

MINUTES OF WACWISA CORE TEAM MEETING HELD ON 20TH DECEMBER, 2018 IN
THE BOARD ROOM OF THE SCHOOL OF ENGINEERING, NYANKPALA CAMPUS

1.0 Attendance

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| 1. Ing. Prof. Felix K. Abagale | - | Director |
| 2. Prof. Gordana Kranjac-Berisavlijevic' | - | 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. Prof. Saa Dittoh | - | Member |
| 10. Dr. Sylvester N. Ayambila | - | Member |
| 11. Dr. Samuel J. Cobbina | - | Member |
| 12. Mr. Bernard Alando | - | Member/Secretary |

2.0 Opening Remarks and Purpose of Meeting

The meeting commenced at 10.00am with welcome remarks by the Chairman, Ing. Prof., Felix K. Abagale. He announced that the project application for the establishment of a West African Centre for Water, Irrigation and Sustainable Agriculture (WACWISA), had been approved by the World Bank ACE initiative fund. He then explained that the purpose for the meeting was to tease out key tasks from the proposal that needed immediate attention and also, form working groups to begin work on those tasks ahead of the official commencement date of the project, on 1st January, 2019.

3.0 Review of Key Deliverables

Prof. Abagale and Prof. Gordana presented the key deliverables of the project and facilitated a discussion to examine the feasibility of timelines, availability of resources, achievement of key deliverables and lead person for each task.

The table below is a summary of the key tasks, timelines and lead persons.

No	Task	Person(s) Responsible	Contact Information	Deadline
1	Development of Centre Logo	Mr. Bernard Alando Ing. Prof. Abagale	0244573657 alanben@uds.edu.gh 0206663848 0264869838 fabagale@uds.edu.gh	4th January, 2019

2	Development of Implementation Plan	Prof. Saa Dittoh Dr. Abdul-Halim Abubakari Mamudu A. Akudugu Dr. Dzigbodi Adzo Doke	0244296612 saaditt@gmail.com 0244510052 ahalim@uds.edu.gh 0504395605 makudugu@uds.edu.gh 0504170981 ddoke@uds.edu.gh	2nd January, 2019
3	Procurement/Financial Management Manual (To be requested from procurement and finance directorates)	Mr. Bernard Alando Prof. Abagale		
4	Curricular Development	Ing. Prof. Abagale	0206663848 0264869838 fabagale@uds.edu.gh	24th December, 2018
5	Development of Short Courses	Prof. Israel K. Dzomeku Dr. Abdul-Ganiyu Shaibu Dr. Bernard Baatuuwie Dr. Sylvester Ayambila	0244789809 idzomeku@uds.edu.gh 0243888331 sganiyu@uds.edu.gh 0243888371 bbaatuuwie@uds.edu.gh 0244547795	15th January, 2019
6	Sectoral Advisory Board (SAB) (Meet to share Implementation Plan with sectoral collaborators)	Dr. Samuel J. Cobbina	0504020668 scobbina@uds.edu.gh	Before the end of February, 2019
7	Strategic Plan Development	Dr. Sylvester Ayambila Dr. Samuel J. Cobbina Mamudu A. Akudugu Dr. Abdul-Halim Abubakari	0244547795 0504020668 scobbina@uds.edu.gh 0504395605 makudugu@uds.edu.gh 0244510052 ahalim@uds.edu.gh	1st February, 2019

8	Risk Charter Development	Director of Internal Audit (Ing. Prof. Abagale to discuss with the Director)		
9	Students Recruitment	Prof. G. Kranjac-Berisavlijevic' Ing. Prof. Abagale Mr. Bernard Alando	0244467142 novagordanak@gmail.com 0206663848 0264869838 fabagale@uds.edu.gh 0244573657 alanben@uds.edu.gh	
10	Establishment of Center Management Committees	Ing. Prof. Abagale Prof. G. Kranjac-Berisavlijevic'	0206663848 0264869838 fabagale@uds.edu.gh 0244467142 novagordanak@gmail.com	
11	Communication Manager	Ing. Prof. Abagale	0206663848 0264869838 fabagale@uds.edu.gh	
12	Development of Graduate Students Handbook	Dr. Abdul-Ganiyu Shaibu Dr. Dzigbodi Adzo Doke	0243888331 sganiyu@uds.edu.gh 0504170981 ddoke@uds.edu.gh	1st February, 2019
13	Sexual harassment Policy (Use UDS Sexual Harassment Policy)	Prof. Israel K. Dzomeku	0244789809 idzomeku@uds.edu.gh	
14	Policy on Scholarship	Prof. G. Kranjac-Berisavlijevic' Dr. Sylvester Ayambila Dr. Mamudu A. Akudugu Mr. Bernard Alando	0244467142 novagordanak@gmail.com 0244547795 0504395605 makudugu@uds.edu.gh 0244573657 alanben@uds.edu.gh	1st February, 2019
15	Functional Centre Website	Ing. Prof. Abagale	0206663848 0264869838 fabagale@uds.edu.gh	1st January, 2019

16	Non-Staff Student Representative	Ing. Prof. Abagale	0206663848 0264869838 fabagale@uds.edu.gh	
		Prof. G. Kranjac-Berisavljevic'	0244467142 novagordanak@gmail.com	

5.0 Correspondence and Announcements

The Chairman informed the Team about an invitation from the World Bank to an ACE Conference and BootCamp in Djibouti, from 18th to 27th February, 2019. He also announced that he was developing an organogram for the Centre, which will establish the various offices, positions and power relations that would exist at the Centre.

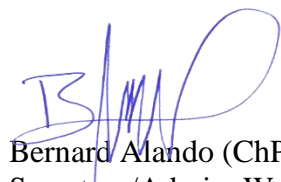
Date of Next Meeting

The date for the next meeting was tentatively scheduled for Thursday, 17th January, 2019, at the same venue.

6.0 Closing

Ing. Dr. Abdul-Ganiyu Shaibu move for the closure of the meeting and was seconded by Dr. Sylvester N. Ayambilla. The meeting ended at 1.45pm

Compiled by:



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



Ing. Prof. Felix K. Abagale
Director, WACWISA