

PART ONE

EXECUTIVE SUMMARY

This report covers the activities of the Ministry of Information and its Departments/Agencies for the period, January 1 to December 31, 2009.

In fulfillment of its mandate of ensuring a two way flow of information on government business, which is aimed at disseminating accurate and timely information to the public and also take feedback on government policies and programs, a number of activities were undertaken by the Ministry and its departments and agencies, during the period under review.

Among them were the following:

- a) Organization of eighteen (18) Meet-the-Press series and fifteen (15) Press Conferences/Briefings held for Ministries, Departments and Agencies.
- b) Dissemination of public information on national issues such as the 2009 budget, the new premix fuel, national unity and the prevention of influenza and malaria.
- c) Organization of Regional tours during which government policies and programs were thoroughly explained to the people at the grassroots level.

d) Through Ghana Broadcasting Corporation (GBC), the Ministry produced and broadcast TV and Radio programs on all public activities.

The Hon. Minister and her Deputies also appeared on TV and Radio programs to discuss and also to throw more light on government policies and programs.

e) Use of the internet by the Hon. Minister and her Deputies to interact directly with the public.

f) Strengthening of institutional capacity for effective policy formulation and implementation to improve access to information.

By this, rehabilitation works on G.B.C.'s Radio and TV studios continued, as well as renovation works on some Regional and District offices of the Information Services Department (ISD).

g) Capacity Building programs for most of the staff, by which some of them were taken through IT training as well as post graduate degree programs for some of the NAFTI staff.

h) The Ministry actively pushed for the passage of the Right to Information Bill which for the first time has left Cabinet to Parliament.

i) The Ministry created a new platform to engage with the Media and the citizenry. This is known as "Matters Arising".

- j) The Government of Ghana Portal (www.gov.gh.com) was re-designed and made more users - friendly and current.

In spite of the significant achievements, there were however some challenges that confronted the Ministry and its agencies during the period under review.

These challenges included the following:

- k) Inadequate budgetary allocation to the Ministry and its agencies made it difficult for the effective implementation of policies and programs.
- ii) Untimely release of funds by MoFEP hindered the implementation of planned programs according to schedule.
- iii) Unattractive conditions of service and the non-review of conditions of service made it difficult to bring the best out of most workers and also to retain some hardworking staff.
- iv) Inadequate office and residential accommodation for most of the staff hindered the efficient and effective performance of work at the Ministry and its departments.
- v) Inadequate training programs for most of the staff from the departments made it difficult for the Ministry to prepare and submit

mandatory documents such as, procurement plan, budget, sector plan, etc on time.

In order to mitigate the effects of these challenges in the year ahead, some measures have been proposed under the challenges/mitigation strategies column in part six (6).

These include:

- i. Organization of meetings/workshops with MoFEP, Parliament and Cost Centres for effective education on the activities of the Ministry and the need for allocation of more resources.
- ii) Timely preparation and submission of returns and cash flow plans.
- iii) Organization of monthly meetings with Cost Centres for the harmonization of programs.
- iv) Development of the Ministry's Sector Medium Term Development plan for 2010-2013.
- v) Annual provisions in the Ministry's budget for the rehabilitation of the Ministerial block and for the construction of residential accommodation for staff.

It is therefore our hope that effective collaboration and support from all the institutions concerned would facilitate the effective performance of the activities of the Ministry and its departments.

PART TWO (2)

2.0 **PROFILE OF THE MINISTRY OF INFORMATION**

2.1 **Introduction**

The Ministry of Information plays a vital role in facilitating a two (2) way flow of information on government business. Information cuts across all government business and the Ministry's activities, especially facilitating the gathering of feedback on government's, programs and activities help to co-ordinate and refine the policy making process. This also enables the people to get involved and have a sense of ownership of government's development agenda with focus on poverty reduction, growth and wealth creation.

The Ministry has moved away from the traditional approach of information dissemination to strategic communication which involves the planned mainstreaming of Development Communication (DevCom) in all MDAs and MMDAs. This is to, *inter alia*, ensure that every government program and project has a communication component with a budget line. The thrust of DevCom is the use of a two (2) way decentralized system of information flow, democratization of information delivery, deepening of public consultation and empowerment of the citizenry to participate in the decision-making and implementation process.

Public participation in the decision-making process is certain to make the people feel they are part of government development agenda.

The Ministry of Information has a countrywide network of information offices right down to the district level. The Ministry is made up of the General administration, Information Services Department (ISD), Ghana News Agency (GNA), Ghana Broadcasting Corporation (GBC) National Film and Television Institute (NAFTI) and Ghana Publishing Corporation (GPC).

The Ministry also collaborates with all Ministries, Departments and Agencies (MDAs), Metropolitan, Municipal and District Assemblies (MMDAs) to effectively disseminate information about government's policies, programs and activities.

Again, the Ministry hosts the government of Ghana (GoG) portal which enables the public to access information on government business on-line.

2.2 **VISION**

The vision of Ministry of Information is to attain a free, united, informed, patriotic, dedicated and prosperous society with good governance through Development Communication (Dev-com).

2.3 **MISSION**

The Ministry exists to facilitate a two (2)-way free flow of timely and reliable information and feedback between the government and its various publics; to develop and operationalize a Development Communication Policy in collaboration with relevant government organizations; to co-ordinate, monitor and evaluate the implementation of programs and activities of sector agencies.

Mol also exists to create the right environment to generate the necessary understanding and support of the publics for the policies and programmes of government and to facilitate their realization through adequately trained and motivated staff.

2.4 **FUNCTIONS**

The Ministry, in order to fulfill its mission and realize the vision perform the following functions:

1. Strengthen institutional capacity for effective policy formulation and implementation to promote access to information on government policies, programs and activities.
2. Ensure free flow of relevant public information in pursuance of the open government policy.
3. Effectively and efficiently monitor and evaluate public responses to the government's policies, programs and activities and provide timely feedback to government.
4. Facilitate cost centres Human Resources Development programs and their implementation for increased efficiency in the media and information sector.
5. Project the image of the country in collaboration with other government agencies to attract foreign investment in consonance with the government policy of a better Ghana with private sector as the engine of growth.
6. Facilitate the strengthening of patriotic attitudes for increased productivity in collaboration with other government organizations and publics of government.

The Ministry has oversight responsibility over the following:

2.5 Civil Service Departments and Agencies

The Civil Service Departments and Agencies under the Ministry comprised the following:

2.5.1 Information Services Department

The Information Services Department is the major implementing body under the Ministry with a nationwide network of Regional and District Information offices. It serves as the main Public Relation (PR) organization both in Ghana and outside Ghana.

2.5.2 Ghana News Agency (GNA)

The Ghana News Agency (GNA) plays a key role through its regular staff and some stringers in gathering and disseminating information on government policies and programs to the public.

2.5.3 Ghana Broadcasting Corporation

The Ghana Broadcasting Corporation (GBC) through radio and Television programs creates and enhances public awareness about government policies and programs to the public in English and Ghanaian Languages. GBC also gathers feedback from the public through interviews and phone-in segments of programs.

2.5.4 National Film and Television Institute (NAFTI)

NAFTI provides professional training at the tertiary level in film and television production to improve efficiency in the media and information

sector in order to enhance the social, cultural and economic development of the country.

2.6 **Other Subvented Agencies**

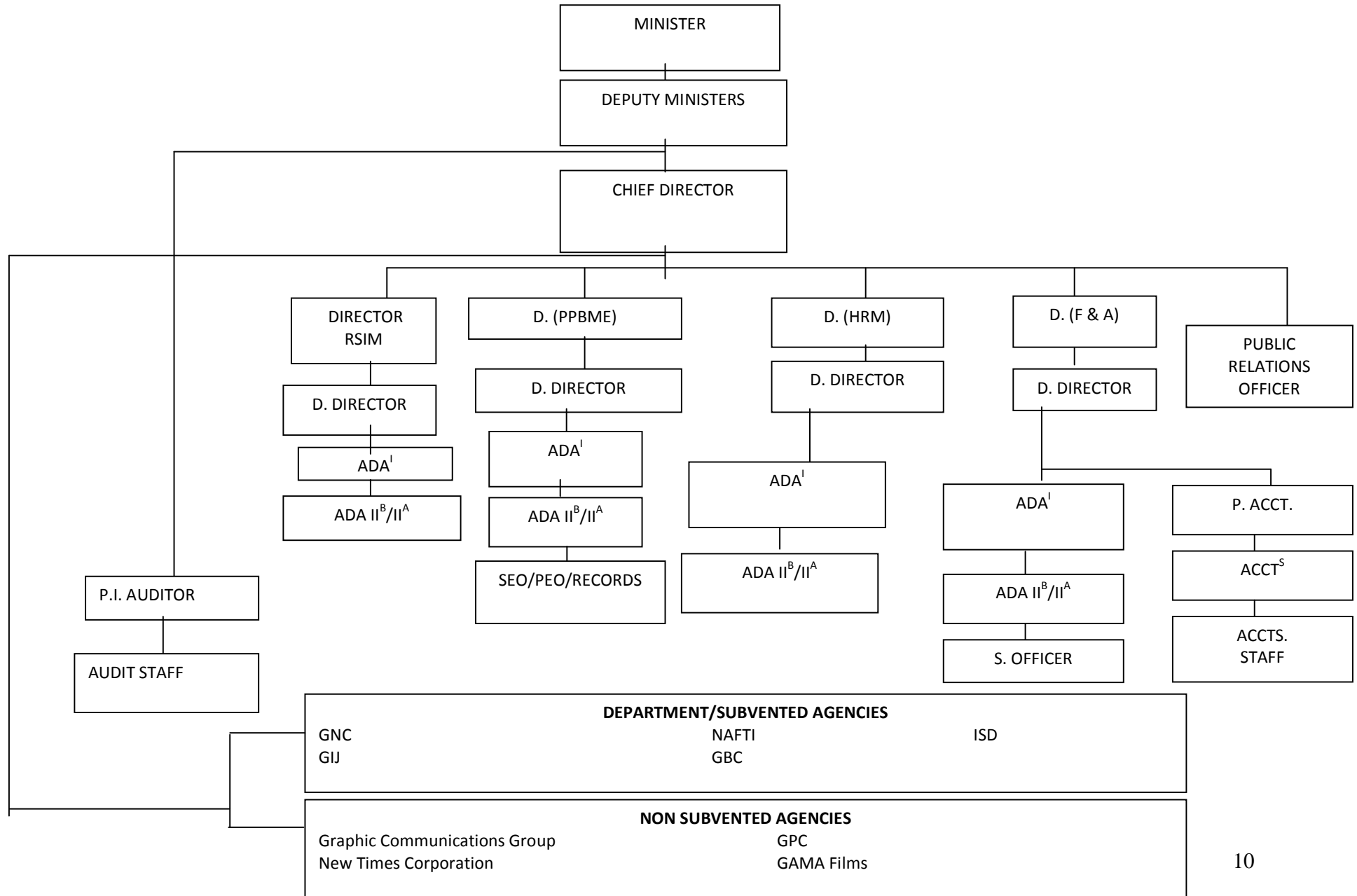
Other state owned enterprises/subvented organizations over which the ministry has oversight responsibility are:

2.6.1 **Ghana Publishing Corporation (GPC)**

The Ghana Publishing Corporation (GPC) prints all government legislation, enactments, value books, publications and miscellaneous materials for public corporations, Boards, Companies, among others. The GPC also publishes, prints, distributes and markets books and reading materials for higher educational institutions and the general public.

2.6.2 Others are the Graphic Communications Group Ltd and the New Times Corporation.

**ORGANIZATION CHART OF THE MINISTRY OF INFORMATION
SECTOR/GENERAL ADMINISTRATION (HQ)**



The Ministry is an umbrella organization with implementing departments and agencies as shown on the structure above.

THE MINISTRY – GENERAL ADMINISTRATION

The Ministry is made up of appointed leadership who report to the president of the Republic of Ghana and have executive authority for the efficient organization and management of the sector as well as technocrats grouped into four (4) Directorates such as Policy, Planning, Monitoring and Evaluation (PPME), Research, Statistics and Information Management (RSIM), Human Resource Management (HRM) and Finance and Administration (F&A).

STAFF STRENGTH OF GENERAL ADMINISTRATION

The Ministry of Information has a staff strength of 60 as at August, 2009. The breakdown of the staff into the various divisions is shown in the table 1 below:

Table 1

DIVISION	NUMBER AT POST		NUMBER REQUIRED	VARIANCE
	Male	Female		
FINANCE	5	7	12	NIL
PPME	2	2	7	4
RSIM	1	2	7	4
HRM	0	3	7	4
ADMINISTRATION	24	15	43	4
TOTAL	31	29	76	16

Table 1 above reveals a shortfall of 16 staff. The low staff strength of the Ministry coupled with inadequate levels of logistics are the major bottlenecks against the effective and efficient realization of the

objectives of the Ministry and the comprehensive coverage of its mandate.

There is the need to augment the existing professional staff by Fourteen (14) new staff in the medium-term. There is also the need to identify the training needs of existing staff and address them and provide them with necessary logistics to enhance service delivery.

Also, inadequate and untimely release of funds affect the performance of the Ministry.

INFRASTRUCTURE AND EQUIPMENT

Table 2

Infrastructure or Equipment	Number
Office Rooms	19
Toilet Facilities	4
Conference Rooms	2
Store	1
Vehicles	20
Motor Bikes	3
Generators	2
Photocopiers	5
Computers	20
Air-conditioners	20
Printers	10
Fax Machines	2
Televisions	13

The accounts section is located at the Hotel and Catering Training Institute (HOTCAT) building.

HUMAN RESOURCE MANAGEMENT ANALYSIS

a. The total Staff strength of the Ministry was 59 as at December, 2009. The staff list is attached as **Appendix AI** for your verification.

b. **Ratios:**

Male/Female - 35:24

Senior/Junior - 29:30

c. **Training and Development**

The Training and Development undertaken can be seen in the Matrix marked **Appendix A3**.

d. **Age Distribution**

The age distribution for the period under review was as follows:

20	-	25	-	1
26	-	30	-	7
31	-	35	-	11
36	-	40	-	9
41	-	45	-	9
46	-	50	-	9
51	-	55	-	8
56	-	60	-	4

Staff on Contract

There was no contract staff as at December, 2009.

e. Promotion Undertaken

As many as seven (7) members of staff had their promotions in 2009. Some of these promotions took retrospective effect. Please find the full list in **Appendix A "3"**.

f. Recruitment Undertaken

Over the period under review only one recruitment was undertaken. **Appendix "A" 3** indicates the details.

g. Staff leaving the Service

In 2009, two (2) members of staff left the service on retirement and vacation of post respectively. **Appendix A "3"** gives further information.

iv Administrative and Managerial Changes

Ministerial Appointment

Within the period under review there were new Ministerial Appointments due to the change in government during the 2008 general elections.

Mrs. Zita Okaikoi was made the Minister for Information with her two Deputies as Mr. Samuel Okudzeto Ablakwa and Mr. James Agyenim Boateng.

Retirement

The former acting Chief Director Mr. D. A. Y Sampong went on retirement on June 15, 2009 and Mr. Victor Xola K. Seneya the then Director (PPME) took over from him as the acting Chief Director of the Ministry on the same date.

Again within the period Mr. Victor Edem Forfoe Deputy Director (HR) was posted to the Public Services Commission.

In addition Mr. Austin Hesse an Assistant Director IIA (PPME) was also posted to the Ministry of Chieftaincy and culture.

viii) **Official Visits**

Visits either to or from the Ministry by officials have been captured under Appendix "B".

PART THREE (3)

PROGRAMMED ACTIVITIES/RESULTS

The programmed activities and results achieved during the period have been captured under Appendix "C1".

PART FOUR (4)

REPORT ON SECTOR INSTITUTIONS/AGENCIES

Activities of the Agencies/Departments under the Ministry as well as the challenges confronting them are indicated in Appendix "C2".

PART FIVE (5)

FINANCIAL PERFORMANCE

During the period under review, a total amount of Fifteen Million, and Twenty-seven Thousand, one Hundred Ghana cedis **(GH¢15,027,100)** was approved by MoFEP to cover Personnel Emoluments, Administrative, Service and Investment expenses of the Ministry and its Departments/Agencies, as against the 2008 ceiling of Thirteen Million and Seventy Thousand, Four Hundred and Fifty-three Ghana cedis **(GH¢13,070,453)**.

Details of the total receipts as well as the expenditure of the respective Departments are captured in Appendix "D1"

PART SIX (6)

CHALLENGES AND PROPOSED STRATEGIES

During the period under review, the Ministry and its Department/ Agencies encountered a number of challenges.

However, appropriate strategies were put in place to ensure that the objectives set for the Ministry and its Departments were achieved.

These challenges, with their respective strategies, as well as forward look for 2010 have been enumerated in Appendix "F".

PART TWO (2)**APPENDIX A1****STAFF LIST OF MINISTRY OF INFORMATION**
(Mol) - 2009

S/N	NAME	SEX	DATE OF BIRTH	STAFF NO.	GRADE	POSTING	PAYROLL NO	REMARKS
1.	V. Xola K. Senaya	M	20/11/55	545423S	Director	Mol	00C085	Ag. Chief Director
2.	G.B.L. Siilo	M	26/02/50	97389	Director	Mol	00C085	
3.	Kwabena Denkyira	M	14/11/63	324472F	Dep. Director	Mol	00C085	
4.	Elton Owusu	M	-	-	Asst. Director I	Mol		
5.	Comfort Kyereme	F	8/1/67	494945E	Asst. Director I	Mol	00C085	
6.	Stephen Blay	M	14/06/70	548409G	Asst. Director I	Mol	0403MLGRD	
7.	Richard Baffour Awuah	M	3/7/67	402683	Asst. Director IIA	Mol		
8.	Mahami Issah	M	4/7/71	424687F	Asst. Director IIA	Mol	-	
9.	Millicent Wutsika	F	24/3/80	708838	Asst. Director IIB	Mol	-	
10.	Appenteng Ernestina	F	6/1/53	245976T	Chief Records Supervisor	Mol	00C085	
11.	James Sowah	M	1/1/55	202634X	Chief Records Supervisor	Mol	00C085	
12.	Sarah Ocran	F	5/5/56	619064N	Senior Records Supervisor	Mol	00C085	
13.	Mary Tsibu	F	7/7/50	254244Z	Principal Executive Officer	Mol	00C085	
14.	Susana Odame	F	7/3/68	545952X	Private Sec.	Mol	00C085	
15.	Agatha Venyellu	F	31/10/75	514561N	Private Sec.	Mol	00C85	

15.	Agatha Venyellu	F	31/10/75	514561N	Private Sec.	Mol	00C85	
16.	Emelia Richlove Nyanteh	F	21/04/77	643691	Steno. Sec.	Mol		
17.	Abena Boadu	F	3/10/78	619064N	Steno. Sec	Mol	00C085	
18	Henrietta Nikoi	F	16/9/77	619058J	Steno. Sec.	Mol	00C085	
19.	Marian A. Odum	F	11/9/76	568894L	Steno. Gd. I	Mol	00C085	
20.	Evelyn Borlabi	F	16/8/76	541869C	Steno. Gd. I	Mol	00C085	
21.	Leticia Parbi	F	16/9/73	489216P	Steno. Gd. I	Mol	00C085	
22.	Jayne O. Ntow	F	21/11/81	554516E	Steno. Gd. II	Mol	00C085	
23.	Elizabeth Amoamah	F	28/2/82	640294S	Steno. Gd. II	Mol	00C159	
24.	Mavis Adobea Addo	F	7/10/81	568891H	Typist	Mol	00C085	
25.	Edith Armah	F	15/8/50	089387T	Records Asst.	Mol	00C085	
26.	Joan Ashong	F	3/6/74	619061K	Receptionist	Mol	00C085	
27.	Millicent Lomo	7	20/8/86	699254	Receptionist	Mol	00C085	
28.	Maxwell Aatie	M	24/12/83	637063X	Messenger	Mol	00C085	
29.	Alex Fosuhene	M	26/6/57	321917N	Snr. Supply Officer	Mol	-	
30	Richmond Mantey	M	18/5/79	568885D	Asst. Storekeeper	Mol	00C085	
31.	Yakubu Abdul-Kafaru	M	11/2/70	556390K	Driver Gd. I	Mol	00C085	
32..	Samuel Mohammed	M	14/2/60	619023C	Driver III	Mol	00C085	
33.	Ebenezer Boadu	M	5/11/71	633239V	Driver III	Mol	00C085	
34.	Martin Nabaale	M	30/3/74	633231L	Driver III	Mol	00C085	
35.	Liberious Dery	M	12/3/68	633294S	Driver III	Mol	00C085	
36.	Kwame Fiscian	M	25/10/75	626839B	Driver III	Mol	00C085	
37.	Seth Odoom	M	06/09/64	686094	Driver Gd. III	Mol	-	
38.	Gilbert Quaye	M	22/2/68	602472M	Driver Gd. III	Mol	00C120	

39.	Daniel Adom	M	1/6/60	-	Heavy Duty	Mol	-	
40.	Ebenezer Hemans	M	16/3/59	-	Driver Gd. II	Mol	-	
41.	Osa Awuku	M	7/12/66	438468Y	Watchman	Mol	00C085	
42.	Bukari Abdulai	M	11/6/58	307916M	Watchman	Mol	00C085	
43.	Kryska Bayeda	M	1/1/83	622505H	Labourer	Mol	00C085	
44.	Kwabena Kwakye	M	1/10/62	633316A	Watchman	Mol	00C085	
45.	Edward Gyamerah	M	1/1/58	633600	Labourer	Mol	00C085	
46.	Simon Quaye	M	22/6/58	638556	Watchman	Mol	00C085	
47.	Moro Amadu	M	12/6/59	438466W	Watchman	Mol	00C085	
48.	Samuel Amoako	M	9/2/68		Watchman	Mol		
49.	Lawrence Dzakpa	M	01/10/61	129958B	Prin. Accountant	Mol		
50.	B.A. Danso	M	2/1/67	028080L	Senior Accts Officer	Mol	11C07112	
51.	Isaaka Salia	M	15/9/57	67315	Accountant	Mol		
52.	Josephine Baidoo Ansah	F	9/3/70	312015J	Accounts Officer	Mol	11C06902	
53.	Naakie Osan-Sackey	F	7/8/73	513516S	Snr. Accountant	Mol	11C069	
54.	Rosalie V. Lartey	F	3/10/75	429400V	Accountant	Mol	11C074	
55.	Catherine Mensah	F	6/3/60	116931Z	Princ. Acct. Officer	Mol	0101	
56.	Vida Ivy Peprah	F	18/9/67	315832H	Snr. Acct. Officer	Mol	11C066	
57.	Doris Abror	F	12/12/72	444514T	Snr. Accts. Officer	Mol	11C072	
58.	Harley-Evans Yorke	M	31/5/63	265891F	Snr. Acct. Officer	Mol	11C069	
59.	Daniel Amoako Mensah	M	7/4/78	-	Driver GD III	Mol	-	

Head of MDA (Name): **V. X.K. Senaya**

Signature.....

Date:.....

APPENDIX A2**HR DISTRIBUTION (SECTOR)**

MINISTRY OF INFORMATION	MALE	FEMALE	TOTAL
MAIN MINISTRY (MOI)	36	24	60
INFORMATION SERVICES DEPT. (ISD)	788	446	1,234
NATIONAL FILM & TELEVISION INSTITUTE (NAFTI)	73	25	98
GHANA NEW AGENCY (GNA)	146	47	193
GHANA BROADCASTING CORPORATION (GBC)	1,009	321	1,330

TRAINING & DEVELOPMENT**1) SCHEME OF SERVICE RELATED TRAINING PROGRAMMES IN 2009 (SERVICE WIDE)**

NAME OF OFFICER	SEX M/F	COURSE OF STUDY	DURATION	INSTITUTION	FUNDING	PAID/ UNPAID
-	-					
ii) Competency Based Training Undertaken in 2009 (institution Specific)						
1. Joan Ashong	F	2 ND international Women Entrepreneurs Conference & Expo	14 th – 15 th December, 2009	British Council Hall	-	Paid
2. Ernestina Appenteng	F	Advanced stores & Inventory Management	26 th – 28 th August, 2009	GSCL Training Centre Republic House		Paid
3. Alex K. Fosuhene	M	Quality/ Productivity Improvement Training programme	27 th – 30 th July, 2009	Civil Service Training Centre		Paid
4. Comfort Kyereme (Mrs)	F	ICT Training	18 th August to 8 th September, 2009	Cyntech Computer Training Centre		Paid
5. Stephen Blay	M	ICT Training	18 th August to 8 th September, 2009	Cyntech Computer Training Centre		
6. Richard Baffour Awuah	M	ICT Training	18 th August to 8 th September, 2009	Cyntech Computer Training Centre		
7. Issah Mahami	M	ICT Training	18 th August to 8 th September, 2009	Cyntech Computer Training Centre		
8. Millicent Wutsika	F	ICT Training	18 th August to 8 th September, 2009	Cyntech Computer Training Centre		
9. Millicent Lomotey	F	ICT Training	18 th August to 8 th September, 2009	Cyntech Computer Training Centre		

NAME OF OFFICER	SEX M/F	COURSE OF STUDY	DURATION	INSTITUTION	FUNDING	PAID/ UNPAID
10. Millicent Wutsika	F	Training workshop on gender responsive budgeting	9 th -12 th August, 2009	Chances Hotel Ho	Ministry of Women and Children	-
11. James Myson Sowah	M	Effective practice of supervision course (part 1)	24 th – 28 th August, 2009	Institute of Technical supervision, Weija Junction, Accra		paid

iii. **Academic Training Programmes**

NAME OF OFFICER	SEX M/F	COURSE OF STUDY	DURATION	STAGE	INSTITUTION	FUNDING	PAID/ UNPAID

e. Promotion Undertaken

NAME OF OFFICER	SEX M/F	PREVIOUS GRADE	PROMOTED TO	NOTIONAL DATE OF PROMOTION	EFFECTIVE DATE OF PROMOTION
1. Susana Odame	F	Stenographer Secretary	Private Secretary		1 st April, 2008
2. Agatha Venyellu	F	Stenographer Secretary	Private Secretary		1 st July, 2009
3. Sarah Ocran	F	Senior Records Supervisor	Principal Records Supervisor	1 st November, 2006	1 st May, 2009
4. Mary Tsibu	F	Principal Executive Officer	Principal records supervisor		25 th November, 2009
5. Abdul Kafaru Yakubu	M	Driver Gd II	Driver Gd I		2 nd January, 2008
6. Edith Armah	F	Records Assistant	Senior Records Assistant		1 st September, 2006
7. Issaku Salia	M	Junior Accounts Officer	Accountant	1 st October 2006	1 st January, 2009

f. Posting Undertaken

NAME OF OFFICER	SEX M/F	OFFICER'S GRADE	POSTING	EFFECTIVE DATE OF POSTING	REMARKS
1. G. B. L. Siilo	M	DIRECTOR	Ministry of the Interior	11 TH May, 2009	REPORTED
2. Stephen Blay	M	ASST. DIRECTOR I	Volta Regional Co-ordinating Council.	23 rd July, 2009	REPORTED
3. Richard Baffour Awuah	M	ASST. DIRECTOR II A	Ministry of Justice & Attorney General	27 th April, 2009	REPORTED
4. Issaku Salia	M	ACCOUNTANT	Controller and Accountant Generals Dept.	17 th August, 2009	REPORTED
5. Albert Quist	M	ACCOUNTANT	AMA/ I A	9 th June, 2009	REPORTED
6. Daniel K. Adom	M	HEAVY DUTY DRIVER	LAND TITLE REGISTRY	16 th April, 2009	REPORTED
7. Ebenezer Hemans	M	DRIVER GRADE II	COUNCIL OF STATE	16 th February, 2009	REPORTED
8. Elton Owusu	M	ASST. DIRECTOR I	MINISTRY OF FISHERIES		REPORTED

g. RECRUITMENT UNDERTAKEN			MODE OF RECRUITMENT				
			NEW	REPLACEMENT			SECONDMENT
NAME	SEX M/F	STAFF No.	YES/NO	NAME OF OFFICER REPLACED	D/F	STAFF NO.	FROM WHICH ORGANIZATION
1. Daniel Amoako Mensah	M	-	Yes	-	-	-	-

h. Staff who left the service		REASONS				
NAME	SEX M/F	RETIREMENT DATE	RESIGNATION DATE	DISMISSAL DATE	DEATH DATE	OTHERS DATE
1. D. A. Y. Sampong	M	15 th June,2009				
2. Josephine Fiebor	F	-	-	10 th November, 2009	-	-

POLITICAL & ADMINISTRATIVE HEADS OF MINISTRIES

S/N	ORGANIZATION	POLITICAL HEAD	DEPUTY POLITICAL HEAD	ADMINISTRATIVE HEAD
	MINISTRY OF INFORMATION	HON. ZITA OKAIKOI	HON. SAMUEL OKUDZETO ABLAKWA HON. JAMES AGYENIM BOATENG	MR. VICTOR XOLA K. SENAYA

ADMINISTRATIVE HEADS OF DEPARTMENTS AT NATIONAL LEVEL

S/N	DEPARTMENT	NAME	SECTOR MINISTRY
	INFORMATION SERVICES DEPT. (ISD)	NII AGYIRI BARNOR OCTOBER – DECEMBER, 2009	MINISTRY OF INFORMATION
	NATIONAL FILM & TELEVISION INSTITUTE (NAFTI)	MR. MARTIN LOH April 1996 – Dec. 2009	MINISTRY OF INFORMATION
	GHANA NEW AGENCY (GNA)	NANA APPAU DUAH OCTOBER 2006 – DEC. 2009	MINISTRY OF INFORMATION
	GHANA BROADCASTING CORPORATION (GBC)	WILLIAM AMPEM-DARKO JULY 2007 – DEC. 2009	MINISTRY OF INFORMATION
	GHANA PUBLISHING CORPORATION	MR. SAMUEL A. KWATIAH July 2007 – Dec. 2009	MINISTRY OF INFORMATION

OFFICIAL VISITS DURING THE YEAR

DATE	NAME OF OFFICER	PURPOSE OF VISIT	REMARKS
3/3/2009	EKOW SPIO GARBRA	OFFICIAL	
4/3/2009	H. E. M BALLADA	OFFICIAL	
19/3/2009	ALHASSAN HARUAN	OFFICIAL	
19/3/2009	CHIEF PAUL A. CRYSTAL - DJIRACKOR	OFFICIAL	
19/3/2009	GERALD ANKRAH	OFFICIAL	
26/03/2009	NII GUATE ASUASA EKASEE AKO II	OFFICIAL	
26/03/2009	JULIA OLMA	OFFICIAL	
31/03/2009	KAUS CHRISTIAN WURHLES	OFFICIAL	
31/03/2009	OLAF ORG	OFFICIAL	
2/04/2009	VALI ALLAH MOHMADI	OFFICIAL	
22/04/2009	YU WENZHE	OFFICIAL	
22/04/2009	JOE ISSACHAR	OFFICIAL	
27/05/2009	GHANA FEDERATION OF DISABLED	OFFICIAL	
10/06/2009	AHMED SOUEIDAN	OFFICIAL	
10/06/2009	MARK LAZARYS	OFFICIAL	
	Mr. V. X. K Senaya) (Chief Director, MOI)	Regional tour of the Upper East Region to explain government policies and programmes and to take feedback	
1 ST to 5 th Nov.. 2009	(i) Hon. Samuel Okudzeto Ablakwa (Deputy Minister) (2) Mr. G. B. L Siilo (Director F&A)	Regional tour of Upper West Region to explain government policies and programmes and to take feedback	
20 th to 23 rd Dec. 2009	(i) Hon. James Agyenim-Boateng (Dep. Minister) (2) Mr. Stephen Blay (Assistant Director I, PPME)	Regional tour to Volta Region to explain government policies and programmes and to take feedback.	

PART THREE (3)**PROGRAMME DELIVERY****MINISTRY OF INFORMATION**

10 KEY/TOP COMMITMENTS	RESULTS/ACHIEVEMENTS	RELATION TO GPRS II COMPONENT	RELATION TO PRESIDENT'S PRIORITY FOR 2009
1. Organize Meet-the-Press Series	Eighteen (18) Meet-the-Press Series and Fifteen 15 Press Conferences/Briefings held for MDAs and 1 "Matters Arising"	Good governance and Civic Responsibility.	Transparent and Accountable governance.
2. Dissemination of Public Information	Production and publication of feature articles on social, political, environmental, scientific, economic, etc for the publics. Publicity campaign organized on the 2009 budget, the new premix fuel, national unity, and on the prevention of influenza and malaria.	Good governance and Civic Responsibility.	Transparent and Accountable governance.
3. Organization of Regional Tours	The Hon. Minister and her two Deputies as well as the Ag. Chief Director made official trips to the Volta, Ashanti, Upper West and Upper East Regions to explain government policies and programs and also take feed back.	Good governance and Civic Responsibility	Transparent and Accountable governance

10 KEY/TOP COMMITMENTS	RESULTS/ACHIEVEMENTS	RELATION TO GPRS II COMPONENT	RELATION TO PRESIDENT'S PRIORITY FOR 2009
4. Organization of T.V and Radio Broadcast	<p>GBC produced and broadcast TV and Radio programs on all public activities.</p> <p>The Hon. Minister and her two deputies appeared on TV and Radio programmes to discuss and also to throw more light on government policies.</p>	Good governance and Civic Responsibility	Transparent and Accountable governance
5. Direct Interaction with the general public through the Internet	The Hon. Minister and her Deputies were always on the Internet to explain government policies and programs to both Ghanaians within and outside the country as well as foreigners through the "facebook".	Good governance and Civic Responsibility	Transparent and Accountable governance
6. Mainstreaming of Development Communication (DevCom)	Preparation of DevCom working Document underway.	Good governance and Civic Responsibility	Transparent and Accountable governance
7. Promotion of Ghana's image abroad to attract foreign investment and meet international obligations	<p>NAFTI organized ANIWA Africa 2009-festival for Film and Television Training Institutions in Africa.</p> <p>The Hon. Minister and her Deputies visited the U.K, U.S.A, Denmark, and Trinidad and Tobago as members of official government delegations.</p>	Good governance and Civic Responsibility	Transparent and Accountable governance

10 KEY/TOP COMMITMENTS	RESULTS/ACHIEVEMENTS	RELATION TO GPRS II COMPONENT	RELATION TO PRESIDENT'S PRIORITY FOR 2009
8. Strengthening institutional capacity for effective policy formulation and implementation to improve access information and government business.	Continued with the renovation works on Regional and District offices of the Information Services Department (ISD) as well as the rehabilitation of G.B.C's Radio and T.V studios.	Good governance and Civic Responsibility	Transparent and Accountable governance
9. Capacity Building programme for staff	<p>Most staff members from the Ministry and its agencies were given capacity building training, especially on I.C.T.</p> <p>NAFTI also sponsored some of its staff for post-graduate degree programs.</p>	Human Resource Development	Investment in people
10. Introduction of Degree/Post graduate Degree programs at NAFTI	Over thirty (30) students graduated from NAFTI's degree program while the post-graduate degree program was also set in motion.	Human Resource Development	Investment in people

PART FOUR (4)

REPORT ON SECTOR INSTITUTIONS/AGENCIES

INSTITUTIONS	TARGETS/ OBJECTIVES	EXPECTED OUTPUT	ACTUAL RESULTS	CHALLENGES/ REMARKS
Ghana Broadcasting Corporation (GBC)	Improve quality of news	100% sharp pictures 100% clear audio 100% consistent flow of news	90% achieved as a result of occasional picture impairment 90% achieved as a result of occasional loss of audio 95% achieved Occasional mix-up of news insets	Some worn out video heads and optical filters introduce impairments. They have been replaced. Late cue/operational error Training arrangement Preparation time constraints due to limited editing facilities. More suits arranged
	Procurement of satellite distribution system	Procurement and installation of 31 new satellite downlink stations for TV/FM transmitter system	31 satellite downlinks were procured and installed to replace DSTV TV signal distribution	Improvement in TV signal distribution quality i.e. elimination of frequent picture freezing
	Develop Radio and TV News sites	Review all news equipment stocked in warehouse	100% achieved. Review of all news equipment stocked in warehouse conducted	Minor repair cases identified on servers and resolved
		Identify additional lighting equipment required for news studio	100% achieved. Identified additional lighting equipment required for news studio	Additional needs accommodated in installation plans
	Procurement of six (6) TV transmitters	Procurement and installation of six (6) TV transmitter for Amedzofe	Two (2) TV transmitters for Amedzofe and Sunyani were procured and installed	TV reception improved in Brong Ahafo and Volta Regions. Procurement

INSTITUTION	TARGETS/ OBJECTIVES	EXPECTED OUTPUT	ACTUAL RESULTS	CHALLENGES/ REMARKS
		(10kw), Sunyani (10kw), Tamale (10kw), Akatsi (5kw), Tarkwa (5kw), Sefwi Wiawso (5kw)		process on-going for the transmitters for Tamale, Akatsi, Tarkwa, Sefwi Wiawso
	Develop Multi-channel system	Conducted site surveys in Accra, Adjangote and Kumasi Prepare Accra, Adjangote and Kumasi sites for installation	100% achieved. Conducted site surveys in Accra Adjangote and Kumasi 100% achieved. Prepared all sites for installation	
	Improved quality of recordings and live broadcast	100% sharp pictures 100% clear audio	98% achieved as a result of occasional cameras setup deficiency 90% achieved as a result of occasional loss off audio	Inadequate experience on new studio cameras. Training arranged Faulty audio console. Resolved
		100% consistent flow of video	85% achieved	Unfamiliar camera flaring. Resolved
	Building maintenance and repair works i.e. masonry, carpentry and plumbing works at office blocks, staff accommodation, TV/FM studio blocks and transmitter halls	Construction/painting, carpentry and plumbing works undertaken at office blocks, staff accommodation, TV/FM studios blocks and transmitter halls	Completion of GBC Gym Project, Renovation of DTV's office, Administration Block, staff quarters, Painting of Mamprobi Revenue Office BH3 Power House. Installation of water tanks and other plumbing repairs. Replacement/repairs of doors, locks, hinges and	

INSTITUTION	TARGETS/ OBJECTIVES	EXPECTED OUTPUT	ACTUAL RESULTS	CHALLENGES/ REMARKS
			construction off wooden shelves and office furniture	
	Improve satellite distribution Downlink satellite feeds	100% consistent flow of video and audio 100% consistent flow of video and audio	70% achieved as a result of bad service from DSTV distribution 60% achieved as a result of bad service from source of feed	New satellite service secured and problem resolved Programme owners failed to arrange feed as expected. Contracts to address this.
	Repair, Installation and Maintenance of Electrical Equipment	Repair, installation and Maintenance of all electrical system	Installation of water pumps for GBC water storage tanks in the blocks. Installation of switchgears and distribution boards at Mains Intake Room and Accounts Block. Upgrade of electrical systems at Kumasi and Adjangote for DTT installations. Installations of other electrical equipment e.g. 10kVA industrial UPS at Tamale. Repairs of electrical faults. Routine maintenance and servicing of all electrical facilities	Ensure regular supply of stabilized power for operation of broadcasting equipment
	Improve quality of recording and live broadcast for radio OB	100% consistent flow of audio 100% consistent level	100% achieved 100% achieved	Systems worked well and staff operated efficiently.
	Organization and Implementation of staff and non-staff	In-house training for staff of broadcasting topics and commercial training	Organized a commercial course on "Broadcast Technology" for non-staff	The commercial course added to GBC's revenue, while the in-house courses

INSTITUTION	TARGETS/ OBJECTIVES	EXPECTED OUTPUT	ACTUAL RESULTS	CHALLENGES/ REMARKS
	(commercial) training	on broadcasting for non-	from July to September (Theory) and practical	were intended to improve skills of staff
		staff participants	Attachment from September to December. Graduation ceremony held in December for participants. Organize a one week in-house course on "Delivery and Propagation of Broadcast and Telecommunication system"	
	Repairs and Preventive Maintenance of Transmission Equipment	Repairs and Maintenance of TV/FM transmitters, PIE equipment, AVR, antenna systems, TV satellite downlinks and FM STL	Prompt response to repairs and maintenance work at all TV/FM stations to restore transmission during equipment breakdown. Replacement of faulty FM antenna system at Kumasi with FM antenna system from Obuasi	Reduction in downtime during TV/FM transmitter breakdown and to ensure efficient equipment performance
	Preventive Maintenance/repair and installations at Radio Ghana, Uniiq FM, Obonu FM and Regional FM studios. Maintenance and Repair/installation of telephones and PABX equipment	Routine maintenance and repairs of FM studio equipment nationwide	Operational studio equipment was regularly maintained and faulty studio equipment e.g. Manin Processing Units (MPU) were repaired to ensure stations were on-air. Repair of telephones/cable faults.	
			Installation of telephone sets at the head of TV studios, PRO, Religious Dept,	

			Drawing, TV Production, Statistics and Audience Research.	
National Film and Television Institute (NAFTI)	Human Resource Development for increased efficiency.	<p>Admission of Fresh Students to the Degree Programmes.</p> <p>Execution of academic and professional training in film and television production for all the levels of students.</p> <p>Practical exercises undertaken by the various levels of students</p> <p>Bachelor of Engineering Degree Qualification obtained.</p> <p>Masters Degree qualification obtained.</p>	<p>30 Fresh Students were admitted on August 25, 2009.</p> <p>Lectures and tutorials were delivered to the students.</p> <p>Location (practical) work by all the students including degree in film and TV. Production by Level 400 students.</p> <p>A senior engineer staff obtained Bachelor of engineering Degree.</p> <p>A lecturer currently pursuing post graduate programmes oversea.</p>	Inadequate and obsolete equipment hampered the professional and timely execution of the productions.
	Human Resource Development for Increased efficiency	<p>Doctorate degree qualification obtained</p> <p>Promotion of Corporate Governance in the Public Sector.</p>	<p>A lecturer currently pursuing a doctorate degree programme</p> <p>Two staff were sponsored for a workshop on Public Procurement and Financial Administration Acts.</p>	

INSTITUTION	TARGETS/ OBJECTIVES	EXPECTED OUTPUT	ACTUAL RESULTS	CHALLENGES/ REMARKS
		<p>Increased knowledge in Public Procurement and Budgetary Processes.</p> <p>Training and Development Courses executed</p> <p>Telecast of Presidential Special Initiative (PSI) Productions.</p>	<p>Two staff sponsored for a two-day workshop in overcoming Procurement and Budgetary Processes Challenges.</p> <p>Various other training and developmental programmes were undertaken by staff.</p> <p>Eighty-two television programmes in respect of Integrated Science for Senior High Schools (SHS) were produced and telecast.</p>	<p>Funding constraints made it impossible to sponsor more staff for the training or developmental programmes.</p>
	<p>Strengthening institutional capacity for effective policy formulation and execution.</p>	<p>Strengthening of institutional governance structures.</p> <p>Effective practical training.</p> <p>NAFTI Studio 2 rehabilitated.</p> <p>Work on NAFTI Studio</p>	<p>Staff sponsored for first, second and post-graduate degree all aimed at enhancing the institutional delivered capacity.</p> <p>Various training equipment were acquired to boost the training programme.</p> <p>The rehabilitation could not be effected.</p> <p>Work was still at a stand-still.</p>	<p>On account of lack of funds, more of the equipment could not be procured.</p> <p>Non-release of investment</p>

		Complex continued.		budget to execute the work. Lack of budget provision for the works to continue.
Information Services Department	To strengthen institutional capacity and develop policy that will promote ready access to news and information on Government policies, programmes and activities	Training of campaign officers to improve their skills to disseminate Government information efficiently	Campaign on new pre-mix fuel, single spine salary structure etc carried out.	Financial constraints prevented the Department from training campaign officers for effective dissemination of Government information.
		Provision of office accommodation at the District levels and purchase office tools to increase productivity. Promote transparency, accountability and good governance.	Computers, lounge chairs, executive desks purchased. Office accommodation acquired for Tema and Ada Foah ISD offices. Raid Server purchased and installed to support Local Area network. 16 ministers took their turn at the weekly meet-the-press series and media briefings organized for other Government officials to explain issues of national concern.	Some offices do not have computers and others are struggling with faulty pcs. Some districts do not have decent office accommodation, which impede efficient running of Government business. Citizens of Ghana have better understanding of Government policies and programmes. Inflammatory situation brought under control
	To effectively monitor, evaluate and provide Government with feedback on public	To make Government more responsive to the needs of the people.	Feedback on whether Senior High School (SHS) should be three or four years, and public opinion	Government informed on public opinion. The Department needs more

	reaction of its policies, programmes and activities.	To make Government aware of public opinion about its policies and programmes.	on the success of Government transitional team processed.	funds to carry out such survey for effective management of all sectors of the economy.
	Acquire affordable houses for workers to	Retrieve all Government bungalows allocated to	A letter to that effect has been sent to the Ministry,	The Department is relying on government to increase
	Increase productivity.	The Department at Regional and District levels that have been illegally acquired by retired and other serving officers.	of Water Resources Works and Housing to take inventory of the number of bungalows allocated to the Department	Its budget allocation to enable its build duty posts for all RIOs and DIOs.
	Staff capacity building.	Train and upgrade officer's skills for effective implementation of Government planned programmes	82 officers received in-service ICT Training. 3 officers received training at the Civil Service Training Centre and an officer received training abroad.	The Department could not carry out some vital training programmes due to lack of funds.
	To project the image of the country abroad.	Open 3 more strategic foreign offices in Cairo to oversee North Africa & Middle East; New Delhi to oversee Asia and Moscow to oversee Eastern Europe to attract investment in order to create jobs for the people.	No progress yet. Even though it has been captured in the Department's budget for more than 5 years, successive governments have not allocated funds for its implementation.	The Department is still relying on the government for the necessary financial support and political will to open these foreign offices so as to project the country's image, attract investment and to created jobs for Ghanaians.

PART FIVE (5)**FINANCIAL PERFORMANCE**

DEPARTMENT/AGENCY	SOURCE	2008			2009		
		APPROVED BUDGET	ACTUAL RECEIPT	ACTUAL EXPENDITURE	APPROVED BUDGET	ACTUAL RECEIPT	ACTUAL EXPENDITURE
MINISTRY OF INFORMATION (HEADQUARTERS)	GOG	1,435,887	8,218,850.42	8,093,305.16	874,597	1,235,322.77	1,213,001.35
NATIONAL FILM & TELEVISION INSTITUTE (NAFTI)	GOG	1,446,694.00	426,961.16	426,961.16	459,097.00	383,478.29	383,478.29
	I.G.F	225,247.44	225,881.94	225,881.94	220,816.00	95,694.00	95,694.00
Sub -Total		1,371,941.44	682,843.10	682,843.10	679,913.00	479,172.29	479,172.29
GHANA BROADCASTING CORPORATION (GBC)	GOG	7,422,000	7,186,760.24	NOT AVAILABLE	7,000,000.00	7,899,880.41	NOT AVAILABLE
	I.G.F	11,255,000	11,558,054.04		15,200,000.00	9,751,370.83	
Sub - Total		18,677,000	18,744,814.28	18,836,056.04	22,200,000.00	17,651,251.24	19,638,195.42
GHANA NEWS AGENCY (GNA)	GOG	1,123,228	1,400,405	1,400,405	1,436,219,	1,504,803.27	1,504,803.27
	I.G.F	NOT AVAILABLE	34,860	NOT AVAILABLE	NOT AVAILABLE	36,504.00	NOT AVAILABLE
Sub - Total	Total	1,123,228	1,435,265	1,400,405	1,436,219	1,541,307,27	1,504,803.27
INFORMATION SERVICES DEPT. (I,S,D)	GOG	3,207,651	2,018,638	2,018,638	3,447,096	6,398,778.85	6,398,778.85
	I.G.F		1,378,518.35	1,342,524.04		582,734.06	186,968
Total		3,207,651	3,397,156.35	3,361,162.04	3,447,096	6,981,512.91	6,585,746.85
Grand TOTAL		25,815,707.44	32,478,929.15	32,373,771.34	28,637,825	27,888,566.51	29,420,919.15

PART SIX (6)

A

CHALLENGES/MITIGATION STRATEGIES

No.	CHALLENGES	PRIORITY LEVEL (H.M.L)	MITIGATION STRATEGY
1	Inadequate training equipment and logistics as well as working with obsolete	High	Provision for procurement of office equipment and logistics in the Sector Medium Term Development Plan.
2.	Inadequate budgetary allocation	High	Organization of meeting/workshop with MoFEP, Parliament and cost centres for effective education on the activities of the Ministry and the need for the allocation of more resources.
3	Untimely release of funds.	High	Timely preparation and submission of annual cash flow plans.
4	Inadequate reliable data for decision making	High	Strengthening the institutional memory of the Ministry and organization of training for Records Staff.
5	Low capacity of some staff	High	Organization and funding of training programmes for the various categories of staff.
6.	Inadequate collaboration and co-ordination among Cost Centres	Medium	Institutionalization of monthly meetings among Cost Centres for the harmonization of common programmes and also for the discussion of issues of common interest.

No.	CHALLENGES	PRIORITY LEVEL (H.ML)	MITIGATION STRATEGY
7.	Non-availability of comprehensive strategic plan for the Ministry	High	Development of Sector Medium Term Development Plan 2010-2013.
8	Inadequate residential accommodation for staff	High	Provision of annual allocations for the construction of staff residential facilities.
9	Poor state of office accommodation (Ministerial Block)	High	Annual provision in the Ministry's budget for the rehabilitation of the Block.
10	Dysfunctional organizational structure of some Departments and Agencies, especially, the Ghana Broadcasting Corporation (GBC)	High	Redesigning of the Organizational Structure as well as initiation of restructuring exercise.
11	Poor remuneration packages for management and staff of the Ministry and its Departments and Agencies	High	Introduction of motivational packages for staff.
12	Stiff competition faced by GBC from other private media organizations as well as sale of television rights of public	High	Improving the quality of programming at GBC to attract a wider category of sponsorship and advertisement including
	programmes to private TV and Radio Stations		lobbying for exclusive rights to public programmes.
13	Low license fees and restrictive legislation fixing TV license fees	High	Lobbying for Parliamentary approval to increase TV license fees from GH¢0.30 to GH¢12.00 per annum.
14	Non-retention of Internally Generated Revenue (IGF) by some Departments and Agencies, especially the Information Services Department and the Ghana News Agency (GNA)	High	Organization of meetings to lobby for the retention of the I.G.F.

FORWARD LOOK FOR 2010

In 2010, the Ministry of Information, in pursuance of the open government policy, wishes to ensure free flow of relevant public information.

The Ministry will also, in the most effective and efficient manner, monitor and evaluate public responses to government policies, programmes and activities and provide timely feedback to government.

Specifically, the following activities will be pursued:

- Organization of public education on government policies and programmes.
- Organize the first ever Policy Fair for all MDAs.
- Adequately cover state events including Parliamentary public hearing.
- Continue to organize the weekly Meet-the-Press series for MDAs.
- Periodically organize the “Matters Arising” platform.
- Embark on regional tours, media interactions and press assignments
- Continue the rehabilitation of the GBC radio and TV studios.
- Continue with NAFTI's Media School Project.
- Continue NAFTI's degree training programme in film and television.
- Continue with the rehabilitation of NAFTI's studio Two (2).
- Acquisition of complimentary production equipment for NAFTI.

- Implementation of GNA's digital audio, text, video and photo, as well as the re-engineering programme and the computerization of its Regional and District offices.
- Enhancement of technology and facilities at GNA, especially the Business Development Department, to transform it into a full commercial subsidiary.

A closer view of the aspirations of the Ministry for the year 2010 reveals that with the provision of the needed support and logistics, the objectives of the Ministry attained.

