

INIVERSITY OF CAPE COAST VORLD BANK ACE IMPACT III | ACECOR PROJECT AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE









MINUTES OF THE AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE (ACECoR) PROJECT YEAR 3 WORK PLANNING WORKSHOP AT VOLTA SERENE, HO ON NOVEMBER 1 – 5, 2020.

ATTENDANCE

Prof. Denis Aheto Dr. Precious Mattah Dr. Donatus Angnuureng Dr. Elizabeth Effah Dr. Noble Asare Dr. Isaac Okyere Mr. Joshua Adotey Mrs. Sika Abrokwah Ms. Ivy Akuoku Gyimah Mr. Nicolas Ampofo Mr. Samuel Akuamah Boateng Mr. Richard Adade Ms. Esinam Attipoe Mr. Ernest Chuku Ms. Selorm Dzantor Mr. Peter Aubyn Mr. Allan Philip Barku Mr. Clemence Ayekple Mr. Ekow Prah Ms. Vera Kudjo Mr. Obeng Adu Asare Armstrong Apprey

Director, ACECoR Deputy Director, ACECoR Theme Lead (CEG), ACECoR Theme Lead (Climate Change) SLO/HoD, DFAS Academic Coordinator, DFAS M & E Officer, ACECoR Grants Manager Theme Lead (Blue Economy) Procurement Officer Principal Research Assistant Communication team, ACECoR Communication team, ACECoR **Research Assistant** Laboratory Manager IT Team

IT Team IT Team Administrator, ACECoR Principal Admin. Assistant Administrative Assistant Driver

VIRTUAL PARTICIPANTS



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Dr. Emmanuel Acheampong

Mr. Eric Agyemin- Boateng

Data Hub Manager Project Accountant

1.0 DAY ONE

1.1 OPENING

The workshop started with an opening prayer by Joshua Adotey and welcome address by Prof. Denis Aheto, the Director of Centre for Coastal Management, Africa Centre for Excellence in Coastal Resilience (ACECoR).

He emphasized on the relevance of the ACECoR Project as being one of the key institutions the West Africa Coastal Areas (WACA) expect to make impact in relation to coastal issues.

He also stressed on exploring for more research sites like the Keta Lagoon Complex and other regions with water bodies as well as new organizations for collaboration.

1.2 GOAL OF THE WORKSHOP

The goal of the work plan workshop is to develop key Strategic Actions, Milestones and Outcomes towards the sustainability of the Centre as an academic Centre of Excellence in Coastal Resilience in Africa.

Some recommendation were made by Prof. Aheto on how the ACECoR can achieve its goals.

1.2.1 Research

- Scale up research and publications
- Weekly and monthly review of publication to know the number of published works from time to time.
- Improve regional partnership through associating and coordinating with other academic and research institutions.

1.2.2 Academics

- Academic programs should be internationally accredited.
- Improve scientific training of postgraduate students, postdoctoral fellows and other professionals.

1.2.3 Extensions

• Increase buy-in by Sectorial Advisory Board (SAB), International Scientific Advisory Board (ISAB) and university management.



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• Enhanced collaboration with industry for private sector Dialogue and internships.

1.2.4 Finance

- Fast-track ACECoR Multipurpose Building infrastructure.
- All research fellows must bring in grants.
- The Project should also focus on private sector funding
- Private sector finance for coastal resilience investment secured.

1.3 OTHER ISSUES

- Selection of students
- Memorandum of Understanding (MOU) between, Centre for Coastal Management (CCM), Department of Fisheries and Aquatic Sciences and other department within the university
- Establish an Endowment Fund.

2.0 REVIEW OF WORKSHOP AGENDA

The moderator, Esinam took the team through all the activities to be undertaken and rescheduled some of the activities in line with members who's presentation date were not favorable with the initial scheduled date.

A presentation was done on the status of projects by the Monitoring and Evaluation (M&E) office. The presentation included; the Disbursement Link Indicators (DLIs), the achievements and challenges of the ACECoR Project so far, etc.

2.1 ACECoR Project Performance (DLRS) For Year 2019 – 2020

- DLI 1 Institutional readiness
 - It is duly completed. World Bank (WB) has disbursed US\$860,788.73 for DLI 1
- DLI 2 Development Impact
 - WB will send updated guidance note on specific requirements
 - o External verification by mid-2021
 - Relevance and Impact of graduates on society, including the share of graduates hired in the sector and feedback from key employers
 - o Relevance and impact of research on society
 - o Progress on DLIs
 - o SAB and ISAB annual reports
 - o Interviews with ACECoR, graduates and sectorial stakeholders
- DLI 3 Quantity of students with focus on gender and regionalization
 - o FY 2019 (January November): 43 Students were Admitted by ACECoR
 - This comprise 13 PhD and 30 MPhil Students
 - \circ 40% of the Students are females
 - \circ 35.5% of students are regional students from 6 countries



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- o Admitted students have been duly verified and funds disbursed for them
- FY 2020
 - o Scholarships advertised, applicants shortlisted and interviewed
- DLI 3.3 Short Courses
 - o ACECoR Submitted 64 students, only 4 were verified and funds disbursed for them
 - Consultant being procured to run onsite and online short courses for FY 2020

2.1.1 DLI 4 Program accreditation

DLI 4.1 - Quality of education and research through international accreditation, research publications and improved teaching and research infrastructure

Accreditation: ACECoR revised and modularized three academic programs which are being taught at the masters and PhD levels. These results have been submitted to AAU but are not yet verified.

International Accreditation: The Centre has initiated discussions with the Agency for Quality Assurance (AQAS) to cluster accredit two programs (MPhil and PhD Fisheries Sciences and MPhil Integrated Coastal Zone Management)

DLI 4.2 Research Publications

There has been 10 research publications so far in the year 2020 with 7 publication being national and 3 publications being regional.

DLI 4.3 Teaching and Research Infrastructure

DLI 4.3 and 7.5 milestone verification within country travel restrictions. As much as possible online and virtual verification.

Also the project is exploring the use of country-based experts for onsite verification of civil works and/or large equipment.

DLI 5 Relevance of Education and Research through externally Revenue, Internships and Fiduciary Management.

DLI 5.2 Internships

For the year 2020, the list of potential institutions for internships approved by World Bank and also Internship committee, Sectoral Liaison Officer and Centre yet to formally engage institutions.

DLI 5.3 Entrepreneurship

No results achieved for the year 2019 and 2020

DLI 6 Timeliness and Quality of Fiduciary Management

Interim Financial Report has been submitted for January – June 2020

Internal audit conducted for the year 2019



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3.0 SECOND DAY OF WORKSHOP

The second day of the Workshop was divided into two plenary session. The initial section comprised of Academic matters, Research Issues and Internship. The second section involved procurement, infrastructure, and ICT and logistics.

3.1 Plenary Section one

3.1.1 Academic Matters presented by Dr. Isaac Okyere (Academic Coordinator)

The Academic Coordinator made a presentation on key issues relating to ACECoR academic matters focusing on the following;

Teaching and Learning

- Blended teaching and learning.
- Completion of smart class room.
- E-learning studio also very imperative. Dr. Okyere suggested the team should probably link with the sectorial advisory board.
- The possibility of reduction in the number of ACECoR lecturers due to some associated difficulties.
- Generator for constant power supply at the Sandwich Lecture Theatre, ACECoR Lecture Room to enhance effective Teaching and learning.
- Effective internet at SWLT

Academic Performance

He spoke on the consistent poor performance in a few students due to language problem, some naturally not good etc. He suggested the implementation of some ACECoR Scholarship policy such as; scaling down from full to partial funding if candidate obtain a CGPA below 3.0 and withdrawal of scholarship for students with CGPA below 2.5 (Refer to section 4.3 (c) as per SGS-UCC provisions and any other sanctions stated in the policy.

Academic Programmes

He suggested the rolling out MPhil/PhD in Blue Economy and Coastal Engineering by 2021/2022 academic year as well as commencing international accreditation of programmes.

3.1.2 Research Matters presented by Dr. Donatus Angnuureng (on behalf of the Academic Coordinator, Dr. Samuel Tulashie)

He spoke on some guidelines developed by the research team for effective supervision which included but not limited to assigning of supervisors, presentation and approval of research proposal and budget, ethical clearance, field and laboratory safety orientation, etc.

Also, some forms were developed to track the students' activities from start to finish of their research. These forms include;



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- Research plan form
- Quarterly report form
- Guidelines on supervision;
 - Supervisors shall work with their students to develop, present and have their thesis/dissertation proposals approved for research.
 - Supervisors shall support students to develop suitable research plan covering the entire period of the student's research and ensure that as much as possible, students follow the research plan.
 - Supervisors should have realistic expectations regarding the performance of students and should inform them of these expectations.
- Key data logistics identification
- Compilation of common laboratory materials or tools

Aside all these, his only challenge was the delay in the disbursement of research grants to the MPhil. Students.

3.1.3 Internships presented by Dr. Noble Asare (Sector Liaison Officer)

Dr. Noble Asare updated the house on the progress of internship for the students. He said internship orientation has been organized for the students to educate them on what is expected to be achieved on the internship program, highlighting on collaboration, networking, capacity building just to mention a few. He also briefed the house that a compilation of selected institutions were presented to AAU for approval and a feedback has been received.

Outstanding activities on internship

- Develop itinerary to conduct bilateral discussion with AAU approved internship institutions
- Drafting of MOAs with approved institutions by 13th November, 2020
- Placements of students in approved institutions to start internship by 30th November, 2020
- Identify regional institutions that qualify as internship placements for regional students.
- Develop a database for all approved institutions
- Develop timeline for all activities for the year 2021

During the discussion time, Dr. Okyere suggested there should be a development of research structures. Another suggestion by Dr. Asare indicated that, students should be steered towards projects that fit into the ACECoR mandate.

3.2 Section two

3.2.1 Data Management by Dr. Emmanuel Acheampong (Data Hub Officer)

The data hub Officer for the Centre made a virtual presentation on the activities his section have undertaken and plans for the year 2020. He stated that, the strategic rational of ACECoR's data management is to improve the Findability, Accessibility and reuse of (fair) of data on coastal ecosystems and resources in Africa. So far the Projects as assembled qualified personnel with skills



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for collating and preparing data and information products for online archiving and dissemination, developed guidelines to collate metadata on fisheries and coastal research outcomes and communicated the guidelines were informed by the fair principles for scientific data management and stewardship. He pointed out activities to be done. This includes;

- The establishment of an infrastructure to support the communication and reuse of fisheries and coastal management in Africa. (Archiving, analysis and dissemination of data and information products)
- The project will seek collaboration with Geodatabase Programme of the One Ocean Hub Project under University of Strathclyde to develop (1) a spatial relational SQL database to hold metadata on fisheries and coastal research and field surveys and (2) interactive tools to track the effect of global change factors (sea surface warming, pollution, management actions etc) on fisheries ecosystems and resources.

3.2.1 Procurement presented by Mr. Nicolas Ampofo, procurement officer.

The procurement officer deliberated on purchases so far for 2020, the ongoing procurement plans, 2021 procurement, procurement plans abandoned as well as challenges and recommendations. The following points were shared;

Purchases so far

- Supply and installation of Floor Standing Air conditioners at Sandwich Lecture Theatre (SWLT)
- Supply and installation of projector screen and fixing of projectors
- Procurement of office furniture (waiting chairs, L-shape desk, swivel chairs, conference chairs etc

Ongoing Procurement

- Recruitment of consultant for the architectural drawings, design and supervision of ACECoR building.
 - \circ Technical and financial proposal to be received on 2//11/20
 - Evaluation follows the following week
 - Entity Tender Committee to approve by 16/11/20
 - \circ Contract to be awarded by 20th November
 - Consultant to complete work by Feb 1, 2020
- Recruitment of consultant to facilitate short courses.
 - Technical evaluation completed
 - \circ Financial evaluation to be done by 13/11/2020
 - Entity Tender Committee to approve by 16/11/2020
 - \circ Contract to be awarded by 16/11/2020
- Procurement of stationery for 2021 activities.



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- Procurement of burglar proof doors and windows
- Procurement of smart classroom equipment.

Outstanding Procurement

Printing of research guidelines and some books

2021 Procurement activities

- Take input form Ho Workshop and Project Director for the preparation of 2021 Procurement plan.
- Draft 2021 Procurement plan by December, 2020
- Construction of ACECoR Building
- Procurement of 4x4 Vehicle

Abandoned procurement

- Procurement of 30 seater bus
- Procurement of consultants to develop curriculum
- Procurement of 90 tables and chairs for use at SWLT

3.2.2 Presentation by Mr. Joshua Adotey

The Monitoring and evaluation officer gave a short presentation of ACECoR infrastructure. He pointed out some progressions made so far. This is as follows;

- 1. Smart board is coming in
- 2. Installation of internet at sandwich lecture theatre, ACECoR lecture room
- 3. Purchase of high speed computers

3.2.3 Presentation by Clemence Ayekple (Member of the ICT Team on behalf of Mr. Moses Setiga)

The ICT team made their presentation on the activities they have done so far and also things to be done in the coming months. He highlights some major activities and milestones achieved so far. These includes;

- Website visibility
- Periodic update
- Periodic security checks
- Multi-language
- Automation of Application process
- Introduction of statistical graph on the application portal.

He also pointed out some projection done by their team which also includes;



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- Expanding the admission portal to encompass student's records (Research, Academic records etc.)
- Internship tracking and management
- Monitoring and evaluation
- Redesign and update of CCM website to known as the parent/umbrella for the other projects run the Centre.
- Promotions and advertisement of portals and websites (paid Ads)
- Fibre connection to the SW Lecture Theatre to be completed by the end of November

3.3 Working Group

After the presentations, team members were divided into four groups to brainstorm on the issues that have been presented. The groups were mandated to share ideas put everything together to present it for further discussions.

4.0 THIRD DAY OF WORKSHOP

The third day of the Workshop was also divided into three plenary sessions. The initial session comprised of Communications, Partnerships and collaboration and, CCM, DFAS and Other Academic Department in UCC. The second session involved Project Administration, finance, Institutional Impact, SAB and ISAB issues, and Monitoring and evaluation and the third section involved External Revenue Generation and New Research Project.

4.1 Plenary Section one

4.1.1 Communications by Esinam Attipoe (Communication team)

The communication team, led by Esinam gave a presentation on the activities they have undertaken in the year under review and also their projections into the next academic year. Some of the activities she highlighted include;

- Website developed
- Newsletters
- Logos have been developed

Projections for next academic year.

Students

- Advertise admission opportunities.
- Develop agenda and Mobilize logistics for orientation.
- Increase online visibility.

Website and Social Media Platforms



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- Print material
- Publish policies, brochures, flyers etc.
- Business cards
- Posters

The communication plan (strategies and approved-2021 communication plan will be developed by December 2020).

4.1.2 Partnerships and collaboration by Dr. Precious Mattah

Dr. Mattah made a presentation on ACECoR partnerships and collaborations so far. He also highlighted the impact of these partnerships on the project.

WB's view on an ACE Impact project.

- ACE impact project should have a regional focus, with targeted higher education capacity of West and Central Africa Strengthened.
- Institutions that respond to the call should describe how the proposed center serves a regional need and will grow its regional impact through education and research activities.
- ACE impact centers are expected to serve as regional hubs for recruiting students from across the region (30% of center enrollments), building regional partnerships (industry/sectorial and academic institutions) and conducting applied research on a development challenge that is relevant for West and Central Africa

Industry and Sectoral Engagement

Active participation of companies and/or sectoral skateholders in defining and assisting in the education and applied research activities for each center is essential to the success of the ACE impact project.

The presented emphasized on the challenges to initiating partnerships. Some of which were as follows;

- Out-right disagreement on issue of partnership with some proposed organizations. I.e. Tullow Ghana Ltd., AESL, Ministry of Tourism.
- Initial agreement and later refusal to participate in the project. GPHA and Hydrological Service Department, RMU, etc.

Dr. Mattah indicated that, the ACECoR project should capitalize on the Sectoral Advisory Board (SAB) meeting in the middle of November 2020 for revival.





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4.1.3 CCM, DFAS and Other Academic Department in UCC by Prof. Denis Aheto and Dr. Asare Noble

Prof. Aheto and Dr. Asare made a brief presentation on the MOAs and MOUs between CCM and DFAS.

They noted that, going forward the Department and the Centre should include a budget for maintenance of its Assets (Vehicle).

Prof. Aheto noted again that, the Centre should find out if the university still gives academic user facility fees to the Departments when they receive international students.

Follow up on allowances given to DFAS. Follow up should focus on postgraduate international students.

Another follow up by the Centre on how they can get their share of the allowances from the University for the international students they bring in.

4.2 Plenary Session two

4.2.1 Project Administration by Mr. Ekow Prah

The project administrator made a presentation on the management ACECoR Project so far and the projections into the next academic year. He highlighted some essential points.

- The project has plan to start engaging the International Scientific Advisory Board (ISAB) and the Sectoral Advisory Board (SAB).
- Welfare of students. Arrangement for health insurance for regional students.
- Relocation of students from SNNIT hostel to Superannuation Hostel.
- Working on students residence permit

4.2.2 Institutional Impact, SAB and ISAB Issues by Prof. Denis Aheto

Prof. Aheto made a presentation on the impact of SAB and ISAB on the Project and also indicated the significance of these institutions on the project.

He started his presentation by indicating the relevance of the ACECoR Project to the society at large. He stated that, the Projects strides to attain providing equal opportunity and access to quality education and services to all categories of persons regardless of nationality, color, creed, race, gender, disability of all forms and social status.

Implementation of the ACECoR Project will provide an opportunity to demonstrate these qualities in a regional context.



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Expected Impact

- Focus on human capital development to address the enormous degradation in the coast of West Africa.
- The coastal and marine sectors of West Africa contributes to the promotion of sustainable economic development through sustainable coastal resource utilization in the partner countries.
- Promote coastal resilience within the West African Sub-region, through collaboration with industry, private and public institutions both locally and internationally.

Some Defining Activities of Institutional Impact on ACECoR

- Promote Human capital development through students and faculty exchanges from the subregion recruited to study or teach through online or physical delivery modes.
- Call for recruitment advertised fairly and widely by posting details of the appointment process for the position at the comparable institutions.
- Assessment of applications shall be based on principles of equality of opportunity, confidentiality.
- Foster links with other institutions of higher learning form the i.e. USA, China, UK, Sweden, Germany, Liberia, Nigeria among others.
- Promote institutional policies i.e. regionalization policy, grants/remuneration, selection of academic leaders on competitive basis, self-evaluation, gap analysis, etc.

International Scientific Advisory Board (ISAB)

The role of the board is mainly advisory with the following specific mandate;

- 1. Conduct peer-review of proposals and scientific reports of the Centre
- 2. Provide strategic scientific advice to the Centre, based on international trends and technical and managerial practices.
- 3. Advice on new international developments, including issues of curricula and international accreditation matters.
- 4. Provide a status report on the development of the program on an annual basis
- 5. Participate in site visits to the Centre and its operational areas.

Sectoral Advisory Board (SAB)

- Support the development of demand driven academic curricula.
- Provide ad hoc and long-term advice regarding national and regional capacity needs and strategies.
- Assist in securing industry linkages for students and faculty.
- Support Centre with internship opportunities for students and faculty.
- Provide status report on their activities.

Prof. Aheto suggested that, the Centre should allow ISAB and SAB to bring out research topic that meet real time needs. As this will help the Centre/Project to develop demand driven research projects.













4.3 Plenary Section Three

4.3.1 External Revenue Generation and Entrepreneurship by Ms. Sika Abrokwah

A presentation on the revenue generation was made by the grants manager. The presentation focused on the Disbursement Link Indicator (5.1) DLi 5.1

Requirement to meet DLI 5.1

Source of revenue to the Centre includes;

- Tuition and student fees
- Research consultancies
- Fundraising
- Competitive grants

NB. Must be in an account and under spending control of the ACE impact Centre

Current Sources of Revenue

- Consultancies. WACA Project (\$47,000.00)
- EIA Bauxite Project (Proposal submitted)
- Fees from Short courses.

The presentation by the grants manager also underlined further opportunities for revenue generation. These included;

- Identify opportunities for research consultancies
- Fundraising from private sector companies
- Fees from short courses
 - Competitive short courses (eg. Fisheries Observer Programme)
 - Commercialization of laboratory
 - Cost laboratory services
- Commercialization of UAV services
 - Rental of UAV services
 - o UAV training programme
- Fee-Paying students for graduate programmes.
- Improve grant sourcing increase staff training and involvement, paid grant database.

4.3.2 New Research Projects by Dr. Donatus Angnuureng

A presentation was made by Dr. Angnuureng on ACECoR research projects so far and also new projects to be undertaken by the Centre. He listed a number of projects which includes;

Technical applications of the University of Rhode Island for a Cost and Time Extension of the USAID/Ghana Sustainable Fisheries Management Project (SFMP) for a COVID-19 Response Intervention. Led by Okyere et al., 2020

Aim of the project includes;



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- Mapping geo-locations of (300+) fishing landing beaches and major processing centers and fish markets along the coast selected for COVID-19 intervention.
- Integrate geo-spatial and socio-economic baseline data into CRC-URI SFMP online database.
- Provision of financial support, and hand washing sanitizers to deprived areas.

Regional Institutional Mapping and Analysis of Coastal Resilience Knowledge Stakeholders in West Africa Project.

The research project is funded by West Africa Coastal Area Management (WACA) program-2019. This project is part of WACA program that supports its countries' efforts to

- Improve the management of their shared coastal resources
- Reduce the natural and man-made risks affecting coastal communities.
- Identify and mapping all experts in West Africa are involved in the needs
- Make priorities for coastal resilience investments with the best global expertise and knowledge.

The other projects undertaken by the Centre includes

University of Washington-Ocean Litter project. Inequitable Social and Environmental Burdens of Marine Letter Pollution. Amount involve is \$10,802.00

Vulnerability to Viability (V2V): Global Partnership for Building Strong Small-Scale Fisheries Communities Research Grants. Supporting small-scale fishers in their transition from vulnerability to viability. Amount involve is \$2.5 million

USAID Women Shellfishers and Food Security

The presentation also included proposed research projects by the Centre.

- 1. IRD-Monitoring and Predicting Coastal Changes in West Africa Toward Sustainable Coastal Management (Coasts-Under-Control)
- 2. NYA-study on the Impact of Covid-19 on the youth of Ghana. The aim of this research project is to strengthen evidence-based policy decisions that empowers the youth to contribute positively to national development.
- 3. UKRI- Reducing the impact of plastic waste on coastal marine areas of Ghana.
- 4. DANIDA HOTSPOT phase 2

Dr. Donatus suggested that, writing research proposal should not only be scientific. Also he noted that, the Centre should take into consideration small projects to organize workshops, conferences etc.



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Dr. Okyere suggested that, the Centre should secure other lecture room at the Sandwich Lecture Theatre for administrators and research fellows.

Another suggestion was also made that, the Centre should try and put pressure on the University Management to fast tract the ACECoR building.

Mr. Akuamah Boateng also suggested that, there should be analysis on what the Centre has spent and what is yet to be spend in other to get a fair idea on which item to switch or drop form the budget.

4.5 Working Group

After the presentations and discussions, team members were divided into groups of four to brainstorm on the issues that have been presented. The groups were mandated to share ideas put everything together to present it for further discussions.

5.0 FOURTH DAY OF WORKSHOP

The fourth and final day of the Work planning activities was divided into two sections; the compilation of draft work plan and review of draft work plan.

The compilation and review of draft work plan was led by the Monitoring and Evaluation officer.

He stated the achievements so far within the year and timelines for other activities that needed review. All the activities were looked at and new timelines were set for the activities for the rest of the year as well as 2021.

The work planning workshop ended at 12:30 with a closing remark from the Director, Prof. Aheto and a prayer by Joshua Adotey.