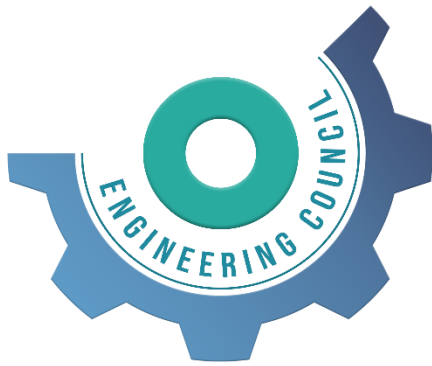


INFORMATION MANUAL



**ENGINEERING
COUNCIL**

Contents

- Overview
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Overview

This Right To Information (RTI) Manual is produced in compliance with Sections 3 and 4 of the Right To Information (RTI) Act, 2019 (ACT 989). It contains information on the organizational structure and activities of the Engineering Council, and the processes of accessing information from the institution using the Right To Information (RTI) Act, 2019 (ACT 989).

Organizational Profile, Sections and Units of the Engineering Council, and Classes and Types of Information

The Engineering Council was established by the Engineering Council Act, 2011, (Act 819), by the Parliament of the Republic of Ghana and assented to by the President of the Republic of Ghana on 31st May 2011 to regulate the practice of engineering and to provide for related matters. The Engineering Regulations 2020, (LI 2410) backing the full implementation of the Act was passed by Parliament in July 2020.

Objective

The objective of the Council is to secure the highest professional standards in the practice of Engineering in the country.

Functions

- The functions of the Council are:
- Regulate the practice of engineering
- Determine and prescribe requirements for initial and continuing registration
- Maintain and publish annual, registers for engineering practitioners in the country
- Determine the limits to areas of engineering practice and operation
- Monitor, evaluate, and take corrective actions on the performance of engineering practitioners, firms, and educational units
- Collaborate with the National Accreditation Board and other bodies to certify programs of education relevant to engineering practice
- License relevant and appropriate engineering bodies to certify individuals and corporate bodies for initial and continuing registration
- Prescribe, uphold, and enforce professional standards, conduct, and ethics of engineering practitioners
- Exercise disciplinary power over engineering practitioners in respect of the practice of their profession and works related to the practice of engineering
- Advise the Minister on engineering matters; and
- Perform any other functions that are ancillary to the object of the Council.

Mission

To ensure the highest professional standards in the practice of engineering in Ghana and promote engineering to advance and enhance the sustainable development of Ghana, Africa, and globally.

Vision

The Council seeks to be at the forefront of Ghana's development by being recognized as a world-class regulator and advocate of engineering and its practice.

Values

Excellence

Transparency

Integrity

Respect

Accountability

Client-focused

Consistency

COMPOSITION OF GRADES OFFICE OF THE REGISTRAR

- The Registrar

ENGINEERING STANDARDS, ENFORCEMENT AND REGULATIONS (ESE&R) DIVISION

Professional:

- Director ESE&R
- Deputy Director ESE&R
- Principal ESE&R Manager
- Senior ESE&R Manager
- ESE&R Manager
- Assistant ESE&R Manager

Sub-Professional:

- Chief ESE&R Assistant
- Principal ESE&R Assistant
- Senior ESE&R Assistant

PLANNING, RESEARCH, MONITORING AND EVALUATION (PRM&E) DIVISION

Professional:

- Director PRM&E
- Deputy Director PRM&E
- Principal PRM&E Manager
- Senior PRM&E Manager
- PRM&E Manager
- Assistant PRM&E Manager

LICENSING, REGISTRATION AND TRAINING (LR&T) DIVISION

Professional:

- Director LR&T
- Deputy Director LR&T
- Principal LR&T Manager
- Senior LR&T Manager
- LR&T Manager
- Assistant LR&T Manager

Sub-Professional:

- Chief LR&T Assistant
- Principal LR&T Assistant
- Senior LR&T Assistant

FINANCE AND ADMINISTRATION (F&A) DIVISION

- Director Finance and Administration.

FINANCE UNIT

Professionals:

- Deputy Director Finance
- Principal Finance Manager
- Senior Finance Manager
- Finance Manager
- Assistant Finance Manager

Sub-Professionals:

- Chief Finance Assistant
- Principal Finance Assistant
- Senior Finance Assistant

HUMAN RESOURCE & ADMINISTRATION UNIT**Professional:**

- Deputy Director HR & Administration
- Principal HR & Administrative Manager
- Senior HR & Administrative Manager
- HR & Administrative Manager
- Assistant HR & Administrative Manager

Sub-Professionals:

- Chief HR & Administrative Assistant
- Principal HR & Administrative Assistant
- Senior HR & Administrative Assistant

INFORMATION TECHNOLOGY UNIT**Professionals:**

- Senior IT Manager
- IT Manager
- Assistant IT Manager

Sub-Professional:

- Chief IT Assistant
- Principal IT Assistant
- Senior IT Assistant

SECRETARIAL SERVICES

- Senior Private Secretary
- Private Secretary
- Stenographer Secretary/Receptionist

RECORDS MANAGEMENT UNIT

Professionals:

- Senior Records Management Manager
- Records Management Manager
- Assistant Records Manager

Sub-Professional:

- Chief Records Management Assistant
- Principal Records Management
- Senior Records Management Assistant

ESTATE MANAGEMENT UNIT

Professionals:

- Senior Estate Manager
- Estate Manager
- Assistant Estate Manager

Sub-Professional:

- Chief Estates Assistant
- Principal Estates Assistant
- Senior Estates Assistant

SECURITY SERVICES UNIT

- Chief Officer Security
- Security Guard I
- Security Guard II
- Security Guard III

CLEANERS

- Head Labourer / Head Cleaner
- Labourer I / Cleaner I
- Labourer II / Cleaner II

PROCUREMENT UNIT

Professional:

- Principal Procurement Manager
- Senior Procurement Manager
- Procurement Manager
- Assistant Procurement Manager

Sub-Professional:

- Chief Procurement Assistant
- Principal Procurement Assistant
- Senior Procurement Assistant

TRANSPORT UNIT

Sub Professional:

- Chief Transport Assistant
- Principal Transport Assistant
- Senior Transport Assistant

Drivers:

- Chief Driver
- Senior Driver
- Driver I
- Driver Grade II

INTERNAL AUDIT UNIT

Professionals:

- Principal Internal Auditor
- Senior Internal Auditor
- Internal Auditor
- Assistant Internal Auditor

Sub Professional:

- Chief Internal Audit Assistant
- Principal Internal Audit Assistant
- Senior Internal Audit Assistant

LEGAL AFFAIRS UNIT

Professionals:

- Senior Legal Manager
- Legal Manager
- Assistant Legal Manager

CORPORATE AFFAIRS UNIT

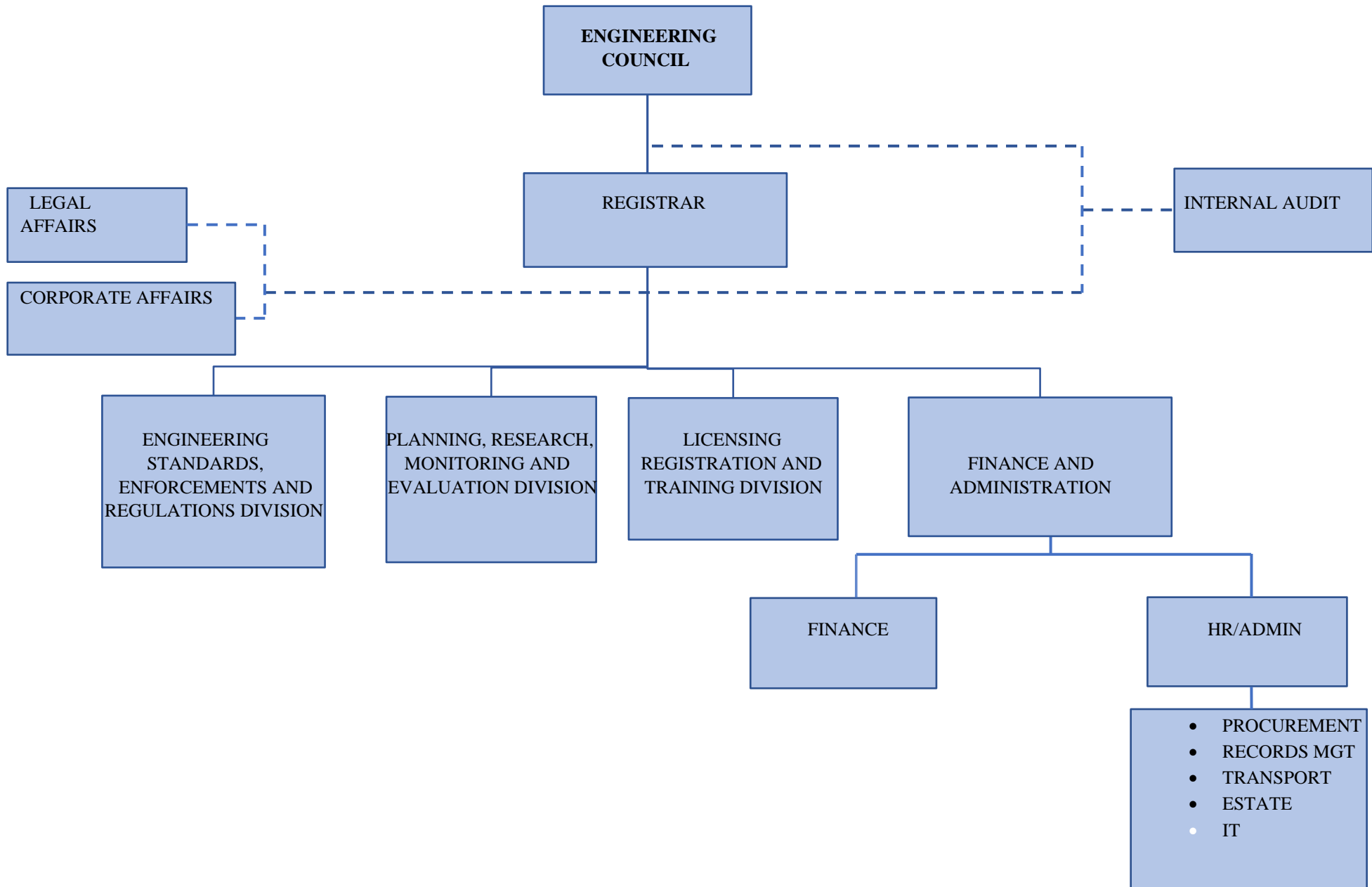
Professionals:

- Principal Corporate Affairs Manager
- Senior Corporate Affairs Manager
- Corporate Affairs Manager
- Assistant Corporate Affairs Manager

Sub Professional:

- Chief Corporate Affairs Assistant
- Principal Corporate Affairs Assistant
- Senior Corporate Affairs Assistant

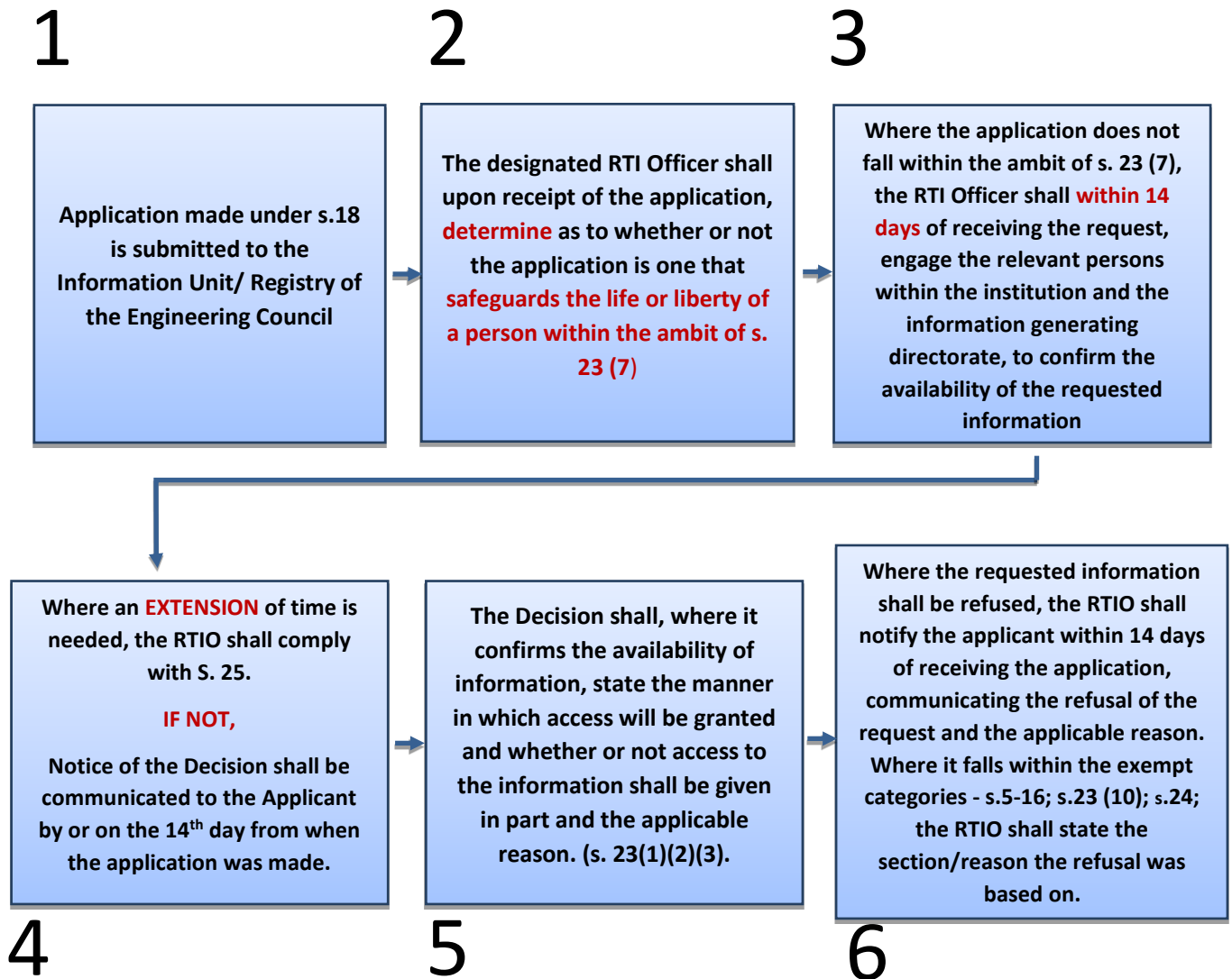
Organizational Organogram



Classes and Types of Information in the Custody of the Engineering Council

Class	Type
1. Administrative Information	<ul style="list-style-type: none"> • Asset records • Scheme and conditions of service • Training reports • Meeting minutes • Procurement reports • Letters and memos
2. Financial Information	<ul style="list-style-type: none"> • Audit reports • Payroll reports • Promotion and allowance reports
3. Technical Information	<ul style="list-style-type: none"> • Research reports • Research and development reports
Exempt Information	
<p>Any or parts of the above-listed classes of information or any other information in the custody or under the control of the Engineering Council may be exempt from disclosure if they reasonably fall within Sections 5-16 and/or other relevant provisions of the RTI Act, 2019 (ACT 989), and/or any other laws and regulations not inconsistent with the RTI Act, 2019 (ACT 989) and 1992 Constitution of Ghana.</p>	
Types of Information Accessible at a Fee	
<ol style="list-style-type: none"> 1. Information in a language other than English. 2. Transcription cost for a written transcript of information. 3. Cost of media conversion or reformatting of the information requested. 	

Processing and Decision on Application – Section 23 (RTI Act, 2019)



Amendment of Personal Records

A person given access to the information contained in the records of the Engineering Council may apply for an amendment of the information if it represents the personal records of that person and in their opinion, the information is incorrect, misleading, incomplete or out of date. The application for amendment of personal records shall comply with both the RTI Act, 2019 (ACT 989) and the Statutory Declarations Act, 1971 (ACT 389).

How to Apply for an Amendment of Personal Records

1. The application should be in writing and indicate:
 - i. the name and proof of identity of the applicant.
 - ii. particulars that will enable the records of the public institution to identify the applicant.
 - iii. the incorrect, misleading, incomplete or out-of-date information in the record.
 - iv. the signature of the applicant
2. For incomplete information claimed or out-of-date records, the application should be accompanied by the relevant information which the applicant considers necessary to complete the records.
3. The address to which a notice shall be sent should be indicated.
4. The application can then be submitted to the Information Unit/Registry of the Engineering Council
5. A statutory declaration must be attached.

Fees for Access To Information

The RTI Act, 2019 (ACT 989) mandates Parliament in Section 75, to approve fees that public institutions can charge for access to information. Unless otherwise specified under Section 75 of the Right To Information Act, 2019 (ACT 989), the reproduction of any requested information shall attract the fee specified in the fees (Miscellaneous Provisions) Act, 2022 (ACT 1080).

The fees approved by Parliament can be found in the fees (Miscellaneous Provisions) Act, 2022, (Act 1080).

Below are the details of the approved fees to cover the cost associated with an application for, or access to information.

REVENUE ITEM	APPROVED FEES AND CHARGES (GHS)
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 the audio record	1.00

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

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

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 <input type="checkbox"/>	Organization/Institution	<input type="checkbox"/>

6.	TIN Number	
7.	If Represented, Name of Representative:	
7 (a).	The 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):	
10.	Manner of Access:	<input type="checkbox"/> Inspection of Information <input type="checkbox"/> Copy of Information <input type="checkbox"/> Viewing / Listen <input type="checkbox"/> Written Transcript <input type="checkbox"/> Translated (specify language) <input type="text"/>
10 (a).	Form of Access:	<input type="checkbox"/> Hard copy <input type="checkbox"/> Electronic copy <input type="checkbox"/> Braille

11.	Contact Details:	<input type="checkbox"/> Email Address _____ <input type="checkbox"/> Postal Address _____ <input type="checkbox"/> Tel: _____
12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) <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>	

Appendix B: Contact Details of the Information Unit and Information Officer of the Engineering Council

Name of Information Officer

Ms. Helen Quartey

Telephone/Mobile Number and E-mail Address of the Information Unit/Officer

(+233) 24 506 3137 / helen.quartey@engcouncil.gov.gh

Postal Address of the Information Unit

Information Unit, Engineering Council, P. O. Box OS 3301, Osu, Accra, Greater Accra Region, Ghana

Appendix C: Acronyms

Acronym	Meaning
RTI	Right To Information
MDAs	Ministries, Departments and Agencies
MMDAs	Metropolitan, Municipal and District Assemblies
EC	Engineering Council
MIS	Management Information Systems

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.

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 a similar role as the information officer
Department	The Department of Urban Roads
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
Section	Section at the Department of Urban Roads.