
Government of Ghana



Ministry of Energy (MoEn)

2024

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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 Ministry of Energy and provide the types of information and classes of information available at Ministry of Energy, including the location and contact details of its information officers and units.

1. Directorates and Departments under Ministry of Energy (MoEn)

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

Self-sufficient in the provision of sustainable energy and for export.

MISSION

Ensure reliable and competitively-priced energy for the Ghanaian and for exporting an environmentally-friendly manner.

Directorates and Departments under the Ministry of Energy (MoEn)
<ol style="list-style-type: none"> 1. General Administration Directorate 2. Human Resource Management and Development Directorate 3. Research, Statistics and Information Management Directorate 4. Finance Directorate 5. Petroleum Upstream Directorate 6. Petroleum downstream Directorate 7. Power Generation and Transmission Directorate 8. Power Distribution Directorate 9. Renewable Energy Directorate 10. Local Content 11. Investment Appraisal & Financial Monitoring Unit 12. Health Safety, Security and Environment 13. Policy Planning Budgeting Monitoring & Evaluation 14. Internal Audit 15. Communications and Public Affairs 16. Client Service 17. Legal Unit 18. Financial Analysis Monitoring 19. Transport Management 20. Records Unit

Responsibilities of the Institution: The Ministry of Energy is to ensure sustained exploration, development and production of the oil and gas endowment power generation, transmission and distribution.

2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Research Statistics & Information Management Directorate	Responsible for carrying out research, accumulating, analyzing and maintaining data as well as promulgating information on sectoral activities and procedures.
Communications and Public Affairs Unit	Responsible for developing communication strategies and lay down Public Relations objectives, in line with the mission, vision and goals of the Ministry as well as observe coverage of activities of the ministry and its agencies, and put together official speeches also organize press conferences, durbars when needed.
Human Resource Management	Responsible for emerging policy on planning, succession Planning, training and development, Performance and management as well as sorting out orientation/ induction of new entrants and supervising individual conduct, and their well-being. Also, the unit commence strategies and facilitates the career planning of staff of the ministry and the sector. This requires regular deployment, secondments, posting, transfers, and development of schemes of service on the backdrop of trend analysis of the skills, and adeptness.

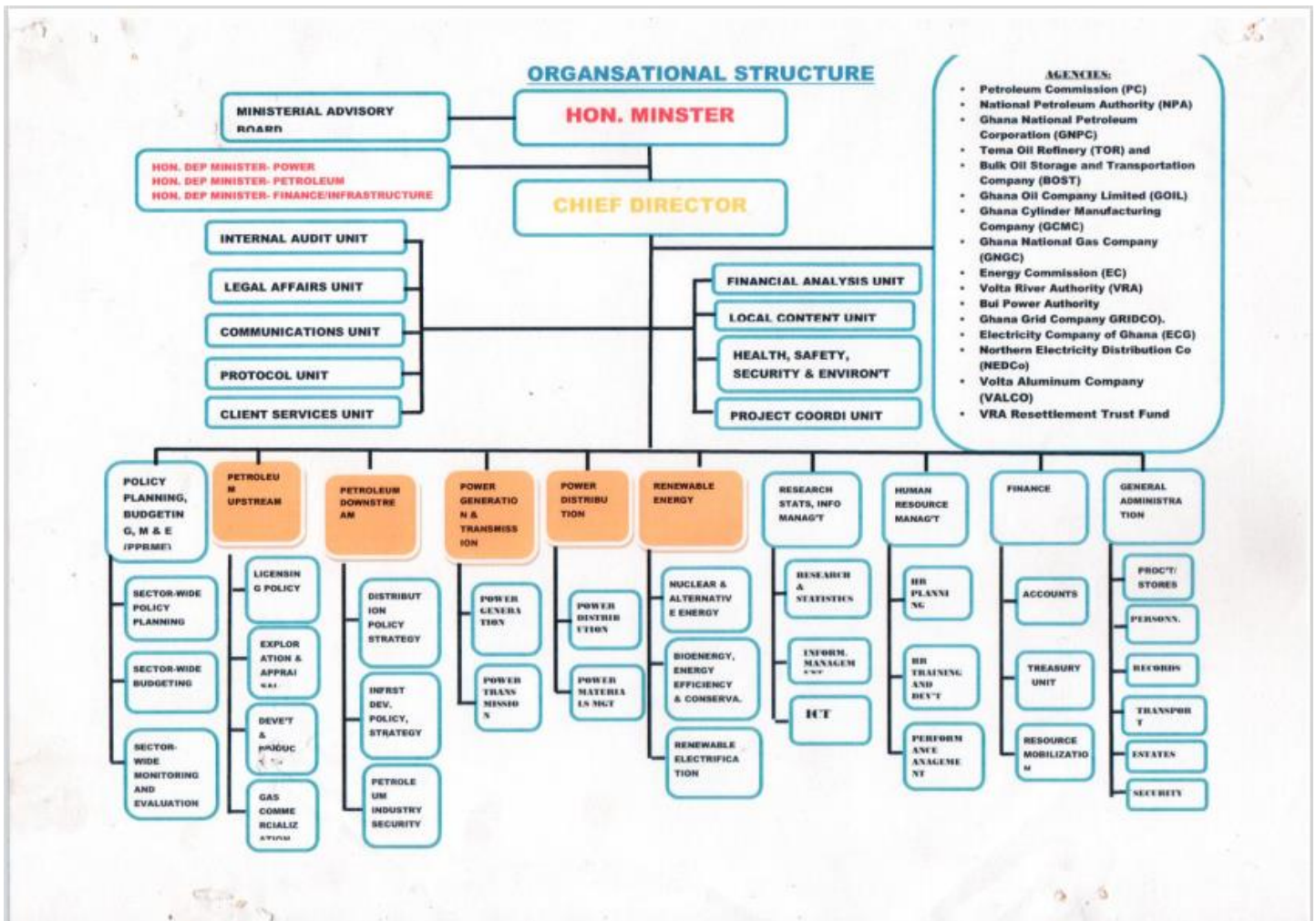
Investment Appraisal & Financial Monitoring Unit	Responsible for pellucid effective and efficient chassis and techniques to support a sound sector-wide fiscal policy through the analysis of public funds/ revenues, expenditure, assets and debts/ liabilities of the sector. Also, to ensuring the maintenance of prudent and tenable level of debt in the sector .and also appraises the investment portfolios.
Legal Unit	The legal Unit bestows legal and related support to the various Directorate of the Ministry by managing legal and related issues accruing out of the operations / activities of the Ministry the unit also works closely with the Attorney General’s Department. Sector Agencies and Stakeholders to ensue or reviews industry specific legislation, and ensures that all legal, regulatory and compliance requirement are strictly complied with.
Petroleum Downstream	The downstream contrive polices affiliated to Ghana’s petroleum industry. They Evaluate, implementing and appraise the performances of the sector agencies. also, they review and process letters, report and expressions of interest in the petroleum. ensuring healthy and safe working involvement. liaise with. Ghana’s petroleum downstream regulations governing petroleum downstream ventures.
Power Generation and Transmission	The unit provide proffers the requisitioned technical expertise and guidance in all processes in the development of policies, plans regulations, standards, programmers, plans regulations ,programmers and projects for the power generation transmission sub-sector of the Ministry, the unit also develops and map out the broad policies for the generation and transmission sub-sector of the Ministry .and designs and develop power generation and transmission mechanisms ,systems, plans strategies, standards and regulation to support corporate, domestic life and businesses.

Client Service	The unit provides information on the services of the Ministry. and it, programmers and activities, retort to general probes.
Transport management	Formulate policies for embarkation on the transport system of the ministry. providing guidelines on the acquisition, distribution, maintenance and utilization of the vehicle fleet. As well as the discarding of unserved vehicles. Also preparing of transport budget. ensuring all government vehicles use logbooks.
Renewable Energy	To formulate, evaluate and monitor the implementation of policies related to renewable and nuclear energy subsector. Also, the unit develops and reviews policies for biomass sub- sector of the Ministry. It delineates and develops bio-power mechanisms, systems, plans, strategies, standard and regulations to support corporate, domestic life and business create new strategic options and generate national competitive fringe benefit.
Petroleum Upstream	The directorate provides technical virtuosity and guidance in all processes in the development of policies, plan, regulations, standards, programmers and project foe the Petroleum Upstream sub- sector of the Ministry. The activities include pre-licensing, licensing, exploration and appraisal, field development and production, disposal and decommissioning. The directorate encompasses of the following unit. Petroleum Exploration and Appraisal unit, Petroleum Development and Production unit. Gas Commercialization unit.
Health, Safety Security and Environment	To provide technical counselling on health, safety, security and environmental policy issues. Ensuring the formulation/ review, implementation' monitoring and evaluation of policies and programmers on health, safety security and environment in the energy sector. also provide technical abetting for the implementation, monitoring and evaluating of pilot projects and programmers.
Internal Audit	Oblige management in the effective eject of their responsibilities, evaluate internal control system of the Ministry of Energy, make endorsement to management

	on how to improve. Also auditing of thrust areas of the Ministry and advice management if necessary-auditing of payment vouchers before payment is done
Policy Planning Budgeting Monitoring & Evaluation	Review project abstraction notes submitted by a covered entity, public corporations and state-owned enterprise and recommend whether or not pre-feasibility and feasibility study should be undertaken., monitor and prepare report on the implementation of all sector programmers and projects for the achievement of sectoral goals. Also preparing Medium Term Development, Monitoring of programmers and Project, Preparing and submitting report to the public, Preparing of Annual work report, Quarterly report on the enactment of the annual work plan.
Power Distribution Unit	Guide the development and review of the broad policies for the distribution sub-sector of the Ministry, coordinate the design and development of power distribution mechanism, systems, plans, strategies, standards and regulations to hold up corporate, domestic life and businesses, create new strategic options and generate national competitive advantage. Also, implementation of government's self- help electrification programmer (Shep-4) across the sixteen (16) regions of Ghana, implementation of street lighting project across the various MMDAs in the country. And distribution of LED bulbs towards Energy Conservation and Demand side Management (EDSM).
Local Content unit	Local Content allude to the level of use of Ghanaian local expertise, goods and services, people, business and financing. they contrive of local policy for the petroleum sector and power, renewable energy sector. Also, currently in the process of formulating of local content legislation for petroleum Downstream sector. They join forces with the Attorney General Department and in consultation with stakeholders to formulate local content legislation for the energy sector. Also accord interviews and provide information on local content activities to student and prospective entrepreneurs in the energy sector. And update the Ministry on the extent of implementation of the local content and related activities.

Finance	<p>Receipt, custody, and disbursement of the Ministry Funds.</p> <p>Ensuring that adequate internal controls exist in the safe custody of the Ministry Funds.</p> <p>Keeping, rendering and preparing the Ministry statements of accounts as required by law.</p> <p>Advising the Chief Director on Financial issues.</p>
General Administration	<p>To set a seal on that the Ministry's organogram is properly designed and its functions and main duties are clearly defined and well communicated to the rank and file. Advises chief Director on the review of the Ministry's structure as and when changes occur in the mission statement, objectives and function of the Ministry as a result of reforms. To secure that the Directorates and other units are adequately resourced and that resource are judiciously utilized. And making sure that fair, effective and efficient management of the administrative function.</p>
Records	<p>To designing, managing, operate a record managing system to the need of the Ministry. also, to acknowledge the outgoing and the incoming document. Classification of document are authorizing, recording, filling and distributing.</p>

2.2 Ministry of Energy's Organogram



2.3 AGENCIES UNDER

Agencies under (example NHI)
<ol style="list-style-type: none"> 1. Ghana Grid Company Limited (GRIDCo) 2. Bui Power Authority (BPA) 3. Energy Commission (EC) 4. Volta River Authority (VRA) 5. Volta River Authority Resettlement Trust Fund 6. Volta Aluminum Company (VALCO) 7. Electricity Company of Ghana (ECG) 8. Northern Electricity Distribution Company (NEDCO) 9. Bulk Oil Storage and Transportation Company (BOST) 10. Petroleum Commission (PC) 11. Ghana Cylinder Manufacturing Company (GCMC) 12. Ghana Oil Company Limited (GOIL) 13. Ghana National Petroleum Commission (GNPC) 14. National Petroleum Authority (NPA) 15. Tema Oil Refinery (TOR) 16. Ghana National Gas Company (GNGC)

Ghana Grid Company Limited (GRIDCo)	
<p>Responsibilities of the Agency:</p> <p>They undertake economic dispatch and transmission of electricity</p>	<p>Details of Activities:</p> <p>Dispatching and transmitting electricity from whole sale suppliers (generating company) to bulk customers which include the Electricity Company of Ghana, Northern Electricity Distribution Company and Mines provide metering and billing service to bulk customers.</p>

Bui Power Authority

Responsibilities of the Agency: Responsible for plan, execute and manage the bui hydroelectric project	Details of Activities: Generate of electric power for general industrial and domestic use
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Energy Commission	
Responsibilities of the Agency: They promote energy efficiency and productive use of electricity, natural gas and petroleum	Details of Activities: To license public utilities for the transmission, wholesale supply, distribution and sale of electricity and natural gas

Volta River Authority	
Responsibilities of the Agency: They manage environmental impact of the creation of the Volta Lake	Details of Activities: They generate, transmit and distribute electricity under the Volta River Development.

Volta River Authority Resettlement Trust Fund	
Responsibilities of the Agency: Responsible for socio-economic intervention and assist VRA.	Details of Activities: They ensure that emanating from the dam's activities would be of relevance to the deranged folks by providing provide Scio -economic amenities like water, and sanitation, infrastructural development projects.

Volta Aluminum Company (VALCO)

Electricity Company of Ghana (ECG)	
Responsibilities of the Agency: Responsible for producing aluminum to provide raw materials to feed the growth of the downstream.	Details of Activities: They import alumina to process aluminum, and also involved in manufacturing cables for electric power, aluminum, and roofing sheets cladding.

Northern Electricity Distribution Company (NEDCO)	
Responsibilities of the Agency: They distribute electricity	Details of Activities: Distribute electricity in the southern part of Ghana.

Bulk Oil Storage and Transportation (BOST)	
Responsibilities of the Agency: They are responsible for regulating and manage the development and utilization of energy resources	Details of Activities: Provide the legal regulation and supervisory framework for all providers of energy. By licenses for the transmission, wholesale of electricity and natural gas and related matters

Bulk Oil Storage and Transportation (BOST)	
Responsibilities of the Agency: They are responsible for the development of a network of storage tanks, pipeline and other	Details of Activities: Transport tanks, pipeline throughout the country and also keep strategic reserve stocks of petroleum

Petroleum Commission (PC)	
Responsibilities of the Agency: To regulate manage and co-ordinate activities	Details of Activities: Managing the activities of the upstream Petroleum industry.

Ghana Cylinder Manufacturing Company	
Responsibilities of the Agency: Manufacturing good quality LPG cylinders and stoves	Details of Activities: Designed to make LPG cooking accessories erasable to the population thereby promoting the use of LPG in cooking.

Ghana Oil Company Limited (GOIL)	
Responsibilities of the Agency: Responsible for licensing	Details of Activities: Explore and distribution of petroleum-related

Ghana National Petroleum Commission (GNPC)	
Responsibilities of the Agency: Responsible for managing and co-coordinating all activities in the upstream petroleum industry	Details of Activities: Manage all activities in the upstream petroleum industry.

National Petroleum Authority (NPA)	
Responsibilities of the Agency: Responsible for regulating the petroleum the downstream	Details of Activities: Import and refine crude oil as well as re-exportation, shipment, transportation, refining, storage, distribution, marketing and sale of petroleum product

Tema Oil Refinery (TOR)	
Responsibilities of the Agency: Responsible for refunding oil	Details of Activities: Refined oil into petroleum, kerosene, gas oil (Diesel) premix, fuel oil, aviation turbine kerosene, natha, cracked fuels.

Ghana National Gas Company (GNGC)	
Responsibilities of the Agency: They are responsible for producing prospecting for lean gas	Details of Activities: Producing of condensate LPG And Isopentanes

2.4 Classes and Types of information

List of various classes of information in the custody of the institution:**FINANCE & ADMINISTRATION**

1. ADMINISTRATION
2. INTERNAL AUDIT
3. PROJECT CO-ORDINATING
4. FINANCE
5. ESTATE
6. STORES/SUPPLIES
7. TRANSPORT
8. LEGAL UNIT

HUMAN RESOURCE

1. HR PLANING
2. HR TRAINING & DEV
3. PERFORMANCE MANAGEMENT

POLICY PLANNING BUDGETING & EVALUATION

1. POLICY PLANNING
2. BUDGETING
3. MONITORING& EVALUATION

RESEARCH STATISTIC & INFORMATION, COMMUNICATION TECHNOLOGY

- 1 RESEARCH & INNOVATION
- 2 STATISTIC & REPORT
- 3 INFORMATION MANAGEMENT
- 4 ICT

PETROLEUM UPSTRATEGY

- 1 DISTRIBUTION POLICY STRATEGY
- 2 INFRASTRUCTURE DEV POLICY STRATEGY
- 3 OIL COMPANIES

PETROLEUM DOWNSTREAM

- 1 DISTRIBUTION POLICY STRATEGY
- 2 INFRASTRUTURE DEV POLICY STRATEGY

POWER GENERATION & TRANSMISSION

- 1 GENERATION POLICY STATEGY
- 2 TRANSMISSION POLICY STRATEGY

POWER DISTRIBUTION

- DISTRIBUTION POLIY STRATEGY
- ELECTRIFICATOIN PROJECTS
- POWER SECTOR REFORMS

RENEWABLE AND CONSERVATION

- 1 RENEWABLE ELECTRVATION
- 2 BIO – ENERGY, ENERGY EFF. & CONSERVATION
- 3 NUCLEAR ENERGY
- 4 PHOTOVOLTAIC /SOLAIC/ WIND ENERGY PROJUCT

SECTOR INSTITUTION TECHNICAL

- 1 POWER
- 2 PETROLEUM
- 3 REGULATORY BODIES

HEALTH &, ENVIRONMwent & SECURITY

- 1 HEALTH & SAFETY

2 PHYSICAL ENVIRONMENTS

3 PETRO

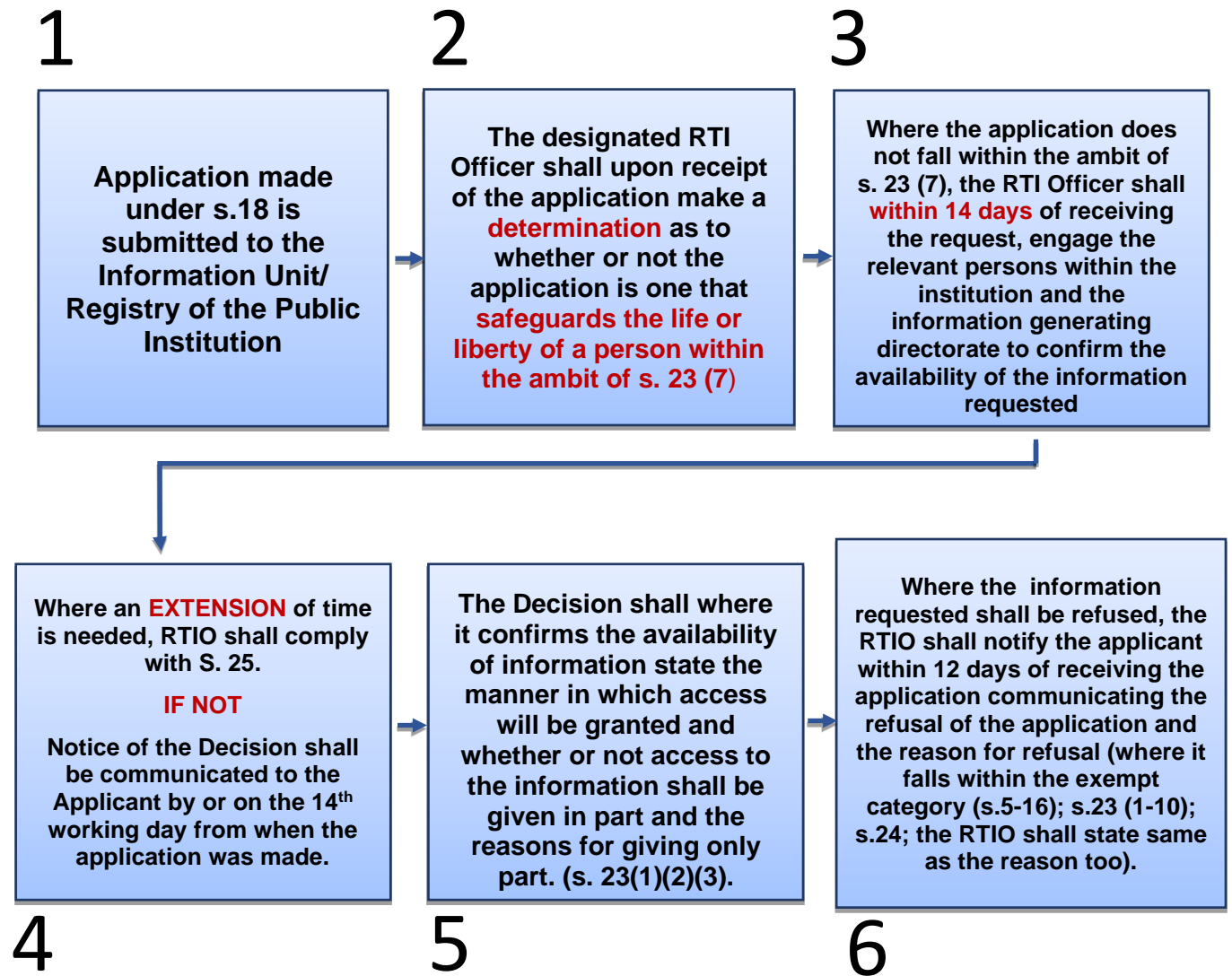
TECHNICAL – CO – OPERATION/ ASSISTANT

1 TECHNICAL ASSISTANT

Types of Information Accessible at a fee:

1. Award of contracts for energy projects (supply of materials for NES, Solar Lamps, LPG cook stoves& accessories.
2. Award of Petroleum blocks

2. Processing and Decision on Application – S. 23



3. 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

4. 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 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.

5. Appendix A: Standard RTI Request Form

[Reference No.:]

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



	Name of Applicant:	
2.	Date:	

3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	<input type="checkbox"/> National ID	<input type="checkbox"/> Card	<input type="checkbox"/> Passport
	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):			
10.	Manner of Access:	<input type="checkbox"/> Inspection of Information		
		<input type="checkbox"/>		

		<p>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) <input style="width: 150px; height: 20px;" type="text"/></p>
10 (a).	Form of Access:	<p><input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille</p>
11.	Contact Details:	<p><input type="checkbox"/> Email Address _____</p> <p><input type="checkbox"/> Postal Address _____</p> <p><input type="checkbox"/> Tel: _____</p>
12.	Applicant’s signature/thumbprint:	
13.	<p>Signature of Witness (where applicable)</p> <p><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></p>	

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

Name of Information/Designated Officer:

GENEVIEVE IVY QUAYE

Telephone/Mobile number of Information Unit:

0240244565

Postal Address of the institution:

P.O BOX 40 STADIUM POST OFFICE ACCRA, GHANA

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>

