

MINUTES OF A STRATEGIC PLANNING DEVELOPMENT MEETING BETWEEN RCEES & AITI-KACE HELD (CONSULTANT) ON JANUARY 21, 2020 AT THE RCEES LECTURE ROOM

1.0 Present

| Name | Designation |
|----------------------------------|-------------------------------|
| 1. Dr. Eric Ofosu Antwi | Dir. RCEES |
| 2. Dr. Patrick Ofei | Dir. AITI Consult |
| 3. Col. Alex Acheampong | ECOINFO, Consultant |
| 4. Mad. Priscilla Hope | AITI-KACE, Proj. Manager |
| 5. Mr. Samuel Okyere | RCEES, Proj. Coordinator |
| 6. Dr. Emmanuel K. Nyantakyi | RCEES, Partnership Coord. |
| 7. Mr. Albert Banan Abdulai | Dir. of Finance, UENR |
| 8. Mr. John-Baptist Siddick | Ag. Dir. of Procurement, UENR |
| 9. Dr. Prince Antwi-Agyei | Research Coord. UENR |
| 10. Mr. Reginald Djimatey | Fellow, RCEES |
| 11. Dr. Samuel Gyemfi | Dep. Dir. RCEES |
| 12. Dr. Francis Attiogbe | Academic Proj. Coord, RCEES |
| 13. Mr. Ebenezer N. Kumi | Fellow, RCEES |
| 14. Mr. Kofi Dwomoh | Procurement Office, RCEES |
| 15. Mr. Samuel Koduah | Procurement Office, RCEES |
| 16. Mr. Akpoti Komlavi | Research Officer, RCEES |
| 17. Mr. Felix Amankwah Diawuo | Research Leader, RCEES |
| 18. Mr. Jedidiah Frimpong Boakye | Teaching Assistant, RCEES |
| 19. Mr. Romeo Tweneboah Koduah | Teaching Assistant, RCEES |
| 20. Mr. Bright Kwame Asante | Teaching Assistant, RCEES |
| 21. Mr. Fiifi Ofori | I.T. Officer, RCEES |
| 22. Mr. Musah Mamud | Teaching Assistant, RCEES |
| 23. Eric L. Mwintome | Snr. Admi. Assistant, RCEES |

2.0 Opening

An opening prayer by Dr Eric Ofosu Antwi heralded the meeting at 9: 56 am. This was followed by the introduction of the RCEES members the Director of the Centre and the Consultants (Advanced Information Technology Institute- Kofi Annan Centre of Excellence) team did same.

3.0 The Day's Activities

Prior to setting the tone for the day, the Consultant recapped the previous day's activities which included; Steps to Kick-Start the Strategic Planning Process, Tools and Approaches (**PESTLE, SWOT analysis, balanced scorecard**) etc.

This recap was immediately followed by a consensus that in crafting a strategic plan, creating a vision should precedes the mission of the establishment.

The meeting was educated that the vision of the Centre must mirror its core activities/objectives.

3.1 *The mandate of the Centre (RCEES)*

The Director of the Centre in explaining what the World Bank expected of it, vividly outlined them as follows:

- Provide international quality post-graduate education to regional and national students focused on a specific regional development challenge.
- Enhance the impact of the ACE on development through private and public sector partnerships. This will also include short term training to professionals already working, internship for students, contract research, data collection, policy advice and research, etc.
- Deliver research in response to development challenges, including through partnerships with private and public partners.
- Improve Governance and management of the ACE to become an institution of excellence.
Potential
- Strengthen regional and international academic partnerships to raise the quality of education at partner institutions and network partners and to raise the ACE's capacity to manage these partnerships
- Attain international accreditation for RCEES and UENR.

3.2 Thematic Areas of the RCEES's Vision

In a quest to craft a vision which is apt for the Centre, members at the meeting were put into groups. A gruelling but educative discussion ensued resulting in a number of variables being generated around the mandate of the Centre. They were:

- a. Research and postgraduate training
- b. Leading
- c. Quality
- d. Centre of excellence
- e. International accreditation
- f. Stakeholders

3.3 Birth of a Draft Vision of RCEES

The generated variable above aided the process of drafting the vision for the Centre:

“The RCEES exist: to be the leading internationally accredited Centre of excellence that provides quality research and postgraduate education”.

4.0 Mission Statement of RCEES

The mission statement development for the Centre followed a similar process as the vision. The meeting learnt that any mission worth of its sort must have contained these key elements:

- i. Identification: the identity of the Centre was coined as; RCEES is a World Bank-funded centre of excellence in energy and environmental sustainability based in Ghana
- ii. Purpose: excellent and quality postgraduate education and research, discover, preserve and disseminate cutting edge research
- iii. Business: training and capacity building, consulting and professional development
- iv. Values:
- v. Beneficiaries: students, industry professional, governments of countries (to be completed)

4.1 Possible Mission Statements

Two (2) possible mission statements were carved based on the key elements that had been enumerated above.

1. The mission is to conduct cutting edge research, create, disseminate and preserve knowledge; and provide quality postgraduate education.
2. The mission is to create, disseminate and preserve postgraduate education

The mission statement development was inconclusive and had deferred to tomorrow, Wednesday, January 21, 2020.

One of the consultants admonished management of the Centre to imbibe the virtues of the “BHAG” (Big Hairy Audacious Goal) meaning; a clear and compelling target for an organization to strive for. The term was coined in the book “Built to Last: Successful Habits of Visionary Companies” by Jim Collins and Jerry Porras.

5.0 Closing

The meeting was adjourned at 4:22 pm to January 22, 2020.

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Dr. Eric Ofosu Antwi
(Chairman)

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Eric L. Mwintome
(Secretary)