

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

MINUTES OF THE REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) MANAGEMENT MEETING, HELD ON THE 03RD SEPTEMBER, 2019 AT THE RCEES CONFERENCE ROOM-UENR.

Item	Present		
1.0	1. ERIC ANTWI OFOSU	DIRECTOR	RCEES
	2. SAMUEL GYAMFI	DEPUTY DIRECTOR	RCEES
	3. SIDDICK JOHN-BAPTIST	HEAD OF PROCUREMENT	RCEES
	4. FRANCIS ATTIOGBE	ACADEMIC PROGRAM COORDINATOR	RCEES
	5. ALBERT B. ABDULAI	DIRECTOR OF FINANCE	RCEES
	6. SAMUEL AKOWUAH OKYEREH	PROJECT COORDINATOR	RCEES
	7. FIIFI OFORI	IT OFFICER	RCEES
	8. KOMLAVI AKPOTI	PROJECTS/GRANTS OFFICER	RCEES
	9. EMMANUEL ASUAMAH YEBOAH	PROJECT TECHNICAL OFFICER	RCEES
	10. SAMUEL KODUAH	PROCUREMENT ASSISTANT	RCEES

Item	Description	Action By	Deadline
2.0	<u>OPENING</u> Dr Eric Antwi Ofori, the Director of RCEES called the meeting to order at 12: 23 am with an opening prayer. The Chairman welcomed RCEES management to the meeting.		
Item	Description	Action By	Deadline
3.0 3.1	<u>PREPARATIONS SO FOR</u> a) Accommodation: <u>For Accommodation we have:</u> 6 Single Rooms 12 Big Rooms <u>No. of Students in a room:</u> PhD: 1 MSc: 2 <u>Problems to be solved:</u> 1) Internet for Students 2) Place for Cooking (Possibly turning a room into a kitchen) 3) The choice between Gas / Electric Stove		

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	<p>b) Course work:</p> <ol style="list-style-type: none"> 1) There should orientation on the 1st day 2) 3 lecturers per course: 1 from Industry 3) Develop motivation policy which should be done before the Senegal trip <p>c) Classroom:</p> <ol style="list-style-type: none"> 1) Classroom/ Urinals should be made 2) Students centre learning approach <p>d) Lecture materials:</p> <ol style="list-style-type: none"> 1) Dr Samuel Gyamfi suggested lecture materials should Be made available online <p>e) Relab projects:</p> <ol style="list-style-type: none"> 1) The Relab team should meet for discussions on the Relab student scholarship backage. 2) The management should focus and Achieve DLIs instead of embarrassing another project like Relab. 		
Item	Description	Action By	Deadline
3.2	<u>BREAKDOWN OF SCHOLARSHIP</u>		
Item	<p><u>For National MSc Students we had:</u> Female Regular Students: 10 Female Weekend Students: 1 Total No. of Female Students: 11</p> <p>Male Regular Students: 25 Male Weekend Students: 4 Total No. of Male Students: 29</p> <p>Total No. of Students for National: 40</p> <p><u>For Regional MSc Students we had:</u> Female Regular Students: 7 Total No. of Female Students: 7</p> <p>Male Regular Students: 9 Total No. of Male Students: 9</p> <p>Total No. of Students for Regional: 16 Grand Total: 56</p>	Action By	Deadline

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	<p><u>For Regional PhD Students we had:</u> Female Regular Students: 5 Female Weekend Students: 2 Total No. of Female Students: 7</p> <p>Male Regular Students: 11 Male Weekend Students: 5 Total No. of Male Students: 16</p> <p>Total No. of Students for National: 23</p> <p><u>For Regional PhD Students we had:</u> Female Regular Students: 2 Total No. of Female Students: 2</p> <p>Male Regular Students: 10 Total No. of Male Students: 10</p> <p>Total No. of Students for Regional: 12 Grand Total: 35</p> <p><u>National Grand Total:</u> <u>Regional Grand Total:</u> Female: 18 Female: 9 Male: 45 Male: 19</p>		
3.3	<u>SCHOLARSHIP POLICY / MOTIVATION POLICY</u>		
Item	<p>Description REES has a number of scholarships available to students based on academic merit, or humanitarian reasons. Scholarships may be provided for partial or full tuition fees and the awarding of such scholarships is at the discretion of the Scholarship Committee or the Director</p> <p><u>Scholarship Conditions:</u></p> <ol style="list-style-type: none"> 1) Full tuition, Research, Stipend and Accommodation 2) Full tuition and Research 3) Tuition only 4) Partial tuition 	Action By	Deadline
3.4	<u>SENEGAL TRIP</u>		
Item	<p>Description Senegal trip is from 22nd September – 29th September, 2019 A staff of 6 from RCEES will be going the trip</p>	Action By	Deadline
3.5	<u>LAUNCHING OF THE CENTRE / ICEASSM CONFERENCE</u>		
Item	<p>Description The Centre Launching will take place on the 9th – 10th December, 2019.</p>	Action By	Deadline

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	On the 9 th , will be for Industrial and 10 th the Steering Committee will meet ICEASSM Conference will take place on the 11 th December 2019		
3.6	<u>REPORT ON TRIPS</u>		
Item	Description Dr Eric Antwi Oforu went to Liberia and Sierra Leone and Dr Emmanuel Kwesi Nyantakyi went to Nigeria and Gambia The Response was positive with important demands for short courses related to renewable energies. The management also see this an opportunity to establish a business with the short course in a number of countries in the sub-region and Africa. At an initial stage, the Centre will focus on Nigeria, Sierra Leone, Liberia and the Gambia.	Action By	Deadline
3.7	<u>MOU'S</u>		
Item	Description All MOU's between the RCEES and other institutions will be signed by VC.	Action By	Deadline
3.8	<u>ADVERTS FOR CONSULTANTS</u>		
Item	Description A committee will be formed in the selection of the consultants	Action By	Deadline
3.9	<u>UPDATE ON NCTE MEETING / CASH FLOW</u>		
Item	Description Cabinet has approved it and they hope it will be ready before the Senegal trip.	Action By	Deadline
3.10	<u>RESEARCH THEMES / PROCUREMENT PLAN 2020</u>		
Item	Description <u>For Procurement Plan 2020:</u> 1. Contracts should be awarded by end of 2019 2. Purchase of Vehicles (1bus, 14x4) 3. Construction of Centre should kick-off 4. Preparing of procurement plan 2020 <u>Research Themes:</u> 1. Short Courses	Action By	Deadline
3.11	<u>SHORT COURSES</u>		
Item	Description Emmanuel Asuamah Yeboah will be incharge of planning of short courses	Action By	Deadline
3.12	<u>CV'S OF LECTURERS FOR SUPERVISING RESEARCH</u>		
Item	Description There will be advertisement on campus, and website	Action By	Deadline

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