmental management and the adoption and application of science and technological innovations through the formulation of policies, monitoring, and evaluation of the implementation of sector plans, Programmes, and projects for national development.

Directorates and Departments under Ministry of Environment, Science, Technology, and Innovation (MESTI)

1. Policy, Planning, Budgeting, Monitoring and Evaluation Directorate

Units

- Policy Coordination
- Planning and Budgeting
- Monitoring and Evaluation
- Public Investment

2. Research, Statistics, and Information Management Directorate

Units

- Research and Statistics
- ICT and Data Management

3. Human Resource Management Directorate

Units

- HR Planning
- Training and Development
- Performance Management

4. General Administration Directorate

Units

- Personnel
- Records
- Stores
- Protocol
- Estates & Security
- Transport

5. Finance Directorate

Units

- Accounts
- Treasury
- Financial Reporting

6. Environment Directorate

Units

- Sustainable Development and Climate Change
- Biodiversity Management and Conservation
- Marine Resource Protection and Spatial Planning
- Environmental Convention Coordination
- Chemicals and Waste Management

7. Science, Technology, and Innovation Directorate

Units

- Research and Development and Innovation
- Human Capital and Knowledge Systems
- International Cooperation and Resources

Specialized Unit

8. Internal Audit Unit
9. Public Affairs Unit
10. Clients Service Unit
11. Procurement Unit
12. Fixed Assets Coordinating Unit

Responsibilities of the Institution

The Ministry is mandated by the 1992 Constitution and section 11 of the Civil Service Act, 1993 (PNDCL 327) as well as Civil Service (Ministries) Instrument 2021, Executive Instrument (E.I) 12 to initiate and formulate policies on Environment, Science, Technology and Innovation, as well as coordinate, monitor and evaluate the implementation of plans, programmes, and performance of the sector for national development.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
1. Policy, Planning, Budgeting, Monitoring and Evaluation Directorate Units • Policy Coordination • Planning and Budgeting • Monitoring and Evaluation • Public Investment	The Directorate leads in the technical processes for the development of policies, plans, programmes, projects, and budgets of all activities of the Ministry. It caters for the design and application of monitoring and evaluation systems for purposes of assessing the operational effectiveness of the Ministry's strategies and interventions. The Directorate comprises the following units. i. Policy Coordination Unit The Unit initiates and coordinates the development and review of the broad sector policies, programmes, and projects for the Ministry. ii. Planning and Budgeting Unit The Unit leads in the design and provision of plans based on a sound framework for the effective implementation of the Ministry's planned programmes, projects, and activities. It is also responsible for coordinating the preparation of the sector's budget, and the provision of technical guidance to management on budgetary matters. iii. Monitoring and Evaluation Unit The Unit ensures the provision of an effective basis for measuring the various stages of programmes and projects of the Ministry as well as providing an objective basis for assessing the effectiveness of its programmes and projects. iv. Public Investment Unit The Unit prescribes the method for the preparation, evaluation and execution of investment projects and provide a standard framework to guide project identification and planning, pre-feasibility studies, selection and budgeting, implementation and reporting of investment projects by the Ministry.
2. Research, Statistics, and Information Management Directorate	The Directorate is responsible for the design, use, maintenance and development of research and statistics as input into a central database for

Units • Research and Statistics • ICT and Data Management	service-wide use. It coordinates all activities relating to information gathering, processing and dissemination for all the Ministry's organizations and stakeholders. The Directorate comprises the following units: i. Research and Statistics Unit: The Unit conducts research and seeks for information and data to aid decision-making relevant to the achievement of sectoral objectives and goals. It also maintains records of Conventions and Treaties of the sector and serves as library and source of archival information on sectoral policies, plans and achievements. ii. ICT & Data Management Unit: The ICT Unit is responsible for the management of electronic documentation and for collating required data to create a database for effective operationalization of the Ministry's mandate. It maintains information technology network and infrastructure for the Ministry and develops, supports and integrates new technologies into the operations of the Ministry.
3. Human Resource Management Directorate Units • HR Planning • Training and Development • Performance Management	This Directorate develops HR policies, strategies, and programmes to support sector-wide performance. It also ensures the availability of an effective and efficient management framework to engender continuous institutional growth and development within the sector. The Directorate comprises the following units: i. HR Planning Unit: This Unit initiates strategies and facilitates the career planning of staff of the Ministry and the sector. This involves regular deployment, secondments, postings, transfers, and liaising with the appropriate institution in the development of Schemes of Service on the backdrop of trend analysis of the skills, competencies and general manpower requirements to support policy delivery within the sector. ii. Training and Development Unit: The Unit initiates the review and development of career training policies, programmes and guidelines. It also collates the training needs identified through staff performance appraisal systems for implementation. The Unit also ensures the promotion of staff, based on approved requirements. iii. Performance Management Unit: The Unit contributes to the development and implementation of the sector HR performance management system for effective and efficient institutional and staff performance management.
4. General Administration Directorate Units	This Directorate ensures that approved personnel policies in the Ministry on employment, personnel records, training, and wages and salaries

• Personnel • Records • Stores • Protocol • Estates & Security • Transport	administration are translated into good management practices and effectively carried out. This Directorate further ensures that services and facilities necessary to support the administrative and other functions of the ministry are available. It also ensures the provision of an effective and efficient system for internal checks. The Directorate comprises the following units: i. Personnel Unit: The Unit manages the files and records of staff in the Ministry pertaining to recruitment, leave, promotion, salary issues, posting, performance appraisal and pension related issues. ii. Records Management Unit: It ensures that documents and information are properly stored to ensure confidentiality and easy accessibility. iii. Stores Unit: It ensures the proper storage of all goods procured and also ensures that stocks are replaced on time at the Ministry. iv. Protocol Unit: The unit provides effective and efficient framework and mechanisms for coordinating the protocol services of the Ministry. v. Estates and Security Unit: This Unit provides advice on estate management issues and ensures that repairs and works on facilities and equipment's are properly carried out in the Ministry. The Unit is also responsible for ensuring the safety of all staff and property of the Ministry. vi. Transport Unit: The Unit is responsible for the proper management and provision of an efficient transport system of the Ministry.
5. Finance Directorate Units • Accounts • Treasury • Financial Reporting	This Directorate is responsible for the management of the financial resources of the Ministry in line with relevant policies, regulations, and guidelines. The Directorate comprises of the following units: i. Accounts Unit: The Unit is responsible for preparation and disbursement of funds appropriated to the Ministry. ii. Treasury Unit: The Unit is responsible for the verifications, validation and processing of source documents for release of funds in GIFMIS platform. iii. Financial Reporting: The Unit is responsible for preparation of reports on returns and expenditure of funds of the Ministry
6. Environment Directorate Units • Sustainable Development and Climate Change • Biodiversity Management and Conservation • Marine Resource Protection and Spatial Planning • Environmental Convention Coordination	The Directorate ensures the availability of technical expertise and guidance for all processes in the development of policies, plans, regulations, standards, programmes and projects for the environment sub-sector of the Ministry. The Directorate comprises the following units: i. Sustainable Development and Climate Change Unit: The Unit provides technical inputs to facilitate the development and review of climate change policies and programmes; Facilitates the implementation of various climate change programmes, projects, protocols, and agreements, and Ghana's international participation and engagement in climate change affairs;

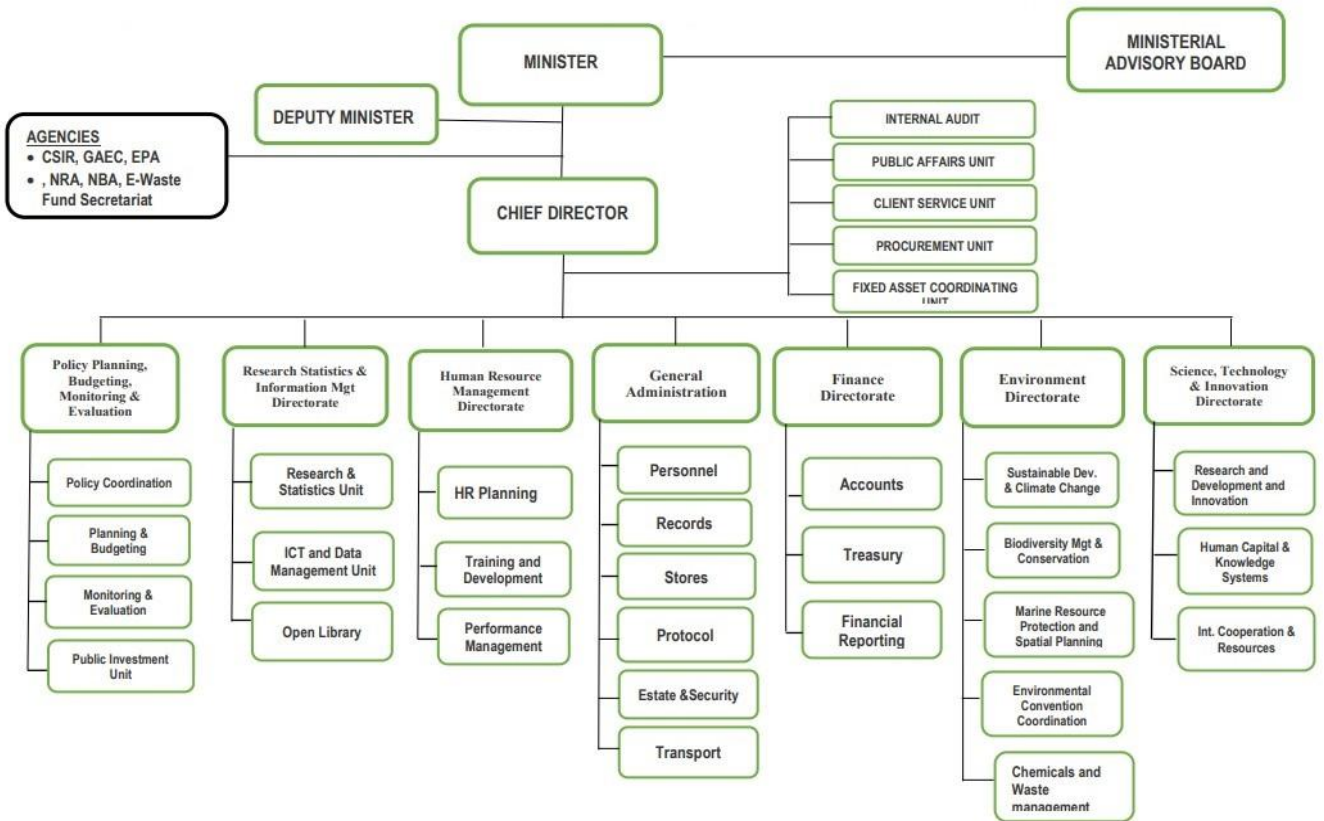
• Chemicals and Waste Management	Maintains and updates Ghana's Greenhouse Gas (GHG) Emission Registry in collaboration with EPA. ii. Biodiversity Management and Conservation Unit: The Unit provides technical inputs to facilitate the development and review of biodiversity policies, programmes and projects; Coordinates the preparation and submission of relevant reports on the Convention on Biodiversity; Facilitates the implementation of programmes aimed at strengthening institutional capacity for biodiversity conservation; Facilitates Ghana's international participation and engagement in Biodiversity affairs. iii. Marine Resource Protection and Spatial Planning Unit: This Unit provides technical inputs to facilitate the development and review of appropriate environmental policies and programmes to ensure environmental sustainability in the protection of marine resources; Facilitate the passage of appropriate legislations on human settlement plans; Creates awareness on environmental sustainability in the marine and human settlements plans across the nation in collaboration with other relevant institutions ; Facilitate appropriate research and development for protection of marine resources. iv. Environmental Conventions Coordination Unit: This Unit facilitates the signing and ratification of appropriate environmental convention, protocol, and agreements in the Sub-region, regional and the UN Systems; Submits relevant updates and reports to the Secretariat of a particular convention as and when necessary; Coordinates the participation of Ghana's delegation in the Conference of Parties to the various Convention and Protocols; Coordinates capacity development of the various Conventions' Focal points to ensure effective implementation; Ensures timely payment of Ghana's subscriptions to the Conventions; Ensures effective implementation of respective obligations to the various conventions. v. Chemicals and Waste Management Unit: This Unit provides technical inputs to facilitate the development and review of chemicals and waste policies, programmes, and strategies; Coordinates the preparation and submission of relevant reports on conventions related to sound management of chemicals and waste; Facilitates the implementation of programmes aimed at strengthening institutional capacity for sound management of chemicals and waste; Facilitates Ghana's international participation and engagement in the Conference of the Parties to the Convention, and its related programmes.
7. Science, Technology, and Innovation Directorate Units • Research and Development and Innovation • Human Capital and Knowledge Systems	The Directorate ensures the availability of technical expertise and guidance in all processes in the development of policies, plans, regulations, standards, programmes and projects for the Science, Technology, and Innovation sub-sector of the Ministry. The Directorate comprises the following units: i. Research and Development and Innovation Unit: The Unit facilitates the development of new technology-based industries in the Ghanaian Economy

• International Cooperation and Resources	by developing appropriate strategic roadmaps for chosen sectors of the economy. It creates the appropriate policy and institutional implementation instruments to deliver technology products and services from key sectors of the economy. The Unit also develop and implement appropriate policies to promote and protect Intellectual Property Right (IPR). ii. Human Capital and Knowledge Systems Unit: The Unit develops and implements national programmes to produce knowledge, human capital and associated infrastructure, equipment, and public research services to sustain the National System of Innovation. It focuses on areas such as Human Capital and Science Platforms, Emerging Research Areas and Infrastructure, Indigenous Knowledge Systems. iii. International Cooperation and Resources Unit: The Unit strategically develops, promotes, and manages international relations, opportunities and Science and Technology agreements. It focuses on areas such as overseas Bilateral Cooperation, Multilateral Cooperation, and Resources mobilization.
Specialized Units	
Internal Audit Unit	The primary function of the Internal Audit Unit is in line with relevant policies, regulations and guidelines of the Internal Audit Agency Act, Regulations, PFM Act, 2016 (Act 921) and PFM Regulations 2019 (L. I. 2378, section 221) to provide an independent objective assurance and consulting service to add value and improve the Ministry's operations. The unit properly manages and evaluates activities of the Ministry to ensure that the system of internal controls, effectiveness of risk management and governance process
Public Affairs Unit	The Unit develops implements and reviews communication strategies to market and communicate the Ministry's policies, programs, projects, and activities to the public and receive and manage client responses and inquiries. It leads in creating the appropriate policy strategies for branding and building the corporate image for the success of government business.
Client Service Unit	The Unit is responsible for providing information on the services of the Ministry through advocacy social marketing and networking activities to nurture and promote corporate relationship with the general public and stakeholders. It shall institutionalize a feed back to receive complains and handle in accordance with the laid down guidelines and policies
Procurement Unit	The Unit is responsible for managing the procurement services and providing technical support on procurement processes for the Ministry. The unit performs the following specific functions: • Receiving instructions from entity head and commence development of the Annual Procurement Plan in accordance with the instructions issued by the Public Procurement Board and the Ministry of Finance

	• Ensuring that proposed procurement is within the approved procurement plan, and that budgeted funds are available prior to commencement of procurement proceedings. • Ensuring that funds are properly committed prior to issue of any contract or Purchase Order. • Co-coordinating the preparation of specifications, terms of reference, bills of quantities, drawings, short-lists or advertisements, and pre-qualification, tender or request for quotation documents. Where so required by the Tender Committee, submission of documentation for review and approval by the Tender Committee prior to issue. • Arranging the publication of advertisements and notices of contract award; • Co-coordinating the process of opening of tenders and quotations and ensuring the preparation of formal records of tender or quotation opening in accordance with Section 56 of the Act. • Participating in evaluation activities of the Tender Evaluation Panel where necessary and assisting in preparation of formal Evaluation Reports. • Preparing submissions for approval of award by the appropriate authority in accordance with the threshold values established in Schedule 3 of the Act. • Maintaining and updating the database of suppliers, contractors and consultants. • Participating in negotiations with consultants where necessary or other tenderers where expressly permitted in the Act or Regulations. • Preparing notification of awards and contracts. • Arranging publication of notices of contract awards. • Preparing contract documents and Purchase Orders, in line with the award decision. • Preparing and issuing tender rejection and tenderer debriefing letters. • Preparing contract variations and modifications. • Assisting with the inspection and acceptance of goods, works and services; • Maintaining procurement records in accordance with Section 28 of the Act and the Regulation
Fixed Assets Coordinating Unit	The Unit ensures proper custody and management of assets of the Ministry. It maintains and updates a register of fixed assets such as land, building, plant and Equipment, furniture and fitting etc. The Unit also coordinates the transfer, retirement, and disposal of fixed assets of the Ministry. The Unit is responsible for the following: • Undertake inventory of fixed assets • Keep records of fixed assets

- Prepare an annual report on fixed assets.
- Coordinate the retirement and disposal of fixed assets of a covered entity
- Coordinate the transfer of fixed assets; and
- Update the register of lands, buildings and all other fixed assets after every acquisition, disposal, or transfer.

2.2 Ministry of Environment, Science, Technology, and Innovation's Organogram



2.3 AGENCIES UNDER Ministry of Environment, Science, Technology, and Innovation

Agencies under MESTI

- Council for Scientific and Industrial Research (CSIR)
- Ghana Atomic Energy Commission (GAEC)
- Environmental Protection Agency (EPA)
- National Biosafety Authority (NBA)
- Nuclear Regulatory Authority (NRA)
- E- Waste Fund Secretariat

Council for Scientific and Industrial Research (CSIR)

Responsibilities of the Agency:	Details of Activities:
The council is mandated to coordinate scientific and industrial research activities of its institutes in support of the national economy, especially in food and agriculture (for ensuring food security), industry (especially intermediate technologies for small and medium enterprises) and in frontier technologies such as biotechnology and non-sciences.	Currently, CSIR oversees the activities of thirteen institutes. These are: • Animal Research Institute • Building and Road Research Institute • Crops Research Institute • Food Research Institute • Forestry Research Institute of Ghana • Institute of Industrial Research • Institute of Scientific and Technological Information • Oil Palm Research Institute • Plant Genetic Resources Research Institute • Soil Research Institute • Science and Technology Policy Research Institute (STEPRI) • Water Research Institute; and • Savannah Agriculture Research Institute (SARI)

Ghana Atomic Energy Commission (GAEC)	
Responsibilities of the Agency:	Details of Activities:
The Commission is mandated to advise Government on the peaceful uses of nuclear energy for development; promote the commercialization of research and development results.	Currently, GAEC has seven (7) Institutes, namely: • National Nuclear Research Institute (NNRI) • Biotechnology and Nuclear Agriculture Research Institute (BNARI) • Radiation Protection Institute (RPI) • Radiological and Medical Sciences Research Institute (RAMSRI) • Ghana Space Science Technology Institute (GSSTI) • School of Nuclear and Allied Sciences (SNAS) • Nuclear Power Institute (NPI)

Environmental Protection Agency (EPA)	
Responsibilities of the Agency:	Details of Activities:
To oversee, coordinate and regulate all issues bordering on the environment. The Environmental Protection Agency is mandated to:	• Advise Government on all matters of the environment. • Evolve regulation for the management to the national and built environment including chemical control and

• Advise Government on all matters of the environment. • Evolve regulation for the management to the national and built environment including chemical control and management, environment impact assessment and all ordinate and • regulate all issues bordering on the environment; and • Charge fees which should be paid into the Environmental Fund	management, environment impact assessment and all ordinate and regulate all issues bordering on the environment; and • Charge fees which should be paid into the Environmental Fund. The Environmental Protection Agency has ten (10) regional and three (3) district offices.
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National Biosafety Authority (NBA)	
Responsibilities of the Agency:	Details of Activities:
• To receive, process, respond to and make decisions on applications under the Act. • To establish an administrative mechanism to ensure the appropriate handling and storage of documents and data in connection with the processing of applications and any other matters covered by this Act. • To act as the National Focal Point responsible for liaising with any other agency or international organizations concerned with biotechnology and biosafety; and • To promote public awareness, participation and education concerning the activities of the Authority under the Act	The functions of the NRA as spelt out in the NRA Act 895 are as follows: • Facilitate the development of national policies on the regulation and management of activities and practices with respect to: ○ Nuclear safety and research ○ Security of nuclear and radioactive materials ○ Radiation ○ Implementation of safeguards specified under the Act. • Regulate the introduction of radiation sources, nuclear materials, equipment, or practices that expose workers, patients, the public and the environment to radiation. • Issue, modify, suspend, or revoke authorization and determine conditions for authorization. • Regulate research on radiation and nuclear safety and security, and of radioactive waste matters. • Regulate the use of radioactive materials in the exploration, exploitation and extraction of oil and gas, and the mining and milling of radioactive ores and other ores associated with radioactive and nuclear materials. • Define the detailed obligations to be placed on persons who possess radiation sources and nuclear materials, including financial conditions.

	• Establish and maintain a national register of radiation sources and of persons authorized to carry out any activity or practice related to a source of radiation. • Collect information, documents and views from private and public organizations or persons as may be necessary and appropriate for the discharge of its functions. • Collaborate with agencies responsible for emergency to establish plans and procedures for coping with any radiological emergency and abnormal occurrence involving a nuclear material, radiation source or any other radioactive source. • Ensure that the operators provide training, information, and guidance on nuclear safety, security and safeguards and radiation protection of the public. • Educate the public on nuclear and radiation matters. • Establish regional and other offices as it may consider necessary for the proper performance of its functions. • Facilitate the conduct of inspections by designated inspectors of the International Atomic Energy Agency to verify design information, inspections and complementary access as provided for in the safeguard's agreement and the additional protocols. • Collect, collate, and provide information to the International Atomic Energy Agency in accordance with the safeguard's agreement and any additional protocols to the agreement. • Exchange information and co-operate with regulatory authorities of other countries and relevant international organizations on matters of nuclear safety, nuclear security and safeguards. • Collaborate with the Environmental Protection Agency to identify activities and practices that may require Environmental Impact Assessment and develop
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	environmental guidelines for those activities and practices. • Ensure that the polluter pays principle is applied in the management of nuclear and radioactive waste in the country. • Review nuclear safety assessment and safety analysis reports from authorized persons. • Perform other functions that may be assigned to the authority under any other enactment. • The activities of the Nuclear Regulatory Authority are currently carried out by three directorates. which are: ➤ Directorate of Finance and Administration ➤ Directorate of Radiological and Non-Ionizing Installations ➤ Directorate of Nuclear Installations
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Nuclear Regulatory Authority (NRA)	
Responsibilities of the Agency:	Details of Activities:
Aim of ensuring the safe use, transfer and handling of Genetically Modified Organisms (GMOs) in the country.	The functions of the Authority are: • To receive, process, respond to and make decisions on applications under the Act. • To establish an administrative mechanism to ensure the appropriate handling and storage of documents and data in connection with the processing of applications and any other matters covered by this Act. • To act as the National Focal Point responsible for liaising with any other agency or international organizations concerned with biotechnology and biosafety. • To promote public awareness, participation and education concerning the activities of the Authority under the Act;

E- Waste Fund Secretariat	
Responsibilities of the Agency:	Details of Activities:

To provide funding for the management of electrical or electronic waste in an environmentally sound manner to reduce its adverse impact on human health and the environment	• Provides support for the construction and maintenance of electrical and electronic waste recycling or treatment plants. • Supports research into methods of electrical and electronic waste preservation, prevention, and control. • Conducts research into electrical and electronic waste treatment and recycling and publication reports. • Educates the public on the safe disposal of electrical and electronic waste and the negative effects of electronic waste. • Offers incentives for the collection, transportation, and disposal of electrical and electronic waste. • Undertakes monitoring, to ensure compliance, and enforcement of the ACT 917.
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2.4 Classes and Types of Information

List of various classes of information in the custody of the institution:
a. Confidential Information b. Internal Information c. Public Data Information
Types of Information Accessible at a fee:
Cost for requested information exceeding ten (10) pages from the following documents would be borne by the client: a. Policy Documents b. Project Documents c. Annual Performance Reports d. Budget e. Procurement Plan and Processes f. Asset Register
<u>NOTE</u> • Costs for information requiring video or audio production to be placed on devices (e.g., pen drives, CDs, etc.) would be borne by the client. • Costs for postal or courier services for requested information would be borne by the client.

3. PROCESSING AND DECISION ON APPLICATION

1. Application made under s.18 is submitted to the Information Unit of the Public Institution.
2. The RTI Officer or designated RTI Officer shall upon receipt of the application make a determination as to whether or not the application is one that safeguards the life or liberty of a person within the ambit of s. 23 (7).
3. Where the application does not fall within the ambit of s. 23 (7), the RTI Officer shall, within 14 days of receiving the request, engage the relevant persons within the institution and the information-generating directorate to confirm the availability of the information requested.
4. Where an EXTENSION of time is needed, RTIO shall comply with S. 25. IF NOT, Notice of the Decision shall be communicated to the Applicant by or on the 14th day from when the application was made.
5. The Decision shall where it confirms the availability of information state the manner in which access will be granted and whether or not access to the information shall be given in part and the reasons for giving only part. (s. 23(1)(2)(3)).
6. Where the information requested shall be refused, the RTIO shall notify the applicant within 14 days of receiving the application, communicating the refusal of the application and the reason for the refusal. Where it falls within the exempt category s.5-16; s.23 (10); s.24; the RTIO shall state the section/reason the refusal was based on.

4.0 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 addressed to the head of the public institution 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.

5.0 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, the information officer may request a reasonable transcription cost. (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 to examine and ensure the information is not exempt.
- preparing the information

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:	

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 ☐ 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) "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."	

B: Contact Details Of 'S Information Unit

Name of Information/Designated Officer	Mercy Gyimah
Telephone/Mobile number of Information Unit	+233 (0)24 982 2188
Email	mercy.gyimah@mesti.gov.gh
Postal Address of the institution	Ministry of Environment, Science, Technology and Innovation, P. O. Box MD 232 Ministries-Accra, Ghana

C: Acronyms

Acronym	Literal Translation
RTI	Right to Information
MDA	Ministries, Units, and Agencies
S.	Section
MMDAs	Metropolitan, Municipal, and District Assemblies
MESTI	Ministry of Environment Science, Technology & Innovation
F&A	Finance and Administration
HRM	Human Resource Management
PPME	Policy Planning Monitoring & Evaluation
RSIM	Research Statistic and Information Management
STI	Science Technology & Innovation
CSIR	Council for Scientific and Industrial Research
GAEC	Ghana Atomic Energy Commission
NBA	National Biosafety Authority
NRA	Nuclear Regulatory Authority

D: Glossary

Term	Definition
Access	Right to Information
Access to information	Right to obtain information from public institutions
Contact details	Information by which an applicant and an information officer may be contacted
Court	A court of competent jurisdiction

Designated officer	An officer designated for the purposes of the Act who perform similar role as the information officer
Exempt information	Information which falls within any of the exemptions specified in sections 5 to 16 of the Act
Function	Powers and duties
Government	Any authority by which the executive authority of the Republic of Ghana is duly exercised
Information	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 it was created by the public institution, and in the case of a private body, relates to the performance of a public function.
Information officer	The information officer of a public institution or the officer designated to whom an application is made
Public	Used throughout this document to refer to a person who requires and/or has acquired access to information.
Public institution	Includes a private institution or organization that receives public resources or provides a public function
Right to information	The right assigned to access information
Section	Different parts of the RTI Act



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