REPUBLIC OF GHANA

2007

ANNUAL REPORT

FOOD AND DRUGS

BOARD

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LIST OF TABLES

List of Acronyms

FDB - Food and Drugs Board

PNDC	- Provisional National Defence Council
MER	- Medicines Evaluation and Registration
POW	- Programme of Work
CDC	- Cosmetics, Devices and Chemical Substances
SMU	-Safety Monitoring Unit
PC	- Pharmacy Council
MOH	-Ministry of Health
MOFA	-Ministry of Food and Agricultural
GSB	-Ghana Standard Board
GMP	-Good Manufacturing Practices
DA	-District Assembly
MA	-Municipal Assemblies
DERD	- Drugs Evaluation and Registration Department
PIU	- Premises Inspection Unit
FSND	-Food Safety and Nutrition Department
HACCP	- Hazard Analysis and Critical Control Point
COP	-Code of Practice
FSMU	-Food Safety Management Unit
FERU	-Food Evaluation and Registration Unit
FSU	-Food Standards Unit
GWP	-Good Warehouse Practice
GHP	-Good Hygiene Practices
SMSE	-Small and Medium Scale Enterprises
GAP	-Good Agricultural Practices
CEPS	-Custom Excise and Preventive Service
EU	-European Union
USI	-Universal Salt Iodations Programme
EHO	-Environmental Health Officers
VSD	-Veterinary Services Directorate
GCSHPs	- Good Cold Storage and Handling Practices
GMHPs	-Good Meat handling Practices
WHO	-World Health Organisation
GHS	-Ghana Health Service
PRMIS	-Projects, Research and Management Information System
IGF	-Internal Generated Fund
GCNET	-Ghana Community Network Services
GCMS	-Ghana Customs Management System
MDA's	–Ministries, Departments and Agencies
GOG	-Government of Ghana
PE	-Personal Emoluments
DPF	-Donor Pooled Fund
IRS	-Internal Revenue Service
SSFC	-Social Security Fund Contributions
CAGD	-Controller Accountant General Department

Foreword

This report presents an appraisal of the performance of all the various Departments and Units within the Board in 2007. The report also focuses on the background of the Board and the following areas:

- The mandate of each of the Departments
- Expectation of the Departments for 2007
- The extent of Performance
- The Achievements
- The Constraints and
- The Way Forward

1.0 INTRODUCTION

The Food and Drugs Board was established by the Food and Drugs Law, 1992 (PNDCL 305B). This law has since been amended by the Food and Drugs (Amendment) Act 523, 1996 to provide for the fortification of salt to alleviate nutritional deficiencies and to bring the provision of the law in conformity with the 1992 Constitution of the Republic of Ghana.

1.1 General Background of Food and Drugs Board

Before 1990, the control of Drugs and practice of Pharmacy profession were under the Pharmacy and Drugs (Act 64), 1961. In 1990, the Provisional National Defence Council (PNDC) passed the Narcotics Drugs Control, Enforcement and Sanctions Law (PNDCL 236). This law established the Narcotics Control Board to deal with the rising incidence of drug abuse in the country and threatening dimensions that illicit drug dealing had taken internationally.

In 1992, the PNDC separated the control of Drugs other than narcotics from the practice of pharmacy.

The Food and Drugs Law 1992 (PNDCL 305B) was then enacted to control the manufacture, importation, exportation, distribution, use and advertisements of Food Drugs, Cosmetics, Chemical Substances and Medical Devices. The Pharmacy Act 1994 (Act 489) was subsequently passed in 1994 to established the Pharmacy Council to control the practice of the Pharmacy profession and the registration of Pharmacists. Although the Food and Drugs Law was passed as far back as 1992, it was not until 27th August 1997 that the first Board was inaugurated.

The Food and Drugs Board is under the control and supervision of the Minister responsible for Health.

1.2 Functions of the Board

The functions of the Board as spelt out by the PNDCL 305B (1992) are as follows: The Board shall advise the Minister of Health on all matters relating to the administration and implementation of the law without prejudice to the above, the Board shall:

- *Advise the Minister on measures for the protection of the health of consumers*
- *In co-operation with the Ghana standards Board, ensure adequate and effective standards for Food and Drugs:*
- *Monitor through the District Assemblies and other agencies of state compliance with this Law:*
- *Advise the Minister on the preparation of effective regulation for the full implementation of the provisions of the Law:*
- *Perform the functions assigned to it under this law.*

1.3 Our mandate

The Food and Drugs Law of 1992 (PNDCL 305B), which established the Food and Drugs Board, put the control, the manufacture, importation, exportation, distribution, use and advertisement of Food, Drugs, Cosmetics Medical Devices and Household Chemical Substances under the purview of the Board with respect to ensuring their safety, quality and efficacy.

1.4 The Vision

The vision of the Food and Drugs Board is to become a center of excellent in Food and Drugs regulatory affairs on the African continent.

1.5 The Mission Statement and Goals

The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all Food, Drugs, Cosmetics, Household Chemical Substances and Medical Devices (hereinafter referred to as products) locally manufactured, imported, distributed, sold or used, to ensure the protection of the consumer as envisaged by the law regulating Food and Drugs in force in Ghana.

To realize this mission, the Board has set for itself the following goals:

The Board shall:

- *Advice the Minister of Health on measures to protect the health of the consumer*
- *Recruit qualified staff and ensure their training, development and maintenance for optimal productivity and quality service delivery*
- *Ensure that Legislative Instruments are passed for the laws and guidance of its clients*
- *Develop and implement a well researched communications strategy to promote the functions of the Food and Drugs Board and matters relating to health of the consumer under the Food and Drugs Board's contributions to safety and efficacy*
- *Ensure that product information and advertisement are not misleading or deceptive nor contain references to diseases for which advertisement is prohibited*
- *Ensure that all local manufactures of products are licensed and that their operations conform to current codes of Good Manufacturing Practices (GMP)*
- *Ensure that all products locally manufactured, imported and/or exported are registered to assure their safety, quality and efficacy*
- *Collaborate with other governmental and non-governmental bodies, the District and Municipal Assemblies to enable optimal performance of its functions.*
- *Undertake research and analysis to enable the fulfilment of its obligations to the nation*
- *Develop an organizational structure with financial, information technology and human resource facilities that encourage self development, responsibility and empowerment of staff to meet the functions of the Food and Drugs Board*
- *Have well branded, comprehensive, distinctive and high quality operations throughout the nation*
- *Establish, maintain, monitor and update standards of products*

2.0 DRUGS DIVISION

The Drugs Division handles all Drugs and its related issues and is made up of three Departments, consisting of six Units'

2.1 DRUGS EVALUATION AND REGISTRATION DEPARTMENT

The Drugs Evaluation and Registration Department (DERD) consists of the following Units;

- ③ Medicines Evaluation and Registration (MER)
- ③ Cosmetics, Devices and Chemical Substances(CDC)
- ③ Herbal and Homeopathic (HM)
- ③ Safety Monitoring Unit (SMU)

2.1.1 The Mandate of DER Department

The mandate of DER Department includes the following:

- ③ Receive and process applications submitted for registration of medicines.(Allopathic, nutriceuticals, veterinary, herbal, homeopathic), Cosmetics, Household Chemical Substances, and Medical Devices
- ③ Evaluate protocol for Clinical Trials
- ③ Monitor the safety of products marketed and for clinical trial through distribution, collection and collation of adverse reaction forms
- ③ Vet application for import permits

2.1.2 Expectations of 2007 Programme of Work (POW)

The following were the expected programme of work for 2007:

- ③ Hold dossier evaluation meetings
- ③ Coordinate product registration and divisional meetings
- ③ Organize four stakeholders meetings, SMU training of ZDOs, ICPs, and primary reporters

2.1.3 The Extent of Performance and Achievements

During the period under review the extent of performance of the Department are stated below:

A total of 1035 applications were received during the year under review. The details are as stated below:

- Imported Allopathic Drug, Registration: 379 (including 10 New Drugs).
- Imported Allopathic Drug, Re-registration: 302
- Local Allopathic Drug, Registration: 52
- Local Allopathic Drug, Re-registration: 156

- Veterinary Drugs, Registration: 37
- Veterinary Drugs, Re-registration: 10
- Food Supplements, Registration: 70
- Food Supplements, Re-registration: 29

There were six dossier evaluation meetings at which a total of 762 documents were evaluated. The details are as follows:

③ Dossier for Imported Allopathic Drugs, Registration: 390

③ Documents for Imported Allopathic Drugs, Re-registration: 20

③ Dossier for Local Allopathic Drugs, Registration: 46

③ Dossier for Food Supplements, Registration: 70

③ Dossier for Veterinary Drug, Registration: 37

③ Additional documentation: 229

Table 1: Summary of Performance and Achievement

Programmed Activities	Expected Results	Achieved Results	Variance	Remarks
Product Registration: Allopathic Drugs Foreign (Registration)	369	183	186	None of the new drugs applications submitted for registration during the year has been approved because documents submitted did not conform to what is requested by the Board.
Allopathic Drugs Foreign (Registration – New Chemical Entities)	10			
Allopathic drugs foreign (Re-registration)	302	292	10	302 applications were received for re-registration of imported allopathic drugs. 68 were deferred as a result of label queries

				and quality control failure.
Allopathic drugs – local (registration)	52	37	15	15 out of the 52 local applications received for registration were not approved after the respective registration meetings because if issues with documents submitted.
Allopathic drugs – local (Re-registration)	156	141	15	156 local applications were received for reregistration purposes. 15 were deferred as a result of label queries and quality control failures.
Veterinary drugs – foreign (registration)	37	73	15	
Food supplements – foreign (registration)	70	4	33	
Food supplements – foreign (Re-registration)	29	51	61	
Abridged group registration	176	51	-	The 176 allopathic drugs were submitted by Ernest Chemist Limited from different manufacturers and have been given one year validity.
Operational Meetings Dossier evaluation	6	6	-	
Product Registration	5	5	-	
Data capture on SIAMED New applications	284	220	64	
Additional documentations	238	238	-	
Variations	80	59	21	

Five product registration meetings were organized during the year under review.

During the year under review, a total of 517 data were captured into the SIAMED. These are: 220 New Applications for Allopathic Drugs, 238 Additional Documents and 59 Variations.

Stakeholder meetings were organized to educate applicants on the Board's expectation during compilation of registration dossiers.

HERBAL MEDICINES UNIT

Tables 2 and 3 below for breakdown of products received and approved.

Table 2: The table below gives a breakdown of applications received.

Application type	No. of applications		Total
	Registration	Re-registration	
Foreign products	41	21	62
Local Products	72	92	164
Total	**113**	**113**	**226**

Table 3: Breakdown of products approved.

Application type	Expected	Achieved	Variance	comments
Foreign (Registration)	41	59	+18	
Foreign (Re-registration)	21	11	-10	
Local (Registration)	72	111	+39	
Local (Re-registration)	92	80	-12	
Total	**226**	**261**		Some products were carried from the previous year to the year under review for processing.

COSMETICS, DEVICES AND CHEMICAL SUBSTANCES

Table 4 shows the breakdown of applications processed for 2007.

Table 4: Summary of Performance and Achievement

Application Type	Cosmetics	Household Chemical Substance	Medical Devices
Application received	646	154	123
Products Registered	524	116	88
Products Deferred	122	38	35

	Programmed Activities	Expected Results	Achieved Results	Variance	Remarks
2.1.1	**Product Registration** Cosmetics (foreign)	631	520	-111	The apparent discrepancy in the figure is due to the figures is due to the fact that, processing of applications take not less than 3 months; some products which were pending registration from the previous quarter of 2006 were registered during the year under review.
2.1.2	Cosmetics (Local)	15	3	-11	
2.1.3	Household chemicals (Foreign	143	114	-29	
2.1.4	Household chemicals (Local	11	2	-9	
2.1.5	Medical devices (Foreign)	122	88	-34	Products were rejected for registration because of insufficient information, claims on product labels and the inclusion of unapproved substances in the list of product ingredients
2.1.6	Medical devices (Local)	1	0	-1	

SAFETY MONITORING UNIT

The table below shows the total number of routine data collection, collation and maintenance of the national database for adverse reaction and events reports:

Total number of safety reports received	**275**
Number of **ADR** reports	**156**
Number of **AEFI** reports	**51**
Number of **Clinical Trial** reports	**68**
Number of ADR & AEFI reports **forwarded to TAC**	**143 (50 AEFI)**
Number of ADR & AEFI reports completely assessed by **TAC**	
Number of ADR & AEFI reports committed to **VigiFlow**	**30**

2.2 TOBACCO AND SUBSTANCE OF ABUSE DEPARTMENT

2.2.1 Mandate

The Department was established in January 2005 and has the mandate to control tobacco, illicit narcotic drugs, psychotropic, substances and chemical precursors

2.2.2 Expectations for 2007 Programme of Work (POW)

The Department expected POW in 2007 includes the following:

- ③ Administration of controlled substances
- ③ Intensified follow up and verification of distribution records and returns submitted by importers
- ③ To participate in WORLD NO TOBACCO DAY celebrations in Ghana

2.2.3 The Extent of Performance and Achievements

The extent of performance includes:

- ③ The tobacco control unit could not take off as this is dependent on the tobacco Law.
- ③ Throughout the year, routine administration of controlled substances was done.

- ③ The submission of related documents was remarkably increased and targeted at encouraging importers to abide by FDB regulations in this respect.
- ③ Educational programmes on the harmful effects of tobacco and illicit drugs were organized for school children.

2.3 DRUG INSPECTORATE DEPARTMENT

The drugs inspectorate is the outreach wing of the Drugs Division and operates under three main units.
These are:

- ③ Premises Inspection Unit
- ③ Post Marketing Surveillance
- ③ Operational Research / Industrial Support Unit

2.3.1 Mandate

The mandate of the Department includes the following:

- ③ Inspections for Pre- and Post licensing of local facilities for the manufacture of Drugs (Allopathic/Herbal), Cosmetics, Medical Devices and Household Chemical Substances.

- ③ Inspections of foreign pharmaceutical manufacturing facilities for compliance to GMP and Marketing Authorisation

- ③ Post Marketing Surveillance of regulated products.

- ③ Inspection of pharmaceutical warehouses
- ③ Supervision of safe disposal of expired/unwholesome products.

- ③ Investigation into consumer complaints of non compliant products as well as counterfeited products.

- ③ Research, data collection and management
- ③ Coordination of educational and training programmes
- ③ Advert monitoring in both print and electronic media
- ③ General support service for local industries for compliance to GMP
- ③ Regulating activities of small scale manufacturers in the area of extemporaneous preparations

The following are some of the key areas covered in 2007:

- ③ GMP, pre-licensing and post-licensing audit inspection of pharmaceutical, herbal, cosmetics and household chemical manufacturing companies.

- ③ Inspection of pharmaceutical ware-houses.
- ③ Supervision of safe disposal of unwanted pharmaceutical and related products.

- ③ Collaboration with Pharmacy Council during a nation wide education programme of chemical sellers in which presentations were given on counterfeiting.

- ③ Sensitization workshop for pharmaceutical small scale industries in Kumasi.

- ③ GMP training for herbal medicine producers in Accra

- ③ Stakeholder meeting with local manufacturers on expanded list.

- ③ Stakeholder meeting with cosmetic importers and manufacturers.

- ③ Investigations into consumer complaint and post marketing product quality monitoring.

- ③ Road map setting to bring local manufacturers into GMP compliance.

- ③ Operational research including data capture/ capacity returns by local manufacturer and advertisement monitoring.

Table 5: Summary of Performance Achievement - Drugs Inspectorate Department

Programmed Activities	Expected Outcome	Actual Outcome	Variance	Remarks
Site verification of foreign pharmaceutical plants	5	5		Companies were GMP compliant
Routine audit inspections of local allopathic medicines manufacturing plants	30	26	4	3 companies postponed inspections. One company is no more in active business.

Routine audit inspections of local herbal medicines manufacturing plants	53	48	5	2 of the companies rescheduled the inspection to a later date. 3 had suspended production without informing the Board.
Routine audit inspection of cosmetics, household chemicals and medical devices	20	17	4	1 company postponed the inspection. Another had unofficially suspended production and another could not be located.
Programmed Activities	**Expected Outcome**	**Actual Outcome**	**Variance**	**Remarks**
Pre-licensing inspections of local Allopathic medicines manufacturing plants	-	2	-	Depends on the number of applications received during the period
Pre-licensing inspection of local herbal medicines manufacturing plants	-	5		Depends on the number of applications received during the period
Pre-licensing inspections of cosmetics, household chemicals and medical devices	-	4		Depends on the number of applications received during the period
Follow-up inspections	15	15		
Evaluation of block plans	0	0		No applications received during the quarter
Local allopathic industries production capacity data(data submission)	29	1	28	

Regulating activities of small scale manufacturers (extemporaneous preparations)	23	23		Letters have been written to all the 23 companies to register with the Board by April 2007

POST-MARKET SURVEILLANCE ACTIVITIES

Table 6: Summary of Post-Market Surveillance Activities

Programmed Activities	Expected Outcome	Actual Outcome	Variance	Remarks
Inspection of Warehouses (Pharmaceuticals)	34	32	2	• Some companies relocated without officially informing the Board therefore their new locations were unknown. • One warehouse was found to be in Kumasi • Some of the rescheduled warehouse inspections were carried out in the last quarter.
Completion of investigation into consumer complaints& companies Complaints	36	28	8	• Some follow- ups are conducted in the other regions by the Zonal Officers and some referred to other Departments. • One complaint did not have the sample accompanying it, therefore pending investigation.
Safe Disposal	27	23	4	• One company is yet to contact AMA to arrange for the disposal to come off. • Three companies have their expired products picked up by the Board for the next major disposal because they are in small quantities.

Product Quality Monitoring	40	31	9	Some products and companies are still being monitored.
Programmed Activities	**Expected Outcome**	**Actual Outcome**	**Variance**	**Remarks**
Collaboration with Port offices/ Destination inspections	16	14	2	• Difficulties in determining the importer's warehouse. Importers not compiling to destination inspections. • An invitation to one importer prove futile

OPERATIONAL RESEARCH AND INDUSTRIAL SUPPORT UNIT

Table 7: Summary of Activities of Operational Research Unit

Activities	Expected Results	Achieved Results	Variance	Remarks
Research /Projects	5	2	3	• Proposals for the 5 projects have been written and submitted. Implementation of two of the projects have commenced and the other three are currently awaiting funding for their implementation

Advertisement Monitoring (Warning letters written)	-	14	-	• 12 of the letters went to product license holders and two to radio stations. Device for capturing adverts not functioning therefore monitoring difficult.
Activities	**Expected Results**	**Achieved Results**	**Variance**	**Remarks**
In-house Training program for staff	18	18	0	• This is organized by the department and are mostly resource persons are mostly staff of the Board who had attended external programs • Two of the training programs were organized for the whole of the Drug Division.
Training for local Industry/stakeholder	5	5	0	Globepharm-FDB Pharmabridge program brought a lot of the shortfalls of the local pharmaceutical industries to light.

Data capture and management	3	3	-	Data base management program to capture data on safe disposal of products and product list of local manufacturers have been developed.

2.4 Constraints

- ③ High level of consumer complaints relating to the quality, imitation, unregistered or counterfeits of imported pharmaceutical products of which investigations reveal infiltrations through the approved/unapproved routes.
- ③ Inadequate logistics (especially with vehicles) for carrying out outdoor activities in the areas of premises inspections and post market surveillance.
- ③ Inadequate information on consumer complaints forms.
- ③ Poor response to submission of Capacity Returns by local manufacturers.
- ③ Inadequate office equipment and reference materials (journals, newsletters etc) in the evaluation and registration of cosmetics, medical devices and household chemical substances.

3.0 FOOD DIVISION

The Food Division contributes to the achievement of the goals of the Food and Drugs Board for safeguarding public health by ensuring that all food products on the market meet appropriate standards of safety and quality through premarketing assessment of food safety and quality. This is carry out by evaluating all samples submitted in the registration process, inspection, and meeting labelling requirements.

The Food Division is also mandated to undertake inspection of food or systems for control of food, raw materials, processing and distribution, including inprocess and

finished product testing, in order to verify conformance to Good Manufacturing Practices. Moreover, the Division ensures that all imported and locally produced food products are of good quality and wholesome.

The activities of the Division are carried out by 3 specialized Departments and supported by 9 operational Units.

3.1 FOOD SAFETY AND NUTRITION DEPARTMENT (FSND)

The Food Safety and Nutrition Department (FSND) consists of three units namely

- ③ Food Evaluation and Registration Unit (FERU)
- ③ Food Standards Unit (FSU) and
- ③ Food Safety Management Unit (FSMU)

3.1.1 Mandate:

The mandate of the Department includes the following:

- ③ Food product registration
- ③ Vetting and approval of permits
- ③ Client counselling
- ③ To assist the Board with the making of regulation in the form of guidelines and code of practice (COP)
- ③ Ensuring the availability of relevant standards of food products
- ③ Periodically organizing seminars for officers under the division
- ③ Training in Hazard Analysis and Critical Control Point (HACCP)
- ③ Audit of the Food Safety Management systems in the Food Industry
- Public education on Food Safety issues
- Conduct specialized consumer complaints investigations.

3.1.2 Extent of Performance and Achievement

The extend of performance in 2007 is presented in table 8 as follows:

Table 8: Summary of Food Products Submitted and Registered in 2007

Product Category	**Applications Submitted (Foreign)**	**Registered (Foreign)**	**Not Registered**	**Applications Submission (Locally)**	**Registered (Locally)**	**Not Registered**
Drinks	277	78	199	104	57	47
Fats and Oils	30	20	10	4	2	2
Confectionery	51	12	39	13	12	1
Packaged Water	10	0	10	38	22	16
Bakery products	61	14	47	0	0	-
Condiments & Spices	18	9	9	12	1	11
Fish/ Fish Products	51	16	35	5	4	1
Soups & Sauces	8	8	0	6	1	5
Diary and Diary Products	47	16	31	13	11	2
						1
Product Category	**Applications Submitted (Foreign)**	**Registered (Foreign)**	**Not Registered**	**Applications Submission (Locally)**	**Registered (Locally)**	**Not Registered**
Additives	13	9	4	3	2	
Meat and Meat Products	18	5	13	2	1	1
Roots and Tubers	3	0	3	9	8	1
Fruits	6	0	6	6	4	2
Cereals	42	16	26	27	9	18
Vegetables	27	12	15	8	7	1
Sugar & Sugar Products	11	3	8	3	2	1
Pet Food	0	0	0	0	0	0

Total	**673**	**218**	**455**	**253**	**143**	**110**

During the year under review, 553 food products were deferred for one or more of the following reasons:

- ③ Incomplete address of manufacture
- ③ No country of origin
- ③ Absence of name and address of manufacture
- ③ No date of minimum durability
- ③ No batch number
- ③ Misleading labelling/claims
- ③ No net weight
- ③ Presence of foreign matter
- ③ Faulty can lining
- ③ Faded Labelling
- ③ Wrongly declared content
- ③ Ingredient not specified
- ③ No stability data supporting long shelf life of product
- ③ Labelling not in English

A total of 865 import permit applications were processed.

3.2 FOOD INSPECTORATE

3.2.1 Mandate

The mandate of the Food Inspectorate includes the following:

- Inspection of food manufacturing facilities and food storage facilities
- Monitoring of food products on the market
- Food advertisements
- Investigations of consumer complaints

3.2.2 Expectation for 2007

The **e**xpected activities for 2007 include:

- Ensure GMPs compliance in all local food manufacturing or processing facilities that have applied for the registration of their products
- Inspect for Good Warehouse Practice (GWP) compliance storage facilities of companies that have applied for the registration of their imported food products.
- Investigate consumer complaints relating to food products that are brought to the attention of the Board.
- Vetting and monitoring of food advertisement applications
- Supervising the destruction of all unwholesome or expired food product

3.2.3 Extent of Performance and Achievements

The extent of performance and achievement are presented below:

Table 9: Summary of Achievements in 2007

Programme of Work	Expected Result	Achieved Result
Training Programmes& Workshops Training of Trainers (security personnel on th salt iodation in Ghana and its enforcement	To upgrade the knowledge and skills of Small and Medium Scale Enterprises (SMSE) and other relevant stakeholders in HACCP, GMP, Good Hygiene Practices (GHP), GWP, Good Agricultural Practices (GAP) Etc.	Personnel Excise and Preventive Service (of Custom :EPS) and

Programme of Work	Expected Result	Achieved Result

		Instructors of Police Academies nationwide trained on the essence of iodation, its socioeconomic impart and their role in enforcement of the program. One hundred and sixty seven (167) CEPS personnel as well as twenty-five (25) Police instructors trained.
GMP Training for processors and exporters of palm oil.		One Training Workshop organized for palm oil exporters to review audit report and provide further training in GMPs. Forty four (44) out of the seventy (70) invited attended.
Food Safety Management Training programs		HACCP Training for management and staff of Oil Palm and food processing companies. In all 67 personnel were trained. Hygiene training for 110 personnel of the hospitality industry.
Regulation of the safety and quality of Palm Oil	To ensure compliance to the European Union (EU) directive by instituting the implementation of GMP and other food safety systems based on the principles of HACCP Curbing the adulteration	

Management of Food Alerts		There was no food alert

Programme of Work	Expected Result	Achieved Result
	and ı oil with Sumer protection. facilitate exp for	received from the EU on palm oil.
Sampling and screening of all palm oil samples intended for export.		One hundred and sixtysix (166) samples of palm oil intended for export were screened. Seven (7) of the samples were found to be adulterated with Sudan Dyes. One hundred and fiftyone (151) permits were also issued during the period under review.
Sensitization workshops for retailers of palm oil in major markets and procurement of palm oil samples for analysis.		Workshops were held at seven different market areas Fifty samples were procured for analysis. Out of this 41, representing 82% were found adulterated with either Sudan IV and/or I.

Universal Salt Iodation Programme (USI) Conduct Audit of Salt Producing Plants	To achieve 90% household consumption of iodated salt in Ghana.	A total of 45 companies, one association and 64 individuals were audited for iodation procedure and status of iodated salt. All 64 individual miners were located in the Volta Region and do not iodate the salt they mine. Of the 45 companies, 3 (7%) did not iodate their salt.

Programme of Work	**Expected Result**	**Achieved Result**
Conduct audit of hotels restaurants on type of salt use		A total of 369 facilities were visited. The survey indicated that 90.8% of all facilities used iodated salt while 9.2% used non-iodated salt.

Ensuring Food Fortification	The food fortification program aims at reducing the prevalence of micronutrient deficiencies among vulnerable and at-risk populations.	
Monitoring activities	The aim of the monitoring program was to ascertain the level of awareness of the fortification program.	1. Audit 65 selected bakeries throughout the country 2. 132 shops and supermarkets were inspected. 3. All four flour mills were monitored nationwide.
Material Development a) "Guidelines Inspection Enforcement fortified foods"	Guidelines for internal monitoring by industries and external monitoring for Regulatory & enforcement agencies.	A total of 107 personnels were trained with 91 officers drawn from GSB, FDB, CEPS while 16 drawn from the media and Environmental Health Officers (EHOs)
b) "Millers' Guide" on and of	To assist flour miller in the fortification process.	A total of 11 personnel from all the participating industries were trained
Food Industry Audits Food Safety Audit (Hotels) Food Safety Audits (Manufacturing)	To assess adherence to GMPs	 1 hotel was audited 11 food manufacturing companies were audited.
Programme of Work	**Expected Result**	**Achieved Result**

Validation and Commissioning of HACCP Systems	To assist SMEs validate their HACCP systems.	HACCP installed and commissioned at five food processing companies

PREMISES INSPECTION

Table 10: Summary of Activities of Premises Inspection

Programme of Work	Expected Result	Achieved Result	Remarks
INSPECTIONS			
1. Pre-license	60	55	A total of 118 manufacturing industries were visited.
2. Follow-up	30	22	
3. Emergency/Investigation	*	13	
4. Routine	30	26	
5. Re-registration	*	7	
CATEGORY OF PRODUCTS INSPECTED			
1. Confectionery		14	
2. Drinks		52	
3. Drinking Water		39	
4. Additives		3	
5. Fats and Oil		3	
6. Cereals		4	
7. Vegetable and Pulses		5	
8. Roots and tubers		1	
9. Dairy Products		4	
10. Soups and Sauces		2	
11. Fruit and fruit products		1	
TRAINING PROGRAMMES & WORKSHOPS			

1. GMP training programme for sachet water producers . 2. Food safety issues meeting	Knowledge and skills of sachet water producers in Good	In all 33 participants from 23 companies attended the training	Participants were grateful to the Board for the knowledge gained.
Programme of Work	**Expected Result**	**Achieved Result**	**Remarks**
with Fruit Juice and Cocoa Drink producers. 3. GMP training programme for Fruit Juice producers 4. GMP training programme for Cocoa Beverage producers .	Manufacturing Practices up-graded. Food Safety issues related to their operations and the way forward discussed. Participants trained in GMP. Participants trained in GMP.	programme. Participants came to a consensus that a training program should be organised for them 18 participants attended from 16 companies. 18 participants from 12 companies attended the programme	Participants appreciated that practicing GMP was not beyond their reach.

POST MARKET SURVEILLANCE UNIT

Table 11: Summary of Activities Food Post Market Surveillance

	Activity	**Expected Result**	**Achieved Result**	**Variance**

a.	Inspection of Food Warehouses	261	226	35
b.	Inspection of Retail outlets	-	20	-
c.	Consumer Complaints	47	41	6
d.	Supervision of destruction	40	36	4
e.	Vetting of Adverts	435	435	-

Table 12: Summary of Consumer Complaints

Food Category	Frequency of Complaints	Nature of Complaints
Sachet water	5	Presence of particles
Bottled water	1	Presence of particles
Drinks	25	Presence of particles /foreign matter
Confectionery	6	Labelling non-conformances
Cereal and cereal products	1	Presence of weevils, adulteration
Other products	9	Labelling non-conformances, imitation, adulteration

3.3 ANIMAL PRODUCTS AND BIO-SAFETY DEPARTMENT

The Animal Products and Bio-safety Department was set up and commenced operation in August 2007. It has three (3) units:

- ③ Cold Stores and Abattoirs Unit
- ③ Feed Safety Unit
- ③ Biosafety Unit

3.3.1 Mandate

The main functions of the department are as follows:

1. Regulation of the production, processing, transport and storage of meat, poultry and their products
2. Regulation of animal feed production, handling and storage
3. Regulation of Genetically Modified (GM) foods/feeds
4. Routine inspection of cold storage facilities and meat processing outlets
5. Consumer education on food safety in relation to meat, poultry and their products
6. Training of personnel in the production, handling and/or storage of feed, meat, poultry and their products.

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3.3.2 Extent of Performance and Achievements

Pre-registration Inspections of Cold Stores

Thirteen (13) cold storage facilities were inspected and recommended to the Veterinary Services Directorate (VSD) as a pre-requisite for the issuance of permits for meat, poultry and/or fish importation, to prospective importers.

Routine inspections of Cold Stores

The Department carried out routine inspection of 57 cold storage facilities to ensure their adherence to Good Cold Storage and Handling Practices (GCSHPs). Many of the cold facilities visited had their surroundings clean, with efficiently functioning freezing units.

The main problems identified at the cold facilities were the following;

- ③ Absence of regular pest control programme
- ③ Lack of records on routine activities
- ③ Non-calibration of thermometers
- ③ Medically uncertified staff

Five (5) meat/fish processing facilities were inspected to ascertain their level of compliance to GMPs. Many of the meat/fish processing facilities inspected were found to be operating under unsanitary conditions with little regard for GMPs.

One (1) abattoir was also inspected to ensure Good Slaughter and Carcass Handling Practices.

Survey of the Feed Industry

A survey conducted in the southern sector of the country to identify feed mills shows that only four companies were manufacturing feed mills. The Department therefore conducted inspections of the four companies, which were located in the Accra - Tema Metropolis.

Special activity

To prevent the inflow of unwholesome meat and poultry products onto the Ghanaian market during the festive season, the Department conducted a special pre-Christmas inspection of major cold storage facilities in the Accra-Tema metropolis. The objective of the exercise was to ensure that all the products were safe for human consumption. In all one hundred and twenty (120) facilities were inspected.

3.4 Constraints

- ③ The Food Inspectorate Department does not have enough vehicles .As a result, scheduled inspections were postponed and this retarded the progress of the unit's activities.

- ③ Inadequate staff

- ③ The general apathetic attitudes of people in the feed industry whereby they often do not see the need and importance for regulation of the industry continues to pose a great challenge to the Board.

- ③ The high level of consumer apathy also continues to serve as a challenge in the regulation of activities at the abattoirs and cold store facilities.

3.5 The way forward

The way forward to enhance the operations of the Department includes:

- ③ Increase number of field vehicles.
- ③ More training programs would be conducted in GWP, GMP and HACCP to cover all sectors of the food industry.
- ③ Installation of Food Safety Management Systems based on HACCP principles would be encouraged in processors and packers of palm oil.

- ③ Training in documentation and records keeping would be organised for palm oil processors and exporters.
- ③ Biannual warehouse and supermarket exercise would therefore be organized.
- ③ The new guidelines for the advertisement of food products would be brought into force to aid the Unit in the processing of applications.
- ③ Provide Abattoirs and Cold Stores Desk at the ports of entry due to the high influx of various meat and poultry products into the country.
- ③ Train and certify Meat Handlers to ensure Good Meat Handling Practices (GMHPs) and Cold Storage Practices (GCSPs).
- ③ Train feed mill operators and sales agents in Good Manufacturing Practices and Good Warehousing Practices respectively to ensure safety and quality of feed in the country.
- ③ Prepare the necessary guidelines for the regulation of GM foods/Feeds

4.0 LABORATORY SERVICES DEPARTMENT

The Quality Control Laboratory provides laboratory services in the form of quality evaluation of Food, Drugs, Cosmetics and Chemical Substances. The Laboratory plays the role of determining the quality of these products, thereby enabling the Board to take regulatory decisions. The laboratory performs chemical, physical and microbial analysis of chemical and herbal drugs. The quality parameters employed are as established in standard compendia indicated in schedule IV of the Food and Drugs Law (PNDCL 305B). It also supports both internal and external clients by providing reliable analytical and advisory services. The functions of the Quality Control laboratory are carried out by three main Units namely:

- ③ Physicochemical Unit
- ③ Microbiological Unit and
- ③ Medical Devices Unit

4.1 Mandate

The mandate of the Department includes the following:

- ③ To establish by testing, whether a given sample of product, either locally manufactured or imported, conforms to required specifications and whether packaging is adequate.
- ③ To examine products suspected to be of questionable efficacy or safety, and to demonstrate and document any evidence of deterioration, contamination or adulteration.
- ③ To check stability of product under local condition of storage
- ③ Evaluate data supplied by manufactures concerning product performance.
- ③ Perform tests on other products such as medical devices, condoms, drinking water.
- ③ Take part in inspecting the Quality Control laboratories of the pharmaceutical industry.
- ③ Conduct research and train analysts.

4.2 The extent of Performance and Achievement:

- **In product Testing**

Sample type	Received	Analyzed	Not analyzed	Passed	Failed
Allopath Drugs	1069	1049	20	953	96
Vet. Drugs	42	42	-	42	-
Food	886	886	-	815	71
Cosmetics Household Chemicals	214	214	-	202	12
Herbal	217	195	22	148	47
Devices	152	145	7	136	9
Total	**3,620**	**3,421**	**199**	**3,126**	**295**

Projects Undertaken

During year under review, the laboratory participated in a number of projects:

- Quality assessment of toothpastes on the Ghanaian market in collaboration with GHS Chief Dentist's office
- Quality assessment of ciprofloxacin tablets on local market
- Screening of creams and lotions for hydroquinone and steroids

Laboratory accreditation

The laboratory's Quality Management Systems were pre-audited by the WHO as part of the latter's laboratory pre-qualification programme under the Global Fund's Quality Assurance programme for Anti-Retroviral, Anti-Malaria and Antituberculosis Drugs procurement by developing countries

5.0 IMPORT AND EXPORT CONTROL DEPARTMENT

The Department started its operations on the 1st of September 2007. The report covers the activities of the Tema Port and Kotoka International Airport offices for the period under review.

5.1 Functions of the Department

1. Inspection of Food and Drugs at the Ports and Duty Posts
    a. To ensure conformity to Food and Drugs Law, PNDC 305B
    b. For sampling and preparation of samples for analysis
    c. Determination of conformity of labeling to general labeling Rules LI 1541, Breastfeeding Promotion Regulations 1667, and Unfair Trade Practices Act etc.
2. Identification and streamlining of all permit and registration issues before Food and Drug products are released to importers.
3. Verification of International documents accompanying Food and Drugs imports and exports.
4. Compilation of Data on Food and Drugs imports and exports at various entry points.
5. Gather intelligence on smugglers and investigate sources of fake food and drugs.
6. Educate importers of Food and Drugs and other stakeholders on their responsibilities.
7. Ensuring non-compliant products are referred to FDB management for action.

5.2 Expected Outcome for 2007

Number of inspections carried out at the Tema office during the period under review

Table 13: Summary of inspections conducted

Month	Food Products	Drugs	Total
January	485	154	639
February	451	134	585
March	420	84	504
April	375	179	554
May	385	129	514
June	420	93	513
July	370	259	629
August	451	162	613
September	475	43	518
October	432	251	683
November	430	287	717
December	338	224	562
Total	**5032**	**1999**	**7031**

Table 14: Summary of Permits Received and Cleared

Month	Permits Received 2007	Permits Cleared 2007
January	125	101

February	175	134
March	143	100
April	141	107
May	167	129
June	186	144
July	156	113
August	146	103
September	143	104
October	207	140
November	164	93
December	133	74
Total	**1886**	**1342**

5.3 WAY FORWARD

③ There is the need for the department to acquire a new office space in Tema to ensure efficiency.

③ The setting up of the Aflao office needs to be expedited to control the influx of products regulated by the board through this route.

③ In the absence of permanent officers at the various container terminals, it is recommended that five (5) small engine vehicles be purchased for the department for efficient regulation at the various wharf.

③ Additional staff are required to man the new container terminals; two (2) pharmacists and two (2) food scientists.

6.0 ZONAL OFFICES

In pursuance of its constitutional obligation to regulate Food and Drugs in this country, the Food and Drugs Board embarked on expansions and decentralization exercise to bring its operations to the doorsteps of customers in all the ten regions of Ghana.

In view of this, the Zonal offices were set up to ensure that all food, drugs, cosmetics, household chemicals and medical devices locally manufactured, imported, distributed, sold or used in all the regions are safe, efficacious and of good quality

6.1 Mandate

The mandate of the Zonal offices includes:

- ③ Conduct premises inspection.
- ③ Carryout post market surveillance (PMS) exercise.
- ③ Conduct destination inspection at the port where applicable.
- ③ Monitoring of advertisements on regulated products.
- ③ Inspection of warehouses/cold stores within its jurisdiction.
- ③ Organize sensitization programmes, seminars, workshops, training programmes and workshops for all stakeholders in the food and drugs industry.
- ③ Organize radio/ television programmes to create consumers awareness on consumer safety.
- ③ Assist manufacturers and producers in the registration of their products with the Food and Drugs Board.
- ③ Offering of technical advice to manufacturers and producers.
- ③ Collect, validate and collate adverse drug report for onward submission to the Head Office.
- ③ Organise sensitization programmes for District Assembly Members and Environmental Officers on Food and Drugs issues.
- ③ PMS on expired, unregistered and unwholesome food products and fake drugs.
- ③ Destination inspection at the port.
- ③ Carry out radio programmes to create customer awareness on product safety.
- ③ Monitoring of advertisements.

- ③ Salt iodation sensitization programmes for security agencies.
- ③ Monitoring of patronage of iodated salt by chop bar operators, restaurant operators and in the market places.
- ③ Inspections of kitchen facilities of hotel/restaurants.
- ③ Training of kitchen staff of second cycle schools.
- ③ Sensitization on Food and Drugs safety issues for students of second cycle institutions.

6.2 The extent of Performance and achievement and achievements

Table 15: Summary of performance and achievement of zonal offices

Programmed Activities	**Objectives**	**Achieved Results**	**Variance**
174 Pre licensing Inspections	These inspections were conducted to ensure that the premises of the manufacturers of food, drugs, cosmetics and household chemicals comply with the requirements of the Food and Drugs Law.	177	+3
72 Audit Inspections	These inspections were conducted to find out if the manufacturing premises would adequately meet the requirements of the Board to carry out production activities.	45	-27
174 Unannounced Inspections	These inspections were conducted to find out if the manucturers have been complying with the standards of the Board.	132	-42
138 Follow up Inspections	These inspections were conducted to find out if recommendations made in pre-licensing inspection reports had been satisfactorily implemented.	147	+9
57 Warehouse Inspections	These inspections were conducted to ensure that warehouses conform to the standards of the Board.	48	-9

228 Post Marketing Surveillance (PMS)	The PMS activities were conducted to rid the market of unwholesome food products and to educate storekeepers and owners on good storage and handling practices.	207	-21
36 Training Workshops	These were organised to train participants on Food Fortification, Counterfeiting, Good Catering Practices, Good Storage and Distribution Practices of	30	-6

Programmed Activities	**Objectives**	**Achieved Results**	**Variance**
	Pharmaceuticals, and Procedures for the Registration of Extemporaneous preparations.		
9 Sensitization workshops	To sensitize participants on food safety issues with regard to the production, distribution and use of fan milk products and fresh yoghurt.	6	-3
63 Monitoring Activities	These were done to monitor the iodization of salt.	60	-3
60 Assessment of facilities Involved in School feeding Program	These were carried out to ascertain the hygienic and sanitary conditions within which food is prepared and served to pupils.	54	-6
Consumer Complaints (As and when necessary)	These were carried out to investigate complaints received by the Board.	27	-
Safe Disposal of Unwholesome products	To ensure that expired and unwholesome food, drugs, cosmetics, medical devices and household chemical products are properly disposed off in collaboration with KMA, CEPS and allied agencies.	21	
4 Press Conference	This was organised to commemorate the 10th anniversary of the Board.	4	0
30 Radio Talk Show	These were organised as part of the activities marking the 10th anniversary of the Board.	30	0

45 Consumer education Program for schools	These were carried out to sensitize students in the Primary and Junior High Schools on food safety issues.	36	-9
4 Destination Inspection	This was to inspect a consignment of food supplements meant for registration purposes at the Post Office with the help of CEPS.	4	0
15 Inspection of Cold Storage Facilities	These were carried out to find out if Good Storage and Handling Practices were observed.	15	0
Inventory and Sampling Of Palm Oil for export	This was done to sample palm oil on the market for laboratory analysis to ascertain level of adulteration of palm oil on the Ghanaian Market.		
171 Restaurant Inspections	To find out whether the training organised for the food service operators was successful.	165	-6

7.0 ADMINISTRATION DEPARTMENT

The Administration Department of the FDB is the main support wing of the Board

The support service includes:

- ③ General Administration (Transport, Estate Management, Security)
- ③ Human Resource Management
- ③ Procurement
- ③ Projects, Research and Management Information System (PRMIS)
- ③ Communication

7.1 Overview of performance

7.1.1 General administration

- The Board's overall secretarial work including dispatch and receipt of letters and documents were effectively and efficiently managed by this unit.

Transport

In 2007, the Board continued to make significant investment into the acquisition of vehicles with the addition 10 saloon cars.

Estate Management

The Board operates from rented offices nationwide, with high rental charges.

It owns only two residential properties in Takoradi and Bolgatanga.

None of the top-management of the Board is housed in official bungalow. Progress of work on the new Head office complex quite behind schedule, but when completed may solve most of the office accommodation need of the Board.

7.1.2 Human Resource (HR)

The HR functions of the Board are executed through this unit. As at December 2007 the staff strength at the Board stood at 235 full time employees. The development of the knowledge, skills and abilities of the staff is a major HR function and a number of staff across the Board benefited from various training programmes during the year.

7.1.3 Procurement

- Beside salaries, the Board's major expenditure was vested in the procurement of inputs for its regulatory functions.
- The Board's main source of funding its procumbent was Internally Generated Funds (IGF) since government releases for service activity was not only inadequate, but was not timely released.

7.1.4 Communication

Communication Unit is a crucial area, an interface between the Board and its stakeholders, particularly consumers, and business entities. 2007 was robust, with media sensitization of the public on the functions of the Board.

The Unit also assists in initiating an advocacy process for a more receptive environment for the FDB to operate effectively.

As part of its operations the Unit assists in official travels, organization of workshops, seminars and training programmes; and all other protocol activities.

The major activities of the Unit are:

- ③ Drafting and issuance of press releases/ public notices/ alerts/ disclaimers
- ③ Organizing of press briefings and conferences
- ③ Arrangements for media coverage
- ③ Travel arrangements
- ③ Coordination of workshops/ training programmes/ seminars etc.

- ③ News letter publication
- ③ Public education activities

The Unit undertook the following as part of its planned activities:

- ③ To help reemphasize the public awareness on the activities of the Food and Drugs Board.
- ③ To help create a favourable image for the Food and Drugs Board.
- ③ To initiate an advocacy process for a more receptive environment for the Food and Drugs Board to operate effectively.
- ③ To ensure quarterly publication of the Board's newsletter and other educative materials.

The table below shows the achievements of the Unit:

PROGRAMME	FREQUENCY
Media Coverage	13
Media Interviews	12
Press Releases, Disclaimers, Notices	11
Press Conferences	1
Visas Acquired (Morocco, India, Norway, Italy, Austria, Czech Republic, Malaysia, Switzerland, Egypt, South Africa, U.S.A., Canada, China, Sweden, UK)	54
Tickets Purchased (Lagos, South Africa, China, Ouagadougou, UK, India, USA, UK, Brussels, Switzerland, Malaysia, Egypt, Canada, Morocco, Austria)	43

Constraints

- ③ The unit lacks event management skills
- ③ Departments not providing the unit with the needed reports for onward submission to the sector ministry resulting in lack of information on the activities of the Board

Way Forward

- ③ To be trained in event management
- ③ Departments must submit weekly and monthly reports to the unit to enable a comprehensive activity report to be sent to the ministry.

7.1.5 Projects, Research and Management Information Systems (PRMIS)

The Projects, Research and Management Information System (PRMIS) Unit was set up to play the roles of a co-ordinating centre for projects and research activities within the Board, and to oversee the development, administration and maintenance of the Board's Management Information Systems (MIS). The Unit is also responsible for compiling and producing the final draft of annual reports and programmes, as well as research reports from all Departments and Units of the Board. The Unit also advises management in all matters related to Information and Communication Technology (ICT).

In 2007, the following were achieved:

Re-Designing the FDB Website

The Board's website was redesigned to include the information and downloads of all the Board's working regulations and guidelines. The various application forms used in the registration process were also included to facilitate easy access to the registration forms. Information on other regulatory functions was added to help the public understand the regulatory systems of the Board.

Installation of Electronic Permit System under the Ghana TradeNet System

The Food and Drugs Board facilitates the issuance of permits to importers to clear controlled food and drugs (medicines, cosmetics, household chemical substances, medical devices, and licit narcotic drugs) that fall under its mandate. Over the years, this function is carried out manually.

In order to enhance trade facilitation, the Gateway Secretariat in August 2004, indicated that the Ghana TradeNet System administered by Ghana Community Network Services Limited (GCNet) and Customs Excise and Preventive Service (CEPS) should be expanded to incorporate key Ministries, Departments and Agencies (MDAs), which play a major roles in trade facilitation and monitoring.

The principal aim of the project, which started in February 2005, is to install a secured electronic data interchange for the transmission of electronic permits amongst the trade importers, CEPS, and other regulatory bodies involved in the clearance of goods through the ports. The PRMIS Unit coordinated the installation of the system and represented the Board as System Administrator for the project.

As at December 2007, the installation of the electronic permit systems at Kotoka International Airport, Tema Sea Port and Head Office were completed. The connectivity among Elubo, Takoradi, and Aflao are envisaged to be installed by the end of December 2008. So far, ten MDAs have been connected or given access to Ghana Customs Management System (GCMS) live database and five MDAs are on the TradeNet System.

7.2 Constraints

- ③ Inadequate staff strength to execute decentralization strategy of Board.
- ③ Payment of competitive salary and other forms of remuneration packages.
- ③ Maintaining organizational culture and discipline as FDB grows and expands.
- ③ High cost of maintenance and running cost of vehicles.
- ③ Delayed implementation of GC Net due to accommodation issues.
- ③ Training-inadequate funding for further training from MOH.
- ③ Lack of inter-Departmental collaboration.
- ③ Identification of training needs-training records of all individuals for followups.
- ③ Staffing of zonal and Boarder post- the role of Divisional heads (need to workout rotational schedule for post).
- ③ IT issues of the Board not properly lodged at PRIMS for effective coordination.

7.3 The way forward

- ③ IT issues of the Board not properly lodged at PRIMS for effective coordination.
- ③ Completion of New site to curtail problems and cost of maintenance of rented premises.

- ③ To meet the growing regulatory challenges facing the Board there is the need for additional 13 pick-ups and eight saloon cars.
- ③ Proper IT coordination within the Board
- ③ Strengthening collaboration between Departments of the Board
- ③ Speed up the completion of the conditions/ scheme of service for the Board

8.0 FINANCE DEPARTMENT

The Food and Drugs Board (FDB), under its instrument of establishment (PNDC Law 305 B, 1992) is allowed to generate its internal resources out of which it spends to prosecute the assigned mandate of controlling the manufacture, importation registration, distribution, use and advertisement of food, drugs, cosmetics chemical substances and medical devices to protect the health of the consuming public.

To effectively prosecute this assigned mandate, the Board is allowed to generate funds, referred to here as the Internally Generated Funds (IGFs), and receievs subventions from Government to execute its operations.

The report summaries the revenue generated from the various revenue sources and the subventions received from the Government through the Ministry of Health. It also highlights the major cost drivers of the Board for the year under review. The report covers the financial implications of the activities of the Technical and the Administrative divisions of the Board.

Total Assets of the Board increased to **GH¢3,914,111.70** at the end of **the year in comparison to GH¢3,362,024 at the end of the previous year, a growth of 17%.**

The Internally Generated Funds for the year exceeded the recurrent expenditure by **GH¢ 400,001.84.**

Total receipts for the year under review also exceeded total payments by **GH¢ 1,178,768.59** as compared to **GH¢ 536,652.40** in 2006.

8.1 Revenue

Total Revenue generated for the period amounted to **GH¢ 2,564,762.47** which is 19% above the amount of **GH¢2,077,457.60** achieved the previous year. As a sub vented body, the Board also received its regular subventions from Government (GOG) for the payment of Personal Emoluments (PE), Service activities and for the maintenance of its Administrative structures (Administrative Expenses).

Item	Amount GH¢

ITEM 2 (ADMN)	28,488.00
ITEM 3 (SERV)	184,940.01

The Board also received an amount of **GH¢ 1,216,337.12** from the Donor Support Fund of the Ministry of Health for the completion of Laboratory component of the Office complex.

Total inflow to the Board in 2007 amounted to **GH¢ 3,994,527.60 as compared to GH¢4,064,470.60, a decrease of 1.75%.**

8.2 Expenditure

- **Recurrent Expenditure**

  Total recurrent expenditure for the period under-review was **GH¢ 2,164,760.63** as compared to **GH¢ 2,768,450.90** for the previous year.

- **Capital/Investment Expenditure**

  The following capital expenditures were incurred during the year under review:

  - The Board also paid for, and insured, ten Saloon cars at a total cost of GH$ 189,777.40 for use by its strategic managers to enhance their operational performance.

  - The Board paid $72,000 for the acquisition of two residential properties in Sunyani and Tamale.

  The Board spent a total of GH¢ **650,998.38** details of which are set out below

Item	**Amount GH¢**
Motor Vehicles	189,777.40
Office Equipment (acquired at new office Location)	82,450.00
Other Investment Expenditure	279,860.98
Cost of sinking Borehole	6,760.00
Rental Payments	92,150.00
TOTAL	**650,998.38**

8.3 Investments

The Board continues to maintain its investment with the New World Investment as a great strategic decision in the best interest of the Board and its staff. The Board called-up GH¢ 177,580.00 from the accrued interest for the payment of the 13th Month Salary and Loan /Advances for the year under review.

- Status of Investment as at 31st December 2007

Item	Value GH¢
Main Fund	351,880.52
Loan Recovery Fund	76,131.65
Total value of Investment	**428,012.17**

A management fee of GH¢10,450 is outstanding.

8.4 Staff Cost

ITEM	AMOUNT GH¢
Salaries	**1,360,976.86**
Social Security Fund Contributions	**89,266.69**
Internal Revenue Service (IRS)	**216,903.69**
Medical	**16,304.93**
TOTAL	**1,683,452.17**

The Board's reconciled Net Assets stood at GH¢3,315,245.31 with a cash / Bank balance of GH¢ 76,156.49 and U$ 967,334.91 with Bank of Ghana as at 31st December, 2007.

The Board operates the following accounts with Bank of Ghana:

1. IGF- Ghana Cedi Account

2. IGF- United States dollar Account
3. Government of Ghana- Cedi Account
4. Donor Pooled Fund- Account

8.5 Way Forward

The MDAs (Retention of Funds) Act, 2007 Act 735 which comes into effect from January 2008, poses a considerable challenge to the Board. Under this act, the Board is required to retain only 50% of its IGF to run its service activities. This obviously calls for prudent and austere in our management to fit within the financial constraint brought by this legislation.

Under the circumstances, the Board must evolve very imaginative ways of progressively expanding its revenue collecting potentials nationwide, as well as tightening the loose nuts in the revenue collection and disbursement processes. This is achievable as we gradually depart from the known inefficient, laborious and time-sapping manual processes that characterize our work.

Moving on, major steps have been taken to automate the financial procedures and the preparation of financial reports so as to enhance efficiency and achieve speed and accuracy.

1. An accounting package, PASTEL, has been acquired and deployed for use in the 2008 Financial Year. The controls in the financial systems will be enhanced by the use of this software. All things been equal, the Board should be able produce a real-time financial reports with automated reconciled accounts.

2. As part of our controls initiatives, more hands are been posted from the CAGD to augment the staff strength at our existing revenue collection points and for deployment to match the Boards planned expansion drive.

3. Training of Finance staff in both short and long term courses in the relevant areas is an important element needed both as a motivational tool and for the human capacity development to achieve our set objectives.

APPENDIX

FOOD AND DRUGS BOARD MANAGEMENT TEAM

Chief Executive	Mr. E.K. Agyarko
Ag. Head of Drugs Division	Rev. J.Y. Martey
Ag. Head of Food Division	Mr. J. Odame Darkwah
Head of Administration	Mr. Jones Ofosu
Head of Finance	Mr. Kwasi Agyei
Ag. Head of Laboratories	Mr. Eric Karikari Boateng
Board Secretary	Mrs. Pearl Akiwumi Serebuor

Office Addresses

HEAD OFFICE

Location: Adjacent ADB Head Office, Independence Avenue, Accra

P. O. Box CT 2783

Cantonments-Accra

Tel: +233-21-235100/233200/225502

Fax: +233-21-229794

E-mail: fdb@fdbghana.gov.gh

Website: www.fdbghana.gov.gh

OTHER LOCATIONS

Quality Control Laboratory Services
Tel. 021 673864 Fax. 667095

Port Offices

Tema – Tel. 022 213418
Airport- Tel 784653
Elubo – 0345 22538

Regional/ Zonal Offices

Ho Office
Private Mail Bag, Ho

Location: GNA Building, Ho
Tel. 091-26659 Fax. 091-28411

Kumasi
P. O. Box ST 402, Kumasi.
Location: SIC Building near Prempeh Assembly Hall, Kumasi
Tel. 051-36070 Fax 051-36027

Takoradi
Location: SSNIT Building (Room 309), near Central Police Station.
Tel/Fax: 031 27558

Bolgatanga
Location: Regional Administration Building, Bolgatanga
Tel.072-23727 Fax.072-24590

Tamale
Location: Regional Administration Building, Tamale
Tel.071-24889 Fax.071-

Sunyani
Location: Sam Bennet Building, Market Square, Sunyani
Tel.072---