



REPUBLIC OF GHANA

***MEDIUM TERM EXPENDITURE FRAMEWORK (MTEF)
FOR 2022 - 2025***

RIGHT TO INFORMATION COMMISSION

***PROGRAMME BASED BUDGET ESTIMATES
FOR 2022***



RIGHT TO INFORMATION COMMISSION



The RTIC MTEF PBB for 2022 is also available on the internet at: www.mofep.gov.gh

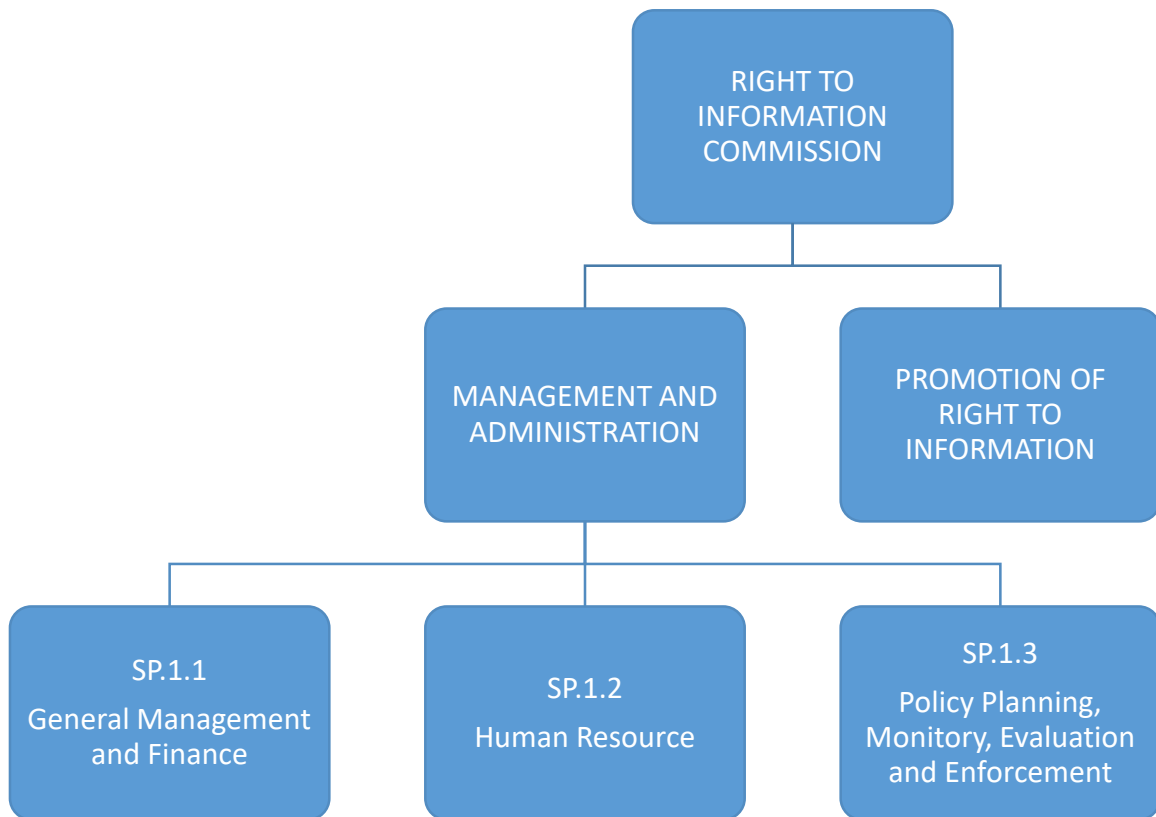


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PROGRAMME STRUCTURE – RIGHT TO INFORMATION COMMISSION





1.5. Appropriation Bill

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

Entity: 082 - Right to Information Commission
Year: 2022 | **Currency:** Ghanaian Cedi (GHS)
Version 1

	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	ABFA	Others	Goods and Services	31 - Non financial assets	Total	
08201 - Management and Administration	14,705,000	1,780,000	300,000	16,785,000											16,785,000
08201001 - General Administration and Finance	14,705,000	1,120,000	300,000	16,125,000											16,125,000
08201002 - Human Resource		660,000		660,000											660,000
08202 - Promotion of Right to Information		1,220,000		1,220,000											1,220,000
08202001 - Promotion of Right to Information		1,220,000		1,220,000											1,220,000
Grand Total	14,705,000	3,000,000	300,000	18,005,000											18,005,000

PART A: STRATEGIC OVERVIEW OF THE RIGHT TO INFORMATION COMMISSION

1. 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
Fully Operationalise Right to Information Act, 2019 (Act 989)	Develop operational manual for Right to Information Act, 989	2021	Completed draft of the operational manual.	2022	Implementation of operational manual begins	2025	Full Implementation
	Develop guidelines for drafting information manual by Public Institutions	2021	Guidelines developed and sent to the various public institutions	2022	All Public Institutions receive and implement guidelines	2025	Full Implementation
Continue with innovative concepts/programs to help disseminate and educate the public about the Commission and its mandate.	No. of nationwide tour in all regional capitals	2021	Report on effectiveness of tour of 5 regions	2022	Complete and report effectiveness of tour of all 16 regions	2025	Report on impact of tour of all regions
	No. of social Media campaign	2021	All year round	2022	All year round	2025	All year round
	No. of stakeholder engagement workshops	2021	30 engagements and workshops and produce reports accordingly	2022	Continue with engagement and workshops and produce reports	2025	Produce reports

5. SUMMARY OF KEY ACHIEVEMENTS IN 2021

Pursuant to section 45 of the Right to Information Act, 2019 (Act 989), the commission embarked on and participated in various sensitisation programmes, which include

- The Executive Secretary together with the Deputy Chairperson of the Board participating live on a Joy FM Super Morning Show Programme titled ‘Corruption Watch’ to educate the public and have an in-depth discussion on the implementation of the Right to Information Act, 2019 (Act 989).
- The Executive Secretary was the speaker for GIZ Ghana ‘Accountability Series’ on the topic “Right to Information Implementation in Ghana”, a virtual program with the focus on governance and socio-political economy of the country.

A Press Releases was issued to invite the public, civil society organizations and institutions of higher learning to submit proposals and recommendations towards the making of a Legislative Instrument (L.I.) to operationalise Act 989. Proposals have been received and the engagement is ongoing to finalise Legislative Instrument and Information Manual by end of reporting year.

A Press Release was also issued to inform all Public Institutions to submit their annual report in accordance with section 77 (1) of Act 989, to which at the time of reporting 67 Public Institutions have complied.

The Commission participated in a virtual meeting organised by the Commonwealth Human Rights Initiative titled ‘Implementing Right to Information Laws: First Experience-Sharing



Session between Ghana and India'. This afforded the Commission and other stakeholders an opportunity to learn and share experience from India.

The Executive Secretary of the Commission embarked on a working visit to Kenya to learn and share experience on the Implementation of Right to Information and how to work together on combating challenges of implementation.

The Commission celebrated an Information Week that coincided with the International Day of Universal Access to Information, by creating a platform that brought together Stakeholders such as the Media, Policy-Makers, Civil Society, Higher Educational Institutions, International Partners and RTI activist for an engagement to assess the RTI Law, its implementation to building strong institutions and implications to national development, share ideas on best practices and also educate the public on the Right to Information Act, 2019 (989).

Over 20 applications have been received for review this year as individuals and institutions exercised their right for a review by the commission as stated in section 65 of Act (989). The commission has issued decisions on a couple of these applications to which an aggrieved party has made an application to the High Court for a review of our decision.

The commission has fully moved into its new office space situated at Dzorwulu and is carrying out its mandate successfully with its dedicated staff.

Right to Information's Annual Report has been submitted to parliament through the Minister of Information as required by Law





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: 2022 | Currency: Ghanaian Cedi (GHS)

Version 1

	2022	2023	2024	2025
Programmes - Right to Information Commission	18,005,000	18,005,000	18,005,000	18,005,000
08201 - Management and Administration	16,785,000	16,785,000	16,785,000	16,785,000
08201001 - General Administration and Finance	16,125,000	16,125,000	16,125,000	16,125,000
21 - Compensation of employees [GFS]	14,705,000	14,705,000	14,705,000	14,705,000
22 - Use of goods and services	1,120,000	1,120,000	1,120,000	1,120,000
31 - Non financial assets	300,000	300,000	300,000	300,000
08201002 - Human Resource	660,000	660,000	660,000	660,000
22 - Use of goods and services	660,000	660,000	660,000	660,000
08202 - Promotion of Right to Information	1,220,000	1,220,000	1,220,000	1,220,000
08202001 - Promotion of Right to Information	1,220,000	1,220,000	1,220,000	1,220,000
22 - Use of goods and services	1,220,000	1,220,000	1,220,000	1,220,000



PART B: BUDGET PROGRAMME SUMMARY

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

1. Budget Programme Objectives

- To develop strategies for the smooth operationalization of the Right to Information Act, 2019 (Act 989).
- To facilitates 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.





2.6 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: 2022 | Currency: Ghanaian Cedi (GHS)

Version 1

	2022	2023	2024	2025
08201 - Management and Administration	16,785,000	16,785,000	16,785,000	16,785,000
08201001 - General Administration and Finance	16,125,000	16,125,000	16,125,000	16,125,000
21 - Compensation of employees [GFS]	14,705,000	14,705,000	14,705,000	14,705,000
22 - Use of goods and services	1,120,000	1,120,000	1,120,000	1,120,000
31 - Non financial assets	300,000	300,000	300,000	300,000
08201002 - Human Resource	660,000	660,000	660,000	660,000
22 - Use of goods and services	660,000	660,000	660,000	660,000



BUDGET SUB-PROGRAMME SUMMARY

PROGRAMME 1: MANAGEMENT AND ADMINISTRATION

SUB-PROGRAMME 1.1: General Administration and Finance

1. Budget Sub-programme Objective

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

Main Output	Output Indicator	Past Years		Projections			
		2021		Budget Year 2022	Indicative Year 2023	Indicative Year 2024	Indicative Year 2025
		Target	Actual				
Preparation of Annual Budget estimates	Annual Budget estimates prepared	30 th October	Prepared	30 th October	30 th October	30 th October	30 th October
Preparation of Annual financial reports	Financial reports completed	Annually	Completed in December	Annually	Annually	Annually	Annually
Preparation of budget performance reports	Budget performance reports completed	Quarterly	Prepared	Quarterly	Quarterly	Quarterly	Quarterly



Main Output	Output Indicator	Past Years		Projections			
		2021		Budget Year 2022	Indicative Year 2023	Indicative Year 2024	Indicative Year 2025
		Target	Actual				
Updates of assets register	Asset register updated	Annually	Completed in December	Annually	Annually	Annually	Annually
Responding to audit reports	Audit responses submitted	Thirty days after receipt of report	Thirty days after receipt of report	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	Thirty days after receipt of invoice	Thirty days after receipt of invoice	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 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: 2022 | **Currency:** Ghanaian Cedi (GHS)

Version 1

	2022	2023	2024	2025
08201001 - General Administration and Finance	16,125,000	16,125,000	16,125,000	16,125,000
21 - Compensation of employees [GFS]	14,705,000	14,705,000	14,705,000	14,705,000
22 - Use of goods and services	1,120,000	1,120,000	1,120,000	1,120,000
31 - Non financial assets	300,000	300,000	300,000	300,000



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 Output	Output Indicator	Past Years		Projections			
		2021		Budget Year 2022	Indicative Year 2023	Indicative Year 2024	Indicative Year 2025
		Target	Actual				
Staff training and development in different disciplines	Number of Staff trained	150	14	150	50	50	50
Development of a human resource plan	Human resource Plan developed	31 st December	Completed in December	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 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: 2022 | **Currency:** Ghanaian Cedi (GHS)

Version 1

	2022	2023	2024	2025
08201002 - Human Resource	660,000	660,000	660,000	660,000
22 - Use of goods and services	660,000	660,000	660,000	660,000



BUDGET SUB-PRORAMME 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 Output	Output Indicator	Past Year		Projections			
		2021		Budget Year 2022	Indicative Year 2023	Indicative Year 2024	Indicative Year 2025
		Target	Actual				
Development and update plans and programmes	Plan & programmes developed/ updated	90 days after annual budget	90 days after annual budget	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	4	3	Annually	Annually	Annually	Annually



Main Output	Output Indicator	Past Year		Projections			
		2021		Budget Year 2022	Indicative Year 2023	Indicative Year 2024	Indicative Year 2025
		Target	Actual				
Updates of performance	Performance Indicators developed	One month before end of year	Completed in December	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	Updated Annually	Completed in December	Updated Annually	Updated Annually	Updated Annually	Updated Annually
RTI Compliance programs for Public Institutions	RTI compliance programmes implemented	NA	Completed in December	At least twice every quarter	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 SUB-PROGRAMME SUMMARY

PROGRAMME 2: PROMOTION OF RIGHT TO INFORMATION

1. Budget Programme Objectives

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.

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 Output	Output Indicator	Part Years		Projections			
		2021		Budget Year 2022	Indicative Year 2023	Indicative Year 2024	Indicative Year 2025
		Target	Actual				
Nationwide tour of all regional capitals	Number of nationwide tour	16 Regions	5	16 Regions	16 Regions	16 Regions	16 Regions
Social Media Campaigns	Number of social media campaigns	50	50	50	50	50	50
Stakeholder engagement	Number of stakeholder engagement workshop	30	30	30	30	30	30
Dissemination of information to the public	Public interactions organised	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Response to feedback from the public	Report on feedback addressed	Seven days after receipt of feedback	Seven days after receipt of feedback	Seven days after receipt of feedback	Seven days after receipt of feedback	Seven days after receipt of feedback	Seven days after receipt of feedback
Establish regional offices to implement operations of Commission by law	Regional offices operational	5	NA	16 Regional Capital	16 Regional Capital	16 Regional Capital	16 Regional Capital

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	
Planning and Policy formulation	
Management and Monitoring Policies, Programmes and Projects	
Evaluation and Impact Assessment Activities	





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: 2022 | **Currency:** Ghanaian Cedi (GHS)

Version 1

	2022	2023	2024	2025
08202 - Promotion of Right to Information	1,220,000	1,220,000	1,220,000	1,220,000
08202001 - Promotion of Right to Information	1,220,000	1,220,000	1,220,000	1,220,000
22 - Use of goods and services	1,220,000	1,220,000	1,220,000	1,220,000





1.6. Appropriation Bill

Summary of Expenditure by Cost Center, Economic Item and Funding

Entity: 082 - Right to Information Commission

Year: 2022 | Currency: GH Cedi

Version 1

	GoG				IGF				Funds / Others			Donors			Grand Total
	Compensation of employees	Goods and Services	Capex	Total	Compensation of employees	Goods and Services	Capex	Total	Statutory	ABFA	Others	Goods and Services	Capex	Total	
082 - Right to Information Commission	14,705,000	3,000,000	300,000	18,005,000											18,005,000
08201 - Headquarters	14,705,000	3,000,000	300,000	18,005,000											18,005,000
0820101 - Finance and Administration	14,705,000	3,000,000	300,000	18,005,000											18,005,000
0820101001 - General Administration	14,705,000	3,000,000	300,000	18,005,000											18,005,000



REPUBLIC OF GHANA

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