

National Commission for Civic Education

Second Annual Report 1995

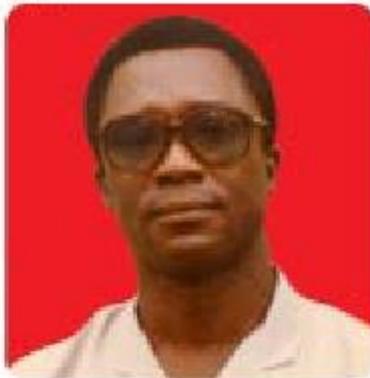
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Chairman



M.S. DORIS OCANSEY
Deputy Chairman, Programmes



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Deputy Chairman, F&A



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MEMBER



MAMA ADOKUWA-ASIGBLE IV
MEMBER



MR. E. K. T. ADDO
MEMBER



MR. KWAME OPONU-AFRIYIE
MEMBER

Preface

This is the National Commission for Civic Education's second Annual Report since its establishment in July 1993. The Report covers the period January 1, 1996 to December 31, 1996.

The period was particularly hectic for the NCCE. The year 1996 was an election year. The elections were considered as very important as it was the first time that an incumbent President had completed his first term under any of our republican constitutions and was seeking re-election. Further, the opposition parties having boycotted the parliamentary election that led to the creation of the first Parliament of the Fourth Republic had declared their intention to contest the 1996 general election.

Given the importance of the 1996 elections, the NCCE planned activities geared towards encouraging citizens to be alive to their civic responsibility of voting and ensuring peaceful election. The high turn out during the elections and the relatively peaceful and calm atmosphere in which the elections were held is a tribute to the work of the foot soldiers of the NCCE. Staff of the NCCE went to every nook and cranny of the country with the message of political tolerance and the need for full participation of the electorate in the electoral process.

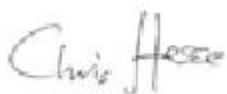
The Commission aside of its commitment to the elections also carried out its ongoing function of educating the public on topical and thematic civic/public issues. That the officers did all this is because of their drive and determination to build a new democratic society despite the fact that the Commission continues to work with very limited resources.

Accommodation is our first major problem. The national headquarters staff continues to operate from a small section of the offices of the erstwhile National Commission for Democracy (NCD) which appears to belong more to the Electoral Commission than a shared facility. The Commission is also ill equipped in terms of vehicles, motorbikes etc., which are necessary for movement of staff for education of the people.

Irrespective of the problems, the Commission remains committed to achieving its mandate of creating and sustaining among the people of this country an awareness of the principles and the objectives of the 1992 Constitution as the fundamental law of the land.

We believe that the success of constitutional democracy greatly depends on the work of democratic institutions such as the NCCE. It is in this respect that the resourcing of the NCCE for effective discharge of its function is important.

We hope the coming year will bring the NCCE brighter prospects.

A handwritten signature in cursive script that reads "Chris Hesse".

Chris Hesse

Chairman

Introduction

In our 1994 Annual Report we dealt with the establishment of the Commission and provided information on our work during the period. We intend in this 1995 Report to highlight our operations during the period under review and to report on the Utilization of the logistics that were made available to us and the control measures put in place to ensure judicious use of those facilities.

The Constitutional mandate of the NCCE can be found in Article 233 of the 1992 Constitution and the National Commission for Civic Education establishment Act of 1993, Act 452. The functions in the Constitution are the same as those in the Act except that when Parliament passed Act 452, it prescribed one other function, namely to assess for the information of Government, the limitations to the achievement a/true democracy arising from the existing inequalities between different strata a/the population and make recommendations for redressing these inequalities.

The NCCE, by the Constitution and statute, is expected to:

- create and sustain within the society the awareness of the principles and objectives of the Constitution as the fundamental law of the people of Ghana;
- educate and encourage the public to defend the Constitution at all times against all forms of abuse and violation,
- formulate for the consideration of government, from time to time, programmes at the national, regional and district levels aimed at realizing the objectives of the Constitution,
- formulate, implement and oversee programmes intended to inculcate in the citizens of Ghana awareness of their civic responsibilities and an appreciation of their rights and obligations as free people, and
- assess, for the information of Government, the limitations to the achievement of true democracy arising from the existing inequalities between different strata of the population and make recommendations for redressing these inequalities.

In order to carry out its mandate the Commission, during the period under review, organised series of educational programmes at the national, regional and district levels.

It is important to note that the interfacing of Research and Public Education cannot be underestimated in the Commission's work. Indeed, every step in civic education is informed by research either at the beginning or at the end.

SECTION A

Programmes

The programmes report is presented in two parts. The first dealing with public education activities and the second with research activities.

A1 Public Education Activities

The NCCE, mindful of the heterogeneous nature of the Ghanaian Society and levels of literacy in our society, developed and adopted various methodologies in passing the Commission's education messages across to the populace. The target groups included Registered Political Parties, the Trades Union Congress (TUC), Chiefs, Farmers, Fishermen, Students, Hairdressers Association, Tailors and Dressmakers Association, other Voluntary organisations and professional bodies.

Methods adopted included the use of:

- (a) Drama sketches on some important provisions of the Constitution
- (b) theme songs reflecting important constitutional principles e.g. the Voters Register
- (c) the electronic media of mass communication e.g. radio (local FM stations), television,
- (d) the print media.

A1.1 Launching of Civic and Public Education Programme for 1995

The Commission on February 10, 1995 launched its civic and public education programme for 1995 at a Press Conference in Accra. At that Conference, the Commission outlined its major programmes for 1995 to the media with an appeal to the Media to assist the Commission with the dissemination of its messages.

To equip staff with the necessary skills for civic education work, the Commission organized in-house training sessions for all categories of staff of the Commission with a view to getting them ready for the task ahead. Four groups, led by Deputy Directors from Headquarters, went to the various regions to meet with regional and district directors and their staff. They studied and discussed the Commission's literature that had been developed as the first of a series of basic education materials. The aim was not only to ensure uniformity in the presentation of the civic messages but also to ensure that the Commission's operatives fully understood and appreciated the contents and import of the materials to enable them to clarify all constitutional and other related issues that might agitate the minds of the public.

The nation-wide outreach programme for the dissemination of the messages on the prepared educational material was around core areas of the Constitution such as:

- (a) why do we have a Constitution?
- (b) The aims and objectives of the Constitution
- (c) Fundamental Human Rights and Freedom
- (d) Directive Principles of State Policy
- (e) Code of Conduct for Public Officers and
- (f) Political Tolerance.

A1.2 National Consultative Conference on Civic Education

The next major programme carried out in the year was a two-day Conference held on the theme *Enhancing Democracy through Civic Education*. The Conference, sponsored by the Hanns Seidel Foundation, was attended by representatives of 69 identifiable bodies and the six registered political parties. The Conference aimed at (a) updating the perception of the participants of the Commission's functions of civic and public education generally and (b) building functional working relationship with the participating organisations. Papers presented at the conference dealt with topics such as: (a) Principles and objectives of the Constitution (b) Protecting the Constitution (c) The Rule of Law in the Fourth Republic.

The outcome of the deliberations at the conference resulted in the setting up of five subject-matter committees namely:

- (a) Law and Order Committee,
- (b) The Economic Committee,
- (c) The Committee for the Teaching of the Constitution in Schools,
- (d) Socio-cultural and Environment Committee, and
- (e) Committee on Special Groups. (Refer to Appendix B1 & B2)

A1.3 Seminars for Ghana Armed Forces

The Commission, under the sponsorship of the Konrad Adenauer Foundation (KAF), embarked upon series of lectures for members of the Ghana Armed Forces with a view to carrying the relevant constitutional messages to the military in their garrisons. The seminars took place in garrisons in Accra, Tema, Ho, and Takoradi which constituted the Southern Sector while those in Kumasi, Sunyani, and Tamale came under the Northern Sector. On the theme “The Armed Forces, the Constitution and the Democratization Process”, the seminars examined the following topics in depth: (a) Contents of the Constitution - Specific Aspects; (b) Political Tolerance - The Basis for Constitutional Stability; (c) Human Rights and Civic Duties; (d) Defending the Constitution - The Role of the Armed Forces.

With the exception of the seminar for Garrisons in Takoradi all others took place before the end of the year. Seminars for the Takoradi Garrison and the entire second zone could not be held before the end of the year due to circumstances beyond the control of the NCCE. It was the hope of the Commission that the rest of the lectures in the remaining garrisons could be held 1996.

Judging by the interactions and questions that followed every lecture, the Commission was left in no doubt that (i) the military is equally anxious to see to the growth of constitutional rule in the country and (ii) the military was equally anxious to play their right roles as stipulated in the 1992 Constitution.

A1.4 Voters’ Registration Exercise

Towards the end of August 1995, the Commission launched its educational programme on the Voters’ Registration Exercise. It was themed: Putting the People in the Center of Democracy. The national launching by the Chairman of the Commission was followed by those in the regions. The launching in the districts was done by Commission Members. Of the Commission members, Mr. E.K.T. Addo was in charge of Central and Western regions; Mama Adokuwa-Asigble IV, Volta Region; Mr. Kwame Opoku-Afriyie, Ashanti Region and Mrs. Susanna Adam, Northern, Upper East and Upper West regions.

The launch of the educational programmes paved the way for NCCE operatives to expand their network to cover all nooks and crannies of the country to educate the entire population on the event and the essence of the opening of the Voters’ Register with a focus on; (a) the need to register, (b) the right to vote, and (c) the power of the vote.

A1.5 Unit Committee Elections

In fulfillment of the Constitutional and legislative mandate to further the collective vision of enhancing participatory democracy, vide Local Government Act, Act 462 of 1994, and the Local Government (District Assemblies) Establishment (Amendment) Instrument 1994, L.I. 1589. District Assembly elections were held in nine of the country's 10 regions in February 1994. Elections in the Northern Region were postponed to December 1994 because of the prevailing ethnic conflict. (The first District Assembly elections were held in September 1988 - January 1989).

To complete the exercise of establishing a new local government system which started in 1988 the government, at the beginning of the year, announced its intention to put in place the full complement of the lower local government structures. The Unit Committees which were the lowest structures were to provide the vital structural links between the assemblies and the mass of the people, make for popular participation in decision-making and involve the people in the setting of their developmental objectives and priorities.

With its proactive instincts the NCCE responded appropriately with its awareness creation programmes immediately the Electoral Commission announced the date. (Refer to Appendix C)

Unfortunately, the elections could not come off because an Accra High Court restrained the Electoral Commission from conducting the Unit Committee elections until such a time that it met all conditions required by law, such as placement of electoral notices on various unit boards and making available nomination forms.

A1.6 Regional and District Activities

Quite apart from the functions organized simultaneously by the National Headquarters throughout the country, the regions carried out a number of civic education programmes specially tailored to meet the demands of the regions.

Below is a table that gives the activities undertaken by the regions?

Region	Activity	Target
Greater Accra Region	Identification and location of targets Outreach programme on some provisions of the Constitution.	Management of Industries Workers, Students.
Western Region	Outreach Programme on Constitutional Rights and responsibilities Image Enhancing Programme. Joint Programmes with CHRAJ, NYOC, EC etc. on such issues as: · Rights of Women and Children.	General Public.

	<ul style="list-style-type: none"> · Code of Conduct for Public Officers. · Fundamental Human Rights. 	
Volta Region	<p>Public Education on:</p> <ul style="list-style-type: none"> • Political Tolerance. • Civic Rights and Responsibilities. · Directive Principles of State Policy. 	General Public, NGOs and Public Institutions.
Eastern Region	<p>Durbars on:</p> <ul style="list-style-type: none"> · The Rights of Children and Women. · Code of Conduct for Public Officers. · Fundamental Human Rights and Freedoms. · Directive Principles of State Policy. · Political Tolerance. · Supremacy and Defence of the Constitution. · Citizenship <p>Joint efforts with NCWD, Judiciary and CHRAJ</p>	Religious Groups, Students, Associations, Social Clubs, Chiefs, Opinion Leaders, Farmers, Politicians from all Political Parties, NGOs, Police, Fire Service, Revenue Collectors Etc
Northern Region	<p>Creating an atmosphere of friendship, peace and harmony among the various ethnic groups (as a result of the ethnic conflict). Educational work was aimed at promoting peace and reconciliation. It is worthy of note that it was only the NCCE that was able to maintain officers in all the districts during the war period without suffering attacks.</p>	General public
Brong Ahafo	<p>Lectures, durbars, seminars, Panel discussions on:</p> <ul style="list-style-type: none"> · Fundamental Human Rights and Freedoms. · Code of Conduct for Public Officers. 	Institutions, Workplace, Second Cycle institutions Churches, Mosques, Traditional Councils and other Identifiable Groups and round table meetings,

Upper West	<p>Preparatory work on the establishment of Civic Education Clubs seminars and durbars on:</p> <ul style="list-style-type: none"> · Directive Principles of State Policy, · Fundamental Human Rights and Freedoms and · Code of Conduct for Public Officers · Inhuman and cruel Cultural Practices 	<p>Schools, Churches, Market Places, Chiefs' Palaces, Government Establishments etc, Political Parties.</p>
Upper East	<p>Various educational programmes on aspects of the Constitution:</p> <ul style="list-style-type: none"> · The Rights of Children and Women. · Code of Conduct for Public Officers. · Fundamental Human Rights and Freedoms. · Directive Principles of State Policy. · Supremacy and Defence of the Constitution. <p>Preparatory work on the establishment of Civic Education Clubs.</p>	<p>Teachers, Market women, Farmers, Workers, Nurses Religious Groups, Women groups and other Identifiable Bodies Churches, Social groups, Workers, Students, Market.</p>
Ashanti Region	<p>Lectures, durbars, seminars, and round table meetings, panel discussions on:</p> <ul style="list-style-type: none"> · Fundamental Human Rights and Freedoms, · Code of Conduct for Public Officers. <p>The Commission took advantage of the celebration of the the celebration of the Silver Jubilee of the Asantehene's ascendancy to the Golden Stool to organise seminars that examined the role of chiefs and queenmothers in the democratization process.</p> <p>Laying the foundation for the launching of Civic Education Clubs in the region.</p>	<p>Chiefs and Queenmothers</p>

Central Region	Directive Principles of State Policy. Fundamental Human Rights and Freedoms. Rule of Law. Political Tolerance. Seminars, indoor and outdoor durbars, conferences on:	Churches, Schools and Workplaces, Workers, Farmers and Fishermen and Chiefs.
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A2 Research Activities

A2.1 Survey to determine *Perception of the Public on Performance of the Fourth Republic.*

The Research Department in January 1995 organised a nationwide survey to determine *Perceptions of the Public on Performance of the Fourth Republic.* As a prelude to the effective administration of the questionnaires, a series of one-day training courses were held for interviewers who were mainly Research and Field Officers of the Commission between January 14 and 20, 1995. The training centres were Accra (for officers from Volta, Greater Accra and Eastern Regions) Kumasi (for officers from Central and Western regions) and Tamale (for officers from Upper East, Upper West and Northern regions). Issues dealt with included (a) background to the survey (b) objectives of the survey and (c) reasons for each question on the questionnaire.

The normal processes of research i.e. administration of questionnaire, editing and coding, data processing and analysis were adopted with support from the Electoral Commission's Data Processing Department.

Among major findings of the survey were:

- In spite of the extremely important roles that the Allied Commissions, namely, the Commission on Human Rights and Administrative Justice, National Commission for Civic Education and the Media Commission played between 1993 and 1994 (i.e. as at the time of the survey) in nurturing democratic culture in the country, the level of ignorance of their existence, as of February 1995, was still considerably high.
- Many Ghanaians strongly agreed with the Constitutional provisions in Article 28 that political parties should not support, endorse or offer a platform or campaign for any candidate seeking election to the District Assemblies which should remain non-partisan.
- Information on performance of members of Parliament indicates that less than one-third of the Ghanaian population were of the opinion that MPs had been effective.
- It is the desire of many Ghanaians that the ruling NDC party dialogues with the opposition parties as a way of ensuring a stable democracy in the country.

A2.2 Opinion Poll on Outreach Programme

In March 1995, the Commission undertook a Public Opinion Poll to assess the impact of the educational campaign organized throughout the country. The polls revealed that:

- Many of the respondents were attending a forum organized by the NCCE for the first time.
- The majority of those who attended fora organized during the outreach programme were of the opinion that the speakers were very effective in their delivery.
- Many of the respondents were of the view that on the whole the fora were very well organised. To many respondents, the topic/issues on Fundamental Human Rights and Code of Conduct for Public Officers were the most popular of the topics dealt with. Quite a number of respondents felt such topics as Political Tolerance, Child Labour, Abuse, Ethnic Conflicts were also relevant.

Among suggestions made by respondents for improving on future fora were: (a) Women should be encouraged to attend such functions to make for gender balance, (b) Durbars/ Seminars should not coincide with market days of the Village/Town, (c) Public Address Systems (Megaphones) should be provided to ensure audibility for speakers at fora, (d) The public, especially opinion leaders, should be given adequate notice to be able to attend such functions, and (e) Refreshment should be provided at the end of such functions.

A2.3 Opinion Poll on Voters' Registration Exercise

The NCCE on August 29, 1995 launched a national educational programme to educate the general public on the Voters' Registration Exercise which was to be undertaken by the Electoral Commission from October 1 to 15, 1995. The campaign lasted till the end of October 15, 1995. Among issues raised by the NCCE during the outreach programme on the Registration Exercise were: (a) Why you must register as a voter, (b) Who qualified to register, (c) Registration as a civic responsibility, (d) Registration offences, (e) Right to vote and voting by proxy, and (f) Transfer of votes.

To assess the impact of the NCCE's educational campaign, the Research Department conducted another Public Opinion Poll just after the campaign.

Summary of analysis of data from the field revealed that:

- About 80 per cent of respondents felt the fora provided them information on the Registration Exercise they did not have earlier.
- 70 per cent of respondents said they would register because the education had offered them very useful information on the Voters' Registration Exercise,
- Only less than 15 per cent of respondents said their decision to register was not influenced to any extent by the outreach programmes undertaken by the NCCE.

A2.4 Collection of Baseline Data on Villages and Towns

The Commission at the beginning of the year asked District offices to collect data covering such important sectors as education, agriculture, finance, culture, health, local government, works and housing, youth and sports. The aim of the Commission in collecting the baseline data was to ensure that officers have accurate information at the levels they are operating, namely, district, regional and national and to help them to appreciate the needs of the communities in which they carry out their public education activities. The Commission also believes that the baseline data will bridge a yawning information gap on villages and towns that exist in the country. District offices are still collecting the data.

SECTION B

Finance and Administration

B1 Administration

At the beginning of the year the Commission put in place structures to ensure effective financial administration with adequate internal controls. The structure was patterned on the constitutional principle of separation of powers. The Chairman was the Vote Controller, in other words, the Authorizing Officer. The day-to-day Administration of the finances was performed by the Spending officer who was the Deputy Chairman (Finance administration). The technical functions advising the Executive were performed by the Director of Finance and Administration. The staff of the Finance and Administration Department reported to the Chairman through the Deputy Chairman (Finance and Administration).

During the latter part of the year under review, however, the structural arrangements collapsed and the Executive Team encountered problems. Attempts were made to overcome these problems and to restore the channels of communication which were at the base of the problems.

B1.1 Implementation of 1993/94 Audit Report

The year under review (1995) was used to implement the recommendations of the external audit report. The report was from investigations conducted in April 1994. Thus it is important to emphasize that though the 1993/94 Audit Report commented on certain weaknesses in the Commission, it did not associate the Commission with the problems that have become the bane of the public services. These problems the Auditor-General in his (1994/95) report on Government Accounts, enumerated included: (i) Deliberate noncompliance with laid-down regulations, (ii) Embezzlement of State Funds (because of breakdown of internal controls), (iii) Unpresented supporting vouchers for disbursement, and (iv) Breaches of income tax regulations.

As a major step towards correcting the weaknesses noted by the 1993/94 Audit Report, the Commission in the year (August 1995) employed a substantive Director for Finance and Administration to help streamline the work at the Department.

In correcting the weaknesses identified in the Audit Report, the Commission

adopted the following measures: (a) the introduction of a 21-Column Analysis Book and Additional Books of Accounts, (ii) the purchase of an additional Cash Safe and (iii) the insistence by the Headquarters on the submission by District and Regional offices of periodic Statements of Accounts. A transport officer was also employed to stream-line activities in the transport unit.

B1.1.1 The 21-Column Analysis Cash Book: The 21 - Column Analysis Cash Book was instituted in place of the Treasury System cash books that the NCCE inherited from the erstwhile National Commission for Democracy (NCD). The Books of Accounts in use at the time of the audit had been developed by Quarrygraine & Co. and accepted by the Internal Audit Service in seven previous audits of the erstwhile NCD. The new Analysis Cash Books were acquired in April, 1995, and discussed in the post audit meeting with the external auditors in June 1995 and adopted in July 1995.

B1.1.2 Procurement of Additional Books of Accounts: The Commission, in December 1995, also acquired additional books of accounts, that is, the Memorandum Books and Vehicle History Books, to facilitate record-keeping at the Commission. The Memorandum Books acquired by the Commission were in the form of the regular Foolscap Note Books. These books were used to record the details of rent payments (Rent Books) and for utility payments (Utility Books). The Vehicle History Record Books were used to record vehicle repairs and supplies.

B1.1.3 Purchase of Additional Cash Safe: The NCCE inherited one Cash Safe from the erstwhile NCD which was, in the circumstances, used for both the Petty Cash and other cash payments. Based on recommendations of the External Auditors, the Commission purchased additional cash safe and separated lodgings for Petty Cash payments from lodgings for other cash transactions.

B1.1.4 Retirement of Imprests: By far, the most substantive criticism of the Commission in the 1993/94 audit report was on un-retired accountable imprests. This was corrected and strategies were put in place to prevent their occurrence during the year under review (1995).

B1.1.5 Production of Periodic Statements of Accounts: The External Auditors, in their report, lamented that the Commission's statements of Accounts were not up to date. Taking due cognizance of the criticisms of the Auditors, the Commission made all efforts to update its Statements of Accounts. The Commission was able to end 1995 with an up-to-date Statement of Accounts. The 1994 Statements of Accounts were also made good by April 1995.

B1.1. 6 Streamlining Transport Unit: To ensure the effective supervision of the transport section, a Public Education Officer with some knowledge in transport administration at the National Headquarters was appointed acting Transport Officer in the last quarter of the year (1995), The Commission's transport section had a fleet of thirty-one (31) cars/cross country vehicles made up of three Executive official vehicles, six vehicles at the Headquarters and 22 in the regions.

B1. 2 Office Accommodation

The NCCE Headquarters continues to share the erstwhile NCD offices with the Electoral Commission in the ratio of 1:6 in favour of the Electoral Commission. This leaves the NCCE with very limited space to house its executive members and staff.

A conference room meant to be a joint facility for the two Commissions continued to be used by some NCCE senior staff as offices. This meant that anytime the conference room was engaged for some activity by either the Electoral Commission or the NCCE, the NCCE staff had to relocate. This situation did not augur well for effective work and supervision. The NCCE continued to search for suitable office accommodation throughout the period under consideration without success. It is worthy to note that within the period the Commission continued to hold discussions with the Chief of Staff to revisit the NCCE/EC accommodation issue. The Ministry of Works and Housing was contacted to release any abandoned government bungalow for renovation into offices but without success. A Budget request for funds from Central government to build our own headquarters was also denied at the preliminary budget hearing.

The Commission was however able to secure office accommodation for virtually all its regional and district offices throughout the country. All the offices were provided with a minimum of office furniture. There is however the need to build permanent accommodation at places where the staff are in rented accommodation.

B1.3 Personnel Matters (Staff Position)

The manpower strength of the Commission stood at 1,532 at the beginning of the year under review. This dropped to 1,517 by mid-year as a result of the spate of resignations that started in the last quarter of the previous year (1994). The year ended with staff strength of 1,432 made up of 350 Senior and 1,082 Junior Staff. This represented a net deficiency of 100 persons.

The objective factors which accounted for the large scale resignations from the NCCE were identified to include the long delay in the release of the conditions of service and low salary of staff. These Push Factors the Commission was determined to reverse in order to stem the resignation in order to retain its high caliber staff.

In pursuit of this, management supported the NCCE Staff Union to prepare a Collective Bargaining Agreement (CBA) which was subsequently ratified with Public Services Workers Union (PSWU) of the Trades Union Congress (TUC). Though the CBA took a rather long time before it received approval from the Ministry of Finance and the Prices and Incomes Board, the fact that workers were expecting improved conditions under the CBA gave them a lot of hope. Secondly, the management succeeded in getting a 25 per cent honorarium for staff. With the added income from the honorarium the low salaries of seconded personnel, many of whom were made worse off by joining the NCCE, were corrected. The combined effect of these two measures could be said to have changed the tide of resignations.

B1.4 Training

B1.4.1 New Year and Easter Schools

During the year under review the Commission sponsored some senior members of staff to participate in seminars and the New Year and Easter Schools. This was to give the senior staff the opportunity to upgrade their knowledge while contributing to discussions from the Commission's perspective.

B1.4.2 Training for Research Officers

From December 12 to 15, 1995, the National Headquarters organized a training course on Research Methodology for 35 research Officers from the national, regional and district officers at the University of Ghana, Legon.

The objective of the training programme was to equip research Officers of the Commission with basic skills for gathering accurate, reliable and relevant information to enable the Commission to discharge its responsibilities as spelt out in the National Commission for Civic Education Act of 1993, Act 452.

B2 Finance

B2.1 Subvention

The total of government grants (subvention) during the year amounted to ₵ 3,664,234,352.12. This is broken down into Recurrent and Capital Expenditure as follows:

Personal Emoluments (PE)	₵ 2,740,004,602.40
Items 2,5	₵ 558,899,080.72
Capital	₵ 365,330,669,00
Total	₵ 3,664,234,352.12

B2.2 Overall Income and Expenditure

The overall income and expenditure for 1995 thus stood as follows:

Item	Release/Income (₵)	Expenditure (₵)	Overall Under Expenditure (₵)
P.E.	2,740,004,602.40	2,740,004,602.40	
Item 2-5	111,864,538.05	127,749,467.00	(15.884,928.95)
Gen. Expend.	93,770,431.00	90,149,503.84	3.620,927.16
MaInt. Repairs&Renewal	10,737,311.67	8,520,766.00	2216,545.67
Other Current Exp.	342,526,800.00	337,541,825.00	4.984,975.00
Sub-Total	3,298,903,683.00	3,303,966,164.24	(5.062,481.12)

In other words, the releases for recurrent expenditure i.e. Personnel Emolument and Items 2-5 amounted to ₵3,298,903,683.12 whilst expenditure was ₵303,966,164.24. Thus, the Commission's expenditure exceeded its allocation for the year by ₵5,062,481.21.

B2.3 Capital Expenditure

The total release for Capital purchase was ₵365,330,669 (out of the ₵492,610,000.00 approved budget for the year under consideration). The amount was used in acquiring 122 manual typewriters and 18 vehicles. Four (4) computers and accessories worth US \$21,000.00 were also acquired for use at the Headquarters, payment for which was outstanding as of the end of the year.

B2.4 Bank Accounts

The Commission maintained four (4) accounts. Three of these were at the Bank of Ghana and the other one was at the Ghana Commercial Bank, High Street.

The Balances in those accounts at the end of the year were as follows:

Bank of Ghana		¢
Main Subvention A/C	-	186,326,703.28
Car Loan A/C	-	1,206,787.26
Programme A/C	-	1,149,902.00
Ghana Commercial Bank		
4. Miscellaneous A/C	-	1,837,015.42

		190,520,407.96
Total		
Less liabilities for Salary Arrears SSF & Income Tax		186,326,703.28

Total unutilized Bank Balance		<u>4,193,704.68</u>

The total amount of ₵ 186,326,703.28 in the main Subvention account at the Bank of Ghana was for payment of salary arrears, SSF and Income Tax of staff employed! 1994 (July - December) which was received later in December 1995. The actual total credit balance of all the four accounts amounted to ₵ 4,193,704.68 at the end of the period under consideration.

B2.5 Closing Balance

The closing balances as of the end of the year for the four (4) accounts were as follows:

Bank of Ghana

		¢
1. Main Subvention	-	453,471,720.30
2. Car Loan A/C	-	2,253,348.38
3. Programmes A/C	-	1,975,825.42

Ghana Commercial Bank

4. Miscellaneous A/C	-	2,975,825.47

		<u>¢459,850,796.71</u>

Breakdown of Main Subvention Account Balance

		¢
Main Subvention Account	-	453,471,720.30
Less unrepresented cheques		
For salaries (December 1995)	-	332,031,062.90
SSF	-	102,017,280.25
Income Tax	-	13,600,906.12

		447,649,249.27
Balance		<u>5,822,471.03</u>

The balance of ¢453,471, 720.30 in the Main Subvention Account included unrepresented cheques of ¢332,031,062.90, SSF Contribution ¢ 102,017,280.25 and Tax Liability to IRS of ¢ 13,600,906.12. The actual balance in the account therefore stood at ¢5,822,471.03. The Cash balance on the three remaining accounts (No.2-4) also stood at ¢7,204,999.82. The total cash balances for the four (4) accounts as of December 31, 1995 thus stood at ¢ 13,027,470.85.

B2.6 Donor Funding

During the year under review, two donor agencies funded two of the Commission's programmes. The Hanns Seidel Foundation, from March 14 to 15, 1995, funded a two-day national seminar which was held for over 100 participants at the Golden

Tulip Hotel in Accra. The Konrad Adenauer Foundation, also a German-based foundation, funded a seminar with the Ghana Armed Forces. The seminars were held in April and June, 1995.

SECTION C

Conclusion

On the whole it can be said that the National Commission for Civic Education is now firm on the ground and had during the period interacted effectively with the citizenry. From the responses received from both the cities and the rural areas to our civic/ public education programmes, we are convinced that with adequate resources to work with, a lot more people can be reached with our civic education messages, which will help in no small way in effecting attitudinal changes in the society as a whole and thereby strengthen Civil Society in Ghana during this critical period in her democratization process.

Appendix A

Communiqué Read at the End of the Two-Day Consultative Conference on Civic Education with Identifiable Groups and Political Parties

At the end of the two-day Consultative Conference themed *Enhancing Democracy through Civic Education* organized by the National Commission for Civic Education with the financial support of Hanns Seidel Foundation of Germany;

We, the participants coming from the NCCE and the over 70 organizations, and in situations representing traditional, religious, social, economic and professional groups as well as registered political parties;

After lengthy, vigorous and fruitful discussions based on a comprehensive examination and analysis of issues raised in position papers, contributions and independent objective views by participants;

Do hereby adopt for ourselves and on behalf of the good people of Ghana for the growth and development of the nation, this communiqué which truly reflects the deliberations and views of the conference.

1. That Civic Education is a necessary tool for the enhancement of democracy Ghana. In that respect, therefore, civic education should embrace every facet of the lives of Ghanaians.
2. That subsequent to the aspiration expressed in (1), adequate financial and material support must be given to the NCCE to enable it to effectively perform the constitutional functions assigned to it as per Act 452 and Chapter 19 of the Fourth Republican Constitution which aim at the establishment of a vibrant, analytic objective and participatory civil society in Ghana.
3. That there is a need for a National Consultative Committee on Civic Education. The Conference therefore charged the NCCE to put the necessary mechanisms in place to constitute the Committee based on the five sub-committees of Law and Order, Economic, Socio-Cultural and Environment, Education, and Special Groups.
4. That in ensuring the growth and sustainability of democracy and development in Ghana through civic education all identifiable bodies, particularly political parties, religious bodies and traditional leaders shall help to sustain the right socio-political environment that will enable the NCCE to maximize its efforts. The NCCE indeed will need the co-operation of these bodies, especially at the grassroots.
5. That whilst citizens, either as individuals, groups or associations, churches, political parties, Non-Governmental Organizations (NGOs) etc. have the right to do civic education, it is necessary that such an exercise is co-ordinated to ensure uniformity, reliability, consistency and clarity in civic education messages.

In that respect, the NCCE which is constitutionally mandated, among others, (a) to create and sustain awareness of the principles and objectives of the Constitution and (b) to educate and encourage the public to defend the constitution, shall be consulted in the development of civic education literature and messages for good effect.

6. That the platforms of the NCCE at any level of operation shall remain non-partisan, and positively neutral for dispassionate discussion and analysis of civic public issues in order to ensure meaningful participation, involvement and inclusion of all citizens for growth and development.
7. That the Directive Principles of State Policy coupled with the Principles and Objectives of the Constitution of the 4th Republic as contained in the Preamble provide the right framework for good governance in this country. All citizens therefore shall aspire to live by and function in accordance with them. It is indeed a democratic duty in this respect to remind ourselves that all powers of government spring from the sovereign will of the people.
8. That the Rule of Law in the 4th Republic as one of the principles and objectives of the Constitution, acknowledges that laws are of no value unless our leaders (at every level) are men and women of goodwill who will themselves respect these laws and that the laws themselves will not offer protection unless those who administer them are men and women not only of courage but integrity, uprightness and objectivity in thought and action, indeed men and women who themselves are dedicated to the rule of law. That for our fourth experiment at Constitutional rule to succeed, it is important that all citizens are educated on the Constitution and so are aware of its benefits and to be committed to defend it from violation, abuse and overthrow.
9. That the teaching of the Constitution in the 1st and 2nd Cycle institutions is very laudable, for it is one sure way of infusing democratic principles in a new generation of citizens who in turn will grow up already imbued with the democratic culture. Civic Education Clubs, as voluntary study groups of the Constitution, should be equally encouraged in schools, workplaces and communities to give Citizens the opportunity to discuss, learn and master the Constitution at their own levels and pace.
10. That in view of the fact that about 60 per cent of the country's population cannot read or write English, efforts must be made to produce civic education materials in the local languages to benefit that section of the society.
11. That national development is contingent on the total harnessing, and the efficient management of a nation's human and material resources. Civic Education especially among the special groups of society shall therefore be given special attention so as to enable those members of the society to actualise their full potential and thus empower them to contribute meaningfully to national development.
12. That all political parties have met and discussed at this Conference very pertinent national issues devoid of the usual rancour and divisiveness, courtesy

often the NCCE and Hanns Seidel Foundation. However, it is noted that GBC-TV coverage which could have helped to create the much needed impact was absent. It is suggested that efforts must be made to get such important events covered in the future and properly documented by the electronic media.

Issued on March 15, 1995

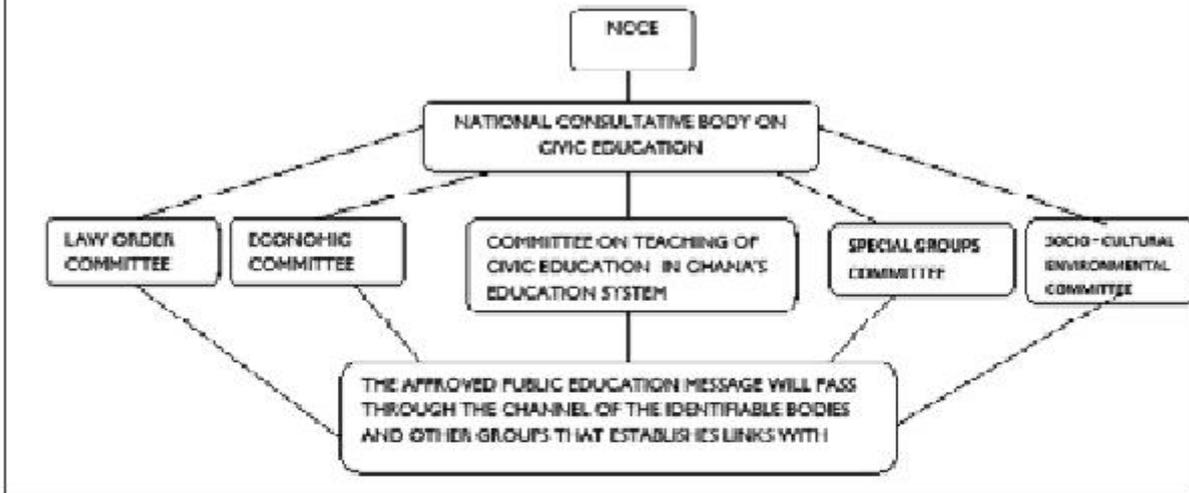
Motion for Acceptance by Justice Kingsley Nyinah of the Christian Council of Ghana

Seconded by Mrs. Ametor Williams of the People's Convention Party (P. C. P.)

NATIONAL CONSULTATIVE BODY

The Directive Principles of State Policy provided the basis for the NCCE's proposed establishment of five subject matter Committees. (See diagram below)

NCCE PROPOSAL FOR CONSULTATION WITH POLITICAL PARTIES AND IDENTIFIABLE BODIES ON CIVIC EDUCATION



ADDITIONAL INFORMATION

NATIONAL CONSULTATIVE BODY ON CIVIC EDUCATION

Rationale:	To enable the work of the Commission achieve wider and greater acceptance through consultative participation.
Scope:	A umbrella body of the NCCE to consult on the work of five (5) proposed committees.
Composition:	<ul style="list-style-type: none"> a. One representative from all registered political parties. b. Resource persons recruited from various industries or persons who will serve on the Committees as at right.
Functional:	<ul style="list-style-type: none"> i. To serve as grounds for testing the content of civic education programmes. ii. To help promote national goals through consensus building.
Meetings:	<ul style="list-style-type: none"> a. NCCE to chair and convene meetings. b. Three meeting per year option of short-call notice for emergency meetings.
Size:	Maximum of 40 members.

Appendix C

SIZE & MEMBERSHIP OF COMMITTEES

LAW & ORDER COMMITTEE

2	Law Makers Parliamentarians District Assemblies
5	Law Enforcers The Judiciary/ Ghana Bar Association The Police Traditional Rulers Armed Forces and Other Security Agencies

25 Maximum

SOCIO-CULTURAL ENVIRONMENT COMMITTEE

4	Visual Artists (Fine Art, Electronic Arts, Advertisers)
1	Writer
1	Town Planner
1	Costa Developer
1	Traditional Ruler
1	Land Owner
1	Sociologist
1	Historian
1	Geographer
1	Manufacturers Association
1	Environmentalist
1	Engineers Association
1	Social Welfare & Comm. Development
1	Nutritionist

20 Maximum

ECONOMIC COMMITTEE

1	Farmer
2	Fishermen
3	Small Scale Industrialists
1	Large Scale Industrialists
1	Banking
1	Finance
1	Investment
2	Revenue Collections
1	Fuel & Energy
1	Service Industry
1	Transport & Communication
1	Programme/Institutions
1	Roads & Highways

25 Maximum

SPECIAL GROUPS COMMITTEE

5	Religious Bodies
5	Women (NCWD)
1	Children (NYCC)
1	Youth (NYOC)
2	Aged (Veterans Association & Pensioners Association)
1	SSNIT
2	Handicapped

20 Maximum

COMMITTEE ON CIVIC EDUCATION IN NATIONAL EDUCATION SYSTEM

1	Specialist for Pre-school Education
1	Specialist for Second Cycle
1	Specialist for Tertiary Level
4	Research Institutions (Agric, Fishing, Industry, Roads and Buildings)
1	Non-Formal Education
1	Technology Transfer Units

15 Maximum

ADDITIONAL INFORMATION

3 Proposed Committees

Status:

- To discuss and offer suggestions on Content of Civic Education

Rationale for Membership:

- To Allow Those Whose Ideas and Thoughts Fed into the Consultation to Participate in its Workings
- To Be Better or Vehicle for Educating and Encouraging their Members to Abide to Abide by Tenets of the Constitution.
- To Serve as the First Step in the Nurturing and Building of Permanent Democratic Structures
- To Serve as One-stop Facility for the NCCE to Learn from These Bodies in their Effort to Serve as A 2-Way Communication Channel.
- Forum Created by these Committees Would Serve as a Vital Stabilizing Factor for Our nascent democracy.

Appendix D

Press Release on the Forthcoming Unit Committee Elections

The National Commission for Civic Education (NCCE) will like to urge all registered voters resident in communities to file their nominations to contest in the Unit Committee elections scheduled for August 1, 1995.

The election which will be held for 16,000 Unit Committees throughout the country will see the election of 15 persons to make up each Unit Committee. The institutionalization of the Unit Committees will bring into being the full complement of the local Government structure created by Article 240(2) of the 1992 Constitution and as established by the new Local Government Act of 1993, Act 462.

According to the Unit Committee election rules, a candidate must be nominated and seconded by a registered voter resident within the Unit area; which is coterminous with a polling area.

Nominations for the Unit Committees are expected to reach the electoral Commission by close of work tomorrow Tuesday, July 18, 1995.

It is the belief of the NCCE that the Unit Committees are important bodies whose work and actions will have an impact on the life of residents within the community hence everybody should be interested in who is in the Committee.

Among others, Unit Committees are expected to take over all the functions which were formerly being performed by the town and village committees. The Unit Committees also have an important role to play in mobilizing the people for communal work. Time was when the entire nation was excited by the communal spirit of voluntarism, when self-help projects, week-end clean-up campaigns were routine rather than the exception. Unfortunately, we seem to be going back to the days of old when the call was on the government to do everything for the people. The Unit Committees, it is hoped, will help ginger up the people and revive the self-help spirit in communities.

The Unit Committees also have an important role to play in the mobilization of revenue and ensuring that revenue so collected is used for the benefit of the people and for projects whose priorities are set by the people themselves.

The Committees will also serve as focal points for the discussion of local problems and take remedial actions where necessary or make recommendations to the appropriate authority.

The Unit Committees also have a crucial role to play in the area of supervision. They are to monitor the performance of employees of the assembly who are assigned duties to their areas. Further, they will ensure that basic infrastructure is available for basic cycle schools in their communities and facilitate the work of teachers who are posted to such schools as well as ensure that the teachers perform the jobs for which they are paid.

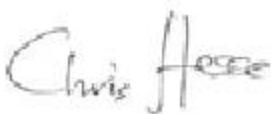
Finally, it is expected that the Unit Committees will provide the vital missing link between development planning and the realization of development objectives and that through the Unit Committees people will become involved in identifying the priorities of their basic needs.

In this way we hope to develop a sustainable democracy and build on the democratic culture in the country. Indeed, Article 35(6) (d) of the Directive Principle of State Policy in the 1992 Fourth Republican Constitution enjoins the State to make democracy a reality by decentralizing the administrative and financial machinery of Government to the regions and districts and by affording all possible opportunities to the people to participate in decision-making at every level in national life and in Government.

Article 240 (2) (e) also states that to ensure the accountability of local government authorities, people in particular local government areas, shall, as far as practicable, be afforded the opportunity to participate effectively in their governance.

Indeed, the devolution of power envisaged in the 1992 Constitution can be said to be an expression of part of the principles of Fundamental Human Rights enshrined in the 1992 Constitution. It is those who contribute to the development of the society who can justly lay claim to participation in the political institutions though the society determines its course and takes decisions that affect its well-being. It is in this regard that the Unit Committees as basic organs of popular participation also contain the seeds that will guarantee effective decentralization and the tools to achieve effective decentralization of administration. For when people in a community elect persons of their choice to represent them, there would be regular interaction between them. This regular forum creates the opportunity to discuss plans, determine local priorities, conceive solutions to problems, assess performance of strategies and also assess achievements.

Given the great importance of the Unit Committees the NCCE would like to urge as many citizens as possible to stand for the Unit Committee elections. But of equal importance however, is the value we put to our votes. It is our individual and collective responsibility to ensure that everybody understands what the votes mean. To this end each and every one of us has to educate ourselves on the functions of the Unit Committees and duties of the Unit Committee members and recognize that the Unit Committee members are going to represent us and take decisions that will affect us. We should therefore seek to nominate and elect people whose ability we have confidence in to deliver the goods.



Chris Hesse
Chairman

July 17, 1995



A drama on political and religious tolerance organised by the Accra Metro Office of the NCCE in Accra.



A cross-section of the audience watching the play with keen attention.



A drama on political and religious tolerance organised by the Accra Metro Office of the NCCE in Accra.



Officials of the NCCE seated during the play. Seated L-R are: Fred Agbobli (Field Officer), Kwame Bosompem (Deputy Regional Director), Isaac Acquaye (Assistant Field Officer) and Ibn Abass (Field Assistant).



Mr. Eric Bortey, Accra Metro Director of the NCCE, addressing a durbar at Tafo-Accra on the need to keep the environment clean.



NCCE officials listening attentively to a contributor at the forum at Tafo-Accra on the need to keep the environment clean.



A group picture of the 35 research Officers from the national, regional and district offices who attended a training course on Research Methodology held at the University of Ghana, Legon, from December 12 to 15, 1995.



A group picture of Accountants of the NCCE who attended at a training workshop at the Sports College, Winneba.

