



Government of Ghana

Right to Information Manual

FOOD AND DRUGS AUTHORITY
<FDA>

<2025 >

Document Number: <FDA/RTI/2025>

Subject to Revision by FDA

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- **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 Danko 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 [Food and Drugs Authority\(FDA\)](#) and provide the types of information and classes of information available at [FDA](#), including the location and contact details of its information officers and units.

- **Directorates and Departments under Food and Drugs Authority (FDA)**

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

To protect the health and safety of people in Ghana and be a global center of excellence for food and medical product regulation.

MISSION

The FDA exists to assure the safety, quality and efficacy of human and veterinary drugs, food, biological products, cosmetics, medical devices, household chemical substances and clinical trials, and the control and use of tobacco products, through the enforcement of relevant standards to protect public health.

Directorates and Departments under Food and Drugs Authority (FDA)

- 1.MEDICAL DEVICES, COSMETICS AND HOUSEHOLD SUBSTANCES
- 2.TOBACCO AND SUBSTANCE OF ABUSE
- 3.REGISTRATION (DRUGS, COSMETICS AND HOUSEHOLD CHEMICALS AND SUBSTANCES OF ABUSE)
- 4.CLINICAL TRIALS AND SAFETY MONITORING
- 5.FOOD SAFETY
- 6.REGISTRATION (FOOD)
- 7.INSPECTORATE (FOOD AND DRUGS)
- 8.REGIONAL
- 9.HUMAN RESOURCE MANAGEMENT
- 10.INFORMATION MANAGEMENT AND TECHNOLOGY SOLUTIONS (IMTS)
- 11.ADMINISTRATION
- 12.SUPPLY CHAIN MANAGEMENT
- 13.LEGAL
- 14.CORPORATE AFFAIRS
- 15.LABORATORY SERVICES
- 16.IMPORT AND EXPORT CONTROL
- 17.FINANCE
- 18.INTERNAL AUDIT

19. INTERNATIONAL PARTNERSHIPS, STRATEGY, QUALITY ASSURANCE AND MONITORING AND EVALUATION

Responsibilities of the Institution:

The Food and Drugs Authority (FDA) is the national regulatory body in Ghana mandated by Parts 6, 7 and 8 of the Public Health Act, 2012 (Act 851) to assure the safety, quality and efficacy of human and veterinary medicines, food, biological products, cosmetics, medical devices, household chemical substances and clinical trials, and the control and use of tobacco products, through the enforcement of relevant local and international standards to protect the health of the people in Ghana.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
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<ul style="list-style-type: none"> • MEDICAL DEVICES, COSMETICS AND HOUSEHOLD SUBSTANCES 	<ul style="list-style-type: none"> • Ensures the effective and efficient management of resources in the Directorate. • Provides inputs for the formulation of policies of the Authority. • Ensures the development of annual work plan for the Directorate. • Coordinates the implementation of programmes and activities of the Directorate. • Ensures the development and review of guidelines, processes, procedures for the management of medical devices, cosmetics, and household substances • Ensure the development and management of a comprehensive database on the programmes and activities of the Directorate. • Ensures the preparation of the annual and other periodic reports of the Directorate. • Ensures the preparation of the budget of the Directorate • Ensures the implementation of performance management of the Directorate. • Identify possible areas for research. • Ensures close consultation with divisions, directorates, officers, and other stakeholders in the implementation of the programmes and activities of the Directorate
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<ul style="list-style-type: none"> • TOBACCO AND SUBSTANCE OF ABUSE 	<ul style="list-style-type: none"> • Ensures the effective and efficient management of resources in the Directorate. • Provides inputs for the formulation of policies of the Authority. • Ensures the development of annual work plan for the Directorate. • Coordinates the implementation of programmes and activities of the Directorate. • Ensures the development and review of guidelines, processes, procedures for the management of tobacco and substances of abuse. • Ensure the development and management of a comprehensive database on the programmes and activities of the directorate. • Ensures the preparation of the annual and other periodic reports of the directorate. • Ensures the preparation of the budget of the directorate • Ensures the implementation of performance management of the directorate. • Identify possible areas for research. • Ensures close consultation with divisions, directorates, officers, and other stakeholders in the implementation of the programmes and activities of the directorate
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<ul style="list-style-type: none"> • REGISTRATION (DRUGS, COSMETICS AND HOUSEHOLD CHEMICALS AND SUBSTANCES OF ABUSE) 	<ul style="list-style-type: none"> • Ensures the effective and efficient management of resources in the Directorate. • Provides inputs for the formulation of policies of the Authority. • Ensures the development of annual work plan for the Directorate. • Coordinates the implementation of programmes and activities of the Directorate. • Ensures the development and review of guidelines, processes, procedures for the management of drug, biological products. • Ensures the development and review of guidelines, processes, procedures for the management of herbal medicines • Ensure the registration of drug, herbal medicines, tobacco, and substances of abuse. • Ensure the development and management of a comprehensive database on the programmes and activities of the directorate. • Ensures the preparation of the annual and other periodic reports of the Directorate. • Ensures the preparation of the budget of the Directorate • Ensures the implementation of performance management of the Directorate. • Identify possible areas for research. • Ensures close consultation with Divisions, Directorates, Officers, and other stakeholders in the implementation of the programmes and activities of the directorate
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<ul style="list-style-type: none"> • CLINICAL TRIALS AND SAFETY MONITORING 	<ul style="list-style-type: none"> • Ensures the effective and efficient management of resources in the Directorate. • Provides inputs for the formulation of policies of the Authority. • Ensures the development of annual work plan for the Directorate. • Coordinates the implementation of programmes and activities of the Directorate. • Ensures the development and review of guidelines, processes, procedures for the management of clinical trials and safety monitoring • Ensure the authorization of clinical trials. • Coordinate the programmes and activities of the Technical Advisory Committee • Ensure the evaluation of adverse events • Ensure the development and management of a comprehensive database on the programmes and activities of the Directorate. • Ensures the preparation of the annual and other periodic reports of the Directorate. • Ensures the preparation of the budget of the Directorate • Ensures the implementation of performance management of the Directorate. • Identify possible areas for research. • Ensures close consultation with Directorate, Directorates, officers, and other stakeholders in the implementation of the programmes and activities of the directorate
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<ul style="list-style-type: none"> • FOOD SAFETY 	<ul style="list-style-type: none"> • Ensures the effective and efficient management of resources in the Directorate. • Provides inputs for the formulation of policies of the Authority. • Ensures the development of annual work plan for the directorate. • Coordinates the implementation of programmes and activities of the Directorate. • Ensures the development and review of guidelines, processes, procedures for the regulation of food safety • Ensures the licensing of food service establishments (hotels, restaurants, institutional canteens, street food vending points • Ensures the effective surveillance of foodborne diseases (events and outbreaks). • Ensures the development and management of a comprehensive database on the programmes and activities of the directorate. • Ensures the preparation of the annual and other periodic reports of the directorate. • Ensures the preparation of the budget of the directorate • Ensures the implementation of performance management of the directorate. • Identify possible areas for research. • Ensures close consultation with divisions, directorates, officers, and other stakeholders in the implementation of the programmes and activities of the directorate • Ensure the identification of possible sources of funding
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<ul style="list-style-type: none">• REGISTRATION (FOOD)	<ul style="list-style-type: none">• Ensures the effective and efficient management of resources in the Directorate.• Provides inputs for the formulation of policies of the Authority.• Ensures the development of annual work plan for the Directorate.• Coordinates the implementation of programmes and activities of the Directorate.• Ensures the development and review of guidelines, processes, procedures for the regulation of food registration• Oversees the registration of food products• Oversees the maintenance of food register• Oversees the effective management of Food Registration meetings• Oversees the maintenance of the integrity of food products submitted to the Authority for registration• Oversees the communication of registration decisions
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<ul style="list-style-type: none"> • INSPECTORATE (FOOD AND DRUGS) 	<ul style="list-style-type: none"> • Ensures the effective and efficient management of resources in the Directorate. • Provides inputs for the formulation of policies of the Authority. • Ensures the development of annual work plan for the Directorate. • Coordinates the implementation of programmes and activities of the Directorate. • Ensures the development and review of guidelines, processes, procedures for the management of food, drugs, herbal medicines, tobacco, and substances of abuse. • Ensure the enforcement of food, drugs, herbal medicines, tobacco, and substances of abuse. • Ensure the development and management of a comprehensive database on the programmes and activities of the directorate. • Ensures the preparation of the annual and other periodic reports of the directorate. • Ensures the preparation of the budget of the directorate • Ensures the implementation of performance management of the directorate. • Identify possible areas for research. • Ensures close consultation with divisions, directorates, officers, and other stakeholders in the implementation of the programmes and activities of the directorate
<ul style="list-style-type: none"> • REGIONAL 	<ul style="list-style-type: none"> • Ensures the effective and efficient management of resources in the region. • Provides inputs for the formulation of policies of the Authority. • Ensures the development of annual work plan for the region.

	<ul style="list-style-type: none">• Coordinates the implementation of programmes and activities of the region.• Coordinates the development of processes and procedures for the management of regulated products.• Ensures effective and efficient implementation of the programmes and activities of the Authority in the Region.• Coordinates the development of comprehensive database on the programmes and activities.• Ensures the preparation of the annual and other periodic reports of the Region.• Ensures the preparation of the budget of the Region.• Ensures the implementation of performance management of the Region.• Ensures timely preparation of annual and other periodic reports of the Region.• Coordinate the preparation of annual and other periodic reports of the Authority.• Coordinates the preparation of strategic, medium term and annual plan• Coordinates the conduct of research for the Authority.
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<ul style="list-style-type: none"> • HUMAN RESOURCE MANAGEMENT 	<ul style="list-style-type: none"> • Provides inputs for the formulation and review of policies • Ensures the implementation, monitoring and evaluation of programmes and activities of the Directorate. • Exercises oversight responsibility for the efficient and effective management of the human resources of the Authority • Ensures the efficient and effective management of the human, material, and financial resources of the Directorate • Ensures the development and implementation of human resource management policies, systems, and manuals for the Authority • Ensures the organizational design and HR planning of the Authority • Oversees the preparation of the annual and other periodic reports of the Authority • Ensures the maintenance of a cordial Management-organized labor relationship • Ensures the development and maintenance of an effective Human Resource Management Information System (HRMIS) for the Authority • Coordinates, implements, and reviews training policies and plans of the Authority • Develops mechanisms for succession planning and the smooth exit of staff • Facilitates the development and implementation of welfare and safety policies • Ensures the preparation of the budget and work plan of the Directorate • Oversees the preparation of the annual and other periodic reports of the Directorate Coordinates the implementation of the Performance Management System of the Authority • Supervises and appraises the performance of staff.
<ul style="list-style-type: none"> • INFORMATION MANAGEMENT AND TECHNOLOGY SOLUTIONS (IMTS) 	<ul style="list-style-type: none"> • Provides inputs for the formulation of policies. • Ensures the implementation, monitoring and evaluation of programmes and activities of the Directorate.

	<ul style="list-style-type: none"> • Ensures the efficient and effective management of the human, material, and financial resources of the Directorate. • Ensures the effective development and implementation of strategies, standards, guidelines, procedures and processes on IT programmes and activities of the Authority. • Oversees the overall functioning of IT systems. • Oversees the development and maintenance of IT infrastructure of the Authority. • Provides inputs for the conduct of negotiations on IT service level agreements with service providers. • Oversees the development of effective and efficient IT security systems. • Provides advice and guidelines on the acquisition, allocation, maintenance, utilization, valuation and disposal of IT equipment of the Authority; • Ensures close collaboration with relevant stakeholders in the management of IT systems of the Authority. • Ensures collaboration with relevant stakeholders on database management interface on the Authority's systems. • Ensures the development and maintenance of the website of the Authority. • Ensures an efficient, effective and sustainable operation of the Authority's automated system and its integrity. • Oversees the implementation of the Performance Management Systems within the Directorate. • Ensures the preparation of budget and work plan for the Directorate. • Ensures the preparation of annual and other periodic reports of the Directorate. • Supervises and appraises the performance of immediate subordinate staff.
<ul style="list-style-type: none"> • ADMINISTRATION 	<ul style="list-style-type: none"> • Provides inputs for the formulation of policies • Ensures the implementation, monitoring and evaluation of programmes and activities of the Directorate

	<ul style="list-style-type: none">• Exercises oversight responsibility for efficient and effective management of the material resources of the Authority• Ensures efficient and effective management of the human, material and financial resources of the Directorate• Oversees the organization of meetings, conferences, workshop• Coordinates plans to ensure the availability of resources to support the activities of the Authority• Ensures the development and implementation of guidelines for the management of Estate, transport, logistics and the provision of services• Ensures the development of administrative systems of the Authority• Coordinates plans to ensure the availability of resources to support the activities of the Authority• Ensures the preparation of the budget and work plan of the Directorate• Ensures the preparation of annual and other periodic reports of the Directorate• Oversees the implementation of the Performance Management System within the Directorate.
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<ul style="list-style-type: none"> SUPPLY CHAIN MANAGEMENT 	<ul style="list-style-type: none"> Provides inputs for the formulation of policies. Oversees the implementation, monitoring and evaluation of the programmes and activities of the Directorate. Ensures the development of procurement manuals and procedures. Ensures the development, maintenance, and update of database on suppliers Ensures the preparation of the annual procurement plan of the Authority. Ensures the submission of annual and other periodic reports on the procurement functions to the Public Procurement Authority through the Head of Entity Oversees the effective management of the procurement process. Ensures the efficient and effective management of the human, material, and financial resources of the Directorate. Oversees the proper stores management and Assets Disposal in accordance with laid down procedures and regulations Ensures the preparation of the budget and work plan of the Directorate. Ensures the preparation of annual and other periodic reports of the Directorate. Supervises and appraises the performance of subordinate staff.
<ul style="list-style-type: none"> LEGAL 	<ul style="list-style-type: none"> Provide input for the formulation of policies. Oversees the implementation, monitoring and evaluation of policies, programmes, and activities of the Unit. Supervise the development and implementation of prosecution, litigation, and ADR strategies. Supervise prosecution in legal and administrative proceedings. Interpret laws, rules, and regulations. Liaise with other Directorate of the Authority to ensure compliance with laws, rules, and regulations. Liaise with Attorney General's Department and other stakeholders for the preparation and review of legal documents and process.

	<ul style="list-style-type: none"> • Supervise the preparation of draft legal documents. • Provide legal advocacy on behalf of the Authority • Provide inputs for legal advice. • Oversees the preparation of annual and other periodic reports. • Oversees the preparation of budget and work plan for the Unit. • Supervise and appraise the performance of immediate subordinate staff.
<ul style="list-style-type: none"> • CORPORATE AFFAIRS 	<ul style="list-style-type: none"> • Provides input for the formulation and review of policies. • Oversees the implementation, monitoring and evaluation of the programmes and activities of the Directorate. • Oversees the design and implementation of the communication strategy of the Authority. • Supervises the issuance of press releases on the Authority's activities, nurtures relations with the media and organizes media briefings. • Recommends appropriate action on media coverage of the Authority's mandate and activities. • Oversees the production and distribution of promotional materials. • Supervises protocol activities of the Authority. • Oversees public education and sensitization on the Authority's policies, programmes, and activities. • Oversees the creation of corporate literature and other forms of communication media. • Liaise with the IT Unit for the update of information on the Authority's website. • Oversees the development and maintenance of a database on key stakeholders of the Authority. • Oversees the preparation of the annual budget and work plan for the Directorate • Oversees the preparation of annual and other periodic reports of the Directorate. • Supervises and appraises the performance of subordinate staff.
<ul style="list-style-type: none"> • LABORATORY SERVICES 	<ul style="list-style-type: none"> • Provides input for the formulation of policies • Oversees the implementation of the programmes and activities of the Authority

	<ul style="list-style-type: none"> • Oversees the conduct of physicochemical analysis of food, drugs and cosmetics and household chemicals • Approves requests and contracts for laboratory analysis. • Reviews and approves of technical documentation of laboratory quality management system. • Oversees the maintenance of laboratory quality management system. • Authorizes test reports. • Oversees the implementation of quality procedures and the conduct of technical validations • Oversees internal and external audits of the relevant laboratories. • Oversees the conduct of training for other external stakeholders • Oversees the preparation of annual reports of the Directorate. • Oversees the preparation of annual work plan and budget of the Directorate • Oversees staff training and the conduct of staff competence evaluations. • Oversees the implementation of the performance management system within the Directorate • Supervises and appraises the performance of immediate subordinate staff • Provides technical advice in support of improvement actions.
<ul style="list-style-type: none"> • IMPORT AND EXPORT CONTROL 	<ul style="list-style-type: none"> • Provides inputs for the formulation of policies on import and export control • Oversees the implementation of the programmes and activities of the operations unit • Oversees the development and implementation of import and export control policies and guidelines • Oversees the conduct of import and export inspections and clearance, bonded warehouse licensing, supervision of safe disposal, quality assurance testing and other import and export control functions • Oversees the preparation of annual and other periodic reports of the import and export control directorate

	<ul style="list-style-type: none"> • Oversees the preparation of annual work plan and budget of the import and export control directorate • Oversees the implementation of the performance management system within the import and export control directorate • Supervises and appraises the performance of immediate subordinate staff
<ul style="list-style-type: none"> • FINANCE 	<ul style="list-style-type: none"> • Oversees the provision of inputs for the formulation of policies. • Oversees the implementation, monitoring and evaluation of the programmes and activities of the Directorate. • Exercises oversight responsibility for the efficient and effective management of the human, material and financial resources of the Directorate. • Co-ordinates the preparation of the annual budget of the Authority. • Oversees the preparation and submission of the annual budget of the Directorate. • Oversees the analysis and interpretation of financial reports for the Authority. • Oversees the preparation of annual financial performance reports of the Authority • Maintains appropriate relationship with relevant Ministries, Departments and Agencies of government and stakeholders on issues relating to finance. • Identifies sources of funding to improve the revenue base of the Authority • Advises Management on the financial management laws, regulations, fiscal policies and any other financial issues • Provides financial advice for the development of proposals. • Ensures the implementation of financial recommendations contained in audit reports. • Ensures the judicious use of funds in accordance with relevant financial regulations. • Ensures the development and implementation of financial control system for the Authority.

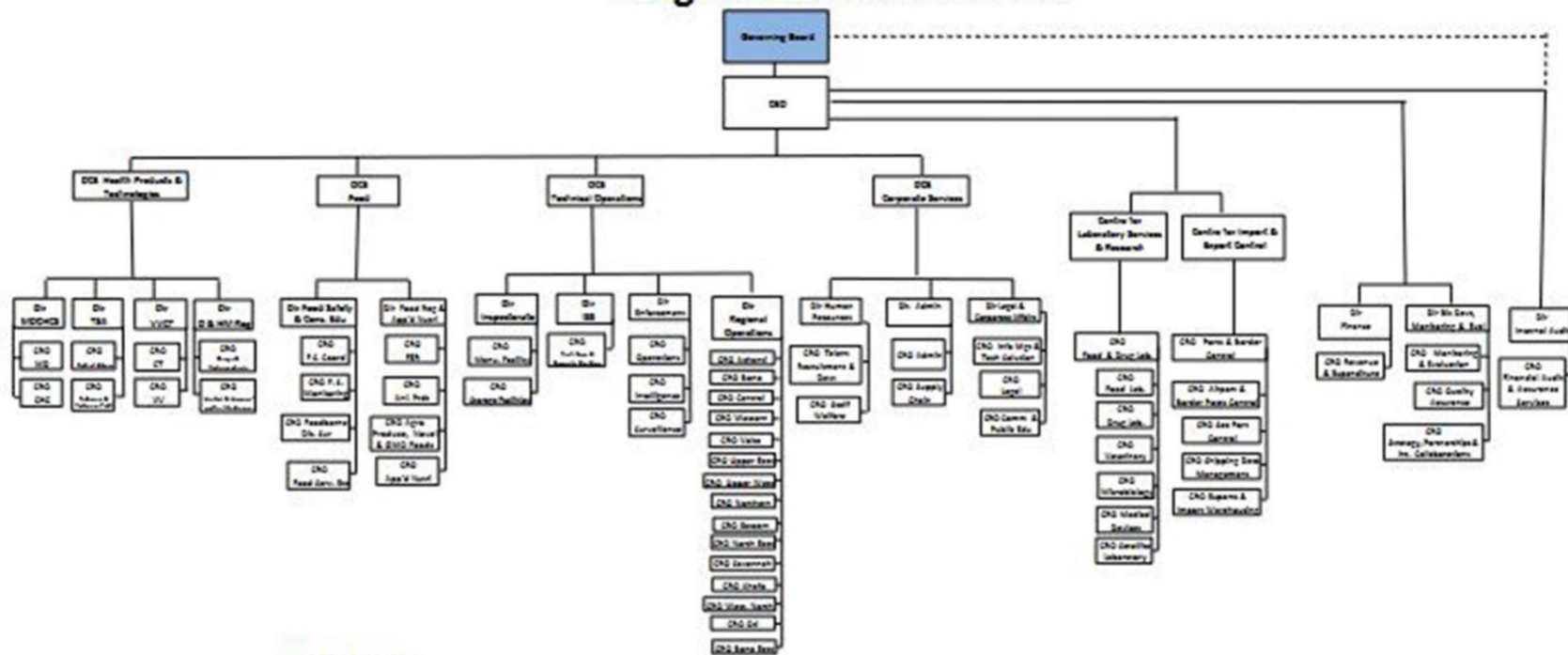
	<ul style="list-style-type: none">• Ensures the preparation of annual and other periodic reports of the Directorate.• Oversees the implementation of the Performance Management systems within the directorate.• Supervises and appraises the performance of subordinate staff.
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<ul style="list-style-type: none"> INTERNAL AUDIT 	<ul style="list-style-type: none"> Provides inputs for the formulation of policies. Ensures the implementation, monitoring and evaluation of policies, programmes and activities of the Unit. Exercises oversight responsibility for the efficient and effective management of the human, financial and material resources of the Unit. Ensures the development of the Authority's audit universe and risk register. Ensures that external audit queries are adequately responded to. Ensures the confirmation of deliverables before payment. Ensures the development, implementation, and evaluation of internal control systems. Liaises with the Internal Audit Agency and other related bodies in the performance of audit functions. Oversees the preparation of periodic and annual audit plans. Oversees the planning, implementation, and maintenance of appropriate internal audit systems. Ensures compliance with internal audit, financial administration regulations, procedures, and standards. Evaluates the effectiveness of governance and risk management systems. Ensures the conduct of periodic, special annual audits of the Authority. Ensure the preparation of budget and work plan for the Unit. Ensures the preparation of annual and other periodic reports of the Unit. Supervises and appraises the performance of subordinate staff.
<ul style="list-style-type: none"> INTERNATIONAL PARTNERSHIPS, STRATEGY, QUALITY ASSURANCE AND MONITORING AND EVALUATION 	<ul style="list-style-type: none"> Supports the Chief Executive Officer to keep strategic focus Acts as liaison for building international relations Coordinates policy direction Identifies opportunities in line with FDA's Africa Region Centre of Excellence vision and mission

	<ul style="list-style-type: none">• Coordinates work across functional areas• Acts as the strategic lead on high profile projects
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2.2 Food and Drugs Authority's Organogram

Food and Drugs Authority (FDA) Organisational Structure



ABBREVIATIONS

- | | |
|-----------------------------|--|
| 1. Ani. Prod: | Animal Products |
| 2. App'd Nut. & CE: | Applied Nutrition and Consumer Education |
| 3. Bus Dev: | Business Development |
| 4. CEO: | Chief Executive Officer |
| 5. CHC: | Cosmetics and Household Chemicals |
| 6. CRO: | Chief Regulatory Officer |
| 7. DCE: | Deputy Chief Executive |
| 8. H & HM: | Herbal & Homeopathic Medicine |
| 9. Dir: | Directorate |
| 10. Dis. Sur: | Disease Surveillance |
| 11. FER: | Food Evaluation and Registration |
| 12. F.S Coord: | Food Safety Coordination |
| 14. Food Serv. Est: | Food Service Establishments |
| 15. Health Products & Tech: | Health Products and Technologies |
| 16. Info Mgt & Tech Solu: | Information Management and Technology Solution |

- | | |
|---------------|--|
| 17. Int: | International |
| 18. ISS: | Industrial Support Services |
| 19. Lab: | Laboratory |
| 20. Manu: | Manufacturing |
| 21. MDCHS: | Medical Devices, Cosmetics and Household Chemical Substances |
| 22. Reg: | Registration |
| 23. Prods: | Products |
| 24. Sub: | Substances |
| 24. Tech Sup: | Technical Support |
| 25. TSA: | Tobacco and Substances of Abuse |

ABBREVIATIONS

- | | |
|---------------|--|
| 17. Int: | International |
| 18. ISS: | Industrial Support Services |
| 19. Lab: | Laboratory |
| 20. Manu: | Manufacturing |
| 21. MDCHS: | Medical Devices, Cosmetics and Household Chemical Substances |
| 22. Reg: | Registration |
| 23. Prods: | Products |
| 24. Sub: | Substances |
| 24. Tech Sup: | Technical Support |
| 25. TSA: | Tobacco and Substances of Abuse |

2.3 AGENCIES UNDER <Insert name of institution> (Where applicable)

Agencies under <insert name of institution> (example NHI)
1.
2.
3.
4.
5.
6.
7. <Delete number if not applicable>
8. <Delete number if not applicable>
9. <Delete number if not applicable>
10. <Delete number if not applicable>

<insert name of first Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:

<insert name of second Agency listed at 2.3>	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

<insert name of third Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

<insert name of fourth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

<insert name of fifth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

<insert name of sixth Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

<insert name of seventh Agency listed at 2.3> (e.g NHI)	
Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

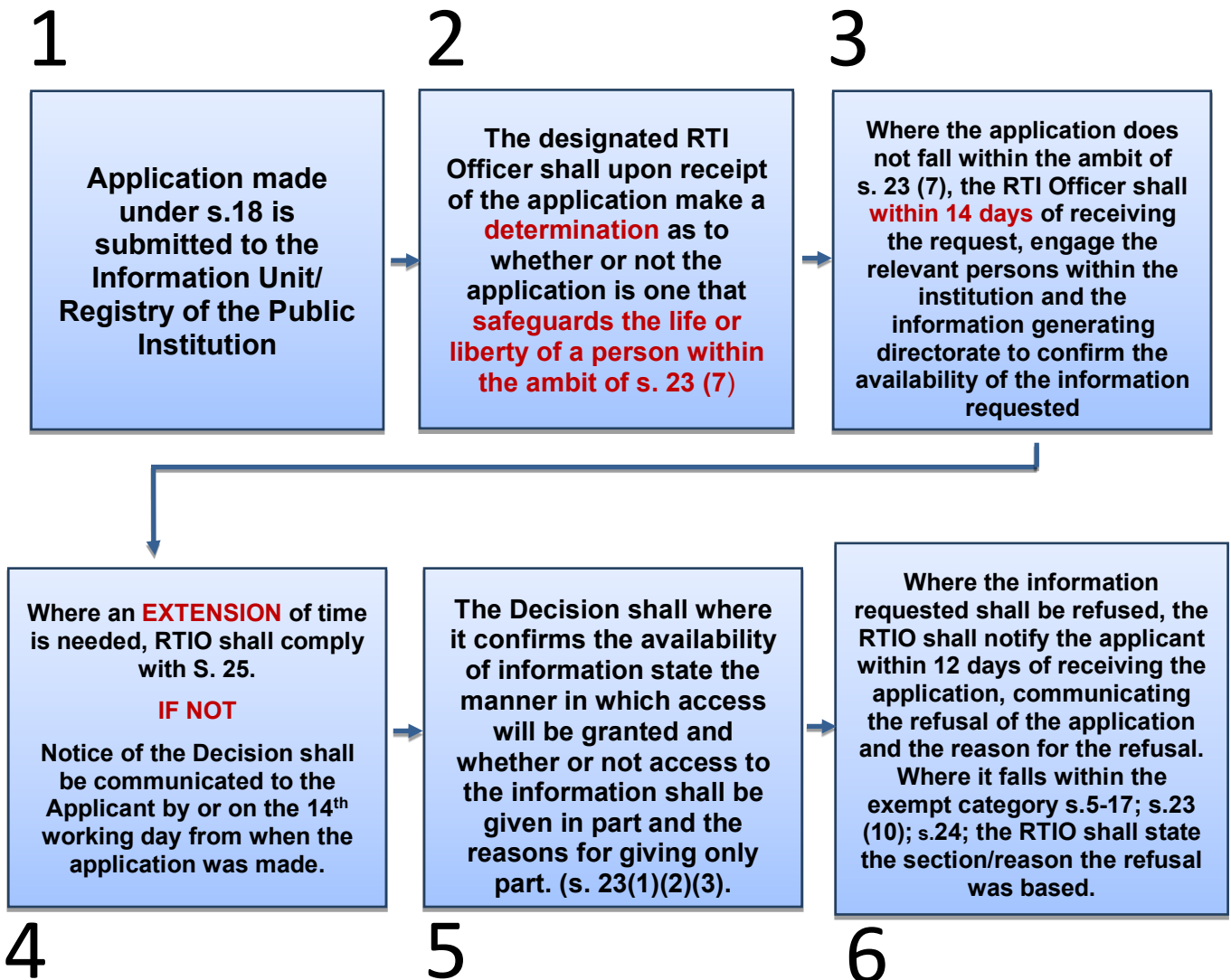
<p><insert name of tenth Agency listed at 2.3> (e.g NHI)</p>	
<p>Responsibilities of the Agency:</p>	<p>Details of Activities:</p> <p><click here and press enter for more space></p>

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2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
<ol style="list-style-type: none">1. Administrative information2. Legal information3. Financial information4. Confidential information5. Technical information6. Product information
Types of Information Accessible at a fee:
<ol style="list-style-type: none">1. <List and Press enter for additional numbering>

- Processing and Decision on Application – S. 23



- **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.
 - 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

- **Fees and Charges for Access to Information**

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, 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.

- **Appendix A: Standard RTI Request Form**

[Reference No.:]

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



1.	Name of Applicant:				
2.	Date:				
3.	Public Institution:				
4.	Date of Birth:	DD	MM	YYYY	
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>		
6.	TIN Number				
7.	If Represented, Name of Representative:				
7 (a).	Capacity of Representative:				
8.	Type of Identification:	<input type="checkbox"/>	National ID Card	<input type="checkbox"/>	Passport
		<input type="checkbox"/>	Driver's License	<input type="checkbox"/>	Voter's ID
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"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille
11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	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>	

- **Appendix B: Contact Details of <FDA>'s Information Unit**

Name of Information Officer:

DAVID ANKAMAH

Telephone/Mobile number of Information Unit:

0260505150

Postal Address of the institution:

P.O Box CT 2783 Cantonments - Accra

- **Appendix C: Acronyms**

Table 1 Acronyms

Acronym	Literal Translation
<i>Ani Prod</i>	<i>Animal Products</i>
<i>App'd Nut & CE</i>	<i>Applied Nutrition & Consumer Education</i>
<i>BP</i>	<i>Biological Products</i>
<i>Cap & Mgt Dev</i>	<i>Capital and Management Development</i>
<i>CEO</i>	<i>Chief Executive Officer</i>
<i>CTSM</i>	<i>Clinical Trials and Safety Monitoring</i>
<i>DCE</i>	<i>Deputy Chief Executive</i>
<i>DD</i>	<i>Deputy Director</i>
<i>Dir</i>	<i>Director</i>
<i>DER</i>	<i>Drug Evaluation and Registration</i>
<i>FER</i>	<i>Food Evaluation and Registration</i>
<i>FS Coord</i>	<i>Food Safety Coordination</i>
<i>FDA</i>	<i>Food and Drugs Authority</i>
<i>Health Tech</i>	<i>Health Technology</i>
<i>HM</i>	<i>Herbal Medicines</i>
<i>IEC</i>	<i>Import and Export Control</i>
<i>Info Mgt & Tech Sol</i>	<i>Information Management and Technology Solutions</i>
<i>Int QA, M&E</i>	<i>International Quality Assurance, Monitoring and Evaluation</i>
<i>ISS</i>	<i>Industrial Support Systems</i>
<i>Lab</i>	<i>Laboratory</i>
<i>MDCHC</i>	<i>Medical Devices, Cosmetics and Household Chemicals</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>RTI</i>	<i>Right to Information</i>
<i>Reg</i>	<i>Registration</i>
<i>s.</i>	<i>Section</i>
<i>TSA</i>	<i>Tobacco and Substances of Abuse</i>

- **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>