

**MINUTES OF THE 2<sup>ND</sup> MANAGEMENT BOARD MEETING OF THE REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) ON OCTOBER 31, 2019 AT NOON AT THE RCEES RECEPTION.**

**1.0 PRESENT**

**DESIGNATION**

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|---------------------------------|-----------|
| 1. Dr. Eric Ofosu Antwi         | Chairman  |
| 2. Dr. Emmanuel Kwesi Nyantakyi | Member    |
| 3. Dr. Samuel Gyamfi            | Member    |
| 4. Dr. Francis Attiogbe         | Member    |
| 5. Dr. Prince Antwi-Agyei       | Member    |
| 6. Mr. John-Baptist Siddick     | Member    |
| 7. Mr. Akpoti Komlavi           | Secretary |
| 8. Mr. Emmanuel Yeboah Asuamah  | Member    |
| 9. Mr. Samuel A. Okyereh        | Member    |
| 10. Mr. Fiifi Ofori             | Member    |

**1.2 In Attendance**

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|----------------------|-----------|
| 1. Mr. Samuel Koduah |           |
| 2. Eric L. Mwintome  | Secretary |

**2.0 OPENING**

A prayer by Eric L. Mwintome preceded the meeting.

The Chairman welcomed members to the meeting.

**3.0 REPORT FROM THE DAKAR (SENEGAL) MEETING**

The Chairman briefed members on the Dakar workshop and indicated the meeting was successful. He, however, lamented the inability of Ghana to sign the agreement just as the other participating countries did. He nonetheless said the documents had been sent to the Attorney General for legal advice. Furthermore, the Chairman indicated that funds inflow for the Centre would in 2020 and that all expenses made would take retrospective effect.

Members were informed that the next meeting with the World Bank was slated for February 2020 in Abuja, Nigeria.

**3.0 PROGRAMME OUTLINE FOR THE CENTRE LAUNCH**

The Centre (RCEES), was scheduled to be launched on December 10, 2019. A series of speeches by prominent personalities and industry player had been planned. The launch takes off with the

Director of the Centre giving a background report of the Centre and progress made so far as well as plans for the sustainability of the novel Centre for the next five years. This report is scheduled to start at 9:00 am.

All but one (1) advisory board members had indicated their intention to attend the programme.

It was agreed that both Ghanaian, Sub-Region and overseas partners be invited to the launch. The essence is to showcase the Centre and what it stood for. The meeting also agreed that the cost for the Sub-Regional partners would be borne by the University.

The meeting recommended that since the launching would coincide with the examination period, the University Exams Officer should be written to, to make room for faculty to attend the programme.

#### **4.0 ICEASSM CONFERENCE**

The Chairman intimated that all advisory board members had been written to and their response so far had been positive. He, however, said only Prof. Kondo H. Adjallah was yet to confirm his attendance.

Submission of abstracts: the meeting was informed that the deadline for the submission had been extended. Members were admonished to advertise the programme through their networks.

Conference fees and package according to the Chairman were yet to be decided on.

Visa on arrival: per the Chairman's account, the Ghana Immigration Service (GIS) demands that the visa fee be paid prior to arrival. The GIS also advised that the Vice-Chancellor give introductory letters and the organizing Committee issue invitation letters to all participants expected at the conference.

Contact persons for the conference/Centre launch: Messrs. Akpoti Komlavi and Samuel A. Okyere were tasked with the responsibility of communication regarding the events while Dr. Emmanuel Kwesi Nyantakyi to travel to Accra to finalise arrangements.

Accommodation/venue: The Chairman announced that Eusbett Hotel had agreed tentatively to charge \$ 60.00 per night for the accommodation and that should there be a spillover, the guest

would be lodged in other hotels around and Eusbett Hotel bears the cost of transporting them to and from the conference venue.

Field trip: the meeting accedes that Manhyia palace, Arm forces museum and Komfo Anokye sword all in Kumasi were identified as tourist sites to be visited by the guest.

Programme outline: members were informed that the outline of the programme was yet to be out. The Chairman nonetheless entreat the publicity sub-committee to endeavour to publicise the programmes. He admonished members to do an oral presentation at the programmes.

## **5.0 PROCUREMENT PLAN**

It was indicated at the meeting that, only one month was left for the development of the procurement plan for the Centre. One week (starting from October 31, 2019) deadline to submit their inputs to the Head of Procurement. It was noted that \$ 400,000 was earmarked and that the Centre's office building, laboratory and equipment would be the priority. The design of the laboratory would be incorporated into the office building.

### **5.1 PURCHASING OF VEHICLES**

It was said that two vehicles would be procured (a land cruiser and a 66-seater bus) for the Centre.

## **6.0 MOTIVATION POLICY**

The Centre had developed a draft policy geared at inspiring staff of the Centre to perform beyond the ordinary. The policy according to Director would be presented to the Steering Committee for their input and approval.

## **7.0 MANAGEMENT OF EXAMINATION**

It was agreed that three (3) weeks after the exams, the results should be uploaded.

## **8.0 INDUSTRIAL ATTACHMENT (I.A.)**

It was recommended that I.A. should start early and that the work to be carried out by the students should be related to their fields of study.

## **9.0 CLOSING**

In the absence of further deliberations, the meeting came to a close at 2:41 pm with a closing prayer by Eric L. Mwintome.

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Dr. Eric Ofosu Antwi  
(Chairman)

.....  
Eric L. Mwintome  
(Secretary)