

MINUTES OF MEETING BETWEEN EXPERTS FROM THE WORLD BANK AND THE PROJECT STAFF OF THE AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE (ACECoR) ON IMPLEMENTATION PLAN FOR THE ACECoR PROJECT ON FRIDAY, APRIL 26, 2019 AT THE ACADEMIC BOARD CHAMBER

PRESENT

EXPERTS

Prof. Madiodio Niasse	Primary Expert from World Bank
Prof. Mamadou Diallo	Secondary Expert from World Bank
Mr. Edmund Aalangdong	National Council for Tertiary Education

UCC TEAM

Prof. Denis W. Aheto	Director, ACECoR
Prof. L. K. Sam-Amoah	Provost, CANS
Dr. Isaac Okyere	Academic Coordinator, ACECoR (Moderator)
Prof. Joseph Aggrey-Fynn	Vice-Dean, Sch. of Biological Sciences
Prof. Kobina Yankson	Dept. of Fisheries and Aquatic Sciences
Prof. John Blay	Dept. of Fisheries and Aquatic Sciences
Prof. Edward Obodai	Dept. of Fisheries and Aquatic Sciences
Dr. Precious Agbeko D. Mattah	Deputy Director, ACECoR
Dr. Emmanuel Acheampong	DH & ISM, ACECoR
Dr. Samuel Tulashie	Applied Research Coordinator, ACECoR
Dr. Samuel Agblorti	Theme Leader, DRM & M, ACECoR
Dr. Noble Kwame Asare	SLO ACECoR/HoD, DFAS
Dr. Michael Miyittah	Theme Leader, ES & B, ACECoR
Mr. Joshua Adotey	M & E Officer, ACECoR
Ms. Elizabeth Effah	Theme Leader, CCA&M, ACECoR
Mr. Nicholas Ampofo	Procurement Officer, ACECoR
Ms. Ivy Akuoko	Theme Leader, BEGS, ACECoR
Mr. Moses Setiga	Head, ICT – ACECoR
Mr. Enoch Essoun-Enchill	Asst. Accountant, ACECoR
Mr. Eric Agyenim-Boateng	Accountant, ACECoR
Mr. Ekow A. Prah	Administrator, ACECoR (Secretary)

ABSENT WITH APOLOGY

Mrs. Elizabeth Obese	FM Coordinator, ACECoR
Mrs. Sika Abrokwah	Grants Manager, ACECoR
Ms. Esinam Attipoe	Communications Manager, ACECoR
Mr. Ernest A. Afrifa	ESSO, ACECoR
Dr. Donatus Bapentire Anguureng	CG&E, ACECoR

IN-ATTENDANCE

Ms. Elizabeth Yankah	Asst. Registrar, Office of the Registrar
Mr. George Sowah Boye	Jnr. Asst. Registrar, Documentation and Info. Section
Mr. Louis Mensah	Snr. Journalist, Documentation and Info. Section
Mr. Kwadwo Mireko	Teaching Assistant, DFAS
Mr. Emmanuel Cobbinah	Documentation and Info. Section
Mr. Bernard Ekumah	Research Assistant, DFAS

1.0 OPENING

Dr. Isaac Okyere, who moderated the first day's meeting gave the opening prayer to start the meeting at 10:20 a.m. Prof. L. K. Sam-Amoah, Provost, College of Agriculture and Natural Sciences welcomed the Supervision Mission Team on behalf of the Vice-Chancellor. Members of the Supervision Mission Team introduced themselves as Dr. Madiodio Niasse (Primary Expert, an Independent International Consultant based in Senegal), Professor Mamadou Diallo (Secondary Expert, from the California Institute of Technology), all on the mission for the World Bank and Mr. Edmund Aalangdong, (National Council for Tertiary Education, Accra). The members from the University of Cape Coast also introduced themselves.

2.0 PURPOSE OF MEETING

Prof. Mamadou Diallo who spoke on behalf of the experts said that they have been appointed by the World Bank as subject matter experts to guide the implementation of the Africa Centre of Excellence in Coastal Resilience (ACECoR) project. As experts, they are to provide the needed technical assistance toward successful implementation of the project. The experts will first and foremost apprise themselves with ACECoR's implementation plan and make the necessary input

to make it more achievable. He stated that successful Africa Centres of Excellence are those centres that receive full support from the management of the University especially the Vice-Chancellors, Provosts, Deans, and Heads of Department He stated that under the World Bank's ACE projects, centres have to earn the money before spending it. He said that it takes approximately six (6) months for money to be released to the Centres after the necessary verifications are done. He informed ACECoR project staff that per the project the salary of the faculty would not be increased yet they have to work extra hard to implement the ACECoR project.

3.0 PRESENTATION BY THE DIRECTOR OF ACECoR

The Director of the ACECoR project, Prof. Denis W. Aheto made a presentation on the overview of the implementation plan of the ACECoR project and the necessary preparations that have been made towards the implementation of the project so far. He said that the University Management had advanced some funds to the Centre to start some of its preparatory works. He informed the experts that the Centre had also prepared documents on the following:

- a) Monitoring / Performance Matrix
- b) Procurement Plan
- c) Students Handbook
- d) Sexual Harassment Policy
- e) Budget

After the presentation of the Director of the project, a member of the Supervision Mission Team informed members that the Centre should find industries that would be employing students of the Centre after their graduation. He also added that the Centre should have a web-site to display its programmes and activities to the public. He indicated that there was the need to admit francophone students into the programme.

He said that there was the need for the Centre to have full-time staff to support the project. The Director of the project replied that there were full-time staff appointed on the project and these staff were being paid as regular staff of the University.

Members were informed that the Centre could earn more money by ensuring that its students (both local and foreign) go for industrial attachment. Members were also informed that the Centre could earn some money from short-courses. He added that short-courses of the Centre should be able to attract more regional students. The Director of the project said that the Centre was in the process of accrediting its short-courses, so that the Centre could generate more money from it. He added that the Centre could earn some income from consultancy services as well. A member from the Supervision Mission Team said that the Centre should prioritize the programmes that could generate income for the Centre. He indicated that Africa Centre of Excellence (ACE) is a regional Centre and therefore should attract more regional students in the Centre's programme. He added that the Centre would earn more on the project if more regional students are recruited.

Prof. Diallo suggested to members that the Centre could give some little motivations/incentives to regional students in order to attract them to our programmes. He cited an example as picking regional students from the airport and even welcoming them at the airport with some chocolate.

Mr. Aalangdong of the National Council for Tertiary Education (NCTE) informed members that in seeking accreditation for short-courses, the documents could be sent through his Office, in order to facilitate the process for the Centre.

Prof Diallo recommended that the Centre should have a faculty member in-charge of students' affairs. He indicated that the welfare of the students (especially regional students) should be taken more seriously, as the World Bank would find a way of getting some information from these students, especially concerning their welfare. He said that recruiting more female regional students into the Centre's programmes would bring a lot of money to the Centre. He further stated that there was the need to have a recruitment strategy for regional students. He also advised that the Centre could engage some lecturers from universities of francophone countries to assist in the Centre's programmes.

4.0 PARTNERS OF THE PROJECT

The Supervision Mission Team informed members that the partners for the project should be made to understand that there was no money at stake for them, and that partners could help with

internship and also joint project. The Director of ACECoR, Prof. Denis Aheto said that the partners of the projects have been met and were informed that there was no monetary incentive but their (partners') staff could benefit from short-courses, M.Phil., and PhD programmes. Prof. Diallo replied that in supporting the partners of the project, the Centre could provide them with some equipment. He added that giving scholarship to staff of the partners of the project, the Centre should check if such arrangements are acceptable on the ACE project. Members were informed that any private industry or partner that would not be beneficial to the Centre's programmes should be dropped and therefore partners should help the Centre to earn money. A member of the team said that faculty members should visit the students as they do their internship with the Partners.

5.0 PROJECT BUILDING

Prof. Aheto informed the experts and ACECoR staff that the project building would have four (4) floors. He showed the plan and a three-dimensional image of the building. He added that because the budget for office is low, outer walls of the building could be built and internal spaces be partitioned into smaller offices to save cost. A member of the team suggested that the Project Manager could consult Kwame Nkrumah University of Science and Technology (KNUST) on how they went about their building project. He added that the building should be well equipped for it to function, because the functionality of the building also earns the Centre some money. He said that the University must put more money into the building as grant to ensure the successful completion of the building. He said that the University Management should support the project to ensure that the building is complete and functioning.

A member of the Supervision Mission Team said that in future the University would use the Centre to project academic work globally. He said that the plan for the building could be sent for verification. Members were informed that all stakeholders of the University should support the Centre in its programmes and activities for the Centre to succeed. He added that even if there are changes in leadership of the University, the project should still continue and be successful.

6.0 REVIEW OF THE PROJECT

Mr. Aalangdong informed members that there would be Mid-year review for ACE centres in September, 2019. He advised that ACECoR should endeavor to be an example to others in terms

of innovations, transparency and other excellent attributes. Members were informed that with the year two review, it would be taken into consideration how much money had been utilized in getting the activities done. He added that at the end of the year two, targeted spending should be about 50% of the project amount, therefore the need to fast track the activities and the implementation plan in the first two years. He indicated that usually years 1 and 2 should be able to portray how the Centre would be successful on the project.

7.0 PERFORMANCE MATRIX

Mr. Joshua Adotey, the Monitoring and Evaluation Officer of ACECoR made a presentation on the performance matrix. Members were informed by a member of the Supervision Mission Team that the list of students that would be enrolled for the programme would be needed for verification. He added that these students would be called by the sponsoring organization to know whether they were really students of the Centre.

Members agreed that by May, 2019 advertisement for students' enrollment should be published. Members were also informed that at the end of December, 2019, the list of students enrolled should be sent to the World Bank for verification. A member of the team advised that there could be a Memorandum of Understanding with some regional countries to have a systematic way of having students. He added that the Centre should create more enabling environment for female students to feel comfortable on campus. He also suggested that students from French speaking countries could report on campus three (3) months earlier before the actual re-opening date to come and learn the English language to prepare them for their programmes of study.

8.0 ACCREDITATION OF PROGRAMMES

Members were advised to select only three (3) key programmes for accreditation. Members were also informed that the cost of international accreditation is very high, hence the need to reduce the number of programmes to be accredited. Prof. Diallo suggested that KNUST could be of some assistance when it comes to the processes for international accreditation. He said that international accreditation was a key requirement for the project. Members were advised that due to the difficulty in getting international accreditation, the Centre with the Department of Fisheries and Aquatic Sciences could select one (1) existing programme and accredit it internationally. In

addition, members were informed that the University Management must be involved in seeking the international accreditation, as such accreditation could take about three (3) years. He requested that a Committee be set in place to work on the international accreditation of the programme.

9.0 STUDENTS' ENROLLMENT FOR THE PROJECT

A member of the Supervision Mission Team suggested that the Centre could use the M.Phil students in the USAID's project to start the first year enrollment for Ph.D students for the project. He added that successful students in the USAID's project could be allowed to do their internship with the Centre for the first year. He said that internship was a core mandate of the Centre and even though students could suggest where they intend to do their internship, the arrangement for internship should be the primary responsibility of the Centre. He indicated that internship could bring a lot of money to the Centre. He suggested that with Ghanaian students who would be enrolled on the project, there could be some agreements for the Government of Ghana to support the cost of their education on campus.

The Director of the project stated that fifteen (15) PhD students would be enrolled in each year for the first two years whiles thirty (30) M.Phil students would be enrolled in each year for the first three year.

10.0 PUBLICATIONS FOR THE PROJECT

Members were informed that the Centre could publish in the first year of the project on some articles on the core mission of the Centre. A member of the Supervision Mission Team suggested that publications that are a year old before the commencement of the project could be used for the project provided they are related to the research areas of the project. He suggested that this suggestion should be checked for confirmation from the World Bank.

11.0 BUDGET FOR THE PROJECT AND MANAGEMENT OF INTERNALLY GENERATED FUNDS

The Accountant of the project made a presentation on the budget for the project. A member of the Supervision Mission Team said that the Centre should open a special account for all internally generated funds on the project, so that all monies are paid directly into that account, where the

World Bank could monitor the account. He stated that to achieve much from internally generated fund, the Centre should have a strong Business Plan. He said that working with the Business Plan, a permission should be sought from the World Bank. He requested the Centre to find out from the World Bank whether USAID fund could be used by the Centre as income-generating. He suggested that if it could be possible the University of Cape Coast could reduce the fees for the M.Phil and Ph.D students on the project and the difference becomes an internally generated fund for the Centre.

12.0 PROCUREMENT PROCESS

The Procurement Officer of the project made a presentation on the procurement process. The representative from the NCTE said that the Centre could liaise with his Office in forwarding document to the Ministry of Finance concerning procurement processes. He added that this could fast track the procurement processes and prevent frustrations in such processes. He requested that the procurement process should start now, so that any challenges could be addressed by August, 2019. The Procurement Officer replied that the procurement process had started.

13.0 INSPECTION OF THE LABORATORIES

The Supervision Mission Team inspected the Laboratories of the Centre and they were happy to see the research equipment the Centre was having. They commended the Centre for having these research laboratories.

14.0 COURTESY CALL ON THE VICE-CHANCELLOR, UNIVERSITY OF CAPE COAST

Prof. Aheto led the Supervision Mission Team to pay a courtesy call on the Vice-Chancellor. The Vice-Chancellor welcomed the team and said he was very happy to have ACECoR at the University of Cape Coast. Prof Diallo informed the Vice-Chancellor that there was the need for the University Management to support the Centre, especially in the building project. He added that the investment the University Management would make would bring a multiple effect to the University.

The Vice-Chancellor said that the University would support the building project of the Centre. He added that the University was currently building two lecture theaters and they would be completed by the end of the year, 2019. He said that come next fiscal year, the University would focus on the building of the Centre and make sure the building is completed on time. He said that he was very happy to have foreign students come to pursue programmes at the Centre.

15.0 ADJOURNMENT

The meeting was adjourned to Saturday, April 27, 2019 at 9:00 a.m. to continue with unfinished business. The meeting was adjourned at 5:44 p.m.

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PROF. DENIS W. AHETO
CHAIRMAN

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MR. EKOW A. PRAH
SECRETARY