

# **NATIONAL DEVELOPMENT PLANNING COMMISSION REGULATIONS, 2020 (L.I. 2402)**

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**NATIONAL DEVELOPMENT PLANNING COMMISSION REGULATIONS, 2020  
(L.I. 2402)**

IN exercise of the power conferred on the National Development Planning Commission by section 21 of the National Development Planning Commission Act, 1994 (Act 479) and with the approval of the President, these Regulations are made this 17th day of February, 2020.

**Responsibilities of the Commission to the President and Parliament**

**Regulation 1—Policy brief**

- (1) The Commission shall prepare a policy brief on development planning policy and strategy for the President.
- (2) The policy brief shall be presented to the President every six months.

**Regulation 2—Briefing sessions**

- (1) The Commission shall have briefing sessions
  - (a) with the President to discuss development planning policy and strategies at which a policy brief may be presented; and
  - (b) with Parliament on demand.
- (2) The Commission may request a meeting with the President at which a policy brief is not presented in furtherance of the function of the Commission to advise the President on national development planning.

**Regulation 3—Collaboration with the Office of the President and Parliament**

The Commission shall collaborate with the Office of the President or Parliament where the President or Parliament makes a request for a study or strategic analysis of national development issues, including structural reform.

**Strategic Analysis of Macro-Economic and Structural Reform Options**

**Regulation 4—Information from government agencies and other stakeholders**

The Commission may demand information from government agencies and other stakeholders in order to prepare studies and make strategic analysis of macro-economic and structural reform options.

**Regulation 5—Preparation of studies and use of consultants**

The Commission may use the services of consultants for the preparation of studies or the strategic analysis of macro-economic and structural reform options only where the Commission does not have the technical capacity to do so.

**Development of Frameworks and Plans**

**Regulation 6—Long-term national development framework**

(1) The Commission shall develop a long-term national development framework of not less than twenty years based on the directive principles of state policy in the Constitution, which shall be prepared in a consultative and participatory process.

(2) The consultative and participatory process shall be conducted in accordance with guidelines determined by the Commission.

(3) The Commission may conduct technical studies to prepare working documents for public consultation on the long-term national development framework.

(4) The long-term national development framework may inform the co-ordinated programme of economic and social development policies to be submitted by the President to Parliament in accordance with clause (5) of article 36 of the Constitution.

#### Regulation 7—Medium-term national development plans and policy frameworks

(1) The Commission shall prepare four-year medium-term national development plans to operationalise the long-term national development framework.

(2) The priorities for the medium-term plans shall be based on the goals and objectives of the long-term national development framework.

(3) The Commission shall issue guidelines to district planning authorities and sector agencies for the preparation of their medium-term plans, in accordance with the national medium-term plans.

(4) The national medium-term plans shall also take into account the co-ordinated programme of economic and social development policy submitted by the President to Parliament in accordance with clause (5) of article 36 of the Constitution.

(5) A planning authority shall translate the medium-term plans into annual action plans that will inform the allocation of financial resources in accordance with the annual budget.

#### Development Planning for the Protection of the Natural and Physical Environment

##### Regulation 8—Development planning for the protection of the natural and physical environment

The Commission shall collaborate with the Land Use and Spatial Planning Authority and other stakeholders concerned with the natural and physical environment of the country in order to develop national development proposals for the protection of the natural and physical environment in conformity with sound environmental principles.

#### Development Plans of District Assemblies

##### Regulation 9—Development plans of District Assemblies

(1) The Commission shall assess the impact of development interventions on districts and make recommendations to the Office of the President and Parliament to redirect development policy and intervention for the even development of districts.

(2) The Commission shall take into consideration any priority recommendations from the Office of the President, Parliament and the Ministries responsible for Finance, and Local Government and Rural Development.

## Co-ordination, Monitoring and Evaluation of Development Policies

### Regulation 10—Co-ordination, monitoring and evaluation of development policies, plans, programmes and projects

(1) The Commission shall

- (a) prepare a national monitoring and evaluation plan to determine the effectiveness of policies, programmes and projects;
- (b) provide guidelines for the use of district planning authorities and sector agencies in the preparation and implementation of a district or sector monitoring and evaluation plan;
- (c) establish administrative procedures for the co-ordination and harmonisation of development policies, programmes and projects;
- (d) establish administrative procedures for the co-ordination and harmonisation of monitoring and evaluation plans;
- (e) undertake annual and medium-term performance reviews of national development plans and the evaluation of national development plans;
- (f) provide administrative instructions for sector agencies and district planning authorities to undertake annual and medium-term performance reviews of development in a district and sector;
- (g) undertake preparatory and evaluation studies and make recommendations to the President and the Minister responsible for Finance on national development issues;
- (h) make recommendations to the President on national development priorities for the revision of existing development policies, plans and programmes;
- (i) issue administrative instructions on the procedures for the review of policies, plans, and programmes; and
- (j) deal with any other matter reasonably related to the co-ordination, monitoring and evaluation functions of the Commission.

(2) The Commission shall, in collaboration with the Statistical Service and other government agencies, establish and maintain real-time national monitoring and evaluation data management systems with operational links to Ministries, Departments and Agencies and District Assembly platforms.

(3) The functional data extraction transmittal and exchange among the planning authorities shall be in accordance with guidelines issued by the Commission.

(4) A planning authority shall review the development policies, plans and programmes as applicable, based on the recommendations of the Commission.

### Cross-Sectoral Planning Groups.

### Regulation 11—Establishment of cross-sectoral planning groups

The Commission shall

- (a) identify thematic areas of sectors for which cross-sectoral planning groups shall be established; and
- (b) determine the composition of a cross-sectoral planning group in collaboration with the relevant planning authority.

#### Regulation 12—Administrative instructions for cross-sectoral planning groups

The Commission shall issue administrative instructions for the operation of a cross-sectoral planning group.

#### Access to Information

#### Regulation 13—Government agencies and district planning authorities to provide information

The Commission may request

- (a) a government agency or a district planning authority to provide national or district development planning information by notice within a stipulated period; and
- (b) the Statistical Service to assist to provide specific development planning information from the private sector including civil society organisations.

#### Administrative Matters

#### Regulation 14—Orientation for members of the Commission

The Director-General shall organise an orientation programme, as and when the need arises, for newly appointed members of the Commission to introduce them to the object, functions, procedures and other matters related to the work of the Commission in order for them to perform the functions of the Commission effectively.

#### Regulation 15—Provision of guidelines

The Commission shall issue guidelines to a sector agency or planning authority to discharge a duty under these Regulations in accordance with the First Schedule of the National Development Planning (System) Regulations, 2016 (L.I. 2232).

#### Organisation and Management of the Commission

#### Regulation 16—Divisions of the Commission

- (1) The administration of the Commission shall include the Divisions determined by the Commission.
- (2) The Divisions of the Commission may be modified by the Commission for the efficient performance of the functions of the Commission.

#### Regulation 17—Cooperation among Divisions

The Director-General shall make administrative guidelines for cooperation, collaboration, co-ordination and harmonisation in the programmes and activities of the Divisions of the Commission.

#### Regulation 18—Organisational structure

The Director-General shall develop an organisational structure and staffing norms for the Commission for the consideration and approval of the Commission.

#### Regulation 19—Internal capacity

The Director-General shall

- (a) ensure that, as far as practicable, the Commission has the internal human capacity required to perform the statutory functions of the Commission; and
- (b) conduct periodic reviews to determine the capacity of the human resources of the Commission to discharge the duty of the Commission.

#### Miscellaneous Matters

#### Regulation 20—Offences

(1) A planning authority shall comply with

- (a) guidelines issued by the Commission under the National Development Planning (System) Act, 1994 (Act 480);
- (b) national development policy framework and the medium-term national development plans;
- (c) the request of the Commission for the submission of annual progress reports to the Commission; and
- (d) any lawful or reasonable request from the Commission.

(2) Where a planning authority fails to comply with subregulation (1), the person responsible for the failure of the planning authority to comply is liable to face disciplinary action by the relevant authority.

(3) A person who exercises a statutory power or discharges a duty inconsistent with these Regulations is liable to face disciplinary action by the relevant authority.

(4) A public officer who

- (a) negligently fails to provide the Commission with an official document or information within a specified period; or
- (b) provides false information;

is liable to face disciplinary action by the relevant authority.

(5) The Commission shall be notified of disciplinary action taken by a relevant authority under this regulation.

#### Regulation 21—Interpretation

In these Regulations unless the context otherwise requires,

“administrative instructions” mean directives issued by the Director-General;

“administrative procedures” mean the process to achieve an objective stipulated by the Director-General;

“agency” includes an institution;

“civil society organisation” includes anon-governmental organisation, community-based organisation, faith-based organisation and an interest group from the private sector;

“consultant” means an expert who charges fees to provide advice or service in a particular field;

“Director-General” means the person appointed under section 10 of the Act;

“district” means the area of authority of a District Assembly, a metropolis and a municipality;

“District Assembly” includes a Metropolitan and Municipal Assembly;

“district planning authority” means a District Assembly;

“even development” means the improvement in the socio-economic circumstances of an area including an improvement that allows an underdeveloped area to catch up with a more developed area;

“environment” means the natural and man-made world, including land, water, plants and animals, especially as affected by human activity;

“guidelines” mean general rules, principles or advice related to the development planning process;

“government agency” means a Ministry, department, non-profit making statutory body or any other agency of Government;

“Land Use and Spatial Planning Authority” means the body established under section 2 of the Land Use and Spatial Planning Act, 2016 (Act 925) to provide for sustainable development of land and human settlements through a decentralised planning system, ensure judicious use of land and enhance the attainment of the decentralisation programme of Ghana and in particular create an enabling environment for District Assemblies to better perform the spatial planning and human settlement management functions;

“medium-term plan” includes medium-term national development policy framework;

“monitoring and evaluation” means tracking of the use of resources and progress towards the achievement of stated goals, objectives and outputs through the systematic collection of data and on specified indicators;

“multi-year rolling plan” means a national development plan from year to year;

“national development planning” means the determination of strategic measurable goals that the country plans to meet within a certain period and the criteria that will be used to evaluate whether or not the goals were actually met;

“physical development” includes the carrying out of building, engineering, mining or any other operations, existing use of land or building and the subdivision of land, the disposal of waste on land including the discharge of effluent into a body of still or running water and the erection of advertising or other hoarding;



“planning authority” means a District Assembly, Regional Co-ordinating Council, the planning division of a Ministry or sector agency and any other body designated by the Commission or under an Act of Parliament to carry out a development planning function;

“policy” means a statement of intent or course of action designed to influence and determine a decision, events and other matters;

“policy brief” means a paper which outlines the rationale for choosing a particular policy alternative or course of action to facilitate national development;

“policy framework” means a basic structure that directs a course or principle of action adopted or proposed by an organisation or individual;

“private sector” means the part of the national economy under private ownership in which the allocation of productive resources is controlled by market forces rather than public authorities and other sectors of the economy not under the public sector or the Government;

“public office” includes

(a) an office to which the emolument, remuneration or allowances attached are paid from the Consolidated Fund or a public fund provided by the Government or by Parliament;

(b) an office in a statutory corporation, a public corporation or on a board or council established by an enactment; or

(c) an office in a company partially or wholly owned by the Republic;

“public officer” means a person who holds a public office;

“real time” means the actual time during which a process or event occurs;

“relevant authority” means the body with specific oversight responsibility to discharge a duty;

“sector” means a distinct part or branch of the economy;

“sector agency” means a Ministry, department or agency responsible for a distinct part or branch of the economy;

“staffing norms” means the internal rules and regulations for the conduct of the staff of the Commission;

“stakeholders” include individuals or groups that have an interest or concern in the ultimate decision being considered;

“strategy” means a plan of action devised to achieve a national development goal; and

“thematic area” means a range of topics with a common theme related to national development planning.

**PROF. EMERITUS STEPHEN ADEI**

**Chairperson, National Development Planning Commission**

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