**PUBLIC SECTOR REFORM SECRETARIAT**

**OFFICE OF THE PRESIDENT**

**GHANA OPEN GOVERNMENT PARTNERSHIP (OGP) FOURTH NATIONAL ACTION PLAN (NAP-4)**

**IMPLEMENTATION OF COMMITMENT ON RIGHT TO INFORMATION AS AT JUNE 2023**

**MONITORING TEMPLATE**

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|  |  **THEMATIC AREA: RIGHT TO INFORMATION** |
| **COMMITMENTS/****MILESTONES** | **INDICATORS** | **DEFINITION** | **BASELINE****2021** | **END TARGET** **2023** | **PROGRESS AS JUNE,2023** | **MEANS OF VERIFICATION** | **REMARKS (NEXT STEPS)** | **RESPONSIBLE MDA** |
| **Commitment 3.1.1:** Complete the roll-out of the administrative structure in all regions of Ghana by end of 2022 | Number of regional administrative structures completedNumber of Information Units established across GhanaNumber of Information Officers assigned from the Ministry of Information to public institutions |  Setting up Information Units in Public Institutions across the country.Appointment of Information Officers to head the Information Units | 14 Regional Coordinating Councils (RCCs) have administrative structures to support RTI implementation235 Metropolitan, Municipal, District Assemblies (MMDAs) have administrative structure to support RTI implementation229 Ministries, Departments and Agencies (MDAs) have administrative structure to support RTI implementation478 Information Units were set up in various Public Institutions99 Information Officers assigned from Ministry of Information | 16 RCCs260 MMDAs263 MDAs539 Information Units | 16 RCCs have administrative structure to support RTI implementation 260 MMDAs have administrative structure to support RTI implementation229 MDAs have administrative structure to support RTI implementation505 Information Units were set up in various Public Institutions350 Information Officers assigned from Ministry of Information | 2021 Annual Report2022 Annual Report | Identify more public institutions and update the database accordingly. Assign information officer from the Ministry of Information to the remaining public institutions subject to financial clearance. | **Leading Institutions** Ministry of Information,RTI Commission,**Other State Actors**Public Records and Archives Administration Department (PRAADNational Media Commission, (NMC)Commission for Human Rights and Administrative Justice (CHRAJ)**Collaborating Institutions**Ghana Journalists Association (GJA)Media Foundation for West Africa (MFWA)The Right to Information Coalition |
| **Milestones Activities****3.1.1.1**: Train and build the capacity of information officers to handle applications for information | Number of Information officers benefited from capacity training on handling applications for information with written reports on training | Capacity building initiatives to equip Information Officers to handle RTI requests | 99 Information Officers trained in 2021 | 350 officers  | 350 Information Officers trained | 2021 Annual Report2022 Annual Report | All information officers must be supported to discharge their duties satisfactorily |
| **3.1.1.2**: Conduct intensive public education and sensitization on RTI law  | Ministry of Information organized and conducted public education and sensitizations on RTI law (Yes) |  | 25 institutions  | 250 institutions | 15 institutions  | 2021 Annual Report2022 Annual Report | Continuous public sensitisation campaigns. |
| **3.1.1.3:** Build effective records management systems in public institutions to ease information request and accessibility  | Number of public institutions with effective records management systems  | Operationalisation of an Online Records Management System (ORMS) to enable applicants apply for information online, aid information officers in keeping accurate records, and increase efficiency. | 0 number of public institutions have an effective management system to ease information and accessibility in 2021. | 300 public institutions expected to be enrolled on to an ORMS by end 2023. | ORMS is ready for deployment.  | 2022 Annual Report | ORMS is expected to be in full operation by end of year 2023. |
| **3.1.1.4:** Ensure adequate funding and timely release of RTI Commission budget |  RTI Commission receives adequate and timely release of budgetary allocations. (Yes, No) |  | No | Yes |  |  |  |
| **3.1.1.5** Avoid over application of exception provisions in the RTI law | Measures to avoid over applications in the RTI law developed and implemented. |  | Institutional engagementTechnical back-end supportTraining Interpretation of RTI Act, 2019 | 539 institutions | Institutional engagementTechnical back-end supportTraining Interpretation of RTI Act, 2019 | Case Memos2021 Annual Report2022 Annual Report  | Continuous support to public institutions  |