



Government of Ghana

Right to Information Manual

**GHANA METEOROLOGICAL
AGENCY (Gmet)**

2024

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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) 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 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 GHANA METEOROLOGICAL AGENCY (Gmet)

JOB TITLE: AG. DIRECTOR-GENERAL – MR. ERIC ASUMAN

DUTIES AND RESPONSIBILITIES:

- Carries out the day-to-day Administration and Management of GMet
- Initiates action on policies relating to the strategic direction of GMet for the Board's consideration.
- Implements the policies of the Board.
- Advises the Board on the management of the National Meteorological Fund
- Serves as the Permanent Representative of Ghana with the WMO
 - Ensures that GMet operates in accordance with the rules, regulations and procedures prescribed by the WMO (World Meteorological Organization)
- Coordinates the relationship of GMet with other national and relevant inter-governmental organizations.
 - Prepares and submits to the Board annual and other periodic reports covering the activities and operations of GMet

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, BASIC NETWORK AND DATA PROCESSING - MISS ELIKEM SESTOFIA

DUTIES AND RESPONSIBILITIES:

- Provides inputs for the formulation of policy in GMet.
- Coordinates the establishment and management of a network of observing stations of the Agency (marine, upper air, land surface).

- Coordinates the establishment and management of national meteorological database and archives.
- Provides inputs in the development of strategy, programmes, procedures and standards for the management and use of data.
- Oversees the development and maintenance of an effective backup and recovery facilities.
- Oversees the development and the maintenance of metadata base.
- Coordinates the preparation of annual work plan and budget for the Directorate
- Coordinates the compilation of annual and other periodic reports of GMet
- Appraises the performance of subordinate staff of the Directorate and identify their training needs.

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

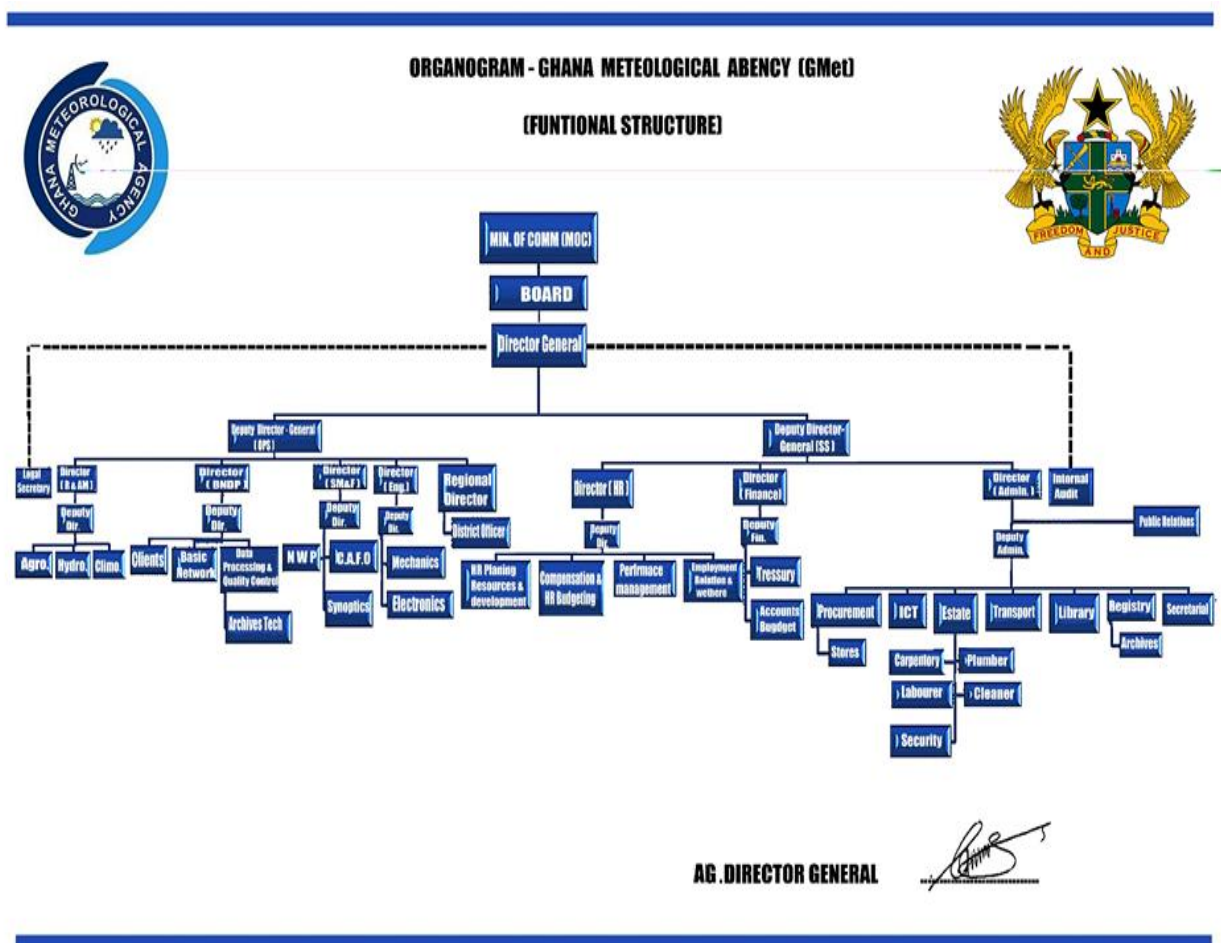
DUTIES AND RESPONSIBILITIES:

- 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:

- Public weather forecast on daily basis (national weather) on radio and television
- Collect, process, store and disseminate meteorological information
- Undertake collaborative work with Agricultural Agencies and others on meteorological related matters and provide expert advice
- Provide expert advice on wetlands including birds sanctuaries.
- Provide meteorological information to meet international set standards
- Render other meteorological services on routine/requests.

2.2 GHANA METEOROLOGICAL AGENCY (Gmet)'s Organogram



2.3 AGENCIES UNDER < GHANA METEOROLOGICAL AGENCY (Gmet)

Agencies under GHANA METEOROLOGICAL AGENCY (Gmet)	
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)
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Responsibilities of the Agency:	Details of Activities:
	<click here and press enter for more space>

[illegible]

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

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

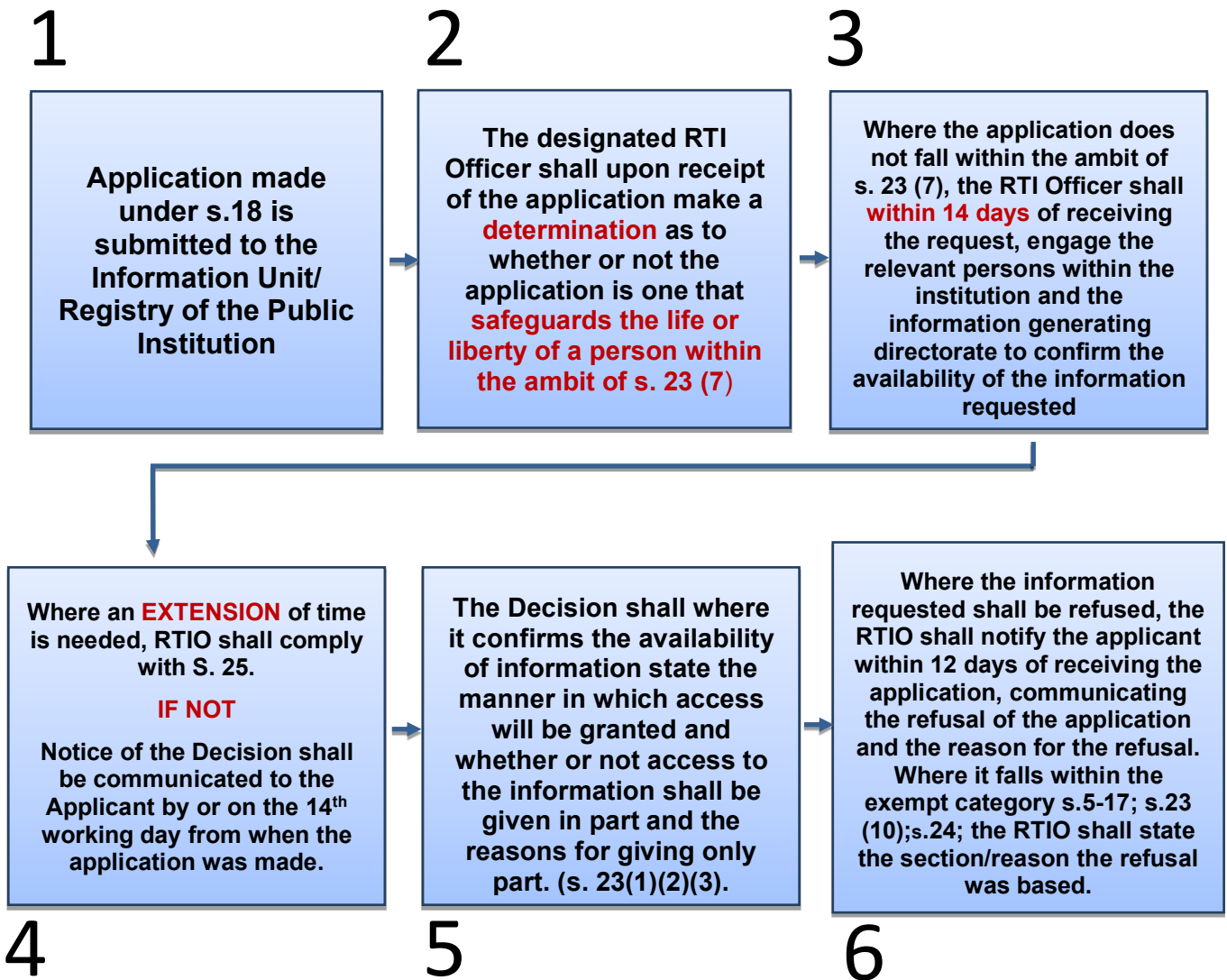
	<click here and press enter for more space>
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<To add more agencies, copy and paste the table>

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
1. <List and Press enter for additional numbering>
Types of Information Accessible at a fee:
1. <List and Press enter for additional numbering>

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

8. Appendix C: Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the manual. List the acronyms in alphabetical order using the table below.

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>
<Acronym>	<Literal Translation>

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>