

**MINUTES OF A STRATEGIC PLAN VALIDATION MEETING BETWEEN RCEES & AITI-KACE HELD (CONSULTANT) ON FEBRUARY 20, 2020 AT THE RCEES LECTURE ROOM AT 9:00 AM**

**1.0 PRESENT**

<b>Name</b>	<b>Designation</b>
1. Prof. Harrison K. Dapaah	Vice-Chancellor, UENR
2. Mr. Kwesi Adu-Gyan	Dir. Gen. AITI-KACE
3. Dr. Samuel Gyamfi	Dep. Dir. RCEES
4. Dr. Patrick Ofei	Dir. AITI Consult
5. Col. Alex Acheampong	ECOINFORMATICS, Consultant
6. Mad. Priscilla Hope	AITI-KACE, Proj. Manager
7. Dr. Prince Antwi-Agyei	Research Coord. UENR
8. Mr. Owusu Ansah Debrah	ECOINFORMATICS, Consultant
9. Nana Fosu Nyame	AITI-KACE, Proj. Officer
10. Dr. Emmanuel Nyantakyi	Partnership Coord, RCEES
11. Mr. Akpoti Komlavi	Research Officer, RCEES
12. Dr. (Mrs.) Daniella D. Sedegah	Fellow, RCEES
13. Dr. Francis Attiogbe	Academic Prog. Coordi.
14. Mr. Kofi Dwomoh	Procurement, RCEES
15. Mr. Samuel Koduah	Procurement Officer, RCEES
16. Nana Fosu Nyante	Project, AITI-KACE
17. Mr. Joseph Y. Kusi	PhD Candidate, RCEES
18. Ms. Nerissa E.L. Anku	PhD Candidate, RCEES
19. Ms. Khadija Sarquah	PhD Candidate, RCEES
20. Mr. Fiifi Ofori	I.T. Officer, RCEES
21. Mr. Williams Amankwah	Research Asst., RCEES
22. Ms. Grace Badu-Mensah	Service Person, RCEES
23. Mr. Dampaak Abdulai	Service Person, RCEES
24. Mr. Musah Mamud	Service Person, RCEES
25. Mr. Romeo Tweneboah Koduah	Service Person, RCEES
26. Mr. Kwabena A. Kyeremeh	Fellow, RCEES
27. Ms. Francisca Asare-Bediako	Service Person, RCEES

28. Mr. Bright Agyemang-Boakye	Service Person, RCEES
29. Mr. Bright K. Asante	Service Person, RCEES
30. Mr. Jedidiah B. Frimpong	Service Person, RCEES
31. Eric L. Mwintome	Snr. Admi. Assistant, RCEES

## **2.0 OPENING**

The meeting was preceded by an opening prayer by Dr. Daniella D. Sedegah.

### ***2.1 Assigning Responsibility***

As a continuation of the validation process, the consultants guided the meeting to assign responsibilities to officers who would ensure that the actions in the strategic plan are carried out as indicated. The division labour was to instil accountability to all those identified with a specific task(s).

### ***2.2 Timelines***

In order not to watch set targets wait in perpetuity before being carried out, timeframes were set within which each of them is expected to be carried out. These timelines range from one to five years. In view of the time schedules, the consultants admonished management of the Centre to devise their own Key Performance Indicators (KPIs) to aid duty bearers perform their assigned task(s).

### **2.3 Baseline**

Under this heading, some of the KPIs were flagged for further discussion. The meeting also agreed that the financial system, though was part of the Terms of Reference, should be flagged as well. The decision was taken because it was realized that the Centre couldn't operate a distinct financial system from that of the University.

The consultants also suggested that the remaining years on the ***Baseline*** should be completed by the Centre as work in progress.

## **3.0 2<sup>ND</sup> SESSION OF THE VALIDATION PROCESS**

The meeting reconvened at 2:00 pm for the last lap of the strategic plan validation.

The Vice-Chancellor of the University (Prof. Harrison K. Dapaah) and the Director of Ghana-India Kofi Annan Centre of Excellence in ICT (Mr. Kwesi Adu-Gyan) were in attendance to grace the occasion.

### ***3.1 Deadline for Suggestions***

February 21 2020, was set as a window for comments, suggestions and questions/clarification.

Also, March 5, 2020 was scheduled for a video conference between the management of RCEES and the consultants.

The consultants recapped the entire strategic plan (SP) development process through to the validation process which spanned from January 21, 2020 to February 20, 2020. They underscored the need for the governing board of the Centre to adopt the strategic plan for implementation.

Again they (consultants) indicated that RCEES management could employ both informal and formal review mechanism when the SP is being implemented. According to them, the informal review could be done mid-year and formally done annually. The import of the adoption of informal and formal reviews is to help management adjust to the exigencies of the current situation.

### **4.0 A.O.B.**

The consultants appreciated the efforts and time of all who participated in this painstaking and educative exercise of crafting a strategic plan for RCEES.

The Vice-Chancellor, Prof. Harrison K. Dapaah in his closing remarks congratulated the consultants, the Centre's management and participants for the good work done. He indicated the project, according to the World Bank is in two phases and was optimistic about the success of the Centre in making strides in the development of a Strategic Plan. He further implored management to acquaint itself with the strategic plan when operational.

Adding up, the Director-General of AITI-KACE, Mr. Kwesi Adu-Gyan in his remarks said he was privileged to be at RCEES. He intimated that the mandate of the Centre (RCEES) was vast, strategic and apt for the developmental needs of Ghana and the continent. He reiterated the importance of the SP especially the key performance indicators and admonished all to their shoulders to the wheel in order for the targets set to be realized.

*Vote of thanks:* Dr. Emmanuel K. Nyantakyi on behalf of the Centre, was grateful to God for the sustenance throughout the SP development process.

**5.0 CLOSING**

The Deputy Director of the Centre (Dr. Samuel Gyamfi) applauded everyone for being part of the development of the strategic plan for the Centre.

With no further deliberations, Dr. Emmanuel K. Nyantakyi said the closing prayer and the meeting ended at 3:48 pm.

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Dr. Samuel Gyamfi  
(Chairman)

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Eric L. Mwintome  
(Secretary)