

MINUTES OF A STRATEGIC PLANNING DEVELOPMENT MEETING BETWEEN RCEES & AITI-KACE HELD (CONSULTANT) ON FEBRUARY 5, 2020 AT THE RCEES LECTURE ROOM AT 10:02 AM

1.0 PRESENT

Name	Designation
1. Dr. Eric Oforu 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. Dr. Prince Antwi-Agyei	Research Coord. UENR
6. Nana Fosu Nyame	AITI-KACE, Proj. Officer
7. Dr. Emmanuel Nyantakyi	Partnership Coord, RCEES
8. Dr. Mark Amo-Boateng	Lecturer, RCEES
9. Mr. Emmanuel Y. Asuamah	Technical Officer, RCEES
10. Mr. Akpoti Komlavi	Research Officer, RCEES
11. Ms. Grace Badu-Mensah	Service Person, RCEES
12. Mr. Dampaak Abdulai	Service Person, RCEES
13. Mr. Musah Mamud	Service Person, RCEES
14. Mr. Felix Amankwah Diawuo	Research Leader, RCEES
15. Mr. Romeo Tweneboah Koduah	Service Person, RCEES
16. Mr. Kwabena A. Kyeremeh	Fellow, RCEES
17. John A. Gyabaah	Fellow, RCEES
18. Mr. Emmanuel Effah	Student, RCEES
19. Ms. Francisca Asare-Bediako	Service Person, RCEES
20. Mr. Bright Agyemang-Boakye	Service Person, RCEES
21. Mr. Jedidiah B. Frimpong	Service Person, RCEES
22. Eric L. Mwintome	Snr. Admi. Assistant, RCEES

2.0 OPENING

The meeting commenced with development of strategic actions for the various objectives that were crafted earlier in the previous day (February 3, 2020). Actions are the necessary steps towards achieving the objectives set out.

Objective 1: Build and maintain world-class teaching and research in energy and environmental sustainability

Strategic Actions

- Develop and review curriculum
- Prepare towards national accreditation and reaccreditation
- Acquire international accreditation
- Participate in seminars and conferences

Objective 2: Strengthen support and recognition in publication of discovery

Strategic Actions

- Train students and faculty in research
- Publish articles in high impact journals
- Provide required financial resources for publication
- Factor publications in performance review
- Join research networks

Objective 3: building the capacity of staff.....

- Train staff and faculty in thematic areas
- Conduct training needs assessment as part of performance reviews
- Identify training providers

Objective 4: Conduct action and applied research

Strategic Actions

- Codesign research projects with industry
- Identify research areas in energy and environment

Objective 5: provide state of the art teaching and research facilities

Strategic Actions

- Establish well resourced laboratories
- Establish well resourced library
- Provide a fully networked environment

Objective 6: Develop and maintain curriculum and programmes that integrates multiple modes of delivery

Strategic Actions

- Online/virtual learning
- Distance learning
- Day/evening/weekends format
- Sandwich programmes
- Exchange programmes

Objective 7: Prepare students to meet the demands and expectations of the industry

Strategic Actions

- Internship/attachment
- Field trips/study tours
- Guest lecturers from industry

Objective 8: To provide conditions of service that attract a gender balance, diverse and qualified faculty and staff

Strategic Actions

- Provide flexible working conditions
- Compensation package/reward scheme tied to project revenue
- Facility management
- Institute affirmative action hiring programme
- Implement reward and compensation scheme that commensurate expertise
- Provide study leave and sabbatical
- Periodic retreat and team building activities

Objective 8: create mentorship opportunities and programmes to promote job satisfaction

Strategic Actions

- Assign junior faculty to senior faculty
- Joint supervision and proposal writing
- Delegation of responsibilities

Objective 8: Conduct performance appraisal with development plans to enhance career progression

Strategic Actions

- Conduct midyear and annual performance review
- Create development plan
- Establish the basis for performance review

Objective 8: Create partnership with industry through training and industrial attachment for our students and faculty

Strategic Actions

- Identify stakeholders in the industry
- Areas of collaboration
- Signing Memorandum of Understanding (MoU)
- Send students and faculty on attachment
- Monitor and evaluation of performance

Objective 9: Collaborate with industry and stakeholders to execute mutually sourced projects

Strategic Actions

- Develop proposals for originated and competitive building
- Execute projects

Objective 10: Develop and maintain a database to manage our relationship with stakeholders

Strategic Actions

- Create an electronic database

3.0 Strategic Plan Development Performance Monitoring

The consultant explained performance monitoring as a systematic process of analyzing the organization's strategic plan, aims and objectives (i.e. gathering relevant data which shows how the organization is performing). Measuring that performance against specific indicators.

Importance of monitoring performance according to the consultant could not be underestimated. Performance monitoring aid in tracking the actual work done or being done. It also prevents organizations from setting lofty objectives that could not be attained.

Performance indicators:

Strategic Action; Develop and review curriculum

Indicators;

- Number of curricular developed
- Number of curricular reviewed

Strategic Action; prepare towards national accreditation and reaccreditation

Indicators;

- Number of engagements
- Number of related documents
- Number of meetings at each level of the process

Strategic Action; acquire international accreditation

Indicators;

- Number of international accreditations sought
- Number of related documentations
- Numbers of internal meetings at each level

Strategic Action; participate in seminars and conferences

Indicators;

- Number of seminars/conferences attended
- Number of faculty and staff attending conferences

Strategic Action; identify stakeholders in the industry

Indicators;

- Number of industry stakeholders
- Types of industry
- Number of industry in and out country

Strategic Action; Sign MoUs

Indicators;

- Number of MoUs signed

4.0 Any Other Business

Members present were informed that the next meeting was scheduled for February 19-20, 2020.

The consultants indicated that the draft strategic plan would be circulated to members on February 14, 2020 for comments.

5.0 CLOSING

In the absence of further deliberations, members were praised for attending

The meeting closed at 1:32 pm.

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Dr. Eric Ofosu Antwi
(Chairman)

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Eric L. Mwintome
(Secretary)