



OFFICE OF THE SPECIAL PROSECUTOR (OSP)

# OSP INFORMATION MANUAL

PURSUANT TO THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)

**VERSION 1.0**



A Publication of the Office of the Special Prosecutor,  
The Republic of Ghana  
6 Haile Selassie Avenue, South Ridge, Accra

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Office of the Special Prosecutor, Ghana

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**MISSION**

Investigating and prosecuting specific cases of alleged or suspected corruption and corruption-related offences; recovering the proceeds of corruption and corruption-related offences; and taking steps to prevent corruption.

**VISION**

Rendering corruption costly and unattractive in all its forms in the public and private sectors through sustained repression and suppression.





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The Office of the Special Prosecutor (**OSP**) recognises the right of persons to access information held by public institutions as guaranteed under Ghana's constitutional and statutory framework, including the Right to Information Act, 2019 (Act 989).

This Manual provides guidance on information held by the OSP, the procedures for accessing information, the responsible units, and the limitations on disclosure.



### **The Manual aims to:**

- provide information on the mandate and operations of the OSP;
- guide citizens and stakeholders seeking information;
- identify information categories maintained by the OSP;
- explain procedures for information requests.





The Office of the Special Prosecutor is an independent specialised anti-corruption institution established under the Office of the Special Prosecutor Act, 2017 (Act 959).

The Office investigates and prosecutes corruption and corruption-related offences and undertakes asset recovery, manages proceeds of corruption and corruption-related offences, and prevents corruption.





## The OSP performs functions including:

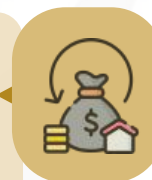
### Investigation:

Investigation of alleged corruption and corruption-related offences.



### Asset Recovery & Management:

Tracing, freezing, seizure, management and recovery of proceeds connected to corruption.



### Prosecution:

Prosecution of corruption-related offences before the courts.



### Corruption Prevention:

Corruption risk analysis, public education, stakeholder engagement and corruption prevention initiatives.





### The OSP maintains information relating to:

- The Special Prosecutor and Deputy Special Prosecutor;
- investigation functions;
- prosecution functions;
- asset Recovery & Management functions;
- prevention activities;
- intelligence and Research functions;
- communications; and
- administration and Finance.





## A. The Special Prosecutor's Office / Management Secretariat

Information:

- institutional direction
- speeches
- official decisions
- strategic documents



Access:

Public where appropriate.

## B. Communications Unit



Information:

- press releases
- public statements
- media engagements
- public education materials

Access:

Public.



### C. Investigation Division

Information:

- investigation reports
- complaints
- evidence
- witness records
- investigative correspondence



Access:

Restricted due to investigative integrity requirements.

### D. Prosecution Division

Information:

- court documents
- prosecution files
- legal opinions
- case updates



Access:

Public only where legally permissible; case files restricted.



## E. Asset Recovery & Management Unit



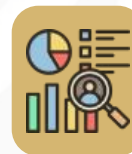
Information:

- asset tracing records
- preservation applications
- seizure and recovery documentation

Access:

Restricted unless disclosure is authorised.

## F. Intelligence and Research Functions



Information:

- intelligence assessments
- corruption trend analysis
- half yearly reports
- annual reports
- impact reports
- research reports

Access:

Restricted depending on sensitivity.



## G. Administration and Finance

Information:

- procurement records
- budgets
- contracts
- human resource records

Access:

Public only where legally permissible





The OSP may publish:

- annual reports;
- half-yearly reports;
- impact reports;
- institutional updates;
- public notices;
- speeches;
- public education materials; and
- statistics, where appropriate.



**Requests should contain:**

- applicant name;
- contact details;
- valid identification card;
- description of information requested; and
- the preferred format.

**Requests may be submitted to:**

Office of the Special Prosecutor  
6, Haile Selassie Avenue,  
South Ridge, Accra, Ghana

Email: [info@osp.gov.gh](mailto:info@osp.gov.gh)





### The OSP shall:



1. Record the request.



2. Identify relevant information.



3. Consult the responsible unit.

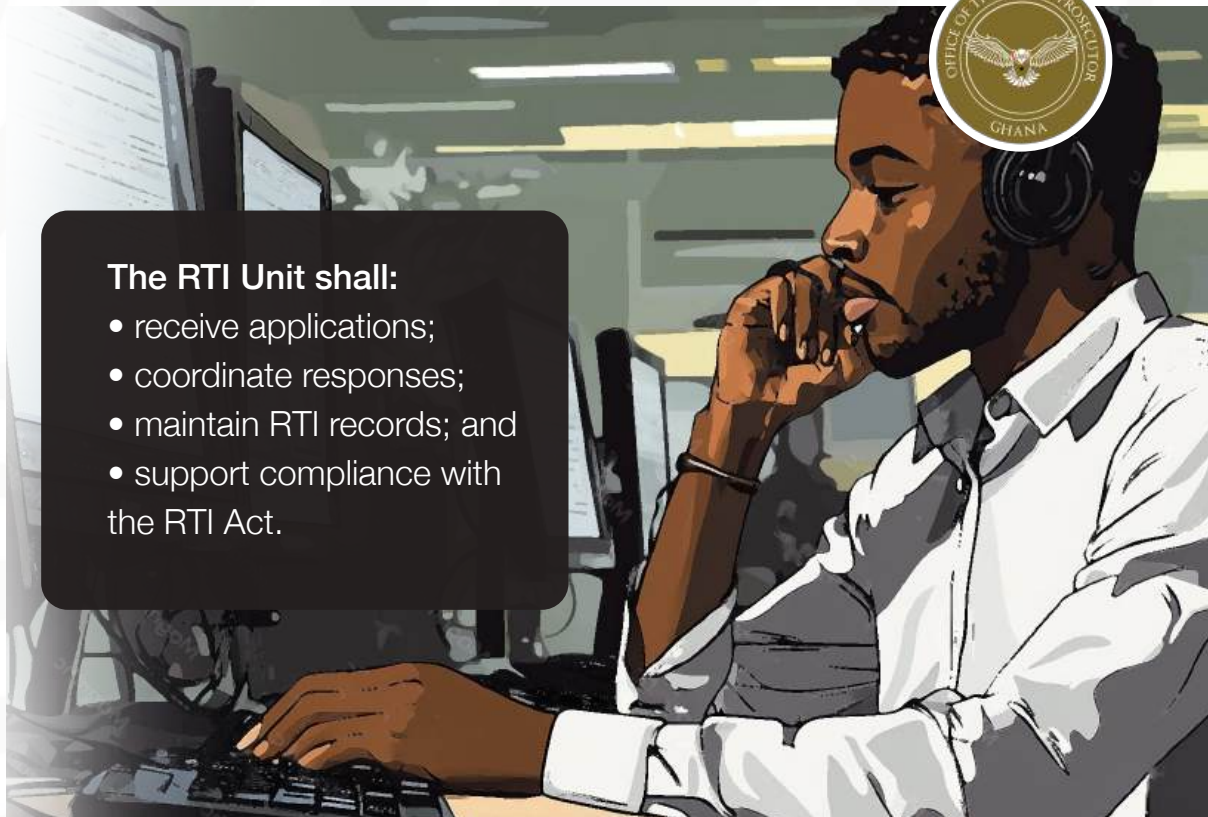


4. Assess disclosure requirements.



5. Communicate the decision.





**The RTI Unit shall:**

- receive applications;
- coordinate responses;
- maintain RTI records; and
- support compliance with the RTI Act.



Applicants may be charged reasonable costs associated with the reproduction, printing, or preparation of information, as permitted by law.

The OSP currently does not charge any fees for access to information. In accordance with its enabling legislation, the Office is required to make its activities and records available to the public, except where such information is exempt from disclosure under any applicable law.





Information may be withheld where disclosure would:

- prejudice investigations;
- affect prosecution proceedings;
- reveal confidential sources;
- compromise law enforcement activities;
- breach privacy; or
- disclose legally privileged material.





Applicants dissatisfied with decisions may seek review and appeal through mechanisms provided under the RTI Act.

OSP records shall be managed according to legal requirements, confidentiality standards, evidence preservation rules and information security practices.



The Manual shall be reviewed periodically to reflect institutional and legislative changes.



## APPENDIX A

### STANDARD RTI REQUEST FORM

Applicant Name:

Preferred Format:

Contact Details:

Date:

Information Requested:

Signature:



## APPENDIX B

### INFORMATION CLASSIFICATION GUIDE

#### **Public Information:**

Information routinely available to citizens.

#### **Restricted Information:**

Information requiring assessment before disclosure.

#### **Confidential Information:**

Information protected by law.

#### **Highly Confidential Information:**

Information relating to investigations, intelligence, witnesses and prosecution strategy.



## APPENDIX C

### GLOSSARY

**Information:**

Recorded material held by a public institution.

**Information Officer:**

Officer responsible for processing information requests.

**Exempt Information:**

Information protected from disclosure under the RTI Act.





