

**MINUTES OF THE 6<sup>TH</sup> MANAGEMENT MEETING OF THE REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) ON NOVEMBER 6, 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 |

***In attendance***

1. Mr Emmanuel Y. Asuamah
2. Mr Samuel Koduah
3. Ms Baaba Grace Badu

**2.0 OPENING**

A prayer by the Chairman preceded the meeting. He welcomed members and indicated the meeting was to be briefed.

**3.0 CONFIRMATION OF PREVIOUS MINUTES**

The minutes was read and Dr Samuel Gyamfi moved a motion for the confirmation and adoption of it as a true reflection of what transpired at the previous meeting after a minor correction. The motion was seconded by Mr Akpoti Komlavi.

**4.0 MATTERS ARISING**

***Printing of Strategic Plan:*** the meeting was informed that the printing of the strategic plan and changing the signpost were yet to be done. The Chairman urged that it should be without further delay.

***Accessing funds under DLI 4.3:*** Project Finance Officer was entreated to expedite action to claim the \$ 300,000 that was realized upon achievement of DLI 4.3.

***Admission and Scholarship:*** The Chairman notified that the list of prospective students for the next Academic Year had been finalized for onward submission to the graduate school for further action.

**Internship:** The Chairman announced that the students had started their four weeks of mandatory industrial attachment.

The meeting agreed that students essential expenses as per the table below should be absorbed by the Centre. On their accommodation, it was agreed that it should be treated as and when a student presents it. However, any request made by the student(s) regarding accommodation has to be justified by the applicant before the money is given.

<b>INDUSTRIAL ATTACHMENT SUPPORT</b>				
S/N	Description	Amount (GHS)	Number	Total (GHS)
1	<b>FIXED COST</b>			
2	Incidental Expenses	100	1	100
3	Food	20	20	400
4	Insurance (SIC)	100	1	100
	<b>TOTAL</b>			<b>800</b>
<b>SUNYANI STUDENTS</b>				
5	Transportation to work	10	20	200
	Grand Support			<b>1000</b>
<b>KUMASI STUDENTS</b>				
8	Transportation to work	20	20	400
	Grand Support			<b>1200</b>
<b>ACCRA STUDENTS</b>				
9	Transportation to work	20	20	400
	Grand Support			<b>1200</b>
<b>TEMA STUDENTS</b>				
10	Transportation to work	20	20	400
	Grand Support			<b>1200</b>

\*Accommodation

Accra

1000

Kumasi

600

**Curriculum Development:** Development of the Curriculum was said to have been done awaiting the process of reaccreditation. The Chairman admonished that this should be done with dispatch since its completion attracts \$ 400,000.

**Action: The Deputy Director (Dr Samuel Gyamfi) was tasked to contact the Ag. Head-Quality Assurance and Planning Unit (Dr Alex Opoku) on the way forward for the reaccreditation of programmes.**

**Payment to Dr Prince Antwi-Agyei:** It was agreed that an amount of Five Thousand Ghana Cedis (Ghc 5,000.00) be paid to him for the work done. Dr Prince Antwi-Agyei prepared an Environmental and Social Management Plan (ESMP) for the Centre's office complex construction site.

**Action: the secretary was tasked to write to the Project Finance Officer for payment to be effected.**

**Appointment of Auditor:** The Finance Director indicated that he had completed work on the Terms of Reference for the procurement of an Auditor to audit the Centre's finances. To avoid any queries from the Auditor General regarding the processes of procuring the Auditor, it was agreed that the normal procurement processes be employed.

Management also voted an amount of \$ 5,000.00 as audit fees when the Auditor is procured.

**Recruitment:** Management settled on recruiting two (2) post doctoral fellows with specialisation in energy and environment respectively to the Centre. Also, an Administrative staff would be recruited to augment the administrative setup.

## **5.0 BUSINESS OF THE DAY**

**Procurement of Software:** It was realized that the Centre needs to procure certain software for students research activities. This is to avoid a situation in which individual students would be requesting funds for the same purpose.

**Action: Mr Akpoti Komlavi and his team were mandated to submit details of all the software needed to the Procurement Director for further action.**

It was agreed too, that the software license to be purchased, should be coterminous with the project lifespan.

Credit Card for the Centre: Due to the need to purchase certain things online, management approved that a Credit Card is procured for such purposes.

**Action: The Project Finance Officer was assigned to superintend the procurement of the Credit Card for the Centre.**

## **6.0 ANY OTHER BUSINESS**

Upcoming Board Meetings: the meeting was informed about impending Board meetings scheduled as follows:

- International Scientific Advisory Board Meeting on November 11, 2020, via zoom
- Industrial Advisory Board and Steering Committee Meetings slated for November 19 & 20, 2020 respectively in Accra.

The Chairman reminded the Finance Office to pay the sitting allowance to the Committee that interviewed the Centre staff recruitment last year. Two Hundred Ghana Cedis was approved for the Chairman of the Committee.

## **7.0 CLOSING**

In the absence of further discussions, the meeting closed at 2:57 pm with a closing prayer from the Chairman.

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Dr. Eric Ofosu Antwi  
(Chairman)

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Eric L. Mwintome  
(Secretary)