



**2011 ANNUAL PERFORMANCE REPORT**

***SUBMITTED BY***

**MINISTRY OF TOURISM**

**FEBRUARY, 2012**



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<b>EXECUTIVE SUMMARY</b>	

The Ministry of Tourism was created in 1993 with the mandate to develop, promote and coordinate all tourism activities in Ghana in recognition of Ghana's rich endowments of distinctive cultural, historical and natural touristic assets. Tourism has become the largest and fastest growing industry world-wide. It is a big business and one industry with the widest supply sector linkages i.e. to agriculture, manufacturing, transportation, finance, fashion, handicrafts, music, arts etc. It is globally, renowned as a viable tool for achieving sustainable growth and poverty reduction as well as a catalyst for the attainment of the Millennium Development Goals. In Ghana Tourism is currently the fourth (4<sup>th</sup>) highest foreign exchange earner after Gold, Cocoa and remittances. In 2011 it contributed about 6.9 % to GDP by generating US\$2.1 billion and created 330,000 jobs

The annual report for the year(2011) under review focused on the core functions and the objectives of the Ministry and its Agencies. It also gives an account of all the activities carried out during the year and major achievements, as well as challenges encountered in the performance of its mandate.

The report is presented in Six (6) parts.

Part one comprises a table of contents and an executive summary; part two deals with the general profile of the Ministry and the agencies under the Ministry; part three presents a matrix of the programmes/projects and actual achievements in relation to the President's Priorities as well as the Ghana Shared Growth Development Agenda (GSGDA); part four presents a report on the sector/ institution/agencies; part five presents a matrix of the financial performance for the years 2010/2011 and part six recounts the challenges and strategies for their redress and an outlook for 2012.

## **PART TWO**

## 2.0 GENERAL PROFILE OF THE ORGANISATION

### 2.1 ORGANISATION STRUCTURE OF THE MINISTRY

The Ministry is the main policy making body with the Ghana Tourism Authority (GTA ) as the implementing agency. The Ministry works closely with the Ghana Tourist Development Company (GTDC), an autonomous quasi-private entity. The Hotel, Catering and Tourism Training Institute (HOTCATT) a training wing of the Ministry was attached to GIMPA in 2009 but was reverted to the Ministry of Tourism in 2010 to become an additional cost centre( see Appendix “A5”).

The Ministry was headed by a Minister of State, Hon. Akua Sena Dansua, assisted by a Deputy Minister, Hon. James Agyenim Boateng. The Ministry’s bureaucracy is headed by a Chief Director, Mrs. Dina Hammond who is assisted by the four (4) Line Directorates and additional two(2) Directorates responsible for the following divisions( see Appendix “A4”):

- Human Resources Management
- Finance and Administration
- Policy Planning, Monitoring and Evaluation
- Research, Statistics and Information
- Projects Unit
- Procurement and Special Duties

The establishment of the two additional Directorates is in line with Cabinet directives for the Ministry to develop projects to create jobs as well as part of the Public Sector Reform Initiatives.

#### Vision

The Vision of the Ministry is to realize the sector’s full potential in contributing to economic wealth, poverty reduction, environmental conservation, national cohesion, and achieve greater GDP growth .

#### Mission

To create a conducive and favorable environment for sustainable growth and development that will ensure that the sector greatly contributes to GDP through effective and efficient use of

appropriate policies, corporate planning programmes and projects as well as public private partnership.

The Tourism sector is identified in the Ghana Shared Growth and Development Agenda and captured under Enhancing Competitiveness in Ghana's Private Sector Thematic Area.

### **Broad Objectives/ Goal**

The Goal of the Tourism Sector Medium Term Development Plan (TSMTDP) ( 2010-2013)–“Is to develop Ghana as an internationally competitive and high quality destination where the tourism industry, besides producing macroeconomic benefits, explicitly contributes to poverty reduction and conservation of the country's cultural, historical and environmental heritage.”

### **Specific Objectives**

The key policy objectives outlined in Tourism Sector Medium Term Development Plan (TSMTDP) are in line with achieving the sector specific developmental goals as well as contribute to the attainment of the broad objective are as follows:

- ❖ To promote Tourism as a major source of National Revenue
- ❖ Promote domestic tourism to foster national cohesion and redistribute wealth
- ❖ Promote sustainable tourism to preserve historical, cultural and natural heritage.
- ❖ Develop and retain human resource capacity at National, Regional and District levels
- ❖ Develop and strengthen Ghana's creative economy to actively engage in the world trade in creative goods and services

### **Key Strategies**

The key strategies are to:

- ❖ Market Ghana as a competitive tourist destination
- ❖ Develop new options in the leisure , culture, heritage and eco-tourism markets
- ❖ Enhance tourism services and standards through inspection, licensing and classification of formal and informal tourism establishments
- ❖ Promote the development of wellness facilities in the area of preventive health e.g. Spas, convalescent facilities and selected tourist destinations to ensure long term stay
- ❖ Accord export status to tourism plants by granting them benefits and concessions
- ❖ Promote the development of more high value accommodation and condominium by private investors
- ❖ Enhance capacity and strengthen the legal and institutional framework to support the tourism industry and activities
- ❖ Support the development of national parks and other natural attractions

- ❖ Vigorously promote domestic tourism to encourage Ghanaians to appreciate and preserve their national heritage and create wealth in the communities.
- ❖ Develop sustainable ecotourism, culture and historical sites
- ❖ Ensure the reduction of sex abuse and spread of sexually transmitted diseases
- ❖ Develop a manpower at all levels

## **Functions and Responsibilities**

The Ministry's functions include the following:

- ❖ Formulation of policy, planning and programming for the development and promotion of domestic, regional and international tourism;
- ❖ Promulgation of legislation and regulations on tourism development, including investment policies and incentives;
- ❖ Conducting research into regional and global tourism trends;
- ❖ Development of the human resource within the private and public sectors to effectively promote tourism;
- ❖ Co-ordination and collaboration with other government agencies, development partners, the private sector and non-governmental organisations on matters concerning tourism.
- ❖ Development of policies and programmes to link up with Africans including Ghanaians in the Diaspora for tourism and investment promotion for the country.
- ❖ Monitoring and Evaluation of sector's performance

## **2.2. HUMAN RESOURCE MANAGEMENT ANALYSIS**

The staff of the Ministry have acquired skills ranging from administrative, planning, project management, marketing, tourism development. research, ICT and accounting among others. Opportunities will be offered to the staff to take advantage of the Ministry's internal training programmes as well as Office of the Head of the Civil Service training programmes and others as part of continuous upgrading of skills of staff. Particular attention will be paid to training in critical areas such as research and monitoring and evaluation.

## **2.3 Staff Strength**

The staff strength of the Ministry at the end of the year, stood at 69 including staff of the Controller and Accountant Generals Department.

The Ministry is by and large dominated by the male gender with a ratio of Male/Female 1.2:1. See Appendices "A1 & A2" respectively for a detailed staff list of the Ministry.

## **2.4 Staff Training**

The Ministry improved training of staff in different disciplines to a large extent as compared to previous years resulting in improvement in staff output. For instance twenty (20) staff were trained in Competency Based programmes, two (2) members of staff had Scheme of Service related Training, a number of staff had training in ICT while four(4) staff pursued Academic Training in different tertiary institutions..

**The details of training are attached as Appendix “A3 (i,ii,iii)”**

## **2.5 Administrative and Managerial Changes**

**The following managerial changes are detailed out in Appendices”A3 (v, vii, viii, x)”**

- **Vacation of Post/Dismissal**
- **Resignation**
- **Retirement**
- **Recruitment**
- **Promotion**
- **Posting**

## **PART THREE**

### **3.0 PROGRAMMED ACTIVITIES/ RESULTS.**

The performance of the tourism sector continued to be impressive as the sector recorded growth of over 16% in international tourist arrivals and receipts. Tourism is currently the fourth (4<sup>th</sup>) highest foreign exchange earner after Gold, Cocoa and remittances. In 2011 it contributed about 6.9 % to GDP by generating US\$2.1 billion and created 330,000 jobs. An international tourism research institute of repute Frommer Travels has rated Ghana among the top ten countries in the world to be visited in 2012

The tourism sector continued to stimulate the growth of other sectors notably; agriculture, manufacturing, construction, transport among others as well as boost the growth of Micro, Small

and Medium scale enterprises such as hotels, restaurants, entertainment/ recreational centers, handicrafts, souvenirs, markets and shopping malls. For instance the growing numbers of airlines operating to Ghana (close to 30 by the end of 2011) and the increase of their schedule flights throughout the week give credence to the fact of tourism wider supply links with the transport sector.

In 2011 the Ministry focused on its marketing, product development, quality assurance and investment promotion programmes and activities. The sector's performance in 2011 in connection with its programmes and projects are detailed out in the attached matrix marked **Appendices B"1 & 2."**

## **PART FOUR**

### **4.0 SECTOR INSTITUTIONS/AGENCIES**

#### **4.1 HOTEL CATERING AND TOURISM TRAINING INSTITUTE**

The Hotel Catering and Tourism Training Institute (HOTCATT) is a subverted organisation and the training wing of the Ministry. In 2008 a Memorandum of Understanding (MOU) was signed which affiliated HOTCATT to GIMPA. IN 2010 a committee that was constituted to review the MOU recommended the takeover of HOTCAT from GIMPA because the ultimate objective of using HOCATT to provide training for a significant number of lower and middle level hospitality service providers was not being realized under GIMPA. The committee's report was implemented and HOTCATT has reverted to the Ministry in the third quarter of



2011. A memo was submitted to the Chief of Staff to determine the future of HOTCATT through Public- Private Partnership.

## **4.2 GHANA TOURISM AUTHORITY**

### **4.2.1 INTRODUCTION**

The Ghana Tourist Board is a statutory body formerly known as the Ghana Tourist Control Board and was set up in 1973. In mid 2011, the status of the Board was transformed into an Authority by the passage of ACT 817. The Ministry is working with relevant institutions such as the Attorney General's Office and the Public Service Commission to establish legislative instruments to give backing to establish the necessary structures to operationalise of the Ghana Tourism Authority Act.

### **4.2.2 FUNCTIONS OF THE GHANA TOURISM AUTHORITY**

- (a) Implement and ensure compliance with the Regulations developed in accordance with this Act;
- (b) Grant licenses for the tourism industry, regulate and supervise tourism enterprises;
- (c) Regulate and monitor the activities of licensees;
- (d) Initiate, conduct, promote and encourage studies for the growth and development of the tourism industry;
- (e) Oversee the administration of the Tourism Development Fund and ensure that the Fund is used for the required purposes;
- (f) Ensure collaboration with other public, private and international agencies;
- (g) Ensure the management and development of appropriate designs for tourist sites;
- (h) Investigate and take measures to eliminate illegal, dishonourable, unsound and improper activities in relation to any activity regulated under this Act;
  - Establish standards, guidelines and codes of practice in relation to carrying on or running a tourist enterprise and attractions;
- (j) Ensure pro-poor, sustainable and responsible tourism;
- (k) Develop standards and guidelines for designs for use at tourist attractions and enterprises to reflect Ghanaian culture;
- (l) Take appropriate measures for the safety and security of consumers of the tourism industry;
- (m) Collect, compile and publish information and statistics in respect of activities regulated under this Act;
- (n) Advise the Minister on policy issues generally on matters related to the tourism industry;
- (o) Identify and acquire suitable land for tourism development; and
- (p) Perform any other function incidental or conducive to the attainment of the object of the Authority.

#### 4.2.3. MISSION & VISION OF THE GHANA TOURISM AUTHORITY

The mission of the Ghana Tourism Authority is to ensure sustainable tourism development through the creation of an enabling environment for the provision of quality tourism and services for the traveling public with a well qualified, highly motivated and dedicated workforce, and thereby promoting tourism to become the leading sector of the economy.

#### VISION OF THE GHANA TOURISM AUTHORITY

To see Ghana become the **Tourism Capital** of Africa especially in culture, heritage, eco-tourism as well as conference tourism in a quality non-mass manner.

#### 4.2.4 STRATEGIC OBJECTIVES OF THE GHANA TOURISM AUTHORITY

The Ghana Tourism Authority which has been assigned the afore-mentioned function with a view to developing and promoting tourism to become a major socio-economic activity in the country outlined the following objectives to be accomplished by the end of the year 2011.

These are:

- ❖ To promote Tourism as a major source of National Revenue.
- ❖ To promote Institutional and Human Resource Capacity Building in the Tourism Industry.
- ❖ To promote good governance within the tourism industry.
- ❖ To promote sustainable tourism to preserve historical, cultural and national heritage.

#### 4.2.5 ORGANIZATIONAL STRUCTURE

The existing thirteen (13) member Board of Directors of the then Ghana Tourist Board has been retained and tasked to ensure the full establishment of the Ghana Tourism Authority.

The Executive Director, who is a Chief Executive, is in-charge of the day to day activities of the Board and was assisted by two Deputy Executive Directors in charge of Operations, Finance and Administration. The Executive Director is also supported by eleven (11) line

Managers. The Board has ten (10) Regional Offices in all the ten (10) Regions of Ghana headed by Regional Managers.

#### **4.2.6 STAFF STRENGTH**

The staff strength of the Authority at the end of the planned period stood at two hundred and thirteen (213) excluding Contract Appointees .

**See appendix “A”** for detailed staff list of the Ghana Tourism Authority.

#### **4.2.7 ADMINISTRATIVE AND MANAGERIAL CHANGES**

**The Authority recorded a number of administrative changes within the period under review due to the following:.**

- **Vacation of Post/Dismissal**
- **Resignation**
- **Retirement**
- **Recruitment**
- **Promotion**

Please see **Appendices “A3 (vi, ix, xii)**

#### **4.2.8 GENDER RATIO**

The Board is by and large dominated by Male gender with a ratio of male/female

about 1:2. The number of Male staff is almost twice the Female staff. Out of a staff population of 213, Males are 139 and 74 Females.

Percentages	Males	-	65.26%
	Females	-	34.74%

See **Appendix “A2”**for details.

#### 4.2.9 PROMOTIONS

Fourteen (17) staff members were promoted for meritorious service. See **Appendix "A (v)"** for details.

#### 4.2.10 STAFF TRAINING

One officer had the opportunity to undergo a Scheme of Service and total of eleven (11) members of staff were trained in various fields. Assessing the performance of Staff, it is clear that majority of the staff require training in some specific fields of tourism. See **Appendices "A3 (i & iv)"** for details.

#### 4.2.11 STAFF TRAINING REQUIREMENT

- a. **Quality Assurance Officers** need training in Hotel and Catering, Management, Standard Industrial Classification, Management Training Programmes, external courses like Post Graduate in Hotel Management etc.
- b. **Administrative/ Personnel Officers** need training in Personnel Management Courses, Office Administration, Public Administration, Salary Administration Etc.
- c. **Marketing officers** need training in Marketing, Tourism Marketing, Tour Operating Industry, Marketing concepts etc.
- d. **Research officers** need training in Tourism Research, Statistics of Tourism, Tourism Planning and Development, Project Planning etc.
- e. **Planning and Business Development Officers** need Training in Conservation and Management, Tourism Planning and Development etc.
- f. **Finance and Audit Officers** should be exposed to courses in Finance in Tourism and Financial Management.

It is important to note that the structure and strategic objective among others will change after the Ghana Tourism Authority is fully established. The process is under the guidance of the Public Service Commission and will be completed soon.

## **PART FIVE**

### **5.0 THE MINISTRY'S FINANCES**

**The Ministry was allocated a total budget of GH¢17,225,166 Million Cedis for the fiscal year as compared to GH¢ 7,757,089 Million in 2010. However, the actual receipt for the fiscal year under review was GH¢5,168,181.60.**

The Ministry received a supplementary budget support of Two Hundred Ghana Cedis ( GH¢200,000) for the hosting of PANAFEST 2011 Celebration which prepared the grounds for the Grand celebration of the 10<sup>th</sup> edition PANAFEST in 2012.

**Appendix "A1" gives details on budgetary allocation for 2010 and 2011.**

## **PART SIX**

### **6.0 CHALLENGES AND STRATEGIES AND FORWARD LOOK FOR 2012**

#### **6.1 CHALLENGES AND STRATEGIES**

Despite the steady progress made and the impressive performance of the tourism sector in 2011, there exists a number of challenges which have to be addressed. Key among them include: inadequate requisite infrastructure particularly poor roads to tourist sites; limited hotel/ resorts and other visitor facilities in the rural areas; quality of service delivery to tourists by tourism enterprises; very low budgetary allocation for effective promotion and development of the

tourism products etc. Details of challenges and mitigation strategies **is attached in the Appendices marked Part Six.**

## **6.2 Forward look for 2012 i.e Programmed Top Priorities**

The Ministry will continue to carry out its mandate of making Ghana the preferred tourist destination in Africa and making the sector a major foreign exchange earner and employment provider for the country.

For 2012, an amount of Nine Million Six Hundred and Fifty Eight Thousand, Six Hundred and Twenty-Two Ghana Cedis (GHC 9,658,622) was approved to cater for Compensation of Staff, Goods and Services and Assets for the Ministry and its Agencies ie. General Administration, Ghana Tourism Authority and HOTCATT.

Key Programmes to be implemented in line realizing the goals of the sector will focus on vigorous marketing and re-packaging of the tourism products. Particular attention will be paid to the following:

- Marketing
- Product Development
- Quality Assurance
- Human Resource Development and
- Good Governance /Stakeholder Collaboration

The detailed programmes and activities are as follows:

### **Marketing**

In pursuance of the goal of making Ghana the preferred tourist destination in Africa, the Ministry and its agencies will participate in eleven (6) UNWTO international seminars/workshop and twelve (12) international and six (6) local fairs to promote Ghana in key markets in Europe and America and emerging markets in Korea and China among others, while adopting best practices for product development and packaging of Ghana's tourism.

On- line marketing of the country will be intensified to advertise Ghana's products and services globally, while addressing the perennial problem of shortage of promotional materials including thematic brochures, documentary videos, posters and maps to target clients and Ghana's Missions abroad. Additionally, Ghana will be advertised in the international media, to boost the marketing drive. Key events such as the National Chocolate Day, 7<sup>th</sup> Okwahu Hang & Paragliding, the 10<sup>th</sup> PANAFEST Grand Anniversary and the World Tourism Day will be organized among others to generate more foreign exchange and revenue for local communities and District Assemblies while boosting businesses of local SME's (hotels, restaurants, recreational/ entertainment providers, handicrafts etc) and creating jobs for Ghanaians especially the youth and women.

### **Product Development/ Projects**

The Tourist Receptive Facilities under construction will be completed to enhance the tourist sites and increase patronage and revenue for the communities in Saltpond, Agogo, Axim and Kpetoe ,

Wli Gwollu and Salaga. The Accra Visitor Information Centre will also be completed and made operational to provide information to tourists and create new job openings for local restaurants, souvenir shops, ICT services, cultural performances for the youth among others.

The Ministry will continue with the UNIDO-UNWTO Collaborative Actions for Sustainable Tourism (Coast Project) to reduce environmental impact from coastal tourism and develop eco-tourism to create jobs for communities around Ada. The “Discover Ghana Billboards Project” meant to make tourists sites more visible to the travelling public will be continued. The ECOWAS Cross Border Parks Project aimed at conserving the flora and fauna by developing eco-tourism within the parks to create alternative livelihoods for communities leaving round the National Parks will be commenced. Additionally, focus will be directed on new projects to repackage the creative industry (music, arts and craft and fashion).

Finally, the Ministry will continue its collaboration and engagement with relevant Ministries, Departments and Agencies and the Private Sector through the institutionalized Inter- Ministerial Committee Meetings, Public- Private Partnership Forum quarterly meetings as part of its determination to mobilize support to develop requisite infrastructure and re-package the tourism products, locally and internationally.







**Appendix 'A1'**  
**STAFF LIST OF THE MINISTRY OF TOURISM**

S/N	NAME	SEX	Date of Birth	Staff NO.	Grade	Directorate /Unit	Annual leave taken Yes/No	Accumulated Leave	No. of Years at Current Ministry / Dept	Payroll No	Remarks
1.	Dina Hammond	F	12/05/50	44879	Chief Director	General Administration	No	NIL	3 yrs	0101	Contract
2.	Okyere Darko-Ababio	M	21-12/56	58840	Director	Finance & Admn	No	NIL	1 yr	0101	Confirmed
3.		F			11/09/57	Chief Planning Officer Sec.	RSI	No	NIL	1 yrs	0101
4.	Kwabena Asante-Donkoh	M	16/01/53	684632	Director	HRMD	No	2009 – 2010	5 yrs	0101	Confirmed
5.		M			10/07/58	Chief Tourism Officer	Project	No	2010-2011	18 yrs	0101
6.	Joel N. A. Sonne	M	13/03/56	81027	Chief Tourism Officer	PPME	Yes	N/A	18 yrs	0101	Confirmed
7.	Humphrey A. Kuma	M	03/03/57	PF 32	Director	Procurement	No	2011	3 yrs	0101	Secondment
8.	Edwin	M	24/09/56	PF 79641	Director	Not assigned IT	Yes	N/A	3 yrs	0101	Seconment
9.		F			12/01/64		Systems Dev. Mgr	Yes	N/A	2 yrs	0101

10.	Owusu-Mensah	M	16/01/60	106240	Prin. Tourism Officer	PPME	No	2010-2011	17 yrs	0101	Confirmed
11.	Charles Osei-Bonsu	F	08/11/63	86367	Prin. Tourism Officer	RSI	Yes	N/A	14 yrs	0101	Confirmed
12.	Margaret Puplampu	M	30/01/52	72251	Prin. Tourism Officer	HRMD	No	2011	2 yrs	0101	Retiring 30/01/12
13.	Gabriel Tandoh	F	09/12/70	769783	Dep. Director	Audit	Yes	N/A	1 yr	0101	Confirmed
14.	Josephine Ohene-Osei	M	27/09/71	79430	Prin. Internal Auditor	PPME	No	2009-2011	16 yrs	0101	Confirmed
15.	Smart Chigabatia	M	08/11/71	89067	Senior Tourism Officer	F & A	No	2009-2011	6 yrs	0101	Confirmed
16.	Frances Fiagbenu	M	04/10/62	922721	Asst. Dir. I	PPME	Yes	2011	11 yrs	0101	Confirmed
17.	Geoffrey D. Tamakloe	F	17/04/64	60089	Asst. Tourism Officer	HRMD	No	2009-2011	10 yrs	0101	Confirmed
18.	Raynold Quarshie	F	01/06/77	744519	Asst. Director IIB	CD's Sec.	No	2011	2 yrs	0101	Confirmed
19.	George H. T. Kankam	M	15/10/76	20691	Asst. Director IIB	Minister's Sec.	No	2010-2011	5 yrs	0101	Confirmed
21.	George H. T. Kankam	M	08/03/74	701956	Asst. Director IIB	RSI	No	2011	2 yrs	0101	Confirmed
22.	Caroline A.	M		712376			No	N/A	2 yrs	0101	Confirmed

23.	A. L. Antwi	M	03/07/66	712369	Asst. Tourism Officer	Project	No	2011	2 yrs	0101	Confirmed
24.	Gifty Alidu	M	01/03/76	39787	Asst. Tourism Officer	Project	Yes	N/A	9 yrs	0101	Retiring 10/11/12
25.	Joyce A. Ajongbah	F	10/11/52	51314	Asst. Tourism Officer	Registry	Yes	2011	18 yrs	0101	Confirmed
26.	Alphonse Kumazah	M	09/06/65	56634	Asst. Tourism Officer	Registry	No	2009-2011	10 yrs	0101	Retiring 25/09/12
27.	Reuben Kwadzofio	M	25/09/52	17728	Chief Records Officer	Estates	No	2011	10 yrs	0101	Confirmed
28.	Divine Owusu-Ansah	M	28/02/60	102602	Prin. Pers. Officer	Registry	No	2009-2011	11 yrs	0101	Confirmed
29.	K. Abiw Hagan	M	28/11/60	668970	Asst. Chief Exec. Off.	Materials Mgmt	Yes	2011	2 yrs	0101	Confirmed
30.		M	19/03/77	643571	Prin. Exec. Officer	Internal Audit	No	2011	1 yr	0101	Confirmed
31.	Doris Asante-Adane	F	19/08/82	105344	Prin. Store Keeper	Admn	No	N/A	7 m	0101	Confirmed
32.		F	15/05/71	57276	Internal Auditor	Secretarial	No	2011	9 yrs	0101	Confirmed
32.	E. M. K. Coffie	F	30/11/60	669344	Asst. Dir. IIB	“	No	2010-2011	2 yrs	0101	Confirmed
33.		F	01/8/74	70122	Asst. Dir. IIB	“	Yes	2011	8 yrs	0101	Confirmed
34.	Simon B.	F	01/12/64	59571	Private Sec.	“	Yes	N/A	9 yrs	0101	Confirmed

35.	Alhassan	F	06/09/80	69130	Steno. Sec.	“	Study Leave	N/A	11 yrs	0101	Confirmed
36.	F.M.K. Awumah	F	05/11/75	566655	Private Sec.	On Study	Yes	N/A	9 yrs	0101	Confirmed
37.	Nuhu Amadu	M	11/06/77	69136	Steno. Sec.	“	Yes	N/A	11 yrs	0101	Confirmed
38.	Yaw. L. Sekyi	F	25/10/79	51975	Steno. Sec.	Personnel	Yes	N/A	5 yrs	0101	Confirmed
39.	Agatha Anakwa	M	03/10/57	111424	Steno. GD I	“	Yes	N/A	11 yrs	0101	Confirmed
40.	Grace F. Maisie	M	13/06/69	796645	Steno. GD I	Records	Yes	N/A	13 yrs	0101	Confirmed
41.	Vida Buernor	M	01/09/53	72992	Exec. Officer	Driver	Yes	N/A	12 yrs	0101	Retiring 7/06/12
42.	Helen Ankama	M	07/06/52	104333	Higher Exec. Officer	Driver	Yes	N/A	13 yrs	0101	Confirmed
43.	Rita Amoah	M	17/06/65	63873	Snr. Records Asst.	Driver	Yes	N/A	13 yrs	0101	Confirmed
44.	Mary Akonorbea-Aniapam	M	05/05/53	67625	Yard Foreman	Driver	No	2010-2011	10 yrs	0101	Confirmed
45.	Ellen Fiadzo	M	22/02/57	611308	Yard Foreman	Driver	No	2011	5 yrs	0101	Confirmed
46.	Gilbert Baffoe	M	14/06/69	97492	Yard Foreman	Driver	Yes	N/A	13 yrs	0101	Confirmed
47.		M	23/08/67	611335	Yard Foreman	Driver	No	N/A	5 yrs	0101	Confirmed

48.	Vivian Adorsu	M	02/12/62 01/03/58	79868	Heavy Duty Driver	Driver	Yes	N/A	13 yrs	0101	Confirmed
49.	Vida A. Agyekum	F	20/04/74	60559	Driver GDI	Driver	Yes	N/A	9 yrs	0101	Confirmed
50.	William A. Quaye	F	25/02/76	633905	Driver GDI	Receptionist	Yes	N/A	4 yrs	0101	Confirmed
51.	Wilson Amponsah	M	01/10/63	104737	Dispatch Rider	Receptionist	No	2009/2011	14 yrs	0101	Confirmed
52.	Hayford Owusu-Ansah	M	29/09/86	701966	Snr. Receptionist	Conservancy & Sanitary Lab. I. T.	No	2011	2 yrs	0101	Confirmed
53.	James Amofo	F	24/01/68	60804	Snr. Receptionist	Conservancy & Sanitary Lab	Yes	2011	12 yrs	0101	Confirmed
54.	Douglas Asiedu-Ansah	F	05/06/52	103823	Chief Headman Laborer	“	Yes	N/A	10 yrs	0101	Retiring 5/06/12
55.	Kennedy Opoku	F	09/08/56	82606	Asst. Programmer	“	Yes	N/A	10 yrs	0101	Confirmed
56.	Ismail S. Gambo	F	04/09/62	111414	Programmer	“	Yes	N/A	16 yrs	0101	Confirmed
58.	Stephen Asare	M	01/06/58	127074	Sanitary Laborer	Accounting	Yes	2011	5 yrs	0101	Confirmed
59.	Stephen Asare	M	03/03/68	75689	Cleaner	“	Yes	2010-2011	2 yrs	0101	Confirmed
60.	Stephen Asare	F	12/07/62	17785	Sweeper	“	Yes	2011	2 yrs	0101	Confirmed







Edward Tuffour											
Mercy D. Anipah											

**STAFF LIST OF THE GHANA TOURISM AUTHORITY**

	Name	Sex	Date Of Birth	Staff No.	Grade	Department/Unit	Annual Leave	Accumulated Leave	No. of Years at the Authority	Payroll Number
1.	Julius Debrah	Male	24/04/1966	767048	Ag. Exec. Director	Chief Executive's Office	36	62	3	767048
2.	Collins Ackwerh	Male	4/9/1983	759773	Resource Officer	Chief Executive's Office	36	82	4	759773
3.	Henry Baffoe	Male	13/1/1977	762992	Chief Clerk	Chief Executive's Office	30	90	4	762992
4.	Frank K. Kofigah	Male	12/12/1952	760796	Ag. DED/Ops	Dep. Chief Executive's Office Operations	36		31	760796
5.	Aurora Welbeck (Mrs.)	Female	19/10/1954	760909	Senior. Dept. /Assist. Secretary	Dep. Chief Executive's Office Operations	34	141	31	760909
6.	Salomey Abbey	Female	20/3/1976	761238	Senior Dept Assist.	Dep. Chief Executive's Office Operations	34	121	11	761238

7.	Sampson Donkoh	Male	16/8/1955	760754	Ag. DED/F&A	Dep. Chief Executive's Office F&A	36		28	760754
8.	Sarah Efua Quainoo	Female	3/5/1977	761177	Dept. Assist/Secretary	Dep. Chief Executive's Office F&A	30	50	9	761177
9.	Dickson Acheampong	Male	22/4/1966	761234	Chief Clerk Drive/ Ded F&A	Dep. Chief Executive's Office F&A	34	142	12	761234
10.	Victoria Mensah	Female	4/6/1968	761236	Snr. Dept. Assist. /Secretary	Legal Office	30		7	761236
11.	Ms. Marjorie D'almeida	Female	31/12/1952	759750	Manager, Administration	Administration	36		33	759750
12.	Richard Agyenim Boateng	Male	5/5/1976	759758	Snr. Officer	Administration	34	174	7	759758
13.	Emma Racheal Akua Sam	Female	30/3/1983	759691	Procurement Officer	Administration	34	100	5	759691
14.	Stephen Adu-Poku	Male	9/12/1980	769179	Officer	Administration	30	34	2	769179
15.	John Atta-Kakara Kusi	Male	28/09/1984	769159	Officer	Administration	30	34	1	769159
16.	Selasi Piphane Tettevi	Female	30/9/1985	762678	Asst. Officer/Sec.	Administration	30	24	2	762678
17.	S. M. Boafo	Male	18/9/1954	759796	Snr. Dept Assist/Driver	Administration	30	240	2	759796
18.	Charles Laryea	Male	4/4/1959	760913	Snr. Dept. Assist.	Administration	34	570	31	760913
19.	Joana Assem	Female	31/1/1978	760952	Snr. Dept Assist.	Administration	34	_	31	760952
20.	D. Offei Asiedu	Male	15/6/1956	759750	Dept. Assist/Driver	Administration	34	623	12	759750
21.	Philip Deryon Kuubaya	Male	26/5/1976	761200	Dept Asst.	Administration	34	77	29	761200
22.	Sylvia Nana Adwoa Kyerewaa	Female	3/9/1982	762996	Chief Clerk	Administration	34	47	32	762996
23.	Samuel Sarpei Nunoo	Male	15/3/1960	761240	Chief Clerk/Driver	Administration	30	282	12	761240
24.	Emmanuel Tackie	Male	27/8/1963	761212	Chief Clerk/Driver	Administration	34	120	10	761212
25.	Samuel K. Kwadey	Male	7/7/1974	760113	Chief Clerk	Administration	34	309	24	760113
26.	Linda Love (Mrs.)	Female	7/9/1977	761201	Chief Clerk	Administration	34	73	11	761201
27.	Oblie Mensah	Male	28/05/1974	760085	Chief Clerk/Driver	Administration	34	90	5	760085
28.	Andrew Asante	Male		760820	Driver Gd.II	Administration	30	_		760820
29.	Abubakar Malik Sidick	Male	3/6/1983	760098	Chief Clerk Gd.I	Administration	30	35	5	760098
30.	James Gumah	Male	15/10/1978	760118	Snr Clerk/ Admin.	Administration	30	26	4	760118
31.	Braimah Salami	Male	31/3/1960	760109	Labourer	Administration	34	30	29	760109
32.	Felix Ayivor	Male		769185	Watchman	Administration	30	_	_	769185
33.	Felix Akumah	Male		769180	Gardener	Administration	30	_	_	769180
34.	Stephen Appiah	Male		769145	Clerk	Administration	30	_	_	769145
35.	Adeline Boateng	Female	14/11/1956	761187	Manager, Human Resource	Human Resource And Training	36	178	31	761187
36.	Kwasi Anim-Larbi	Male	4/4/1976	759766	Senior Officer	Human Resource And Training	34	119	7	759766
37.	Vera Ofori-Dadzie	Female	14/07/1978	761235	Senior Officer	Human Resource And Training	34	100	5	761235
38.	Margaret Akuoko	Female	24/12/1964	760124	Snr. Dept Assist	Human Resource And Training	34	285	27	760124
39.	Leticia Addo	Female	6/5/1972	761244	Snr. Dept Assist/Sec.	Human Resource And Training	34	_	14	761244
40.	Justice Akuamoah Boateng	Male	19/3/1956	760803	Snr. Dept. Asst./Sec.	Human Resource And Training	34	242	33	760803

11.	G. K. Asante	Male	7/9/1952	759135	Manager, Audit	Audit	36		40	759135
12.	Kenneth Adu-Boahene	Male	19/10/1975	760549	Principal Officer/Private Sec.	Audit	34	233	8	760549
13.	Joyce Edem Daglo	Female		769143	Chief Clerk/Sec	Audit	30		—	769143
14.	Isaac Adomako-Mensah	Male	2/6/1962	760541	Manager Finance	Finance	36		3	760541
15.	Comfort Aniagyei	Female	7/6/1978	760643	Principal Officer/Private Sec.	Finance	34	299	10	760643
16.	Solomon Amankwah	Male	6/8/1981	762664	Officer	Finance	30	58	3	762664
17.	Ackom Amuquadoh	Male	4/2/1976	760814	Accounts Officer	Finance	34	270	12	760814
18.	Solomon Akatok	Male		769147	Assist. Account Officer	Finance	30	—	—	769147
19.	Francis K. Boateng	Male	17/3/1956	760652	Senior Dept Asst	Finance	34	930	38	760652
20.	E. Asare Ansong	Male	5/9/1962	760831	Snr. Dept Assist	Finance	34	573	24	760831
21.	Bright Odame Danso	Male	8/8/1982	760825	Dept Assist	Finance	30	137	6	760825
22.	Comfort Opoku- Ware	Female	5/2/1954	761224	Manager Quality Assurance	Quality Assurance	36		27	761224
23.	George N. Ansere	Male	11/10/1975	761306	Prin. Officer	Quality Assurance	34	204	10	761306
24.	Roberta Mprah	Female	20/10/1977	761188	Principal Officer	Quality Assurance	34	52	8	761188
25.	Abena Amo	Female	21/1/1980	761180	Senior Officer	Quality Assurance	34	37	5	761180
26.	Ama Akoto	Female	17/10/1981	761214	Senior Officer	Quality Assurance	30	86	5	761214
27.	Reginald Reindorf Malm	Male	12/2/1978	759877	Quality Ass. Officer	Quality Assurance	34	100	10	759877
28.	Francisca Quansah	Female	11/4/1981	769178	Assist. Officer	Quality Assurance	30	—	2	769178
29.	Clara Yaayaa Nketsla Berko (Mrs.)	Female	11/9/1978	769161	Assist. Officer	Quality Assurance	30	20	2	769161
30.	Cecilia Zottor	Female	12/5/1979	769163	Assist. Officer	Quality Assurance	30	—	2	769163
31.	Ajedi Osman	Male	24/11/1975	760817	Dept. Assist/Quar. Assurance	Quality Assurance	34	16	12	760817
32.	Atta Gyamfi	Male	24/4/1972	761225	Dept. Assist/Driver	Quality Assurance	34	132	12	761225
33.	Eunice Quainoo	Female	17/3/1982	761210	Dept. Assist.	Quality Assurance	30	90	5	761210
34.	Nana Twum Barimah I	Male	31/12/1962	762471	Manager/ Research Statistics	Research, Information And Statistics	36		24	762471
35.	Michael Ofori Kyem	Male	17/8/1972	760902	Senior Officer	Research, Information And Statistics	34	80	5	760902
36.	Maxwell Odame	Male		769177	Research Officer	Research, Information And Statistics	30	—	—	769177
37.	Eunice S. Owusu	Female	17/8/1982	769160	Officer	Research, Information And Statistics	30	—	2	769160
38.	Amoah Amankwah	Male	17/07/1979	762550	Officer	Research, Information And Statistics	30	24	3	762550
39.	Rosemond Kyei	Female	14/2/1980	760988	Officer/Sec.	Research, Information And Statistics	30	54	5	760988
40.	Abdlai Mohammed Iddrisu	Male	22/9/1984	762673	Asst. Officer	Research, Information And Statistics	30	16	3	762673
41.	David Daitey	Male	19/8/1980	759882	Snr. Dept Asst	Research, Information And Statistics	30	200	9	759882
42.	Albert Acheampong	Male	10/10/1955	760923	Senior Dept Asst	Research, Information And Statistics	34	20	31	760923

73.	Ree Atuquayefio	Male	2/9/1975	760972	Senior Dept. Asst	Research, Information And Statistics	30	105	8	760972
74.	John Indome	Male	31/12/1956	762512	Senior Dept. Assist	Research, Information And Statistics	34	566	31	762512
75.	Abigail Tagoe (Ms.)	Female	16/6/1955	761215	Manager/Marketing	Marketing	36		31	761215
76.	Emmanuel Kofi Akpabli	Male	18/12/1973	763018	Principal Officer	Marketing	34	20	12	763018
77.	Betty A. Lagbo	Female	25/5/1977	761230	Principal Officer	Marketing	34	73	9	761230
78.	Alfred Asumadu	Male	5/7/1972	760800	Principal Officer	Marketing	34	131	8	760800
79.	Johnny Arthur-Quarm	Male	23/3/1975	761217	Senior Officer (Greet)	Marketing	34	142	7	761217
80.	Wisdom Ahagzi	Male	31/12/1975	762529	Senior Officer (Greet)	Marketing	34	126	6	762529
81.	Georgina Owusu	Female	23/1/1981	759683	Information Officer (Kia)	Marketing	34	60	5	759683
82.	Dorothy Sarpong Boakye	Female	20/5/1970	761194	Senior Officer	Marketing	34	108	7	761194
83.	Paul Opare	Male	19/10/1968	761245	Officer	Marketing	34	225	16	761245
84.	Benjamin Kwasi Kuffuor	Male	20/5/1978	769181	Information Officer(Kia)	Marketing	34	_	2	769181
85.	Agartha Ofori Sampong	Female	1/4/1965	760812	Snr. Dept. Ass/Marketing	Marketing	34	104	25	760812
86.	Daniel Tibu	Male	28/7/1970	761297	Snr. Marketing Officer	Marketing	34		12	761297
87.	Augusta Ofori-Darko	Female	18/12/1951	762519	Snr. Dept. Ass	Marketing	34	498	36	762519
88.	Christiana Adam (Mrs.)	Female	17/10/1975	761241	Dept Assist/Sec.	Marketing	34	109	11	761241
89.	Mariam Mamoud	Female	23/7/1981	760980	Dept.Assist.	Marketing	30	114	7	760980
90.	Judith Kelly	Female		769150	Dept. Assistant	Marketing	30	_	_	769150
91.	Abdul Nala Ibrahim	Male	3/10/1974	760089	Snr Clerk/ Driver	Marketing	30	120	5	760089
92.	Spencer Doku	Male	15/9/1967	761227	Ag. Manager	Planning, Business And Development	36		14	761227
93.	Moses N. Ndebugri	Male	1/3/1973	760838	Chief Officer	Planning, Business And Development	34	184	11	760838
94.	Frederick Adjei Rudolph	Male	16/5/1968	760707	Prin. Officer	Planning, Business And Development	34	212	10	760707
95.	Antoinette Dela Afram	Female	18/05/1981	835771	Officer	Planning, Business And Dev.	34	_	1	835771
96.	Sandra Makpo	Female	5/8/1976	760824	Snr. Dept Assist/Sec.	Planning, Business And Development	30	195	9	760824
97.	Ben Ohene-Ayeh	Male	14/04/1959	759751	Manager/ Public Relations	Public Relations	36		18	759751
98.	Jones Aruna Nelson	Male	24/1/1970	760882	Snr. Officer	Public Relations	34	106	6	760882
99.	Ruth Bruce	Female	10/5/1964	759873	Snr. Dept. Ass./ Sec.	Public Relations	34	59	24	759873
100.	Ben Anane-Nsiah	Male	8/9/1967	761204	Manager/ Special Events	Special Events	36		19	761204
101.	Felicia Aniyeyei	Female	10/2/1958	760790	Chief Officer	Special Events	34	57	11	760790
102.	Diana Mawuko Adika	Female	30/12/1982		Officer	Special Events	34	34	1	
103.	Abigail Kwayisi	Female	14/1/1977	760963	Officer	Special Events	34	160	10	760963
104.	Nelson Nkrumah	Male	2/12/1975	803001	Snr. Clerk/Drive	Special Events	30	22	2	803001
105.	Philip Mensah	Male	26/5/1959	759144	Manager	Revenue	36		25	759144

06.	Ebenezer Odoi Mensah	Male	6/6/1972	762540	Officer	Revenue	34		3	762540
07.	Gameli Dzordzorme	Male	10/9/1963	760837	Manager/Greater Accra Region	Greater Accra Regional Office	36		17	760837
08.	Agnes Ohene	Female	17/1/1960	761197	Chief Quar. Assur. Officer	Greater Accra Regional Office	34	467	31	761197
09.	Isaac F. Asiam	Male	2/9/1968	761232	Chief Marketing Officer	Greater Accra Regional Office	34	330	12	761232
10.	Rashida Braimah	Female	25/4/1977	761206	Prin. Marketing Officer	Greater Accra Regional Office	34	183	10	761206
11.	Angelo Yossi Dogbe	Female	2/10/1975	761228	Prin. Marketing Officer	Greater Accra Regional Office	34	151	10	761228
12.	Kate Sagoe-Addy	Female	11/7/1975	760881	Snr. Quar. Assur. Officer	Greater Accra Regional Office	34	160	9	760881
13.	Gifty Ofeibea Senanu	Female	24/07/1979	762547	Accounts Officer	Greater Accra Regional Office	34	49	3	762547
14.	William Dzizornu	Male	13/9/1975	761311	Prin. Marketing Officer	Greater Accra Regional Office	34	170	10	761311
15.	Esther Ayaaba	Female	15/11/1976	767043	Principal Quar. Assur. Officer	Greater Accra Regional Office	34	177	12	767043
16.	Emmanuel Larnuel	Male	14/8/1974	761210	Quar. Assur. Officer	Greater Accra Regional Office	34	_	5	761210
17.	Roberta Okine-Fumador	Female	30/1/1978	761319	Quar. Assur. Officer	Greater Accra Regional Office	34	84	6	761319
18.	Genevieve Adzrah Asiwome	Female		845761	Resource Officer	Greater Accra Regional Office	34	_	1	845761
19.	Z. Kofi Tetteh	Male	22/8/1964	759800	Snr. Dept. Asst	Greater Accra Regional Office	34	108	24	759800
20.	Andrews A. Borteye	Male	20/9/1955	762988	Senior Dept. Assist	Greater Accra Regional Office	34	134	24	762988
21.	Marian Etua Mensah	Female	5/10/1970	761246	Chief Clerk	Greater Accra Regional Office	34	210	12	761246
22.	Felix Yeboah	Male	4/10/1957	760122	Senior Dept. Assist	Greater Accra Regional Office	34	611	33	760122
23.	Kwabena Bosompem	Male	5/6/1980	762537	Chief Clerk	Greater Accra Regional Office	30	_	3	762537
24.	Richard Digre	Male	22/2/1967	760829	Dept. Assist/Dispatch	Greater Accra Regional Office	30	30	8	760829
25.	George Kampire	Male	6/5/1968	761237	Chief Clerk	Greater Accra Regional Office	34	384	27	761237
26.	Paul Azonere Akumaba	Male		769152	Senior Clerk	Greater Accra Regional Office	30		_	769152
27.	Braimah Yeribi	Male		762568	Watchman	Greater Accra Regional Office	30		_	762568
28.	Haruna Alhassan	Male	28/02/1965	760826	Watchman/Former Ed's	Greater Accra Regional Office	30	64	9	760826
29.	Malik Bansey	Male	31/12/1949	767046	Watchman	Greater Accra Regional Office	34	175	27	767046
30.	Mrs. Gifty Kwansa	Female	4/9/1958	761223	Manager/Tema Reg.	Tema Area Office	36		24	761223
31.	Wisdom Kuvor	Male	6/9/1973	760943	Officer	Tema Area Office	34	156	12	760943
32.	Fred Awuah-Amankrah	Male	4/4/1976	835773	Officer	Tema Area Office	34		1	835773
33.	Harriet Naa Oboshie Edifor	Female		845718	Resource Officer	Tema Area Office	34			845718
34.	Yahaya Iddris Dimbie	Male	23/06/1983	835761	Resource Officer	Tema Area Office	34		1	835761
35.	Peter Ahorgah	Male	6/5/1956	761205	Snr. Dept. Asst/Tema	Tema Area Office	30	246	7	761205
36.	Ekow Sampson	Male	18/4/67	761213	Manager/Ashanti Region	Ashanti Regional Office	36		17	761213
37.	K. Atta Baffour	Male	10/4/1958	761207	Chief Accounts Officer	Ashanti Regional Office	34	269	31	761207
38.	Mavis Afriyie Gyasi	Female	4/4/1972	761218	Chief Marketing Officer	Ashanti Regional Office	34	136	12	761218
39.	Charles K. Buabin	Male	26/7/1967	761182	Chief Marketing Officer	Ashanti Regional Office	34	386	29	761182
40.	Theophilus Achampong	Male	22/10/1963	761209	Chief Marketing Officer	Ashanti Regional Office	34	213	12	761209

41.	Mathew Osei Prempeh	Male	24/8/1970	761300	Quar. Assur. Senior Officer	Ashanti Regional Office	34		4	761300
42.	Jones Opoku Boamah	Male	31/12/1977	760702	Research Officer	Ashanti Regional Office	34	116	6	760702
43.	Kwasi Owusu	Male	19/12/1967	761664	Snr. Dept. Assist	Ashanti Regional Office	34	291	27	761664
44.	Joyce Oti Boateng	Female	28/11/1977	760462	Dept. Assist	Ashanti Regional Office	34	_	10	760462
45.	Martha Gyameah	Female	21/4/1975	760635	Departmental Assist.	Ashanti Regional Office	34	180	12	760635
46.	Robert Binjotrem	Male	16/11/1976	761176	Chief Clerk	Ashanti Regional Office	34	246	10	761176
47.	Samuel Lartey	Male	26/03/1966	760648	Snr. Clerk	Ashanti Regional Office	30	142	7	760648
48.	Adedzeashi Wisdom Kwami	Male		769195	Driver Gd. li	Ashanti Regional Office	30		_	769195
49.	John Kaba	Male		769194	Watchman	Ashanti Regional Office	30			769194
50.	Charles Obeng	Male	16/6/1967	760956	Manager	Brong Ahafo Regional Office	36		17	760956
51.	Joseph Appiagyei	Male	19/12/1970	761178	Chief Resource Officer	Brong Ahafo Regional Office	34	82	12	761178
52.	Micheal Djam	Male	22/3/1977	761181	Prin. Quar. Assur. Officer	Brong Ahafo Regional Office	34	60	10	761181
53.	Matilda Naa O. Doodoo	Female		769206	Resource Officer	Brong Ahafo Regional Office	34			769206
54.	Charles Ameyaw	Male	31/12/1958	761184	Snr. Dept. Asst	Brong Ahafo Regional Office	34	86	17	761184
55.	Dorothy Boahemaa	Female	31/12/1958	761183	Snr. Dept. Asst	Brong Ahafo Regional Office	30	36	24	761183
56.	Alexander Kyeremeh	Male	21/05/1966	761190	Chief Clerk/Driver	Brong Ahafo Regional Office	34	52	6	761190
57.	Alex Boakye	Male	31/12/1964	762481	Manager/Central Region	Central Regional Office	36		17	762481
58.	Diana Adu-Owusu	Female	05/02/1968	760839	Chief Resource Officer	Central Regional Office	34	60	9	760839
59.	Isaac Opira	Male	16/01/1971	760839	Prin. Resource Officer	Central Regional Office	34	_	1	760839
60.	Emmanuel Lauer	Male	15/06/1984	835768	Project Officer	Central Regional Office	34		_	835768
61.	Judith Telfer	Female	31/5/1970	760841	Senior Dept. Asst	Central Regional Office	34	76	12	760841
62.	Samuel K. Avasi	Male	14/4/1971	760787	Dept. Asst	Central Regional Office	34	163	12	760787
63.	Emmanuel Cann	Male	25/12/1972	760844	Chief Clerk	Central Regional Office	30	_	12	760844
64.	Abigail Fofoe Tagoe	Female	11/11/1983	824134	Snr. Clerk/Sec.	Central Regional Office	34	30	2	824134
65.	Victoria Awuah	Female	21/4/1957	763005	Manager	Eastern Regional Office	36		31	763005
66.	Divine Lawrence Agbo	Male	31/12/1977	761193	Senior Accounts Officer	Eastern Regional Office	34	136	5	761193
67.	Victoria Badu Mawusi	Female		845734	Project Officer	Eastern Regional Office	34			845734
68.	Bertha Appeynarh	Female	31/12/1978	761174	Resource Officer	Eastern Regional Office	34	128	9	761174
69.	Gabriel Sam Aidoo	Male	2/2/1963	762693	Resource Officer	Eastern Regional Office	34	68	3	762693
70.	Miriam Brako-Marfo	Female	2/6/1986	841432	Marketing Officer	Eastern Regional Office	34		1	841432
71.	Elikem Dei-Zanga	Male	17/6/1978	762687	Resource Officer	Eastern Regional Office	34	68	3	762687
72.	Rosemary Agyei Aful	Female	25/3/1969	761173	Snr. Dept. Assist	Eastern Regional Office	34	190	18	761173
73.	Samuel Mantey	Male	25/5/1963	760905	Snr. Dept. Assist	Eastern Regional Office	30	190	22	760905
74.	Ebenezer Okutu Boatey	Male	2/8/1974	761202	Chief Clerk/Driver	Eastern Regional Office	34	120	5	761202
75.	Ohene Benjamin Ampeh	Male	9/9/1972	761196	Snr. Clerk	Northern Regional Office	34	182	12	761196

76.	William Ayambire	Male	1/4/1956	761216	Manager/ Northern Region	Northern Regional Office	36		26	761216
77.	Alexander Nketia	Male	13/2/1971	760715	Prin. Resource Officer	Northern Regional Office	34	124	12	760715
78.	Jonathan Twum-Osae	Male	14/09/1984	835763	Officer	Northern Regional Office	34		1	835763
79.	Shine Rawlinson Gowonu	Male	27/06/1980	841404	Officer	Northern Regional Office	34		1	841404
80.	Issahaku Adams	Male	8/5/1969	760750	Senior Dept. Asst	Northern Regional Office	34	156	12	760750
81.	Fauzia Fuseini	Female	25/8/1977	760765	Snr. Dept. Assist	Northern Regional Office	34	90	11	760765
82.	Thomas Russel	Male	1/5/1961	760733	Snr. Dept. Assist/Northern	Northern Regional Office	34	72	15	760733
83.	Alhassan Talidu	Male	1/6/1961	760757	Watchman	Northern Regional Office	30	86	12	760757
84.	Francis Tapena	Male	19/10/1960	761175	Manager/Upper East Region	Upper East Regional Office	36		24	761175
85.	Hakeem Ismael	Male	6/4/1974	761189	Snr. Resource Officer	Upper East Regional Office	34	90	5	761189
86.	Joseph Azika	Male	15/12/1978	761211	Information Officer	Upper East Regional Office	34	2	5	761211
87.	John Adams	Male	6/11/1965	761198	Marketing Officer	Upper East Regional Office	34	36	26	761198
88.	Judith Ayikode	Female	10/3/1961	761191	Snr. Dept	Upper East Regional Office	34	_	29	761191
89.	Robert Abaga	Male	7/1/1970	761203	Senior Dept. Asst/Driver Gd.III	Upper East Regional Office	34	30	11	761203
90.	Henry Yuleduor	Male	30/12/1973	760801	Principal Officer In Charge	Upper West Regional Office	34	168	12	760801
91.	Lawrence Jortuotey	Male	27/11/1973	760818	Accounts Officer	Upper West Regional Office	34	54	14	760818
92.	Emmanuel Kwaku Mensah	Male	24/10/1984	835769	Research Officer	Upper West Regional Office	34		1	835769
93.	Elizabeth Gbeelee	Female	14/01/1973	760807	Snr. Dept. Asst/Sec.	Upper West Regional Office	34	36	14	760807
94.	Martin Kokaah	Male	31/12/1966	760822	Chief Clerk/Driver	Upper West Regional Office	30		5	760822
95.	Kwame Gyasi	Male	21/11/1963	760783	Manager/Volta	Volta Regional Office	36		12	760783
96.	Joyce Gawu	Female	21/11/1963	760889	Prin. Resource Officer	Volta Regional Office	34	222	24	760889
97.	Sulemana Amadu	Male	16/7/1978	769192	Resource Officer	Volta Regional Office	34	34	2	769192
98.	Eric Tawiah Tackie	Male	5/10/1983	845781	Resource Officer	Volta Regional Office	34		1	845781
99.	Theresa Fiawoyi Semanyoh	Female	16/3/1971	760880	Quality Ass. Officer	Volta Regional Office	34	220	12	760880
200.	Selorm Akple	Male	14/11/1977	760877	Accounts Officer	Volta Regional Office	34	210	10	760877
201.	Isaac Danso	Male	14/3/1981	769189	Resource Officer	Volta Regional Office	34	34	_	769189
202.	Millicent Gokah	Female	25/6/1973	760885	Snr. Dept. Assistant	Volta Regional Office	34	144	12	760885
203.	Sampson Amaning	Male	24/2/1967	760887	Snr. Dept. Assistant/Driver	Volta Regional Office	34	234	15	760887
204.	Micheal K. Kpingbi	Male	15/3/1967	761150	Chief Resource Officer/Ag Manager	Western Regional Office	36		12	761150
205.	Aaron Wogbembebu	Male	7/1/1975	761143	Senior Accounts Officer	Western Regional Office	34	34	5	761143
206.	Kwesi Frimpong	Male	4/1/1979	761116	Senior Resource Officer	Western Regional Office	34	90	5	761116
207.	Kate Danso	Female	24/11/1952	761123	Snr. Dept. Assist	Western Regional Office	34		32	761123
208.	Philomena Aya Baidoo	Female	3/3/1953	761128	Snr. Private Sec.	Western Regional Office	34		14	761128
209.	Samuel Egyabeng	Male	15/12/1965	761119	Snr. Dept. Assist	Western Regional Office	34	36	20	761119
210.	Susana Mensah-Holm	Female	25/2/1973	761110	Dept. Assist.	Western Regional Office	34		12	761110

211.	Haruna Awudu	Male	18/8/1973	761114	Chief Clerk/Driver	Western Regional Office	34	99	12	761114
212.	Charles Osei Bonsu	Male	24/8/1956	759733	Ded/F&A	Secondment			32	759733
213.	E. Owusu-Mensah	Male	3/8/1957	759728	Ded/Operations	Secondment			32	759728

**Head of MDA (Name);** ..... **Signature:**

..... **Date:** .....

**\*See attached Guidelines.**

#### APPENDIX "A2"

#### HR DISTRIBUTION FOR THE MINISTRY AND THE GHANA TOURISM AUTHORITY (SECTOR)

MINISTRY OF TOURISM	DISTRIBUTION		TOTAL
	MALE	FEMALE	
• Main Ministry	40	29	69
• Ghana Tourism Authority	139	74	213



<b>TOTAL</b>	<b>179</b>	<b>103</b>	<b>282</b>
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**APPENDIX A“3”**

**TRAINING & DEVELOPMENT**

**(i) Scheme of Service related Training Programmes 2011 for the staff of Ministry of Tourism and the Ghana Tourism Authority**

<b>Name of Officer</b>	<b>Sex M/F</b>	<b>Course of Study</b>	<b>Duration</b>	<b>Institution</b>	<b>Funding</b>	<b>Paid/ Unpaid</b>
1. Joyce A- Ajongbah(MOT)	F	Certificate in Public Administration	8 Weeks	GIMPA	GOG/MOT	Paid
2. Gifty Alidu(MOT)	F	“	“	“	“	“
3. Spencer Doku(GTA)	M	Project Cycle Management	2 Weeks	University of Ghana	GOG/ GTA	PAID

**ii. Competency Based Training Undertaken in 2011 for the staff of Ministry of Tourism**

<b>Name of Officer</b>	<b>Sex M/F</b>	<b>Course of Study</b>	<b>Duration</b>	<b>Institution</b>	<b>Funding</b>	<b>Paid/ Unpaid</b>
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1) Kennedy Opoku	M	Safety tips on driving	3 Days	National Drivers forum	GOG	Paid
2) Rita Amoah	F	English Grammar Usage & Writing (Introduction)	4 Days	Civil Service Training Centre	GOG	Paid
3) Gilbert Baffoe	M	Self & People Management	4 Days	“	GOG	Paid
4) Simon B. Alhassan	M	“	“	“	GOG	Paid
5) Doris Asante-Adane	F	Administrative Management Skill	“	“	GOG	Paid
6) Gladys Zaghe	F	English Grammar Usage & Writing – Introduction	“	“	GOG	Paid
7) Rita Amoah	F	Business Communication	“	“	GOG	Paid
8) E. M. Coffie	M	Retirement Entrepreneurship Training	2 days	“	GOG	Paid
9) K. Abiw Hagan	M	“	“	“	GOG	Paid
10) Wilson Amponsah	M	Safety Tips on Driving	2 Days	“	GOG	Paid

11) James Amofo	M	“	“	“	GOG	Paid
12) William A. Quaye	M	“	“	“	GOG	Paid
13) Hayford Owusu-Ansah	M	“	“	“	GOG	Paid
14) Douglas Asiedu Ansah	M	“	“	“	GOG	Paid
15) Stephen Asare	M	“	“	“	GOG	Paid
16) Ismail Gambo	M	“	“	“	GOG	Paid
17) Simon B. Alhassan	M	Effective Performance Management	4 Days	CSTC	GOG	Paid
18) Geoffrey Tamakloe	M	Integrated Coastal Management for Developing Countries	Three Weeks	Fujian Institute of Oceanography	CHINESE GOV/GOG	Paid
19) Helen Ankama	F	Proof Reading	Five Days	CSTC	GOG	Paid
20) Gifty Alidu	F	Report Writing	Three Days	CSTC	GOG	Paid

**iii. Academic Training Programmes for the staff of Ministry of Tourism**

Name of Officer	Sex M/F	Course of Study	Duration	Stage	Institution	Funding	Leave
						SELF/GOG/ SCHOLARSHIP	WITH/ WITHOUT PAY
1) Mary Akornorbea-Aniapam	F	BA (Admin)	4 Years	Final Year	I. P. S.	GOG	With Pay
2) Vida M. Buernor	F	BA (Admin)	3 Years	2 <sup>nd</sup> Year	GIMPA	GOG	With Pay
3) Janet Bayor	F	BA (Accounting)	3 Years	Final Year	GIMPA	GOG	With Pay
4) Vivian Adorsu		BSc (Travel & Tourism)	3 Years	2 <sup>nd</sup> Year	Zenith College	SELF	With Pay

**iv Academic Training Programmes for the staff of the Ghana Tourism Authority**

Name of Officer	Sex	Course of Study	Duration	Stage	Institution	Funding	Leave
	M/F					Self/GoG/ Scholarship	With/ Without Pay
1. Adeline Boateng	F	Masters in Organizational Development	Two Years		University of Cape Coast	GOG	-
2. Michael Kpingbi	M	Masters in Organizational Development	Two Years		University of Cape Coast	GOG	-
3. Richard Agyenim Boateng	M	Masters in Business Administration	Two Years	2 <sup>nd</sup> Year	GIMPA	GOG	-
4. Roberta Dawson Amoah	F	Masters in Business Administration	18 months	2 <sup>nd</sup> Year	Sikkim Manipal University	Self	-
5. Ama Otukwa Akoto	F	Masters in Tourism Management	Two (2) Years	1 <sup>st</sup> Year	Beijing International Studies University	GoG/ Scholarship	Leave with pay
6. Joseph Appiagyeyi	M	Executive Masters In Business Administration	Two (2) Years	1 <sup>st</sup> Year	Kwame Nkrumah University of Science and Technology	Self	-

7. Charles Ameyaw	M	Bachelor of Science Degree in Accounting and Finance	Four(4) Years	1 <sup>st</sup> Year	Ideal University College	Self	-
8. Elizabeth Gbeele	F	HND Secretaryship and Management Studies	Three (3) Years	1 <sup>st</sup> Year	Wa Polytechnic	Self	-
9. David Daitey	M	Bachelor of Science in Information Technology	Three (3) Years	1 <sup>st</sup> Year	NIIT	Self	-
10. Collins Ackwerh	M	Masters in Business Administration	Two Years	2 <sup>nd</sup> Year	Sikkim Manipal University	GoG	-
11. Alexander Nketia	M	Masters in Responsible Tourism	Two Years	1 <sup>st</sup> Year	Leeds Metropolitan University	GoG/ Scholarship	-

**v. Promotion Undertaken at the Ministry of Tourism**

Name of Officer	Sex M/F	Previous Grade	Promoted To	Notional Date of Promotion	Effective Date of Promotion
1. K. Asante-Donkor	M	Dep. Director	Director	01 <sup>st</sup> April, 2007	1 <sup>st</sup> December, 2008
2. Hayford Owusu-Ansah	M	Heavy Duty Driver	Yard foreman	N/A	12 <sup>th</sup> Feb., 2009
3. Wilson Amponsah	M	“	“	N/A	1 <sup>st</sup> March, 2009

4. Douglas Asiedu Ansah	M	“	“	N/A	14 <sup>th</sup> April, 2010
5. Kennedy Opoku	M	<b>Promotion Undertaken @ GTA 2011</b>			12 <sup>th</sup> Feb., 2009
6. Stephen Asare	M	“	“	N/A	19 <sup>th</sup> June, 2009
7. Gladys Zaghe	F	Receptionist	Snr. Receptionist	N/A	15 <sup>th</sup> May, 2009
8. Caroline Antwi	F	Asst. Dir. IIB	Asst. Dir IIA	N/A	1 <sup>st</sup> April, 2010
9. Simon B. Alhassan	M	Prin. Exec. Officer	Asst. Chief Exec. Officer	N/A	1 <sup>st</sup> December, 2010

No.	Name Of Officer	Sex	Previous Grade	Promoted To	Notional Date of Promotion	Effective Date of Promotion
		M/F				
1.	Kate Sagoe-Addy	F	Senior Quality Assurance Officer	Principal Quality Assurance Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
2.	Ackom Amuquandoh	M	Senior Departmental Assistant	Accounts Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
3.	Alfred Asumadu	M	Senior Marketing Officer	Principal Marketing Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
4.	Dorothy Sarpong Boakye	F	Marketing Officer	Senior Marketing Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
5.	Michael Ofori-Kyem	M	Research, Statistics and Information Officer	Senior Research, Statistics and Information Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
6.	Kenneth Adu Boahene	M	Senior Accounts Officer	Principal Internal Audit Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
7.	Vera Ofori-Dadzie	F	Human Resource Officer	Senior Human Resource Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
8.	Roberta Dawson-Amoah	F	Senior Quality Assurance Officer	Principal Quality Assurance Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
9.	Abena Amo	F	Quality Assurance Officer	Senior Quality Assurance Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
10.	Ama Akoto	F	Quality Assurance Officer	Senior Quality Assurance Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
11.	Esther Yaaba	F	Senior Quality Assurance Officer	Principal Quality Assurance Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011



12.	Charles Buabin	M	Principal Marketing Officer	Chief Marketing Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
13.	Matthew Osei Prempeh	M	Quality Assurance Officer	Senior Quality Assurance Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
14.	Lawerence Divine Agbo	M	Accounts Officer	Senior Accounts Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
15.	Hakeem Ismael	M	Senior Resource Officer	Principal Resource Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
16.	Aaron Wogormebe	M	Accounts Officer	Senior Accounts Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011
17.	Kwasi Frimpong	M	Resource Officer	Senior Resource Officer	1 <sup>st</sup> January, 2011	1 <sup>st</sup> January, 2011

**vii. Posting undertaking at the Ministry of Tourism**

<b>Name of Officer</b>	<b>Sex M/F</b>	<b>Officer Grade</b>	<b>Posting From</b>	<b>Effective Date of Posting</b>	<b>Remarks</b>
1. Agatha Anakwa	F	Snr. Private Secretary	Min. of Food & Agric	12/05/2011	
2. Olivia Opoku- Adomah	F	Chief Planning Officer	OHCS	8/08/11	
3. Okyere Darko- Ababio	M	Director	OHCS	19/09/11	
4. Mercy D Anipah	F	Stenographer Gd II	Ministry of Interior		

**viii. Recruitment Undertaken at the Ministry of Tourism**

Name of Officer	Sex M/F	Staff No.	Mode of Recruitment
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**ix. RECRUITMENT AT THE GHANA TOURISM AUTHORITY**

Name of Officer	Sex M/F	Staff No.	New	Replacement			Secondment
			Yes/No	Name of Officer Replaced	M/F	Staff No.	From Which Organisation
1. Edward Tuffuor	M	GOV	Yes	James Adinyirah	M	102424	

NO.	Name of Officer	Sex M/F	Staff No.	Mode of Recruitment				
				New	Replacement			Secondment
				Yes/No	Name of Officer Replaced	M/F	Staff No.	From Which Organization
1.	Diana Mawuku Adika	F		Yes				
2.	Antoinette Dela Affram	F		Yes				
3.	Emmanuel Kwaku Mensah	M		Yes				
4.	Jonathan Twum-Osae	M		Yes				
5.	Mariam Brako-Marfo	F		Yes				
6.	Yahaya Iddris Dimbie	M		Yes				
7.	Fred Awuah-Amankrah	M		Yes				
8.	Eric Tawia Tackie	M		Yes				
9.	Emmanuel Lawer	M		Yes				
10.	Shine R. Gowonu	M		Yes				
11.	Harriet Naa Oboshie Edifor	F		Yes				
12.	Genevieve Adrah Asiwome	F		Yes				
13.	Badu Victoria Mawuse	F		Yes				
14.	Paul Azoneere Akunaba	M		Yes				

15.	Stephen Appiah	M		No	Emmanuel Agyare Amankwah	M		
16.	Solomon Akatok	M		No	Sylvia Bannerman	F	761220	
17.	Judith Kelly	F		No	Barbara Sagoe (Mrs.)	F		
18.	John Kaba	M		No	Ali Abubakar	M		
19.	Felix Ayivor	M		No	Seidu Kardo	M	767042	
20.	Joyce Edem Daglo	F		No	Samuel Mintah Adarkwah	M		
21.	Wisdom D. Kwami	M		No	Ebenezer Otoo	M	761229	
22.	Maxwell Odame	M		No	Ameen Mohammed S.N.	M	761199	
23.	Matilda Naa. O. Dodoo	F		No	E. A. Hammond	M		

**x. Staff who left the Ministry of Tourism**

Name	Sex M/F	REASON				
		Retirement Date	Resignation Date	Dismissal Date	Death Date	*Other Date
1. Alex Quao	M				10 May, 2011	

**xii. Staff who left the Service @ GTA 2011**

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NO.	Name	M/F	REASON				
			Retirement Date	Resignation Date	Dismissal Date	Death Date	*Other Date
1.	Emmanuel Agyare Amankwah	M	20 <sup>th</sup> June, 2011	-	-	-	-
2.	Sylvia Bannerman	F	-	-	-	4 <sup>th</sup> August, 2011	-
3.	Barbara Sagoe (Mrs.)	F	20 <sup>th</sup> June, 2011	-	-	-	-
4.	Ali Abubakar	M	1 <sup>st</sup> July, 2010	-	-	-	-
5.	Seidu Kardo	M		-	-	-	-
6.	Samuel Mintah Adarkwah	M	May, 2011	-	-	-	-
7.	Ebenezer Otoo	M	29 <sup>th</sup> September, 2011	-	-	-	-
8.	Malik Bansey	M	-	-	-	-	-
9.	Ameen Mohammed S.N.	M	-	10 <sup>th</sup> February, 2011	-	-	-
10.	E. A. Hammond	M	18 <sup>th</sup> March, 2011	-	-	-	-

**\*Other:**

- Forced Retirement
- Voluntary Retirement
- Premature Retirement
- Transfer

#### APPENDIX A"4"

##### POLITICAL & ADMINISTRATIVE HEADS OF MINISTRIES

S/N	Organisation	Political Head	Deputy Political Head	Administrative Head
	Ministry of Tourism	Hon. Akua Sena Dansua	Hon. James Agyenim Boateng	Mrs. Dina Hammond

#### APPENDIX A"5"

##### ADMINISTRATIVE HEADS OF DEPARTMENT AT NATIONAL LEVEL

S/N	Department	Name	Sector Ministry
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	Ghana Tourism Authority	i. Julius Debrah , May 2009	Ministry of Tourism
	Hotel Catering and Tourism Training Institute	ii. Vida Sunkwa-Mills –August, 2011	Ministry of Tourism

**a. OFFICIAL VISITS UNDERTAKEN DURING THE YEAR 2011**

<b>PURPOSE</b>	<b>NAME OF OFFICE</b>	<b>DATE</b>	<b>DESTINATION</b>	<b>REMARKS</b>
Training Programme	Ghana Tourist Board	24 Jan - 7 Feb; 15 days	Japan	Capacity Building for the Sector
Familiarization Tour	Ministry of Tourism	19 Jan - 30 Jan; 12 days	South Africa	Capacity Building for the Sector.
International Tourism Fair	1.Ministry of Tourism 2.Ghana Tourist Board 3.Parliamentary Select Committee of Trade, Industry & Tourism	9 March - 13 March; 5days	Berlin, Germany	Market Ghana as a preferred Tourist and Investment Destination
Investment Conference	Ministry of Tourism	5 April - 7 April; 3days	South Africa	Tour, Investment Forum and Promotional visit to bring investors to Ghana.

36th African Travel Association Annual World Congress	1.Ministry of Tourism 2.Ghana Tourist Board	27 May - 29 May; 3days	Darkar, Senegal	Market Ghana as a preferred Tourist and Investment Destination
Global Parliamentary Summit	Ministry of Tourism	16 May - 17 May; 2days	France, Paris	Human Resource Capacity Building
Training Course	1.Ministry of Tourism 2.Ghana Tourist Board	2 June - 29 June; 27days	Repulic of China	Capacity Building for the Sector
UNWTO (CAF) 51st Meeting and Regional Seminar	1.Ministry of Tourism 2.Ghana Tourist Board	6 June - 8 June; 3days	Burkina Faso	International Obligation to enhance Ghana's participation in the General Assembly of the UNWTO
UNWTO Executive Council 90th Session (conference)	1.Ministry of Tourism 2.Ghana Tourist Board	19 June - 22 June; 4days	Mombasa, Kenya	International Obligation to enhance Ghana's participation in the General Assembly of the UNWTO
International Exhibiton Seminars and Presentation	1.Ministry of Tourism 2.Ghana Tourist Board	11 Sept. - 13 Sept.; 3days	Las Vegas USA	Market Ghana as a preferred Tourist and Investment Destination
International Congress on Ethics and Tourism	Ghana Tourist Board	15 Sept. - 16 Sept. ; 2days	Madrid, Spain	To discuss Tourism as a positive instrument towards the alleviation of poverty, the improvement of life for all people etc.

International Tourism Sustainability Conference	Ministry of Tourism	21 Sept. - 24 Sept.; 4days	Mauritius	Sustainable Tourism development and put Ghana on the world Tourism Map
UNWTO 19th Session General Assembly	1.Ministry of Tourism 2.Ghana Tourist Board	8 Oct - 14Oct 7days	Repulic of Korea	International Obligation to enhance Ghana's participation in the General Assembly of the UNWTO
Akwaaba African Travel Market	1.Ministry of Tourism 2.Ghana Tourist Board	21 Oct - 23Oct 3days	Lagos, Nigeria	Market Ghana as a preferred Tourist and Investment Destination
Study Tour	Ministry of Tourism	6 Nov- 13Nov 8days	France, Paris	Promote Tourism Sector in Ghana and also offer the delegation opportunity to hold discussions with key Stakeholders and visit Tourism destinations in France
World Travel Market, (WTM) Excel London	1.Ministry of Tourism 2.Ghana Tourist Board 3. Parliamentary Select Committee of Trade, Industry & Tourism	8 Nov-12Nov 5days	United Kingdom (UK)	Market Ghana as a preferred Tourist and Investment Destination

## APPENDIX B“1”

### PART THREE (3) PROGRAMME DELIVERY

#### PROJECTS UNDERTAKEN BY THE MINISTRY OF TOURISM

<b>NAME OF PROJECT</b>	<b>EXECUTING AGENCY</b>	<b>COLLABORATIVE PARTNERS</b>	<b>MAIN OBJECTIVES OF PROJECT</b>	<b>START – END</b>	<b>BUDGET</b>	<b>LOCATION</b>	<b>COMPLETION REPORT *IF PROJECT HAS ENDED*</b>
Construction of receptive facilities in Akwamufie	MOT	Asuogyaman District Assembly/Ghana Tourism Authority/ Department of Rural Housing	To enhance the tourist sites and increase patronage	10TH JUNE ,2008 – DECEMBER, 2011	309,971.31	Akwamufie – E/R	Completed
Construction of receptive facilities in Saltpond	MOT	Mfantseman Municipal Assemby/ Ghana Tourism Authority/ Department of Rural Housing	to enhance the tourist sites and increase patronage	29 <sup>TH</sup> AUGUST, 2008 – JULY, 2012	310,993.30	Saltpond - C/R	On-going
Construction of receptive facilities in Kpetoe	MOT	Adaklu-Anyigbe District Assembly/ Ghana Tourism Authority/ Department of	To enhance the tourist sites and increase patronage	DECEMBER, 2010 – JULY, 2012	390,287.11	Kpetoe – V/R	On-going

		Rural Housing					
Construction of receptive facilities in Axim	MOT	Nzema East Municipal Assembly /Ghana Tourism Authority/ Department of Rural Housing	to enhance the tourist sites and increase patronage	DECEMBER, 2010 – JULY, 2012	377,893.18	Axim – W/R	On-going
Construction of receptive facilities in Agogo	MOT	Asante Akim North Municipal Assembly/ Ghana Tourism Authority/ Department of Rural Housing	To enhance the tourist sites and increase patronage	10 <sup>TH</sup> OCTOBER, 2007 - 10 <sup>TH</sup> APRIL,2008	202,729.29	Agogo – A/R	On-going
Construction of Visitor Information center in Accra	MOT/GTA	JICA	To provide a one stop shop for efficient tourism information dissemination to tourists	DECEMBER, 2010 – JULY, 2012	1.2m	Accra - GAR	On-going
Construction of signage's at the main entrance and exit of the ten administrative capitals	MOT/GTA	KOREA GOV'T/UNWTO-STEP FOUNDATION	To enhance patronage of tourist sites in the regions	NOVEMBER, 2010 – JULY, 2012	US\$100,000	Central, Greater Accra and Volta regions	On-going
Establishment of "Thank You Small Libraries"	MOT/GTA	KOREA GOV'T/UNWTO-STEP FOUNDATION	To use education as a tool to provide employable skill for the youth in the local	YEARLY PROJECT	n/a	Sempe cluster of schools at Mamprobi, Accra, Avatime-Vane,	On-going

			communities			Ejisu, and Cape Coast.	
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**PROJECT COMPLETION REPORT ON BY THE PROJECTS AND INTERNAL AUDIT UNIT OF THE AKWAMUFIE TOURIST RECEPTIVE FACILITY, ON WEDNESDAY, 2<sup>ND</sup> NOVEMBER, 2011**

Following the inspection of the Akwamufie Tourist Receptive Facility the team submitted the following report:

Main Building : Completed; the only part which was outstanding at the time of the visit was the extension of electricity to the site.

The interior has been painted and all fittings have been done. The toilets (including the disabled toilets) were all functioning properly (attached are of the facility taken)

The only hitch that was identified at the time was that the Electricity Company of Ghana has not extended electricity to the facility. The DCE have assured the Ministry in ensuring that electricity is extended to the site.

Recommendations:

The team suggests that the project be fenced so as to prevent straying animals from entering the premises.

**ANNUAL PERFORMANCE REPORT**

**APPENDIX B"2"**

<b>INSTITUTION</b>	<b>TARGET/OBJECTIVES</b>	<b>EXPECTED OUTPUT</b>	<b>ACTUAL RESULTS</b>	<b>CHALLENGES/REMARKS</b>
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<p>L. Ministry of Tourism and the Ghana Tourism Authority</p>	<p>1. Diversify and expand the tourism industry for revenue generation</p>	<p>International and domestic Tourism receipts/ revenue increased by 15%</p> <p>ii. Ghana made visible in the international tourism market for patronage</p> <p>iii. Ghana made the preferred tourist destination in Africa</p>	<p>1.1 The Ministry participated in six ( 6) International Conferences to showcase Ghana’s tourism products as well as adopted best practices for product development and packaging of Ghana’s tourism as follows:</p> <ul style="list-style-type: none"> <li>➤ UNWTO Commission for Africa (CAF) 51<sup>st</sup> Meeting in Burkina Faso, 6 - 8 June , 2011. Ghana mooted ECOWAS Ministers of Tourism Meeting alongside the 19<sup>th</sup> Session of UNWTO General Assembly in Korea.</li> <li>➤ 36<sup>th</sup> African Travel Association (ATA) Annual World Congress, Dakar, Senegal 27<sup>th</sup> April- 2<sup>nd</sup> May, 2011. Ghana lobbied UNWTO to include Ghana in the ECOWAS Cross Border Parks Project. Additionally, Ghana’s tourism products was showcased to American Tour Operators</li> <li>➤ (UNWTO) Executive Council Ninetieth(90<sup>th</sup>) Meeting, Mombasa Kenya, 19<sup>th</sup> – 22<sup>nd</sup> June; 2011. The meeting endorsed the 2012-2013 Programme of Work and Budget of the World Tourism Organisation for consideration of 19<sup>th</sup> UNWTO General Assembly which was held in Korea in October 2011.</li> <li>➤ G8/G20 Global Parliamentary Summit, Paris, 16<sup>th</sup> – 17<sup>th</sup> May , 2011. Ghana imbibed knowledge on global practice on Green Economy Planning as well as mitigation</li> </ul>	<p>Ghana was appointed a new member of the UNWTO ST-EP Board and was also appointed to serve as Vice- Chair of the UNWTO Credential Committee.</p>
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			<p>measures for climate change</p> <ul style="list-style-type: none"> <li>➤ Joint Commission Meeting on Co-operation with South Africa, Pretoria, 5<sup>th</sup> -7<sup>th</sup> April, 2011. This resulted in the signing of MOU in the field of Tourism between Ghana and South Africa.</li> <li>➤ 19<sup>th</sup> Session UNWTO General Assembly Meeting in Gyeongyu, Korea, 8-14<sup>th</sup> Oct. 2011. Ghana tourism product and investment opportunities were showcased at the Ministerial Round Table Meeting as well as the International &amp; Korean Media . For the first time in the history of UNWTO General Assembly, ECOWAS Ministers of Tourism Meeting proposed by Ghana was organised which focused on Tourism Promotion in the West Africa sub-region as a whole</li> </ul> <p>1.2. The Ghana Tourism Authority ( GTA) participated in seven (7) International Fairs to showcase Ghana’s tourist products to the international market and to place Ghana on the World Tourist Map as follows:</p> <ul style="list-style-type: none"> <li>➤ Vakantiebeurs in Utrecht, Netherlands,11-16<sup>th</sup> January,2011</li> <li>➤ FITUR in Madrid, Spain,19-23<sup>rd</sup> Jan. 2011.</li> <li>➤ ITB in Berlin, Germany, 9<sup>th</sup>- 13<sup>th</sup> March, 2011</li> <li>➤ Second (2<sup>nd</sup>) Edition of the International Exhibition Of Tourism (TICAA) in Dakar, Senegal, 27<sup>th</sup> – 2<sup>nd</sup> May, 2011.</li> <li>➤ American Society of Travel Agents (ASTA)Fair, in</li> </ul>	<p>Low budgetary allocation is a major constraint to sustenance of advertisements in international travel journals &amp; media</p> <p>Viewed by over 1500 people across the world</p>
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			<p>the Las Vegas, USA, 11<sup>th</sup> - 13 Sept, 2011</p> <ul style="list-style-type: none"> <li>➤ Akwaaba African Travel Market, Nigeria, 21<sup>st</sup> - 23<sup>rd</sup> Oct. 2011</li> <li>➤ World Travel Market Fair, in London, UK, 8<sup>th</sup> - 12<sup>th</sup> Nov. 2011</li> </ul> <p>1.3 The GTA printed and distributed 1000 calendars and 5000 promotional brochures to target institutions and Ghana Missions Abroad to publicize Ghana's tourism products for patronage.</p> <p>1.4. The GTA advertised Ghana in China Observer and Independent Journal of UK to promote Ghana as preferred destination in emerging China market and to sustain Traditional UK market</p> <p>1.5 As part of improving global access to Ghana's tourism products the GTA activated E- Tourism Marketing by establishing its presence on line as follows;</p> <ul style="list-style-type: none"> <li>- Created and updated a Facebook page</li> <li>- Created and uploaded promotional videos on Youtube</li> <li>- Advertised on the web via the largest search engine ( google)</li> </ul> <p>Additionally the Official Tourism Website of the Ministry -www.touringghana.com was upgraded and made more interactive</p>	
Ministry of	2. Vigorously	Domestic tourists visits	2.1 The Ministry and the Ghana Tourism Authority	

<p>ism and the na Tourism ority</p>	<p>promote domestic tourism to encourage Ghanaians to appreciate and preserve their national heritage and create wealth in the communities</p>	<p>to tourist sites increased</p> <p>ii. Participation and involvement of Ghanaians in tourism SME's ( hotels, restaurants, local transport, entertainment/ recreation, handicrafts etc increased</p> <p>iii. Employment generation and incomes of Ghanaians enhanced within the communities</p>	<p>Heightened Public education and awareness on tourism through the following:</p> <ul style="list-style-type: none"> <li>➤ The Ministry engaged the media to create public awareness about tourism during the Meet the Press</li> <li>➤ Participated in the 2<sup>nd</sup> Ghana Policy Fair in Accra, as well as three ( 3) Regional Policy Fairs in Ho, Kumasi and Tamale.</li> </ul> <p>2.2. The Ghana Tourism Authority and the Ministry organised majors events to boost both domestic and international tourism as follows:</p> <ul style="list-style-type: none"> <li>➤ The National Chocolate Day Celebration to coincide with the Valentine Day on 14<sup>th</sup> February, 2011 in Accra and the Regions.</li> <li>➤ The 6<sup>th</sup> Okwahu Hang &amp; Paragliding Festival during the Easter Festivities at Kwahu. The event attracted over 200,000 local and foreign tourists and 27 pilots from seven different countries</li> <li>➤ <b>PANAFEST 2011</b> Through the intervention of the Ministry funding was mobilized from Government for the organization of 2011 PANAFEST which prepared the ground for the Grand Celebration of the 10<sup>th</sup> Edition of the event in 2012</li> </ul>	<p>The event led to increase in the consumption of chocolate attested by the shortage of the product during the event. Businesses of local transport, hotels, restaurants and entertainment operators among others were boosted resulting in increase incomes and jobs for community residents.</p> <p>Local and International commitment was renewed to promote the event as one of the sure ways of establishing Ghana as the Gateway to the Africans in the Diaspora for investment mobilisation</p>
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Ministry of Tourism and the Ghana Tourism Authority	Promote Sustainable and Responsible Tourism in such a way to Preserve	Tourism Products developed and re-packaged for increased revenue and	<p>3.1.1 Construction of Tourist Receptive Facilities to enhance tourist sites and increase patronage by the Ministry</p> <ul style="list-style-type: none"> <li>➤ Completed tourist receptive facilities at Adasewase</li> </ul>	



			<p>poverty in communities living around the parks.</p> <p>3.1.6 Continued with the establishment of the UNIDO-UNWTO Collaborative Actions for Sustainable Tourism (Coast Project) at Ada. The Ministry in collaboration with the Ministry of Environment organized two (2) sensitization workshops for key stakeholders.</p> <p>3.2.1 The Ghana Tourism Authority inspected and licensed 3,243 tourism plants to ensure quality service delivery to tourists for continuous patronage.</p>	
4. Ministry of Tourism and Ghana Tourism Authority	Develop and retain human resource capacity to provide professional and quality service		<p>4.1 The Ministry initiated action to reposition Hotel Catering and Tourism Training Centre (HOTCATT) as a basic level hospitality training institute to ensure quality service delivery and ensuring professionalism in the industry at the <b>lower</b> and middle level</p> <p>4.2 Fifty (50) Officials from the Ministry and the Ghana Tourist Authority were trained in various industry related disciplines such as IT, Certificate in Public Administration to improve service delivery</p> <p>4.3 Sensitization seminars were held for hoteliers and tourism operators on new registration fees in the Ashanti and Central regions.</p> <ul style="list-style-type: none"> <li>➤ sensitization programmes were organized in the Upper West Region for 16 student hostel operators on the need to register with the Ghana tourist board</li> <li>➤ Hotel operators, restaurant and traditional caterers were sensitised on food hygiene and clean sanitation</li> </ul>	

<p>Ministry of Tourism and Ghana Tourism Authority</p>	<p>Deepen on-going Institutionalization and internalization of policy formulation, planning, and M&amp;E system at all levels / Ensuring Good Governance of the sector</p>	<p>Co-ordination and collaboration with all stakeholders( public and Private) strengthened for effective performance of the sector</p>	<p>5.1. As part of deepening collaboration and engaging wider involvement and participation of MDA's and the Private Sector in the development, re-packaging and marketing of the tourism products, the Ministry organised the following:</p> <ul style="list-style-type: none"> <li>- Inter- Ministerial Committee on Tourism Meetings quarterly</li> <li>- Ministerial Advisory Board Meetings</li> <li>- Public-Private-Partnership Forum</li> </ul> <p>5.2 Passage of National Tourism Bill by Parliament into Law TOURISM ACT, 817 OF 2011</p> <ul style="list-style-type: none"> <li>➤ <i>The Act establishes the Ghana Tourism Authority</i> which aims to promote the sustainable development of the Tourism Industry internationally and within the country</li> <li>➤ Secondly the Act establishes the Tourism Development Fund whose object is to provide funding for Tourism and Tourism related projects and programmes.</li> </ul> <p>5.3 The Ministry undertook one- on -one engagements with various stakeholders including:</p> <ul style="list-style-type: none"> <li>➤ <b>Engagement with Stakeholders in the Aviation Industry</b></li> </ul> <p>Discussions with Ghana Airport Company and Ghana Civil Aviation and Board of Airlines focused on improving Airport facilities at the Kotoka International Airport and domestic airports in Kumasi, Takoradi and Tamale in order to ease tourist access and entry into the country.</p>	<p>The collaboration with key stakeholders is to encourage the provision of infrastructure, investment, promotion and marketing of the destination Ghana and its tourism products.</p> <p>The Ministry is working with relevant institutions to establish legislative instruments to give backing to establish the necessary structures to optimize operations of the Ghana Tourism Authority as well as the Tourism Development Fund.</p>
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			<ul style="list-style-type: none"> <li>➤ <b>Engagement with the Ministry of Transport</b> Discussions with the Ministry of Transport focused on construction of Tourism Roads in order to improve access to tourist sites most of which are currently in a poor state.</li> <li>➤ <b>Engagement with the Ministry of Foreign Affairs.</b> The Ministry presented a paper at the recently held Heads of Ghana Missions Abroad Conference in Accra on tourism promotion at which it sought collaboration with the Missions to: <ul style="list-style-type: none"> <li>• Streamline visa regime and explore visa processing on line</li> <li>• Forge partnership and bilateral protocols between Ghana and host countries in the field of tourism.</li> <li>• Organize tourism investment fora for targeted investors, financiers, and developers abroad.</li> </ul> </li> <li>➤ <b>Engagement with Members of Parliament.</b> The Ministry organized a Familiarization to Dodi Island for members of Parliament in order to expose them to the investment potential of the area.</li> </ul>	
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**APPENDIX C1**

**PART FOUR (4) FINANCIAL PERFORMANCE**

**A. MINISTRY OF TOURISM.**

Source	2010			2011		
	Approved Budget	Actual Receipts	Actual Expenditure	Approved Budget	Actual Receipts	Actual Expenditure
	GH¢	GH¢	GH¢	GH¢	GH¢	GH¢
GOG	7,757,089	6,208,987.59	6,208,987.59	17,225,166	5,168,181.60	5,168,181.60
IGF	338,649	338,649	338,649	9,650,837		
Dev't Partners JICA KOREA GOV'T/UNWTO- STEP FOUNDATION		1,200,000.00 -	- -	- -	- US\$100,000	526,251.15
Common Fund	NIL	NIL	NIL	NIL	NIL	NIL
Other (SUPPLEMENTARY)	NIL	NIL	NIL	200,000	200,000	200,000
<b>Total</b>						

**Comments on financial Performance**  
 E.g  
 ▪ Budget Preparations  
 ▪ Procurement Planned & Implemented  
 ▪ Releases from MOFEP  
 ▪ Audit Reports

**B. C**

▪ Others

**FINANCIAL PERFORMANCE**

VARIANCE 2010	VARIANCE (2011)	REMARKS
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<b>ACTUAL RECEIPT</b>	<b>ACTUAL EXPENDITURE</b>	<b>ACTUAL RECEIPTS</b>	<b>ACTUAL EXPENDITURE</b>	
GH¢	GH¢	GH¢	GH¢	
6,208,987.59	6,208,987.59	5,368,181.60	5,368,181.60	

## **PART SIX (6) CHALLENGES/MITIGATION STRATEGY**

### **A. Challenges**

<b>CHALLENGE</b>	<b>PRIORITY LEVEL (H, M, L)</b>	<b>EXPECTED OUTPUT</b>	<b>MITIGATION STRATEGY</b>
inadequate knowledge and awareness of		➤ Tourism Sector prioritized in the National	➤ Use appropriate for a and media to

<p>tourism in terms of its requirements, socio-economic benefits, financial returns, etc among policy and decision makers.</p>	High	<p>Development Agenda</p> <ul style="list-style-type: none"> <li>➤ Support for Tourism infrastructure and services reflected in MDA's budget</li> </ul>	<p>sensitise policy and decision makers on the importance of tourism and its benefits to all.</p>
<p>Very low budgetary allocation for development and promotion of tourism</p>	High	<ul style="list-style-type: none"> <li>➤ Patronage of tourist facilities and services by decision makers made visible</li> </ul>	<ul style="list-style-type: none"> <li>➤ Organise meetings with the Ministry of Finance to appreciate the constraints and review the Ministry's budget upwards.</li> </ul>
<p>Inadequate tourism infrastructure and facilities (access roads to tourist sites, hotels, restaurants, hiring cars, credit cards facilities etc.) which meets international standards especially outside Greater Accra.</p>	High	<ul style="list-style-type: none"> <li>➤ A significant upward adjustment of Ministry's Budget</li> </ul>	<ul style="list-style-type: none"> <li>➤ Showcase tourism socio-economic and environmental impacts and benefits as justification for good budgetary support</li> </ul>
<p>Nonexistence of Ghana's tourism brand coupled with limited promotion of Ghana to the major tourist markets</p>	High	<ul style="list-style-type: none"> <li>➤ Tourism infrastructure upgraded and expanded at tourist sites to provide value for money</li> </ul>	<ul style="list-style-type: none"> <li>➤ Lobby infrastructure Agencies to consider tourism in their priority annual budgets in order to provide requisite infrastructure( modern airports, access roads communication and utility services at tourist sites and centers for tourism development</li> </ul>
<p>Inadequate human resources for tourism industry</p>	High	<ul style="list-style-type: none"> <li>➤ Tourism Brand for Ghana developed and made functional</li> <li>➤ Four ( 4) External Tourism Promotion Offices established in target markets in USA, UK, Germany and China/ Korea/ Japan</li> <li>➤ Professional training organized for Hospitality service providers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Organise workshop with key stakeholders and adopt a tourism brand for Ghana</li> <li>➤ Forge links with Ministry of Foreign Affairs ,Ghana Missions abroad and the Private Sector to step up promotion of Ghana abroad especially in major target markets</li> <li>➤ Mobilise funding for promotional activities including participation in international and local fairs, exhibitions and events as well as advertising Ghana's tourism in the international and local</li> </ul>

			<p>media</p> <ul style="list-style-type: none"> <li>➤ Encourage relevant hospitality and tourism training institutions to offer professional training to tourism industry practitioners and service providers</li> </ul>
<p>Legal mandate for management and administration of tourism resources is fragmented; i.e. spread over various ministries, departments, and public agencies</p> <p>Indifference of Metropolitan, Municipal and District Assemblies to incorporate tourism in annual plans and budget</p> <p>Limited investment in tourism enterprise development due to lack of access to long-term finance and other incentives.</p> <p>Little or no support from Development partners</p> <p>Ghana considered a high cost tourist destination due to high air fares, accommodation tariffs and others</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> <li>➤ Effective Co-ordination machinery put in place</li> <li>➤ Tourism Development incorporated in the MMDA's annual plans and budget</li> <li>➤ District Tourism Offices/ Committees established</li> <li>➤ Special financial dispensation and incentives provided for tourism investors to attract financiers and investors in the tourism sector</li> <li>➤ Pledges of support to the tourism sector by New Development Partners documented</li> <li>➤ High air fares and high hotel tariffs significantly reduced</li> <li>➤ International and domestic tourist arrivals and receipts increased</li> </ul>	<ul style="list-style-type: none"> <li>➤ Organise Inter- Ministerial Committee on Tourism Meetings with High Ranking Representatives from various MDA's to discuss pertinent issues necessary for tourism growth</li> <li>➤ Continue sensitization of MMDA's at Orientation Seminars for Chief Executives of MMDA's and one –on – one meetings.</li> <li>➤ Expedite action on new Ghana Tourism Authority restructuring process and establish District Offices.</li> <li>➤ Revert incentives enjoyed by private tourism investors/ developers under the GIPC Tourism Promotion LI 1817 which was repealed back</li> <li>➤ The Ministry of Tourism to solicit Government and Ministry of Finance support to redirect interest of Development Partners to support Tourism Sector</li> <li>➤ Liaise with Aviation Authorities to introduce more schedule flights from target markets to Accra</li> <li>➤ Facilitate the operation of charter</li> </ul>

<p>Unattractive and unhealthy environments due to poor sanitation especially along the beaches and in the big cities</p>		<ul style="list-style-type: none"> <li>➤ Waste collection and disposal regularized in the cities</li> <li>➤ Toilet facilities and other sanitary facilities provided within the coastal communities</li> </ul>	<p>flights from target market to Ghana to reduce air fares</p> <ul style="list-style-type: none"> <li>➤ Encourage Hotel operators to adopt appropriate technologies in their operations in order to reduce operational cost and high hotel rates.</li> <li>➤ Ministry to liaise with the Ministry of Local Government, MMDA's and the Ministry of Environment to provide necessary facilities for the collection and disposal of waste in the cities and coastal areas so as to keep the environment clean, attractive and healthy for citizens and tourists.</li> </ul>
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