

UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.

MINUTES OF THE IMPLEMENTATION PLAN APPROVAL BY THE REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) BOARD, HELD ON TUESDAY, JUNE 25, 2019 AT THE GRADUATE SCHOOL CONFERENCE ROOM- UENR.

Item	Present		
1.0	1.	PROF. MRS. ESI AWUAH	ISAB Chairman BOARD MEMBER
	2.	PROF. ROBERT ANDOH	AWG Consult BOARD MEMBER
	3.	MR. MAXMILLIAN KWARTENG	Strategic Power Solution BOARD MEMBER
	4.	MR. BEN YAW AMPOMAH	Water Resource Commission BOARD MEMBER
	5.	MR. BENJAMIN NTSIN	GRIDCO BOARD MEMBER
	6.	ERIC ANTWI OFOSU	Director RCEES
	7.	SAMUEL GYAMFI	Deputy Director RCEES
	8.	SIDDICK JOHN-BAPTIST	Head of Procurement RCEES
	9.	FRANCIS ATTIOGBE	Academic Program Coordinator RCEES
	10.	ALBERT B. ABDULAI	Director of Finance RCEES
	11.	PRINCE ANTWI-AGYEI	Research Coordinator RCEES
	12.	EMMANUEL NYANTAKYI	Partnerships coordinator RCEES
	13.	SAMUEL AKOWUAH OKYEREH	Project coordinator RCEES
	14.	FIIFI OFORI	IT Officer RCEES
	15.	KOMLAVI AKPOTI	Projects/grants officer RCEES

Item	Description	Action By	Deadline
2.0	<u>OPENING</u> Dr Eric Antwi Ofosu, the Director of RCEES called the meeting to order at 9: 00am with an opening prayer. The Chairman welcomed RCEES board members, the faculty and RCEES members to the meeting. The Director of the RCEES then		

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	presented the participants and the role of each person in support to the RCEES program. The board's members presented themselves and their vision to the RCEES future.		
Item	Description	Action By	Deadline
3.0 3.1	<p><u>BUSINESS OF THE DAY</u> <u>RCEES PROJECT UPDATE</u></p> <p>In order to give the participant especially the board members a common understanding of the RCEES implementation plan, the director of the Centre first presented an update of the RCEES project.</p> <ul style="list-style-type: none"> • First, the director recalled that the RCEES is a response to a “call for proposal” by the African Centres of Excellence (ACE) impact. • By the name “Regional Center for Energy and Environmental sustainability”, the center aims at conducting internationally competitive training of high quality graduates and other stakeholders concerning Energy, environmental/social safeguards and Water. • The director highlighted the current postgraduates programs (MSc and PhD) that includes <ul style="list-style-type: none"> - Sustainable Energy Management - Environmental Engineering and Management • The directors then presented the short courses the Center is already running or aims to run. • The various research themes of the center has been presented. • The functional organogram (Center governance) is also presented and each items in the organogram discussed in details. The directors emphasized on the Center staff composition in term of who is paid by the university and who is paid by the Center. The major elements of the Center governance includes: <ul style="list-style-type: none"> - Center staff - Steering Committee - Industrial Advisory Board - International Scientific Advisory Board - Academic Partnerships 		

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	<ul style="list-style-type: none"> • The director then presented how the Center took part of the ACE bootcamp held in Djibouti in February. • He also presented the implementation steps of the RCEES program that includes the followings: <ul style="list-style-type: none"> - University-wide recognition - Centre presented to the University Council and Academic Board - Centre Management Set-up - Temporary office space of center provided by University Administration - Student recruitment process - Basic and Full Readiness - Procurement Plan - Centre's procurement plans for 2019 presented to the university - Infrastructural Development - Conceptual design for center infrastructure - Plans are underway to develop a Strategic plan for center - Revision of Course structure • The presented the Center's plan for infrastructure development. <p><u>MAIN CONCLUSION RCEES PROJECT UPDATE</u></p> <ul style="list-style-type: none"> • The Center is on course to meet the basic and full readiness • The Center has received good support from the University administration. This is very positive for the centers success. • The Core team of the center is set. • Preparations to commence infrastructure development are also on course 		
Item	Description	Action By	Deadline
3.2	<p><u>DISCUSSION OF THE RCEES PROJECT UPDATE</u></p> <p>After the Centre's Director presentation, the board members discussed each items presented and made recommendation as indicated below:</p>		

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	<p>i. On the Organogram of the Center</p> <p>The board noticed that there was no mention of the Department and Graduate school in the Center organogram. It is important that, for the success of the RCEES program, the students should be owned by graduate school.</p> <ul style="list-style-type: none"> • Center leadership response <p>On this note, the Center leadership responded that the RCEES program is owned by the Energy and Environmental Engineering Department and by extension belongs to the University. The department and the faculty members are involved directly in the center's activities through the various research themes. In addition, there are number of responsibilities in the organogram that are directly managed by the faculty member including:</p> <ul style="list-style-type: none"> - Director - Deputy Director - Academic Programs Coordinator - Research Coordinator - Research Team Leaders <p>Although it is not shown on the organogram, the students are owned by the graduate school. Thus, the students follow rules and regulations of the graduate's school including ethics.</p> <p>ii. What is the Center strategy in increasing the share of the internal participant in its short courses?</p> <ul style="list-style-type: none"> • Center leadership response <p>The center has developed a number of MOU with institutions in the region to jointly run short courses. The courses are run in Ghana and outside Ghana. By doing so, the Center will bring the training directly to people in the region.</p> <p>iii. External interfacing, business development (Commercial, patent), liaison research-industry</p> <p>The board recommended that there should be people in charge of the RCEES liaison with external partners, business development, and any business case to arise and patent rights. The board also emphasized on the importance of developing a strong relationship with the industry.</p> <p>iv. The fleet management</p>		
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	<p>It also import for the center to have adequate number of vehicles for the centers activities as well as research work on the field.</p> <p>v. On research themes</p> <p>The board noticed that the research themes proposed are more energy oriented. However, it is also important to develop strong environmental related research themes and sub-themes. The board concretely recommends the following areas of research that you be consider ender environmental engineering and management research agenda:</p> <ul style="list-style-type: none"> • Insitu energy systems development, maintenance and their impact • Carbon footprint of energy systems • Large farms of renewable energies development and integration and their environmental impacts • Optimizing hydropower under low flow condition (including under future climate scenarios) • Hybridization Hydropower-solar (e.g. Bui power) and their impact • Develop policy brief of each research items. <p>vi. Other recommendations</p> <ul style="list-style-type: none"> • The board recommends that it is important to develop practice manuals for each short course. It also import to seek for sponsorship for the development of these manuals. This will help recruiting consultant that will help in the development of such documents. • It is import for the center to establish in the future a documentation center 		
Item	Description	Action By	Deadline
3.3	<p><u>DETAILS PRESENTATION THE IMPLEMENTATION PLAN</u></p> <p>After the discussion on the project updates, the director of RCEES made a details presentation of the implementation plan that includes the following major elements:</p> <ul style="list-style-type: none"> • Overview of expected outputs and related income within the first project year <p>This part focused on the outputs ad funds generation of the year 1 based on each DLI.</p> <ul style="list-style-type: none"> • Overview of expected activities and expenditures within the first project year • Overview of budget distribution among partners for year 1 		

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	<ul style="list-style-type: none"> • Timing of planned activities for entire project period • Implementation arrangements <p>The director also provided the details on the implementation arrangements that comprises:</p> <ul style="list-style-type: none"> - Guiding Policies, Rules and Regulations - Governance Structures (already presented under item 3.1) - Sectoral Advisory Board - Financial Sustainability of the center - International Scientific Advisory Board - Institutional Impact - Incentive Structures and Mechanisms - Roles and responsibilities of ACE team members - Sexual Harassment policy - Environment and Social safeguards - Performance monitoring - Budget overview for entire project period 		
Item	Description	Action By	Deadline
3.4	<p><u>DISCUSSION OF THE IMPLEMENTATION PLAN</u></p> <ul style="list-style-type: none"> • After the presentation of the implementation plan, there was a section for discussion. The board each item in the implementation plan. • On the recruitment of the student, the board advised that with the Weekend courses, it would be good to also organize the course in Accra. Doing this will attract more student that are already workers. 		
3.5	<p><u>BOARD APPROVAL OF THE IMPLEMENTATION PLAN</u></p> <p>MR. BEN YAW AMPOMAH moved for the implementation plan to be approved. The motion was seconded by PROF. ROBERT ANDOH.</p>		

Item	Description	Action By	Deadline
9.0	<p><u>ADJOURNMENT</u></p> <p>In the absence of any further discussions, Dr. Eric Antwi Ofofu moved for the adjournment of the meeting. The Chairman thanked members of the boards for their valuable contributions and adjourned the meeting at 2:00pm. MR. BENJAMIN NTSIN said the closing prayer.</p>		

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	<p>CHAIRMAN</p> <p>..... PROF. MRS. ESI AWUAH</p> <p>Date: 25/06/19</p>	<p>SECRETARY</p> <p>..... Mr. Komlavi Akpoti</p> <p>Date: 25/06/19</p>		
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