



COPYGHANA

# Public Sector Licence Information Pack

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*Licence to copy rightly!*

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## 1 About the Public Sector Licence

The CopyGhana Public Sector Licence provides a licensing arrangement for eligible public institutions to reproduce and use specified copyright-protected materials for authorised official purposes, subject to the terms of the licence.

The licence supports the legitimate use of published materials in public administration, policy development, research, reporting, meetings and staff training, while helping to ensure that copyright owners are recognised and remunerated for the use of their works.

The permissions available to each institution depend on its approved licensing arrangement, the materials covered and the uses expressly authorised by CopyGhana.

## 2 Who Can Apply?

The licence is intended for eligible public institutions, including:

- Ministries
- Government departments
- Agencies
- Metropolitan, Municipal and District Assemblies
- Public authorities and statutory bodies
- Other public institutions

Applicants should use their recognised official names and provide details of the departments, offices and locations they wish to include in the licence.

The inclusion of regional offices, district offices, affiliated bodies or other entities is subject to CopyGhana's approval and the terms of the approved licensing arrangement.

### 3 What Materials May Be Covered?

Subject to CopyGhana's repertoire and the rights covered by the approved licence, eligible materials may include:

- Books and book chapters
- Journals and scholarly articles
- Newspapers and periodicals
- Reports and research publications
- Photographs, paintings, drawings and other visual works

Not every work within these categories is automatically covered. The relevant work must fall within CopyGhana's repertoire, and the applicable rights and proposed uses must be covered by the licence.

### 4 What Can the Licence Be Used For?

Depending on the approved licensing arrangement, permitted uses may include copying for:

- Internal administration and official briefings
- Policy development and implementation
- Research and preparation of reports
- Meetings and institutional discussions
- Staff training and professional development
- Other official functions expressly covered by the licence

The licence does not automatically authorise every copying method, quantity or use. Institutions must comply with the applicable copying limits, conditions and exclusions specified in their approved licensing documents.

### 5 Benefits of the Public Sector Licence

The CopyGhana Public Sector Licence offers public institutions a structured way to manage authorised copying of copyrighted materials for official purposes.

#### Copyright compliance

Helps institutions manage copyright obligations by providing permission for copying activities that fall within the scope of the approved licence.

#### Access to published knowledge

Facilitates the authorised use of eligible books, journals, reports and other publications that support public administration, research and policy development.

### Administrative convenience

Provides a licensing arrangement for covered copying activities, reducing the need to seek individual permission for each use that is already authorised under the licence.

### Support for public-sector functions

Supports the use of relevant published materials for official research, reporting, meetings, policy work and staff development, subject to the licence conditions.

### Recognition and remuneration of rightsholders

Supports the licensing and remuneration of authors, publishers and other rightsholders whose works fall within CopyGhana's repertoire and applicable licensing arrangements.

### Clearer internal copying procedures

Gives institutions a defined framework for communicating copying permissions and restrictions to staff and managing authorised use of published materials.

The benefits available to each institution depend on the scope and conditions of its approved licence.

## 6 Annual Licence Fees

The annual Public Sector Licence fee is determined under CopyGhana's applicable licensing arrangements, taking account of the institution's relevant personnel band and approved coverage.

| Number of employees / covered personnel | Annual fee (excluding VAT) |
|-----------------------------------------|----------------------------|
| 1–10                                    | GH¢1,000                   |
| 11–20                                   | GH¢1,500                   |
| 21–50                                   | GH¢2,500                   |
| 51–70                                   | GH¢3,500                   |
| 71–200                                  | GH¢5,000                   |
| 201–500                                 | GH¢10,000                  |
| 501 and above                           | GH¢15,000                  |

All fees are exclusive of VAT. Applicable VAT and other statutory charges will be added in accordance with Ghanaian law.

### Illustrative fee calculations

- An institution with 8 covered personnel: **GH¢1,000** per year, excluding VAT.
- An institution with 35 covered personnel: **GH¢2,500** per year, excluding VAT.
- An institution with 150 covered personnel: **GH¢5,000** per year, excluding VAT.
- An institution with 650 covered personnel: **GH¢15,000** per year, excluding VAT.

**PLEASE NOTE** *These examples are illustrative. The staff estimate provided in the application does not, by itself, confirm the applicable fee. CopyGhana will determine the fee under the approved licensing arrangement.*

## 7 Departments, Offices and Institutional Coverage

Applicants should identify the departments, units, regional offices and other locations they intend to include in their application.

The licence applies only to the institution, offices, personnel, materials and uses covered by the approved licensing arrangement. Additional offices, affiliated bodies and legally distinct public institutions are not automatically included.

Institutions should notify CopyGhana of material changes to their organisational structure or other information relevant to their licence.

## 8 How to Apply

To apply for a CopyGhana Public Sector Licence:

1. Complete the **Public Sector Licence Application Form and Terms & Conditions**.
2. Provide the institution's official details, intended institutional coverage, staff estimate, copying requirements and relevant contact information.
3. Ensure that the application is reviewed and signed by an authorised officer.
4. Submit the completed and signed application to [info.copyghana@gmail.com](mailto:info.copyghana@gmail.com).

Submission of an application does not itself grant permission to copy. A licence takes effect only after CopyGhana's approval and completion of the applicable licensing arrangements.

The proposed commencement date supplied by the applicant is subject to approval.

## 9 Managing and Renewing the Licence

Once the licence has been approved, the institution should ensure that its copying activities remain within the authorised scope.

The institution is expected to:

- Inform relevant personnel of the applicable licence conditions.
- Ensure that copying is undertaken only for authorised purposes.
- Maintain records reasonably required under the licensing arrangement.
- Notify CopyGhana of material changes affecting institutional coverage or other relevant details.
- Pay the applicable fees in accordance with the agreed payment terms.
- Follow the agreed renewal process before the licence expires.

The licence period, renewal arrangements and any applicable fee adjustments will be governed by the approved licensing arrangement.

## 10 Important Limitations

The Public Sector Licence is not an unrestricted permission to reproduce or distribute copyrighted materials.

Unless expressly authorised by the approved licence or separately permitted by the relevant rightsholder, the licence does not automatically cover:

- Materials outside CopyGhana's repertoire or rights coverage.
- Reproduction of an entire publication or substantial portions beyond the applicable permissions.
- Sale or commercial distribution of copies.
- Public distribution through websites, open repositories or other unrestricted platforms.
- Uses requiring separate permission from a rightsholder.
- Uploading copyrighted materials to generative AI systems for training, fine-tuning, retrieval-augmented generation (RAG) or other AI-related uses.

The licence does not automatically authorise copying undertaken before its commencement. Any retrospective authorisation must be agreed separately in writing.

Institutions should consult CopyGhana where the status of a material or proposed use is unclear.

## 11 Further Information

For information about the Public Sector Licence, application requirements, institutional coverage or applicable licensing conditions, contact:

### CopyGhana

| Email                    |
|--------------------------|
| info.copyghana@gmail.com |

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