

MINUTES OF WACWISA CORE TEAM MEETING HELD ON 18TH JANUARY, 2019, IN
THE BOARD ROOM OF THE SCHOOL OF ENGINEERING, NYANKPALA CAMPUS

1.0 Attendance

Present

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| 1. Prof. Felix K. Abagale | - | Director |
| 2. Prof. Gordana Kranjac-Berisavljevic' | - | Deputy Director |
| 3. Dr. Mamudu A. Akudugu | - | Member |
| 4. Dr. Bernard N. Baatuuwie | - | Member |
| 5. Dr. Abdul-Ganiyu Shaibu | - | Member |
| 6. Dr. Abdul-Halim Abubakari | - | Member |
| 7. Prof. Israel K. Dzomeku | - | Member |
| 8. Dr. Dzigbodi Adzo Doke | - | Member |
| 9. Dr. Raymond Kasei | - | Member |
| 10. Mr. Thomas A. Adongo | - | Member |
| 11. Mr. Bernard Alando | - | Member/Secretary |

Absence with apologies

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| 1. Prof. Saa Dittoh | - | Member |
| 2. Dr. Sylvester N. Ayambila | - | Member |
| 3. Dr. Samuel J. Cobbina | - | Member |

No	Discussions	Action Point
2.0	<p>Opening Remarks, Review and Adoption of Minutes.</p> <p>The meeting commenced at 10:15am with introductory remarks from the Director of WACWISA, Ing. Prof. Felix Abagale, in which he wished everyone a happy New Year. This was followed by a review of minutes of the previous meeting held on 20th December, 2018, which was accepted as accurate, subject to the correction of minor typographical errors. Prof. Israel Dzomeku then moved for the acceptance of the minutes and was seconded by Dr. Mamudu Akudugu.</p>	
3.0	<p>Review of Action Points from Previous Meeting</p> <p>The Secretary, Mr. Bernard Alando, presented the action points from the previous meeting for committee leaders to give updates:</p> <p><u>3.1 Design of WACWISA Logo</u></p> <p>Ten sample designs were received following an advertisement for competitive entries; out of which three were shortlisted for further consideration. One was subsequently chosen by the team, subject to further modifications recommended.</p> <p>Prof. Abagale requested that permission be sought to use the tag phrase “<i>Building Capacities for Sustainable Solutions</i>”, which appeared on one of the logos that was not selected, for use as WACWISA’s motto.</p>	<p>Mr. Bernard Alando to communicate decision of team to the designers and also secure permission to use the phrase “<i>Building Capacities for Sustainable Solutions</i>” as tagline</p>

	<p><u>3.2 Review of Implementation Plan (IP)</u> The draft IP was presented and thoroughly reviewed and recommendation made for further improvement. Prof. Gordana suggested to the committee to be flexible with timelines, in order that activities which are not carried out on schedule were allowed to be done in the following year.</p>	<p>IP Committee to consider all inputs and produce a final draft document for approval by the Sectoral Advisory Board (SAB)</p>
	<p><u>3.3 Procurement/Financial Management Manual</u> Prof. Abagale informed the team that the Procurement and Finance Directors of UDS were working to adapt the university's Finance and Procurement manuals for use by WACWISA.</p>	<p>Prof. Abagale and Bernard Alando to follow-up on Procurement and Financial Manual.</p>
	<p><u>3.4 Curricular Development</u> The Academic Coordinator, Dr. Abdul-Ganiyu Shaibu was directed to coordinate all curricular being developed for accreditation by March, 2019.</p> <p>It was agreed that the number of courses being proposed for the MPhil and PhD in Sustainable Agricultural and Food Systems programmes be reduced. This suggestion was to be discussed with the leader of the Committee, Prof. Saa Dittoh.</p>	<p>Dr. Abdul-Ganiyu Shaibu to coordinate curricular development activities for accreditation by March, 2019.</p> <p>Prof. Abagale to discuss reduction of courses with Prof. Saa Dittoh.</p>
	<p><u>3.5 Development of Short Courses</u> Prof. Israel Dzomeku reported that he had so far collated three short courses and urged team members to contribute more short courses they may have. Prof. Abagale advised that the short courses being developed should address specific relevant components in the Agric, Water and Irrigation sectors.</p>	<p>Prof. Israel Dzomeku to send reminders and collate all relevant materials for short courses.</p>
	<p><u>3.6 Strategic Plan Development</u> Dr. Akudugu reported that work was progressing steadily and the Committee hopes to share the final draft document before the deadline</p>	
	<p><u>3.7 Risk Charter Development</u> Prof. Abagale indicated that he was yet to discuss the issues with the Director of Audit.</p>	<p>Prof. Abagale to discuss development of Risk Charter with Director of Audit</p>
	<p><u>3.8 Students Recruitment Policy</u> Prof. Gordana presented two draft documents for consideration by the team, including: i. Policy on Scholarships for WACWISA' and ii. Regional Student Recruitment Strategy. She acknowledged receiving very useful inputs from Prof. Abagale, Dr. Akudugu and Dr. Abdul-Halim, which have all helped to shape the two documents.</p> <p>Prof. Gordana also requested that the Directorate of UDS International and Advancement be allowed to coordinate this function, especially, with regards to international students. This was granted.</p>	<p>Prof. Gordana to finalise Students Recruitment Policy</p>
	<p><u>3.9 Establishment of Center Management Committees</u> Prof. Abagale reported that he had written to the Vice Chancellor requesting specific key administrative, finance and procurement staff, which has been granted. Efforts were now being made to set-up a functional office.</p>	

	<u>3.10 WACWISA Communication Manager Position</u> A draft Job Description for the position was presented by Bernard Alando. This was to be developed further and used for a recruitment search.	
	<u>3.11 Development of Graduate Students Handbook</u> It was reported that work was still on-going towards meeting the 1 st February, 2019 deadline.	
	<u>3.12 Sexual harassment policy</u> It was agreed that the Centre should seek appropriate permission and adapt the UDS policy on Sexual Harassment.	
	<u>2.14 Functional Centre Website</u> Prof. Abagale reported that the main website infrastructure had been set-up and the content for the relevant pages were being worked on.	Prof. Abagale to engage with ICT Directorate to complete website development. All team members are send their bio-sketches with smiley pictures Mr. Bernard Alando for the website
4.0	Announcement Prof. Abagale announced that a seven-member delegation made up of the Vice Chancellor, The Director of WACWISA, the Deputy Director of WACWISA, the Director of Finance, the Director of Procurement, the Monitoring and Evaluation Coordinator of WACWISA and the Finance Officer of WACWISA will participate in the 2019 ACE Conference and Boot Camp Workshop in Djibouti from 18 th to 27 rd February, 2019. Prof. Abagale also announced the sudden demise of the wife of Dr. Samuel Jerry Cobbina, the Industrial Liaison Coordinator, and encouraged all team members to commiserate and also support the family of Dr. Cobbinah during the burial and funeral his late wife.	
5.0	Date of Next Meeting The date for the next meeting was tentatively scheduled for Thursday, 17 th January, 2019, at the same venue.	
6.0	Closing Dr. Bernard N. Baatuuwie move for the closure of the meeting and was seconded by Dr. Raymond Kasei. The meeting ended at 2.15pm	

Compiled by:



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



Ing. Prof. Felix K. Abagale
Director, WACWISA