



**Government of Ghana**

# Right to Information Manual

Ministry of Fisheries and Aquaculture (MoFA)

2025

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## 1.0. Overview

The Right to Information (RTI) Act, 2019 (Act 989) was passed by Parliament of Ghana in 2019, and assented to by President the same year to give constitutional right to access to information held by public institutions as provided under Article 21(1)(f) of the 1992 Constitution, subject to the exemptions that are necessary and consistent with the protection of public interest. The Act applies to information which came into existence before or after its enactment. It sets out the qualifications and conditions under which an information could be accessed.

Section 3(1) of the RTI Act requires public institutions including the Ministry of Fisheries and Aquaculture (MoFA) to compile and publish an up-to-date information in the form of a manual. The Manual as provided under Section 3(2) shall contain among other things, the list of departments or agencies under the public institution, a description of the organizational structure and responsibilities and a list of the various classes of information which are prepared by or are in the custody of the public institution.

Accordingly, the Ministry has developed this Manual in compliance with Section 3 of Act 989 to serve as a guide for the implementation of the Right to Information Act, 2019 (Act 989) at the Ministry of Fisheries and Aquaculture. The Manual provides the:

- i. list of Agencies under the Ministry and organizational manual
- ii. list of classes of information prepared by, in the custody or under the control of the Ministry
- iii. list of the types of information that may be accessed or inspected free of charge or subject to a fee payable in respect of an access to information as specified under section 75.
- iv. Name, address and contact details of the information officer designated by the Ministry
- v. Arrangements made or procedures established by the Ministry to enable a member of the public to seek amendment his/her personal official records with the Ministry.

This RTI manual was developed based on the guidelines and template issued by the Right to Information Commission under section 4.

### 1.1. Purpose of Manual

The Manual has been developed to serve as a guide for the implementation of the Right to Information Act, 2019 (Act 989) at the Ministry of Fisheries and Aquaculture. It is expected to enhance transparency and accountability at the Ministry.

## **2.0. Directorates and Agencies under Ministry of Fisheries and Aquaculture (MoFA)**

This section provides a profile of the Ministry including its establishment and mandate, vision, mission and functions. It also outlines the list all Directorates and Agencies under the Ministry, as well as, a description of the organizational structure, responsibilities, details of activities and classes of information accessible at the Ministry.

### **2.1. Profile of the Ministry**

#### **2.1.1. Establishment and Mandate**

MoFA was created as part of the Civil Service in January 2013 under E.I. 1, Civil Service (Ministries) Instrument 2013. The Ministry was further allowed to continue to exist under E.I. 28, Civil Service (Ministries) Instrument 2017 and E. I. 12, Civil Service (Ministries) Instrument 2021. The core mandate of MoFA is to formulate and implement sector Policies and Strategies aimed at transforming the Fisheries and Aquaculture Sector to contribute more effectively to national development through science, technology, innovation and institutional capacity enhancement.

#### **2.1.2. Core Functions of MoFA**

The core functions of the Ministry include, to:

- i. Formulate and implement Sector Development Policies and Strategies in line with National Development Policy Frameworks
- ii. Facilitate the development of Aquaculture sub-sector to contribute to domestic fish production and National Development
- iii. Enforce Fisheries Laws and Regulations to protect Fisheries Resources
- iv. Promote sustainable management of fisheries resources for national benefits
- v. Develop Sector Medium-Term Development Plans consistent with National Development Policy Frameworks.
- vi. Coordinate all interventions to accelerate the development of the Fisheries and Aquaculture sub-sector and industry.
- vii. Have oversight responsibility of all Agencies in the sector.

#### **2.1.3. Vision**

A sustainable, well-governed, and resilient Fisheries and Aquaculture sector, driven by equity, innovation and strategic investments, delivering food security, decent jobs, economic growth, resource and environmental stewardship, and contributing to the National Blue Economy Agenda.

#### **2.1.4. Mission**

MoFA exists to transform the Fisheries and Aquaculture Sector and Industry into a viable economic segment and provide support services to promote private sector investment.

### **2.2. Administrative Structure of MoFA**

The Ministry is headed by a Minister and assisted by a Chief Director. The Minister has oversight responsibility for ensuring that all policies in the fisheries sector are implemented based on the overall Government Agenda. The Chief Director is the bureaucratic or administrative head of the Ministry and the Chief Advisor to the Minister. The Chief Director is supported by Directors heading the four (4) line Directorates as prescribed by the Civil Service Act, 1993 (PNDCL 327) namely:

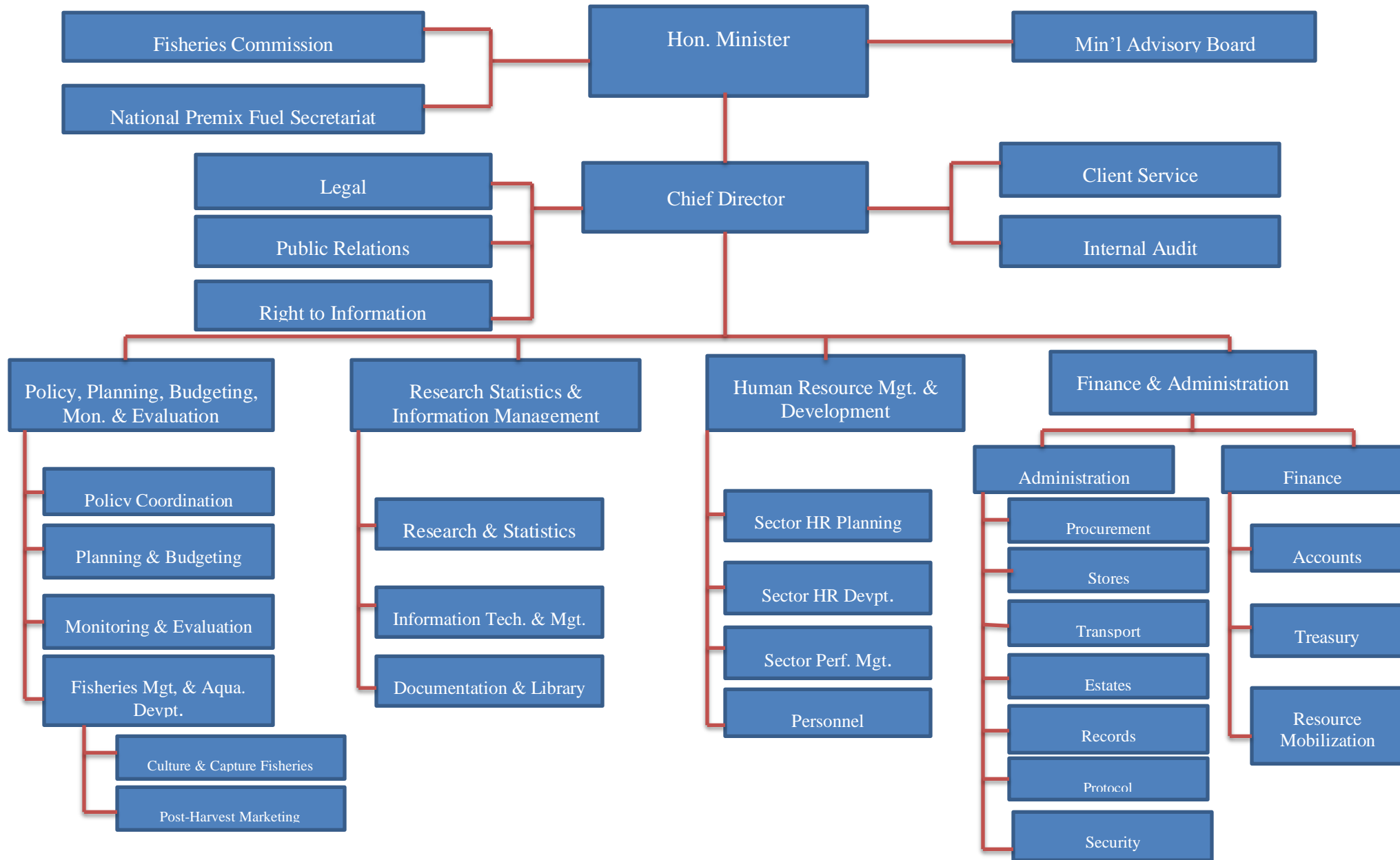
- Policy, Planning, Budgeting, Monitoring and Evaluation Directorate (PPBMED)

- Research, Statistics and Information Management Directorate (RSIMD)
- Human Resource Management Directorate (HRMD)
- Finance and Administration Directorate (F&A)

### 2.2.1. Description of Activities of each Directorate and Department

DIRECTORATE/DEPARTMENT	RESPONSIBILITIES/ACTIVITIES
<b>Policy, Planning, Budgeting, Monitoring and Evaluation (PPBME)</b>	<ul style="list-style-type: none"> <li>• Leads the technical processes for the development and coordination of policies, plans, programmes and budgets of all activities of the Ministry.</li> <li>• 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.</li> </ul>
<b>Research, Statistics and Information Management (RSIM)</b>	<ul style="list-style-type: none"> <li>• Conducts and commissions researches, compiles and analyses data for the Ministry.</li> <li>• Compiles all information pertaining to the Ministry in line with its activities and programmes.</li> <li>• Creates and maintains data bank for effective and efficient decision-making.</li> <li>• Facilitates the projection of the image of the Sector by disseminating information on the Ministry's policies, activities and procedures.</li> <li>• Provides a mechanism for receiving feedback on Ministry's policies and activities.</li> </ul>
<b>Human Resource Management and Development (HRMD)</b>	<ul style="list-style-type: none"> <li>• Develops sector-wide policy Human Resource (HR) planning, Succession Planning, Training and Development and Performance Management.</li> <li>• Ensures that there is in place an effective and stable management framework consistent with the overall manpower needs of the Sector.</li> </ul>
<b>Finance and Administration (F&amp;A)</b>	<ul style="list-style-type: none"> <li>• This directorate ensures that approved personnel policies on employment, personnel records, training and wages and salaries administration are translated into good management practices are effectively carried out.</li> <li>• It also ensures that there is proper financial management and its administration at the Ministry.</li> <li>• It also leads the administration of Treasury management, accounts preparation and facilitates the process for sourcing funds from donor partners and stakeholders for implementing programmes and projects of the Ministry.</li> </ul>

### 2.2.2. Organogram of the Ministry



### 2.3. Agencies under Ministry of Fisheries and Aquaculture

MoFA has two (2) implementing agencies, namely the Fisheries Commission (FC) and the National Premix Fuel Secretariat (NPFS).

#### 2.3.1. The Fisheries Commission

The FC is established by the Fisheries Act, 2002 (Act 625) to regulate and manage the utilization of fishery and aquaculture resources through effective policy implementation. The FC has sixteen (16) Regional Offices across the country. The responsibilities and details of activities of the FC are provided in the table below.

#### *Responsibilities and Details of Activities of the FC*

##### **Responsibilities of the Agency:**

*The Fisheries Commission is to regulate and manage the utilization of the fishery resources of Ghana and co-ordinate the policies in relation to them.*

##### **Details of Activities:**

- a) Prepare and keep under continual review plans for the management and development of fisheries in waters under the jurisdiction of Ghana
- b) Establish priorities for the utilization of fishery resources which will provide the greatest benefits to the country
- c) Ensure the proper conservation of the fishery resources through the prevention of overfishing
- d) Strive to minimize, as far as practicable, fishery gear conflict among users
- e) Ensure the monitoring, control and surveillance of the fishery waters
- f) Promote sub regional, regional and international co-operation in fisheries management
- g) Promote co-operation among local fishermen and advance the development of artisanal fishing
- h) Carry out research and survey work for the assessment of stock of the fisheries resources

- i) Correlate fisheries with other water use and environmental protection particularly with respect to the fish resources and food chain in the rivers, lagoons, lakes and the continental shelf along the coast of the country
- j) Standardize fish quality, weight and the basis for fish pricing in consultation with any other agency that has responsibility to fish quality standards;
- k) Make recommendations to the Minister on grant of licensing for fishing
- l) In consultation with the Minister, control and coordinate the importation of fresh and frozen fish;
- m) In collaboration with the competent authority, establish requirement for manning fishing vessels and boats, safety for crew and vessels and for fishing gears in use to avoid damage by other vessels;
- n) Hear and determine complaints from persons aggrieved in respect of matters arising from or related to fishing activities and the fishing industry generally;
- o) In collaboration with District Assemblies with fishing communities, ensure the enforcement of the fishery laws including bye-laws made by the relevant District Assemblies.

### 2.3.2. The National Premix Fuel Secretariat

The NPFS is established under the National Premix Fuel Committee Regulations, 2016 (L. I. 2233) to facilitate the procurement and distribution of premix fuel to fishing communities across the country. NPFS serve as the Secretariat of the National Premix Fuel Committee established under Section 1 of L. I. 2233 and operates in the fishing communities through the Landing Beach Committees (LBCs). The responsibilities and details of activities of the Secretariat are provide below.

***Responsibilities and Details of Activities of NPFs***

<b><i>Responsibilities of the Agency:</i></b>	<b>Details of Activities:</b>
<i>Monitor and ensure that Premix fuel is distributed equitably and efficiently.</i>	<ul style="list-style-type: none"> <li>a) Categorize the Landing Beach Committees into groups and estimate what their liftings should be</li> <li>b) Develop a register for all Landing Beach Committees</li> <li>c) Monitor, evaluate and reconcile Premix Fuel requested by the Secretariat and supplied by the Tema Oil Refinery or any other licensed operator and lifted by Oil Marketing Companies with Premix Fuel received by the Landing Beach Committees</li> <li>d) Perform technical and administrative functions in relation to Premix Fuel</li> <li>e) Receive complaints and other reports from beneficiaries of Premix Fuel and forward the complaints and reports to the Committee for redress</li> <li>f) Co-ordinate the activities of Oil Marketing Companies and other stakeholders</li> <li>g) Undertake financial transactions and report to and advise the Committee on matters concerning Premix Fuel administration</li> <li>h) Initiate an annual financial audit by an external auditor appointed by the Ministry</li> <li>i) Arrange for an annual performance audit of Landing Beach Committees</li> <li>j) Prepare an annual budget and submit to the Ministry for approval</li> <li>k) Perform any other duties that are necessary for carrying out its functions.</li> </ul>

## 2.4 Classes and Types of information

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

1. Sector wide Annual Performance Reports
2. National Fish Festival and Farmers' Day Celebration Reports
3. Sector Medium-Term Development Plans (MTDP)
4. Sector Budget Implementation Reports
5. National Fisheries and Aquaculture Policy
6. Co-Management Policy for the Fisheries Sector
7. Fisheries Management Plans
8. Ghana National Aquaculture Development Plans
9. Aquatic Animal Health Policy
10. Client Service Charter
11. Organizational Manuals
12. Fisheries and Aquaculture Infrastructure Projects
13. Financial Information
14. Fisheries Laws and Regulations

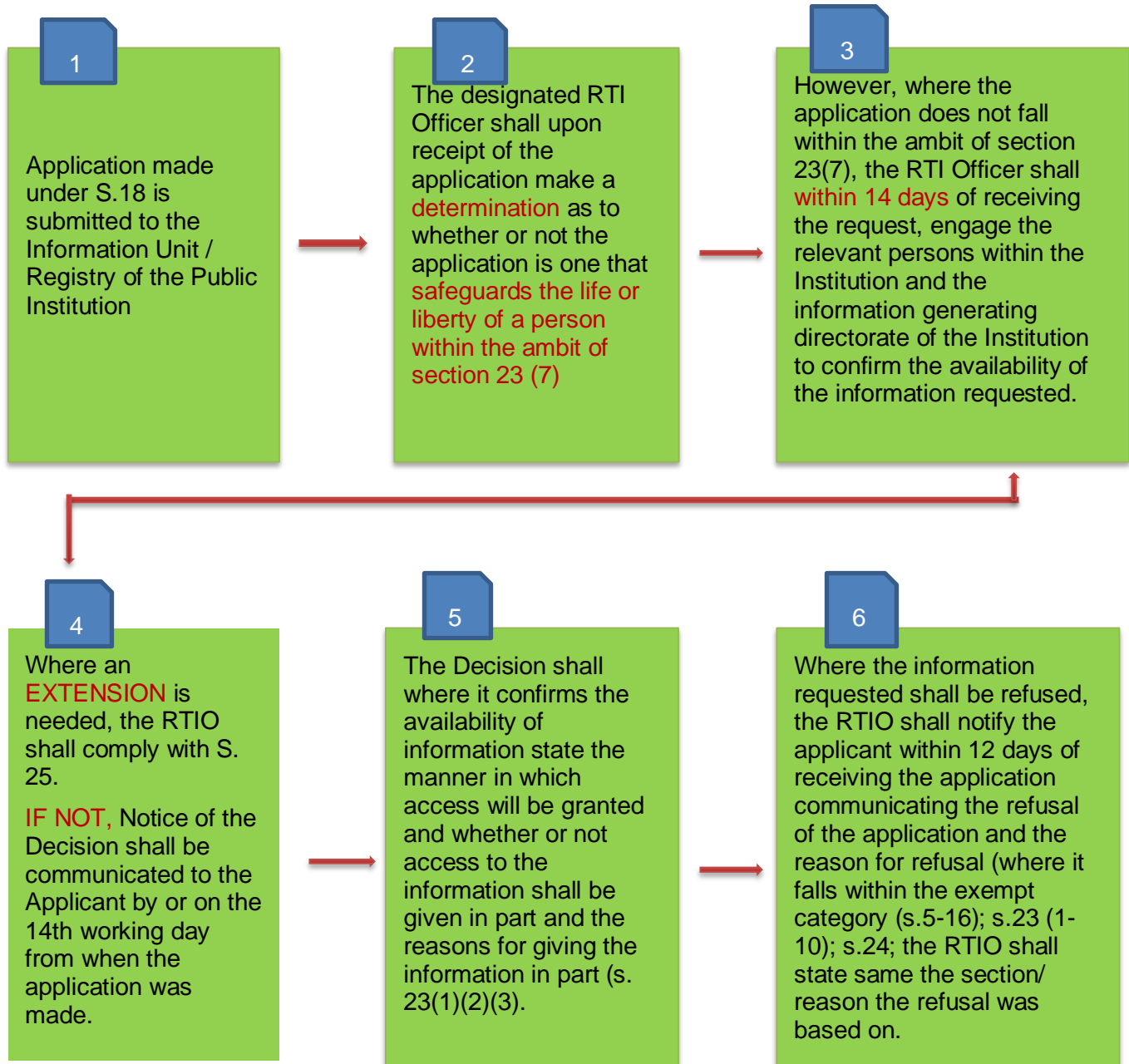
### Types of Information Accessible at a fee:

The fee for accessing information is subject to the approved Fees and Charges (Miscellaneous Provisions) Act, 2022, (Act 1080) by Parliament of Ghana.

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

For a transcription of an audio record, for an A4 size page or part thereof	0.70
For a copy of audio record	1.00

### 3.0. PROCESSING & DECISION ON APPLICATIONS – S. 23



**RTIO:** Right to Information Officer

## **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 indicating;
  - Name and proof of identity.
  - Particulars that will enable the records of the public institution to 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 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 a request is made for a written transcript of the information, a reasonable transcription cost may be requested by the Information Officer. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

**Under Section 75 (2), fees are not payable for:**

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus, a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant-General.

**6.0. Appendix A: Standard RTI Request Form**

[Reference No.: .....]

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



<b>1.</b>	<b>Name of Applicant:</b>	
<b>2.</b>	<b>Date:</b>	

3.	<b>Public Institution:</b>			
4.	<b>Date of Birth:</b>	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
5.	<b>Type of Applicant:</b>	Individual <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>	
6.	<b>TIN Number</b>			
7.	<b>If Represented, Name of Representative:</b>			
7 (a).	<b>Capacity of Representative:</b>			
8.	Type of Identification: Voter's ID	<input type="checkbox"/> National ID <input type="checkbox"/> Driver's License	<input type="checkbox"/> Card	<input type="checkbox"/> Passport
8 (a).	<b>Id. No.:</b>			
9.	<b>Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):</b>			
10.	<b>Manner of Access:</b>	<input type="checkbox"/> Inspection of Information <input type="checkbox"/>		

		<p><b>Copy of Information</b></p> <p><input type="checkbox"/> Viewing / Listen</p> <p><input type="checkbox"/> Written Transcript</p> <p><input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" type="text"/></p>
<p><b>10 (a).</b></p>	<p><b>Form of Access:</b></p>	<p><input type="checkbox"/> Hard copy    <input type="checkbox"/> Electronic copy    <input type="checkbox"/> Braille</p>
<p><b>11.</b></p>	<p><b>Contact Details:</b></p>	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
<p><b>12.</b></p>	<p><b>Applicant’s signature/thumbprint:</b></p>	
<p><b>13.</b></p>	<p><b>Signature of Witness (where applicable)</b></p> <p><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>	

**7.0. Appendix B: Contact Details of MoFA Information Unit**

**Name of Information/Designated Officer:**

Albert Mensah

**Telephone/Mobile number of Information Unit:**

+233548436909

**E-mail**

albert.mensah@mofad.gov.gh

**Postal Address of the institution:**

P.O. Box GP 630, Accra

## 8.0. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>ABNJ</i>	<i>Areas Beyond National Jurisdiction</i>
<i>AFJ</i>	<i>Aquaculture for Food and Job</i>
<i>ATLAFCO</i>	<i>Ministerial Conference on Fisheries Cooperation Among African States Bordering The Atlantic Ocean</i>
<i>F&amp;A</i>	<i>Finance and Administration</i>
<i>FAO</i>	<i>Food and Agriculture Organization</i>
<i>FC</i>	<i>Fisheries Commission</i>
<i>FEU</i>	<i>Fisheries Enforcement Unit</i>
<i>HR</i>	<i>Human Resource</i>
<i>HRMD</i>	<i>Human Resource Management Division</i>
<i>ICCAT</i>	<i>International Commission For Conservation Of Atlantic Tunas</i>
<i>INFOPECHE</i>	<i>Intergovernmental Organization for Marketing and Cooperation Services for Fishery Products in Africa</i>
<i>IUU</i>	<i>Illegal, Unreported, And Unregulated Fishing</i>
<i>MOFA</i>	<i>Ministry of Fisheries and Aquaculture</i>
<i>NABCO</i>	<i>Nation Builders Corps</i>
<i>NPFS</i>	<i>National Premix Fuel Secretariat</i>
<i>PPBME</i>	<i>Policy, Planning, Budgeting, Monitoring, and Evaluation</i>
<i>RSIM</i>	<i>Research, Statistics and Information Management</i>
<i>VMS</i>	<i>Vessel Monitoring System</i>
<i>WARFP</i>	<i>West Africa Regional Fisheries Programme</i>

## 9.0. 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>

