

MINUTES OF THE 7TH MANAGEMENT MEETING OF THE REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) ON FEBRUARY 16, 2021 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. Dr Akpoti Komlavi	Member
7. Mr. Samuel A. Okyereh	Member
8. Eric L. Mwintome	Secretary

In attendance

1. Ms Baaba Grace Badu

2.0 OPENING

The meeting was called to order at 2:00 pm by the Chairman and he said also said the opening prayer.

The agenda of the meeting was read out to members and it was accepted by the meeting.

2.1 Students enrollment: The Project Coordinator reported that this year's students enrollment stood at Thirty-Eight (38). Of this, only Three (3) were foreign students. He went further to give the breakdown as follows:

He further informed the meeting that the Centre had reserve Ten (10) rooms at the Hostel for the students but only Two (2) were occupied. Management decided that the remaining Eight (8) be given to either the weekend or local students at a fee to defray the cost incurred.

2.2 Students Registration: it was reported that this had been delayed because scholarship payment had been on hold pending the receipt of the next tranche of funds from the World Bank which is expected in the next few months.

<p>Action 1: The Secretary was tasked to write to Ms. Khadija Sarqua to refund the monthly (January) that was paid to her</p> <p>Action 2: The Coordinator to liaise with the Project Finance Officer for students registration to be done</p>
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2.3 Freshmen orientation: the meeting agreed that the regular students' orientation should be done face-face whilst the weekend's students are virtual orientation. No date was , however, fixed for it.

2.4 Visit by experts from the World Bank: Members were informed that there would be series of meetings with the team of experts from the World Bank via zoom starting from Friday, February 19, 2021, at 2:00 pm. The first meeting would be with the University management.

The Chairman indicated that he would brief the Vice-Chancellor on this meeting before since this was his (Vice-Chancellor) the first time.

2.5 Update on DLIs: The Project Coordinator reported that all documentations on DLIs were ready for submission to the World Bank. Dr. Prince Antwi Agyei was said to have submitted the outstanding safeguards.

Management was informed that the Centre would receive a verification letter within eleven (11) working days when they are submitted to the World Bank. The Project Coordinator Indicated that the documents would be sent on the evening of Tuesday, February 16, 2021 It was also indicated that the student's internship reports were not part of the documents being submitted. The reports were not ready at the time the call was made.

<p>Action: The Project Coordinator to send an email to collate all publications</p>
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2.6 Reaccreditation: The meeting was informed that the University would bear the cost of reaccrediting the programmes. The Director of Finance indicated he had worked on a number of programmes submitted for reaccreditation and would check if the Centre's programmes were part.

<p>Action: Project Finance Officer assigned to verify if the Centre's programmes were part of the ones being worked on</p>

Procurement of Auditors; the Director of Finance again said that a list of auditors had been sent.

3.0 Any Other Business: A workshop that was supposed to come on had been suspended.

Update on Proposals: The Director-RCEES, updated the meeting that a proposal of \$ 4.8 million submitted to Bui Power Authority (BPA) had been scaled down to \$ 2.0 million by BPA and they agreed to make a yearly payment to the Centre.

UENR expected to give Energy Chair which would rake in \$ 400,000 to the University. This was after intense lobbying of Ghana National Petroleum Corporation (GNPC).

Another proposal had been submitted to GNPC and it is a work in progress. This he indicated would be a source of funds for scholarships and the acquisition of laboratory equipment.

Solar Pump Project: the meeting was informed that the Centre had won this project and that the University tree nursery would be as a demonstration site. The School of Natural Resources had been written to in this regard. However, a memorandum of understanding would be submitted.

MIDA: A budget of Gh¢ 4 million had been submitted at the request of the Consultant.

GIZ: market entering was in earnest and that funding would be made available.

An International Short Course: the Centre is in the process of organizing at least one short course in Sierra Leon. A budget in this regard would be submitted to the Project Finance Officer for consideration.

Gendered Design in Steam Project (Nerissa Project): an advance team had visited the Community and returned.

The meeting agreed that all projects won should be put on the Centre's website. Also, the building project and profiles of all fellows should as well be put on the website.

Procurements of Laboratory Equipment: it was agreed that since the process of procuring laboratory equipment takes a long time, the process should kick start early. Furthermore, all equipment specifications should be available to start with. In addition, management directed that a restrictive tendering for the procurement of the Laboratory Equipment.

Members were informed that motivation allowances would be paid later.

Internet challenges: the Centre was hit with an internet cut for over two weeks due to a fibre cut which hindered the operations. In a quest to get the internet services, the Director (Chairman) with the approval of the Centre management, Vodafone Ghana-Sunyani was contacted and a representative was sent to educate management on the way forward about the restoration of the internet. The briefing was done, the cut fibre was repaired and internet services successfully restored.

4.0 CLOSING

In the absence of further deliberations, the meeting closed at 4:03 pm and Dr. Akpoti Komlavi said the closing prayer.

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Dr. Eric Ofosu Antwi
(Chairman)

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Eric L. Mwintome
(Secretary)