

MINUTES OF MEETING OF PROJECT STAFF OF AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE (ACECoR) HELD ON MONDAY, SEPTEMBER 30, 2019 AT CCM CONFERENCE ROOM

PRESENT

Prof. Denis W. Aheto	Director, ACECoR	Chairman
Prof. Kobina Yankson	Dept. of Fisheries and Aquatic Sciences	Member
Prof. John Blay	Dept. of Fisheries and Aquatic Sciences	Member
Dr. Precious Agbeko D. Mattah	Deputy Director, ACECoR	Member
Dr. Isaac Okyere	Academic Coordinator, ACECoR	Member
Dr. Emmanuel Acheampong	DH & ISM, ACECoR	Member
Dr. Samuel Tulashie	Applied Research Coordinator,	Member
Dr. Noble Kwame Asare	SLO ACECoR/HoD, DFAS	Member
Dr. Michael Miyittah	Theme Lead, ES & B, ACECoR	Member
Dr. Samuel Aglorti	Theme Lead, DRM & M, ACECoR	Member
Dr. Donatus Angnuureng	Theme Lead, CEG, ACECoR	Member
Mr. Eric Agyenim-Boateng	Accountant, ACECoR	Member
Mr. Nicholas Ampofo	Procurement Officer, ACECoR	Member
Mr. Joshua Adotey	M & E Officer, ACECoR	Member
Ms. Esinam Attipoe	Communications Manager, ACECoR	Member
Mr. Moses Setiga	Head of ICT and Logistics, ACECoR	Member
Ms. Elizabeth Effah	Theme Lead, CCA&M, ACECoR	Member
Ms. Ivy Akuoko	Theme Lead, BEGS, ACECoR	Member
Mr. Ernest Chuku	Communications Team	Member
Mrs. Sika Abrokwah	Grants Manager, ACECoR	Member
Mr. Ekow A. Prah	Administrator, ACECoR	Secretary

ABSENT WITH APOLOGY

Prof. Edward Obodai	Dept. of Fisheries and Aquatic Sciences
Mr. Ernest A. Afrifa	ESSO, ACECoR
Mrs. Elizabeth Obsese	Financial Management Co-ordinator

1.0 OPENING

The Chairman welcomed the members to the meeting. Mr. Joshua Adotey gave the opening prayer to start the meeting at 2:12 p.m.

2.0 NEW BUSINESS

2.1 Admissions and Scholarship Award Letters for ACECoR Students

The Chairman informed members that the ACECoR students would report on October 15, 2019 to campus. He added that the University Management was prepared to pre-finance some of the project expenses such as the stipend. He stated that the draft scholarship award letters would be sent to the Pro Vice-Chancellor Office on Friday, October 4, 2019. There were three (3) documents to be worked on in preparation for the students coming, these were admission letters, scholarship award letters, logistic and orientation programme.

The Head, Department of Fisheries and Aquatics Sciences (DFAS) said that the interactions with ACECoR applicants for the scholarship would be enough for their admission, as there would be no need for another interview for their admission into their respective programmes of study.

The Academic Co-ordinator of the Project said that there was the need to have a performance agreement form for the students to sign as binding on the scholarship award. He informed members that he would draft the form for inputs by members.

2.2 Orientation Programme for the ACECoR Students

The Chairman informed members that there was the need to have an orientation programme for the students. The Administrator of the Project was requested to liaise with the appropriate offices (Dean of Students and Centre for International Education) and also draft the orientation programme for inputs by members.

2.3 Appointments on ACECoR Project

The Chairman informed members that there was the need to appoint Professional Fellows, International Advisory Board, Sectorial Advisory Board, Research Assistants on the Project.

Members were also informed that applications for Research Assistants had been received and the shortlisting of the applications would be done on Thursday, October 3, 2019. The following members were nominated to screen and interview the applicants:

1. Prof. Dens W. Aheto
2. Dr. Isaac Okyere
3. Dr. Samuel Tulashie
4. Ms. Elizabeth Effah
5. Mr. Ekow A. Prah
6. Representative from Directorate of Human Resource Management

2.4 Professorial Fellows on the ACECoR Project

The Chairman informed members that there was the need to outline the duties of the professorial fellows. A member suggested that the professorial fellows should be appointed from within the University of Cape Coast. He added that the advertisement of the positions should be done internally. The following members were nominated to work on the professional fellows appointments.

1. Prof. Denis W. Aheto
2. Dr. Noble Asare
3. Dr. Precious Mattah

2.5 Modular Curricula for ACECoR Project

The Deputy Director of the Project inform members that there was the need for the groups working on the modular curricula to meet and assign lecturers for the various units. He also stated that due to the modular nature of the curricula, there was the need to meet the University Management, especially the Pro Vice-Chancellor to understand the nature of the modular curricula, so that the teaching load of the lecturers would not be affected. The following members were nominated to meet the Pro Vice-Chancellor for the discussion:

1. Prof. Denis W. Aheto
2. Dr. Noble Asare
3. Dr. Precious Mattah

4. Dr. Isaac Okyere
5. Dr. Emmanuel Acheampong
6. Mr. Ekow A. Prah

Members were also informed that there was the need to get the curriculum vitae of the external lecturers for their appointment as part-time lecturers.

2.6 Accommodation for the ACECoR Students

The Administrator of the Project informed members that the Office has liaised with the Centre for Internal Education to secure accommodation at the SSNIT Hostel for the students. He stated that there would be two students in a room.

2.7 Lecture Theatre

The Chairman informed members that a space had been allocated to the ACECoR Project at the Sandwich Lecture Theatre for classrooms and offices. He added that a Contractor had been assigned to partition the space provided into classrooms and offices.

2.8 Procurement of Laptops, Projectors, Photocopier Machine and others

The Chairman informed members that the quotations on the procurement of the laptops, projectors, photocopier machine had been forwarded to his office by the Procurement Unit. He scheduled a meeting on October 1, 2019 at 2:00pm with the Head of Procurement Unit and the Head of IT, ACECoR Project to work on the documents and forward it for the necessary action.

2.9 ACECoR Website

The Chairman informed the IT team that the following documents should be uploaded on the website:

1. Project Implementation Plan
2. Sexual Harassment Policy
3. Contractual Document
4. Building Document
5. Photo of students, when they report to campus

6. Organogram

The Communication team and the IT Team indicated that they would work on these by Friday, October 4, 2019.

2.10 WACA Project on Institutional Mapping

The Chairman informed members that the World Bank has a consultancy project for ACECoR Project and this was in the area of mapping the technical capacities and institutions in the sub-region who are into coastal management. He added that this project seek to collate the information needed for the mapping and this could add up to the Disbursement Linked Indicators (DLIs) for the ACECoR Project.

2.11 Incubation Hub Project

The Chairman informed members that the WACA Project need to train the youth in the coastal areas to be competent in setting up their own business. He added that there was the need for someone on the ACECoR Project to take leadership of this Incubation Hub project. Some members said that there was the need to get someone with the technical expertise in the field of Incubation Hub to undertake such assignment.

3.0 OTHER BUSINESS

3.1 Bank Account for ACECoR Project

The Chairman informed members that the University Management had opened a bank account for the ACECoR Project at the Zenith Bank, UCC Branch.

4.0 CLOSING

The Chairman thanked the members for the fruitful contribution for making the meeting a success. The meeting was closed at 4:10 pm

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PROF. DENIS W. AHETO
CHAIRMAN

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MR. EKOW A. PRAH
SECRETARY