

MINUTES OF THE MEETING BETWEEN STAFF OF THE CENTRE FOR COASTAL MANAGEMENT (ACECoR PROJECT) AND CERATH DEVELOPMENT ORGANIZATION (POWER TO THE FISHERS PROJECT) HELD ON FRIDAY, NOVEMBER 20, 2020 AT THE DEPARTMENT OF FISHERIES AND AQUATIC SCIENCES LIBRARY, UCC

PRESENT

Prof. Denis W. Aheto, PhD	Director, ACECoR Project	Chairman
Mr. Derek Adabie	Project Manager, CERATH	Member
Dr. Precious Mattah	Deputy Director, ACECoR Project	Member
Dr. Isaac Okyere	Academic Coordinator, ACECoR Project	Member
Mr. Kweku Ampah	Finance Officer, CERATH	Member
Maame Kyerewaa Brobbey	Research Advisor, CERATH	Member
Ms. Esinam Attipoe	Communications Manager, ACECoR Project	Member
Mr. Joshua Adotey	M & E Officer, ACECoR Project	Member
Mr. Ernest Chuku	Research Assistant, ACECoR Project	Member
Mr. Ekow A. Prah	Administrator, ACECoR Project	Secretary

1.0 OPENING

The Chairman welcomed members to the meeting. Dr. Precious Mattah gave the opening prayer to start the meeting at 10:15am. The Chairman welcomed the team from CERATH Development Organization (Power to the Fishers Project).

2.0 NEW BUSINESS

The Chairman requested the team from CERATH Development Organisation (Power to the Fishers Project) to share their mission with the ACECoR Project team members. The Project Manager of CERATH Development Organization responded that their project intends to fund the research work (thesis) of five M.Phil students of the Centre for Coastal Management (ACECoR Project) at the University of Cape Coast. He indicated that CERATH Development Organization planned to embark on this collaboration this year but it had been postponed to next academic year (August, 2021) due to the fact that these students must complete their First Year Course work before engaging in their research work.

The Project Manager of CERATH Development Organization stated that the research areas for the above collaboration include the following:

- i. Post-harvest of Fisheries (eg. Smoking strategies)
- ii. Climate Change and Resilience
- iii. Mangroves Resource Conservation

He added that these research areas should be conducted at the Master of Philosophy level.

The Deputy Director, ACECoR Project said that the above research areas would be developed into specific research areas to be shared with the CERATH Development Organization. He added that students who would be selected for this funding will be mandated to submit quarterly reports on the progress of their research work for onward submission to CERATH Development Organization.

The Director of the ACECoR Project informed the team from CERATH Development Organization on the financial details on the research work (thesis) of the M.Phil students, these include the following:

- i. Research Grants and other costs (to use ACECoR Module)
- ii. Supervision fees
- iii. Administrative Cost
- iv. General University Overheads

3.0 Terms of Reference for the Collaboration

The main purpose for this collaboration between the Centre for Coastal Management (Africa Centre of Excellence in Coastal Resilience Project) and CERATH Development Organization (Power to the Fishers Project) is on capacity building to train five (5) M.Phil students at the Research work (thesis) level, beginning the 2021/2022 academic year.

a) Centre for Coastal Management (Africa Centre of Excellence in Coastal Resilience Project), University of Cape Coast.

CCM-ACECoR-UCC has the following Terms of Reference under this Collaboration:

- i. Recruitment of M.Phil students for the Research Work (Thesis)
- ii. Training of the M.Phil students
- iii. Engage in the Research
- iv. Supervision of the students to completion of Research Work (Thesis)
- v. Reporting/Publication of articles from the Research Work (Thesis)
- vi. Any other activity that shall be mutually agreed upon by both parties.

b. CERATH Development Organization (Power to the Fishers Project)

CDO has the following Terms of Reference (ToR) under this Collaboration:

- i. Provision of Funds to train (research work/thesis) five (5) M.Phil Students; covering the following:
 - Research Grants and other Costs (to use ACECoR Module)
 - Supervision Fees
 - Administrative Cost
 - General University Overhead
- ii. Provide opportunity for the M.Phil students to engage in the Power to the Fishers Project at the different level such as Seminars, Conferences, etc.
- iii. Any other activity that shall be mutually agreed upon by both parties.

Members agreed that a Memorandum of Agreement (MoA) should be drafted to reflect the above collaboration and shared with members for their inputs.

4.0 OTHER BUSINESS

4.1 Students' Internships

Members of the ACECoR Team requested that Students' Internships be included in the other activities students could engage with the CERATH Development Organization (Power to the Fishers Project). The team from CERATH Development Organization (Power to the Fishers Project) requested that the Students' Internship Policy of ACECoR Project be shared with them for their study, before making an informed decision on this request.

4.2 Tentative Timelines on the Preparatory Stage

The following tentative timelines were agreed upon by both teams:

Activity	Date
a. Sharing of Draft Minutes and Draft MoA with Members	November 27, 2020
b. Fine-tuning/Feedback from CERATH	December 3, 2020
c. Signing of MoA by Both Parties	December 11, 2020.

4.3 Workplan on the Collaboration

Members agreed that the ACECoR team develop a workplan on the collaboration and share with CERATH.

4.4 Proposed Meetings on the Collaboration between Both Parties

Members agreed that there should be meetings (face-to-face and virtual) during the preparatory and implementation stages of this collaboration.

4.5 Collaboration on Proposal Development for Grants

Both team agreed to collaborate on proposal development for grants.

5.0 CLOSING

The Chairman thanked members for their contributions for making the meeting a success. He also wished the team from CERATH Development Organization safe journey as they travel back to Accra. Mr. Joshua Adotey gave the closing prayer to end the meeting at 11:35am.

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Prof. Denis W. Aheto, PhD
[CHAIRMAN]

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Ekow A. Prah
[SECRETARY]