

**MINUTES OF A RCEES MANAGEMENT MEETING HELD ON FEBRUARY 28, 2020 AT THE SHERATON
HOTEL, ABUJA, NIGERIA**

Present

Name	Designation
1. Prof. Harrison K. Dapaah	Vice-Chancellor, UENR
2. Dr. Eric Oforu Antwi	Dir. RCEES
3. Dr. Samuel Gyamfi	Dep. Dir. RCEES
4. Dr. Francis Attiogbe	Academic Prog. Coordi., RCEES
5. Mr. Samuel Okyere	RCEES, Proj. Coordinator
6. Mr. Albert Banan Abdulai	Dir. of Finance, UENR
7. Mr. John-Baptist Siddick	Ag. Dir. of Procurement, UENR
8. Dr. Princce Antwi-Agyei	Research Coord. UENR
9. Mr. Stephen Yaw Ntiamoah	Finance Manager, RCEES
10. Komlavi Akpoti	Research officer, RCEES

Opening Prayer: Dr. Eric Oforu Antwi

1. DLI7: University Wide impact

Institutional impact millstone: DLI 7.5.

DLI 7.5 is supposed to attract 10% of the project budget of maximum of 700,000 USD.

Five millstones that will generate revenue for the Center:

- a) Review of the University Master/Strategic Plan
- b) Subscription of the research professional for the University wide community

The contract document of the research professional was shared with the VC and the and the Deputy director. Procurement and finance will be involved in the compress. The subscription will cost 9000 USD/year for the hole University and cut across all disciplines. The subscription is for 3 years but will be paid annually.

- c) Establishment of research and grant office

This office will manage research professional.

- d) Establish Teaching and Research Enhancement Unit

Most of the staff lack requisite orientation for higher education (lack of focus, limitation in lecture delivery, lack of skill in research article writing and publication) which hamper their progression. After discussion of VC, it was agreed to establish of teaching and research enhancement Unit which will focus on building capacity of lecturers and staff of the University.

- e) Restructuring curriculum development in the University and enhancement of the quality assurance unit.

Based on the experience from the ERASMUS project, it was clear that there are limitations in the curriculum development. The approach is to use the lessons learned from this project to improve curriculum development. The focus will also be on the student learning activities in the curriculum (student centered learning approach). A document will be produced with quality assurance as evidence of the redevelopment of curriculum.

Timelines on these millstones are yet to be defined. Each millstone attracts 100,000 USD. Competitive appointment of Deans and VC will also attract 50,000\$ each.

The final number of millstones under DLI 7.5 and the respective amount will be confirmed.

These millstones are to be approved by the academic and Council boards which will be documented and submitted for a claim.

2. Uses of the VC components

The VC component of the DLI 7 will be used:

- a) To create a research fund for the uses of the research community and to support early carrier researchers. This activity will be managed by the research and grant office.
- b) To support the training of early carrier professionals in the University.
- c) To organize summer school or New year school for the University staffs on strategic themes that will enhance policy for development in the Center's niche area for 3 days to 1 week.
- d) For ICT improvement of the University (improve internet capacity, improve cyber security, increase online subscriptions for selected journals)
- e) To create studio for distance and online learning at the Center.

AFD, Microsoft and IBM are possible founder for the distance learning (to be explored).

- f) To support of the development and redevelopments of curriculum and programs.

Important: the VC components funds can not be used for infrastructure.

3. DLI 4

The DLI 4.3 has been modified. In the preparation of the Implementation plan, the building had 4 millstones including:

- Accepted design by the world bank (300,000 USD)
- Sign contract with the contractor (300,000 USD)
- When the contractor is done with the foundation stage (300,000 USD)
- Completion of the Building (300,000 USD)

The building budget allocation is 25% of the total money. These millstones were approved in the implementation plan. However, the new DLI table shows only 2 millstones with 300,000 USD for each. The Center will have to provide 2 new millstones. The first could be contract signed while the second will be building completion. The building is still 1.6 million USD but will need to be completed by revenue generated from other DLIs.

4. Re-accreditation

The center postgraduate programs are due for re-accreditation. The four programs will be revised for re-accreditation which will earn the center 400,000\$ representing 4 millstones. The Center is organizing a boot-camp in **April 2020** for this activity.

5. University wide regional strategic plan

Other activities that can provide immediate money is the University wide regional strategic plan. The VC will put in a team. **The Center Director will officially write to the VC to set up a committee for this activity.**

The team will be composed of:

- a) Academic and student affairs. Mr. George Anna will represent Registrar and Academic office.
- b) Graduate school
- c) The school of engineering
- d) Quality assurance
- e) University Relation Officer (URO)
- f) Finance
- g) RCEES

6. Social and environmental safeguard (SES)

There is a need for people to handle SES for World Bank projects across the region. The World Bank and AAU are contemplating the possibility of creating a new Center for training in this area. They will possibly use existing ACEs to build this new center. RCEES and Cape coast Center are the potential candidates. The new center will be running Master and PhD programs in SES. This will be an add-on to RCEES. The AAU will send a concept note on the short courses that will be rolled out and the curriculum development.

7. Internships

Internships will last for a minimum of 4 weeks in Industries. The revenue for internships is 1000 USD for locals and 1500 USD regional. We will need to strategize to minimize cost. The internship for the current batch will occur at the end of the second semester. Staffs and faculties are also encouraged to go for internship.

8. Publications

The Center is given 50 publications. Only Scopus index journals are accepted. There is a need to organize a seminar on How to publish and How not to publish.

9. Supervision and lectures

The supervision needs to be improved. The Center has appointed a number of fellows that will assist in the supervision of the students. There is also a need for a seminar on students' supervision. The Fridays will be dedicated for student's synopsis presentation.

10. Attendance and punctuality of lectures

There will be a joint faculty meeting between both departments (Civil and Environmental Engineering & Energy and Petroleum Engineering) to address the issue related to attendance and punctuality of lectures.

11. Number of students to consider for RCEES scholarship for 2020/2021 batch

The numbers are yet to be discussed.

12. Minutes and other relevant reports

All minutes are to be shared and uploaded to the RCEES websites. Other documents including procurements documents could also be shared on the websites.

13. Hostel

The center needs to plan for the new international students' accommodation. The VC is exploring some possibilities outside campus.

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Dr. Eric Ofosu Antwi
(Chairman)

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Mr. Akpoti Komlavi
(Secretary)