

**UNIVERSITY OF ENERGY AND NATURAL RESOURCES**  
**CENTRE FOR GRANTS, RESEARCH AND INNOVATION (CeGRI)**  
**CENTRAL CONSULTATIVE RESEARCH COMMITTEE (CCRC)**  
**RETREAT MINUTES - PARADISE HOTEL LAKE BOSOMTWI**  
**DATE: 6<sup>TH</sup> TO 11<sup>TH</sup> MARCH, 2022**

## **Introduction**

At the end of the first CCRC meeting, it was proposed that a retreat be held to make space for the review of policies and guidelines that have been drafted by CeGRI staff. The house agreed on 6<sup>th</sup> to 11<sup>th</sup> March, 2022 for the retreat at Paradise Hotel at Bosomtwi. Two out of the five days were assigned to work on the manual establishing the Technology Transfer and Research Commercialization Office (TTCO). As agreed, by six o'clock in the evening, the team had converged at the venue, poised for action. After few exchanges of pleasantries team members retired to bed to have enough rest and prepare ahead of the week-long retreat.

## **Opening**

The Chairperson called on Dr. Mrs. Mary Antwi to say the opening prayer after calling the meeting to order at 8:19am.

Prof. Adekoya welcomed all and sundry to the retreat. He shared his appreciation to all for making the time to honour the invitation. He also expressed his appreciation to Regional Centre for Energy and Environmental Sustainability (RCEES) for footing all the bills for the retreat.

Prof. Adekoya mentioned that the purpose of the meeting were;

1. to draft the manual establishing the TTCO, the policy for the TTCO, and finalize the Draft University Research Policy with inputs from the various Schools.

The Chairperson then called on the Secretary to take members through the agenda for the retreat after which the acting Director of CeGRI gave his remarks for the meeting. He indicated that the meeting is meant to help establish a strong team and network for efficient and effective delivery of the mandate of CCRC. He said that the CCRC is the vehicle that seeks to operationalize the activities of Centre for Grants Research and Innovation and research in university. He therefore, called on all to be active to participate and be innovative.

CCRC members present took turns to introduce themselves. The members were;

- Prof. Felix Adebayor Adekoya Chairperson

- Dr. Peter O. Sanful - Acting Director, CeGRI
- Rev. Amoah Kwaku Karikari Registrar, CeGRI (Secretary)
- Dr. Mary Antwi School of Natural Resources
- Dr. Prince Antwi-Adjei School of Engineering
- Dr. Fredrick Otu Larbi School of Geosciences (joined online)
- Dr. Emmanuel Adu Boahene School of Arts and Social Sciences
- Dr. Emahi Ismaila School of Sciences

Dr. Otu Larbi had to join online due to travelling challenges. Dr. James Kwarteng could not make it to the meeting as a result of another important assignment in Accra.

**The last two days of the retreat were spent on the development of the technology transfer manual and its operationalization.** The days activities started at 8:17am with the development of the Operations Manuals for establishing the Technology Transfer and Commercialization Office (TTCO) and the needed resources. The house agreed that, the draft IP policy would be revised to reflect the TTCO. By the close of day, the house had developed the operations manual of for the TTCO. The manual has been incorporated into the University Research Policy.

The second day was spent on the development of the Technology Transfer and Commercialization Policy and documents relating to its establishment. The house agreed to review the draft IP policy and add issues of Technology Transfer Office Committee. It was agreed that School Research Officers be made to represent their School on the TTCO.

The Deputy Director for RCEES Prof. Samuel Gyamfi was present to help direct few issues bordering the minds of members. These includes how salaries of the staff of Technology Transfer and Commercialisation Office would be handled. He expressed his appreciation for the work done on the TTCO.

At 2:11pm, the house reconvened after an hour break to review the draft manual and policy for the technology transfer office. Prof Gyamfi encouraged the committee to team up others deliver on the mandate assigned as part of his good bye message to the members present.

### **Closing**

Prof. Felix Adebayor Adekoya thanked members for their dedication to duty and called the Acting Director for his closing remarks. On his part, Dr. Sanful expressed his appreciation to the team and assured them of the continual support of the Centre.

The Chairperson again thanked the committee for the mutual respect, team work and the collaboration. He encouraged members not to relent but fight hard to achieve the goals set for the University. He encouraged SROs to be in attendance at all School Board meetings.

Dr. Prince Antwi Agyei moved for the closure of the retreat and was seconded by Dr. Mary Antwi. Rev. Amoah Karikari said the closing prayer.

### **Wednesday, 9<sup>th</sup> March, 2022**

1. Prof. Felix Adebayor Adekoya	Chairperson
2. Dr. Peter O. Sanful	Acting Director, CeGRI
3. Rev. Amoah Kwaku Karikari	Registrar, CeGRI (Secretary)
4. Dr. Mary Antwi	School of Natural Resources
5. Dr. Fredrick Out-Larbi	School of Geosciences
6. Dr. Emmanuel Adu Boahen	School of Arts and Social Sciences
7. Dr. Emahi Ismaila	School of Sciences
8. Dr. Prince Antwi-Agyei	School of Engineering

### **Thursday, 10<sup>th</sup> March, 2022**

1. Prof. Felix Adebayor Adekoya	Chairperson
2. Dr. Peter O. Sanful	Acting Director, CeGRI
3. Rev. Amoah Kwaku Karikari	Registrar, CeGRI (Secretary)
4. Dr. Mary Antwi	School of Natural Resources
5. Dr. Fredrick Out-Larbi	School of Geosciences
6. Dr. Emmanuel Adu Boahene	School of Arts and Social Sciences
7. Dr. Emahi Ismaila	School of Sciences
8. Dr. Prince Antwi-Agyei	School of Engineering