

**MINUTES OF THE 1ST MEETING OF THE STEERING COMMITTEE FOR THE
REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY AT
THE GRADUATE SCHOOL CONFERENCE ROOM ON DECEMBER 10, 2019 AT 9:48
AM**

1.0 Attendance

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| 1. Mr. Wisdom Ahiataku-Togobo | - | Director, RE MoEn | - | Chairman |
| 2. Prof. Mrs. Esi Awuah | - | KNUST | - | Member |
| 3. Prof. Harrison Dapaah | - | Vice-Chancellor, UENR | - | Member |
| 4. Dr. Eric Ofofu Antwi | - | Director, RCEES | - | Member |
| 5. Dr. Samuel Gyamfi | - | Dep. Dir. RCEES | - | Member |
| 6. Ms. Eva Haizel | - | Director-Tertiary, MOE | - | Member |
| 7. Mr. John Baptist Siddick | - | Head-Procurement, UENR | - | Member |

In Attendance

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| 1. Ms. Maame Afua Quansah | - | Assist. Director I, MoEn |
| 2. Eric L. Mwintome | - | Secretary |

2.0 Apologies

- a. Mr. Peter Dery
- b. Director of Finance, UENR
- c. Industrial Advisory Board Chair

3.0 Opening

An opening prayer by Prof. Mrs. Esi Awuah (Foundation VC, UENR) commenced the meeting. The maiden Steering Committee meeting was chaired by Mr. Wisdom Ahiataku-Togobo-Director, Renewable Energy (Ministry of Energy). He expressed his profound gratitude for the opportunity given him to be the Chairman of the committee.

All Committee members in their preliminary comments pledged their unflinching support for the Centre to succeed.

5.0 Business of the Day

| S/ | ITEM | PROCEEDINGS | ACTI ON BY |
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| a | A brief report of the project | ➤ Brief background of the project. 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 | |

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| <p>by Dr. Eric Ofosu Antwi - Director</p> | <p>consulting facility in the African Sub-Region. The Director delineated the objectives of the ACE-Impact project as:</p> <ul style="list-style-type: none"> ➤ Provide international quality post-graduate education to regional and national students focused on a specific regional development challenge. ➤ Enhance the impact of the ACE on development through private and public sector partnerships. ➤ Deliver research in response to development challenges, including through partnerships with private and public partners. ➤ Improve Governance and management of the ACE to become an institution of excellence. ➤ Strengthen regional and international academic partnerships to raise the quality of education at partner institutions and network partners and to raise the ACE's capacity to manage these partnerships. Results will be achieved through regional students and revenue generated. <ul style="list-style-type: none"> ➤ They wanted a postgraduate education in African to match up with other Centres of Excellence in other parts of the world. ➤ The World Bank received about 110 applications across West and Central Africa but UENR was among the best in Ghana which eventually got selected. ➤ Additionally, the World Bank would support the programmes being run by the Centre to have international accreditation. ➤ The Centre was awarded a \$6.4 million funding budget for 5 years which would be subject to renewal based on a good performance. An additional \$2 million has also been set aside for performing institutions according to the Director. ➤ The support for the Centre was earmarked for 2 programmes. Firstly, the Sustainable Energy Management would be Sustainable Energy and Energy Management when seeking accreditation hopefully next year (2020). The second programme would be Environmental Engineering and Management ➤ The Centre also intend to add Masters and PhD in Renewable Engineering to their programmes. ➤ Nine (9) short courses have been proposed to be run the Centre. ➤ The Director took the meeting through the functional organogram of the Centre. <p>Director eloquently outlined the mission and vision of the Centre. He again gave a litany of networking and partnerships (both academic & industry) the Centre had achieved so far These included some of the world finest. Eg. CERMI, ECOWAS Center for Renewable Energy</p> | |
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| | | <p>and Energy Efficiency, Advanced Energy and Material Systems Lab (AEMSLab), University of Canterbury etc.</p> <p>He emphasized that the disbursement by the World Bank was based on what he termed as Disbursement Linked Indicators. He added that the Basic & Full readiness of the Centre had been achieved, he said.</p> | |
| b | Discussions on the Report | <ul style="list-style-type: none"> • The meeting proposed that Computational Fluid Dynamics be added to the list of short courses. • members further indicated that: <ul style="list-style-type: none"> ❖ Energy Transition & Energy Build Environment should be included in the research themes. <p>The Committee unanimously approved a proposal that the immediate Vice-Chancellor is made an automatic member of the Steering Committee. Also, the Committee directed that this decision should be documented and submitted to the University and the World Bank.</p> <ul style="list-style-type: none"> • The meeting lauded the Director of the Centre for a very well written financial and procurement report. It was also noted that they had met the procurement plan for the year. • An idea was mooted that the Centre should partner with the University of Delaware in the USA. | <p>The Director to ensure this.</p> <p>Mr. Wisdom A. Togobo tasked to facilitate the process.</p> |
| c | Discussion and Approval of the Motivation Policy | <ul style="list-style-type: none"> • The meeting was briefed on the proposed motivation policy which was classified under the following: <ol style="list-style-type: none"> a. People and groups b. Activities • After intensive deliberation and considerations, it was agreed that the Finance Committee work out a modality to reward staff whose proposal(s) have been able to attract funding. Such a stimulus package should be termed as a <i>development fee or administrative cost</i> which would be taken from the proposed fees. | |

| | | <p>Proposals by the Committee;</p> <ul style="list-style-type: none"> i. Best staff award should be included ii. The current policy be termed “operational manual” <p>Prof. Mrs. Esi Awuah, seconded by Dr. Samuel Gyamfi moved a motion for the adoption of the proposals.</p> | | | | | | | | | | | | | | | | | |
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| d | Discussion of the Implementation Plan of the Centre | <ul style="list-style-type: none"> • Capacity Building - The Centre had plans of doing a lot of training to build the capacity of its staff to be able to meet the high expectation of the World Bank. They had a well-planned out programme geared towards the implementation of the Centre’s succession plan. The meeting was informed that gender was a challenge. Management was exploring ways to bring on board more females onto the programme. • The University had already earmarked a place for the construction of the Centre’s office complex. The meeting proposed a public-private partnership for the construction of a student hostel or a guest house to stem the accommodation challenge and also generate income out of it. • Members were informed that the Vice-Chancellor had allocated part of the new hostel to accommodate the foreign students. The house suggested an investor should be sought to put up a hostel facility to accommodate the local students as well. • In a bit to shore up female participation in the short courses, the Centre would make it free of charge for females. <p>The admission statistics were given as follows: PhD and Master Students</p> <table border="1" data-bbox="467 1430 1289 1860"> <thead> <tr> <th>Row Labels</th> <th>Female</th> <th>Male</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr> <td>MSc in Environmental Engineering Management</td> <td>11</td> <td>18</td> <td>29</td> </tr> <tr> <td>MSc in Sustainable Energy Management</td> <td>3</td> <td>21</td> <td>24</td> </tr> <tr> <td>PhD in Environmental Engineering Management</td> <td>5</td> <td>11</td> <td>16</td> </tr> </tbody> </table> | Row Labels | Female | Male | Grand Total | MSc in Environmental Engineering Management | 11 | 18 | 29 | MSc in Sustainable Energy Management | 3 | 21 | 24 | PhD in Environmental Engineering Management | 5 | 11 | 16 | |
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| e | A brief report from the ISAB meeting | <ul style="list-style-type: none"> The ISAB chair could not make it to the meeting so it was agreed that the report should be deferred to 2020. It also acceded those external Professors should be allowed to supervise students theses due to the inadequate number of senior lecturers. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| f | International Accreditation of the programmes | The Director indicated it had been postponed pending the construction of the Centre's building. He, however, indicated that gap analysis would be conducted in readiness for the accreditation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| g | Funding Opportunities for the Centre | <ul style="list-style-type: none"> The meeting tasked the Director, Tertiary of the Ministry of Education to explore funding opportunities available at the UNESCO for the University. | Mrs. Eva Haizel was assigned this duty. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | <ul style="list-style-type: none"> • The University had also written to the Ministry of Energy for support from its sector agencies to come to its aid as part of their corporate social responsibility. No response has been received in this regard. The meeting respectfully decided that the Chairman should follow up for the University. • A similar letter was also sent to the Ministry of Environment, Science and Technology to which they had responded. • The Chairman also encouraged the University to explore funding opportunities for the Centre from institutions such as MIDA, Power Africa, ADB, UNDP, SECO, UNESCO among others. • It also came to light that the Bui Power Authority was interested in setting up a research institute with the University. | Mr. Wisdom Ahiataku-Togoboo |
| h | Inputs into the Strategic Plan of the Centre | The procurement plan had been finalized for the consultant to start work on the Centre's strategic plan. Members were, however, urged to give their inputs when the draft is circulated to them. | |
| i | Centre Launch | <ul style="list-style-type: none"> •The Steering Committee was informed that the Centre would be launched on Tuesday, December 10, 2019, at 2 pm but several MoUs signing would precede the launching. •The Chairman was billed to speak on the Centre's expectations and how the Committee was going to support the Centre. | |
| j | AOB | <ul style="list-style-type: none"> • The Chairman informed members about an upcoming IRENA Assembly Meeting in January 2020 in Abu Dhabi he encouraged the Centre to participate in the IRENA meeting because it would be beneficial. Management promised to explore the possibility to attend to also market both the University and Centre to the outside world. • Smart Grid concept: members were notified that the Government had no objection, however, the meeting was notified that the country was currently experiencing excess power generation. • The next venue for the Industrial Advisory Board Committee was proposed to be in Accra since most of the Board members were based in Accra. After much consideration, it was agreed that the venue should be close to Accra or Koforidua to have the best from Board members. • The Chairman appealed to Centre leadership to make judicious use of funds allocated to the Centre. • The Vice-Chancellor informed members that the University had been able to obtain the technical clearance and was left with the financial clearance from the Ministry of Finance. Director, Tertiary, of the Ministry of Education, was | |

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| | | <p>encouraged to liaise with the Deputy Minister of Finance in charge of Budget to help facilitates the process.</p> <ul style="list-style-type: none"> • The World Bank encouraged the Centre to engage in more partnerships of which the Centre plan on doing its best towards the attainment of this course. • They expect more than 40 partnerships and above within the period. The Chairman promised to help link the University with the University of Oldenburg, Germany for the international partnership. • The meeting was informed of the Vice Chancellor’s end of term at UENR. It was highly recommended that he be maintained as a member of the Steering Committee because of his immense support towards the Centre and his rich experience would also go a long way to improve the activities of the Centre. The meeting unanimously accepted and agreed for the decision to reflect in the constitution of the Committee. | |
| k | Closing | <ul style="list-style-type: none"> • With no further deliberations, Dr Eric Oforu Antwi moved a motion for the closure of the meeting. The motion was seconded by the VC (Prof. Harrison K. Dapaah). • The closed at 12:36 pm. | |

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Mr. Wisdom Ahiataku-Togobo
(Chairman)

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Eric L. Mwintome
(Secretary)