

Government of Ghana



Ministry of Energy and Green Transition
(MoEn&GT)

2025

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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.

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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

To become provider of reliable and high-quality energy service for the Ghanaian economy and for export.

MISSION

MoEn exists to develop and sustain an efficient and financially viable energy sector that provides secure, safe and reliable supply of Energy to meet Ghana's developmental needs in a competitive manner. This would be done through the initiation and formulation of policies, regulations, resource mobilization, monitoring and evaluation of the effectiveness and efficiency of the performance of the sector.

Directorates and Departments under the Ministry of Energy (MoEn)
1. General Administration Directorate 2. Human Resource Management and Development Directorate 3. Research, Statistics and Information Management Directorate 4. Finance Directorate 5. Petroleum Directorate 6. Programmes Coordinating Unit (PCU) 7. Power Directorate 8. Local Content Unit 9. Fixed Asset Co-ordinating Unit (FACU) 10. Health, Safety, Security and Environment 11. Policy Planning Budgeting Monitoring & Evaluation Directorate 12. Internal Audit Unit 13. Communications and Public Affairs Unit 14. Client Service Unit 15. Legal Unit 16. Procurement Unit 17. Transport Management 18. Records Unit

Responsibilities of the Institution: The Ministry of Energy and Green Transition 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	i. Research and Statistics Unit: This Unit adopts and applies innovative research approaches to support the development and review of policies, plans, regulations, standards, programmes and projects of the Energy Sector. ii. Information Management Unit: This Unit is responsible for the Documentation Centre and for collating required data to create a database for the Ministry. It leads in creating the appropriate policy strategies for branding and building the corporate image for the success of government business within the sector. iii. Information Communication Technology (ICT) Unit: The ICT Unit Initiates and maintains the information technology network, infrastructure and application system for the Ministry. It also develops supports and integrates new technologies into the operations of the Ministry.
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 and Development Directorate	i. Sector HR Planning Unit: - This Unit initiates policies and strategies on the human resource needs of the sector and facilitates the career planning of staff of the Ministry and the sector. ii. Sector HR Training and Development Unit: - This Unit initiates the review and development of career training policies and guidelines for the sector. iii. Sector Performance Management Unit: - The Unit is responsible for developing the framework for institutional and staff performance management including staff appraisal and performance contracts/agreements for the sector.
Fixed Assets Co-ordinating Unit	The FACU regulates and guides the preparation, presentation and disclosure of general-purpose financial statements in the Ministry. The Unit ensures the existence of proper control systems for the custody and management of the assets of the Ministry and maintains a Register of Fixed Assets such as land, buildings, furniture, fittings, plants and equipment.
Legal Unit	The Legal Unit provides legal counsel and related technical support services to Ministry by ensuring interpretations of legal regulations, managing legal and related issues arising out of the operations and activities of the Ministry and providing inputs into the policy formulation and strategies of the Ministry.
Petroleum Directorate	i. Petroleum Upstream Unit (PUU): The PUU provides the required technical expertise and guidance in all processes in the development of policies, plans, regulations, standards, programmes and projects for the Petroleum Upstream sub-sector of the Ministry. ii. Petroleum Downstream Unit (PDU): The PDU provides the required technical

	expertise and guidance in all processes in the development of policies, plans, regulations, standards, programmes and projects for the Petroleum Downstream Sub-sector of the Ministry. iii. Gas Commercialization Unit (GAU): The GAU develops and reviews the broad policies for the Petroleum Upstream Sub-sector of the Ministry.
Programmes Coordinating Unit	The PCU is responsible for all special projects that are national in character and which fall under the direct supervision of the Ministry of Energy.
Client Service Unit	The CSU is set up to receive complaints and addresses them and also provides information on the nature of the operations of Ministry. The Unit facilitates standardization of the services delivered by the MoEn and communicates to the public the exact services of the Ministry. It also deals with complaints from the public regarding services of the Ministry and ensures that genuine problems are addressed adequately in a transparent, timely and cost-effective manner. The CSU acts as a check on the Ministry to improve on service delivery to the public
Transport management Unit	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.
Procurement Unit	It is responsible for managing the procurement services and providing technical support on procurement processes for the ministry. It ensures that funds are properly committed prior to issues of any contract or purchase order.
Health, Safety Security and Environment Unit	The HSU provides effective and efficient framework and mechanisms to coordinate a sound sector-wide health, safety, security and environmentally sustainable strategies and policies. The Unit ensures the availability of technical expertise and guidance in all processes in the development of policies, plans, regulations, standards, programmes and projects for the

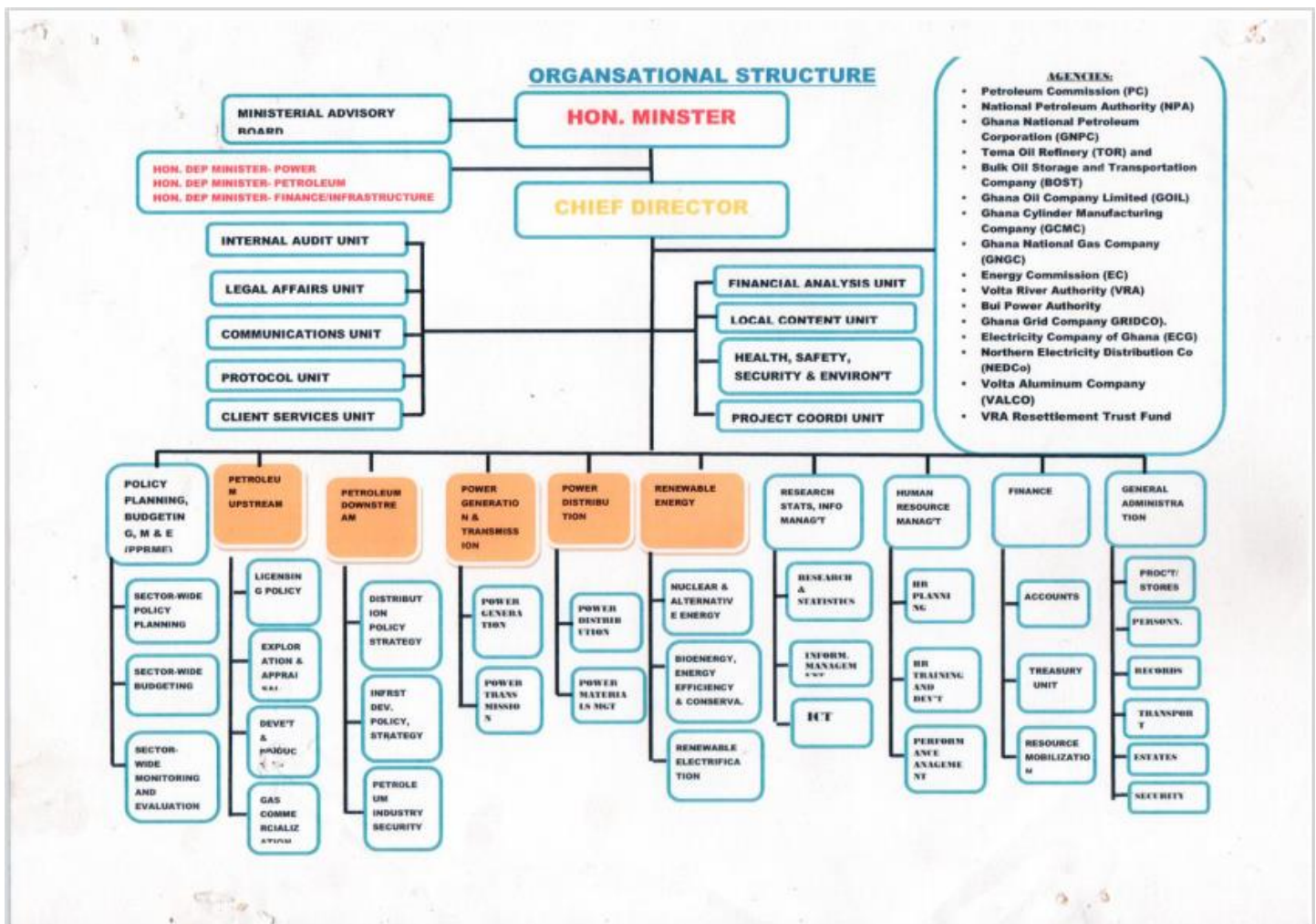
	Energy sector on Health, Safety, Environment and Security. Health, Safety and Security- It ensures adherence to Health, Safety and Security principles, standards and regulations within the Ministry and Sector Agencies. Environmental Sustainability- It coordinates and reports on adherence to sustainable environmental protection principles, standards and regulations in the Energy sector.
Internal Audit Unit	The IAU reviews all internal control systems put in place by Management of the Ministry and advise on its effectiveness. The Unit ascertains whether Management has instituted systematic, disciplined approach to evaluate and improve effectiveness of risk management, control, and governance and issued report thereon. The IAU also provides the following services: • Assurance services to the Ministry. • Review of policy documents, contracts and advice on them • Consultancy Services to Management at every level • Carrying out special audits, risk assessment and issue reports for Management attention • Monitoring and coordinating Internal Audit Units of the Ministry and its Agencies
Policy Planning Budgeting Monitoring & Evaluation Directorate	Policy Co-ordination and Planning Unit: The unit initiates and coordinates the development and review of the broad sector policies, strategies and regulations for the Ministry. Public Investment Unit (PIU): The PIU prescribes the method for the preparation, evaluation and execution of investment projects and provides a standard framework to guide project identification and planning, pre-feasibility studies, selection and budgeting, implementation and reporting of investment projects by the Ministry. Budget Unit: - The unit is responsible for coordinating the preparation of the budget of the Ministry and for the provision of technical guidance to Management on implementation of the budget.

	Monitoring and Evaluation (M&E) Unit: - The M&E Unit ensures the provision of an effective basis for measuring the various stages of programmes and projects of the Ministry as well as providing an objective basis for assessing the effectiveness of its programmes and projects.
Power Directorate	Power Generation and Transmission Unit (PGTU): The PGTU develops and reviews the broad policies for the generation sub-sector of the Ministry. Power Distribution and Marketing Unit (PDMU): The PDMU provides the required technical expertise and guidance in all processes in the development of policies, plans, regulations, standards, programmes and projects for the power distribution sub-sector of the Ministry. Power Material Management Unit (PMMU): The PMMU develops and reviews material procurement and management strategies and plans, funding streams; facilitate the approval of funds at various levels (cabinet/parliamentary/Ministry of Finance), engineer prompt releases of funds for projects; ensure adequate security, safety and conditions of power distribution materials. Renewable Energy Unit: The Unit develops and reviews the broad policies for the nuclear, coal power, bio-energy, solar, wind and mini-hydro sub-sector of the Ministry.
Local Content unit	The LCU co-ordinates Local Content activities across the Energy Sector and facilitates the formulation and implementation of Local Content policies. The Unit facilitates and co-ordinates the mainstreaming and participation of indigenous locals into the Energy sector business. The LCU makes available timely sector information related to the management and effective review of Local Content Unit
Finance Directorate	i. Financial Reporting Unit: - The Financial Reporting Unit provides transparent, effective and efficient framework and mechanisms to support a sound sector-wide fiscal policy through the analysis of public funds/revenues, expenditure, assets and debts/liabilities of the sector.

	ii. Accounts Unit: - This Accounts Unit is responsible for receipt, custody and disbursement of funds of the Ministry. It prepares timely, monthly, quarterly and annual reports. It liaises with the Ministry of Finance (MOF) and the Controller and Accountant-General's Department (CAGD) to facilitate the release of funds and authorization for disbursement. iii. Treasury Unit: - The Unit take custody of funds released by Ministry of Finance and effect payments to authorized and approved to recipients. They also examine and verifies the authenticity and accuracy of payment vouchers before authorizing for payment. Prepares annual financial statements on all treasury payments. iv. Financial Reporting Unit: The unit is responsible for the development and reviews of the sector financial strategy, financial performance gap analysis, identification and recommendation of funding options, as well as facilitates sourcing of funds from donor partners and other stakeholders to support the implementation of the policies, programmes, projects and other capital investments initiatives of the Ministry.
General Administration Directorate	i. Personnel Unit: The Unit manages the files and records of staff in the Ministry pertaining to recruitment, leave, promotion, salary issues, secondment, postings, transfer, performance appraisal etc. ii. Records Management Unit: The Unit ensures that documents and information are properly stored for purposes of confidentiality and easy accessibility. iii. Protocol Unit: The unit provides effective and efficient implementation of framework and mechanisms for coordinating the protocol services of the Ministry iv. Stores Unit: The Unit is responsible for managing the Stores of the Ministry. The Unit ensures the proper storage of all goods

	procured and ensures that stocks are replaced on time at the Ministry. v. Estate Unit: This Unit provides advice on estate management issues and ensures that repairs and works on facilities and equipment are properly carried out in the Ministry. vi. Transport Unit: The Unit is responsible for the proper management and provision of an efficient transport system of the Ministry. vii. Security Unit: The Unit is responsible for ensuring the safety of all staff and property of the Ministry.
Records	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.

2.2 Ministry of Energy's Organogram



2.3 AGENCIES UNDER

Agencies under (example NHI)	
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)	
Responsibilities of the Agency: They undertake economic dispatch and transmission of electricity	Details of Activities: Dispatching and transmitting electricity form 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.

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)

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

Northern Electricity Distribution Company (NEDCO)	
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:
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FINANCE & ADMINISTRATION

- | |
|--|
| <ol style="list-style-type: none"> 1. ADMINISTRATION 2. INTERNAL AUDIT 3. PROJECT CO-ORDINATING 4. FINANCE 5. ESTATE 6. STORES/SUPPLIES 7. TRANSPORT 8. LEGAL UNIT |
|--|

HUMAN RESOURCE

- | |
|--|
| <ol style="list-style-type: none"> 1. HR PLANING 2. HR TRAINING & DEV 3. PERFORMANCE MANAGEMENT |
|--|

POLICY PLANNING BUDGETING & EVALUATION

- | |
|---|
| <ol style="list-style-type: none"> 1. POLICY PLANNING 2. BUDGETING 3. MONITORING& EVALUATION |
|---|

RESEARCH STATISTIC & INFORMATION, COMMUNICATION TECHNOLOGY

- | |
|--|
| <ol style="list-style-type: none"> 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 INFRASTRUCTURE DEV POLICY STRATEGY

POWER GENERATION & TRANSMISSION

- 1 GENERATION POLICY STRATEGY
- 2 TRANSMISSION POLICY STRATEGY

POWER DISTRIBUTION

- DISTRIBUTION POLICY STRATEGY
- ELECTRIFICATION PROJECTS
- POWER SECTOR REFORMS

RENEWABLE AND CONSERVATION

- 1 RENEWABLE ELECTRIFICATION
- 2 BIO – ENERGY, ENERGY EFF. & CONSERVATION
- 3 NUCLEAR ENERGY
- 4 PHOTOVOLTAIC / SOLAR / WIND ENERGY PROJECT

SECTOR INSTITUTION TECHNICAL

- 1 POWER
- 2 PETROLEUM
- 3 REGULATORY BODIES

HEALTH & ENVIRONMENT & SECURITY

- 1 HEALTH & SAFETY

2 PHYSICAL ENVIRONMENTS

3 PETRO

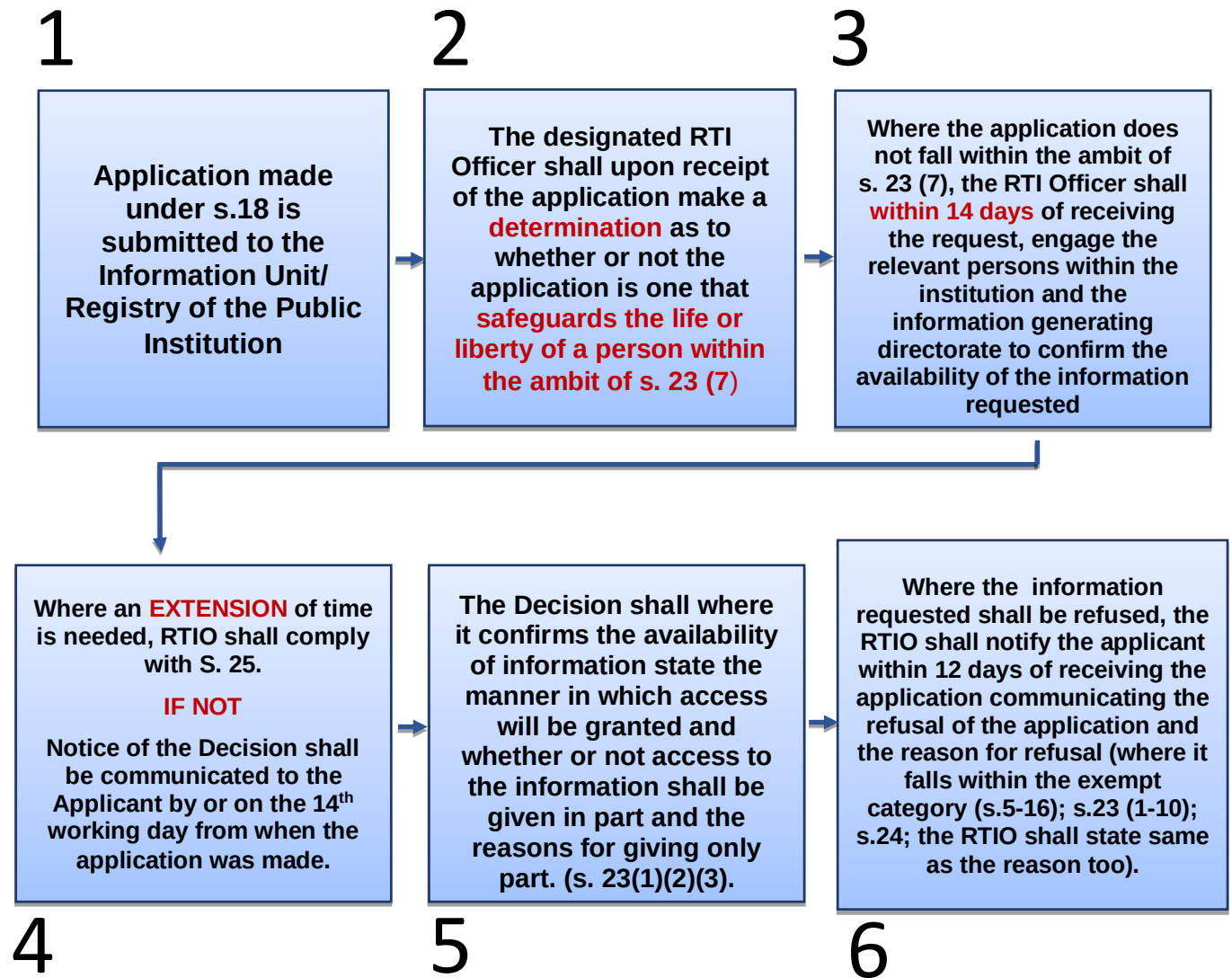
TECHNICAL – CO – OPERATION/ ASSISTANT

1 TECHINCAL 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 ☐	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>		

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
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>

