

Name of Center		AFRICA CENTRE OF EXC AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE		On Schedule		Behind Schedule														
Institution		UNIVERSITY OF CAPE COAST UNIVERSITY OF CAPE COAST																		
Country		GHANA GHANA																		
Center Leader		PROF. DENIS W. AHETO PROF. DENIS W. AHETO																		
Annual Workplan (Month XXX-Month XXX, Year)		JANUARY 2023- DECEMBER 2023																		
Work Plan Activities	Description	Partner Contribution (if relevant)	2023 Q1			2023 Q2			2023 Q3			2023 Q4			Milestones/Output	R.N.E.W. Provide Justification	Estimated Budget(\$)	Estimated Revenue (\$)	Contribution From Partner (\$)	Person Responsible
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec						
Sub-Action 1a: Recruitment of students with focus on gender and regionalization – New PhD and Masters Students and Short Course participants																				
Sub-Action 1a: Recruitment of students with focus on gender and regionalization – New PhD and Masters Students																				
Activity 1:	Conduct online orientation of students																			Project Administrator
Activity 2:	Complete recruitment of 3rd cohort of students																			Academic coordinator (ACECoR)
Activity 3:	Advertisement of programmes																			Centre Director
Activity 4:	Shortlist Applicants																			
Activity 5:	Interview Applicants																			
Activity 6:	Selection of suitable applicants – 2nd October, 2023																			
Activity 7:	Notifying selected applicants – 4th October, 2023																			
Activity 8:	Issuance of scholarship letters – 10th – 16th October, 2023																			
Activity 9:	Online orientation of students – 22nd October, 2023																			
Activity 10:	Complete Recruitment of Applicants																			
Sub-Action 1b: Recruitment of students with focus on gender and regionalization – New Professional Short Course Students																				
Activity 1:	Advertisement of short courses to be organized																			
Activity 2:	Update manuals and teaching materials from January																			
Activity 3:	Organize regional workshop																			
Activity 4:	Advertisement for a facilitator for short courses in Ghana																			
Activity 5:	Selection of participants for short courses in Ghana																			
Activity 6:	Organize short course in Ghana																			
Sub-Action 2: Quality of Education & research through international accreditation, research publications and improved teaching and research infrastructure																				
Sub-Action 2a: Curriculum development and programme accreditation																				
Activity 1:	Finalize the development of coastal engineering d																			
Activity 2:	Obtain Accreditation for Coastal Engineering Prof																			
Activity 3:	Revision of DRAM program to College Board – Prating cost																			
Activity 4:	Submission of DRAM program to School of Grad																			
Activity 5:	Submission to Academic Board – 15th April, 2023																			
Activity 6:	Submission to Academic Board – 15th April, 2023																			
Activity 7:	Submission to GTEC – 15th July, 2023																			
Activity 8:	Accreditation of programmes obtained – 31st October, 2023																			
Activity 9:	Completion of Marine Meteorology programme development – 31st March, 2023																			
Activity 10:	Revising programmes to suit GTEC format – 30th April, 2023																			
Activity 11:	Submission to School Board – 15th May, 2023																			
Activity 12:	Submission to College Board – 31st July, 2023																			
Activity 13:	Submission to School of Graduate Studies – 30th September, 2023																			
Activity 14:	Submission to Academic Board – 30th November, 2023																			
Sub-Action 2b: Recirculation of existing programmes (Fisheries Science and Integrated coastal Zone Management)																				
Activity 1:	Revision of programme document in line with Academic Board comments – 31st March, 2023																			
Activity 2:	Submission to GTEC – 1st April, 2023																			
Activity 3:	Accreditation of programmes obtained – 31st July, 2023																			
Sub-Action 2c: International Accreditation of Programmes																				
Activity 1:	Receive feedback from AQAS 29th February, 2023																			
Activity 2:	International accreditation of existing programmes – 6th March, 2023																			
Sub-Action 3: Release of Education and Research through externally generated revenue, internships, and entrepreneurship (DL1.5)																				
Sub-Action 3a: Organization of Workshops for Grants																				
Activity 1:	Develop a call for application to the written																			
Activity 2:	Shortlisting of applicants																			
Activity 3:	Recruit mentors																			
Activity 4:	Organize the workshop																			
Sub-Action 3b: Set up an incubator																				
Activity 1:	Develop a proposal for the establishment of the incubator																			
Activity 2:	Obtain approval for Proposal from UCC, AAU, at																			
Activity 3:	Provide basic support to CESED – Mobile 1000 US dollars seed grant by March 2023																			
Activity 4:	Develop a call for application to begin incubation																			
Activity 5:	Organize pitching session																			
Activity 6:	Incubation																			
Activity 7:	Establish seed grant for startup and disbursement																			
Sub-Action 3c: Student Internship																				
Activity 1:	Constitute a multi-disciplinary monitoring team																			
Activity 2:	Conduct survey to identify ready and additional																			
Activity 3:	Sign MoU's with organisations																			
Activity 4:	Identify and block a uniform time period for the																			
Activity 5:	Embark on Student internship																			
Activity 6:	Assessment of internship																			
Sub-Action 3d: Faculty Internship																				
Activity 1:	Conduct survey to identify ready and additional																			
Activity 2:	Seek approval by the bank on the identified org																			
Activity 3:	Sign MoU/MoA with the approved organisations																			
Activity 4:	Faculty write to organisations to seek approval																			
Activity 5:	Faculty embark on internship																			
Sub-Action 4: External Revenue Generation																				
Sub-Action 4a: Revenue Generation																				
Activity 1:	Training in Grantsmanship for other depts and units																			
Activity 2:	Organize short course training in GAs for Gambia NEA																			
Activity 3:	Continue to subscribe to grants database that will provide early notification on upcoming calls																			
Activity 4:	Develop and implement business plan for the UAV program																			
Activity 5:	Develop and implement CCAA certified UAV training program																			
Activity 6:	Soliciting for sponsorship for activities at the Centre																			
Activity 7:	Develop Grantsmanship training course																			
Sub-Action 4b: Conduct External Audit																				
Activity 1:	Preparation of 2022 Financial Statements by 31st January 2023																			
Activity 2:	Appointment of external Auditor for ACECoR Project by 28th February 2023																			
Activity 3:	Complete External audit by end of 30th April 2023																			
Activity 4:	Submission of External Audit report to Audit Committee for review and recommendations/report 31st May 2023																			
Activity 5:	External Audit Report Submitted to the World Bank by 20th June 2023																			
Sub-Action 4c: Conduct Internal Audit on 2021 Activities																				
Activity 1:	Write to the Directors of Internal Audit on the Schedule of 2022 Internal Audit by End of January 2023																			
Activity 2:	Submission of Internal Audit report to Audit Committee for review and recommendations/report by end of March 2023																			
Activity 3:	Internal Audit Completed by End of March 2023																			
Activity 4:	Submission of internal Audit Report to the World Bank by 20th June 2023																			
Sub-Action 4d: Obtain Procurement Audit																				
Activity 1:	Preparation of 2022 Procurement Report by the Procurement Section by January 2023																			
Activity 2:	Appointment of an External Auditor for conduct of 2022 Procurement Audit by 28th February 2023																			
Activity 3:	Completion of 2022 Procurement Audit by 30th April 2023																			
Activity 4:	Submission of procurement audit report to Audit Committee for review and recommendations/report End of 31st May 2023																			
Activity 5:	Submission of 2022 Procurement Audit Report to the World Bank by 20th June 2023																			
Sub-Action 4e: Establishment of Technology Transfer Office																				
Activity 1:	Advertisement of TTO position – 31st December 2022																			
Activity 2:	Screening of applicants – 16th January, 2023																			
Activity 3:	Selection of suitable applicant – 20th January, 2023																			
Activity 4:	Issuance of appointment letter – 31st January, 2023																			
Activity 5:	Orientation of TTO – 6th February, 2023																			
Activity 6:	Development of IP training Manual – 20th February, 2023																			
Activity 7:	Sensitization on IP to the University Community – 1st March, 2023																			
Activity 8:	Identification and commercialization of innovations – 8th March, 2023																			

