

ACCESS TO INFORMATION MANUAL



June, 2024

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1.0 FOREWORD



Provisions of the Access to Information Act (ATIA) require that public bodies develop means to allow the general public to inquire information they need in order to fulfill their rights from time to time. The Greenbelt Authority (GBA) in pursuance of compliance to this Law has developed this Manual to allow the general public to access information about its work.

In developing this Manual, I, on behalf of the organization's management and the Board of Directors express commitment to enforce information provision to the general public in line with the Access to Information Law.

Eric Dudley Chidzungu
CHIEF EXECUTIVE OFFICER

2.0 ACCRONYMS AND ABBREVIATIONS

ACB	Anti-Corruption Bureau
ATI	Access to Information
CEO	Chief Executive Officer
DSC	Department of Statutory Corporations
GBA	Greenbelt Authority
GGL	Greenbelt Greenhouse Limited
ICT	Information and Communication Technology
PSIP	Public Sector Investment Programme
SPV	Special Purpose Vehicle

3.0 DEFINITION OF TERMS

Information	Includes an original or copy of any material, record or document which communicates facts, opinion, data or any other matter, regardless of its form, characteristics or date of creation, that is in the custody or under the control of any information holder to which the Access to Information Act applies.
Information Seeker	An information seeker is a person who requests information from an information holder.
Information Holder	A public body and a relevant private body in custody of information.
Information Officer	An officer designated or appointed by an institution to be responsible for provision of information to the public in regards to the Access to Information Law.
Personal Information	Information about an identifiable individual.
Public Body	The Government, Statutory body or any other body appointed by the Government to carry out public function.

4.0 INTRODUCTION

The Greenbelt Authority (GBA) is a statutory corporation, established through an Act of Parliament in 2017 (Cap 65:07 of the Laws of Malawi) to champion large scale commercial irrigation farming in Malawi through sustainable use of available land and water resources.

The GBA is located in Mwai House, City Center off Kenyatta Drive in Lilongwe. Currently, GBA is implementing the Nthola-Iloa rice project in Karonga, Nchalo Irrigation Project in Chikwawa producing Cotton and Sesame, Chikwawa Irrigation Scheme in Salima producing Sugarcane which is processed into Sugar, Greenbelt Greenhouses Project in Lilongwe producing high value horticultural crops and the Mega Farms Programme (Lweya in Nkhatabay and Nkopola in Mangochi) focusing on production of Maize and Rice.

5.0 VISION

To be a sustainable large scale commercial irrigation farming and agro-processing in Malawi champion.

6.0 MISSION

To develop and promote climate smart commercial irrigation farming to the nation, through infrastructure development, agriculture productivity, value addition and marketing for sustainable wealth creation.

7.0 CORE VALUES

In achieving its vision and fulfilling its mission, the GBA will be guided by the following core values which will set the behaviour standards for its employees on which the Authority will be measured by its stakeholders.

- i. Integrity
- ii. Professionalism
- iii. Transparency and accountability
- iv. Innovation and creativity
- v. Teamwork
- vi. Partnerships
- vii. Agility
- viii. Competence

8.0 OBJECTIVES OF THE GREENBELT AUTHORITY

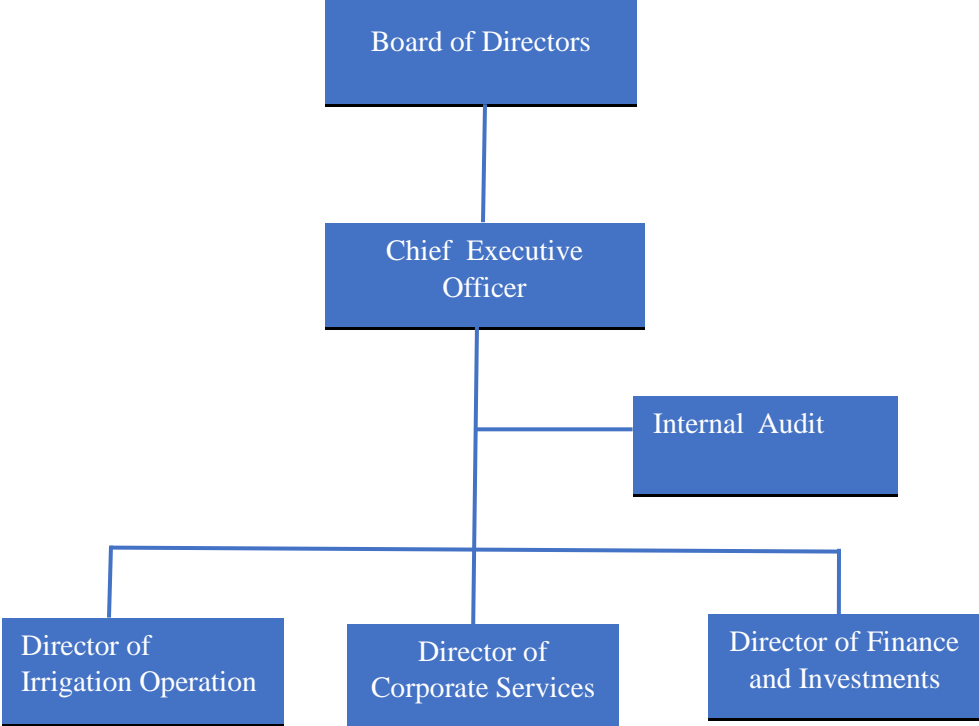
The objectives of the GBA are:

- To develop and improve irrigation infrastructure;
- To increase agricultural production, productivity and diversification;
- To promote market development, agro-processing and value addition; and
- To enhance institutional efficiency and performance.

9.0 ORGANISATION SET-UP AND KEY DEPARTMENTS

As a statutory corporation, the GBA is guided by the Board of Directors, which is the highest policy making organ, responsible for setting the Authority's strategic direction and oversight while the day-to-day activities of the GBA are led by the Chief Executive Officer, assisted by the three Directors of Irrigation Operations, Finance and Investments and Corporate Services.

GBA ORGANIZATIONAL STRUCTURE



9.1 IRRIGATION OPERATIONS

The department has the following four sections that are headed by Managers;

- Land Administration
- Infrastructure Development
- Agriculture Production
- Agribusiness

9.2 CORPORATE SERVICES

The Department is responsible for the management of human resources, ICT services, Legal services and Administration services including taking the role of Board Secretary.

9.3 FINANCE AND INVESTMENTS

The Finance arm is responsible for implementation of control activities necessary for the acquisition, keeping, storing and disbursing of financial resources that follows its set policies and procedures.

The Investment arm is responsible for developing policies and procedures for identification of bankable projects and ventures; and managing the investments to maximize Return On Investments.

10.0 PURPOSE OF THE INFORMATION MANUAL

- Providing a framework to facilitate access to information held by GBA to the Public in compliance with the ATI Act.
- Providing information to the Public that will promote awareness about the activities of GBA.

11.0 INFORMATION FOR DISCLOSURE

A. Acts and Regulations

- i. The Greenbelt Authority Act
- ii. Public Finance Management Act
- iii. Public Audit Act
- iv. Public Procurement and Disposal of Assets Act
- v. Public Services Management Act
- vi. Corrupt Practices Act
- vii. Irrigation Act
- viii. Water Resources Act
- ix. Customary Land Act
- x. Lands Act
- xi. Land Survey Act
- xii. Environmental Management Act
- xiii. Employment Act
- xiv. Pension Act
- xv. Workers' Compensation Act
- xvi. Occupational Health and Safety Act
- xvii. HIV and AIDS Management Act
- xviii. Communications Act
- xix. Electronic Transactions and Cyber Security Act
- xx. Access to Information Act
- xxi. Access to Information Regulations

B. Policies, Procedures and Manuals

- i. Malawi 2063
- ii. Malawi 2063 First 10-Year Implementation Plan (MIP-1)
- iii. National Agriculture Policy
- iv. National Irrigation Policy
- v. The GBA Strategic Plan
- vi. ICT Policy
- vii. Loans Policy
- viii. Sexual Harassment Policy
- ix. Occupational Health and Safety Policy
- x. Investment Policy
- xi. Finance Policy and Procedures Manual
- xii. GBA Code of Conduct
- xiii. Training and Staff Development Policy
- xiv. Assets Acquisition, Management and Disposal Policy
- xv. Project Implementation Guidelines
- xvi. Investors' Solicitation Framework
- xvii. Strategic plan
- xviii. Internal Audit Activity Charter

C. Special Purpose Vehicles

The Special Purpose Vehicles (SPVs) are Public Private Partnership (PPP) projects that the GBA is implementing with Private Investors through establishment of joint ventures.

Currently, the GBA has the following SPVs:

- i. Salima Sugar Company Limited (SSCL);
- ii. Greenbelt Greenhouse Limited (GGL);
- iii. Mpatsa Greenbelt Mega Farms Limited (MGBMFL); and
- iv. Nchalo Greenbelt Limited (NGBL).

D. Reports

- i. External Audit Reports
- ii. Quarterly Reports
- iii. Annual Reports
- iv. Financial Reports
- v. Monitoring and Evaluation Reports
- vi. Annual Budget
- vii. Due Diligence Reports
- viii. ATI Compliance Reports

E. Application Forms

- i. Form 1 – Request for access of information
- ii. Form 2 – Response to request for information grant of access / partial disclosure / refusal
- iii. Form 3 – Disclosure of information to a third party
- iv. Form 4 – Transfer of Request for Information to another information holder
- v. Form 5 – Request for Internal Review of a Decision
- vi. Form 6 – Request External Review of a Decision

F. Contracts and Memorandum of Understandings

No	CONTRACT NAME	SERVICE PROVIDER	CONTRACT DURATION
1	Cleaning Services	Squeaky	
2	Insurance Broker	Thofu	
3	Supply of Stationery	-	
4	Medical Cover	MASM	
5	Security Services	Gada World	
6	Office Lease	Knight Frank	
7	Internet Services	INQ	
8	Server Management	Giant Plus	
9	Group Life Cover	Vanguard Insurance	
10	Pension	Old Mutual	
11	Group Accident Cover	Reunion Insurance	
12	Vehicle Servicing	CFAO	
13	Shareholder Agreements	-	

12.0 INFORMATION EXEMPT FROM DISCLOSURE

- Conditions of Service
- Personal information about the third party
- Security Information
- Life, health and safety information
- Legally privileged information (Lawyer-Client, Journalist and Informant)
- Information which can affect the integrity of an on-going recruitment and evaluation of contracts
- Information that can reveal trade secrets
- Information that can damage someone's recruitment
- Information about court records prior to conclusion of the matter

13.0 NAME AND CONTACTS OF INFORMATION OFFICER

NAME	CONTACT DETAILS
<ul style="list-style-type: none">• Mr. Frank Chidampamba	Postal; Greenbelt Authority P.O. Box 30776 Lilongwe3 Mobile: +265 995 000 080 Email: fchidampamba@gba.gov.mw
	Physical; Mwai House, City Center off Kenyatta Drive, Lilongwe.

14.0 INFORMATION MANAGEMENT

- GBA has a system of creating, keeping, organizing and preserving information for internal purposes and for public consumption.
- For physical information, GBA has a secured registry office where all documents and records are stored and kept by the institution's Registry Officer.
- For electronic information, GBA has database where information is securely stored.
- GBA has a website and social media pages (Facebook, Twitter, Instagram) and engages the media to disseminate information regarding its activities.

- The GBA also adheres to legal and regulatory requirements concerning record retention and disposal, ensuring compliance with relevant laws and guidelines and to ensure information is securely stored.

15.0 PROCEDURES FOR ACCESSING THE INFORMATION

The GBA has uploaded the Application Form (Form 1) for information requests on its website. The hard copy of the Application Form is also available at GBA offices for public access. Alternatively, individuals can submit written requests or visit our office in person.

GBA will process information requests, requiring a proper description of the requester and the requested information. The information officer must be provided with sufficient details for efficient processing.

In cases where a request lacks necessary details about the information seeker or the sought information, the information officer will request additional information to facilitate the processing of the request.

If the information seeker is unable to provide the requested details, the information officer should assist to the extent possible, ensuring that the information seeker confirms the assisted version of the request.

If an information seeker provides a valid reason for not using the prescribed Form 1 and submits an oral request, the information officer will transcribe the oral request into writing. The written request will then be read out to the information seeker for confirmation.

An Information Officer cannot reject an information access request solely because it was not made using the prescribed Form. In this manual, valid reasons for not using Form 1 include illiteracy, disability, indigence, or minority status.

16.0 TIME FRAME FOR PROCESSING INFORMATION

- The request for the information shall be processed within fifteen (15) working days, however an information seeker is given a receipt of acknowledgement within five (5) working days.
- When the Information Seeker is granted an access to information requested s/he is supposed to access that particular information within thirty (30) days.
- Further details on processes and procedures for accessing information, users are guided to refer to the Access to Information Act (ATIA) or Information Guide by The Commission.

17.0 CALL FOR CITIZENS' PARTICIPATION

- GBA maintains diverse channels for information dissemination including an official website, social media platforms, local radio stations and local libraries.
- Where citizens have concerns about unmet expectations on information sought, platforms for redress include Malawi Human Rights Commission and the Courts.
- Where the unmet expectations are related to loss of integrity, fraud or corruption, redress can also be sought by contacting the Anti-Corruption Bureau (ACB).



18.0 APPENDICES

Appendix One

FORM 1: REQUEST FOR ACCESS TO INFORMATION

PART A: PARTICULARS OF INFORMATION HOLDER

Name of the institution/ information holder

.....

Address of the institution/ information holder

.....

Location (District/Town/City/TA/Village)

.....

PART B: PARTICULARS OF INFORMATION SEEKER

Full Name:

Date of Birth: Sex: National ID Number:

Postal Address:

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Physical Address:
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Telephone Number: Email Address:

PART C: PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE

(To be completed if request is being made on behalf of another person)

This indicates that you are authorized to act for the other person (Particulars of person on whose behalf the request is made. Please attach any documentation)

Name:

Address:

Date of Birth: Sex: National ID Number:

PART D: PARTICULARS OF INFORMATION BEING SOUGHT

Provide details about the nature of information being sought and justification. Include relevant details that can help in retrieving the information, such as source, author, date of publication, etc.

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Explain the purpose for which you seek this information and why it is important that the Information should be provided to you.

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PART E: FORMAT OF INFORMATION BEING REQUESTED

State the format in which you want to access the information, e.g., print, electronic etc.

1. Normal print version (.....)
2. Braille print version (.....)
3. Other (state any other preferred format)

Signed at on this day of 20.....

Appendix Two

**FORM 2: RESPONSE TO REQUEST FOR INFORMATION GRANT OF ACCESS /
PARTIALDISCLOSURE / REFUSAL**

PART A: PARTICULARS OF INSTITUTION/INFORMATION HOLDER

Name of institution/information holder:.....

Address:.....

.....

Phone Number:.....

Email:.....

Date:.....

PART B: PARTICULARS OF INFORMATION SEEKER

Full Name:.....

Date of birth..... Sex.....

National ID Number

Postal address.....

.....

Physical address.....

Telephone number.....

Email address.....

RESPONSE

Reference is made to your request for information concerning.....which was made on The request is granted/partially granted/refused.

REASONS

.....
.....
.....
.....

Attachments:.....

Name of Information Officer:.....

Signature:.....

Stamp: _____

Information collected by:.....

Signature:..... Date:.....



Appendix Three

FORM 3: DISCLOSURE OF INFORMATION TO A THIRD PARTY

PART A: PARTICULARS OF THE THIRD PARTY (NAME AND ADDRESS)

.....
.....

We are in receipt of a request for information from the person whose particulars are contained below. The person has requested for the following information

.....
.....

.....Section 20 of the Access to Information Act requires that where the requested information might be confidential or affect business interests of a third party, the third party must be notified of the request. You are therefore requested to indicate, within ten (10) working days from the date of this notice, if you have any objection to the disclosure of the requested information. Should you have any reservations to this disclosure, please provide your justification.

Below are the details of the person who has requested for the information.

Full Name:.....

Date of birth..... Sex.....

National ID Number

Postal address.....
.....

Physical address.....

Telephone number.....

Email address.....

Kindly take note that failure to respond to this notice within the prescribed period will result in disclosure of the requested information to the information seeker.

Name:Signed:.....

INFORMATION OFFICER

Date:



Appendix Four

**FORM 4: TRANSFER OF REQUEST FOR INFORMATION TO ANOTHER
INFORMATIONHOLDER**

PART A: PARTICULARS OF INFORMATION HOLDER

Name of the institution/information holder.....
Address of institution/information holder.....
Location (District/Town/City/TA/Village).....

PART B: PARTICULARS OF INFORMATION SEEKER

Full Name:.....
Date of birth..... Sex.....
National ID Number

Postal address.....
.....

Physical address.....
Telephone number.....
Email address.....

PART C

Further to the information request you submitted on..... We wish to direct you
to..... who will provide you with
information on
.....

.....

:.....

Signed

Name

.....

Signed

INFORMATION OFFICER

Date:



Appendix Five

FORM 5: REQUEST FOR INTERNAL REVIEW OF A DECISION

**PART A: PARTICULARS OF INSTITUTION/INFORMATION HOLDER WHOSE
DECISION IS A SUBJECT OF THIS REQUEST**

Name of institution/information holder

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.....
.....

Address of the institution/information holder

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.....

Location (District/Town/City/Village)

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Email Address: Telephone:

PART B: PARTICULARS OF THE INFORMATION SEEKER

Full Name:

.....

Date of Birth: Sex: National ID Number:

Postal Address:

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Physical Address:

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Telephone Number: Email Address:

PART C: PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE

(To be completed if a request is submitted on behalf of another person)

Particulars of person on whose behalf the request is made

Full Name:
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Date of Birth: Sex: National ID Number:

Postal Address:
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Physical Address:
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Telephone Number: Email Address:

Reason(s) for representing the information seeker
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PART D: SUMMARY OF REQUEST

Provide a summary of your request for information and reasons why you disagree with the decision of the information officer

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Appendix Six

**FORM 6: REQUEST FOR EXTERNAL REVIEW OF DECISION OF INFORMATION
HOLDER**

**PART A: PARTICULARS OF THE INSTITUTION WHOSE REQUEST DECISION IS
SUBJECT OF THIS**

Name of the institution.....

Address of the institution.....

Location (District/Town/City/TA/Village.....

Email Address.....

Telephone.....

PART B: PARTICULARS OF THE COMPLAINANT

Full Name:.....

Date of birth..... Sex.....

National ID Number

Postal address.....

.....

Physical address.....

Telephone number.....

Email address.....

PART C _PARTICULARS OF PERSON ON WHOSE BEHALF THE REQUEST IS MADE

(To be completed when a complaint is submitted on behalf of another person)

Full Name:.....

Date of birth..... Sex.....

National ID Number

Postal address.....

.....

Physical address.....

Telephone number.....

Email address.....

Capacity in which the request is made:

.....

.....

PART D: EXHAUSTION OF INTERNAL REVIEW MECHANISM

(Please state the steps taken to resolve the matter with the information holder and the final decision made by the information holder)

.....

.....

.....

PART E: NATURE OF THE COMPLAINTA (PLEASE) CIRCLE OR TICK WHICHEVER IS APPLICABLE)

The complaint relates to__

1. Refusal of access to information by the information holder

- 2. Unreasonable fees payable
- 3. Failure to comply with set time limits by the information holder
- 4. Any other matter relating to a request for information (Please specify)

.....
.....
.....

PART F__SUMMARY OF REQUEST

(Provide a summary of your complaint and describe the action or events that prompted you to complain. Please indicate, where possible, name of the file or document and dates relevant to the complaint including date when the information was requested and date when the response was received)

.....
.....
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PART G: TYPE OF ASSISTANCE REQUESTED

(Describe the type of assistance sought from the Commission)

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.....
.....
.....

Signed at.....this.....day of..... year

.....

Signature of complainant