



Government of Ghana

Right to Information Manual Template

Nuclear Regulatory Authority (NRA), Ghana

2025

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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 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 [Nuclear Regulatory Authority, Ghana \(NRA\)](#) and provide the types of information and classes of information available at the [NRA](#), including the location and contact details of its information officers and units.

2. Directorates and Departments under Nuclear Regulatory Authority, Ghana (NRA)

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

Ensure humans and the environment are protected from all harmful effects of radiation

MISSION

To regulate radiation to meet national and international standards and obligation in a professional, objective and transparent manner

Directorates and Departments under Nuclear Regulatory Authority, Ghana (NRA)
1. Secretariat i. Legal Affairs Department ii. Internal Audit Department iii. International Relations and Public Affairs Department 2. Finance and Administration Directorate i. Finance Department ii. General Services and Procurement iii. Human Resource Department 3. Nuclear Installations Directorate i. Nuclear Safety Department ii. Nuclear Security Department iii. Nuclear Safeguards and Non-Proliferation Department 4. Radiological and Non-Ionising Installations Directorate i. Radiological Applications Department ii. Non-Ionising Applications Department iii. Emergency Response Department iv. Instrumentation and ICT Department
Responsibilities of the Institution: The Nuclear Regulatory Authority was established by the Nuclear Regulatory Authority Act, Act 2015, Act 895 to regulate the use of radiation in Ghana thereby protecting people and the environment from the harmful effects of radiation. The NRA Act 895 empowers the Authority to regulate activities and practices for the peaceful use of radiation under the jurisdiction and control of Ghana. The Authority therefore controls

the possession, use, import, export, transport, transfer, storage and the disposal of radioactive materials and radioactive waste in the country.

The objects of the Authority are to:

- i. ensure that radiation and nuclear energy are used only by persons authorised under Act 895, for peaceful purposes.
- ii. provide protection of persons and the environment against the harmful effects of radiation hazards; and
- iii. pursue and ensure strict compliance with Act 895 and NRA regulations.

The NRA currently regulates a research reactor, a gamma irradiation facility and radioactive sources used in medicine, agriculture, industry, research and education. The Authority also has the mandate for developing regulations, licensing and oversight of commercial nuclear power plants.

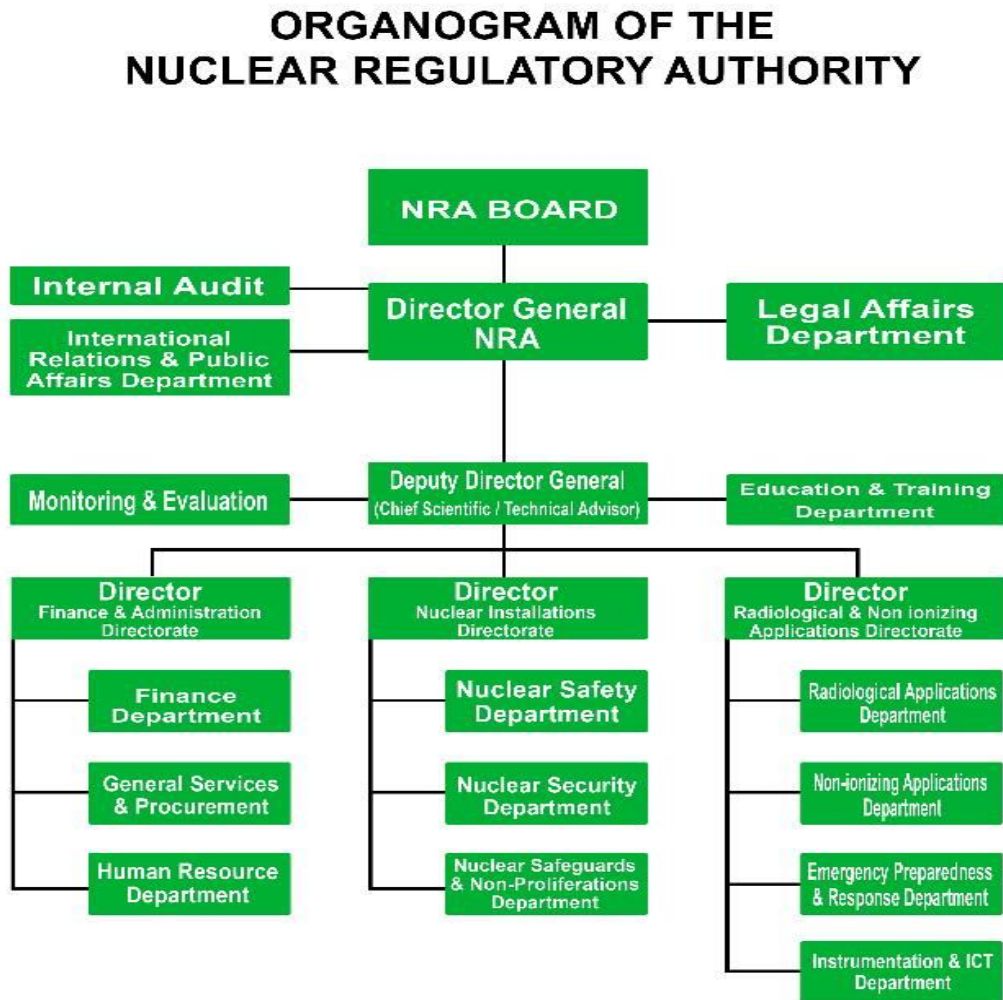
2.1 Description of Activities of each Directorate and Department

Directorate/Department	Responsibilities/Activities
Finance and Administration Directorate	Responsible for all administrative and financial duties of the Authority
Radiological and Non-Ionising Applications Directorate	Responsible for the regulatory oversight of the radioactive sources in the country.
Nuclear Installations Directorate.	Responsible for ensuring the safe, secure and safeguarded application of nuclear technology including nuclear power plants in Ghana.
Finance Department	Responsible for all financial transactions of the Authority
Human Resources Department	Responsible for implementing labour laws in the Authority as well as labour law compliance, recruiting, staff training and development, payroll issues
General Services and Procurement Department	Responsible for managing correspondences, procuring goods and services, management of fleet, horticultural services, and maintenance of the office buildings.
Nuclear Education and Training Department	In charge of education and trainings at the Authority

Monitoring and Evaluation Department	Responsible for the monitoring and evaluation of the Authority's projects.
Legal Affairs Department	Responsible for drafting regulations, resolutions, letters and participating in balanced administrative decision-making. The legal department also expresses its legal opinion on issues that are referred to it in addition to representing the Authority in court on all cases. It also provides secretarial services to the Board.
International Affairs and Public Affairs Department	Responsible for the public relations, communications (internal and external) and international relations activities of the Authority.
Internal Audit Department	Responsible for the provision of unbiased independent reviews of systems, processes and procedures internal controls and risk management at the Authority.
Radiological Applications Department	Responsible for regulatory oversight of radioactive sources and radiation emitting devices in Ghana.
Non-Ionising Applications Department	Responsible for the regulatory oversight for non-ionising practices used in all sectors especially in medicine and industry.
Emergency Preparedness and Response Department	Responsible for supporting and coordinating all radiological and nuclear emergencies in Ghana in collaboration with stakeholders including other state agencies. The department is also responsible for the emergency arrangements, response capabilities at both facility and national levels.
Instrumentation & ICT Department	Responsible for repair and maintenance of laboratory equipment and regulating the Regulatory Authority Information System (RAIS). The department also provides maintenance of internet services to support paperless administration of the Authority
Nuclear Safety Department	Primarily responsible for ensuring safe operations of nuclear facilities including nuclear materials in Ghana.
Nuclear Security Department	Responsible for ensuring the secured operations of nuclear facilities and related activities in Ghana.

Nuclear Safeguards and Non-Proliferation Department.	Responsible for ensuring the safeguarded operations of nuclear facilities and compliance to the Non-Proliferation Treaty (NPT) in Ghana.
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2.2 Nuclear Regulatory Authority's Organogram



2.3 Classes and Types of information

List of various classes of information in the custody of the institution:

1. Confidential (Classified)
2. For Official Use
3. Unclassified Information
 - a. Technical information
 - b. Administrative information
 - c. Legal information

Types of Information Accessible at a fee:

Technical Information

Nuclear Installations Directorate

1. Registers of sealed sources and radiation generators or radiation emitting devices
2. Records of doses from occupational exposure (for radiation workers)
3. Records relating to the safety of facilities and activities.
4. Records that might be necessary for the shutdown and decommissioning or closure of facilities
5. Records of events, including non-routine releases of radioactive material to the environment
6. Inventories of radioactive waste and of spent fuel.
7. records of ongoing research and completed research works.
8. Nuclear Safety Assessment Reports

Radiological & Non-Ionising Installations Directorate

1. National Register of Authorised persons (facilities and activities) in Ghana
2. National Register of Radiation Sources
3. Total number of facilities the Authority regulates.
4. Total number of radiation workers in the country
5. Total number of survey meters in the country (radiation-detection devices)
6. Inspection records of radiological facilities
7. National Register of export, import, trans-shipment, and transport of radioactive sources (movement of radioactive sources)
8. Yearly records of Authorisations
9. National Policy on radioactive or nuclear material, equipment, and technology that is subject to control or regulation.

Administrative Information

1. List of training/workshops attended by Management and Staff since 2016.
2. List of Clients in good standing
3. The Authority's Annual Reports since 2016.
4. Approved Fees and Charges

Legal Information

1. Records of Memoranda of Understanding (MoU)s
2. Records of Treaties and Conventions ratified by Ghana which are relevant to the work of the NRA.

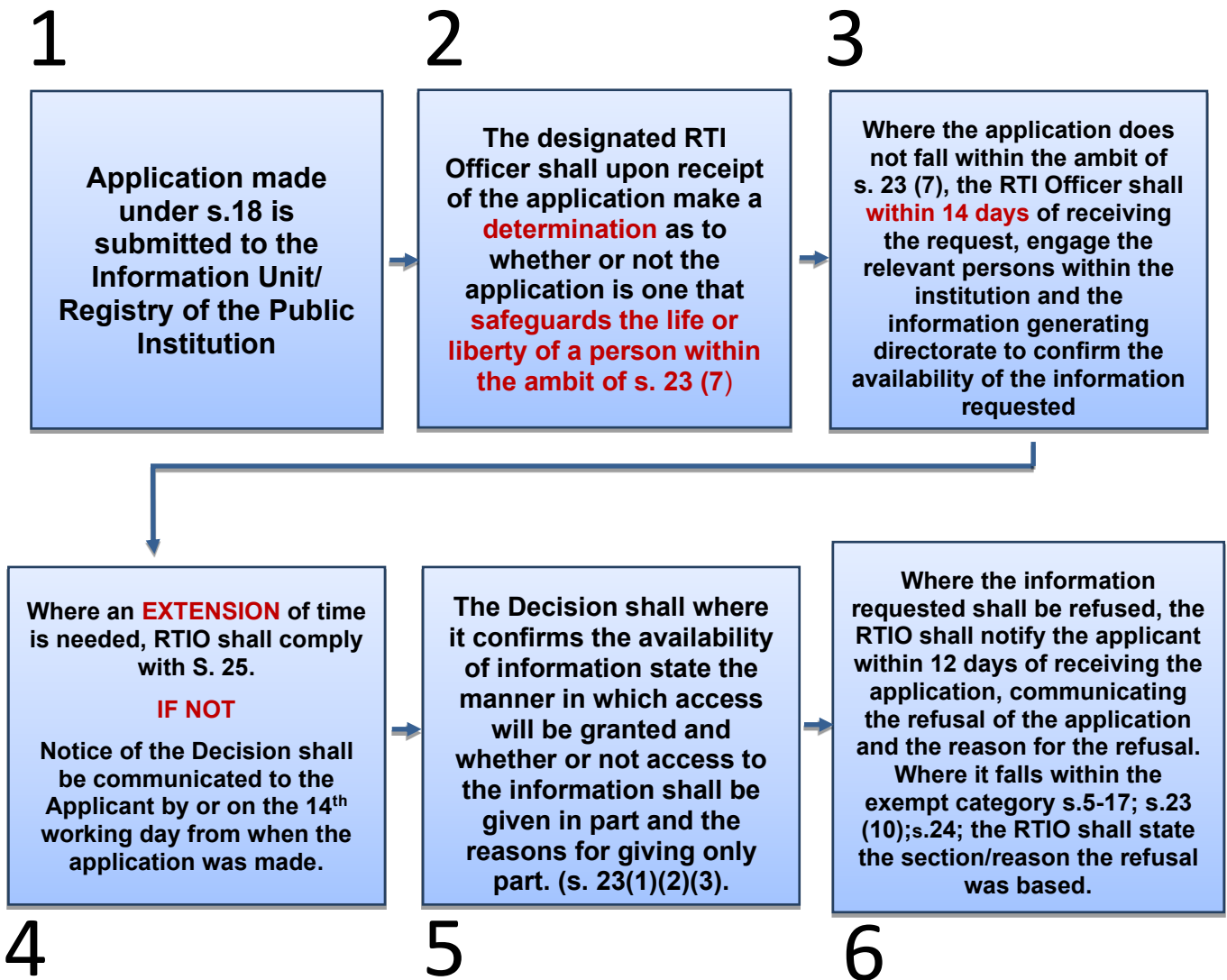
Public Relations & Stakeholder Engagement Information

1. Records of Stakeholder Engagement activities (public meetings, public hearings etc)
2. List of Stakeholders

Exempted Information (Classified)

1. Economic information
 - a. List of Clients not in good standing (financial)
2. Locations of radiation sources and nuclear materials
3. Safeguards Information
4. Internal working information
 - a. NRA Board Minutes
 - b. Internal Memos and letters
5. National security information
 - a. Threat Assessment records
6. Information for the Presidency
7. Information relating to Cabinet.
8. Law enforcement and public safety information
9. International relations information
10. Tax information
11. Privileged information

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 the 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 ☐	Organization/Institution ☐	
6.	TIN Number			
7.	If Represented, Name of Representative:			
7 (a).	Capacity of Representative:			
8.	Type of Identification:	☐ National ID Card	☐ Passport	☐ Voter's ID
		☐ 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:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language)
10 (a).	Form of Access:	☐ Hard copy ☐ Electronic copy ☐ Braille
11.	Contact Details:	☐ Email Address _____ ☐ Postal Address _____ ☐ 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>	

7. Appendix B: Contact Details of **NRA's** Information Unit

Name of Information/Designated Officer:

1. Sheila Victoria Gbormittah
2. Annie Dweh

Telephone/Mobile number of Information Unit:

- | | |
|---------------------|------------------------------|
| 1. +233 208 352 318 | sheila.gbormittah@nra.gov.gh |
| 2. +233 546 631 421 | annie.dweh@nra.gov.gh |

Postal Address of the institution:

P.O. Box AE 50, Atomic Energy Kwabenya 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
RTI	Right to Information
MDA	Ministries, Departments and Agencies
s.	section
MMDAs	Metropolitan, Municipal and District Assemblies
NPT	Non-Proliferation Treaty
NRA	Nuclear Regulatory Authority, Ghana
RAIS	Regulatory Authority Information System

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
Access	<i>Right to Information</i>
Access to information	<i>Right to obtain information from public institutions</i>
Contact details	<i>Information by which an applicant and an information officer may be contacted</i>
Court	<i>A court of competent jurisdiction</i>
Designated officer	<i>An officer designated for the purposes of the Act who perform similar role as the information officer</i>
Exempt information	<i>Information which falls within any of the exemptions specified in sections 5 to 16 of the Act</i>
Function	<i>Powers and duties</i>
Government	<i>Any authority by which the executive authority of the Republic of Ghana is duly exercised</i>
Information	<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>
Information officer	<i>The information officer of a public institution or the officer designated to whom an application is made</i>
Public	<i>Used throughout this document to refer to a person who requires and/or has acquired access to information.</i>
Public institution	<i>Includes a private institution or organization that receives public resources or provides a public function</i>
Right to information	<i>The right assigned to access information</i>
Section	<i>Different parts of the RTI Act</i>