



GOVERNMENT OF GHANA

FISHERIES COMMISSION (FC)

2024

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1.0. Overview

The Right to Information (RTI) Act, 2019 (Act 989) was passed by Parliament of Ghana in 2019, and assented to by the President in the same year in giving effect to the constitutional right of access to information held by public institutions as provided for by Article 21(1)(f) of the 1992 Constitution, subject to the exemptions that are necessary and consistent with the protection of the public interest.

The Act applies to information, which came into existence before or after its enactment. It sets out the qualifications and conditions under which information can be accessed.

Section 3(1) of the Act 989, requires the Fisheries Commission (FC) to compile and publish up-to-date information in the form of a manual.

Accordingly, the Fisheries Commission has developed this Manual in compliance with the RTI Act, (Act 989) for implementation with respect to the Fisheries Commission.

This Manual provides the;

- i. list of Divisions in the Commission and the organisational structure
- ii. list of classes of information prepared by or in the custody or under the control of the Commission
- iii. list of the types of information that may be accessed or inspected free of charge or subject to a fee payable in respect of an access to information as specified under section 75
- iv. name, address and contact details of the information officer designated by the Commission
- v. arrangements made or procedures established by the Commission to enable a member of the public to seek amendment of his/her personal official records with the Commission

This RTI Manual has been developed based on the Act and the guidelines and template issued by the Right to Information Commission in accordance with the RTI Act.

1.1. Purpose of Manual

The Manual is to serve as a guide for the implementation of the Right to Information Act, 2019 (Act 989) at the Fisheries Commission. It is expected to enhance transparency and accountability at the Commission.

2.0. Division and Units of the Fisheries Commission

This section describes the Commission's vision and mission and lists the Divisions and Units of the Fisheries Commission. This includes the description of its organisational structure, responsibilities and details of activities, classes and types of information accessible at a fee.

2.1.0. Mandate

The Fisheries Commission was established by the Fisheries Act, 2002 (Act 625) to provide for the following:

- to regulate and manage the utilisation of the fishery resources of Ghana and;
- to co-ordinate the policies in relation to them

2.1.1. Vision

To be a viable and dynamic agency for accelerated development of fisheries and aquaculture.

2.1.2. Mission

To promote the development and sustainability of fisheries and aquaculture through research, technical services, co-operation and collaboration with stakeholders.

Divisions and Units of the Fisheries Commission (FC)

1. Marine Fisheries Management Division (MFMD)
2. Inland Fisheries Management Division (IFMD)
3. Fisheries Scientific Survey Division (FSSD)
4. Monitoring, Control and Surveillance Division (MCSD)
5. Finance and Administration Division (F&A)
6. Planning, Budget, Monitoring and Evaluation Division (PBMED)
7. Post-Harvest, Trade Management Division (PHTMD)
8. Human Resource Management Division
9. Legal and Compliance Unit
10. Internal Audit Unit
11. Fish Health Unit
12. Corporate Affairs Unit

13. Information Technology (IT) Unit

14. Procurement Unit

15. Transport Unit

16. Library Unit

17. Estate Unit

2.2. Descriptions of the activities of each Division or Unit

<p>Marine Fisheries Management Division (MFMD)</p>	<ul style="list-style-type: none"> • Registration of fishing vessels (canoes, inshore, trawlers and tuna) • Licensing of industrial fishing vessels (trawlers and tuna) • Oversight responsibility of fishing activities in the coastal regions, particularly, inshore vessel registration and licensing • Preparation and implementation of Marine Fisheries Management Plan (MFMP 2022 - 2026) and Co-management Policy • Administration and management of Canoe Identification Cards (CIC) as a management tool • Management of the Vessel and Canoe Registers • Routine Operators Engagement, Sensitization and Education • Collaborating with other government agencies, Fisheries Associations, NGOs and CSOs in the sustainable management of Ghana’s marine fisheries resources
<p>Inland Fisheries Management Division (IFMD)</p>	<ul style="list-style-type: none"> • Coordinate the issuance and renewal of canoe licenses for inland fisheries • Collection, collation and analysis of fish landings from inland water bodies • Provide extension services to fishermen in inland water bodies • Coordinate the development of standards, guidelines, processes and procedures on inland and lagoon fisheries • Coordinate the development and management of inland and lagoon fisheries database • Provide inputs for the development of policies

	<p>and programmes of the Commission</p> <ul style="list-style-type: none"> • Collaborate with Divisions, Regions, MMDAs and other relevant national and international institutions in the implementation of programmes and activities of the Commission • Coordinate the development and management of aquaculture database • Coordinate the registration and issuance of permits to aquaculture and aquaculture-related establishments • Monitor and evaluate the implementation of policies, programmes related to standards and quality assurance in the aquaculture industry • Coordinate the development of aquaculture in the country
<p>Fisheries Scientific Survey Division (FSSD)</p>	<ul style="list-style-type: none"> • Monitor the marine environment and assess its changes in so far as it affects fisheries. • Monitor the levels of exploitation of the marine fishery resource through the estimation of annual fish production by the various fishing fleet operating in marine waters of Ghana. • Assess stock of fishery resources of Ghana. • Undertake biological studies of commercially imported fish species. • Undertake studies and development of fishing gears. • Collaborate with sub-regional, regional and international organisations in the study and management of shared fish stocks.
<p>Monitoring, Control and Surveillance Division (MCSD)</p>	<ul style="list-style-type: none"> • Ensure the monitoring, control and surveillance of the fishery waters of Ghana • Enforcement of the Fisheries Act, 2002, (Act 625), Regulations and any other enactment related to the regulation of fishing activities • Management and running of a satellite base station for transmission of data related to the activities of foreign fishing vessels licensed to operate within the EEZ • Promote sub regional, regional and international co-operation in fisheries management • Prevent the incidence of illegal, unreported

	and unregulated (IUU) fishing
Finance and Administration Division (F&A)	<ul style="list-style-type: none"> • Coordinate organisation of meetings, seminars, etc., of the Commission. • Coordinates capacity building of the staff of the Commission • Staff welfare and resource needs • Facilities and asset management for the Commission • Coordinate procurement plans and timely procurement of goods
Planning, Budget, Monitoring and Evaluation Division (PBMED)	<ul style="list-style-type: none"> • Development of comprehensive plans, coordination, monitoring, and evaluation of programmes for the Commission • Ensure effective implementation of programmes, use of resources, and evaluation. • Ensure the preparation of periodic and annual reports of the Commission • Ensure the development of work plans and budgets for the Divisions and Units
Human Resource Management Division	<ul style="list-style-type: none"> • Develops human resource policies, procedures and strategies to support the attainment of the Commission's objectives • Provides advisory services on the human resources policies, frameworks, regulations, practices and other labour related issues • Ensures the development of standards, guidelines, procedures, processes and best practices for the management of human resources of the Commission • Oversees the implementation of human resource programmes and activities including recruitment, selection, performance management, staff welfare, career development, grievance management and succession planning of the Commission • Ensures the promotion of industrial harmony within the Commission
Post-Harvest, Trade Management Division (PHTMD)	<ul style="list-style-type: none"> • Responsible for overseeing and promoting efficient post-harvest handling, processing and trade of fishery products.

	<ul style="list-style-type: none"> • Inspection of fish at landing sites and fish processing organisations • Inspection of ice plants to ensure compliance with hygienic standards • Coordinate certification and licencing of fisheries facilities • Sensitisation on the formation of fish processor and trader groups
Legal and Compliance Unit	<ul style="list-style-type: none"> • Provision of operational support for the effective management of all legal matters for the Commission • Assist the Attorney General in representing the Commission on all legal matters that may be brought before the courts of law • Represent the Commission on all legal matters • Monitor the issuance of certificates for compliance • Ensure compliance with the Fisheries Act, 2002, (Act 625), Regulations and any other enactment related to the management of fishery resources
Internal Audit Unit	<ul style="list-style-type: none"> • Evaluate the adequacy of internal controls and make recommendation for its improvement. • Review operations or programs to ascertain whether results are consistent with established objectives and also if the operations or programs are carried out as planned • Review of entity's operational activities to ensure accuracy and completeness • Ensure entities compliance with relevant laws, statutes, policies procedures, processes, standards and best practice. • Promote ethics and help identify improper conduct • Investigate reported occurrence of fraud, embezzlement, theft, waste, and abuse.
Fish Health Unit	<ul style="list-style-type: none"> • Ensure the production of safe and quality fish and fishery products • Prevent and reduce health risks associated with fisheries exploitation and utilization along the value chain • Ensure biosecurity

	<ul style="list-style-type: none"> • Conduct laboratory diagnosis of fish diseases • Certify hatcheries for the production of healthy and viable seed • Advice and ensure the proper use of drugs and chemicals in the aquatic environment • Monitor fish feed for the control of hazards • Certify locally produced feed for domestic use and export
Corporate Affairs Unit	<ul style="list-style-type: none"> • Coordinates the development of procedures ,processes ,standards and guidelines for the effective corporate communications and protocols of the Commission • Establishes and maintain positive relations with the media and other stakeholders • Ensures the development and management of effective client service systems and practices in the Commission • Ensures the provision of effective media coverage of the programmes and activities of the Commission
Information Technology (IT) Unit	<ul style="list-style-type: none"> • Coordinates the development of procedures ,processes ,standards and guidelines for the effective delivery and management of the IT services of the Commission • Oversees the development and maintenance of IT database of the Commission. • Collaborates with various stakeholders in the procurement of IT equipment and services. • Oversees the installation, servicing, maintenance of IT equipment and provision of IT support services in the Commission • Oversees the development and maintenance of IT database of the Commission
Procurement Unit	<ul style="list-style-type: none"> • Collaborates with relevant stakeholders in the procurement of goods, services and works for the Commission • Coordinates the development of procedures, processes, standards and • Guidelines for the effective management of procurement activities and stores of the Commission • Collaborates with relevant stakeholders in the

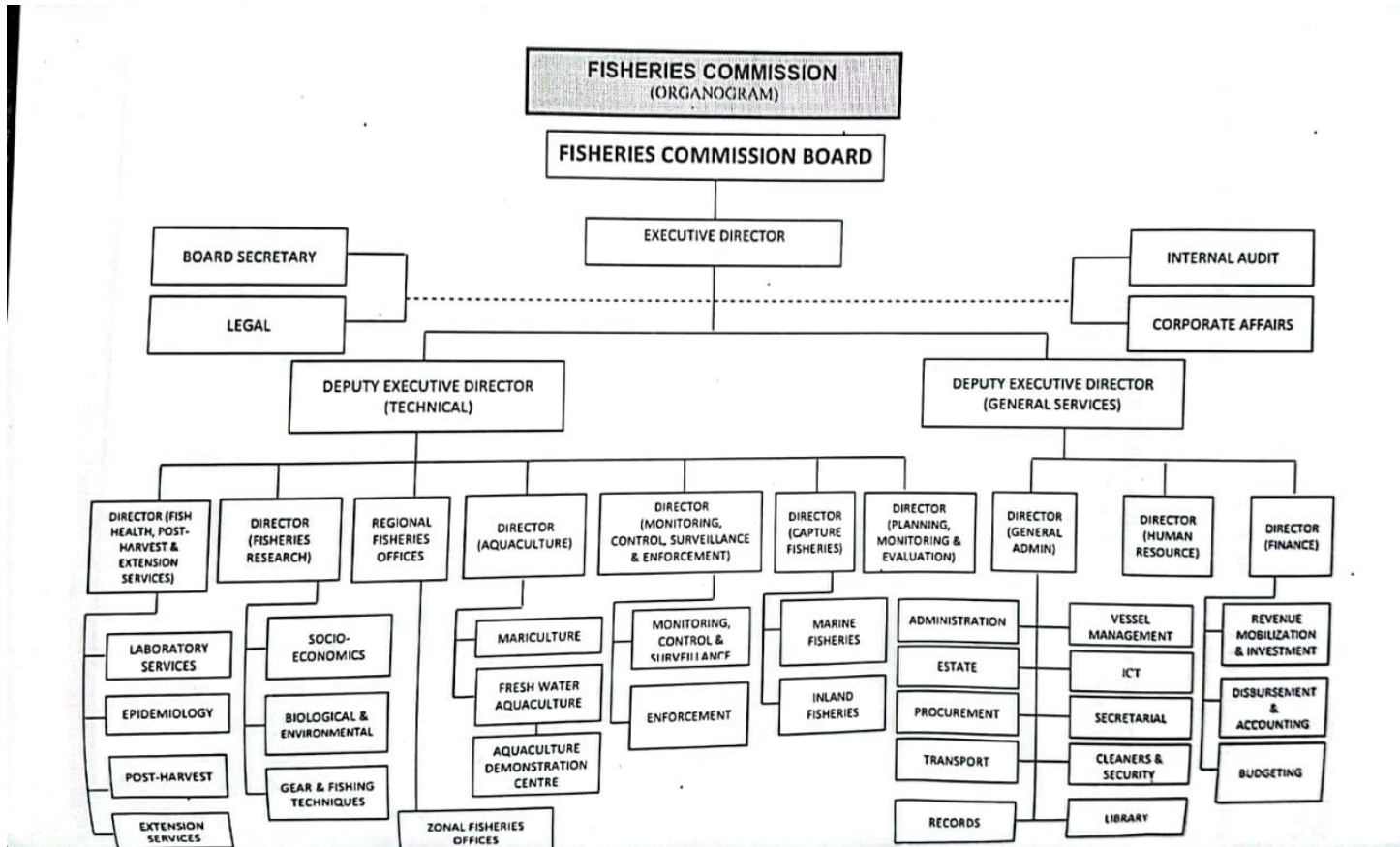
	<p>procurement of goods, services and works for the Commission</p> <ul style="list-style-type: none"> • Ensures effective and efficient management of programmes and activities at the Stores of the Commission
Transport Unit	<ul style="list-style-type: none"> • Ensures the development of guidelines, procedures and processes for the management of transport operations of the Commission. • Provides professional advice on the acquisition, distribution, maintenance, utilization, and disposal of vehicles of the Commission. • Ensures that all vehicles of the Commission meet statutory requirements i.e. registration, licensing, acquisition of insurance and certification of road worthiness. • Ensures regular servicing and maintenance of vehicles of the Commission.
Library Unit	<ul style="list-style-type: none"> • Ensures the effective and efficient library services delivery in accordance with the information needs of library users. • Coordinates the acquisition of both local and foreign literature on Fisheries, Aquaculture and other related fields. • Collaborates with various libraries and other stakeholder institutions to ensure an effective library services delivery. • Ensures the development of appropriate cataloguing and shelving for the library
Estate Unit	<ul style="list-style-type: none"> • Coordinates the identification, acquisition, maintenance, evaluation control and servicing of the estates of the Commission. • Ensures proper sanitation of the estate of the Commission • Ensures the monitoring of the estates of the Commission under construction. • Coordinates the identification, acquisition, maintenance, evaluation control and servicing of the estates of the Commission.

Responsibilities of the Commission:

The Commission is responsible for the regulation and management of the utilization of the fishery resources of Ghana and co-ordinate the policies in relation to them.

The Commission implements the policies of the Ministry of Fisheries and Aquaculture Development (MoFAD).

2.3. Fisheries Commission's Organogram

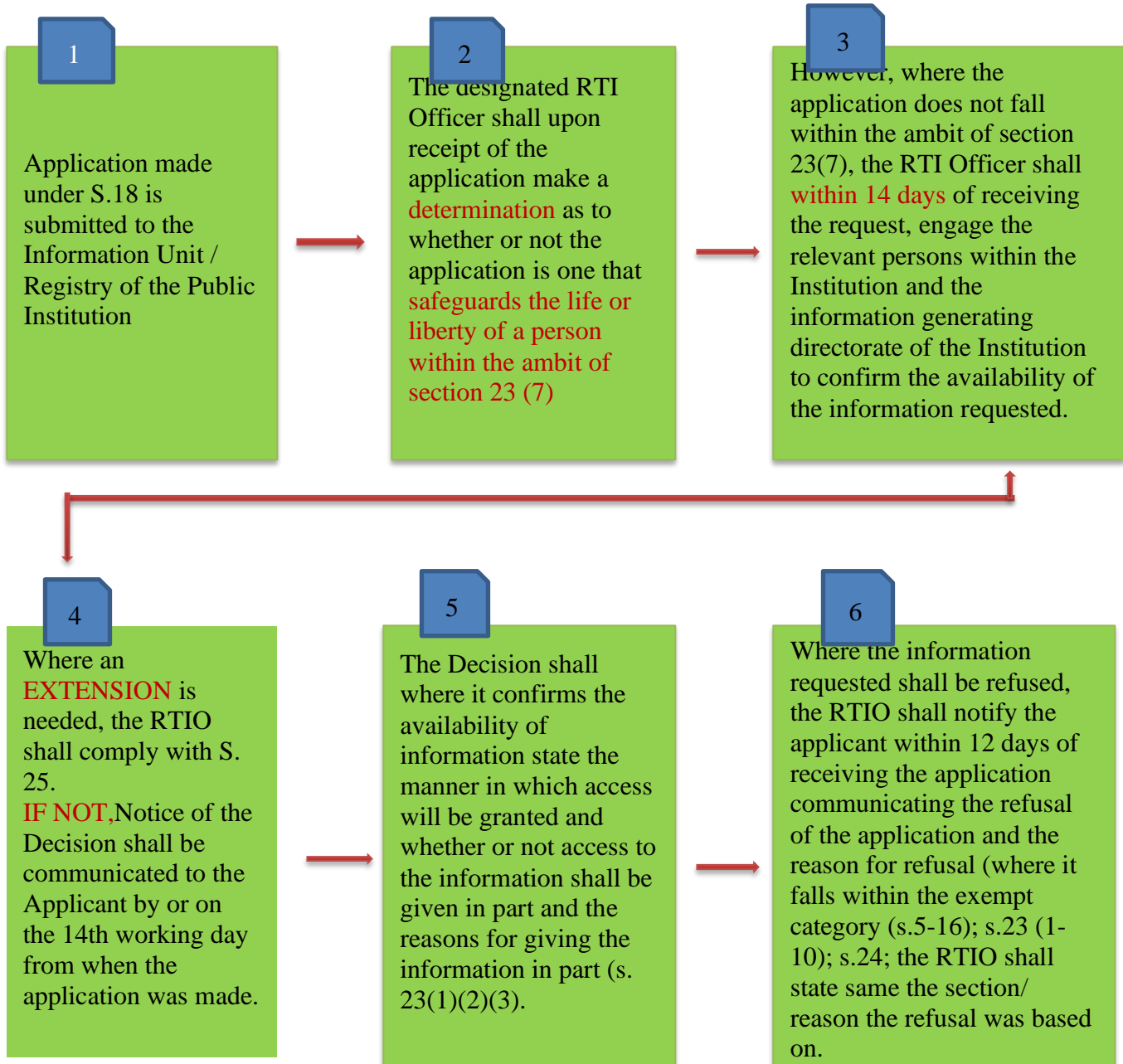


2.4. Classes and Types of Information

List of various classes of information in the custody of the institution:	
<ol style="list-style-type: none"> 1. Fisheries Data and Statistics 2. Research and Scientific Studies 3. Administrative and Organizational Documents 4. Public Outreach and Education Materials 5. Aquaculture Records 6. License and Permit Records 7. Vessel Registration Information 8. International Agreements and Treaties 9. Fisheries Regulations and Policies 10. Enforcement and Compliance Records 11. Organisational Manuals 	
Types of Information Accessible at a fee:	
The fee for accessing information is subject to the approved Fees and Charges (Miscellaneous Provisions) Act, 2022, (Act 1080) by Parliament of Ghana.	
<i>Revenue Item</i>	<i>Approved Fees and Charges (GHS)</i>
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 size page or part thereof held on a computer or in electronic or machine readable form	0.38
For a copy in a computer readable form on external storage device	0.29
For a transcription of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transcription of an audio record, for an A4 size page or part thereof	0.70

For a copy of audio record	1.00
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3.0.PROCESSING & DECISION ON APPLICATIONS – S. 23



RTIO: Right to Information Officer

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

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

- reproduction of personal information
- information in the public interest
- information that should be provided within stipulated time under the Act
- an applicant who is poor or has a disability
- time spent by the information officer in reviewing the information
- time spent by the information officer to examine and ensure the information is not exempt
- preparing the information

Section 76 subjects the retention of charges received by a public institution to the Constitution. Thus, a public institution is authorized to retain charges received under the Act to be used only to defray expenses incurred by the public institution in the performance of functions under the Act and be paid into a bank account opened for the purpose with the approval of the Controller and Accountant General.

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

<p>10.</p>	<p>Manner of Access:</p>	<p><input type="checkbox"/> Inspection of Information</p> <p><input type="checkbox"/> Copy of Information</p> <p><input type="checkbox"/> Viewing / Listen</p> <p><input type="checkbox"/> Written Transcript</p> <p><input type="checkbox"/> Translated (specify language) </p>
<p>10 (a).</p>	<p>Form of Access:</p>	<p><input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille</p>
<p>11.</p>	<p>Contact Details:</p>	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
<p>12.</p>	<p>Applicant's signature/thumbprint:</p>	
<p>13.</p>	<p>Signature of Witness (where applicable)</p> <p><i>"This request was read to the applicant in the</i></p>	

	<p><i>language the applicant understands and the applicant appeared to have understood the content of the request.”</i></p>	
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7.0. Appendix B: Contact Details of FC's Information Unit

Name of Information/Designated Officer:

Prince Boadu

Telephone/Mobile number of Information Unit:

0245909778

E-mail

pkboadu1z@gmail.com
info@fishcom.gov.gh

Postal Address of the institution:

Fisheries Commission
P.O. BOX GP 630
HQ, Ridge
Accra.

8.0. Appendix C: Acronyms

Table:1 Acronyms

Acronym	Literal Translation
<i>FSSD</i>	<i>Fisheries Scientific Survey Division</i>
<i>FC</i>	<i>Fisheries commission</i>
<i>RTI</i>	<i>Right to Information</i>
<i>IUU</i>	<i>Illegal, unreported and unregulated</i>
<i>MCSD</i>	<i>Monitoring, Control, and Surveillance Division</i>
<i>MoFAD</i>	<i>Ministry of Fisheries and Aquaculture Development</i>
<i>PBMED</i>	<i>Planning, Budget, Monitoring and Evaluation Division</i>
<i>PHMTD</i>	<i>Post-Harvest Management and Trade Division</i>
<i>s</i>	<i>Sections</i>
<i>FAO</i>	<i>Food and Agriculture Organization</i>
<i>FCWC</i>	<i>Fisheries Committee for the West Central Gulf of Guinea</i>

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
<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>

Term	Definition
<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>