



REPUBLIC OF GHANA

MINISTRY
OF
YOUTH DEVELOPMENT
AND EMPOWERMENT

RIGHT TO INFORMATION MANUAL

2026

Table of Contents

1. Overview.....	1
2. Directorates and Departments under MYDE's.....	2
2.1 Description of Activities of each Directorate and Department.....	4
2.2 Min. of Youth Development and Empowerment's Organogram...	12
2.3 Agencies under the Ministry of Youth Development and Empowerment	12
2.4 Classes and Types of information.....	14
3. Procedure in Applying and Processing Requests.....	16
3.1 The Application Process.....	16
3.2 Processing the Application.\.....	17
3.3 Response to Applicants.....	18
4. Amendment of Personal Record.....	19
4.1 How to apply for an Amendment.....	19
5. Appendix A: Standard RTI Request Form.....	20
6. Appendix B: Contact Details of MYDE's Information Unit.....	23
7. Appendix C: Acronyms.....	24
8. Appendix D: Glossary.....	25

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 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/assist the public on the organizational structure, responsibilities and activities of the Min. Youth Development and Empowerment (MYDE) and provide the types of information and classes of information available at MYDE, including the location and contact details of its Information Officers and units.

2. Directorates and Departments under Min. Youth Development and Empowerment

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

An inclusive and highly empowered youth for national development and global competitiveness.

MISSION

MYDE exists to provide leadership for the development and empowerment of Youth in Ghana through policy formulation, coordination and implementation for national development.

Directorates and Departments under Ministry of Youth Development and Empowerment (MYDE)

1. General Administration
2. Human Resource Management and Development Directorate (HRM&D)
3. Finance
4. Policy Planning, Budgeting, Monitoring & Evaluation (PPBME)
5. Research, Statistics, and Information Management Directorate (RSIM)
6. Procurement and Supply Chain Management
7. Youth Development and Empowerment (YDE)
8. Public Relations Unit (PR)
9. Client Service Unit (CSU)
10. Right To Information (RTI)

Responsibilities of the Institution:

The institution pursuant to section 3 & 13 of the Civil Service Law, 1993 (PNDC) Law 327, is in charge with the following responsibilities:

- Initiative, formulate and review policies for youth development and empowerment
- Advice on government plans and programmes on youth development and empowerment
- Undertake the necessary research for the effective implementation of youth public and programmes
- Coordinate, monitor and evaluate the implementation of youth policies, plans and programmes
- Undertake stakeholder engagement. Knowledge and experience sharing and innovations in the field of youth development and empowerment.
- Develop a framework for local and international partnerships to address economic challenges of the youth.
- Develop and implement youth work professionalization programmes
- Collaborate with relevant institutions from private and public sectors for entrepreneurship, job and wealth creation
- Facilitate the development of youth businesses and access to funds and grants.
- Mobilize resources for the implementation of youth policies, programmes and projects; and
- Perform other functions that are inclusive or incidental for the achievement of the object of the sector

2.1 Description of Activities of each Directorate and Department

Directorate/ Department	Responsibilities/Activities
General Administration	This exists to provide the following responsibilities: • Develop and implement policies, procedures, and systems for efficient general administration across the Ministry. • Oversee the management of the Ministry's physical assets, including buildings, facilities, and maintenance contracts. • Lead and manage the administrative staff, setting performance targets and fostering professional development. • Prepare and manage the annual budget for the General Administration Directorate. • Ensure the provision of reliable transport and logistics services for Ministry operations. • Oversee the security, cleanliness, and overall conducive working environment of Ministry premises. • Serve as the primary advisor to the Director on all administrative matters. • Represent the Ministry in inter-agency meetings and negotiations related to administrative services. • Review and approve procurement requests for administrative supplies and services. • Exercises Authority within limit determined by the head of directorate.

Human Resource Development and Management Directorate (HRDMD)	The HRDMD has the following responsibilities • Develop the Institutions Organizational Manual • Develop the institution's operational Manual • Development of Human Resource Workplan. • Organize relevant competency-based training, workshops, knowledge sharing sessions and conferences for staff • Design and implement cross-sector oral training programmes with agencies for Staff of the Ministry • Automate and update HR Database (Staff list, job schedules leaves, trainings, promotions conversion and exists) • Coordinate Chief Director's mid-and end-of-year Performance Evaluation exercise • Coordinate the signing of the Performance Agreement between the Chief Director and Directors/HoDs/Analogues grades • Onboarding of Staff. • Manage National Service Personnels and their growth (entry and exist) The goal of the directorate is to improve sector wide policy on HR planning, Training and Development, staff welfare and Performance Management to ensure that there is framework a place an effective and consent management framework consistent with the overall manpower need needs of the sector.
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Finance	The Finance Directorate oversees the following responsibilities: • Receive, disburse and provide secure custody of public funds • Advise the Ministry and its Agencies on financial matters • Prepare quarterly and annual financial statements • Facilitate accounting and financial statements • Facilitate accounting and financial management training • Ensure proper books of accounts are kept for all the Ministry's financial transactions • Requisition, commit order, receive and make payments for goods, services and works within the funds appropriated to the Ministry in accordance with the financial laws. • Ensure appropriate and accountable management of funds in accordance with the relevant public laws • Manage value books • Organize and co-ordinate accounting activities in the Ministry and its Agencies
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Policy, Planning, Budget, Monitoring and Evaluation Directorate (PPBME)	They exist to provide clarity, timelines and guidance for achieving the goals and objective of the entire Ministry. PPBME is engaged in the following activities to Achieve its specific objectives and that of the overall vision of the Ministry. • Production of the SMTDP • Monitoring and Evaluation of Action Plans of Directorates • Evaluations of CD's and Directors performance agreement • Preparation of the Ministry's Budgets • Which is to contribute to the improvement in the living standards of the Ghanaians Youth through a supportive ecosystem that provides equal opportunities for the development and empowerment of the youth to play functional roles in the socio-economic development of Ghana and remain globally competitive.
Research, Statistics and Information Management Directorate (RSIM)	The Directorate has responsibility to: • Promote the establishment of effective research, statistics and information management system • Compile, analyze and maintain a databank of information on the sector for policy formulation and decision making. • Promote a system of feedback for stakeholders and clients of the sector. • Provide innovative solutions to address the ICT and related infrastructure needs of the Ministry and the sector.

Procurement and Supply Chain Management	• Provides input for the development of procurement management guidelines for the Ministry • Prepares annual procurement plans for the Ministry under the supervision of the Chief Procurement Manager • Implements internal control systems for the procurement of goods and services in accordance with the relevant procurement law and other regulations • Provides input into the preparation of Annual Budget, Strategic Plan and other Reports of the Ministry • Participates in scrutinizing tendering arrangements and other means of obtaining competitive prices to comply with the National, Procurement, Contract and Financial procedure/rules • Leads Procurement and Supply Chain Work Team in market surveys to identify sources of supply and encourage open and constructive discussions on contract/contractor performance
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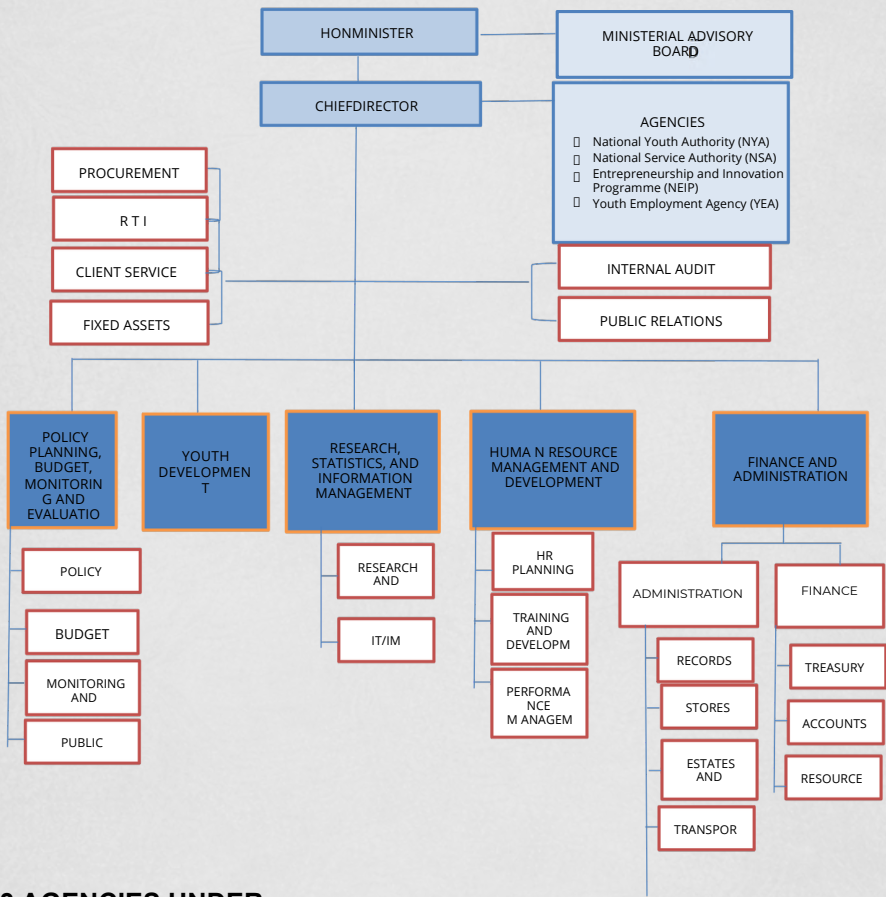
Youth Development and Empowerment (YDE)	• Finalise the development of instructions of LI. on the National Youth Authority Act 2016 (Act 939) by December 2026 • Identify youth focused organisations involved in youth entrepreneurship initiatives • Conduct at least two (2) monitoring inspection on youth implementation programmes within third quarter period of 2026 year • Organize Stakeholder Engagement Forum on Youth Development and Empowerment by the end of December 2026 • Collaborate with PPBME to develop Terms of Reference for youth volunteerism policy by August 2026 • Organise at least one (1) official launching on skills development on Automobile by the end of second quarter of 2026 year • Organise Presidential Youth Dialogue Forum by the end of September 2026 • Prepare at least two (2) Draft MoUs with relevant institutions for youth employment opportunities by December 2026
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Internal Audit Unit	• Approves and ensures the implementation of the Internal Audit component of the Ministry's Strategic Plan developed to guide the Internal Audit Unit in the discharge of its duties to ensure optimal use of approved resources. • Coordinates and oversees the effectiveness of the work of the internal audit units in the Ministry. • Reviews executed audit assignments to ensure that the financial, budgeting, expenditure and accounting systems and processes used are in conformity with laid-down regulations. • Leads and directs the Internal Audit team to execute internal audit strategic and operational business plans. • Monitors implementation of recommendations raised in audit reports of the Ministry. • Examine all payment vouchers submitted to the treasury and ensure that procedures and required supporting documents have been attached. • Pre-audits project payment vouchers for all contract jobs and suppliers of goods and services. • Monitors and coordinates risk management processes and recommends effective implementation of internal control system. • Facilitates pragmatic coordination of all activities in relation to the efficient performance management practices and good financial administration requirements. • Liaises with the external auditors to address challenges and resolve matters that affect and defeat the tenets of transparency and accountability • Collates and submits performance reports to the Internal Audit Agency every quarter.
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Public Relations Unit	• Provides strategic and tactical communication advice to the Chief Director and Minister to promote and re-brand the image of the Ministry. • Develop relationships with media to influence positively, public perception about MYDE. • Monitor print and electronic media daily to ensure no issue is missed. • Plan and manage media events to increase awareness, gain publicity and maintain public interest in MYDE. • Coordinate with the Ministry of Information on the planning and holding of the Meet-the Press series. • Review and ensure timely production of the following reports/documents; Annual Report, Calendars, Diaries, Newsletters, Special publications (brochures, fliers, programs and journals), Ministry's Website, etc • Collaborate with Administration to offer protocol services to Minister, Chief Director and Staff as well as other dignitaries for the Ministry. • Liaises with the Research, Statistics and Information Unit to update the Ministry's website.
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2.2 Ministry of Youth Development and Empowerment’s Organogram

Figure 1: Organisational Structure



2.3 AGENCIES UNDER

Agencies under Ministry of Youth Development and Empowerment (MYDE)

1. National Youth Authority (NYA)
2. Youth Employment Agency (YEA)
3. National Service Authority (NSA)
4. National Entrepreneurship and Innovation Programme (NEIP)

National Youth Authority (NYA)	
Responsibilities of the Agency: Responsible for Youth Development and Empowerment Policies, Programmes and Advocacy.	Details of Activities: • Develop and implement National Youth Policy. • Operate Youth Resource Centers and Skills Training Institutes. • Organize Civic and Leadership Training for Youth. • Coordinate Youth-Based NGOs and Clubs. • Conduct Research on Youth Needs and Development
Youth Employment Agency (YEA)	
Responsibilities of the Agency: Provides Job Opportunities and Employable Skills for Unemployed Youth.	Details of Activities: • Implement Community Protection Assistants (CPA) Programme. • Youth in Sanitation Module. • Youth in Agriculture and afforestation Modules • Technical and Vocational Training Programmes • Employability Enhancement and Job Matching Services.
National Service Authority (NSA)	
Responsibilities of the Agency: The Authority is mandated to deploy a pool of skilled manpower drawn primarily from tertiary institutions to support the development efforts of both the Public and Private sectors in Ghana.	Details of Activities: • Mobilize and deploy Ghanaian citizens (graduates) 18 years and above across public and private sectors. for national development. • Supervision and evaluation of service personnel. • It also provides user agencies with the opportunity to satisfy their manpower needs and affords communities that

Responsibilities of the Agency:	would otherwise have difficulty in accessing mainstream development initiatives and access to improved social services through community service. • The Authority provides newly qualified graduates with the opportunity to have practical exposure on the job, both in the public and private sectors, as part of their civic responsibility to the State
National Entrepreneurship and Innovation Programme (NEIP)	
Responsibilities of the Agency: Promotes Entrepreneurship and Innovation Among Ghanaian Youth to Create Jobs and Reduce Unemployment.	Details of Activities: • Business Plan Competition and Accelerator Programmes. • Training in Business Development and Startup Management. • Access to Seed Capital and Technical Support • Support for Innovation in Agriculture, ICT and Manufacturing. • Presidential Pitch Competition

2.4 Classes and Types of Information

List of various classes of information in the custody of the institution:
• Financial Information • Administration Information. • Technical Information. • Confidential Information.

Types of Information Accessible at a fee:

Information produced by public institutions belongs to the public and therefore is not paid for. Applicants are only required to pay for the cost of reproducing the information.

However, Sec.75(2)(e) explains that an indigent must not pay for the reproduction of the information requested. Such an individual bears the burden of proof according to sec.72(3)(b)(i). He or She must prove beyond reasonable doubt that he or she is indigent.

Below are the approved fees by parliament

REVENUE ITEM	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 computer or in electronic or mechanical-readable form	0.38
For a copy in computer-readable form on an external storage device	0.29
For a transcription of visual images, for A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, A4 size page or part thereof	0.70
For a copy of an audio record	1.0

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 Ministry of Youth Development and Empowerment. To request information under the RTI Act from the Ministry of Youth Development and Empowerment, 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 Ministry of Development and Empowerment 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 Ministry of Youth Development and Empowerment'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. (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, 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 requests 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.”
- 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 the 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. Applicants 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 access.
- The expected publication or submission day of the information in the case of 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.
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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:	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."	

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

Name of Information/Designated Officer:

Lenunsia Ernestina Boateng

Telephone/Mobile number of Information Unit:

+233(0) 540 893 885

Postal Address of the institution:

PMB 60, 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
RTI	Right to Information
MDA	Ministries, Departments and Agencies
s.	section
MMDAs	Metropolitan, Municipal and District Assemblies
CD	Chief Director
EI	Executive Instrument
F & A	Finance and Administration
HRDM	Human Resource Development and Management
NEIP	National Entrepreneurship and Innovation Programme
NSA	National Service Authority
NYA	National Youth Authority
MYDE	Ministry of Youth Development and Empowerment
NDPC	National Development Planning Commission
PPME	Policy Planning Budget Monitoring and Evaluation
RSIM	Research Statistics and Information Management
SMTDP	Sector Medium Term Development
YEA	Youth Employment Agency
CS	Civil Service

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
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 performs 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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