



REPUBLIC OF GHANA

***MEDIUM TERM EXPENDITURE FRAMEWORK (MTEF)
FOR 2021-2024***

RIGHT TO INFORMATION COMMISSION

***PROGRAMME BASED BUDGET ESTIMATES
For 2021***



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RIGHT TO INFORMATION COMMISSION



The Right to Information MTEF PBB Estimates for 2021 is also available on the internet at:
www.mofep.gov.gh



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1.5. Appropriation Bill

Summary of Expenditure by Sub-Programme, Economic Item and Funding

Entity: 082 - Right to Information Commission
 Year: 2021 | Currency: Ghanaian Cedi (GHS)

2021 Full Year Budget

	GoG			IGF			Funds / Others			Donors		Grand Total		
	Compensation of employees	Goods and Services	31 - Non financial assets	Total	Compensation of employees	Goods and Services	31 - Non financial assets	Total	Statutory	*Error: invalid report object*	Goods and Services		31 - Non financial assets	Total
08201 - Management and Administration	8,500,000	2,900,000	500,000	11,900,000										11,900,000
08201001 - General Administration and Finance		2,900,000	500,000	3,400,000										3,400,000
08201002 - Human Resource	8,500,000			8,500,000										8,500,000
08202 - Promotion of Right to Information		2,100,000		2,100,000										2,100,000
08202001 - Promotion of Right to Information		2,100,000		2,100,000										2,100,000
Grand Total	8,500,000	5,000,000	500,000	14,000,000										14,000,000

PART A: STRATEGIC OVERVIEW OF RIGHT TO INFORMATION COMMISSION

1. NATIONAL POLICY OBJECTIVES

National Medium-Term Development Policy Framework (MTDPF) contains 5 Policy Objectives that are relevant to the Commission

- Deepen Transparency and public accountability
- Enhance capacity for policy formulation and coordination
- Promote the fight against corruption and economic crimes
- Improve participation of civil society (media, traditional authorities, religious bodies) in national development
- Ensure responsive governance and citizen participation in the development dialogue.

2. MISSION

The mission of the Commission is to achieve the goals enshrined in the Right to Information Act, 2019 (Act 989) to build an informed citizenry, to promote transparency of information held by or under the control of public institutions, check corruption and to hold governments and its institutions accountable to all.

3. CORE FUNCTIONS

The core functions of the Commission are:

- Issue written orders requesting for the production of information
- Examine, reproduce, take extracts from or hold information for unlimited periods, including information found in any premises entered pursuant to an inspection conducted by the Commission in the performance of the monitoring function of the Commission.
- Promote, sustain awareness and educate the public on the right to information within the country
- Conduct any research it considers necessary or appropriate for the attainment of the Objects of this Act.
- Monitor, ensure compliance and implementation of its directives by all public institution and relevant private body with this Act.
- Publish findings, recommendations, orders, decisions and directives quarterly
- Undertake any other action that the Commission considers necessary for the effective performance of its functions.



4. POLICY OUTCOME INDICATORS AND TARGETS

Outcome Indicator Description	Unit of Measurement	Baseline		Latest Status		Target	
		Year	Value	Year	Value	Year	Value
Operationalise Right to Information Act, 2019 (Act 989)	Develop operational manual for Right to Information Act, 989	N/A	N/A	2021	Complete draft of the operational manual.	2024	Full Implementation
	Develop guidelines for drafting information manual by Public Institutions	N/A	N/A	2021	Guidelines developed and sent to the various public institutions	2024	Full Implementation
Introduce innovative concepts/programs to help disseminate and educate the general public about the Commission and its mandate.	No. of nationwide tour in all regional capitals	N/A	N/A	2021	Report on effectiveness of tour of all 16 regions	2024	Report on effectiveness of tour of all regions
	No. of social Media campaign	N/A	N/A	2021	All year round		All year round
	No. of stakeholder engagement workshops	N/A	N/A	2021	30 engagements and workshops and produce reports accordingly	2024	Produce reports



5. SUMMARY OF KEY ACHIEVEMENTS IN 2020

The Parliament of the Republic of Ghana passed the Right to Information Bill. His Excellency the President of the Republic of Ghana assented to the Bill in May 2019.

Thereafter the bill became the Right to Information Act 2019, Act 989. The Act established the Right to Information Commission with the object to Promote, Monitor, protect and enforce the Right to Information granted to persons under Article 21 paragraph (f) of the 1992 Constitution of the 4th Republic.

On the 19th of October 2020, the President of Ghana, His Excellency Nana Addo Dankwa Akufo-Addo swore into office A Seven-Member Board of the Commission under the law to set up and operate what the Right to Information Act establishes as the Right to Information Commission





2.6 Budget by Chart of Account

6.0- Programme, Sub-Programme and Natural Account Summary

Entity: 082 - Right to Information Commission

Funding: All Source of Funding

Year: 2021 | **Currency:** GH Cedi

V_2021_Full_year

	2021	2022	2023	2024
Programmes - Right to Information Commission	14,000,000	14,000,000	14,000,000	14,000,000
08201 - Management and Administration	11,900,000	11,900,000	11,900,000	11,900,000
08201001 - General Administration and Finance	3,400,000	3,400,000	3,400,000	3,400,000
22 - Use of goods and services	2,900,000	2,900,000	2,900,000	2,900,000
31 - Non financial assets	500,000	500,000	500,000	500,000
08201002 - Human Resource	8,500,000	8,500,000	8,500,000	8,500,000
21 - Compensation of employees [GFS]	8,500,000	8,500,000	8,500,000	8,500,000
08202 - Promotion of Right to Information	2,100,000	2,100,000	2,100,000	2,100,000
08202001 - Promotion of Right to Information	2,100,000	2,100,000	2,100,000	2,100,000
22 - Use of goods and services	2,100,000	2,100,000	2,100,000	2,100,000

PART B: BUDGET PROGRAMME SUMMARY

PROGRAMME1: MANAGEMENT AND ADMINISTRATION

1. Budget Programme Objectives

- To develop strategies for the smooth operationalization of the Right to Information Act, 2019 (Act 989).
- To facilitate program that will help disseminate information about the Right to Information Commission Act 989.
- To facilitate annual budget preparation and implementation for the Commission.
- To facilitate stakeholder engagements.

2. Budget Programme Description

The mandate of the Right to Information Commission is centred on the promotion of a culture of transparency and accountability in public institutions. The Commission is also mandated to promote, monitor, protect and enforce the right to information that is granted to person under the Constitution and the provisions of the Right to Information Act 989.

The programme covers all the support services offered the Commission through the delivery of the following sub-programmes;

- Finance;
- Human Resource;

The operations and projects of this programme are mainly funded by the Government of Ghana



2.7. Budget by Chart of Account

7- MDA Sub-Programme and Natural Account Summary

Entity: 082 - Right to Information Commission

Funding: All Source of Funding

Year: 2021 | **Currency:** GH Cedi

V_2021_Full_year

	2021	2022	2023	2024
08201 - Management and Administration	11,900,000	11,900,000	11,900,000	11,900,000
08201001 - General Administration and Finance	3,400,000	3,400,000	3,400,000	3,400,000
22 - Use of goods and services	2,900,000	2,900,000	2,900,000	2,900,000
31 - Non financial assets	500,000	500,000	500,000	500,000
08201002 - Human Resource	8,500,000	8,500,000	8,500,000	8,500,000
21 - Compensation of employees [GFS]	8,500,000	8,500,000	8,500,000	8,500,000

BUDGET SUB-PROGRAMME SUMMARY

PROGRAMME1: MANAGEMENT AND ADMINISTRATION

SUB-PROGRAMME 1.1: General Administration and Finance

1. Budget Sub-Programme Objectives

- To effectively coordinate the activities of the Commission

2. Budget Sub-Programme Description

This sub programme looks at the coordination of activities of the Commission. It provides general information and direction for the Commission. It is responsible for the establishment of standard procedures of operation for the effective and efficient running of the Commission. It consolidates and incorporates the Commission's needs for equipment and materials into a master procurement plan, establishes and maintains a fixed asset register and liaises with appropriate heads of department to plan for the acquisition, replacement and disposal of equipment.

The operations and projects of this programme are mainly funded by the Government of Ghana.

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, indicators and projections by which the Commission measures the performance of this sub-programme. The data indicates the Commission's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2019		2020		Budget Year 2021	Indicative Year 2022	Indicative Year 2023	Indicative Year 2024
		Target	Actual	Target	Actual				
Preparation of Annual Budget estimates	estimates prepared by	N/A	N/A	N/A	N/A	30th October	30th October	30th October	30th October
Preparation of Annual financial reports	Financial reports completed	N/A	N/A	N/A	N/A	Annually	Annually	Annually	Annually



Main Outputs	Output Indicator	Past Years				Projections			
		2019		2020		Budget Year 2021	Indicative Year 2022	Indicative Year 2023	Indicative Year 2024
		Target	Actual	Target	Actual				
Preparation of budget performance reports	Performance reports prepared by	N/A	N/A	N/A	N/A	Quarterly	Quarterly	Quarterly	Quarterly
Updates of assets register	Asset register updated by	N/A	N/A	N/A	N/A	Annually	Annually	Annually	Annually
Responding to audit reports	Audit responses submitted	N/A	N/A	N/A	N/A	Thirty days after receipt of report	Thirty days after receipt of report	Thirty days after receipt of report	Thirty days after receipt of report
Payment to contractors and suppliers	Payment to service providers made by	N/A	N/A	N/A	N/A	Thirty days after receipt of invoice	Thirty days after receipt of invoice	Thirty days after receipt of invoice	Thirty days after receipt of invoice

4. Budget Sub-Programme Operations and Projects

The table lists the main Operations and Projects to be undertaken by the sub- programme.

Operations	Projects
Internal management of the organisation	Acquisition of movable and immovable Assets
Local & International Affiliations	Maintenance, Rehabilitation, Refurbishment and Upgrade existing assets
Procurement of Office Supplies and Consumables	
Procurement plan preparation	
Tendering activities	
Budget preparation	
Budget performance reporting	





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 082 - Right to Information Commission

Funding: All Source of Funding

Year: 2021 | Currency: GH Cedi

V_2021_Full_year

	2021	2022	2023	2024
08201001 - General Administration and Finance	3,400,000	3,400,000	3,400,000	3,400,000
22 - Use of goods and services	2,900,000	2,900,000	2,900,000	2,900,000
31 - Non financial assets	500,000	500,000	500,000	500,000

BUDGET SUB-PROGRAMME SUMMARY

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

SUB -PROGRAMME 1.2: Human Resource

1. Budget Sub-programme Objectives

- To facilitate the recruitment, replacement and placement of staff
- To improve capacity of employees

2. Budget Sub-Programme Description

This sub programme considers the human resource needs of the Commission. It develops and oversees the strategic planning of the human resource requirement of the Commission.

It is also responsible for the recruitment, selection and continuous training and retraining of employees to build capacity and efficiency across the sector.

The operations and projects of this programme are mainly funded by the Government of Ghana. Three (3) employees undertake the duties of this programme.

3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Commission measures the performance of this sub-programme. The data indicates the Commission's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2019		2020		Budget Year 2021	Indicative Year 2022	Indicative Year 2023	Indicative Year 2024
		Target	Actual	Target	Actual				
Staff training and development in different disciplines	Number of staff trained	N/A	N/A	N/A	N/A	150	50	50	50
Development of a human resource plan	Human resource Plan developed	N/A	N/A	N/A	N/A	31 st December	31 st December	31 st December	31 st December



4. Budget Sub-programme Operations and Projects

The table lists the main Operations and projects to be undertaken by the sub-programme

Operations	Projects
Staff Capacity Building	
Staff Audit	
Human Resource Database	
Scheme of Service	
Recruitment, Placement and Promotion	
Personnel and Staff Management	
Manpower Skills Development	





2.8. Budget by Chart of Account

8 - Sub-Programme and Natural Account

Entity: 082 - Right to Information Commission

Funding: All Source of Funding

Year: 2021 | Currency: GH Cedi

V_2021_Full_year

	2021	2022	2023	2024
08201002 - Human Resource	8,500,000	8,500,000	8,500,000	8,500,000
21 - Compensation of employees [GFS]	8,500,000	8,500,000	8,500,000	8,500,000

BUDGET SUB-PROGRAMME SUMMARY

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

SUB-PROGRAMME 1.3: Policy Planning, Monitoring, Evaluation And Enforcement

1. Budget Programme Objective

To formulate and implement policies to manage the Commission

2. Budget Sub-Programme Description

The sub-programme facilitates key stakeholder consultations for the planning and development of the Commission policies and legislations. It develops and undertakes periodic review of policies, plans and programmes to facilitate and fine-tune the achievement of the Right to Information Commission's vision and functions of the Commission.

PPME designs and administers monitoring and evaluation systems to assess the effectiveness of policies, programmes and processes in the Commission. It also monitors institutions compliance to the provisions of the Right to Information Act 989.

The operations and projects of this programme are mainly funded by the Government of Ghana.



3. Budget Sub-Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Commission measures the performance of this sub-programme. The data indicates the projections of the Commission's estimate of future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2019		2020		Budget Year 2021	Indicative Year 2022	Indicative Year 2023	Indicative Year 2024
		Target	Actual	Target	Actual				
Development and updates plans and programmes	Plans & programmes developed/ updated	N/A	N/A	N/A	N/A	90 days after annual budget	90 days after annual budget	90 days after annual budget	90 days after annual budget
Monitoring of programmes/projects	No. of reports produced	N/A	N/A	N/A	N/A	4	4	4	4
Updates of performance indicators	Performance indicators developed	N/A	N/A	N/A	N/A	One month before end of year	One month before end of year	One month before end of year	One month before end of year
Review of Institutions performance	Performance reports produced	N/A	N/A	N/A	N/A	Updated annually	Updated annually	Updated annually	Updated annually
Development of Right to Information Medium Term Development Plan	Medium Term Development Plan Produced	N/A	N/A	N/A	N/A	N/A	Updated Annually	Updated Annually	Updated Annually
RTI Compliance programs for Public Institutions	RTI compliance programs implemented	N.A	N.A	N/A	N/A	N/A	At least twice every quarter.	At least twice every quarter.	At least twice every quarter.

4. Budget Sub-Programme Operations and Project

The table lists the main Operations and projects to be undertaken by the programme

Operations	Projects
Planning and Policy formulation	Acquisition of movable assets
Management and Monitoring Policies, Programmes and Projects	
Evaluation and Impact Assessment Activities	



BUDGET PROGRAMME SUMMARY

PROGRAMME 2: PROMOTION OF RIGHT TO INFORMATION

1. Budget Programme Objective

To promote and sustain awareness of the right to information within the country.

2. Budget Programme Description

This programme conducts activities in collaboration with other State institutions to educate the Public on the right to information.

In promoting awareness of the right to information, the Commission;

- Assess all implementation plans required to be submitted by public institutions to the Commission to ensure that public institutions have clear obligations and processes which support awareness raising and education interventions at community level including disadvantaged groups
- Consults and collaborates with civil society organisations and interest groups
- Provides recommendations and guidelines to a public institution for internal training of personnel and provide training on request
- Monitors internal training of staff within public institutions and issue notices for mandatory training where necessary,
- Assists an applicant and public institution on matters of interpretation of the Act
- Develops the material that it considers necessary to advance promotion of access to information
- Makes public and widely disseminate its annual report.
- Conducts research activities for the Commission for the attainment of the objectives of the Right to Information Act, 989.
- Provide assistance to applicants who are denied access to information by an institution;
- Ensures that the general public are properly informed and educated on matters relating to access to information in Ghana.

This program also ensures that the Commission develops their own communication strategies and the media is informed on time of related programmes. In addition, the programme will be opening new offices in the regions to implement the operations of the commission under the law.



3. Budget Programme Results Statement

The table indicates the main outputs, its indicators and projections by which the Commission measures the performance of this programme. The data indicates the Commission's future performance.

Main Outputs	Output Indicator	Past Years				Projections			
		2019		2020		Budget Year 2021	Indicative Year 2022	Indicative Year 2023	Indicative Year 2024
		Target	Actual	Target	Actual				
Nationwide tour in all regional capitals	Number of nationwide tours	N/A	N/A	N/A	N/A	16 Regions	16 Regions	16 Regions	16 Regions
Social media Campaigns	Number of social media campaigns	N/A	N/A	N/A	N/A	50	50	50	50
Stakeholder engagement workshops	Number of stakeholder engagement workshops	N/A	N/A	N/A	N/A	30	30	30	30
Dissemination of information to the public	Public interactions organised	N/A	N/A	N/A	N/A	Quarterly	Quarterly	Quarterly	Quarterly
Response to feedback from the public	Report on feedback addressed	N/A	N/A	N/A	N/A	Seven days after receipt of feedback	Seven days after receipt of feedback	Seven days after receipt of feedback	Seven days after receipt of feedback

4. Budget Programme Operations and Project

The table lists the main Operations and projects to be undertaken by the programme

Operations	Projects
Promotion of Right to Information Act, 2019 (Act 989)	Acquisition of movable assets
Promotion of Right to Information Commission.	
RTI week celebration	



2.7. Budget by Chart of Account

7- MDA Sub-Programme and Natural Account Summary

Entity: 082 - Right to Information Commission

Funding: All Source of Funding

Year: 2021 | **Currency:** GH Cedi

V_2021_Full_year

	2021	2022	2023	2024
08202 - Promotion of Right to Information	2,100,000	2,100,000	2,100,000	2,100,000
08202001 - Promotion of Right to Information	2,100,000	2,100,000	2,100,000	2,100,000
22 - Use of goods and services	2,100,000	2,100,000	2,100,000	2,100,000



1.6. Appropriation Bill

Summary of Expenditure by Cost Center, Economic Item and Funding

Entity: 082 - Right to Information Commission
 Year: 2021 | Currency: GH Cedi
 2021 Full Year Budget

	GoG			IGF			Funds / Others			Donors			Grand Total
	Compensation of employees	Goods and Services	Capex	Compensation of employees	Goods and Services	Capex	Statutory	ABFA	Others	Goods and Services	Capex	Total	
082 - Right to Information Commission	8,500,000	5,000,000	500,000	14,000,000									14,000,000
08201 - Headquarters	8,500,000	5,000,000	500,000	14,000,000									14,000,000
0820101 - Finance and Administration	8,500,000	5,000,000	500,000	14,000,000									14,000,000
0820101002 - Finance	5,332,329	5,000,000	500,000	10,832,329									10,832,329
0820101003 - Human Resource	3,167,671			3,167,671									3,167,671



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