



## **Nuclear Regulatory Authority**

### **How to Access NRA Information under the RTI Procedure**

#### **Purpose**

This procedure gives guidelines on how to access NRA information under the RTI.

#### **Scope and Availability**

This procedure applies to how information available at NRA can be accessed by NRA Staff and the public under the RTI.

It specifically excludes information whether electronic or paper or records that fall under the RTI exemptions and other national and international legislation exemptions.

#### **Audience**

The audience for this procedure includes staff, journalists, stakeholders, and the public.

#### **Procedures**

1. Start by defining and describing briefly the information needed.
2. Go through the NRA Information Manual to check if the information you need is available at NRA and is not classified or exempted under the RTI or any other national and international treaty or convention that Ghana has ratified.
3. If available,
  - a. Make your request in writing.
  - b. Or request a copy of the form to fill out.
  - c. Or fill out the online version to request that information (see the template provided on how to fill the form) and submit it at the Registry.
  - d. If you cannot read or write or cannot write due to a disability, you may make your request orally in the presence of a witness.
  - e. Be very clear and specific about the piece of information you want.
  - f. Indicate the format in which you want the information (hardcopy, softcopy via email, or pen drive).

- g. You **must** also provide your address and a copy of your ID.
4. You may be required to provide clarity on your request if required.
5. You will be informed about the applicable fees for the reproduction of the information if required.
6. Pay the amount involved if any (Please refer to the Fees and Charges Section below) at the Cash Office.
7. Wait for the stipulated **14 days** to get your information or you would be contacted in case of any changes.
8. Pick up point is the Registry where the application was submitted or, information would be sent via email based on your preference.

### Duration for Processing of Information

The duration for the processing of the information requested is **48 hours for urgent information** and within **14 days for normal information**. However, in cases when an **Extension is needed or inevitable**, you would be duly informed, which could be a maximum of **90 days**.

### Referrals and Transfers Schedule

Issue	Number of Days
Referral to other public institutions	2 days
Extensions	7 days
Transfer to other public institution	10 days
Deferred Access	90 days

### Fees and Charges for Access to Information

Revenue Item	Approved Fees and Charges (GHS)
For every photocopy of an A4 size page or part thereof	0.27
For every printed copy of an A4 page or part thereof held on a computer or in electronic machine-readable form	0.38
For a copy in a computer-readable form on an external storage device	0.29
For a transaction of visual images, for an A4 size page or part thereof	1.28
For a copy of visual images	3.50
For a transaction of an audio record, for an A4 size page or part thereof	0.70
For a copy of an audio record	1.00
Translations	

## Exemptions

Category	Approved Fees and Charges (GHS)
Staff	Free
Indigent	Free
Information to person with disability	Free
Reproduction of personal information of applicant	Free
Reproduction of personal information of a person on whose behalf the application is made	Free
Reproduction of an information which is in the interest of the public	Free

For further information about this Procedure, please request to see any of the RTI Designated Officers at the Authority at the **Registry**.

You may also find the contact information of the officers in the NRA RTI Manual.

## Contacts

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