

MINUTES OF WACWISA CORE TEAM MEETING HELD ON 14TH MAY, 2019, AT THE
SCHOOL OF ENGINEERING CONFERENCE ROOM, NYANKPALA CAMPUS

1.0 Attendance

Present

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| 1. Prof. Felix K. Abagale | - | Director |
| 2. Prof. Gordana Kranjac-Berisavljevic' | - | Deputy Director |
| 3. Prof. Saa Dittoh | - | Member |
| 4. Prof. Israel K. Dzomeku | - | Member |
| 5. Prof. Abdul-Ganiyu Shaibu | - | Member |
| 6. Dr. Dzigbodi Adzo Doke | - | Member |
| 7. Dr. Bernard N. Baatuuwie | - | Member |
| 8. Dr. Samuel J. Cobbina | - | Member |
| 9. Dr. Abdul-Halim Abubakari | - | Member |
| 10. Dr. Sylvester N. Ayambila | - | Member |
| 11. Mr. Thomas A. Adongo | - | Member |
| 12. Mr. Muftawu Iddrisu | - | Member |
| 13. Mr. Duke Fredua Agyeman | - | Member |
| 14. Mr. Bernard Alando | - | Member/Secretary |

Apologies for absence

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| 1. Dr. Mamudu A. Akudugu | - | Member |
| 2. Dr. Raymond Kasei | - | Member |

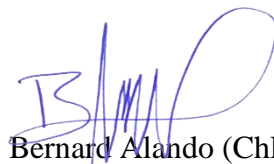
No	Discussions	Action Point
2.0	<p>Opening Remarks, Review and Adoption of Minutes.</p> <p>The meeting commenced at 9:45am with an opening prayer by Prof. Abdul-Ganiyu Shaibu. This was followed by introductory remarks from the Director of the Centre, Prof. Felix K. Abagale, in which he gave a brief update on the following activities currently on-going at the Centre:</p> <p><i>ICT/Communication training:</i> Two ICT staff, Mr. Hassan Baako and Mr. Samuel Nii Otoo from WACWISA participated in a three-day training organised by the Association of Africa Universities (AAU) in Accra on improving electronic communications of ACE centres in Africa.</p> <p><i>Funding for refurbishment of students learning centre:</i> About One Hundred Thousand Ghana (GHS100,000) was received from the UDS management to pre-finance refurbishment of facilities for the Students Learning Centre. The University also procured furniture and fittings, which were being assembled as well as the setting-up of internet service.</p> <p><i>Visit by the Vice Chancellor of UDS to WACWISA:</i> The Vice Chancellor of UDS, Prof. Gabriel Ayum Teye paid a working visit to WACWISA and was impressed with the pace of work being done on the Students Learning</p>	


	<p>Centre. He advised that a ceremony be organised to officially inaugurate the Centre when the work is done.</p> <p><i>Call for 2019/2020 admissions:</i> The call for scholarship applications for the 2019/2020 admissions into the Masters/PhD in Irrigation and Drainage Engineering programme has been advertised via the Centre's website and all partners' websites, including social media platforms such as twitter and linkedin.</p> <p><i>Report from Centre to NCTE:</i> The first report from the Centre to NCTE is due this June. The assessment team from the World Bank have already started their work with some ACE centres in the country and would soon visit WACWISA. The Director reminded the Team that WACWISA's Implementation Plan needs to be ready and approved by the Sectoral Advisory Board before the arrival of the Assessment team.</p> <p>The Director's brief remarks were followed by a review of minutes of the previous meeting held on 5th March, 2019, which was accepted as accurate, subject to the correction of minor typographical errors. Dr. Bernard Baatuuwue moved for the acceptance of the Minutes and was seconded by Dr. Abdul-Halim Abubakari.</p>	
3.0	<p>Matters Arising from the Minutes</p> <p><u>3.1 Sectoral Advisory Board Meeting:</u> It was agreed that since the Implementation Plan (IP) was almost complete, sectoral partners who were mentioned in the WACWISA proposal document should be invited to a Sectoral Advisory Board (SAB) meeting to make inputs into the IP and also approve it for implementation. The SAB meeting was therefore scheduled for Thursday, 30th May, 2019.</p> <p><u>3.2 WACWISA Organisational Structure:</u> The Director presented the final draft version of the proposed organisational structure for the Centre for comments and approval. The structure was unanimously approved after a few clarification were made.</p> <p><u>3.3 Approval of WACWISA by UDS Governing Council:</u> The Director announced that the UDS Governing Council, at its 88th ordinary session held on 27th March, 2019 gave approval for the setting up of WACWISA as a semi-autonomous centre within the University. Following this, the Executive Committee of the Academic Board, also at its 25th ordinary meeting held on, 3rd April, 2019, approved the logo and profile of the Centre.</p> <p><u>3.4 Technical Support to Government's One Village One Dam Initiative:</u> The Director further reported that he met with the Chief Executive Officer of the Northern Development Authority (NDA) implementers of the One Village One Dam initiative to discuss WACWISA's willingness to provide them with technical support. The meeting was rescheduled but could not come off due to other equally important engagements.</p>	<p>Dr. Cobbina to coordinate a SAB meeting for the approval of WACWISA's year IP</p>
4.0	<p>Main Business</p> <p><u>4.1 Presentation of WACWISA Implementation Plan (IP):</u> Prof. Saa Dittoh presented the draft IP for comments and inputs from team members. He acknowledged receiving very useful comments from the World Bank Technical Consultant, through the Director. Team members made some</p>	<p>IP Committee to consider inputs from World Bank Consultants and</p>

	inputs, which were captured by the committee to finalise the document for approval by the Sectoral Advisory Board.	finalise document for approval of SAB
	<i>4.2 Presentation of Financial Management Manual:</i> The Finance Officer of WACWISA, Mr. Muftawu Iddrisu, presented a draft manual on the proposed financial management structure of the Centre. He indicated that the manual was an abridged version of the University's Financial Management Policy, hence all the provisions were in line with the government of Ghana's approved Financial Management regulations.	Mr. Muftawu Iddrisu to finalise Financial Management manual and submit to WACWISA for filing and upload onto WACWISA website
	<i>4.3 Presentation of Procurement Manual:</i> The Procurement Coordinator of WACWISA, Mr. Duke Fredua Agyeman, presented a draft manual on the proposed procurement procedures for the Centre. He stated that the proposals in the manual were in line with the Public Procurement Act, which is what is used by UDS. He however, stated that he was going to meet with the Vice Chancellor to suggest an increase in the threshold of approving authority for the Director, due to the kind of standards expected at the Centre.	Mr. Duke Fredua to finalise Procurement manual and submit to WACWISA for filing and upload onto WACWISA website
	<p><i>4.4 Presentation on Short Courses:</i> Six Courses were presented by the Committee for consideration. It was agreed that the Courses be reduced to three, with Gender, being a core subject across all the models. The three short courses recommended by the team include:</p> <ol style="list-style-type: none"> 1. Gender and Irrigation 2. Climate Smart Agriculture (Option: Drip Irrigation) 3. Climate Smart Agriculture (Sprinkler Irrigation) <p>Duration for the Short Courses was agreed to be two weeks; during which students will undertake both theory and practical field activities. It was also agreed that some extracurricular activities be scheduled to engage students during the weekends.</p> <p>The committee was given up to 20th May, 2019 to get all the short courses ready.</p>	Committee to finalise all Short Courses by 20 th May, 2019
	<i>4.5 Presentation on Proposed WACWISA Strategic Plan (SP):</i> The proposed outline for the SP was presented by Dr. Sylvester Ayambilla. Comments and suggestions were made for the consideration of the Committee. They were then given 3 rd June, 2019 as deadline to submit the first full draft for further consideration.	SP Committee to submit first draft by 3 rd June, 2019
	<i>4.6 Presentation on Students Handbook:</i> Chairman of the Committee Prof. Abdul-Ganiyu Shaibu, presented the draft document. After some comments and inputs were made, the Committee was given up to 3 rd June, 2019 to complete work on the handbook. The Director also requested that a soft copy be sent to him for his inputs.	Students Handbook Committee to submit final document by 3 rd June, 2019
	<p><i>4.7 Presentation on Preparation towards 2nd Conference on Irrigation and Water Development (IRAD, 2019):</i> The Committee presented their plans so far as follows:</p> <ul style="list-style-type: none"> - Conference theme: "Water Resources Development for Sustainable Agricultural Systems" - Date: 29th to 31st October, 2019 	

	<ul style="list-style-type: none"> - Publication of Call: Announcement for abstracts and posters in June 2019 - Conference Venue: UDS-ICC located at the Tamale Campus of UDS - Invitation will be extended to all relevant stakeholders in the water and agriculture sector. <p>Professor Abagale offered to share all relevant documents related to the first conference with the Committee.</p>	
	<p><i>4.8 Scholarship Administration Guidelines:</i> A three-member Committee made up of Dr. Bernard Baatuuwie, Mr. Thomas Adongo and Mr. Bernard Alando was constituted to draft the scholarship administration guidelines for WACWISA. They were particularly tasked to consider accommodation, living cost etc. in relation to the northern Ghana.</p>	
5.0	<p>Closing</p> <p>Closing the meeting, the Chairman thanked all team members for participating actively in all the discussions. Prof. Israel K. Dzomeku then moved for the closure of the meeting and was seconded by Prof. Abdul-Ganiyu Shaibu.</p> <p>The date of the next meeting was tentatively scheduled for 4th June, 2019.</p> <p>The Closing prayer was said by Dr. Bernard N. Baatuuwie</p>	

Compiled by:


 Bernard Alando (ChPA, MCILG)
 Secretary/Admin, WACWISA


 Ing. Prof. Felix K. Abagale
 Director, WACWISA