



KUMASI METROPOLITAN ASSEMBLY (KMA)

2023

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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 Akuffo-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 [KUMASI METROPOLITAN ASSEMBLY \(KMA\)](#) and provide the types of information and classes of information available at [KMA](#) including the location and contact details of its Information Officers and units.

2. Directorates and Departments under KMA

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

KMA's vision is for Kumasi to become a safe city and an investment destination for both local and international investors.

MISSION

To improve the quality of life of the people in the metropolis through the provision of essential services and creation of an enabling environment to ensure the total and sustainable development of Kumasi by a highly-motivated staff.

DIRECTORATES AND DEPARTMENTS UNDER KUMASI METROPOLITAN ASSEMBLY (KMA)
1.CENTRAL ADMINISTRATION
2.BUDGET & RATING
3.FINANCE
4.LEGAL
5.EDUCATION
6.HEALTH
7.SOCIAL WELFARE/ COMMUNITY DEVELOPMENT
8.TRANSPORT
9.URBAN ROADS
10.WORKS

11.PHYSICAL PLANNING

12.WASTE MANAGEMENT

13.NADMO

14.AGRIC

15. PROCUREMENT

16. HUMAN RESOURCE

17. ENVIRONMENTAL HEALTH

Responsibilities of the Institution:

- Responsible for the overall development of the Metropolis; ensuring the preparation and submission of the Assembly's Development Plan to the National Development Planning Commission (NDPC), and the Annual Budget to the Ministry of Finance (through the Regional Coordinating Council), for approval
- Formulate and execute plans, programmes and strategies for the effective mobilization of the resources necessary for the overall development of the Metropolis
- Promote and support productive activity and social development in the Metropolis and remove any obstacles to initiative and development,
- Initiate programmes for the development of basic infrastructure and provide municipal works and services in the Metropolis
- Be responsible for the development, improvement and management of human settlements and the environment in the Metropolis
- In co-operation with appropriate national and local security agencies, be responsible for the maintenance of security and public safety in the Metropolis
- Ensure ready access to the Courts and Public Tribunals in the Metropolis

for the promotion of justice;

- Initiate, sponsor or carry out such studies as may be necessary for the discharge of any of the functions conferred by this law or other enactment

2.1 DESCRIPTION OF ACTIVITIES OF EACH DIRECTORATE AND DEPARTMENT

DIRECTORATE/DEPARTMENT	RESPONSIBILITIES/ACTIVITIES
<p>CENTRAL ADMINISTRATION</p>	<p>1. Manages all sections of the Assembly including:</p> <ul style="list-style-type: none"> (i) Records (ii) Estate (iii) Transport (iv) Logistics and Procurement (v) Accounts (vi) Stores (vii) Security and (viii) Human Resources Management <p>2. Coordinates the;</p> <ul style="list-style-type: none"> (a) General administrative functions (b) Development, planning and management functions (c) Budgeting functions (d) Rating functions (e) Statistics and information services generally, and (f) Human Resource Planning and Development of the District Assembly.
<p>BUDGET & RATING</p>	<ul style="list-style-type: none"> ▪ Coordinate the preparation and monitoring of budgets (Annual Composite budget, Revised budget) ▪ Facilitate the preparation, approval and gazetting of Fee-Fixing Resolutions ▪ Responsible for property rating

	<ul style="list-style-type: none"> ▪ Member of Rate Assessment Committee ▪ Advice Management on judicious use of resources (analysis of Budget/Financial Performance) ▪ Issuance of digitized bills on BOP and Property rate ▪ Participates in the processes of revenue mobilization activities and provides technical guidance ▪ Establishes database for financial planning and resource mobilization ▪ Issuance of warrants for the payment of requests/certificates ▪ Member of Entity Tender Committee ▪ Secretary for Finance & Administration Sub-Committee ▪ Member secretary for the Budget Committee ▪ Train Departments and Sub-Metros in the preparation and analysis of budgets ▪ Member of Metro Planning Coordinating Unit ▪ Update information on projects and analyses payment made in order to ascertain the level of cost (Member of Project Monitoring Team) ▪ Assist the Finance office in the preparation of financial reports/trial balance
<p>Finance</p>	<p>The finance department has three distinct Units;</p> <ol style="list-style-type: none"> 1. Expenditure Unit 2. Revenue Unit 3. Treasury Unit <p>that coordinate to ensure the effective and efficient mobilization, control over, accountability for proper records of and disbursement of the Assembly's financial resources. These Units consist of sections and centres that work together to ensure the attainment of the objectives of the Units</p> <ul style="list-style-type: none"> • Initiate and implement revenue collection strategies to collect revenue effectively and efficiently, reduce cost of collection and meet revenue target ▪ Revenue mobilization

	<ul style="list-style-type: none">▪ Review and assessment of revenue collection performance▪ Preparation and publication of monthly, quarterly and annual financial reports including the revenue trial balance▪ Book keeping and updates of revenue records of all revenue centers▪ Organize appropriate training for revenue collectors and revenue staff▪ Management of and ensuring accountability for value books stock issued to revenue centers▪ Establishment of fully equipped data center and connection to Nhyiaeso Sub to enable real time access to data between Nhyiaeso Sub and data center▪ Collaborate with the Budget Unit for effective implementation and utilization of the DLRev system for enhanced revenue mobilization▪ Monitoring of budgeted expenditures, preparation of payment vouchers (PV), ledgers and cashbooks and issuance of cheques for the disbursements of budgeted public funds and donor funds▪ Prepare monthly, quarterly and annual schedule of the amount of commitments paid and that outstanding for the supply of goods, works and services▪ Monitor, maintain accurate records, process and pay internal staff on IGF roll▪ Conduct of payroll audit together with Human Resource and Internal Audit Units▪ Initiate projects, draft proposals, keep and update financial records of projects reports to donors, inspect and monitor projects▪ Prepare monthly bank reconciliation statement▪ Ensure that a uniform system of accounting and reporting on GoG, donor funds and IGF are maintained▪ Assisting the Assembly with relevant financial information for informed review of contracts with outsourced contractors▪ Streamlining the operations of the New Kejetia
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	<p>Market/Terminal</p> <ul style="list-style-type: none"> ▪ Operations and accountability of Rattray Park Revenue Centre ▪ Collection of Basic Rates ▪ Preparation and processing of establishment warrants (EWs) ▪ Monitoring of payments by other government agencies into the consolidated fund ▪ Payment for the rent of government bungalows allocated to staffs ▪ Accountability for the rental of the newly renovated Prempeh Assembly Hall and Jubilee Park
LEGAL	<ul style="list-style-type: none"> ▪ Provides legal advice to the Assembly ▪ Assists or facilitate the drawing up of rules and regulations to guide the activities of the Assembly ▪ Represents the Assembly in all legal proceedings ▪ Facilitates the interpretation of rules, laws and regulations to enhance the conduct of the Assembly's business ▪ Provides legal advice on matters relating to contracts ▪ Assists in capacity building of Assembly Members in areas relating to the law ▪ Undertakes daily routine functions relevant to the legal department of the Assembly; and ▪ Registration of all marriages.
EDUCATION	<ul style="list-style-type: none"> ▪ Responsible for the coordination of standards and direction for the effective and efficient implementation of approved national policies and programmes relating to basic and senior high school education delivery ▪ Responsible for the management of the human resources of kindergarten, primary, junior high and senior high schools ▪ Advise the Metropolitan Chief Executive on financial, human resource, policy, infrastructure, logistics and other relevant matters relating to education ▪ Exercise jurisdiction in matters of discipline over Ghana

	<p>Education Service personnel in the Metropolis</p> <ul style="list-style-type: none"> ▪ Responsible for the monitoring of all funds and other resources allocated for the delivery of effective and efficient basic and senior high education ▪ Coordinate school sports and cultural activities in schools in collaboration with appropriate institutions and authorities ▪ Collect and submit data on schools to appropriate authorities and agencies ▪ Compile and submit quarterly and annual reports to appropriate authorities ▪ Liaise with Non-Governmental Organizations and other stakeholders in education delivery ▪ Promote Girls Education, Inclusive Education, Guidance and Counselling and School Health Education programmes ▪ Carry out any other function incidental to the attainment of the object of the directorate
<p>HEALTH</p>	<ul style="list-style-type: none"> ▪ Implements GHS strategies and technical guidelines to achieve Ghana national policy goals/objectives ▪ Undertakes management and administration of the overall resources within the service ▪ Promotes healthy mode of living and good health habits by people in the Metropolis ▪ Establish effective mechanism for disease surveillance, prevention and control ▪ Carry out charges for Ghana Health Services with the approval of the Minister of Health ▪ Provides in-service training and continuing education ▪ Performs any other functions relevant to the promotion, protection and restoration of health in Kumasi and Ghana

**SOCIAL WELFARE/
COMMUNITY
DEVELOPMENT**

The objectives of the department are achieved through three (3) core programmes namely;

1. Justice Administration
2. Childs Rights Promotion and Protection
3. Community Care

JUSTICE ADMINISTRATION

COURT WORK (DISTRICT COURT)

- Preparation of Social Inquiry Reports for courts- This request is mandatory in case of juvenile courts under Section 354 of Act 30 and discretionary in adults' courts
- Liaison duties for the courts- A probation officer assigned to a court
- Supervision of offenders placed on probation Vide Sec 346 (1) (c) of Act 30
- Supervision of juvenile's offenders placed under supervision orders Vide Sec 349 (2) (d) and (4)
- Carrying out special procedures in respect of children at risk Vide Sec 349 (2) (d) and (4)
- Supervision of juvenile's committed to a Fit Person while on probation order. Vide Sec 348 (1) of Act 30
- Panel member at Family Tribunal and Juvenile Court

CHILD RIGHTS PROMOTION AND PROTECTION

- Child Welfare Services – assistance to children in need of care and protection who are exposed to physical and moral danger **Vide Sec 16 of the children's Act, 1998 Act (560)**
- Registration and inspection of Day Care Centers **Vide Sec 115 – Sec 120** of the Children's Act
- Assessment of fit persons and provisions of places of safety for children
- Adoption- responsible for assessing the suitability of perspective adoptive parents **Vide Sec 65-67** of the Children's Act
- Service to deprived and neglected children

	<ul style="list-style-type: none"> • Inspection and registration of Residential Homes (orphanages, shelters and children’s homes) <p><u>COMMUNITY CARE</u></p> <ul style="list-style-type: none"> • Registration of people with disabilities, assessing and linking them to the appropriate agencies • Community Based Rehabilitation for people with disabilities- aimed at strengthening the relationship and promoting interaction between individuals with disability, their families and the social organization in which they live, namely their community • Assistance to the aged • Personal social welfare services • Hospital welfare services • Street children, child survival and development and family planning • Promotion of socio-economic and emotional stability in families • Livelihood empowerment against poverty (LEAP) • Residential care for destitute • NGO registration, supervision and monitoring • Social and Public Education
<p>TRANSPORT</p>	<p>The department, in addition to other functions, is supposed to:</p> <ul style="list-style-type: none"> ▪ Advise the Assembly on matters relating to transport services in the Metropolis ▪ Plan, regulate and conduct urban transport services within the Metropolis ▪ Establish, acquire and maintain a database of all transport operators within the Metropolis ▪ Provide for the identification of licensed vehicles ▪ Establish, maintain and control parks for motors and other vehicles ▪ Assist in the review of road designs by consultants for designated roads and; ▪ Monitor and evaluate all transport activities within the assembly’s jurisdiction

SPECIFIC FUNCTIONS***Specific functions of the Planning, Monitoring and Evaluation Section***

- Prepare action plans and budgets to guide the development and maintenance of transport infrastructure in the Metropolis
- Develop and maintain transport services database and network maps to provide a clear understanding of the transportation systems in the Metropolis
- Organize data collection and management to enable proper planning of transport network and effective integration of transport and urban development
- Conduct surveys to collect data on relevant characteristics of the transport systems for input into planning and design of transport infrastructure works
- Maintain records of consultants, contractors and other service providers in the transport sector.
- Monitor, evaluate and provide feedback for the improvement in transport service delivery of the assembly.

Specific functions of the Operations Section

- Regulate the use and conduct of vehicles and transport infrastructure for commercial transport services including the use of lorry parks and determination of routes and stopping places aimed at improvement of quality of transport services
- Register transport operators and process applications for opening permits
- License taxi operations
- Monitor and report on impediments to transport operations
- Monitor and enforce compliance of permit conditions
- Conduct enforcement operations against illegal

activities and encroachments on the network

- Maintain records on non-compliant operators and recommend sanctions
- Supervise transport terminal management and bus stop management activities
- Advice on the identification of licensed vehicles
- Sensitize and educate transport operators and other stakeholders on transport polices and other relevant legalization

Specific functions of the Traffic Management and Safety Section

- Ensure effective operations of traffic control systems to minimize delays to traffic movements
- Promote measures to ensure efficient and economic use of parking spaces
- Monitor and report on impediment to traffic flow on the network to appropriate agencies for remedial action
- Monitor and report on the condition of road infrastructure and traffic management systems to appropriate road agencies for prompt repairs
- Monitor and report on the safety of pedestrian facilities on the network
- Liaise with MTTU to manage vehicular traffic during major public events and traffic disruptions
- Liaise with appropriate stakeholders to develop and introduce measures to improve safety for pedestrians and other road users on the network
- Supervise the management of on-street and off-street paid parking schemes

Specific functions of the Administrative Section

- Record keeping
 - i. Keeping records of permit renewals and newly issued permits
 - ii. Keeping records of letters, memos
 - iii. Filing documents such as letters received receipts
- Receiving official documents (letters, memos) on behalf

	<p>of the department</p> <ul style="list-style-type: none"> • Preparing documents (memos, reports) on behalf of the department • Dispatching of letters on behalf of the department • Organizing meetings • Writing minutes of meetings • Customer care service <ul style="list-style-type: none"> i. Advising transport operators ii. Taking complaints and resolving issues of transport operators iii. Forwarding grievances of transport operators to the appropriate quarters • Taking care of the welfare of staff • Procuring and requesting logistics on behalf of the department
URBAN ROADS	<ul style="list-style-type: none"> • Plans, designs, constructs and maintains the Road Network in the Metropolis • Provides and manages the Urban Road Network in Kumasi in support of quality transport systems • Connects local areas to enhance accessibility and reduce travel times • Promotes the creation of an outdoor environment that is safe, convenient and pleasant to be in and also enhance and promote the prime business of the area. • Advises the Assembly on the need to protect the Road Reservations • Ensures any activity on the Road Network and Road Reservation conforms to approved specifications.
WORKS	<ul style="list-style-type: none"> ▪ Assists the Assembly to formulate policies on works within the framework of national policies ▪ Assists to establish and specify the programmes of action necessary for the implementation of physical plans ▪ Facilitates the implementation of policies on works and report to the Assembly ▪ Advises the Assembly on matters relating to works in the

	<p>districts</p> <ul style="list-style-type: none"> ▪ Assists to prepare tender documents for all works and works -related supply of goods and technical services to be undertaken by the Assembly through contracts or community-initiated projects ▪ Facilitates the construction, repair and maintenance of <ol style="list-style-type: none"> i. Feeder roads in the District Assembly level ii. Drains along any feeder roads in the District Assembly level iii. Community water and sanitation systems in the districts ▪ Advises on the construction, repair, maintenance and diversion or alteration of the course of any street in consultation with other relevant departments in the District ▪ Advises and facilitate the maintenance of public buildings (offices, schools, health facilities, residential accommodation etc) in the District ▪ Assists to build, equip and maintain commercial public buildings and prohibit the erection of stalls/shops/stores in places other than the markets and designated commercials areas ▪ Facilitates the provision of adequate and wholesome supply of potable water in conjunction with relevant stakeholders for the entire District ▪ Collaborates with other relevant departments of the Assembly in the inspection of projects undertaken by the District Assembly. ▪ Advises the Assembly In conjunction with other relevant stakeholders on the prohibition of <ol style="list-style-type: none"> I. Digging of burrow pits or other excavations and II. The sinking of wells or their closure ▪ Provides technical and engineering assistance on works undertaken by the Assembly ▪ Facilitates the registration and maintenance of data on public buildings ▪ In consultation with power supply companies and other service providers (renewable energy technologies),
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	<p>facilitates the provision of street lighting in the district</p> <ul style="list-style-type: none"> ▪ Provides technical advice for the machinery and structural layout of building plans to facilitate escape from fire, rescue operation and fire management ▪ Assists in the enforcement of any regulatory enactment on physical infrastructural development ▪ Assists to maintain the integrity of approved spatial and land use plans for all major settlements in the districts ▪ Advises the Assembly on slum upgrading for slum settlements in the districts ▪ Assists in the review and approvals of building permit applications in line with the Ghana Building Code and other regulatory enactments
<p>PHYSICAL PLANNING</p>	<ul style="list-style-type: none"> ▪ Advises the Metropolitan Assembly on national policies on physical panning, land use and development ▪ Coordinates activities and projects of departments and other agencies including Non- Governmental Organizations to ensure compliance with planning standard ▪ Assists in preparation of physical plans as a guide for the formulation of development policies and decisions and to design projects in the Municipality ▪ Assists to identify problems concerning the development of land and its social, environmental and economic implications ▪ Advise on setting out approved plans for future development of land at the Metropolitan level. ▪ Advise on preparation of structures for towns and villages within the Metropolis ▪ Collaborates with the Lands Commission and other land agencies especially Survey Unit in the performance if its functions ▪ Facilitates and participate in research into planning of the Metropolis ▪ Assists to offer professional advice to aggrieved persons on appeals and petitions on decisions made on their building ▪ Facilitates consultations, coordination and harmonizing of developmental decisions into a physical development plan ▪ Assists to prepare a Metropolitan land-use plan to guide

	<p>activities in the Metropolis</p> <ul style="list-style-type: none"> ▪ Advises on the conditions for the construction of public and private building structures ▪ Assists to provide the layout for buildings for improved housing layout and settlement ▪ Ensures the prohibition of the construction of new buildings, unless building plans submitted have been approved by the Assembly ▪ Advise and facilitate the demolition of dilapidated building and recovery of expenses incurred in connection with the demolition ▪ Ensures the prohibition of the use of inflammable materials in the construction or repair of building in defied areas ▪ Advises on the acquisition of land property in the public interest and; ▪ Undertakes street naming, numbering of house and related issues
WASTE MANAGEMENT	<ul style="list-style-type: none"> ▪ Services toilets and dispose of human waste collected from public and private sanitary facilities ▪ Provides technical support to the District Assemblies on the operations and maintenance of public toilets under private management ▪ Supervises and control the operation of cesspool emptiers and allied equipment ▪ Receives and provide adequate treatment and effective disposal of both solid and liquid waste ▪ Treats and dispose of solid waste and provide compost manure ▪ Supervises the cleansing of drains, street, markets, car parks and weeding of roads sides and open spaces ▪ Inspects and maintains sanitary facilities in the Metropolis; and ▪ Advises the Assembly on recycling and other uses of waste materials
NADMO	<ul style="list-style-type: none"> ▪ To strengthen the institutional capacity of NADMO and its stakeholders, to perform effectively to implement disaster management programs at national, regional, district and

	<p>zonal levels</p> <ul style="list-style-type: none"> ▪ Pursues the vision and goals of disaster management ▪ Creates a cohesive and well-coordinated programming framework, incorporating government agencies, departments, non- governmental organizations and the private sector ▪ To ensure adequate facilities for the provision of relief, rehabilitation and reconstruction after disaster and to develop the capacity of communities on prevention, preparedness, response ad recovery from disasters ▪ Collaborates with Ghana fire service and other governmental agencies, security and other expertise when the need be ▪ Liaises with other departments in the Assembly to create awareness and education as well as proactive measures to be taken in terms of dry/rainy season
<p>AGRICULTURE</p>	<p>The Agriculture Department is made up of the following Units and Sections:</p> <ul style="list-style-type: none"> ▪ Crops Unit ▪ Animal Production Unit ▪ Extension Unit ▪ WIAD Unit ▪ Agriculture Engineering Unit ▪ MIS Section and ▪ Agriculture Extension Section for each Unit <p><u>AGRICULTURE DEPARTMENT;</u></p> <p>Span of Control:</p> <p>Manage and supervise the human and material resources of the Department and report to the Metropolitan/Municipal/District Chief Executive (MMDCE) through the Metropolitan/Municipal/District Co-ordinating Director (MMDCD)</p> <ul style="list-style-type: none"> ▪ Facilitate the implementation of agricultural policies at the MMDA level ▪ Coordinate and monitor the effective and efficient delivery

	<p>of agriculture extension services within the MMDA</p> <ul style="list-style-type: none"> ▪ Implement and monitor specific agriculture related Government programmes and projects within the MMDA ▪ Prepare annual work plans and budget for the Department ▪ Produce basic and economics data sets and indicators for the purpose of planning, monitoring and evaluation of the agriculture and food systems within MMDAs ▪ Establish and maintain a comprehensive District agriculture-related database ▪ Participate in General Assembly meetings of the MMDA ▪ Organize Departmental meetings, workshops and seminars ▪ Identify training needs of all subordinates, recommend appropriate training and quality assured training programmes ▪ Undertake annual appraisal of staff of the Department and; ▪ Perform any other functions that may be assigned by the MMDCD <p><u>CROP UNIT;</u></p> <p>Span of Control:</p> <p>The Head of the Unit is responsible for all crop development activities in the MMDA and also supervises Extension Agents in a defined extension zone.</p> <ul style="list-style-type: none"> ▪ Data collection and analysis; ▪ Work plan and budgeting ▪ Collaborate with research officers to establish and manage adaptive trials; ▪ Support AEAs to establish and manage demonstrations; ▪ Participate in field days; ▪ Conduct training for AEAs and stakeholders e.g. FBOs and CSOs; ▪ Undertake supervision visits; ▪ Collaborate with research and extension officers to
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develop technical materials and;

- Prepare and submit situational, quarterly and annual reports.

ANIMAL PRODUCTION UNIT;

Span of Control:

The Head of Unit is responsible for all livestock and poultry development activities in the MMDA and also supervises Extension Agents in a defined extension zone.

- Data collection and analysis;
- Work planning and budgeting;
- Collaborate with research officers to establish and manage adaptive trials;
- Support AEAs to establish and manage demonstrations;
- Participate in field days;
- Participate in Research Extension Linkage Committee (RELC) planning and review meetings;
- Conduct training for AEAs and stakeholders e.g. Farmer Based Organizations (FBOs) and Civil Society Organizations (CSOs);
- Undertake supervision visits;
- Collaborate with research and extension officers to develop technical materials and;
- Prepare and submit situational, quarterly and annual reports.

EXTENSION UNIT;

Span of Control:

The Head of the Unit will be responsible for ensuring effective and efficient delivery of extension services across the MMDA and also supervise directly Extension Agents within an extension zone

- Data collection and analysis;
- Work planning and budgeting;
- Collaborate with research officers and other District Officers to identify new and improved technologies for dissemination;
- Support AEAs to establish and manage demonstrations;
- Participate in field days;
- Organize annual RELC planning and review meetings;

- Conduct training for AEAs and stakeholders e.g. FBOs and CSOs;
- Undertake supervision visits;
- Collaborate with research and other District officers to develop extension information materials;
- Appraise the performance of AEAs in an extension zone half yearly;
- Prepare and submit situational, quarterly and annual reports and;
- Coordinate the activities of other extension service providers within the MMDA

WOMEN IN AGRICULTURE DEVELOPMENT (WIAD) UNIT:

Span of Control:

The Head of the Unit will be responsible for ensuring gender mainstreaming and delivery of extension service across the MMDA. He or she will work to facilitate the promotion of value addition and food safety. The officer will also supervise direct Extension Agents within a specified extension zone.

- Data collection and analysis;
- Work planning and budgeting;
- Collaborate with research officers and other Unit Heads to identify new and improved technologies for dissemination;
- Conduct training and demonstrations for AEAs and stakeholder groups;
- Support AEAs to conduct demonstrations on related technologies /practices
- Participate in field days;
- Participate in annual RELC planning and review meetings;
- Conduct training for AEAs and stakeholders e.g. FBOs and CSOs;
- Undertake supervision visits;
- Collaborate with research and other district officers to develop extension information materials;
- Collaborate with other institutions (e.g. GES, GHS, NGOs etc.) to educate stakeholders on improved nutrition;
- Prepare and submit situational, quarterly and annual reports;
- Coordinate the activities of other extension service

providers within the MMDA.

AGRICULTURAL ENGINEERING UNIT;

Span of Control:

The Head of Unit will be responsible for ensuring the implementation of Agricultural Engineering activities across the MMDA. He or she will also work to facilitate the promotion of the use of appropriate tools and technologies. The officer will also supervise directly, Extension Agents within a specified extension zone.

- Data collection and analysis;
- Work planning and budgeting;
- Collaborate with research and other District Officers to identify new and improved technologies for dissemination;
- Conduct training and demonstrations for AEAs and stakeholder groups;
- Support AEAs to conduct demonstrations on related technologies /practices;
- Participate in field days;
- Participate in annual RELC planning and review meetings;
- Conduct training for AEAs and stakeholders e.g. FBOs and CSOs;
- Undertake supervision visits;
- Collaborate with research and other Unit Heads to develop extension information materials;
- Prepare and submit situational, quarterly and annual reports, and;
- Coordinate the activities of other extension service providers within the MMDA.

MANAGEMENT INFORMATION SYSTEM (MIS) SECTION;

Span of Control:

The Section Head will be responsible for establishing and managing an agriculture information database for the MMDA and report to the Head of Department.

- Data collation and analysis
- Coordinate the preparation of department annual work plan and budget
- Support AEAs to conduct yield studies

	<ul style="list-style-type: none"> ▪ Facilitate/conduct annual sample surveys of agriculture ▪ Participate in field activities ▪ Participate in annual RELC planning and review meetings ▪ Undertake monitoring visits ▪ Facilitate collection of market price data and commodity movement on agriculture commodities in identified markets within the district ▪ Appraise the performance of Enumerators half yearly, and ▪ Prepare and submit situational, quarterly and annual reports. <p><u>AGRICULTURE EXTENSION UNIT:</u></p> <p>Span of Control:</p> <p>An Extension Agent will be responsible for the delivery of extension services to farmers, and other value chain actors within a specified agriculture extension area.</p> <ul style="list-style-type: none"> ▪ Data collection ▪ Prepare and implement monthly extension work plans in collaboration with supervisor ▪ Collaborate with farmers to establish and manage trial and demonstration plots ▪ Organize and implement field activities ▪ Organize and train agriculture value chain actors on improved technologies ▪ Conduct yield studies to establish average yields of commodities ▪ Facilitate/conduct annual sample surveys of agriculture ▪ Participate in field days ▪ Participate in annual RELC planning and review meetings ▪ Participate in regular in-service training for extension officers ▪ Undertake home and farm visits to disseminate technologies, and ▪ Collect market price data and information on commodity movements in identified markets within the specified extension area.
PROCUREMENT	<ul style="list-style-type: none"> ▪ Coordinate with the user departments in the preparation of specification

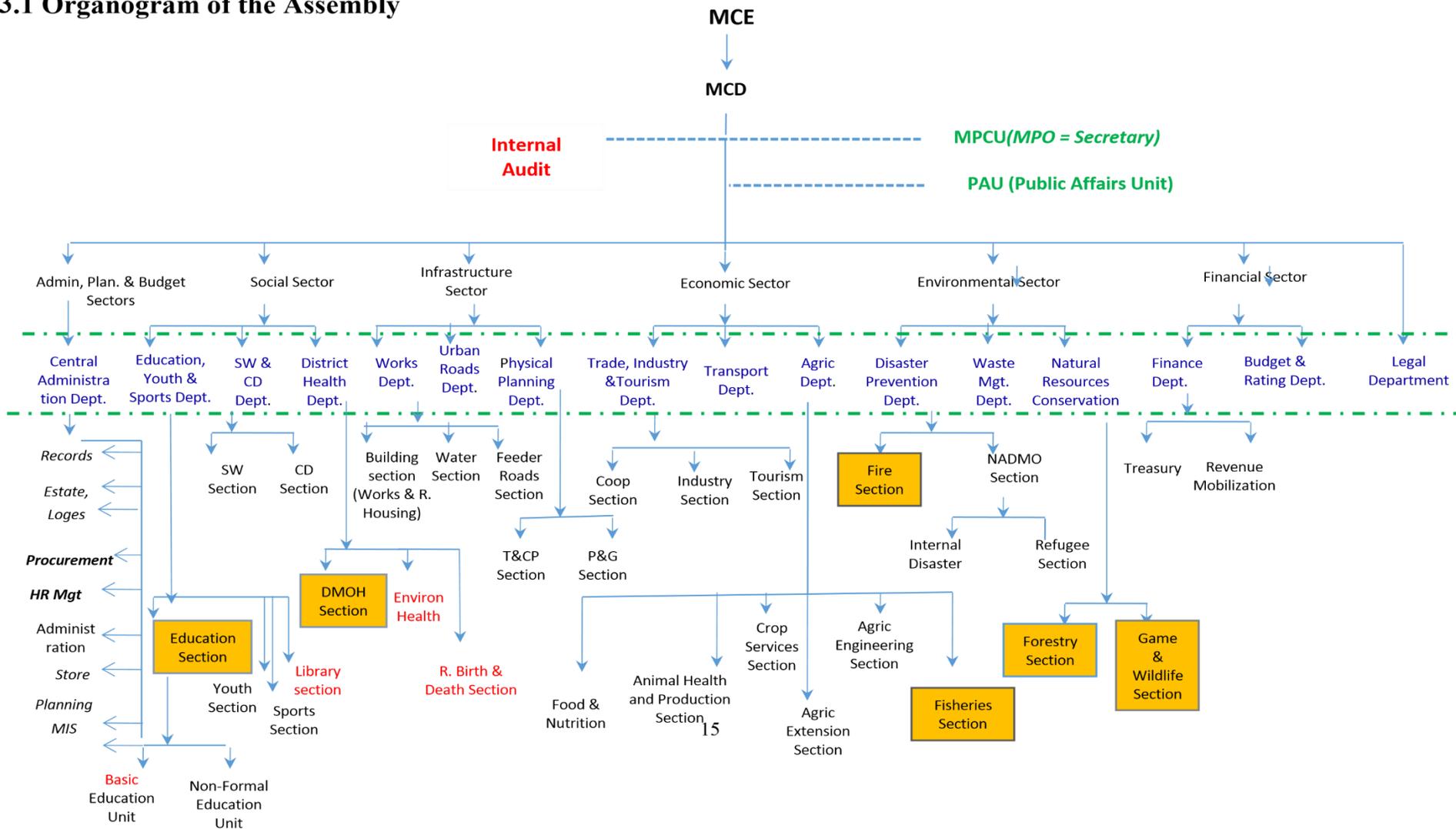
	<ul style="list-style-type: none"> ▪ Source for suppliers for goods and services required by the Assembly ▪ Negotiate contracts with Suppliers ▪ Coordinates the delivery of goods to the Assembly ▪ Place purchase orders with selected Suppliers and Contractors and ensure funds are properly committed prior to issue of any contract or purchase order ▪ Draft notices and other related tender documentations for the procurement of goods and services for the Assembly ▪ Receiving procurement requests from originating officers, checking that the proposed procurement is within the approved procurement plan, and that budgeted funds are available prior to commencement of procurement proceedings ▪ Ensure proper record keeping of all procurement related transactions in accordance with procurement procedures ▪ Organizing of quarterly entity Tender Committee ▪ Preparing and issuing tender rejection and tenderer debriefing letters ▪ Preparing notification of Awards and Contracts ▪ Maintaining and updating the database of Suppliers, Contractors and Consultant. ▪ Participating in evaluation activities of the tender evaluation panel where necessary and assisting in preparation of formal evaluation reports ▪ Co-ordinating the preparation of specifications, terms of reference, bills of quantities, drawings, short-lists or advertisements and prequalification, tender or request for quotation document. Where so required by the tender committee, submission of documentation for review and approval by the tender committee prior to issue
<p>HUMAN RESOURCE</p>	<p>1. Recruitment and selection</p> <ul style="list-style-type: none"> i. Identifies the need for roles ii. Writing up job descriptions iii. Defining the requirements of the role and skill set for the right candidate

	<p>iv. Interviewing and selecting best person for the job</p> <p>2. Salary Administration and Planning</p> <p>i. Developing systems to maintain employee data, calculate taxes</p> <p>ii. Prorating working hours and holidays</p> <p>iii. Paying salaries</p> <p>iv. Assist in creating policies that are fair and consistent for the whole workforce</p> <p>v. Compensation and benefits i.e. (appraisals, promotions, social security, pensions, health insurance, sick leave, study leave, annual leave)</p> <p>vi. Promote Employee relation i.e. (welfare of employees, ensures maintaining relationship between management and staff of the Assembly by promoting communication and fairness within the Assembly as well as disputes between them respectively)</p> <p>vii. Preparing the Assembly's future staffing needs i.e. anticipating future vacancies from retirements, promotions, resignations and terminations</p> <p>3. Training and Career Development</p> <p>i. Addressing skill or training deficits among employees and provide them with the necessary tools to strengthen their skills set improve their confidence and perform more effectively</p> <p>ii. Training new workers on the Assembly's practices and procedure</p> <p>4. Performance Management</p> <p>i. Monitor progress and evaluate employee's work, attitude, efficiency and effectiveness i.e. (quarterly or annual appraisals or performance reviews)</p>
ENVIRONMENTAL HEALTH	<ul style="list-style-type: none"> ▪ Promote and protect good health of the public ▪ Provide health education to all Institutions (Schools, Church, Mosques) ▪ Enforcement of Sanitary Bye-Laws ▪ Supervision of Assembly's laboratories

	<ul style="list-style-type: none">▪ Control of stray animals▪ Control of all satellite markets in the Metropolis▪ Control of Food Points (Restaurant, Chop Bars and Hotels)▪ Control of Cemeteries▪ Desilting of all drains and weeds at open spaces▪ Disinfection and Disinfestation▪ Premises Inspection
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2.2 KUMASI METROPOLITAN ASSEMBLY's Organogram

3.1 Organogram of the Assembly



2.3 AGENCIES UNDER KMA

AGENCIES UNDER KMA
1. ELECTRICITY COMPANY OF GHANA
2. GHANA WATER COMPANY LIMITED
3. DRIVER AND VEHICLE LICENCING AUTHORITY
4. ENVIRONMENTAL PROTECTION AUTHORITY
5. GHANA STANDARDS AUTHORITY
6. GHANA REVENUE AUTHORITY
7. SOCIAL SECURITY AND NATIONAL INSURANCE TRUST
8. GHANA BROADCASTING CORPORATION
9. PASSPORT OFFICE
10. GHANA EDUCATION SERVICE
11. GHANA HEALTH SERVICE
12. NATIONAL HEALTH INSURANCE AUTHORITY

ELECTRICITY COMPANY OF GHANA	
<p>Responsibilities of the Agency:</p> <p>Supplies electricity in the country</p>	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. They transmit, supply and distribute Electricity to all parts of the Region 2. They construct, reconstruct, install, assemble, repair, maintain, operate or remove sub-transmission stations, electrical appliances, fittings and installations

GHANA WATER COMPANY LIMITED	
Responsibilities of the Agency: Supplies potable water	Details of Activities: They supply potable le water for domestic, public, commercial, institutional and industrial use in the region and country as a whole

DRIVER AND VEHICLE LICENCING AUTHORITY	
Responsibilities of the Agency: Assesses and issues licenses to drivers and vehicles	Details of Activities: <ol style="list-style-type: none"> 1. It is responsible for the licensing and evaluation of drivers and cars 2. It creates and maintains vehicle records and issues vehicle registration certificates 3. Collects vehicle excise duty, and recording keeper, accident scrapped and theft details

ENVIRONMENTAL PROTECTION AUTHORITY	
Responsibilities of the Agency: Ensures that human activities are safe and environmentally friendly	Details of Activities: <ol style="list-style-type: none"> 1. It ensures protection of the people of the Metropolis and the environment from significant health risks 2. Sponsors and conducts research 3. Develops and enforces environmental regulations

GHANA STANDARDS AUTHORITY	
Responsibilities of the Agency: Serves as quality assurance for consumable products	Details of Activities: <ol style="list-style-type: none"> 1. It is responsible for acquiring, storing, distributing and disposing of personal property and supplies 2. Acquiring, managing and disposing of real property

GHANA REVENUE AUTHORITY	
Responsibilities of the Agency: Collects taxes and levies for the government	Details of Activities: It ensures maximum compliance with all relevant tax laws in order to ensure a sustainable revenue stream for government, trade facilitation and a controlled and safe flow of goods across and within the country.

SOCIAL SECURITY AND NATIONAL INSURANCE TRUST	
Responsibilities of the Agency: Manages the insurance of workers	Details of Activities: <ol style="list-style-type: none"> 1. Register employees and workers 2. Collects contributions 3. Manages records of members 4. Invests the funds of the scheme 5. Process and pay benefits to eligible members and nominated dependents

GHANA PASSPORT OFFICE

GHANA EDUCATION SERVICE	
Responsibilities of the Agency: Produces passports for citizens	Details of Activities: <ol style="list-style-type: none"> 1. It issues passports and other travel documents to Ghanaians whose application have been approved 2. Provides files and documents in respect of passports under investigation by the Interpol, the Bureau of National Investigation (BNI) and the Ghana Police Service

GHANA HEALTH SERVICE	
Responsibilities of the Agency: Manages public and private schools	Details of Activities: It is responsible for the implementation of pre-tertiary educational policies of the government to ensure that all Ghanaian children of school-going age irrespective of tribe, gender, disability, religious and political affiliation are provided with good quality formal education

GHANA HEALTH SERVICE	
Responsibilities of the Agency: Manages public and private health Institutions	Details of Activities: <ol style="list-style-type: none"> 1. They develop appropriate strategies and set technical guidelines to achieve Ghana national policy objectives 2. They undertake management and administration of the overall health resources within the service 3. Promote healthy mode of living and good

	health habits by people
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NATIONAL HEALTH INSURANCE AUTHORITY	
Responsibilities of the Agency: Registers and renews health insurance of subscribers	Details of Activities: <ol style="list-style-type: none"> 1. Implements, operates and manages the NHIS 2. Determines in consultation with the Minister contributions that should be made by members of the NHIS 3. Registers members of the NHIS 4. Register and supervise private health insurance schemes 5. Issue identity cards to members of the NHIS

GHANA BROADCASTING CORPORATION	
Responsibilities of the Agency: Provides information, education and entertainment	Details of Activities: It provides for general reception in Ghana radio and television broadcasting services in the field of culture, education, information and entertainment which reflects national progress and aspirations

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
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- | |
|---|
| <ol style="list-style-type: none">1. Administrative Information2. Human Resource Information3. Environmental Health/Waste/Engineers4. Works5. Information on Planning (Physical and Development)6. Social Welfare and Community Development7. Information on Health8. Information on Education |
|---|

Types of Information Accessible at a fee:
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- | |
|---|
| <ol style="list-style-type: none">1. None |
|---|

3. Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the [KMA](#). To requests for information under the RTI Act from the [KMA](#), applicants are to follow these basic procedures:

3.1 The Application Process

- a.** Application by any person or organization who seeks access to information in the custody of [KMA](#) must be made in writing, using the standard RTI Application Form. (**See Appendix A for the Standard RTI Application Form**). A copy of the form can be downloaded or completed and submitted electronically on the [KMA's](#) official website or the Ministry of Information website.

- b.** In making the request, the following information must be provided:
 - Date of the Application.
 - Name of the applicant or the person on whose behalf an application is being made.
 - Name of the organization represented by the applicant.
 - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
 - Brief description of information being sought. (Applicant are to specify the class and type of information including cover dates).
 - Payment of relevant fee if applicable.
 - Signature/ thumbprint.

- c.** Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

 - Driver's License.
 - Passport.
 - National ID.
 - Voter's ID.

- d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.?)
- e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;
- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
 - The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
 - A witness must endorse the face of the request with the writing; *"the request was read to the applicant in the language the applicant understand and the applicant appeared to have understood the content of the request."*
 - The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 Response to Applicants

a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of the access.
- The expected publication or submission day of the information in the case of a deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

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. Appendix A: Standard RTI Request Form

[Reference No.:]

**APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO
INFORMATION ACT, 2019 (ACT 989)**



	Name of Applicant:	
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2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	<input type="checkbox"/> Individual/Organization/Institution	<input type="checkbox"/>	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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:	<input type="checkbox"/> <input type="checkbox"/> Inspection of Information Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> <input type="checkbox"/> Translated (specify language) <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 100px; margin-top: 5px;"></div>		

<p>10 (a).</p>	<p>Form of Access:</p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hard copy Electronic copy Braille </p>
<p>11.</p>	<p>Contact Details:</p>	<p> <input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____ </p>
<p>12.</p>	<p>Applicant's signature/thumbprint:</p>	
<p>13.</p>	<p>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></p>	

6. Appendix B: Contact Details of KMA's Information Unit

Name of Information/Designated Officer:

Madam Yvonne Naboo – Designated RTI Officer
Nana Brempomaa Adusei – Assistant RTI Officer

0552199681
0249587038

P. o. box 1916, Adum - Kumasi

7. Appendix C: Acronyms

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>KMA</i>	<i>Kumasi Metropolitan Assembly</i>
<i>BOP</i>	<i>Business Operating Permit</i>
<i>F&A</i>	<i>Finance & Administration</i>
<i>DLrev</i>	<i>District local revenue</i>
<i>GoG</i>	<i>Government of Ghana</i>
<i>HOD</i>	<i>Head of department</i>
<i>MOF</i>	<i>Ministry of Finance</i>
<i>IGF</i>	<i>Internally Generated Fund</i>
<i>MCE/MCD</i>	<i>Metropolitan Chief Executive/Metropolitan Chief Director</i>
<i>GES</i>	<i>Ghana Education Service</i>
<i>MOE</i>	<i>Ministry of Education</i>
<i>NGO</i>	<i>Non-Governmental Organization</i>
<i>GHS</i>	<i>Ghana Health Service</i>
<i>RELC</i>	<i>Research and Extension Linkage Committee</i>
<i>MTTU</i>	<i>Motor Transport and Traffic Unit</i>
<i>NADMO</i>	<i>National Disaster Management Organization</i>
<i>CSO</i>	<i>Civil Society Organization</i>
<i>FDA</i>	<i>Food and Drugs Authority</i>
<i>GSA</i>	<i>Ghana Standards Authority</i>
<i>AEA</i>	<i>Agricultural Extension Agent</i>
<i>FBO</i>	<i>Farmer-Based Organization</i>
<i>NHIS</i>	<i>National Health Insurance Scheme</i>

8. 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>
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>

