

MINUTES OF THE 5TH MANAGEMENT MEETING OF THE REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) ON OCTOBER 1, 2020 AT 2:12 PM AT THE RCEES LECTURE ROOM.

1.0 PRESENT

DESIGNATION

1. Dr. Eric Oforu Antwi	Chairman
2. Dr. Samuel Gyamfi	Member
3. Mr. Albert Abdulai	Member
4. Mr. John-Baptist Siddick	Member
5. Mr. Stephen Yaw Ntiamoah	Member
6. Mr. Akpoti Komlavi	Member
7. Mr. Samuel A. Okyereh	Member
8. Eric L. Mwintome	Secretary

2.0 OPENING

Members were welcomed to the meeting by the Chairman and also said the opening prayer.

3.0 CONFIRMATION OF PREVIOUS MINUTES

On a motion by Dr. Samuel Gyamfi and seconded by Mr. Komlavi Akpoti, the minutes of the previous meeting was reviewed and accepted as the true reflection of proceedings at the meeting.

4.0 MATTERS ARISING

Co-funding for the Building: The Chairman informed the meeting he had contacted the GNPC on the issue of they (GNPC) supporting the Centre to complete its building but their response was not positive. He further notified the meeting that approval had been given for DLI 4.3 which attracts \$ 300,000 and asked that preparations should be made to access it.

Again, he averred that the AGI Project had commenced and training of trainers had started in earnest and cash inflow was expected next year (2021).

Potential Donations from Contractors: the meeting was informed that preparations were underway to formalize the agreements which will enable a monthly donation from the contractors.

Driver to the Centre: Mr. Bright Sarkodie Addo had been officially assigned to the Centre for two years. The Chairman was tasked to find out the reason(s) for the two (2) years since the project would last more than two years.

Implantation of New Logo: the newly approved logo was ready for deployment and the IT officer was to ensure that the change was effected on the website, signpost, letterheads as well as all relevant documents.

Research Grants: The Chairman stated the policy document was yet to be received and that an office needs to be established and staffed as well. In this regard, a team from the University of Ghana would be available from 19th to 20th October 2020 to educate members on that. Still, in with research, the meeting was apprized that Research Africa intended to create a link for all the staff in the University.

Printing of Strategic Plan: the meeting concurred that about One Hundred and Fifty copies should be printed while the softcopy is put on the Centre’s website.

Action: The Coordinator to oversee the printing of the strategic plan and the Proj. Finance Officer to find out the cost of printing

5.0 THE DAY’S AGENDA

5.1 Update on Admission and Scholarship: The Deputy Director who chaired the admissions and scholarship Committee divulged to the meeting that interviews had been conducted for prospective PhD and MSc candidates. Per the DLI, students admission target is perked at forty (40) for the period.

The 2020/21 Academic Year Admission was given as follows:

s/n	No. of students recommended for admission (local & Foreign)	Scholarship	
		Full	Partial
PhD. Sustainable Energy Management			
1	20	3	6
MSc. Sustainable Energy Management			
2	27	2	11
MSc. Environmental Engineering Management			
1	39	2	8
PhD Environmental Engineering Management			
2	20	3	5

The Chairman intimated also, that discussions were ongoing with Power Africa and EPIC in the USA to help provide financing for laboratories as well as a scholarship for females.

5.1 Internship: the meeting agreed that the students be deployed for their mandatory four (4) weeks of industrial attachment. The programme was said to have been delayed due to the COVID-19 pandemic.

5.2 Curriculum Development: Members were apprised that funding was being sought for a Bootcamp in this regard. Again, they were informed that the programmes were due for reaccreditation. The cost for the reaccreditation normally is borne by the University. However, the Centre would assist if the need be.

Action: The Coordinator had been tasked to contact Mr. Ampong or Mr. Kofi of RWESCK concerning the curriculum development.

5.3 Centre's Building: The Chairman expressed satisfaction with the work done so far by the contractor. According to him, the contractor gave assurance he would reach the 2nd floor before Christmas. The meeting decided that Dr. Prince Agyei be remunerated for the work done on the Safeguards for the Building.

Action: the Proj. Finance Officer was mandated to assess the quantum of the remuneration to Dr. Prince Agyei

The next meeting at the construction site was scheduled for October 15, 2020. Reclassification of some spaces in the building to offices would be one of the items to be discussed at the meeting.

5.4 Fiduciary Reporting: The Chairman entreated that everything should be done to make sure the fiduciary demands were met to enable the Centre to claim the funds accompanying these deliverables.

5.5 Appointment of Auditor: Management was notified that plans were afoot to procure an Auditor for the project. The Finance Director assured that he would soon be done with the document being worked on towards the procurement of the Auditor.

5.6 Budget for next Year: the budget for next (2021) is expected to be submitted on or before November 1, 2020. In view of this members concerned were encouraged to work assiduously to meet or beat the deadline. Some of the items expected in the budget include; vehicles, building furniture, work plan etc.

Entity Tender meeting would be held before November 1, 2020.

5.6 Recruitment: The Centre had been given the green light to constitute a Committee to conduct an interview to upgrade Mr. Komlavi Akpoti to a Research Fellow position and Mr. Emmanuel Yeboah Asuamah for appointment as an Assistant Research Fellow. This the Chairman said was arrived at from a discussion he had with the University's Senior Assistant Registrar in charge of Human Resources. Furthermore, he indicated that an additional administrative assistant needed to be appointed to help with administrative duties.

5.7 Accra Weekend Classes: The Centre in a quest to spread its tentacles, intends to start running some programmes in Accra on a weekend basis says the Chairman. He, however, informed the meeting that the weekend programme on the main campus had been scrapped.

Again, the Chairman notified the meeting that plans were afoot to start the English language programme for the newly admitted francophone students online.

5.8 Procurement: The Centre planned to procure furniture for the students' hostel and PhD offices.

5.9 ACE Boot Camp: the meeting agreed on Kumasi as the location for the impending Bootcamp. The usual members would be attending. It was, however, agreed that Dr. Amos T. Kabo-bah be added to the team this year.

5.10 Finances: The Project Finance Officer reported that there were still funds in both the dollars and cedis accounts.

5.11 Any Other Business: members were briefed that there would be a meeting with faculty to update them on new development in the Centre.

6.0 CLOSING

In the absence of further deliberations, the Chairman said the closing prayer bring proceedings to a close at 3:44 pm.

.....
Dr. Eric Ofosu Antwi
(Chairman)

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