

RIGHT TO INFORMATION

PURSUANT TO RTI ACT, 2019 (ACT 989)



12 AUGUST 2025

GHANA INTEGRATED IRON AND STEEL DEVELOPMENT CORPORATION
Le Pierre Deux complex, Plot No. 76 A, Senchi close, Airport Residential Area, Accra.

GIISDEC
GHANA INTEGRATED IRON & STEEL DEVELOPMENT CORPORATION

Contents

1.0 OVERVIEW 4
2.0 PURPOSE OF THE MANUAL 4
3.0 LEGAL BASIS 5
4.1 VISION 5
4.2 MISSION 5
5.0 DIRECTORATES & DEPARTMENTS 5
5.1 Exploration & Mining Services (E&MS) Directorate 6
5.2 Health, Safety & Environment (HSE) Directorate 6
5.3 Strategy, Policy Planning (SPP) Directorate 7
5.4 Investment Directorate 7
5.5 Finance & Accounts Directorate 8
5.6 Human Resource & Administration (HR & Admin) 8
5.7 Corporate Affairs Directorate 9
5.8 Procurement Directorate (or Procurement Unit) 9
5.9 Legal Directorate / Unit 10
5.10 Internal Audit Unit 10
5.11 (Other units / cross-cutting functions) 11
6.0 CLASSES AND TYPES OF INFORMATION 13
7.0 PROCESSING AND DECISION ON APPLICATION 16

8.0 AMENDMENT OF PERSONAL RECORD 16
9.0 FEES AND CHARGES FOR ACCESS TO INFORMATION 17
10.0 PROACTIVE DISCLOSURE OF INFORMATION 18
10.1 Information to be Published Regularly 18
10.2 Channels for Proactive Disclosure 20
10.3 Frequency of Updates 20
11.0 APPENDICES 21
Appendix A – Standard RTI Request Form 21
Appendix B – GIISDEC Information Unit Contact Details 22
Appendix C – Acronyms 22
Appendix D – Glossary 23

1.0 OVERVIEW

The Right to Information Manual ("the Manual") of the Ghana Integrated Iron and Steel Development Corporation (GIISDEC) has been prepared pursuant to Section 3 of the *Right to Information Act, 2019 (Act 989)* and in accordance with the Guidelines issued by the Right to Information Commission.
The Manual is designed to assist the public, stakeholders, and interested persons to understand:

- The organisational structure and operations of GIISDEC;
- The types and classes of information held by GIISDEC and how to access them;
- The rights and procedures for requesting information under Act 989; and
- The obligations of GIISDEC in proactively disclosing information and facilitating public access.

GIISDEC is committed to promoting transparency, accountability, and effective public participation in line with the objectives of Act 989. The Manual therefore serves as a practical guide to accessing official information in the possession or under the control of GIISDEC, except where such information is exempt under Sections 5–16 of Act 989.
Inspection of this Manual at GIISDEC's offices or on its official website is free of charge. A printed copy may be obtained at a cost covering the printing and production expenses.

2.0 PURPOSE OF THE MANUAL

The purpose of this Manual is to:

Inform the Public – Provide citizens, stakeholders, and interested persons with clear information on GIISDEC's mandate, organisational structure, and key activities.

1. Guide Access to Information – Outline the types and classes of information available within GIISDEC, the applicable fees (if any), and the procedures for making a request under *Act 989*.
2. Identify Contact Points – Provide the names and contact details of GIISDEC's designated Information Officer(s) and information units for easy access.
3. Explain Request Procedures – Clearly set out the steps, timelines, and decision-making processes for requesting and receiving information.
4. Clarify Amendment Procedures – Explain how individuals may request the correction or amendment of personal records held by GIISDEC.
5. Promote Transparency and Accountability – Support the proactive disclosure of information that enhances public trust and enables effective participation in decision-making.

This Manual is a living document and shall be updated annually to ensure that the public always has access to the most current and accurate information about GIISDEC's operations.

3.0 LEGAL BASIS

This Manual has been developed in fulfilment of the requirements of the Right to Information Act, 2019 (Act 989) and the Guidelines for the Publication of Information Manuals issued by the Right to Information Commission.

The legal foundation for the Manual is drawn from:

1. Section 3(1) and (2) of Act 989 – which mandates every public institution to compile and publish, not later than twelve months after the coming into force of the Act and annually thereafter, an up-to-date information manual containing specific details of its operations, structure, and the types of information available.
2. Section 4 of Act 989 – which empowers the Right to Information Commission, in consultation with the Minister responsible for information, to issue guidelines for the preparation and publication of such manuals.
3. Ghana Integrated Iron and Steel Development Corporation Act, 2019 (Act 988) – which establishes GIISDEC and sets out its mandate to promote and develop an integrated iron and steel industry in Ghana.
4. Relevant Subsidiary Legislation and Regulations – including any Legislative Instruments or Ministerial directives relating to the right to information and GIISDEC's statutory functions.

By complying with these legal provisions, GIISDEC reaffirms its commitment to the principles of openness, accountability, and public participation in governance.

4.1 VISION

The emergence of a vibrant integrated iron and steel sector which will serve as a catalyst for Ghana's accelerated industrial development.

4.2 MISSION

To promote and develop an integrated iron and steel industry through the formulation and implementation of policies and regulations, exploration, and leveraging of public–private investment partnerships and/or joint ventures.

5.0 DIRECTORATES & DEPARTMENTS

This section lists GIISDEC's main directorates and departments and describes their primary roles, activities, and the types of information each unit generates and maintains. Where specific items may be exempt under Act 989 (e.g., personal data, commercially sensitive information, privileged legal advice), that is noted under each directorate.

5.1 Exploration & Mining Services (E&MS)

Purpose: Lead GIISDEC's geological and mineral resource work to identify, evaluate and develop iron and other mineral resources for integrated iron & steel development.

Key activities

- Conduct geological reconnaissance, mapping, sampling and mineral prospecting programmes.
- Design and supervise drilling campaigns (RC, core, etc.), geotechnical and bulk sampling.
- Interpret geoscientific data and produce resource and reserve estimates (NI/ JORC-style where applicable).
- Maintain GIS and subsurface data systems; prepare geological maps and databases.
- Provide technical support for licensing, permitting and mineral tenure negotiations.
- Oversee mineral resource modelling, metallurgical testwork and baseline studies.
- Liaise with Minerals Commission, mining companies, and research institutions.

Typical outputs / records

- Geological maps, survey reports, drill logs, assay certificates, resource estimates, technical studies, GIS datasets, exploration permits, tender documents for exploration services, project feasibility studies.

Exemptions

- Technical reports, maps, and non-commercial datasets are generally disclosable. Commercial-in-confidence data (e.g., proprietary JV technical data, trade secrets) and third-party confidential assay data may be exempt.

5.2 Environment Health & Safety (HSE)

Purpose: Ensure safe, healthy and environmentally compliant conduct of GIISDEC activities and contractors.

Key activities

- Develop and enforce HSE policies, standards and procedures.
- Conduct HSE audits, inspections and incident investigations.
- Prepare Environmental Impact Assessments (EIA) inputs and monitor mitigation measures.
- Manage occupational health, emergency response, and training programmes.
- Track HSE performance indicators and compliance with statutory regulations.

Typical outputs / records

- HSE policies, incident/accident investigation reports, audit reports, safety permits, training records, EIA baseline studies, monitoring data, waste and emissions reports.

Exemptions

- Aggregate safety statistics and approved EIA summaries are normally public. Personal medical or sensitive incident details and security-sensitive emergency plans may be exempt.

5.3 Strategy, Policy Planning (SPP)

Purpose: Shape GIISDEC strategic direction, draft policy, conduct research, and monitor/ evaluate programmes and projects.

Key activities

- Formulate corporate strategy, sector policies and regulatory input.
- Conduct sector research, baseline studies, socio-economic impact assessments and policy briefs.
- Design and implement M&E frameworks for projects and programmes.
- Produce periodic performance and progress reports; coordinate stakeholder consultations.

Typical outputs / records

- Corporate strategy, policy papers, research reports, M&E frameworks and periodic evaluation reports, stakeholder consultation minutes, performance dashboards.

Access notes / exemptions

- Policy documents published strategy and non-sensitive research are disclosable. Drafts under active negotiations and internal strategy memos may be withheld until finalised.

5.4 Investment

Purpose: Promote and manage investment opportunities, facilitate investor engagement, and structure public–private partnerships and joint ventures.

Key activities

- Identify and package investment opportunities in mining and downstream steel projects.
- Conduct due diligence, financial modelling and develop project feasibility studies.
- Negotiate and manage JV agreements, investment memoranda and PPP arrangements.
- Coordinate investor outreach, approvals and land/stool negotiations (where applicable).

Typical outputs / records

- Investment prospectuses, feasibility and due-diligence reports, investor proposals, project financial models, MOUs, PPP contracts (subject to confidentiality clauses).

Access notes / exemptions

- General investor information and project prospectuses are public. Commercially sensitive investor bids, financial models, and redacted contract clauses may be exempt.

5.5 Finance & Accounts

Purpose: Manage GIISDEC's financial resources, budgeting, reporting, and compliance with public finance rules.

Key activities

- Prepare annual budgets and budget executions; manage cash flow and payments.
- Maintain accounting records, prepare financial statements and coordinate external audits.
- Ensure compliance with public procurement and financial regulations.
- Manage donor/partner funds and financial reporting for projects.

Typical outputs / records

- Annual budgets, budget execution reports, audited financial statements, payment vouchers, procurement payment records, audit responses, donor financial reports.

Access notes / exemptions

- High-level budget and audited financial statements are proactively disclosed. Detailed payroll records, individual staff remuneration (personal data) and sensitive banking details are exempt or provided in redacted form.

5.6 Human Resource & Administration (HR & Admin)

Purpose: Manage staff recruitment, development, welfare, and administrative services.

Key activities

- Recruitment, onboarding, staff contracts, performance management and training programmes.
- Payroll coordination (with Finance), staff welfare and benefits administration.
- Asset management (office equipment, fleet), office accommodation and facilities.
- Maintain personnel records and implement staff policy and disciplinary procedures.

Typical outputs / records

- HR policies, organograms, staff establishment lists, recruitment adverts, training records, performance appraisal summaries, asset registers, vehicle logs.

Access notes / exemptions

- Non-personal HR policies, staffing structure and approved staffing lists are disclosable. Personal files, medical records and confidential disciplinary records are exempt.

5.7 Corporate Affairs & International Relations

Purpose: Manage communications, stakeholder relations, public affairs and corporate branding.

Key activities

- Manage media relations, press releases and public communications.
- Maintain GIISDEC website and social media; produce corporate publications.
- Organise stakeholder engagement, outreach programs and CSR initiatives.
- Handle Freedom of Information publicity and coordinate public enquiries.

Typical outputs / records

- Press releases, public statements, publications, website content, event reports, stakeholder engagement minutes, responses to public queries.

Access notes / exemptions

- Public statements published reports and outreach materials are public. Internal communication drafts and media strategy documents may be withheld until published.

5.8 Procurement Directorate (or Procurement Unit)

Purpose: Plan and manage procurement processes in accordance with public procurement law (Act 669 & 914) as amended and GIISDEC procurement policy.

Key activities

- Prepare procurement plans, invitations to tender, bid evaluations and contract awards.
- Administer procurement records, vendor databases, and contract management.
- Ensure compliance with procurement regulations and value-for-money.

Typical outputs / records

- Procurement plans, tender documents, bid evaluation reports, contract documents, awarded contracts, vendor lists, procurement notices.

Access notes / exemptions

- Tender notices, procurement plans and awarded contract summaries are proactively disclosed. Commercially sensitive bid contents and portions of contracts/ MOUs containing proprietary pricing may be redacted.

5.9 Legal Directorate / Unit

Purpose: Provide legal advice, manage litigation, draft and review contracts and ensure legal compliance across GIISDEC activities.

Key activities

- Draft, review and negotiate contracts, MOUs and legal agreements.
- Provide legal opinions on transactions, tenure and regulatory matters.
- Manage litigation and claims; coordinate with state counsel where necessary.
- Support compliance with statutory obligations, land/stool issues and regulatory permits.

Typical outputs / records

- Contracts and agreements (subject to confidentiality), legal opinions, case files, litigation correspondence, legal compliance checklists.

Access notes / exemptions

- Finalised contracts and legal opinions that are not privileged may be disclosable in redacted form. Privileged legal advice, ongoing litigation strategy and settlement terms may be exempt.

5.10 Internal Audit Unit

Purpose: Provide independent assurance on GIISDEC's governance, risk management and internal controls.

Key activities

- Develop internal audit plans, conduct audits of financial and operational activities.
- Produce internal audit reports, follow-up on recommendations and coordinate with external auditors.
- Provide risk assessments and support strengthened internal control environments.

Typical outputs / records

- Internal audit reports, risk registers, audit workpapers, management response documents, follow-up reports.

Access notes / exemptions

- Summaries of audit findings and compliance studies may be disclosed. Detailed audit workpapers, confidential management responses and sensitive findings prior to remediation may be withheld.

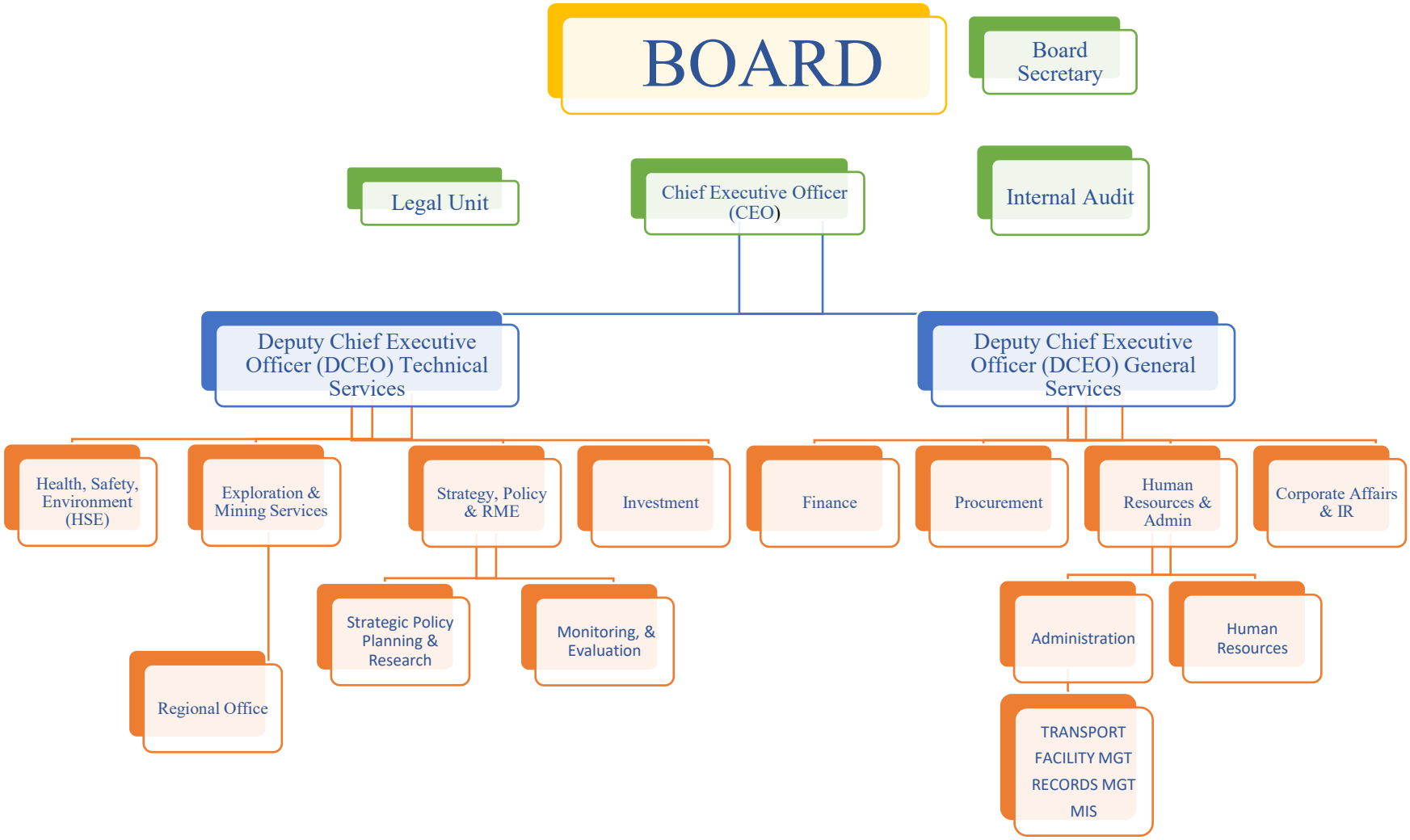
5.11 (Other units / cross-cutting functions)

Examples: Information & Records Unit, Monitoring & Evaluation Unit (if separate), IT Unit, Security/Logistics. Each maintains operational records, IT policies, system backups, and access logs.

Access notes

- Public-facing policies and published datasets (e.g., non-sensitive GIS layers) will be proactively released. Security-sensitive material (site security plans, system passwords) is exempt.

Organogram


BOARD
Board Secretary
Legal Unit
Chief Executive Officer (CEO)
Internal Audit
Deputy Chief Executive Officer (DCEO) Technical Services
Deputy Chief Executive Officer (DCEO) General Services
Health, Safety, Environment (HSE)
Exploration & Mining Services
Strategy, Policy & RME
Investment
Finance
Procurement
Human Resources & Admin
Corporate Affairs & IR
Regional Office
Strategic Policy Planning & Research
Monitoring, & Evaluation
Administration
Human Resources
TRANSPORT
FACILITY MGT
RECORDS MGT
MIS

6.0 CLASSES AND TYPES OF INFORMATION

GIISDEC maintains a wide range of information in line with its statutory functions. Under the *Right to Information Act, 2019 (Act 989)*, the Corporation classifies information into the following categories:

6.1 Information Available Free of Charge

The following types of information may be accessed or inspected without payment of a fee in accordance with Section 75(2) of Act 989:

1. **Reproduction of Personal Information**
    - Personal records of the applicant or of a person on whose behalf the application is made.

2. **Public Interest Information**
    - Information whose disclosure is in the public interest (e.g., safety notices, approved environmental reports, corporate policies).

3. **Time-Sensitive Disclosures**
    - Information that should have been provided within the statutory timeframe under the Act.

4. **Information for Vulnerable Applicants**
    - Requests from applicants who are indigent or persons with disabilities.

5. **Non-chargeable Officer Time**
    - Time spent by an Information Officer to review and prepare the information for access (excluding special services like translation or reformatting).

Examples specific to GIISDEC:

- Approved corporate policies (HR Policy, HSE Policy).
- Published annual budgets and audited financial statements.
- Public procurement notices and awarded contract summaries.
- CSR project summaries and reports.
- Finalised environmental permits and summaries.

6.2 Information Accessible Subject to a Fee

In line with Section 75(3)–(5) of Act 989, the following information may be accessed upon payment of an approved fee:

1. Information requested in a language other than the language in which it exists.
2. Written transcripts of recorded information.
3. Information requiring media conversion or reformatting (e.g., converting geological GIS datasets into another format).

Examples specific to GIISDEC:

- Converting technical geological datasets into formats specified by the requester.
- Translating technical reports from English to another language.
- Providing printed, bound copies of bulky reports (e.g., Feasibility Studies).

6.3 Exempt Information

Certain categories of information are exempt from disclosure under Sections 5–16 of Act 989. GIISDEC will not release such information unless permitted by law.

Examples specific to GIISDEC:

1. **Security and Defence (s.5)**
    - Detailed site security plans for mines and facilities.
    - Sensitive maps showing restricted mineral reserve areas.

2. **International Relations (s.6)**
    - Confidential agreements or negotiations with foreign investors or governments prior to finalisation.

3. **Law Enforcement and Public Safety (s.7)**
    - Information that could prejudice ongoing investigations (e.g., regulatory enforcement).

4. **Economic and Commercial Interests (s.8)**
    - Proprietary exploration data supplied by private partners.
    - Commercially sensitive terms in joint venture agreements.

5. **Personal Privacy (s.10)**
    - Employee personal records, medical files, and salary details.

6. **Legal Privilege (s.16)**
    - Legal opinions and correspondence relating to ongoing litigation.

6.4 Classes of Information Maintained by GIISDEC

Below is a non-exhaustive list of information classes, indicating which directorate/unit is responsible:

Class of Information	Holding Directorate/Unit
Corporate policies, strategies, and plans	SP&RME, Corporate Affairs
Geological maps, survey reports, resource estimates	E&MS
HSE policies, incident reports, EIA summaries	QHSE
Annual budgets, financial statements, audit reports	Finance & Accounts
Staff establishment lists, HR policies	HR & Admin
Procurement plans, tender notices, contract registers	Procurement Unit
Investment prospectuses, PPP agreements	Investment
Legal agreements, legal opinions, case files	Legal
Internal audit reports, risk registers	Internal Audit

7.0 PROCESSING AND DECISION ON APPLICATION

GIISDEC processes all applications for information in accordance with the *Right to Information Act, 2019 (Act 989)*.

7.1 Submission of Application

1. A request for access to information shall be made in writing using the Standard RTI Request Form (Appendix A) or in any form that clearly identifies the applicant and the information sought.
2. The request may be submitted to the Information Unit at GIISDEC's Head Office or any designated regional/district office.
3. Requests may be delivered in person, by post, or electronically via the official GIISDEC RTI email address.

7.2 Acknowledgement of Request

- Upon receipt of a request, the Right to Information Officer (RTIO) or a designated officer shall issue an acknowledgement of receipt, indicating the date and reference number of the application.

7.3 Determination of Urgency

- The RTIO shall assess whether the application is one that safeguards the life or liberty of a person under Section 23(7) of Act 989.
- If the request is urgent (life/liberty related), GIISDEC will respond within 48 hours.

- Amend the record as requested.
- Refuse the amendment; or
- Make a notation in the record indicating that the amendment was requested but refused.
- A written decision, with reasons, shall be communicated to the applicant within 14 days of receipt of the request.

8.4 Right of Review

If an application for amendment is refused, the applicant may:

- Request an internal review by the Head of GIISDEC within 14 days of being notified; and/or
- Lodge a complaint with the Right to Information Commission.

9.0 FEES AND CHARGES FOR ACCESS TO INFORMATION

GIISDEC provides access to information in accordance with the *Right to Information Act, 2019 (Act 989)*.
In line with Section 75 of the Act, access to certain information is free of charge, while other types of access may attract an approved fee.

9.1 Information Provided Free of Charge

No fees shall be charged for:

1. The reproduction of personal information of the applicant.
2. The reproduction of personal information of a person on whose behalf an application is made.
3. The reproduction of information whose disclosure is in the public interest.
4. Information that should have been provided within the statutory timeframe under the Act.
5. Information to an applicant who is indigent or a person with a disability.
6. Time spent by the Information Officer in:
    - Reviewing the information requested.
    - Determining whether the information is exempt.
    - Preparing the information for access (excluding special services like translation).

9.2 Information Subject to a Fee

A fee may be charged for:

1. Providing information in a language other than the language in which it is held.

2. Producing a written transcript of recorded or audio-visual information.
3. Media conversion or reformatting of information (e.g., converting GIS data into a different format).
4. Printing, photocopying, or binding of bulky reports.

9.3 Approved Fees
Fees for accessing information shall be in accordance with the schedule of fees approved by Parliament and published by the Right to Information Commission.

GIISDEC will maintain an up-to-date copy of the approved fee schedule at:
- The GIISDEC Head Office reception.
- The Information Unit.
- On the official GIISDEC website.

9.4 Payment Methods
Approved fees may be paid via:
- Cash at GIISDEC's Finance Office.
- Bank deposit into GIISDEC's designated account.
- Mobile money transfer to GIISDEC's official MoMo account (if applicable).

A receipt will be issued for all payments.

10.0 PROACTIVE DISCLOSURE OF INFORMATION

In accordance with Section 18 of the *Right to Information Act, 2019 (Act 989)*, GIISDEC is committed to proactively publishing key information without requiring a formal request. This ensures transparency, promotes accountability, and supports informed public participation.

10.1 Information to be Published Regularly

GIISDEC will make the following information available on its official website, in printed form at its Information Unit, and through other appropriate public channels:

1. **Institutional Information**

- Vision, Mission, and Core Values of GIISDEC.

- Organisational structure and functions of all directorates and departments.
- Names and contact details of Information Officers and key officials.

2. **Legal and Policy Framework**

- The Ghana Integrated Iron and Steel Development Corporation Act, 2019 (Act 988).
- Applicable Legislative Instruments and regulations.
- GIISDEC's policies, procedures, and operational guidelines (e.g., HR Policy, HSE Policy).

3. **Plans and Strategies**

- Corporate strategic plans.
- Annual work programmes and sector development strategies.

4. **Financial Information**

- Approved annual budgets.
- Audited financial statements.
- Summaries of donor or partner-funded projects.

5. **Procurement and Contracting**

- Annual procurement plans.
- Invitations to tender, Requests for Proposals (RFPs), and Expressions of Interest (EOIs).
- List of awarded contracts with contractors' names and contract values.

6. **Investment and Project Information**

- Summaries of investment opportunities.
- Status updates on key projects and joint ventures.
- Public versions of feasibility and project reports (where applicable).

7. **Health, Safety, and Environment (HSE)**

- Approved Environmental Impact Assessment (EIA) summaries.

- Annual environmental monitoring reports.
- Occupational health and safety performance statistics.

8. **Corporate Social Responsibility (CSR)**

- Details of CSR projects and beneficiary communities.
- Annual CSR reports.

10.2 Channels for Proactive Disclosure

GIISDEC will use the following platforms to proactively disclose information:

- Official website (primary channel for all public disclosures).
- Printed copies available at the GIISDEC Head Office and designated regional/district offices.
- Press releases and media briefings.
- Stakeholder engagement forums and community outreach sessions.
- Social media platforms officially operated by GIISDEC.

10.3 Frequency of Updates

- Annual updates for budgets, procurement plans, and CSR reports.
- Quarterly updates for project status reports.
- As-and-when updates for policies, regulations, and investment opportunities.

11.0 APPENDICES

Appendix A – Standard RTI Request Form

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

Field	Details to be Provided by Applicant
1. Name of Applicant	
2. Date	
3. Public Institution	Ghana Integrated Iron and Steel Development Corporation (GIISDEC)
4. Date of Birth	DD / MM / YYYY
5. Type of Applicant	Individual ☐ Organisation/Institution ☐
6. TIN Number	
7. If Represented, Name of Representative	
7(a). Capacity of Representative	
8. Type of Identification	National ID ☐ Passport ☐ Voter's ID ☐ Driver's Licence ☐ Other ☐
8(a). ID No.	
9. Description of the Information Being Sought	(Specify type and class of information, including cover dates; submit separate forms for multiple requests.)
10. Manner of Access	Inspection ☐ Copy ☐ Viewing/Listening ☐ Written Transcript ☐ Translation (Specify Language) ☐
10(a). Form of Access	Hard Copy ☐ Electronic Copy ☐ Braille ☐
11. Contact Details	Email: … / Postal Address: … / Tel: …
12. Applicant's Signature/Thumbprint	
13. Witness Signature (if 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."

Appendix B – GIISDEC Information Unit Contact Details

Designation Right to Information Officer

Name:
Office Location GIISDEC Head Office, Accra
Telephone:
Email:
Postal Address :
Website :

Appendix C – Acronyms

Acronym	Meaning
CSR	Corporate Social Responsibility
E&MS	Exploration and Mining Services
EIA	Environmental Impact Assessment
GIISDEC	Ghana Integrated Iron and Steel Development Corporation
HSE	Health, Safety and Environment
HR	Human Resource
M&E	Monitoring and Evaluation
MOUs	Memoranda of Understanding
PPP	Public–Private Partnership
RTI	Right to Information
RTIO	Right to Information Officer
SPP	Strategy and Policy Planning

Appendix D – Glossary

Term	Definition
Access	The right to obtain information from a public institution.
Exempt Information	Information withheld under Sections 5–16 of Act 989.
Head of Institution	The Chief Executive Officer of GIISDEC.
Information Officer	The officer designated to receive and process RTI requests.
Personal Record	Information about an identifiable individual.
Public Institution	Any entity receiving public resources or performing a public function.
Statutory Declaration	A legal statement made under oath in accordance with Act 389.

3.0 ORGANISATIONAL INFORMATION

Vision, Mission, and Values: Clearly outline GIISDEC's vision, mission statement, and core values to promote transparency and awareness.
Mandate: State GIISDEC's legal mandate under the GIISDEC Act, specifying operational scope.
Organisational Structure: Include an organogram showing divisions, departments, and their functions.

4.0 CLASSES OF INFORMATION HELD

GIISDEC holds information in the following categories:
• Corporate Governance: Board composition, meeting summaries, annual reports.
• Operations: Project summaries, operational statistics, non-sensitive maps.
• Policies and Procedures: Approved policy documents, codes of conduct.
• Financial Information: Audited accounts, budgets, procurement summaries.
• Human Resource Information: Vacancies, HR policies (excluding personal data).
• Legal Information: Laws, regulations, and non-confidential agreements.
• Safety & Environment: Compliance reports, safety manuals, environmental impact summaries.

5.0 APPLICATION PROCESS

Requests for information must be submitted in writing or electronically to the RTI Officer.
Applications should include; Applicant name, contact information, description of the information requested, and preferred format.
Requests can be submitted to: RTI Officer, GIISDEC, [Office Address], Email: [Insert Email].
Acknowledgement will be provided upon receipt, with timelines for processing as per Sections 18–28 of Act 989.
Exemptions (Sections 5–16) include information affecting national security, privacy of individuals, and commercially sensitive data.

6.0 FEES AND CHARGES

GIISDEC may charge fees for reproduction and provision of certain categories of information, in line with the RTI Regulations and comparable public institutions:

• Printing and photocopying.
• Certified true copies.
• Large-volume data retrieval.
• Specialised data processing.

A Fees Notice will be issued to applicants before processing requests that incur charges.

Template:

FEES NOTICE
Date: _____
Applicant Name: _____
Description of Information: _____
Applicable Fees: _____
Payment Due: _____
RTI Officer: _____

7.0 DEPARTMENTAL INFORMATION RESPONSIBILITIES

Exploration & Mining Services (E&MS):
- General geological survey summaries (non-sensitive).
- Approved exploration schedules.
- Environmental impact summaries.

Quality, Health, Safety & Environment (QHSE):
- Safety policies and manuals.
- Environmental compliance reports.
- Community health and safety awareness materials.

Strategy, Policy, Research, Monitoring & Evaluation (SP&RME):
- Approved policies and strategies.
- Annual performance reports.
- Sector statistical summaries.

Investment:
- Investment promotion materials.
- Non-confidential MoUs and agreements.
- General partnership frameworks.

Corporate Affairs:
- Press releases and newsletters.

- Annual reports.
- Public event information.

Finance:
- Audited financial statements.
- Approved budgets and expenditure summaries.
- Procurement plans (non-confidential).

Procurement:
- Tender notices.
- Awarded contract summaries.
- Procurement procedures.

Human Resource & Administration (HR & Admin):
- Job vacancy announcements.
- Recruitment procedures.
- Staff numbers by category (no personal data).

Legal:
- Applicable laws and regulations.
- Court judgments in public domain.
- Compliance guidelines.

Internal Audit:
- Summary of finalised audit reports (approved for public release).
- Audit recommendations implemented.

8.0 PROACTIVE DISCLOSURE

GIISDEC will publish the following information without request:
• Annual reports and financial statements.
• Procurement opportunities and awards.
• Approved policies and guidelines.
• Safety and environmental reports.

Information will be made available via the official website, notice boards, and newsletters.

9.0 COMPLAINTS AND APPEALS

Applicants dissatisfied with the response or decision of GIISDEC may:
1. Appeal to the Head of Institution within 30 days of the decision.
2. If unsatisfied, escalate to the RTI Commission for review.
3. Further appeal to the High Court if necessary.

GIISDEC will provide guidance to applicants on these processes.

Annex: RTI Request Workflow Chart

step-by-step process for handling RTI requests at GIISDEC in compliance with Act 989.

Request Handling Steps

1. Receive and log request (assign reference number).
2. Check completeness (name, contact, description of info, authorisation if needed).
3. Determine if urgent (life/liberty) or general (14 days).
4. Identify department holding the info and request retrieval.
5. Review for exemptions (Sections 5–16).
6. Decide: Approve (full/partial) or refuse with reasons.
7. Communicate decision within timeline, including fees if applicable.
8. Record decision date and file documents for audit.

Fees Policy (Section 75)

No fee for: Personal information, public interest info, indigent applicants, persons with disabilities, info due within stipulated time.
Fees may apply for: Translations, written transcripts, media conversion/reformatting.

Appeals Process

Step 1: Internal review – Apply to Head of Institution.

Step 2: Appeal to RTI Commission.

Step 3: Final appeal to the High Court.

Decision Flow Chart

Receive Request → Log & Acknowledge → Determine Urgency → Forward to Relevant Dept → Check for Exemptions → Prepare Decision → Communicate to Applicant → Archive & Report