



Government of Ghana

Right to Information Manual Template

**NATIONAL COMMISSION ON
CULTURE (NCC)**

2022

Table of Contents

Table of Contents	i
1. Overview	1
2. Directorates and Departments under <Insert Name of Institution (acronym)> ..	2
2.1 Description of Activities of each Directorate and Department	3
2.2 <insert name of institution>'s Organogram	Error! Bookmark not defined.
2.3 AGENCIES UNDER <Insert name of institution> (Where applicable).....	8
2.4 Classes and Types of information.....	25
3. Procedure in Applying and Processing Requests	26
3.1 The Application Process	26
3.2 Processing the Application.....	27
3.3 Response to Applicants	28
4. Amendment of Personal Record	29
4.1 How to apply for an Amendment.....	29
5. Appendix A: Standard RTI Request Form	30
6. Appendix B: Contact Details of <insert acronym of institution>'s Information Unit	33
7. Appendix C: Acronyms	34
8. Appendix D: Glossary	35

1. Overview

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

1.1 Purpose of Manual – To inform/assist the public on the organizational structure, responsibilities and activities of the National Commission on Culture (NCC) and provide the types of information and classes of information available at NCC, including the location and contact details of its Information Officers and units.

2. Directorates and Departments under National Commission on Culture (NCC)

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

“To respect, preserve, harness and use cultural heritage and resources to develop a united, vibrant and a prosperous national community with a distinctive African identity and personality and collective confidence and pride of place among the comity of nations”

MISSION

The National Commission on Culture is to maintain the unique cultural identity and values for the promotion of an integrated national culture, as well as contribute to the overall economic development of the nation.

Directorates and Departments under <National Commission on Culture(NCC)

1. Finance and Administration
2. Policy Planning, Research, Monitoring and Evaluation (PPRME)
3. Human Resource
4. Community Education and Youth Development (CEYD)
5. Culture and Creative Arts
6. Public Relations Unit
7. Internal Audit Unit

Responsibilities of the Institution:

1. Ensure smooth implementation of cultural policy in Ghana.
2. The commission initiates programs for the promotion of national pride, solidarity and consciousness to promote the evolution of an integrated national culture.
3. The commission implements programs for the preservation, promotion and presentation of Ghanaian culture.

2.1 Description of Activities of each Directorate and Department

<Briefly list and state the activities of each directorates and Department listed above. Example, Human Resource Directorate – Responsible for>

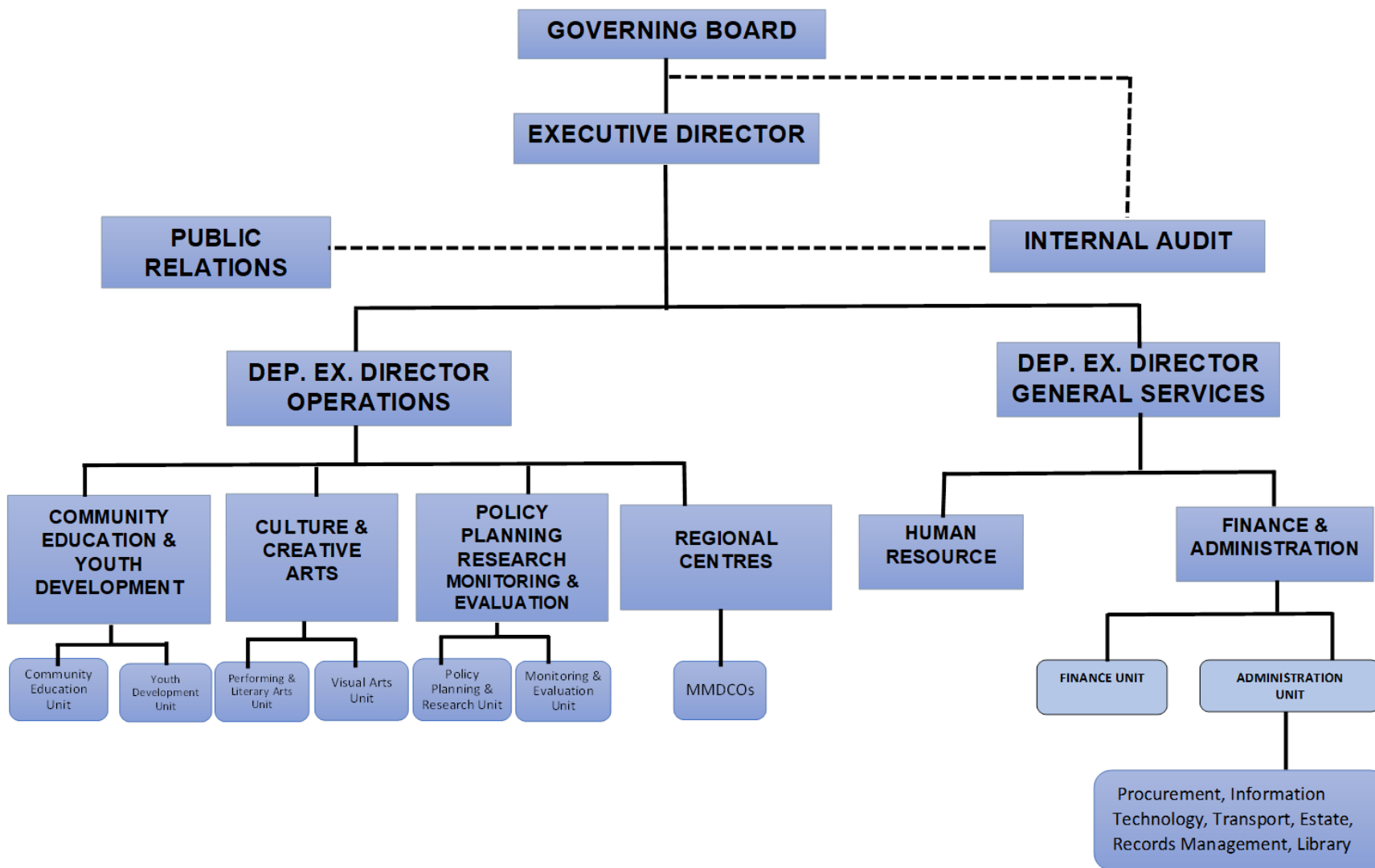
Directorate/Department	Responsibilities/Activities
Community Education and Youth Development (CEYD)	<ol style="list-style-type: none"> 1. Ensures the design of programmes for in-school and out-of-school youth. 2. Collaborates with the Ministry of Education, Ghana Education Service and other relevant stakeholders to provide cultural inputs for the education curriculum. 3. Ensures the identification, mobilisation and training of under privileged youth. 4. Supervises the development, preservation and presentation of local languages. 5. Participates in the conduct of community/public education on national cultural issues 6. Participates in activities leading to the development, preservation and presentation of local languages. 7. Liaises with the Ministry of Education. Ghana Education Service and other relevant stakeholders to provide cultural inputs for the education curriculum
Culture and Creative Arts	<ol style="list-style-type: none"> 1. Ensures the design and development of the disciplines of Culture and Creative Arts. 2. Ensures the organisation of annual congress of Ghanaian artists and cultural workers 3. Ensures the development, preservation and presentation of contemporary arts and culture 4. Oversees the development, preservation and presentation of contemporary arts and culture

	<ol style="list-style-type: none"> 5. Undertakes activities towards the promotion of the economic viability of culture and creative arts, particularly, in the performing and literary arts. 6. Participates in the organisation of annual congress of Ghanaian artists and cultural workers. 7. Facilitates the organisation of festivals. 8. Collates data for the preparation of annual work plan and budget of the Directorate 9. Trains and rehearses groups/individuals in relevant disciplines at all levels
<p>Policy Planning, Research, Monitoring and Evaluation (PPRME)</p>	<ol style="list-style-type: none"> 1. Coordinates the preparation of the work plan and annual budget of the Commission. 2. Ensures the effective monitoring and evaluation of the programmes and activities of the Commission. 3. Ensures the preparation of the Commission's Medium-Term Development Plan and Annual Action Plans in accordance with the National Development Planning Commission (NDPC) guidelines. 4. Oversees the conduct of research for the Commission. 5. Oversees the timely preparation and publication of research report. 6. Supervises the development and maintenance of a comprehensive database on the programmes and activities of the Commission 7. Develops project proposals, business modules and business plans for the Commission. 8. Facilitates the publication of research reports.
<p>Finance and Administration</p>	<ol style="list-style-type: none"> 1. Ensures the implementation, monitoring and evaluation of programmes and activities. 2. Ensures the implementation of financial recommendations contained in audit reports. 3. Ensures the development and implementation of administrative policies, systems,

	<p>structures and manuals for the Commission</p> <ol style="list-style-type: none"> 4. Supervises the organization of meetings, seminars, conferences and workshops. 5. Coordinates the preparation of annual financial performance report of the Commission. 6. Develops mechanism for the judicious use of funds in accordance with relevant financial regulations and directives 7. Oversees the implementation, monitoring and evaluation of programmes and activities of the Unit. 8. Develops administrative systems and manuals
Human Resource	<ol style="list-style-type: none"> 1. Exercises oversight responsibility for the efficient and effective management of the human resources of the Commission 2. Oversees the preparation of the annual and other periodic reports of the Commission 3. Ensures the development and maintenance of an effective Human Resource Management Information System (HRMIS) for the Commission 4. Maintains cordial Management-Union relationship. 5. Supervises the implementation of disciplinary processes and procedures within the Commission. 6. Implements activities relating to employee wellbeing and conducive work environment. 7. Facilitates training, learning and development activities.
Public Relation	<ol style="list-style-type: none"> 1. Reviews and recommends appropriate action on media coverage of the Commission's activities. 2. Ensures the promotion of integrity awareness amongst the staff, stakeholders and the public. 3. Collaborates with the IT Unit for the update of information on the Commission's website.

	<ol style="list-style-type: none">4. Monitors media coverage of the Commission activities.5. Collates data for the development of communication products.6. Collates data for the update of the website.
Internal Audit Unit	<ol style="list-style-type: none">1. Ensures the implementation, monitoring and evaluation of policies, programmes and activities of the Unit2. Oversees the planning, implementation and maintenance of appropriate internal audit systems3. Ensures the conduct of periodic, special and annual audits of the Commission.4. Provides inputs for the development of the Commission's audit universe and risk register5. Collates data for the preparation of annual audit plans.6. Provides inputs for the preparation of annual and other periodic reports.

ORGANISATION CHART OF THE NATIONAL COMMISSION ON CULTURE



2.3 AGENCIES UNDER <National Commission on Culture)

Agencies under National Commission on Culture
<ol style="list-style-type: none">1. Centre for National Culture, Greater Accra Region2. Centre for National Culture, Eastern Accra Region3. Centre for National Culture, Ashanti Region4. Centre for National Culture, Western Region5. Centre for National Culture, Northern Region6. Centre for National Culture, Oti Region7. Centre for National Culture, Bono East Region8. Centre for National Culture, Volta Region9. Centre for National Culture, Central Region10. Centre for National Culture, Brong Ahafo Region11. Centre for National Culture, Upper East Region12. Centre for National Culture, Upper West Region13. Centre for National Culture, Savannah Region14. Centre for National Culture, North East Region15. Centre for National Culture, Western North16. Centre for National Culture, Bono East

Centre for National Culture, Greater Accra Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region. 2. Exercises oversight responsibilities for the efficient management of the human material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 6. Ensures the identification, mobilisation and training of under privileged youth in the region 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums. 15. Radio and television programmes (such as “know your traditional area” etc

Centre for National Culture, Eastern Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region. 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Ashanti Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region. 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Western Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Northern Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Oti Region	
<p>1. Responsibilities of the Agency:</p> <p>2. Ensures the implementation of the programs and activities in the region.</p> <p>3. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region.</p> <p>4. Ensures the conduct of public education on national cultural issues in the region.</p> <p>5. Ensures the promotion and appreciation of arts and culture in the region.</p> <p>6. Ensures the development, preservation and presentation of local languages in the region.</p> <p>7. Ensures the implementation of programmes for in-school and out-of-school youth in the region.</p> <p>8. Ensures the identification, mobilisation and training of under privileged youth in the region.</p>	<p>9. Details of Activities:</p> <p>1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.)</p> <p>2. Mobilizing and training amateur cultural troupes in communities</p> <p>3. Cultural education in communities and schools</p> <p>4. Cultural festivals for 1st and 2nd cycle schools</p> <p>5. Students Drama Festivals for SHSs</p> <p>6. Visual Art Quiz Competition</p> <p>7. Theatre productions</p> <p>8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.)</p> <p>9. Choral music festival</p> <p>10. District, Regional and National Festival of Arts and Culture</p> <p>11. Wear Ghana Festival</p> <p>12. Workshops for practitioners in the cultural and creative industries</p> <p>13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.)</p> <p>14. Periodic public lectures and symposiums</p> <p>15. Radio and television programmes (such as “know your traditional area” etc.)</p>

16. Centre for National Culture, Bono East Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region. 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Volta Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region. 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Central Region

1. Responsibilities of the Agency:

2. Ensures the implementation of the programs and activities in the region.
3. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region.
4. Ensures the conduct of public education on national cultural issues in the region
5. Ensures the promotion and appreciation of arts and culture in the region
6. Ensures the development, preservation and presentation of local languages in the region.
7. Ensures the implementation of programmes for in-school and out-of-school youth in the region
8. Ensures the identification, mobilisation and training of under privileged youth in the region;

Details of Activities:

1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.)
2. Mobilizing and training amateur cultural troupes in communities
3. Cultural education in communities and schools
4. Cultural festivals for 1st and 2nd cycle schools
5. Students Drama Festivals for SHSs
6. Visual Art Quiz Competition
7. Theatre productions
8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.)
9. Choral music festival
10. District, Regional and National Festival of Arts and Culture
11. Wear Ghana Festival
12. Workshops for practitioners in the cultural and creative industries
13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.)
14. Periodic public lectures and symposiums
15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Brong Ahafo Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region. 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Upper East Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre for National Culture, Upper West Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.)

Centre National Culture, Savannah Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums 15. Radio and television programmes (such as “know your traditional area” etc.

Centre for National Culture, North East Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities Cultural education in communities and schools 3. Cultural festivals for 1st and 2nd cycle schools 4. Students Drama Festivals for SHSs 5. Visual Art Quiz Competition 6. Theatre productions 7. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 8. Choral music festival 9. District, Regional and National Festival of Arts and Culture 10. Wear Ghana Festival 11. Workshops for practitioners in the cultural and creative industries 12. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 13. Periodic public lectures and symposiums 14. Radio and television programmes (such as “know your traditional area”

Centre for National Culture, Bono East Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums <p>Radio and television programmes (such as “know your traditional area” etc.</p>

Centre for National Culture, Western North Region	
<p>Responsibilities of the Agency:</p> <ol style="list-style-type: none"> 1. Ensures the implementation of the programs and activities in the region 2. Exercises oversight responsibilities for the efficient management of the human, material and financial resources of the region. 3. Ensures the conduct of public education on national cultural issues in the region. 4. Ensures the promotion and appreciation of arts and culture in the region. 5. Ensures the development, preservation and presentation of local languages in the region. 6. Ensures the implementation of programmes for in-school and out-of-school youth in the region. 7. Ensures the identification, mobilisation and training of under privileged youth in the region. 	<p>Details of Activities:</p> <ol style="list-style-type: none"> 1. Entrepreneurial/Vocational Skills Training (in batik, tie and dye, bead craft, interior décor and floral arrangement, sewing, makeup, pencil art, smock/kente weaving, etc.) 2. Mobilizing and training amateur cultural troupes in communities 3. Cultural education in communities and schools 4. Cultural festivals for 1st and 2nd cycle schools 5. Students Drama Festivals for SHSs 6. Visual Art Quiz Competition 7. Theatre productions 8. Theatre for Community Development outreaches on topical issues (health, education, teenage pregnancy, corruption, galamsey, etc.) 9. Choral music festival 10. District, Regional and National Festival of Arts and Culture 11. Wear Ghana Festival 12. Workshops for practitioners in the cultural and creative industries 13. Marking of relevant international days (such as International Mother Tongue Day, World Art Day, International Day for Cultural Diversity for Dialogue and Development, etc.) 14. Periodic public lectures and symposiums <p>Radio and television programmes (such as “know your traditional area” etc</p>

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:
<ol style="list-style-type: none">1. Privileged Information2. Administration information3. Legal documents4. Financial document
Types of Information Accessible at a fee:
<ol style="list-style-type: none">1. N/A

3. Procedure in Applying and Processing Requests

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 a designated officer is responsible for dealing with applications made to the National Commission on Culture. To requests for information under the RTI Act from the National Commission on Culture applicants are to follow these basic procedures:

3.1 The Application Process

- a. Application by any person or organization who seeks access to information in the custody of National Commission on Culture **must** be made in writing, using the standard RTI Application Form. **(See Appendix A for the Standard RTI Application Form)**. A copy of the form can be downloaded or completed and submitted electronically on the National Commission on Culture's official website or the Ministry of Information website.

- 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 organization represented by the applicant.
 - Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
 - Brief description of information being sought. (Applicant 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, e-mail, courier services, fax 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 reviews and identifies 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 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 has to 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 Record

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

4.1 How to apply for an Amendment

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

5. Appendix A: Standard RTI Request Form

[Reference No.:]

APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	<input type="checkbox"/>	<input type="checkbox"/>	
		Individual	Organization/Institution	
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> National ID Card	Passport	Voter's ID
		Driver's License		
8 (a).	Id. No.:			
9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):			

10.	Manner of Access:	<input type="checkbox"/> <input type="checkbox"/> Inspection of Information Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input style="width: 150px; height: 20px;" 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 type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <i>"This request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."</i>	

6. Appendix B: Contact Details of NCC's Information Unit

Name of Information/Designated Officer:

Gifty Adjei

Telephone/Mobile number of Information Unit:

0242142298

Postal Address of the institution:

Private Mail Bag Ministries Accra

7. Appendix C: Acronyms

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

Table 1 Acronyms

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

8. 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
<i>Access</i>	<i>Right to Information</i>
<i>Access to information</i>	<i>Right to obtain information from public institutions</i>
<i>Contact details</i>	<i>Information by which an applicant and an Information Officer may be contacted</i>
<i>Court</i>	<i>A court of competent jurisdiction</i>
<i>Designated officer</i>	<i>An officer designated for the purposes of the Act who perform similar role as the Information Officer</i>
<i>Exempt information</i>	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
<i>Function</i>	<i>Powers and duties</i>
<i>Government</i>	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
<i>Information</i>	<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>
<i>Information officer</i>	<i>The Information Officer of a public institution or the officer designated to whom an application is made</i>
<i>Public</i>	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
<i>Public institution</i>	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
<i>Right to information</i>	<i>The right assigned to access information</i>
<i>Section</i>	<i>Different parts of the RTI Act</i>