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**MINUTES OF MEETING OF ACECoR PROJECT MANAGEMENT AND SECTORAL ADVISORY BOARD (SAB) HELD ON WEDNESDAY, DECEMBER 2, 2020 AT DEPARTMENT OF FISHERIES AND AQUATIC SCIENCES (DFAS) LIBRARY, UCC**

**PRESENT**

Mr. Jacob Ainoo-Ansah	Chairman, SAB	Chairman
Prof. Denis W. Aheto, PhD	Director, ACECoR Project	Member
Prof. Benjamin B. Campion	SAB Member	Member
Dr. Precious Mattah	Deputy Director, ACECoR Project	Member
Mr. Ken Kinney	SAB Member	Member
Dr. Isaac Okyere	Academic Coordinator, ACECoR Project	Member
Mr. Kojo Agbenor-Efunam	SAB Member	Member
Mr. Joshua Adotey	M&E Officer, ACECoR Project	Member
Ms. Esinam Attipoe	Communications Manager, ACECoR Project	Member
Mr. Ekow A. Prah	Administrator, ACECoR Project	Secretary

**1.0 OPENING**

The meeting started with an opening prayer by Mr. Joshua Adotey at 9:43am. This was followed by self-introduction of members. The Chairman welcomed members to the maiden meeting of SAB.

The Director of the ACECoR Project also gave a welcome address to the Sectoral Advisory Board (SAB) members. He explained the delay in the physical meeting to have been caused by COVID 19 that slowed down project activities and prayed that henceforth SAB makes time to meet and make the needed inputs into ACECoR.

The Chairman expressed his appreciation for the opportunity to serve as the Chair of the SAB. He added that there was the need to bring other members to join the SAB. He indicated that the terms



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of reference for the SAB is challenging but achievable. He said that the terms of reference are well strategized to improve coastal areas. He stated that with SAB in place on the Project, it would enhance academia and industry collaborations. He said that the function of SAB could enhance the chances of winning more grants in the future. He called on all members of the SAB to give out their rich experiences to support the Project implementation.

## 2.1 Presentation on ACECoR Project by the Project Director

The ACECoR Project Director made a presentation on the background of the Centre for Coastal Management and updated members on the ACECoR Project. The highlights of the presentation included the following:

- Training of CCM Members on Grantsmanship
- National and International collaborations with academia and industry Partners
- Management of ACECoR Project funds/grants is in accordance with the University of Cape Coast and National policies and financial regulations.
- Students Enrollments (43 students enrolled for 2019/20202 academic; this number include 12 regional students).
- New academic postgraduate programmes to be introduced on the Project
  - Blue Economy, Governance and Social Resilience
  - Coastal Engineering
  - Migration and Disaster Risk Management
  - Marine Meteorology
- Appointments of Project Staff (Professorial Fellows, Post-Doctoral Fellows, and Research Assistants)
- Research, Academics, Extension and Finance on the Projects
- ACECoR Project Organogram (including, Sectoral Advisory Board)
- National and International Accreditation of academic programmes



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- Collaboration with West Africa Coastal Area (WACA) Project
- Other Projects/Grants at the Centre
- Drones and certified Staff \_ planned to commercialise the drone services
- ACECoR Lecture Rooms (with planned Smart Classroom) and Office
- New Building Site for ACECoR Project Building
- Procurement of Consultant for ACECoR Project Building \_ which is ongoing
- Need to access Private Sector Financing Support for the Project, and these could be in the form of Corporate Social Responsibility of these Private Organisations. He requested the support of SAB in above engagement especially in the Oil Industry.

The Chairman commended the Project Director for the comprehensive presentation he made on the ACECoR Project. He added that there had been some policy of openness in the Project, as the Project Management always collaborate with other countries, universities, departments and industries. He was much delighted about the Project's collaboration with the School of Economics of the University of Cape Coast. He added that his much concern was the numerous projects at the Centre but with a strong team at the Centre, he was of the opinion that better results would be achieved in all these projects.

## 2.2 Presentation by the Project Monitoring and Evaluation Officer

To provide SAB members a better understanding of the ACECoR and expected outputs, the Monitoring and Evaluation (M&E) Officer of the Project made a presentation on the Disbursement Linked Indicators (DLIs) of the Project. He stated that the Project is a performance-based, thus the project must achieve the results before the allocated funds could be reimbursed to the Project. He added that after achieving the results, the necessary documentations are sent to the World Bank through the Association of Africa Universities for the necessary verifications before the allocated funds are reimbursed. He presented on the following DLIs with their sub-indicators:



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### **DLI 1: Institutional Readiness**

- 1.1: Basic Readiness (IP; Procurement/Financial Manuals; & Team Designation)
- 1.2: Full Readiness (PM Certificate; Website; Student Handbook with SHP; SAB)

### **DLI 2: Development Impact of ACE**

- 2.1 Progress to impact
- 2.2 Development impact

### **DLI 3: Quantity of students with focus on gender and region**

- 3.1: New PhD students
- 3.2: New Masters Students
- 3.3: New Professional Short Course Students
- 3.4: New First Degree Students

### **DLI 4: Quality of Education & research through international accreditation, research publications and improved teaching and research infrastructure**

- 4.1: Program Accreditation
  - International accreditation
  - National accreditation
  - Gap assessment verified
  - Regional Accreditation
  - Self-Evaluation
  - New/ revamped courses per int'l standards
- 4.2: Research Publications
- 4.3: Teaching & Research Infrastructure

### **DLI 5: Relevance of Education and Research through externally generated revenue, internships, and entrepreneurship**

- 5.1: External Revenue
- 5.2: Internships



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### 5.3: Entrepreneurship

## **DLI 6: Timeliness and quality of fiduciary management**

6.1: Timely Fiduciary Reporting

6.2: Functioning Internal Audit Unit & Committee

6.3 Financial Online Transparency

6.4: Procurement Quality

## **DLI 7: Institutional Impact**

7.1: University-wide Regional Strategy

7.2: Open & Merit-based Selection of Inst. Leaders

7.3 Institutional Accreditation

- International accreditation
- Gap Assessment
- Self-evaluation

7.4: PASET Regional Benchmarking Participation

7.5 Institutional Impact

The M&E Officer stated at as at date 26% of the total funds of the Project had been received based on the results submitted and verified by the World Bank through Association of Africa Universities (AAU).

### **2.3 Discussion on the M&E Officer’s presentation**

The Project Director stated that the SAB members could provide some technical advice and support on the above DLIs to assist the Project Team achieve the maximum results. He added that SAB members or their affiliate institutions could also write joint proposals with the Project team.

The Chairman said that he was delighted about the Internship and Entrepreneurship parts of the DLIs. He added that Entrepreneurship and Internship should be combined as they are connected



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He indicated that Internship should equip the students with knowledge, skills, and attitude. Members also stated that Students' Internship should be more practical such as learning technical skills on the job. They suggested that students could go for internships in the fishing communities and learn and appreciate what happens in these fishing communities. For example, students could work with fishermen or fishmongers associations and similar organizations. A member said that, to get community buy-in and support of project activities, students' research should be designed towards assisting and engaging the communities where research would be conducted. He added that collaborative research could better the lives of the communities when it focuses on alternative livelihoods or to enhance the existing ones.

Members were informed that plans are being put in place to give Language Support to some of the students from Francophone countries. A SAB member stated that even though there would be provision for Language Support, students selected from Francophone countries should have some level of proficiency in the English Language.

A SAB member inquired on how the Centre could have control over the DLI on "Open & Merit-based Selection of Institutional Leaders". The Director of the Project responded that the World Bank intends to use the ACE Centres to module the Universities to adopt open and merit-based approach when it comes to selection of their leaders. The university of Cape Coast is already using open and merit-based approaches in the selection and appointment of its leaders but there was room for improvement.

## 2.4 SAB Report on the activities ACECoR Project

The Project Director reminded the SAB members on the need for SAB to write a report on their activities of the Project and their possibility to achieve the Disbursement Linked Indicators towards



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achieving the centre of excellence status. SAB is expected to provide the critical backstopping on activities and stakeholders to achieve the project objectives.

## 2.5 Visit of ACECoR Team and SAB Members to Vice-Chancellor's Office

The Project Management led the SAB members to visit the Vice-Chancellor. The team was welcomed at the Vice-Chancellor's Office by Mr. Jeff T. Onyame, the Registrar of the University of Cape Coast. The Deputy Director informed the Vice-Chancellor about our mission and introduced the ACECoR team and SAB members. The SAB members introduced themselves indicating their background in industry.

The Vice-Chancellor was delighted to meet the SAB members and stated that with this collaboration between the academia and industry is very commendable. He said that the research of universities should inform national policy and development. He indicated that the ACECoR team has his full support in the implementation of the Project. He said that it is his wish that the University of Cape Coast gets more Centres of Excellence to enhance the reputation of the University. He stated that the new site for the ACECoR building is strategic, looking at the mandate of the Project.

The Chairman of SAB expressed his gratitude to the Vice-Chancellor for his support for the implementation of the ACECoR Project. He also thanked the Vice-Chancellor for the audience he has given them. He requested the Vice-Chancellor to continue to support the Project Management in the implementation of the Project.

The Deputy Director of the Project thanked the Vice-Chancellor and the Registrar for the audience given to the ACECoR team and SAB members. He informed the Vice-Chancellor that the Project Management would be sending a letter to his Office for appointment of additional members to SAB.



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## **2.6 Inspection of the New Site for the ACECoR Project Building**

The Project Management took the SAB members to the new proposed site for the ACECoR building. The SAB members were delighted about the site, especially being closer to the sea and the fishing community.

## **2.7 Inspection of the Lecture Rooms and Offices**

The Project Management took the SAB members to inspect the lecture rooms and offices at the Sandwich Lecture Theatre being used by students under the ACECoR academic programmes. The SAB members were happy about the lecture rooms and offices.

## **3.0 OTHER BUSINESS**

### **3.1 The need to increase the SAB membership**

Members agreed that there was the need to increase the membership of SAB. The current members of SAB agreed to submit names of other industry-persons to be appointed to increase the SAB membership.

### **3.2 ACECoR Project’s collaboration with the Oil Industry in Ghana**

The Director of the Project requested one of the SAB members to liaise the Project team to stakeholders of the Oil Industry in Ghana for collaboration.

### **3.3 Proposed Date for next SAB Meeting**

Members proposed that the next SAB meeting should be held in February, 2021.

## **4.0 CLOSING**

The meeting ended at 3:00pm.

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**Mr. Jacob Ainoo-Ansah**  
[Chairman]

.....  
**Mr. Ekow A. Prah**  
[Secretary]