

Government of Ghana

Right to Information Manual

Bui Power Authority (BPA)

2025

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Subject to Revision by your institution

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1. Overview

This Right to Information (RTI) Manual is pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the former 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 [Bui Power Authority \(BPA\)](#) and provide the types of information and classes of information available at [BPA](#), including the location and contact details of its information officers and units.

2. Directorates and Departments under **Bui Power Authority (BPA)**

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

To be the leader in the renewable energy industry in the sub-region.

MISSION

To support socio-economic development through the utilization of natural resources for energy generation in a safe, reliable, and cost-efficient manner.

Directorates and Departments under Bui Power Authority (BPA)

1. Executive Office
2. Engineering Services Department
3. Renewables Department
4. Power Operations Department
5. Finance Department
6. Estates Department
7. Legal Services Department
8. Planning, Monitoring and Evaluation Department
9. Human & Natural Resources Department
10. Commercial Services Department
11. Occupational Health, Safety, Security and Environment

Responsibilities of the Institution:

The Bui Power Authority Act, 2007 (Act 740) charged BPA with the development of a hydroelectric power project on the Black Volta River at Bui and any other potential hydroelectric power sites on the Black Volta River and for related matters.

Our mandate was amended by the Bui Power Authority Amendment Act 2020, (Act 1046) to include development of renewable energy and any other clean energy alternatives in the country and provide for related matters.

2.1 Description of Activities of each Directorate and Department

	DEPARTMENT	MANDATE
1	Executive Office	Board Functions
		Corporate Planning, Direction, Organization & Administration
		Corporate Control & Compliance Monitoring (Audit)
		Secure all Assets and Ensure Safety of Personnel of BPA
		Provide, Coordinate, and implement Security Policies
		Resource Provision & Usage Control (IT, Security and Legal)
		Manage Image and reputation of the Authority (Internal/External)
		Implement Executive Productivity Programme /Projects
		Transportation Resource Provision & Usage Control Vehicle maintenance and safety
		Safeguard BPA's computes Network and Data, apply Information technology to make the Authority's work more efficient and Administer Corporate IT resources
2	Engineering Services Department	Monitoring and Maintenance of Key Power Assets (Dams & Powerhouse Structures, Reservoir, etc.) owned by the Authority.
		Project Initiation, Planning and Execution/Implementation i.e., Projects assigned to the Department by the Executive Office.
		Providing technical assistance to other departments of the Authority as well as to outside/external agencies.

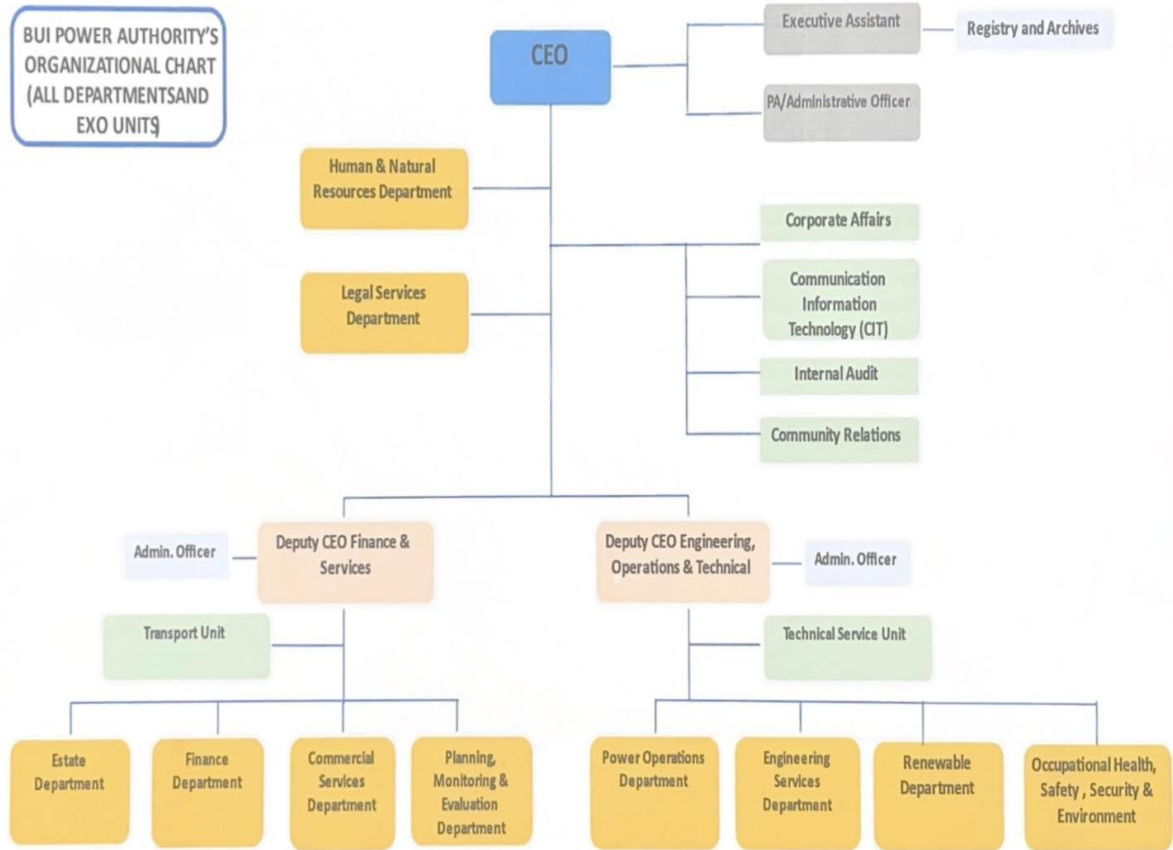
3	Renewable Department	Develop and Supervise the Implementation of Renewable Energy Resources (Hydro, Solar, Wind, Waste to Energy, Tidal and Hydrogen) in the Country for Power Generation
		Conduct Research into New Renewable Energy Development and Support the Implementation of Pilot Programmes.
		Implement Renewable Energy Projects assigned to Bui Power Authority for which funding has been secured on behalf of the Ministry of Energy.
		Operate and Maintain the Renewable Energy installations by Bui Power Authority (Excluding Hydro Power Plants)
		Coordinate Capacity Building Programmed in the various levels of the Renewable Energy Sect
4	OHSSE	To ensure that all BPA's operations are executed in a way that avoids work - related illnesses, harm, injuries to employees, damage to equipment/asset and the environment.
		Responsible for the security of all employees, assets, and the Authority's resources/properties.
5	Power Operation Department	Operate Power Plants to Deliver Energy & Ancillary Power Services
		Perform Routine Plant Maintenance (Preventive & Minor Faults)
		Undertake Upkeep/Maintenance Planning

6	Finance Department	Plan Funding & Track Expenditures on the Activities of BPA
		Perform Treasury Functions & Administer Loans
		Keep Proper Financial Records & Books of Accounts
		Provide Organizational Support for Procurement and Stores
		Bill & Collect Revenue for Energy into Escrow Account
		Bill & Collect revenue for ancillary services into BPA Account
		Act as Custodian & Operate Warehouse (Materials Management)
7	Legal Services Department	Drafting, reviewing, storing and negotiating contracts with clients and other parties to protect the Authority's interests.
		Board Services - Providing support services to the Board of Directors and Board sub-committees by organising Board and Committee meetings, taking minutes and keeping proper Board records
		Monitoring and advising on adherence to laws, regulations, and contractual terms
		Providing legal counsel to the Authority on a range of issues and services, including corporate transactions, commercial negotiations, Agreements and Corporate Governance
		Litigation Management
8	Estates Department	Facilities Management; BPA Heights, Staff Village, Recreation, Schools, Clubhouse, Guest Houses, Executive Houses, Office Blocks etc
		Provide hospitality Services for the Authority's staff and guests.
		Maintenance of all BPA Facilities

9	Planning, Monitoring and Evaluation Department	Policy formulation, review & management
		Corporate Planning
		Risk Management
		Public investment
		Monitoring and Evaluation
		Corporate Reporting
10	Human & Natural Resources Department	Resource Provision & Usage Control
		Plan, Monitor & Control Land & Lake Use, Facilitate Development and Prevent Encroachment
		Support Livelihood Enhancement Programmes
		Promote Agri-Business
		Prepare plans for development, management, and control of fisheries development
		Document Management; Registry, Library, and Archives
		Management of Industrial Relations
		Arrange Trainings for employees
		Provide and facilitate Medical Services for employees
		Provision and management of Staff Welfare

11	Commercial services	To engage and market BPA power portfolios to potential power off-takers
		To promote and facilitate economic activities and business investments in the Bui Enclave under the Bui City Development concept.
		To determine BPA's tariff and pricing strategy in its pursuit for new takers
		To develop BPA's electricity markets entry strategy.
		To administer and monitor BPA's power sales and purchase agreements to ensure compliance
		To register BPA renewable energy projects for carbon credits and renewable energy certificates.

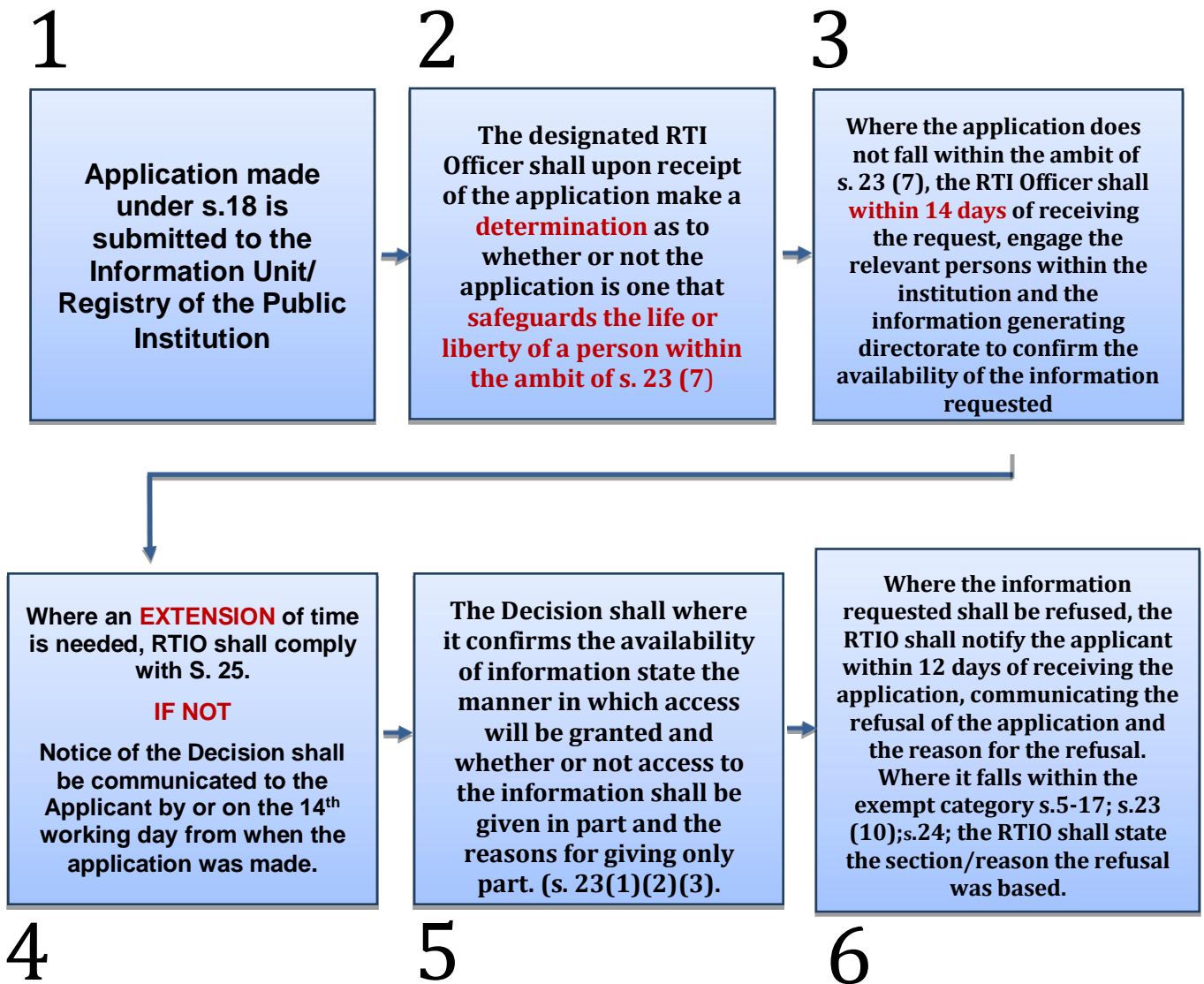
2.2 Bui Power Authority's Organogram



2.3 Classes and Types of information

List of various classes of information in the custody of the institution:
<ol style="list-style-type: none">1. Administrative2. Financial3. Technical4. Legal
Types of Information Accessible at a fee:
<ol style="list-style-type: none">1. <List and Press enter for additional numbering>

3. Processing and Decision on Application – S. 23



4. 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

5. 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.

6. 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).	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 <input type="checkbox"/> Information Copy of <input type="checkbox"/> Information Viewing / <input type="checkbox"/> Listen <input type="checkbox"/> Written Transcript 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 _____ <input type="checkbox"/> Postal Address _____ <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 language the applicant understands and the applicant appeared to have understood the content of the request."</i></p>	

7. Appendix B: Contact Details of **Bui Power Authority's Information Unit**

Name of Information/Designated Officer:

Akua Sakyi

Telephone/Mobile number of Information Unit:

0302 522 444 /050 149 8399

Postal Address of the institution:

BPA HEIGHTS, 11 DODI LINK, AIRPORT RESIDENTIAL AREA.
PMB KD 62, KANDA ACCRA - GHANA

8. 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>

9. 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>