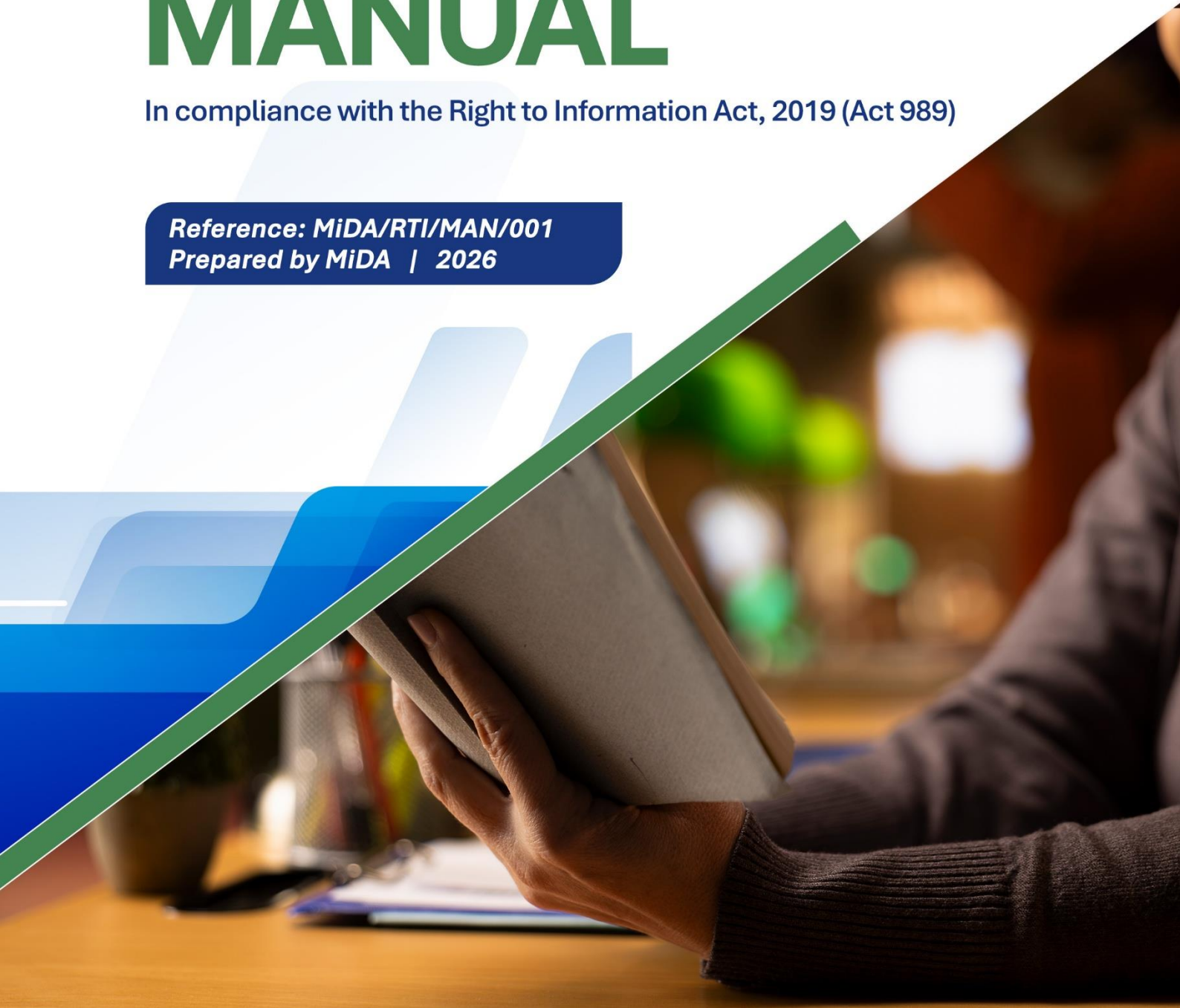




RIGHT TO INFORMATION INFORMATION MANUAL

In compliance with the Right to Information Act, 2019 (Act 989)

Reference: MiDA/RTI/MAN/001
Prepared by MiDA | 2026



1. INTRODUCTION

1.1 Purpose of this Manual

This Information Manual has been prepared pursuant to the Right to Information Act, 2019 (Act 989). It provides guidance to members of the public on the types of information held by the Millennium Development Authority (MiDA), the procedures for requesting access, and how such requests will be processed. The manual is publicly available to promote transparency and ensure compliance with Act 989. Copies are accessible at MiDA's reception desk, on the official website, and in printed form upon request.

1.2 Legal Basis

This Manual is issued in accordance with Sections 5 to 17 and Sections 23 to 25 of the Right to Information Act, 2019 (Act 989), which gives substance to Article 21(1)(f) of the 1992 Constitution of the Republic of Ghana.

2. ABOUT MiDA

The Millennium Development Authority (MiDA) is a statutory public institution established under the Millennium Development Authority Act, 2004 (Act 675). The Millennium Development Authority is a special project delivery entity that ensures value for money and timely delivery of programs and projects.

Head Office:

C11 5th Circular Rd, Labone, Accra, Ghana

3. INFORMATION OFFICER

Name of Information Officer: Kwame Twum Adabor

Designation: Director, Monitoring and Evaluation

Department: Monitoring and Evaluation

Email: kadabor@mida.gov.gh

Phone: +233 20 579 6203 / +233 30 266 6619 / +233 30 266 6534

Physical Location: C11 5th Circular Rd, Labone, Accra, Ghana

All requests for information must be directed to the Information Officer by email, with a copy to info@mida.gov.gh. Requests may also be submitted in person at MiDA's premises or by post to C11, 5th Circular Road, Labone, Accra.

4. TYPES OF INFORMATION HELD BY MiDA

MiDA holds the following categories of information:

- Institutional & Governance Records: Acts, Board resolutions, minutes, organizational structure, strategic plans, annual reports.
- Financial Records: Approved budgets, audit reports, procurement plans, financial statements, disbursement records.
- Programme & Project Records: Compact agreements, project implementation reports, monitoring and evaluation reports.
- Human Resources Records: Staff listings (positions), HR policies, staff development plans.
- IT & Systems Records: IT policies, system documentation, infrastructure records (non-sensitive).
- Legal & Contractual Records: Contracts, MoUs, legal opinions (subject to legal privilege exemptions).

5. EXEMPT INFORMATION

Certain categories of information are exempt from disclosure under Act 989 and will not be released, including:

- Information that would prejudice national security or defense.
- Information subject to legal privilege (e.g., legal advice, ongoing litigation).
- Personal data whose disclosure would violate the privacy of a third party.
- Commercial information disclosed in confidence.
- Deliberative documents (internal drafts, policy advice) where disclosure would be contrary to the public interest.

6. HOW TO SUBMIT A REQUEST

Any person may apply for information held by MiDA by:

1. Completing the standard RTI Application Form (available at MiDA's reception and on the MiDA website).
2. Submitting the form to the Information Officer in person, by post, or by email.
3. Paying any applicable processing fee as communicated by the Information Officer.

7. PROCESSING TIMELINES

Process Step	Timeline
Acknowledgement of request	Within 48 hours of receipt
Internal consultation	Within 7 working days of receipt
Decision on request (approval / refusal / deferral)	Within 14 working days of receipt
Notification of third-party referral	Within 7 working days
Response to internal review request	Within 14 working days of internal review application

8. FEES

A processing fee may be charged for access to information. The fee schedule is available from the Information Officer. The following principles apply:

- No fee is charged for the submission of an application.
- A fee may be charged for the reproduction or copying of documents.
- The Information Officer will notify the applicant of any applicable fee before processing.
- **Exemptions:** In accordance with Section 75(2)(e) and (f) of Act 989, reproduction fees shall not be charged to indigent persons or persons with disabilities.

9. Records Management and Compliance Tracking

In accordance with Sections 3 and 77 of the Right to Information Act, 2019 (Act 989), MiDA shall maintain comprehensive records to demonstrate compliance with RTI obligations. The following systems and registers will be established and maintained by the Information Unit:

- **RTI Request Register:** A dedicated register documenting all applications received, including applicant details, date of receipt, and reference number.
- **Approved Applications Register:** Records of all requests granted, with details of information provided and date of release.
- **Transferred Applications Register:** Documentation of requests transferred to other institutions, including reasons for transfer and date of action.

- **Deferred/Deferred Applications Register:** Records of requests deferred or referred, with justification and timelines for resolution.
- **Internal Review Register:** Evidence of all internal review requests received, decisions taken, and communication with applicants.
- **Proactive Disclosure Log:** A record of information voluntarily disclosed without request, including budgets, procurement plans, and annual reports.
- **Annual RTI Report Archive:** Copies of annual compliance reports submitted to the RTIC within 60 days after December 31st each year.

Evidence Requirements:

- All registers shall be maintained in both electronic and hard-copy formats.
- Entries must be signed or digitally validated by the Information Officer.
- Records shall be securely stored to ensure accessibility, audit readiness, and transparency.
- Quarterly compliance checks will be conducted by the Information Unit to verify accuracy and completeness.

9. RIGHTS OF REVIEW AND APPEAL

If an applicant is dissatisfied with a decision, they may:

4. Request an internal review by submitting the Internal Review Request Form to the head of MiDA.
5. Appeal to the Right to Information Commission (RTIC) if still dissatisfied after the internal review.
6. Seek judicial review in the High Court.

9.1 Public Accessibility and Disclosure

In line with Section 2 of the Right to Information Act, 2019 (Act 989), MiDA ensures proactive disclosure of information to promote transparency and accountability. The RTI Information Manual is publicly accessible through the following channels:

- MiDA's official website
- MiDA's reception desk (hard copy)
- Printed copies available upon request

This approach guarantees that members of the public can easily access the manual and exercise their right to information in accordance with Act 989.



