



Government of Ghana

Right to Information Manual

**GHANA METEOROLOGICAL
AGENCY (GMet)**

2025

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1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akuffo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the GHANA METEOROLOGICAL AGENCY (GMet) and provide the types of information and classes of information available at, including the location and contact details of its information officers and units.

2. Directorates and Departments under GHANA METEOROLOGICAL AGENCY (GMet)

VISION

To become the best Meteorological service in the Sub-Region

MISSION

To provide efficient weather and climate services for Socio-Economic Development in Ghana

Directorates and Departments under GMet
JOB TITLE: AG. DIRECTOR-GENERAL – DR. ERIC ASUMAN DUTIES AND RESPONSIBILITIES: 1. Initiate action for the formulation of policies of the Agency. 2. Exercise oversight responsibility for the effective and efficient management of financial, material and human resources of the Agency. 3. Exercise oversight responsibility for the effective and efficient risk management at the Agency 4. Ensure the implementation, monitoring and evaluation of policies, programmes and activities of the Agency. 5. Represent the Agency at local and international levels on matters concerning the Agency's programmes and activities. 6. Ensure the development and implementation of the strategic plan of the Agency. 7. Ensure the availability of appropriate internal structures, controls, management and decision-making processes for the Agency. 8. Initiate action for the mobilization of funds from development partners and other stakeholders for the Agency. 9. Advise the Board and implement its decisions on strategic, operational and regulatory policies. 10. Ensure compliance with the WMO and other relevant international standards 11. Serve as the Permanent Representative (PR) of Ghana with the World Meteorological Organisation (WMO) 12. Sign contractual agreements between individuals or groups of persons and the Agency on behalf of the Governing Board.

13. Oversee the implementation of performance management system within the Agency.
14. Collaborate and build relationships with government, public and private sector partners and other stakeholders in carrying-out the mandate of the Agency.
15. Ensure the preparation and submission of annual budgets of the Agency to the Board for approval.
16. Ensure the preparation of annual and other periodic reports to the Board and other relevant authorities.
17. Supervise and appraise the performance of subordinate staff.

JOB TITLE: DEPUTY DIRECTOR-GENERAL, OPERATIONS – DR. IGNATIUS KWAKU WILLIAMS

DUTIES AND RESPONSIBILITIES

1. Provide inputs for the formulation of policies
2. Provide technical and managerial leadership for the Division
3. Oversee the implementation of programmes and activities of the Division
4. Supervise the development, implementation and review of strategic plan of the Agency
5. Liaise with key Government, Public and Private sector partners and other stakeholders, in carrying out the functions of the Division
6. Ensure the provision of reliable timely and relevant weather information and forecast
7. Exercise oversight responsibility for the Engineering and technical support services of GMet
8. Coordinate, monitor and evaluate programmes and projects of the Division
9. Coordinate the development and review of appropriate internal structures and systems of the Division
10. Coordinate the development of funding proposal for the Division
11. Supervise the preparation of annual and other periodic reports of the Division
12. Ensure the preparation of annual and other periodic reports of the Agency
13. Build and manage an effective and dedicated cross-cultural work team
14. Coordinate the preparation of the annual work plan and budget of the Division
15. Oversee the implementation of the Performance Management System within the Division
16. Supervise and appraise the performance of subordinate staff

JOB TITLE: DEPUTY DIRECTOR-GENERAL, GENERAL SERVICES – MISS VIVIAN ABLA KALLY**DUTIES AND RESPONSIBILITIES**

1. Provide inputs for the formulation of policies
2. Ensure the efficient and effective management of the human, material and financial resources of the Agency
3. Ensure effective and efficient mobilization of funds for the programmes and projects of the Agency
4. Liaise with key Government, Public and Private sector partners and other stakeholders, in carrying out the functions of the Division
5. Ensure the preparation and submission of the annual budget and work plan of the Division
6. Ensure the preparation and submission of the annual budget and work plan of the Agency
7. Ensure the preparation of annual and other periodic reports of the Division
8. Ensure the provision of the Division's inputs for the preparation of the strategic plan of the Agency
9. Ensure the implementation, monitoring and evaluation of Programmes and activities of the Division
10. Oversee the implementation of the Performance Management System of Agency
11. Supervises and appraises the performance of subordinate

JOB TITLE DIRECTOR OF ADMINISTRATION – MR. CHARLES BADOO**DUTIES AND RESPONSIBILITIES**

- Exercises managerial and administrative oversight for all activities of the Directorate.
- Coordinates plans to ensure the availability of resources to support the activities of the Directorate.
- Designs and maintains an effective system for monitoring and evaluating the activities of the division for maximum results
- Provides inputs for annual budget and the strategic planning process
- Provides inputs for preparation of the Annual Performance Report.
- Prepares monthly, quarterly and annual Performance Report of the Directorate.

- Provides technical advice on administration and logistics of GMet
- Coordinates the development of framework for policies and practices related to administration and logistics
- Reports on the Performance of staff of the directorate.
- Submits reports on the activities of the Directorate.

JOB TITLE; DEPUTY DIRECTOR (RESEARCH & APPLIED METEOROLOGY) – MRS. FRANCISCA MARTEY

DUTIES AND RESPONSIBILITIES:

- Provides inputs for policy formulation
- Supervises research activities of GMet accordingly.
- Provides consultancy services in meteorology to the general public.
- Supervises the provision of meteorological information on agriculture, surface and marine transport, operational hydrology, and management of energy and water resources as well as combating desertification
- Prepares technical bulletins of GMet
- Provides inputs for the development of guidelines on research activities of GMet
- Collaborates with other stakeholders on the activities of GMet.
- Supervises the preparation of annual work plan and budget for the Directorate
- Supervises the compilation of annual and other periodic reports of GMet

JOB TITLE DEPUTY DIRECTOR SYNOPTIC METEOROLOGY AND FORECASTING – MR. JOSEPH PORTUPHY

DUTIES AND RESPONSIBILITIES:

- Provides inputs for policy formulation.
- Supervises the issuance of weather Forecasts for the safe operation of aircraft, ocean going vessels, search and rescue missions, oil rigs and other socio-economic activities.
- Supervises the collection, processing, and dissemination of real time meteorological information nationally and internationally in accordance with rules, practices and procedures established under international conventions
- Supervises the maintenance of uniform standards of observation of meteorological phenomena and the global exchange of meteorological information, data and forecasts.
- Provides inputs for the preparation of guidelines on Weather Forecasting.

- Supervises the compilation of annual and other periodic reports of the Directorate •
- Appraises the performance of subordinate staff in the Directorate and identifies their training needs.

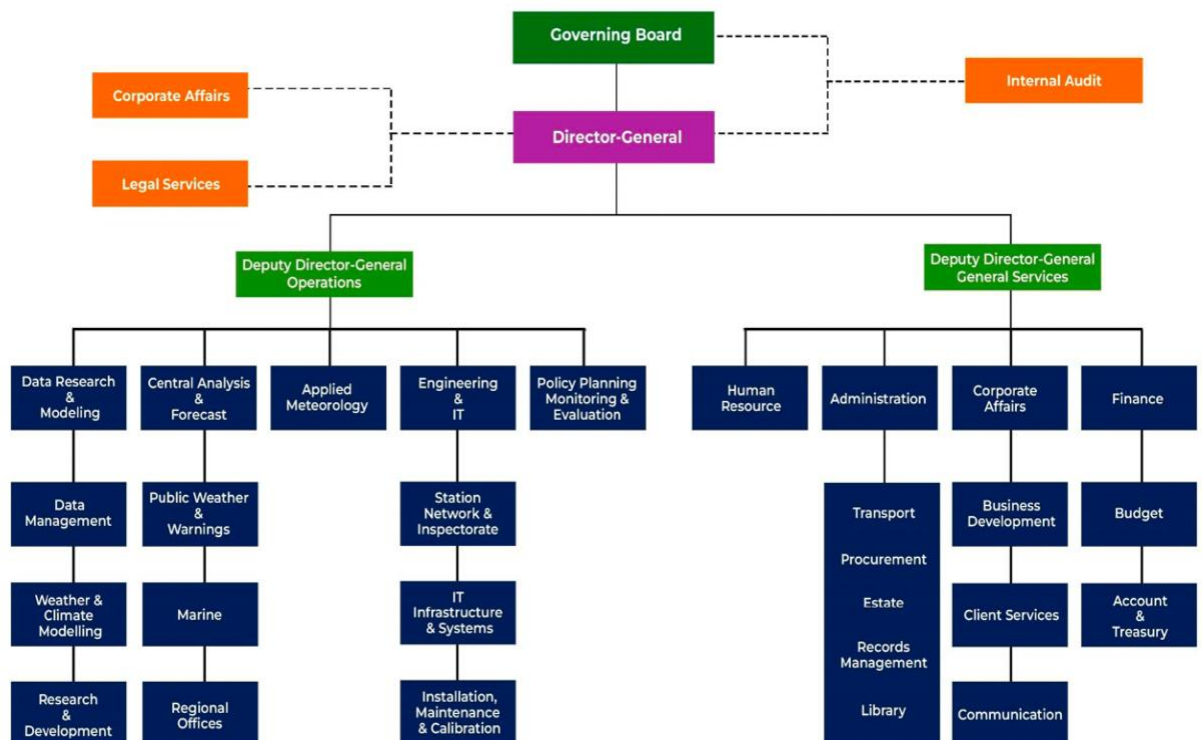
Responsibilities of the Institution:

The object of the Agency is to provide meteorological services in the country and ensure the operation and maintenance of international standards and practices in meteorology in the country.

- (a) advise the Government on meteorology generally;
- (b) issue weather forecasts for the safe operation of air-craft, ocean going vessels, oil rigs and other socio-economic activities;
- (c) provide meteorological information, advice, and warnings for the benefit of agriculture, civil and military aviation, surface and marine transport, operational hydrology and management of energy and water resources to mitigate the effects of natural disasters such as floods, storms and droughts on socioeconomic development and projects;
- (d) promote the services of meteorology in agriculture, prevention of drought and desertification activities;
- (e) establish, organise and manage surface and upper air observational station networks;
- (f) collect, process, and disseminate meteorological information nationally and internationally in accordance with rules, practices and procedures established under international conventions;
- (g) ensure uniform standards of observation of meteorological phenomena in the country;
- (h) train, conduct and undertake research particularly in the field of tropical, agricultural, hydrological and other aspects of meteorology;
- (i) store meteorological data and information for the purposes of planning and implementation of infrastructural projects;
- (j) develop and provide telecommunication systems for meteorological purposes only;
- (k) participate in local and international training and research in meteorology and climatology and in other related fields in co-operation with other relevant institutions and authorities concerned with applied meteorological research;
- (l) collaborate with the relevant foreign and international organisations that the Board considers necessary for the purposes of this Act;
- (m) be the sole authority to approve the establishment of meteorological stations for meteorological observations;
- (n) provide consultancy services in meteorology to the public;
- (o) participate in the global exchange of meteorological and related activities for the welfare of humankind;
- (p) calibrate, develop and fabricate meteorological conventional equipment for internal use and export;

- (q) conduct investigations into meteorological issues and advise the Minister accordingly; ensure due compliance with conventions, protocols and any other relevant standards
- (r) recommended practices of the World Meteorological Organisation;
- (s) perform any other functions as are incidental to the objects of the Agency or as the Minister in consultation with the Board may direct.

2.2 GHANA METEOROLOGICAL AGENCY (Gmet)'s Organogram



2.3 Classes and Types of information

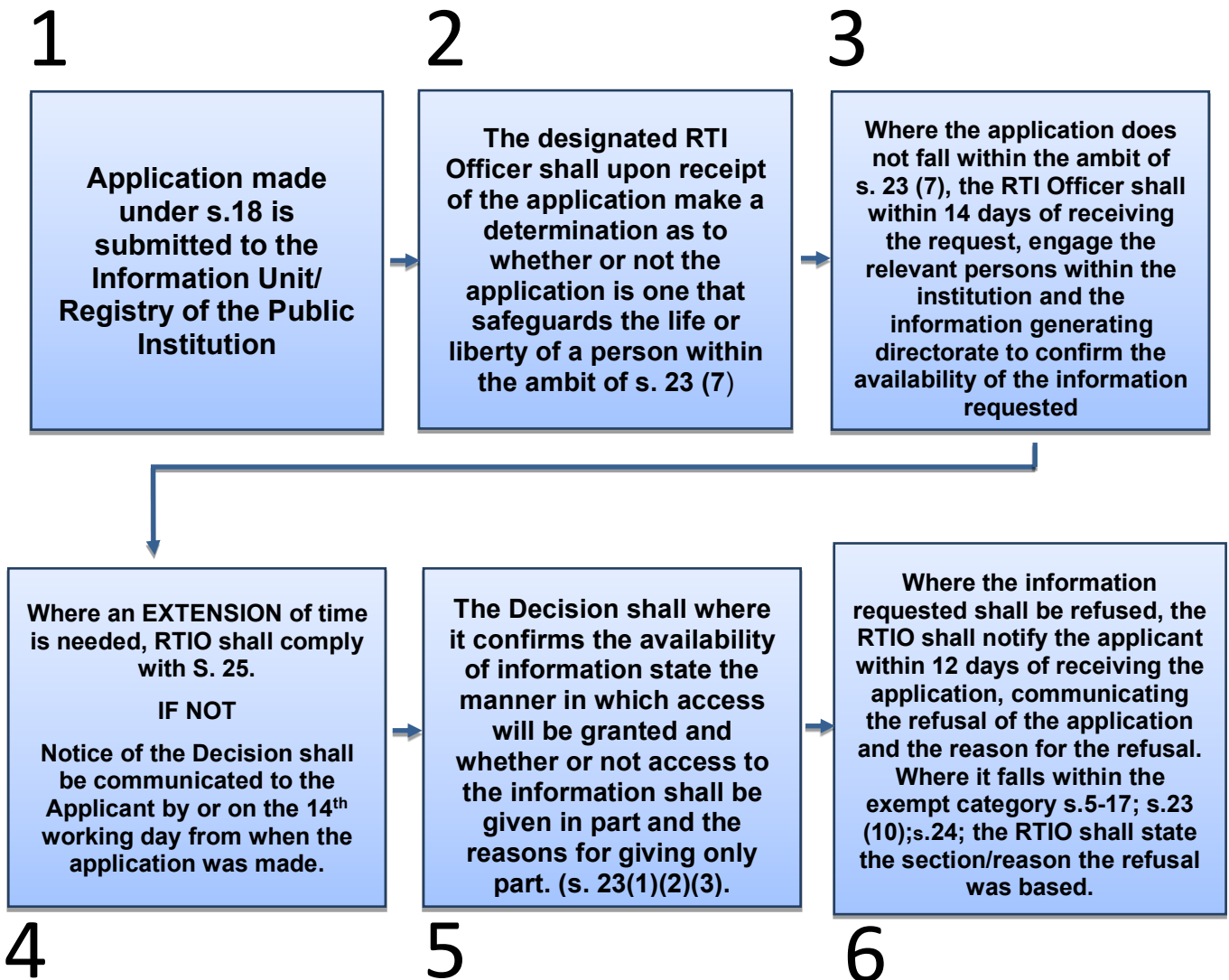
List of various classes of information in the custody of the institution:

- Operational Information
 - Weather Forecast
 - Seasonal Outlook
 - Climate Atlas
 - Weather Bulleting
 - Observed data
- Administrative Information
 - Network of stations
 - ISO certification
 - MOUs and Agreements
 - Procurement Information

Types of Information Accessible at a fee:

- Operational Information
 - Weather Forecast
 - Seasonal Outlook
 - Climate Atlas
 - Weather Bulleting
 - Observed data
- Administrative Information
 - Network of stations
 - ISO certification
 - MOUs and Agreements
 - Procurement Information

3. Processing and Decision on Application – S. 23



4. Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

4.1 How to apply for an Amendment

- a. The application should be in writing indicating;
 - Name and proof of identity.
 - Particulars that will enable the records of the public institution identify the applicant
 - The incorrect, misleading, incomplete or the out of date information in the record.
 - Signature of the applicant
- b. For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.
- c. The address to which a notice shall be sent should be indicated.
- d. The application can then be submitted at the office of the public institution

5. 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.

6. 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 ☐	Organization/Institution	☐	
6.	TIN Number				
7.	If Represented, Name of Representative:				
7 (a).	Capacity of Representative:				
8.	Type of Identification:	☐ National ID Card	☐ Passport	☐ Voter's ID	
		☐ Driver's License			
8 (a).	Id. No.:				
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):				

10.	Manner of Access:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language)
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address _____ ☐ Postal Address _____ ☐ 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>	

7. Appendix B: Contact Details of Gmet's Information Unit

Name of Information/Designated Officer:

Benjamin Fiifi Essuman

Telephone/Mobile number of Information Unit:

0203313398

Postal Address of the institution:

P.o.Box LG 87 Legon-Accra

8. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
<i>RTI</i>	<i>Right to Information</i>
<i>MDA</i>	<i>Ministries, Departments and Agencies</i>
<i>s.</i>	<i>section</i>
<i>MMDAs</i>	<i>Metropolitan, Municipal and District Assemblies</i>
<i>Gmet</i>	<i>Ghana Meteorological Agency</i>

9. 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
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<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>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>