

ACCRA TECHNICAL UNIVERSITY

RIGHT TO INFORMATION MANUAL

Government of Ghana

Right to Information Manual

Accra Technical University (ATU)

2024

Document Number: ATU/RTI/2024

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1.0 Overview

This Right to Information (RTI) Manual seeks to make available to the public and applicants for information the classes of information accessible in this University. It reveals the various direc- torates and units within this institution and specific classes of information that can be obtained from each of them.

The Manual has been compiled in compliance with section 3 of the Right to Information Act, 2019 (Act 989). The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution. Inspection of this Manual is not to attract any fee or charge since the Manual only seeks to point users to the information available for access within this University. Request for a copy of this Manual, however, shall attract a charge, which covers the unit cost of the Manual.

1.1 Purpose of Manual -

To inform/assist the public on the organizational structure, responsibilities and activities of the Accra Technical University (ATU) and provide the types of information and classes of information available at ATU, including the location and contact details of its Information Officer and unit.

2.0 OFFICES, DIRECTORATES AND DEPARTMENTS UNDER ACCRA TECHNICAL UNIVERSITY (ATU)

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

VISION

To be recognised as the top Technical University in Ghana, with strong regional influence.

MISSION

To advance technical knowledge by creating a conducive environment for applied research, quality teaching and competency-based training, with a high impact on industry and business creation.

PHILOSOPHY

ATU believes in education and training that develop the competencies and skills of our students to make them relevant to industry and competitive in the job market.
Our Educational Philosophy therefore is "Education and Training for Employment and Job Creation".

SHARED VALUES (ICE)

Integrity (I)– we build trusted and accountable systems to enhance integrity in all our undertakings.

Creativity (C) – we work together to generate new, innovative, and improved ways of addressing industrial and community challenges.

Excellence (E) – we educate and train competent and professional human resources to deliver excellent service.

Offices, Directorates and Departments under Accra Technical University (ATU)

1. Office of the Vice-Chancellor
2. Office of the Pro Vice-Chancellor
3. Office of the Registrar
4. Directorate of Finance (DF)
5. Directorate of Physical Works and Development (DPWD)
6. University Library
7. Directorate of Internal Audit (IA)
8. Graduate School
9. Faculty of Engineering
   A. Mechanical Engineering Department
   B. Electrical/Electronic Engineering Department
   C. Civil Engineering Department
10. Faculty of Built Environment
    A. Interior Design and Upholstery Technology Department
    B. Building Technology Department
11. Faculty of Applied Sciences
    A. Applied Mathematics and Statistics Department
    B. Science Laboratory Technology Department
    C. Computer Science Department
    D. Medical Laboratory Technology Department
12. Faculty of Applied Arts
    A. Fashion Design and Textiles Department
    B. Hotel Catering and Institutional Management Department
    C. Liberal Studies and Communications Technology Department
13. Faculty of Business
    A. Accountancy and Finance Department
    B. Management and Public Administration Department
    C. Procurement and Supply Chain Management Department
    D. Marketing Department
14. Office of the Dean of the Student Affairs
15. Directorate of International Programmes and Institutional Cooperation (DIPIC)
16. Directorate of Research, Innovation, Publication and Technology Transfer (DRIPTT)
17. Directorate of Quality Assurance and Academic Planning (DQAAP)
18. Directorate of Information and Communication Technology (DICT)
19. Directorate of Industrial Liaison (DIL)
20. Directorate of Business Development (DBD)
21. Directorate of Guidance, Counselling and Career Development (DGCCD)
22. Directorate of Procurement (DP)
23. Directorate of Human Resource and Organisational Development (DHROD)
24. Directorate of Academic Affairs (DAA)
25. Directorate of Public Affairs (DPA)

26. Directorate of Legal Affairs (DLA)

27. Directorate of General Services (DGS)
28. Department of Health Services (DHS)
29. Centres
    A. Career Centre
    B. AFOS DigiCap Laboratory
    C. Sustainable Energy Service Centre
    D. Drone Technology Centre
    E. Media Laboratory
    F. Centre for Electrical Wiring Professionals (CEWPs)

Responsibilities of the University:

By the provisions of the Technical University Act 2016 (Act 922) as amended, the University is mandated to provide higher education in engineering, science and technology-based disciplines, technical and vocational education and training applied arts and related disciplines in accordance with the following principles:

a. Higher education shall be made equally accessible to all persons suitably qualified and capable of benefiting from education and training offered at a technical university.

b. Programmes of study shall take into consideration the multiplicity of scientific theories and methodologies.

c. Use competency-based and practice-oriented approach in teaching, organisation and delivery of courses.

d. Develop strong linkages and collaboration with relevant industries, businesses, professional bodies and technical experts in the delivery of programmes;

e. Offer programmes and courses within the mandate of a technical university; and

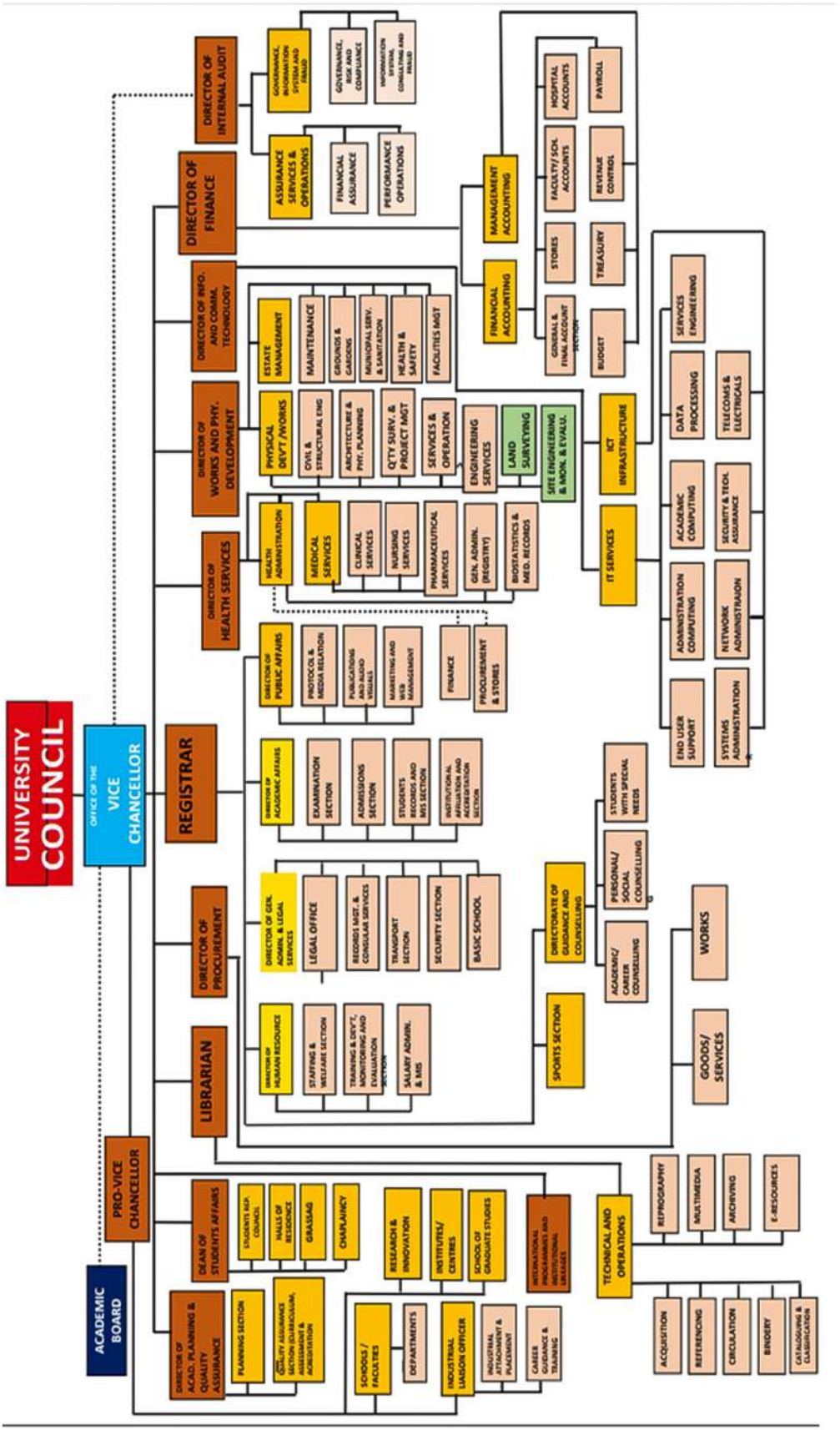
f. Provide opportunities for skills development applied research and publication of research findings.

2.1 DESCRIPTION OF ACTIVITIES OF EACH DIRECTORATE AND DEPARTMENT

Directorate/Department	Responsibilities/Activities
Office of the Vice-Chancellor	See Statutes 16 of the University Statutes (2018) and as amended (2024)
Office of the Pro Vice-Chancellor	See Statutes 17 of the University Statutes (2018) and as amended (2024)
Office of the Registrar	See Statutes 18 of the University Statutes (2018) and as amended (2024)
Directorate of Finance	See Statutes 19 of the University Statutes (2018) and as amended (2024)
Directorate of Physical Works and Development	See Statutes 22 of the University Statutes (2018) and as amended (2024)
University Library	See Statutes 21 of the University Statutes (2018) and as amended (2024)
Directorate of Internal Audit	See Statutes 20 of the University Statutes (2018) and as amended (2024)
Graduate School	See Statutes 37 of the University Statutes (2018) and as amended (2024)
All Academic Faculties	See Statutes 31 of the University Statutes (2018) and as amended (2024)
All Academic Departments	See Statutes 34 of the University Statutes (2018) and as amended (2024)
Office of the Dean of Student Affairs	See Statutes 40 of the University Statutes (2018) and as amended (2024)
Directorate of International Programmes and Institutional Cooperation (DIPIC)	See Statutes 45 of the University Statutes (2018) and as amended (2024)
Directorate of Research, Innovation, Publication and Technology Transfer (DRIPTT)	See Statutes 43 of the University Statutes (2018) and as amended (2024)
Directorate of Quality Assurance and Academic Planning (DQAAP)	See Statutes 48 of the University Statutes (2018) and as amended (2024)
Directorate of Information and Communication Technology (DICT)	See Statutes 47 of the University Statutes (2018) and as amended (2024)
Directorate of Industrial Liaison	See Statutes 49 of the University Statutes (2018) and as amended (2024)
Directorate of Business Development	See Statutes 50 of the University Statutes (2018) and as amended (2024)
Directorate of Guidance, Counselling and Career Development	See Statutes 55 of the University Statutes (2018) and as amended (2024)

Directorate of Procurement	See Statutes 53 of the University Statutes (2018) and as amended (2024)
Directorate of Human Resource and Organisational Development	See Statutes 58 of the University Statutes (2018) and as amended (2024)
Directorate of Academic Affairs	See Statutes 57 of the University Statutes (2018) and as amended (2024)
Directorate of Public Affairs	See Statutes 56 of the University Statutes (2018) and as amended (2024)
Directorate of Legal Affairs	See Statutes 51 of the University Statutes (2018) and as amended (2024)
Directorate of General Services	See Statutes 54 of the University Statutes (2018) and as amended (2024)
Department of Health Services	See Statutes 60 of the University Statutes (2018) and as amended (2024)
Centres	See Statutes 34 of the University Statutes (2018) and as amended (2024)

2.2 PROPOSED ORGANOGRAM FOR ACCRA TECHNICAL UNIVERSITY



2.3 CLASSES AND TYPES OF INFORMATION

REGULATORY DOCUMENTS

1. Technical Universities Act 2016(Act 922) as amended.
2. Accra Technical University Statutes (2018) as amended (2024).
3. Scheme of Service for Staff of Technical Universities

GUIDING DOCUMENTS

1. Accra Technical University Strategic Plan (2021-2025)
2. University Policies

REGISTRY (ADMINISTRATION)

1. Minutes of all Committees and Boards of the University
2. Reports of all Committees and Boards of the University
3. University Annual Reports
4. Convocation Meeting Reports
5. Vice-Chancellor Reports
6. Memorandum of Understanding (MoUs)
7. Internal Contract Documents
8. Memoranda

FINANCE

1. Annual Financial Statements
2. Annual Operating Budget
3. Budget Implementation Reports
4. Audited Financial Reports

INTERNAL AUDIT

1. Strategic Internal Audit Plan
2. Risk Based Annual Internal Audit Work Plan
3. Periodic Management Audit Report

PHYSICAL WORKS AND DEVELOPMENT

1. Maps, Building and Drawings Plans
2. Report on University Assets

RESEARCH, INNOVATION AND PUBLICATION

1. Annual Research Bulletin
2. Authorship and Publication Guide
3. Annual Research Reports
4. Tracer Studies Reports

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

1. ICT Report
2. Server Information

QUALITY ASSURANCE AND ACADEMIC PLANNING

1. Annual University Basic Statistics Reports
2. Annual Quality Assurance Reports
3. Strategic and Operational Reports
4. Monitoring and Evaluation Framework
5. Academic Facility Manual (Time-Table)

EXAMINATION

1. Passed Examination Questions and Marked Scripts
2. Examination Reports

INDUSTRIAL LIAISON

1. Staff and Students Internship Reports
2. Industry Collaboration Reports

BUSINESS DEVELOPMENT

1. Business Plan and Commercial Activity Reports

LEGAL AFFAIRS

1. Reports on University legal cases

PROCUREMENT

1. Annual Procurement Plan
2. Contract Documents
3. Quarterly Progress Reports
4. Tender Reports

PUBLIC AFFAIRS

1. University Recorders
2. Media Monitoring Reports
3. Website and Social Media Performance Reports
4. Annual Public Relations Reports
5. Press Releases
6. Pictures and Videos of University Activities
7. University promotional materials and advertisements
8. Newsletters
9. News Stories
10. Website and Social Media Post
11. University Programmes Art works

ACADEMIC AFFAIRS

1. Teaching and Academic Schedules
2. Admission Requirements
3. Academic Materials; Student Handbook etc.
4. Admission list
5. Graduation Brochures
6. List of Registered Students

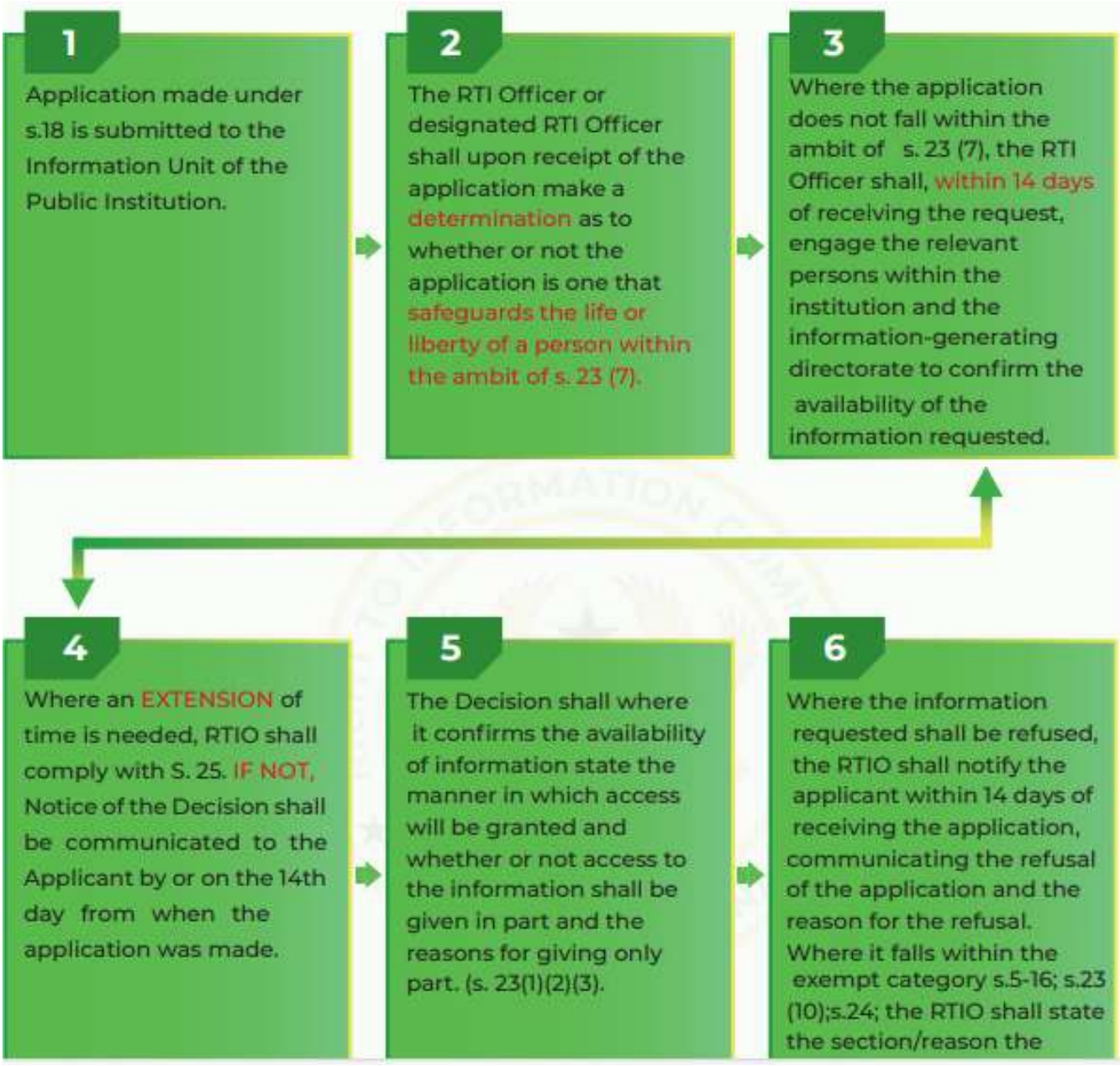
HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT

1. Human Resource Annual Reports
2. Promotion reports
3. Staff List
4. Employee Handbook
5. Staff Training Plan and Reports
6. Annual Staff Appraisal Reports
7. Job Schedules of Staff
8. Job Descriptions & Job Specification of Staff

GENERAL SERVICES

1. Security Reports
2. Contract Management Reports
3. Information of the University fleet of Vehicles

3.0 PROCESSING AND DECISION ON APPLICATION MODEL



Please Note: All Decisions will be made in consultation with the Vice-Chancellor of the University.

3.0 PROCESSING AND DECISION ON APPLICATION

Section 18 of the RTI Act 989, 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 Accra Technical University. To requests for information under the RTI Act 989, from Accra Technical University, 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 Accra Technical University 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 from Accra Technical University Website. Completed forms should be submitted via email (rtidesk@atu.edu.gh / fkgana@atu.edu.gh) .

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 (if any).
- Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, and Postal Address).
- Brief description of the 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 transmis sion. 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 understand and the applicant appeared to have understood the content of the request."

3.2 PROCESSING THE APPLICATION

- The applicant must then make a thumbprint or mark on the request. Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.
- She reviews and identify which part is exempt based on Section 5 to 16 of the RTI Act 989, 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 989, 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 7 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 printout, 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.

4.0 AMENDMENT OF PERSONAL RECORD

A person given access to the 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 to identify the applicant.
- The incorrect, misleading, incomplete, or 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.

e. A statutory declaration must be attached.

5.0 FEES AND CHARGES FOR ACCESS TO INFORMATION

The RTI Act 989, mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, the information officer may request a reasonable transcript cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5).

Under Section 57(2), fees are not payable for:

- Reproduction of personal information
- Information in the public interest
- Information that should be provided within the stipulated time under the RTI Act 989
- An applicant who is poor or person with disability
- Time spent by the information officer to examine and ensure the information is not exempt
- Preparing an information

6.0 APPENDIX A: STANDARD RTI REQUEST FORM

1. RTI Request Form

[Reference No .....]

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



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

10.	**Manner of Access:**	☐ **Inspection of Information** ☐ **Copy of Information**
		☐ **Viewing / Listen** ☐ **Written Transcript Translated** ☐ **(specify language)** _____
10 (a).	**Form of Access:**	☐ **Hard copy** ☐ **Electronic copy** ☐ **Braille**
11.	**Contact Details:**	☐ **Email Address** _____ ☐ **Postal Address** _____ ☐ **Tel:** _____
12.	**Applicant's signature/thumbprint:**	
13.	**Signature of Witness (where applicable)** ***"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."***	

7.0 APPENDIX B: CONTACT DETAILS OF ATU'S INFORMATION UNIT

Name of Information/Designated Officer:

Telephone/Mobile Number of Information Unit:

0332095371 / 0548032968

Email Address of Information Unit:

rtidesk@atu.edu.gh

Postal Address of the University:

P.O. BOX GP 561

8.0 APPENDIX C: ACRONYMS

Table 1 Acronyms

ACRONYM	LITERAL TRANSLATION
RTI	Right to Information
RTIO	Right to Information Officer
GTEC	Ghana Tertiary Education Commission
CTVET	Commission For Technical and Vocational Educational Training
WAEC	West African Examinations Council
S.	Section

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

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