



Government of Ghana

Right to Information Manual

MINISTRY OF FOREIGN AFFAIRS (MFA)

2025

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1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the 2019 passed Act, (Act 989) by Parliament and assented to by the President, Nana Addo Dankwa Akufo-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 and assist the public on the organisational structure, responsibilities and activities of the Ministry of Foreign Affairs (MFA) and provide the types and classes of information available at MFA as well as the fees and charges, location, details of its Information Officer and contact details of the Ministry.

2. Bureaux and Units under the Ministry of Foreign Affairs (MFA)

This section describes the Institution's vision and mission, lists the names of all Bureaux and Units under the Ministry, including the description of responsibilities, details of activities, organisational structure as well as the classes and types of information accessible at a fee.

VISION

“To build a well-resourced institution capable of establishing, developing and sustaining international goodwill, solidarity and support for national development.”

MISSION

The Ministry of Foreign Affairs exists to promote and protect Ghana's interests through the initiation, formulation, coordination, monitoring and evaluation of Ghana's Foreign Policy, execution of bilateral and multilateral engagements with international partners in the most efficient and cost-effective manner.

Bureaux and Units under the Ministry of Foreign Affairs (MFA)

1. Accra International Conference Centre
2. Human Resource and Administration Bureau
3. Africa Bilateral Bureau
4. Americas Bureau
5. Asia and Pacific Bureau
6. Candidatures Bureau
7. Culture, Linguistics and Tourism Bureau
8. Consular and Humanitarian Affairs Bureau
9. Delivery Unit
10. Diaspora Affairs Bureau
11. Economic, Trade and Investment Bureau
12. Estates and General Services Bureau
13. Europe Bureau
14. Finance and Accounts Bureau
15. Foreign Service Institute
16. Information and Communications Technology Bureau

- 17. Information and Public Affairs Bureau
- 18. Inspectorate and Internal Audit Bureau
- 19. Legal and Treaties Bureau
- 20. Middle East Bureau
- 21. Multilateral Relations Bureau
- 22. Passports Office
- 23. Policy Planning, Monitoring and Evaluation Bureau
- 24. Protocol Bureau
- 25. Procurement and Supply Chain Management Bureau
- 26. Regional Integration Bureau

Responsibilities of the Institution:

The Ministry of Foreign Affairs is the Principal Organ of the State responsible for the administrative and proactive initiation, formulation, coordination and management of Ghana's Foreign Policy.

2.1 Description of Responsibilities / Activities of Bureaux and Units

BUREAUX / UNITS	RESPONSIBILITIES/ACTIVITIES
Accra International Conference Centre (AICC)	<ul style="list-style-type: none"> • Contributes to the promotion and building of a stronger platform for Ghana's international, political and economic diplomacy engagements. • Contributes to the development of tourism, cultural and hospitality sectors for the advancement of Ghana. • Coordinates the implementation of sustainable and innovative institutional development policies and programmes for building and expanding a state-of-the-art facility to support clients' demands and expectations. • Promotes and institutionalises top notch conducive environment for the AICC
Africa Bilateral Bureau	<ul style="list-style-type: none"> • Informs the Government on developments in the African Union (AU) particularly progress in achieving a Union Government for Africa. • Advises the Government on how to protect and promote its interests in the AU. • Co-ordinates and directs the implementation of Ghana's foreign policies through the AU. • Conveys overall policy advice to Ghana's Missions abroad and co-ordinate their activities in so far as they are involved in carrying out Ghana's policy in the AU. • Acts as a point of co-ordination for other Ministries, Departments and Agencies in their dealings with the AU. • Provides other MDAs with advice on the political dimensions of their dealings with the AU. • Informs Ghanaians about the AU and Ghana's involvement in it. • Provides specialised briefing on matters relating to foreign policy for Ghana's delegations to the AU. • Advises Missions on Ghana's opportunities in the AU where this is relevant to their work. • Monitors the workload and activities of the Missions which deal with the AU and provides back-up and advice to assist in their performance. • Conducts trend analysis in the AU for the benefit of Ghana.

Americas Bureau	<ul style="list-style-type: none"> • Provides policy advice and recommendations to the Government with respect to countries under the purview of the Bureau. • Provides a point of co-ordination for all Government bodies with interests in the Americas. • Provides briefing and speech material for Ministers, Senior Officers, and Missions. • Works with Missions in maintaining oversight of Ghana's interests and advises on where Ghana's national advantage lies in case of conflict of objectives. • Serves as a contact on policy issues for foreign diplomatic Missions. • Monitors Missions' workload and provides back-up and advice to assist Missions in the discharge of their duties. • Co-ordinates the process of assessing external trends in the Americas which are of importance to Ghana. • Initiates and facilitates the hosting of Permanent Joint Commissions on Cooperation (PJCC) between Ghana and countries under the purview of the Bureau.
Asia and Pacific Bureau	<ul style="list-style-type: none"> • Provides policy advice and recommendations to the Government with respect to countries under the purview of the Bureau. • Provides a point of co-ordination for all Government bodies with interests in Asia and Pacific regions. • Provides briefing and speech material for Ministers, Senior Officers, and Missions. • Works with Missions in maintaining oversight of Ghana's interests and advises on where Ghana's national advantage lies in case of conflict of objectives. • Serves as a contact on policy issues for foreign diplomatic Missions. • Provides, in consultation with Missions, policy advice on the deployment of the Government's resources in external information and public relations. • Monitors Missions' workload and provides back-up and advice to assist Missions in their performance. • Co-ordinates the process of assessing external trends in the Asia and Pacific region which are of importance to Ghana • Initiates and facilitates the hosting of Permanent Joint Commissions on Cooperation between Ghana and countries under the purview of the Bureau.

Candidatures Bureau	<ul style="list-style-type: none"> • Initiates and develops strategies to ensure Ghana's visibility, presence and influence within international organisations and regional bodies. • Develops and maintains an effective working relationship with all Ministries, Departments and Agencies (MDAs) to solicit inputs for elected country candidatures and international expert positions. • Initiates and coordinates the process of filing candidatures, including seeking requisite endorsements, preparation of necessary documentation (concept papers), campaign strategies and budget, announcement of candidatures and canvassing of support. • Advises the Ministry and Ghana's Missions Abroad and relevant MDAs on candidates of other Member States that Ghana may lend its support for every election cycle. • Monitors and advises on the recruitment policies and quota systems of the international organisations of which Ghana is a member. • Provides online access to the merit-based non-elected vacancies in international organisations and ensures widespread national circulation of announced vacancies. • Publicises vacancies within international organisations and regional bodies on Ministry's website and social media platforms. • Creates and maintains a database of information on elected country positions, elected or appointed national expert positions.
Consular and Humanitarian Affairs Bureau	<ul style="list-style-type: none"> • Provides Ghana's citizens overseas with consular protection and assistance. • Advises the Government on external developments affecting Ghanaian citizens in other countries. • Co-ordinates and directs the activities of Missions abroad in the exercise of consular functions. • Implements Government policy decision on consular matters. • Informs Ghanaians on matters relating to consular protection overseas. • Advises the Ministry and Missions abroad on developments in immigration policies around the world, which have a bearing on Ghana's overseas interests. • Acts as a point of co-ordination for other departments whose activities have a bearing on consular work overseas. • Administers the provisions of the Consular Relations Decree NLCD 150 and the Consular Manual. • Provides advice on the implementation of the manual on the privileges and immunities to the Diplomatic Corps, Consular Posts and International

	<p>Culture, Linguistics and Tourism Bureau</p>	<p>Organisations.</p> <ul style="list-style-type: none"> • Formulates and coordinates Ghana's cultural and diplomacy strategies • Facilitates cultural exchange, festivals, exhibition and artistic cooperation. • Provides interpretations and translation services for MFA and Missions (focus on UN languages – Arabic, Chinese, French, Russian and Spanish). • Promotes Ghanaian languages and linguistics diversity as national assets abroad • Collaborates with MoTCCA, GTA and GIPC to promote Ghana as a cultural and tourism destination. • Supports “Beyond the Return” and other heritage tourism programmes. • Facilitates investment promotion through tourism. • Conducts research and policy analysis on cultural diplomacy. • Designs training modules for MFA staff and attaches. • Prepares annual Ghana's cultural diplomacy reports. • Works with external partners to obtain scholarships for training of Ghanaian students in foreign languages such as French, Arabic, Chinese, Portuguese, Russian, Swahili etc. to make Ghanaian students competitive and diversified on a competitive global stage. • Organises educational fairs and promotes Ghana's educational potential abroad to attract more international students. • Works closely with the Scholarships Secretariat on coordinating scholarships awarded Ghanaian students to study abroad. <p>Delivery Unit</p> <ul style="list-style-type: none"> • Develop Key Performance Indicators (KPIs) for Heads of Mission to ensure effectiveness and efficiency to promote National Interest. • Track and assess the implementation of KPIs by HoMs and ensure continuous improvement. • Ensure adherence to established performance metrics and policy guidelines. • Collect, analyse, and utilize data for evidence-based policymaking and reporting. • Facilitate training and development programs for HoMs and Mission staff to enhance diplomatic, economic, and consular capabilities.
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	<ul style="list-style-type: none"> Coordinate with internal Bureaux, MDAs and external stakeholders, including international organisations and private sector entities to ensure the effective implementation of KPIs Regularly assess the effectiveness of KPIs and recommend policy adjustments as needed.
Diaspora Affairs Bureau	<ul style="list-style-type: none"> Creates and maintains a comprehensive database of Ghanaians abroad. Encourages the active involvement of the Ghanaian Diaspora in socio-economic activities of the country. Identifies and establishes relations with Ghanaian professionals in the Diaspora whose expertise could be tapped for national development. Conducts research to inform policy on effective participation of the Ghanaian Diaspora in national development. Disseminates accurate and timely information on government programmes and policies to the Ghanaian communities abroad through the websites and other social media platforms of the Ministry and its Missions. Mobilises Ghanaian communities abroad to build and sustain a good country image. Implements, through the Diaspora Affairs Section of Ghana Missions abroad, a robust engagement with the Diaspora community in accordance with annual strategic work plans. Initiates policies needed to harness the potentials of the Ghana Diaspora networks and organisations. Handles all international migration and development issues and representations within the remit of the Ministry such as the Global Migration Group (GMP), the United Nations High Level Dialogue on Migration and Development, and the International Organisation for Migration (IOM). Serves as a liaison between the various MDAs and the Ghanaian Diaspora, as well as organises monthly international meetings to create an avenue for the Ghanaian Diaspora to contribute to the development efforts of the country. Participates in dialogues and meetings with Governments of receiving countries, as well as Regional and Sub-regional Organisations such as ECOWAS, AU, and EU, on Diaspora matters.
Economic, Trade and Investment Bureau	<ul style="list-style-type: none"> Promotes Ghana's economic interest abroad through our Diplomatic Missions and Consular Posts by facilitating and coordinating all economic activities between Ghana and its bilateral and multilateral partners. Contributes to the formulation and administration of policy relating to Ghana's multilateral trade and economic interests.

	<ul style="list-style-type: none"> • Collaborates with relevant MDAs in promoting Ghanaian exports, tourism, attracting foreign investment, and seeking scientific, technological and cultural links between Ghana and other countries. • Acts as a primary point of contact and as a source of information for private sector commercial interests who require information or assistance within the Ministry's area of responsibility. • Facilitates and coordinates foreign Trade Missions into Ghana and Ghana's Trade Missions abroad. • Facilitates and coordinates the organisation of Trade Fairs and Exhibitions abroad. • Facilitates all economic activities between Ghana and its Bilateral and Multilateral partners, in close collaboration with key stakeholders. • Supports implementation of policies with other MDAs for Permanent Joint Commissions for Cooperation (PJCCs) and Business Missions. • Provides support for organisations such as the Association of Ghana Industry (AGI), Ghana Exporters Association (GEA), National Board for Small Scale Industries (NBSSI), the Private Enterprise Foundation (PEF), Ghana Export Promotion Centre (GEPC), Ghana Investment Promotion Center (GIPC), the Ghana National Chamber of Commerce and Industries (GNCCI), Ghana Tourist Authority (GTA) and others in their international activities in collaboration with our Missions and Consulates abroad. • Advances Ghana's economic interest by working with other MDAs and Ghana Missions abroad to achieve targets set by the Government for the expansion of trade, tourism and inward investments. • Develops and coordinates Ghana's role and negotiating position at Regional, Continental and International Conferences/Meetings/Fora to ensure that the outcomes serve Ghana's national interests. • Participates in bilateral political/economic dialogues and consultative meetings. • Actively supports Ghana's re-branding as the ultimate investment destination in Africa.
Estates and General Services Bureau	<ul style="list-style-type: none"> • Provides advice on estate management issues and ensures that repairs and works on facilities and equipment are properly carried out in the Ministry's headquarters. • Provides advice on estate management issues and ensures that repairs and works on facilities and equipment are properly carried out in the Missions abroad. • Ensures the proper management and provision of an efficient transport system for the Ministry. • Responsible for the safety of all staff and property of the Ministry.

Europe Bureau	<ul style="list-style-type: none"> • Provides policy advice and recommendations to the Government in its relations with countries in Europe particularly with those countries with whom Ghana has exchanged diplomatic missions. • Provides a point of co-ordination for all Government bodies with interests in the countries under the purview of the Europe Bureau. • Provides briefing and speech material for Ministers, Senior Officers and Missions. • Works with Missions in maintaining oversight of Ghana's interests and advise on where Ghana's national advantage lies in case of conflict of objectives. • Serves as a contact on policy issues for foreign diplomatic Missions in Ghana. • Provides in consultation with Missions, policy advice on the deployment of the Government's resources in external information and public relations. • Responds promptly to reports and dispatches submitted by Missions to ensure that dispatches contribute to policy formulation and providing advice and guidelines where necessary to assist in performing this task. • Co-ordinates the process of assessing external trends in Europe which are of importance to Ghana. • Initiates and facilitates the hosting of Permanent Joint Commissions on Cooperation between Ghana and countries under the purview of the Bureau.
Finance and Accounts Bureau	<ul style="list-style-type: none"> • Liaises with the Ministry of Finance, and the Controller and Accountant-General's Department, to facilitate the release of funds and authorisation for disbursement. • Leads in the preparation of the Ministry's Annual Budget Estimates and attends Budget Hearings at the Ministry of Finance. • Liaises with the Ministry of Finance, and the Controller and Accountant-General's Department, to facilitate the release of funds and authorisation for disbursement to the Missions abroad. • Takes custody of funds released by Ministry of Finance and effects payments to authorised and approved recipients.

	<p>Foreign Service Institute</p>	<ul style="list-style-type: none"> • Examines and verifies the authenticity and accuracy of payment vouchers before authorising for payment. • Prepares annual financial statements on all treasury payments. • Examines and verifies the authenticity and accuracy of payment vouchers before authorising for payment. • Examines and verifies the authenticity and accuracy of payments in the Internally Generated Funds (IGF) activities. • Develops and reviews sector financial strategy, financial performance gap analysis, identification and recommendation of funding options, as well as facilitates sourcing of funds from donor partners and other stakeholders to support the implementation of policies, programmes, projects and other capital investment initiatives of the Ministry. <ul style="list-style-type: none"> • Provides professional training for Ghana's Diplomats and Foreign Service Officers. • Offers courses in negotiation, protocol, international law, and global governance. • Bridges the gap between academic theory and practical diplomacy • Extends training beyond Diplomats to Public Servants and Officials who engage in international relations, as well as interested private entities. • Provides language and cultural training for Foreign Service Officers and other Public Servants to enhance their communication and technical skills. • Serves as a hub for research on Foreign Policy and International Affairs. • Serve as a Centre of Excellence for Diplomatic Training and Research in Africa. • Creates a platform for diplomatic practitioners to critically reflect on and analyse key strategic issues of national and global interest through evidence-based policy development. • Enhances the professionalism of Ghana's Diplomatic Corps. • Ensures effective representation of Ghana in international organisations, negotiations, and bilateral relations. • Welcomes Diplomats from other countries for training, positioning Ghana as a centre of excellence in Africa. • Promotes exchange programs and partnerships with foreign institutes.
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Human Resource and Administration Bureau	<ul style="list-style-type: none"> • Facilitates the recruitment and orientation of staff into the Ministry. • Initiates the review and development of career training policies and guidelines as well as collates the training needs identified through staff performance appraisal systems for implementation. • Initiates strategies and facilitates the career planning of staff of the Ministry. This involves sector manpower/staff capacity gap and trend analysis, regular postings and development of Schemes of Service as well as conditions of service. The Bureau is also responsible for developing the framework for institutional and staff performance management, including staff appraisal and performance contracts/agreements. • Manages the files and records of staff in the Ministry pertaining to recruitments, leave, promotions, salary issues, transfers, performance appraisals, staff welfare among others. • Ensures the proper storage of documents and information to safeguard their confidentiality. • Receives and transmits all electronic correspondences from and to the Ministry. • Dispatches and receives the Ministry's diplomatic mails.
Information and Communications Technology Bureau	<ul style="list-style-type: none"> • Manages the Ministry's IT infrastructure and provides email support to the staff. • Provides IT solutions such as PowerPoint, audio, desktop publishing, video, and photograph set- ups for Bureaux and Units in the Ministry • Provides training and programmes for the Ministry's staff to foster quicker adoption and usage of newly deployed and existing platforms. • Provides advice/proposals on efficient, quality, and affordable technological solutions required for rendering services at the Ministry. • Provides recommendations on suitable equipment (computers, printers, video conferencing tools, scanners, etc.) needed to improve work output in the Ministry. • Ensures systems are error-free and the staff have consistent access to the network and internet. • Provides IT support and solutions for the efficient operation of the Passport Office. • Collaborates with the National Information Technology Agency (NITA) as well as other service providers to ensure the efficient operation of the online passport application platform. • Conducts research and advises the Ministry on future technological solutions that can enhance the work of the Ministry and its related offices.

Information and Public Affairs Bureau	<ul style="list-style-type: none"> Develops, implements and reviews communication strategies to market and communicate the Ministry's policies, programmes, projects and activities to the public. Facilitates the Ministry's participation in the annual "Meet-the-Press" series through the coordination and processing of inputs received from the various Bureaux on activities of the Ministry as well as liaises with the Ministry of Information on the planning and hosting of the programme. Communicates to the public and wider world, the Ministry's policies, programmes and projects as well as the opportunities and constraints associated with the implementation of the same. Publicises the Ministry's commitment to the planning and execution of programmes and events of the relevant regional and international organisations to which Ghana belongs. Services the Ministry's formal relationship with the Parliament of Ghana and covers parliamentary proceedings related to Foreign Affairs and provides the Honourable Minister and leadership of the Ministry with information on parliamentary bills and insight into legislative procedures. Ensures effective collaboration with the Scholarships Secretariat for the administration of foreign government scholarships, in consonance with bilateral agreements between Ghana and its foreign partners to the advantage of Ghanaian beneficiaries and the State and for the extension of various forms of assistance to awardees of scholarships. Liaises with the Ghana Armed Forces Command and Staff College (GAFSC) for the effective implementation of its international Defence Training Courses for Military personnel across Africa through the communication of correspondences, especially regarding placements and course certificates. Liaises in close collaboration with ECTIB to obtain trade and investment promotion materials as well as Made-in-Ghana products on behalf of Ghana Missions to facilitate the holding of exhibitions and fairs with MDAs and private sector institutions including GTA, Ghana Cocoa Board (COCOBOD), GEPA and GIPC. Receives and manages clients' enquiries through the timely provision of quality information and assistance to the public and Ghanaian Diaspora regarding the various services rendered by the Ministry. Provides timely information on the Ministry in accordance with the prescribed procedures. Issues timely and coherent announcements and advisories to the general public on COVID-19 and international travel, regional (Economic Community of West African States [ECOWAS] and African Union [AU]) tenders and job opportunities, consular matters, etc.

	<ul style="list-style-type: none"> • Coordinates the design and printing of the Ministry's seasonal greeting cards. • Prepares daily (morning, afternoon and evening) news updates (international and local) and disseminates the same to the Ministry's top management.
Inspectorate and Internal Audit Bureau	<ul style="list-style-type: none"> • Ensures regular submission and examination of Accounting Returns from Ghana Missions abroad. • Evaluates responses to recommendations of external and internal audit inspections and examinations reports. • Coordinates and organises meetings of the Audit Committee which is to ensure proper and effective financial management practices in the Ministry as established in Section 86 of the Public Financial Management Act, 2016 (Act 921). • Coordinates and organises meetings of the Audit Reports Implementation Committee which ensures that recommendations to audit observations (external and internal) are duly adhered to or implemented to avoid or minimise the recurrence of control lapses in the accounts and operations of the Ministry. • Conducts audit inspection visits to our Missions abroad. • Conducts internal audit inspections at headquarters, as well as subsidiary bodies such as the Accra International Conference Centre (AICC) and the Regional Offices of the Passport Office. • Cross-checks entitlements of Officers such as car maintenance allowance, freights allowance, pensions, etc. • Audits policies, standards and programmes of the Government of Ghana. • Conducts training for Officers on the various internal audit and Management regulations. • Prepares and submits responses to Management letters on the audit of the Ministry and Ghana Missions abroad to the Public Accounts Committee of Parliament. • Submits Annual Audit Work Plan to the Internal Audit Agency following discussion and approval by the Audit Committee of the Ministry. • Validates Payment Vouchers and Procurement into Ministry's stores as well as the Evaluation of Cash Management at Ministry's headquarters.
Legal and Treaties Bureau	<ul style="list-style-type: none"> • Provides legal advice to the Ministry in respect of Acts of Parliament administered by the Ministry and other legal matters relating to the Ministry's functions and responsibilities.

	<ul style="list-style-type: none"> • Advises the Government on those areas of international law in which Ghana's interests are engaged. • Implements Government policy by providing specialists to participate in the development and codification of relevant areas of international law • Participates in the negotiation and interpretation of international agreements. • Advises the Government on existing treaty obligations and the legal implications of any proposed treaty action regardless of which Government Department is proposing the action. • Prepares Instruments of Ratification for various Agreements signed on behalf of Government by some sector Ministries. • Co-ordinates issues arising from Ghana being a state party to the Law of the Sea Convention. • Monitors the legislative proposals and administrative practice of the Ministry and other Government MDAs to ensure they are compatible with treaty obligations. • Provides the Ministry with legal advice on any matter relating to its management or its conduct of foreign policy. • Arranges on a cost recovery basis for the service overseas of legal documents on behalf of Ghana law firms. • Compiles the Ghana Treaty Series.
Middle East Bureau	<ul style="list-style-type: none"> • Provides policy advice and recommendations to the Government with respect to countries under the purview of the Bureau. • Provides a point of co-ordination for all Government bodies with interests in the Middle East. • Provides briefing and speech material for Ministers, Senior Officers, and Missions. • Works with Missions in maintaining oversight of Ghana's interests and advises on where Ghana's national advantage lies in case of conflict of objectives. • Serves as a contact on policy issues for foreign diplomatic Missions. • Provides, in consultation with Missions, policy advice on the deployment of the Government's resources in external information and public relations. • Monitors Missions' workload and provides back-up and advice to assist Missions in their performance. • Co-ordinates the process of assessing external trends in the Middle East which are of importance to Ghana.

	<ul style="list-style-type: none"> Initiates and facilitates the hosting of Permanent Joint Commissions on Cooperation between Ghana and countries under the purview of the Bureau.
Multilateral Relations Bureau	<ul style="list-style-type: none"> Informs and advises the Government on developments in organisations within the United Nations system, Non-Aligned Movement and the Commonwealth, in particular those developments that affect Ghana's interests. Informs and advises the Government on developments within other governmental and non-governmental organisations of international scope that affect Ghana's interests. Advises the Government on how to protect and promote Ghana's interests through the afore-mentioned organisations. Implements the Government's membership obligations to these organisations. Co-ordinates and directs the implementation of Ghana's policies through these organisations. Conveys overall policy advice and co-ordinates the activities of overseas posts as far as they are involved in carrying out Ghana's policy in multilateral organizations. Provides other departments with advice on the political dimensions of their dealings with these organisations. Informs Ghanaians about international organisations and Ghana's involvement in them. Provides specialised briefing on matters relating to foreign policy for Ghana's delegations to these organisations. Advises Regional Divisions and Missions on Ghana's opportunities in multilateral bodies where this is relevant to their work. Monitors Mission's workload and activities and provides back-up and advice to assist in their performance. Co-ordinates the process of assessing trends in international organisations of importance to Ghana. Contributes to the formulation and administration of policy relating to Ghana's multilateral trade and economic interests. Advises on and participates in the formulation of Ghana's domestic economic policy where that policy may affect, or, be affected by Ghana's relations with other countries. Co-ordinates and provides the Ministry's input to Ghana's membership of international economic organisations.

	<ul style="list-style-type: none"> • Provides a resource centre and special advice to others in the Ministry whose work may from time to time require a more specialised economic input and maintains a flow of relevant economic information to Missions abroad. • Co-ordinates the process of assessing external economic trends of importance to Ghana. • Holds consultations with and advises the Ministry of Finance on external aid. • Shares responsibility for certain international organisations with other Bureaux of the Ministry where expert knowledge is required.
Passport Office	<ul style="list-style-type: none"> • Issues passports and other travel documents to Ghanaian Citizens. • Provides files and documents in respect of passports under investigation by the Interpol, the National Intelligence Bureau (NIB), and the Ghana Police Service. • Assists Embassies and High Commissions accredited to Ghana to confirm the personal details of Ghanaians who apply to these Missions for visas.
Policy Planning, Monitoring and Evaluation Bureau	<ul style="list-style-type: none"> • Initiates and coordinates the sector policies of the Ministry. • Leads in the design, review and development of plans, strategies, international protocols and guidelines based on a sound framework for the effective implementation of the Ministry's strategic objectives and operations. • Leads in the identification of needs, challenges, opportunities and policy options to support overall corporate and business strategy and generate national competitive advantage. • Planning and Budgeting: - Coordinates the preparation of the sector plans, programmes and budget of the Ministry for the provision of technical guidance to Management on the implementation of the budget, programmes and projects. The Bureau also keeps proper updates of all financial projects. • Research and Statistics: - Coordinates research information and analysis to support the development of sector policies and strategy options. • Compiles data and information for future references and education/sensitisation on government policy initiatives /programmes within the sector to facilitate effective decision-making. • Monitoring and Evaluation: Ensures the provision of an effective basis for measuring the various stages of implemented strategic objectives and

	<p>programmes of the Ministry as well as provide an objective basis for assessing the effectiveness of sector policies/programmes.</p>
Protocol Bureau	<ul style="list-style-type: none"> • Facilitates the conduct of relations between the Government and the Diplomatic and Consular Missions located in and accredited to Ghana. • Ensures that members of the Diplomatic and Consular Corps understand and comply with local laws and regulations. • Administers the extension of privileges to the Diplomatic and Consular Corps as contained in the Manual on Privileges and Immunities for the Diplomatic Missions, Consular Posts and International Organisations. • Advises the Office of the President, Ministries, Departments and Agencies (MDAs) and the Diplomatic Corps on matters relating to protocol, ceremony, privileges and immunities. • Administers the formalities associated with the appointment of heads of Diplomatic Missions and Consular Posts to and from Ghana. • Develops and implements protocol policies and procedures in line with the Government's policies and in accordance with international practice. • Advises Ghana's overseas Missions on matters relating to Ghana's protocol and diplomatic privileges and immunity. • Ensures that Ghana's Missions abroad display the same standards of conduct as is expected of foreign Missions in Ghana. • Co-ordinates the practical arrangements for conferences held in Ghana when required and advises the Ministry of its conference commitments. • Organises, in collaboration with the State Protocol, various high-level visits including State and Official visits by Heads of State and other high-level officials.
Procurement and Supply Chain Management Bureau	<ul style="list-style-type: none"> • Initiates all procurement of Goods, Works, Services and Consultancy for the Ministry. • Coordinates all procurement request from Mission and within the Ministry in compliance with the Public Procurement Act, 2003 (Acts 663) as amended, the Public Financial Management Act, 2016 (Act 921) as amended, and the Compliance Control Measures and Implementation Guidelines for covered entities. • Coordinates all procurements through the Ghana Electronic Procurement System (GHANEAPS) in accordance with the Public Financial Management Act, 2016 (Act 921) as amended, and the Public Financial Management Commitment Control Measures and Implementation Guideline. • Ensures that approval granted by Entity Tender Committee, Public Procurement Authority (PPA) and the Central Tender Review Committee (CTRC) are commenced only when Commitment Authorisation from the

	<p>Minister for Finance is obtained in accordance with section 24A (1&2) of the Public Financial Management (Amendment) Act,2025 (Act 1139)</p> <ul style="list-style-type: none"> • Manages the preparation, development, implementation and monitoring of the Ministry's Annual Procurement Plan. • Ensures the proper management of contracts, logistics and disposal in the Ministry. • Ensures all contracts are awarded only when the Commitment Control Compliance Checklist certified by the Head of Internal Audit Unit has been issued. • Implements procurement procedures and guidelines for the employment of Contractors, Consultants and Suppliers in accordance with the Public Procurement Acts,2003, (Act 663) as amended by the Public Procurement (Amendment) Act, 2016, (Act 914) and international guidelines. • Collates, prepares, co-ordinates and monitors the annual procurement plan for all services, goods and works of the Ministry. • Review standard procurement documents and agreements for consultants, contractors and suppliers. • Reviews evaluation reports on engagement of consultants, contractors and suppliers for Ministry's and its Agencies. • Serve as the Secretariat for Entity Tender Committee. • Ensures the proper receipt and storage of all goods procured as well as the timely replenishment of stocks of the Ministry. • Determines the most effective sourcing strategies based on Ministry's needs by identifying potential suppliers and assessing their capabilities and reliability. • Co-coordinates the preparation of specifications, terms of reference, bills of quantities, drawings, short-lists or advertisements, and prequalification, tender of request for quotation documents when required by the Tender Committee, submission of documentation for review and approval by Tender Committee prior is issue. • Evaluates and selects suppliers based on criteria defined in tender/invitation document. • Ensures all materials issued on First-to Expire-First-Out (FEFO) and First-in-First-Out (FIFO) basis. Also monitor and controls inventory levels to ensure optimal stock levels. • Ensures all materials approved after inspection stored in their designated locations. Implements inventory tracking systems to accurately record the movement of goods. • Ensures the value of the materials stored and physical quantity of material including the value, receipt and all issued entered in stock ledgers or registers. Generates Stores Receipts Advice (SRA) 	
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	<ul style="list-style-type: none"> Ensures the quantities and quality of stock level on hand must be efficiently monitored (proper inventory management or updates stock records). Ensures the four main types of stock replenishment systems, which are in general use, these Maximum Stock Levels, Re-order Stock Level, Re-order Ensures Quantity and Minimum Stock Level are adhered to. Ensures records adjust your order rate to the purchase. Conducts regular audits and cycle counts to reconcile physical inventory with recorded levels. Implements order picking, packing, and shipping processes to streamline fulfilment operations Optimises stores layout and storage for efficient space utilisation and receives procured items on time. Checks all goods delivered to stores physically against contract details. Implements strategies to reduce lead times and improve overall distribution efficiency. Conducts inspections of incoming and outgoing goods to identify and address quality issues.
Regional Integration Bureau	<ul style="list-style-type: none"> Informs the Government on developments within ECOWAS and the African Union (AU), particularly, progress in achieving a Union Government for Africa. Advises the Government on how to protect and promote its interests within ECOWAS and the AU. Co-ordinates and directs the implementation of Ghana's policies through ECOWAS and the AU. Conveys overall policy advice and co-ordinates the activities of Ghana Missions abroad. Acts as a point of co-ordination for other MDAs in their dealings with ECOWAS and the AU. Provides other MDAs with advice on the political dimensions of their dealings with ECOWAS and the AU. Informs Ghanaians about ECOWAS and the AU and Ghana's involvement in these organisations. Provides specialised briefing on matters relating to foreign policy for Ghana's delegations to ECOWAS and the AU. Advises Ghana's Missions abroad on opportunities in ECOWAS and the AU which are relevant to their work. Monitors the workload and activities of those Missions dealing with ECOWAS and the AU and provides back-up and advice to assist in their performance.

	• Conducts trend analysis in the AU and ECOWAS for the benefit of Ghana.	
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2. 3 Classes and Types of Information

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

CLASSIFICATION OF INFORMATION

1. Ghana's Foreign Policy
2. List of Ghana Missions Abroad
3. General Agreement and Treatise
4. Instrument of Ratification
5. Annual Report from Ghana Missions
6. Application for Travel Documents
7. Renunciation and Dual Citizenship
8. Annual Work Plan
9. Staff list
10. Job Schedules for Staff
11. Staff Movement Reports
12. Information of Attestation of Documents.
13. Annual Financial Statement
14. Audit Reports
15. Ministry's Annual Budget
16. Report on Audit Inspection visit to Missions Abroad

3. Processing and Decision on Application

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that request for information be made in accordance with provisions under this section. The Information Officer or designated officer is responsible for dealing with applications made to the Ministry of Foreign Affairs. To requests for information under the RTI Act from the Ministry of Foreign Affairs applicants are to follow these basic procedures:

3.1 The Application Process

- a. Application by any person or organisation who seeks access to information in the Ministry's custody must be made in writing or use the Ministry of Foreign Affairs standard RTI Application Form. (**See Appendix A for the Standard RTI Application Form**).
- b. In making the request, the following information must be provided:
 - Date of the Application.
 - Name of the applicant or the person on whose behalf an application is being made.
 - Name of the organisation represented by the applicant.
 - Available contact details of the applicant or address of the person/organisation on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
 - Brief description of information being sought. (Applicants are to specify the class and type of information including cover dates).
 - Payment of relevant fee, if applicable.
 - Signature/ thumbprint.
- c. Provision of identification
The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:
 - Driver's License.
 - Passport.
 - National ID.
 - Voter's ID.
- d. The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic copies. Would you want to receive it through a postal address or e-mail etc.?)
- e. Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines.

- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
- The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
- A witness must endorse the face of the request with the writing; “the request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request.”
- The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

- Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- He/she reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.
- Provision is made under section 20 for the transfer of an application within a period of not more than ten days of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified, accordingly, with the reasons and dates of transfer.
- For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 Response to Applicants

a. The Information Officer is required under section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6). The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of the access.
- The expected publication or submission day of the information in the case of a deferred access.
- The prescribed fee (s.24).

b. The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information must be gathered from more than one source.
- Consultation with someone outside the institution is required.

c. The Information Officer would, in such situations, notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d. In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer print-out, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

4. Amendment of Personal Records

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 by 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

Parliament has approved fees and charges for the reproduction of information in line with the **Fees and Charges (Miscellaneous Provisions) Act, 2022 (Act 1080)**.

Below is the breakdown of the fees and charges:

REVENUE	APPROVED FEES AND CHARGES (GH₵)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form	0.38
For a copy in a computer readable form on external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70
For a copy of audio record	1.00

Under Section 75 (2), fees are not payable for:

- Reproduction of personal information.
- Information in public interest.
- Information that should be provided within stipulated time under the Act.
- An applicant is poor or has disability.
- Time spent by the information officer to examine and ensure the information is not exempt.
- Preparing the information.

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 a request is made for a written transcript of the information, a reasonable transcription may be requested by the Information Officer per Section 75 (4).
- Cost of media conversion or reformatting per Section 75 (5).

Section 76 states that “subject to the Constitution, a public institution is authorised to retain charges received by that institution under Act 2019, Act 989”.

Thus, a public institution is authorised to retain charges received under the RTI Act 989 to be used only to defray expenses incurred by the public institution in the performance of its 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
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution <input type="checkbox"/>
6.	Tax Identification Number		
7.	If Represented, Name of Person Being Represented:		
7 (a).	Capacity of Representative:		
8.	Type of Identification: <input type="checkbox"/> National ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Voter's ID <input type="checkbox"/> 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:	<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 style="width: 150px; height: 1.2em; border: 1px solid black; margin-left: 10px;" 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 style="width: 450px; height: 1.2em; border: 1px solid black; margin-left: 10px;" type="text"/> <input type="checkbox"/> Postal Address <input style="width: 450px; height: 1.2em; border: 1px solid black; margin-left: 10px;" type="text"/> <input type="checkbox"/> Tel: <input style="width: 450px; height: 1.2em; border: 1px solid black; margin-left: 10px;" type="text"/>
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 IPAB

Name of Information/Designated Officer:

Margaret Yeboah

Contact number and email:

0240793072 (rti@mfa.gov.gh)

Postal Address of the institution:

P.O. BOX M53, ACCRA.

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
RTI	<i>Right to Information</i>
MDA	<i>Ministries, Departments and Agencies</i>
s.	<i>section</i>
MMDAs	<i>Metropolitan, Municipal and District Assemblies</i>
MFA	<i>Ministry of Foreign Affairs</i>
IPAB	<i>Information and Public Affairs Bureau</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 organisation 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>