

MINUTES OF A STRATEGIC PLANNING DEVELOPMENT MEETING BETWEEN RCEES & AITI-KACE HELD ON JANUARY 20, 2020 AT THE UENR GRADUATE SCHOOL CONFERENCE ROOM AT 10:00 AM

1.0 Present

Name	Designation
1. Dr. Eric Ofosu Antwi	Dir. RCEES
2. Dr. Patrick Ofei	Dir. AITI-KACE 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. Princece Antwi-Agyei	Research Coord. UENR
10. Mr. Stephen Yaw Ntiamoah	Finance Manager, RCEES
11. Eric L. Mwintome	Snr. Admi. Assistant, RCEES

2.0 Opening

The meeting was preceded by an opening prayer by Dr. Eric Ofosu Antwi.

The Director of the Regional Centre for Energy and Environmental Sustainability (RCEES) welcomed members to the meeting and also introduced members from the RCEES team. The Advanced Information Technology Institute- Kofi Annan Centre of Excellence (AITI-KACE) team did a similar introduction.

3.0 Brief Background of RCEES

The Director of RCEES gave a brief background of the Centre; The Centre came about as a response to a call by the World Bank. The Centre serves as a nexus for energy and environmental sustainability and consulting facility in the African Region.

4.0 Communication

The two teams (RCEES & AITI) had a consensus on the mode and acceptable formal way of communicating to each other. The forms of communication agreed on were as follows:

- a. Whatsap platform
- b. Skype
- c. Emails

- d. Phone calls etc.

The meeting also designated Mr. Samuel Okyere as the contact person for all communications on behalf of RCEES

5.0 Preliminary of the Strategic Plan Development

The Consultant gave an overview of how the strategic plan would be developed.

The major parts of a standard strategic plan include the following:

- Mission, vision, and aspirations.
- Core values.
- Strengths, weaknesses, opportunities, and threats (SWOT).
- Objectives, strategies, and operational tactics.
- Measurements and funding streams.

Steps to Kick-Start the Strategic Planning Process

1. Identify your mission statement. ...
2. Create a vision of the future. ...
3. Develop core values and guiding principles. ...
4. Create long-term goals and smart objectives. ...
5. Establish an action roadmap with timelines. ...

Tools and Approaches

- A **PESTLE** framework would be use to **analyse** the key factors (Political, Economic, Sociological, Technological, Legal and Environmental).
- **SWOT analysis** (strengths, weaknesses, opportunities and threats **analysis**) is a framework for identifying and **analyzing** the internal and external factors that can have an impact on the viability of a project.
- A **balanced scorecard** is a performance metric used in strategic management to identify and improve various internal functions of the Centre and its resulting external outcomes

The Consultant also gave a time schedule clearly delineating the various stages of the strategic plan. He indicated the next meeting would be for stakeholder engagement from February 3 – 5, 2020.

The strategic plan was said to be for a five (5) year period. This was premised on the World Bank funding period for the Centre (RCEES). Suffice to say the RCEES is a going concern.

The sixty (60) month strategic plan per the Consultant would be broken down into twenty (20) each for the short, medium and long terms operational plan.

The Consultant throughout his presentation, emphasized the fact that the Centre could be a cash cow if the consultancy services is taken seriously.

The presentation by the Consultant was interspersed with humour, real life stories, inspirational quotes etc.

6.0 Closing

With no further deliberations, the day’s business ended at 1:39 pm.

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Dr. Eric Ofosu Antwi
(Chairman)

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Eric L. Mwintome
(Secretary)