

OFFICIAL GOVERNMENT PUBLICATION

RIGHT TO INFORMATION MANUAL

Ghana Integrated Aluminium Development Corporation (GIADEC)

Standard statutory operational procedures, public info request frameworks, organizational structures, and departmental directories pursuant to the Right to Information Act, 2019 (Act 989).

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1. OVERVIEW

This Right to Information (RTI) Manual is made pursuant to the provisions of the **Right To Information Act, 2019, Act 989** (the “Act”) by the Parliament of Ghana and assented to by the then President, Nana Addo Dankwa Akufo-Addo. The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained. In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

The Ghana Integrated Aluminium Development Corporation (“GIADEC” or the “Corporation”) as established by the Ghana Integrated Aluminium Development Corporation Act 2018 (Act 976) is owned by the government of Ghana and Act 976 governs the operations and activities of GIADEC.

The Manual has been compiled in compliance with section 3 of the Right to Information Act, 2019 (Act 989). The inspection of this Manual does not attract any fee or charge since the Manual seeks to point users to the information available for access within this Corporation.

Purpose of Manual:

To inform/assist the public on the organizational structure, responsibilities and activities of the Ghana Integrated Aluminium Development Corporation (GIADEC) and provide the types of information and classes of information available at GIADEC, including the location and contact details of its Information Officers and units.

2. DIRECTORATES AND DEPARTMENTS

This section describes the institution's vision and mission and lists the names of all Directorates and Departments under the institution, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

VISION

"To be the leading Integrated Aluminium Company in Africa, creating Sustainable Value for our stakeholders differentiated by cost-effective and safe environmentally sound operations."

MISSION

"To promote and develop a fully Integrated Aluminum Industry in Ghana."

Departments under GIADEC

- Chief Executive Officer's Secretariat
- Exploration and Mines Department
- Commercial and Trading Department
- Operations Department
- Public Affairs and Communications Department
- Finance Department
- Legal Department
- Human Resources and Administration Department

Responsibilities of the Institution:

GIADEC's mandate is to promote and develop an Integrated Aluminum Industry ("IAI") across the entire value chain, from bauxite mining, through refinery, aluminium smelting to downstream aluminium activities in Ghana. This mandate can be achieved by, inter alia, collaborating with investors/partners for the development of the IAI.

2.1 Description of Activities of each Directorate and Department

Directorate / Department	Responsibilities / Core Activities
CEO & Secretariat	• Strategic Leadership & Governance: Setting strategic direction, vision, and corporate objectives while leading executive management and accounting directly to the Board of Directors. • Operational Oversight & Execution: Directing overall execution, resource allocation, and ensuring compliance across all units. • Stakeholder Engagement & Advocacy: Serving as primary executive representative with government, partners, and industry stakeholders.

Directorate / Department	Responsibilities / Core Activities
Exploration and Mines Department	- Covers Mining, Technical Services, and ESG + Health & Safety activities. - Development, implementation, and review of geological modeling & Mineral Resource Estimates (MRE). - Development of mines, acquisition of exploration and mining licenses, permits, and statutory approvals. - Negotiations and technical reviews of Joint Venture and Strategic Partnership arrangements. - Maintenance of transparent ESG governance frameworks and occupational health and safety systems. <i>Headed by a Director who reports to the CEO.</i>
Commercial and Trading Department	- Investor Relations Management, Trading, and Business Development activities. - Manage relationships with potential investors and partner companies. - Lead deal execution including negotiations, due diligence, and economic/financial modeling. - Analyze emerging industry trends, M&A opportunities, and outside venture capital sources. <i>Headed by a Director who reports to the CEO.</i>
Operations Department	- Centralized and standardized management of all projects run by GIADEC. - Provide project performance visibility to senior management and the Board. - Ensure alignment of projects with corporate strategy and actively manage project risks. - Provide Project Manager support to departments in a business partner model. <i>Headed by a Director who reports to the CEO.</i>
Public Affairs & Communications (PAC)	- Identify and manage political, policy, and social impact risks. - Build and maintain relationships with government, political, and non-political stakeholders. - Deliver social performance strategies and manage socio-economic risks. - Develop and implement internal/external corporate communication strategies. <i>Headed by a Director who reports to the CEO.</i>
Finance Department	- Direct and oversee finance, accounting, business planning, budgeting, and forecasting. - Oversee preparation of financial and non-financial reports for board decisions. - Ensure compliance with national and international statutory financial requirements. <i>Headed by a Director who reports to the CEO.</i>
Legal Department	- Ensure adherence to legislation, regulations, ethical standards, and corporate policies. - Collaborate on strategic transactions, draw/review agreements, and perform due diligence. - Draft, review, negotiate, and regularize contracts with third parties. - Provide support in protecting the Corporation's interest in court & other fora. <i>Headed by a Director who reports to the CEO.</i>
Board Secretariat	- Providing support for effective running of the governing board. - Monitoring and ensuring compliance with board policy and procedures. - Coordinating timely completion and dispatch of board agendas and running meetings.

Directorate / Department	Responsibilities / Core Activities
Human Resources & Administration	• Human Resources: Strategic staffing, compensation, benefits, training, organizational culture, and labor relations. • Administration: Estates, facilities, transport, records, material resources, and corporate events. • Strategy, Research & Policy: Business planning, performance measurement, and SIGA compliance reporting. • Information Technology: ICT infrastructure, security systems, and service level agreement negotiations. • Procurement: Annual procurement planning, ETC meetings, and Public Procurement Act compliance. <i>Headed by a Director who reports to the CEO.</i>
Internal Audit Unit (IAU)	• Appraises and reports on the soundness and application of internal controls. • Evaluates risk management and governance processes. • Provides assurance on efficiency, effectiveness, and economy of operations. <i>Led by an Internal Auditor who reports to the CEO.</i>

2.2 GIADEC's Organogram



2.3 Subsidiary of GIADEC

Volta Aluminium Company Ltd (VALCO)

Role & Responsibilities: VALCO is Ghana's only aluminum smelter and holds primary responsibility for smelting aluminum derived from refined bauxite (alumina) into usable aluminium. This positions VALCO as an anchor of Ghana's Integrated Aluminum Industry (IAI) programme.

Background & Operations: Smelts alumina into aluminium ingots, sows, and billets for downstream construction and automotive sectors. Established under Dr. Kwame Nkrumah with production starting in 1967, the Government of Ghana acquired 100% ownership in 2004, with shareholding currently held through GIADEC.

2.4 Classes and Types of Information

Classes of Information in Custody:

- Administrative and human resources management information.

- Information relating to core activities of GIADEC under Act 976.

Types of Information Accessible at a Fee:

- Reproduction of official information in custody falling under Act 989.

3. PROCEDURE IN APPLYING & PROCESSING REQUESTS

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. Requests must be made in accordance with these provisions.

3.1 The Application Process

Step 1: Written Application

Submit request using the Standard RTI Application Form (Appendix A). Downloadable from GIADEC or Ministry of Information websites.

Step 2: Required Information

Include applicant details, contact info, precise description of information sought (with dates), preferred format, and signature.

Step 3: Verification of Identity

Present valid ID (National ID, Driver's License, Passport, or Voter's ID).

Step 4: Oral Requests (Special Provisions)

For illiterate or disabled applicants, requests can be made orally. The Information Officer will transcribe, explain, and have an independent witness sign endorsement before thumbprinting.

3.2 Processing & Response Guidelines

Applications are treated on a priority basis. The Information Officer determines exempt status (Sections 5 to 16) and identifies responsible internal units. Transfers to other institutions occur within **10 days** if required (Section 20).

Response Timelines: Formal notification is provided within **14 days** of receipt. Extensions (up to 7 additional days) may occur for voluminous records or complex consultations.

4. AMENDMENT OF PERSONAL RECORD

Applicants may request amendments to personal records if information is incorrect, misleading, incomplete, or out of date. Applications must be in writing, accompanied by proof of identity, corrective details, and a statutory declaration.

5. FEES AND CHARGES

Pursuant to Section 75, fees approved by Parliament apply to language translations, written transcripts, and media conversion/reformatting.

Exemptions from Fees (Section 75(2)): No fees are payable for personal information reproduction, public interest information, time spent searching/examining records, or requests by poor/disabled applicants.

6. APPENDIX A: STANDARD RTI REQUEST FORM

APPLICATION FOR ACCESS TO INFORMATION (ACT 989)

Reference No:

1. Name of Applicant:

2. Date of Application:

3. Public Institution:

Ghana Integrated Aluminium Development Corporation (GIADEC)

4. Type of Applicant:

☐ Individual ☐ Organization / Institution

5. Identification Details (National ID / Passport / Driver's License / Voter ID):

6. Description of Information Sought (Specify class, type, and cover dates):

7. Manner and Form of Access:

Manner: ☐ Inspection ☐ Copy ☐ Viewing/Listening ☐ Transcript

Form: ☐ Hard Copy ☐ Electronic Copy ☐ Braille

8. Contact Details (Email, Postal Address, Phone):

Applicant Signature / Thumbprint:

Witness Signature (if applicable):

7. APPENDIX B: CONTACT DETAILS

Information Unit — GIADEC

Designated Information Officer: Public Affairs & Communications Unit

Telephone / Mobile: +233 (0) 302 900 000

Email: rti@giadec.com | info@giadec.com

Postal Address: P.O. Box CT 10932, Cantonments, Accra, Ghana

8. APPENDIX C: ACRONYMS

Acronym	Literal Translation
GIADDEC	Ghana Integrated Aluminium Development Corporation
GBC	Ghana Bauxite Company
MDA	Ministries, Departments and Agencies
MMDAs	Metropolitan, Municipal and District Assemblies
RTI	Right to Information
s.	Section
VALCO	Volta Aluminium Company Ltd.

9. APPENDIX D: GLOSSARY

Term	Definition
Access	Right to Information
Access to information	Right to obtain information from public institutions
Exempt information	Information which falls within any of the exemptions specified in sections 5 to 16 of the Act
Information	Recorded matter or material regardless of form or medium in the possession or control of a public institution
Information officer	The Information Officer of a public institution or designated officer
Public institution	Includes a private institution receiving public resources or performing a public function