

MINUTES OF WACWISA CORE TEAM MEETING HELD ON 5TH MARCH, 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. 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. Raymond Kasei | - Member |
| 9. Mr. Thomas A. Adongo | - Member |
| 10. Prof. Saa Dittoh | - Member |
| 11. Dr. Sylvester N. Ayambila | - Member |
| 12. Dr. Samuel J. Cobbina | - Member |
| 13. Mr. Bernard Alando | - Member/Secretary |

Apologies for absence

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| 1. Dr. Dzigbodi Adzo Doke | - Member |
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No	Discussions	Action Point
2.0	<p>Opening Remarks, Review and Adoption of Minutes.</p> <p>The meeting commenced at 10.05am with introductory remarks from the Director of the Centre, Ing. Prof. Abagale in which he thanked the delegation that represented the university at the ACE Conference and BootCamp Workshop in Djibouti. This was followed by a review of the minutes of the previous meeting held on 18th January, 2019, which was accepted as accurate, subject to the correction of minor typographical errors. Mr. Bernard Alando moved for the acceptance of the minutes and was seconded by Dr. Abdul-Ganiyu Shaibu.</p>	<p>Secretary to incorporate all the corrections into the accepted minutes and upload onto WACWISA website.</p>
3.0	<p>Matters Arising from the Minutes</p> <p><u>3.1 Design of WACWISA Logo:</u> The revised version of the proposed logo was presented by Mr. Bernard Alando. The new logo had a water drop with a sprinkler on top of it, the map of Africa in a watermark background and the acronym WACWISA beneath it, with the tagline “building capacities for sustainable solutions.” The team approved the new logo and further suggested that the full meaning of WACWISA be written in the form of an arc at the top.</p>	<p>Mr. Bernard Alando to coordinate the amendments and finalization of the WACWISA logo.</p>
	<p><u>3.2 Implementation Plan (IP)</u></p> <p>The Chairman of the Committee, Prof. Saa Dittoh, reported that work on the implementation plan had been completed and the document was being finalized for submission.</p>	<p>IP Committee to finalize and submit</p>

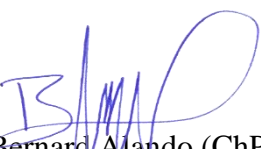
		the document for approval
	<p><u>3.3 Procurement/Financial Management Manual</u></p> <p>The Director of WACWISA indicated that the Procurement Manual and Financial Policy were being finalized by the Procurement Director and Finance Director of UDS respectively.</p>	
	<p><u>3.4 Curricular Development</u></p> <p>The Chairman reported that the MPhil and PhD Irrigation and Drainage Engineering programme had received approval from the National Council for Tertiary Education (NCTE) and was now awaiting approval by the National Accreditation Board (NAB).</p> <p>It was agreed that all programmes at the Centre be drawn from the relevant departments in the university, especial from Nyankpala Campus. Prof. Gordana cautioned that there was the need to ensure the full corporation and commitment of all the departments. Prof. Dittoh agreed with the caution by Prof. Gordana and added that the Centre would need to be firm with the heads of departments in order to secure their commitment. The Chairman explained that it would be in the interest of the departments to cooperate with the Centre, because the Centre has the capacity to secure national and even international accreditation for their programmes, which would be of immense benefit to the departments. The Chairman further added that, WACWISA would source further funding aside the ACE grant to support teaching and learning across the departments, especially those whose programmes will be run by the Centre. It was also suggested that there was the need to realign the structure of the Centre's courses to reflect international standards right from the start, in order to make the process easier when applying for international accreditation.</p> <p>The Chairman added that since the ACE project emphasizes student internship, especially at the regional level, he intends for the Centre to leverage on the good relationships that UDS already has with some of the regional partners to accept the Centre's students on internship through the Third Trimester Field Practical Programme (TTFPP).</p>	
	<p><u>3.5 Development of Short Courses</u></p> <p>Prof. Israel Dzomeku reported that he had so far received eight (8) Short Courses and was therefore scheduling a meeting to discuss and finalise them for further consideration and approval. Dr. Akudugu, suggested that the courses being designed should reflect the Centre's core mandate of 'Water, Irrigation and Sustainable Agriculture'. He added that since they are supposed to be self-financing, they should be relevant and catchy enough to attract people in the industry. He also indicated that the target for the short courses had to been reduced to 18 participants. It was agreed that the committee should seek inputs from the Industry Partners in order to design more appropriate short courses that they would patronize.</p>	<p>Short Courses Committee to reconsider course so far received and seek inputs from industry partners to make them more appropriate</p>
	<p><u>3.6 Sectoral Advisory Board (SAB)</u></p> <p>It was agreed that when the Implementation Plan is completed, a meeting would be organised to present it to the Board for their inputs and approval.</p>	


	<u>3.7 Risk Charter Development</u> The Chairman announced that he met with the UDS Director of Audit and they agreed to do the risk charter when the Centre is in full operation.	
	<u>3.8 Students Recruitment</u> Prof. Gordana reported that arrangements for the recruitment of regional students were being put in place by the UDS Directorate for International Relations and Advancement (UDS-DIRA). She indicated that the Directorate was currently finalizing its Internal Strategic Plan, which had already incorporated modalities for the recruitment of regional students.	
	<u>3.9 Establishment of Center Management Committees</u> The Chairman reported that he had written to the Vice Chancellor requesting specific key administrative, finance and procurement staff, which had been granted. Efforts were now being made to set-up a functional office. He added that he was also in the process of developing an organogram for the Centre, which will establish the relevant offices with specific roles and power relations among them.	
	<u>3.10 Development of Graduate Students Handbook</u> It was reported that the document was being finalized.	Graduate Students Handbook committee to finalise document and submit for further consideration and approval.
	<u>3.11 Functional Centre Website</u> Prof. Abagale reported that the WACWISA website was now online and the relevant content information were being worked on and will be uploaded soon. It was agreed that all team members should submit to the Administrator, a brief bio-sketch of not more than 200 words and a smiley picture, to be uploaded onto the website.	All Team members to submit their bio-sketches of not more than 200 words to the Administrator
4.0	Main Business <u>4.1 Report from Djibouti</u> A brief report from the UDS delegation that attended the ACE 1 Workshop and ACE Impact BootCamp in Djibouti was presented by Dr. Mamudu Akudugu. He said the UDS delegation was among over 450 participants from 12 countries in West and Central Africa. All delegations were led by their Vice Chancellors. Beside the main BootCamp which mostly focused on broad institutional and government level commitment to the project, there were also a series of workshops for the core Centre team members on very critical areas, such as the development of Implementation Plan, Students Recruitment, Finances etc. some key points that were noted include: <ol style="list-style-type: none"> The Centre need not necessarily initiate new programmes on their own but could make use of relevant existing programmes in the various departments in the university, since the process of attaining accreditation normally takes time. 	Committee to speed up work on Sustainable Agricultural and

	<p>b. Students could be sent to regional and international partners abroad for further training to increase their exposure to international best practices.</p> <p>c. The Centre needs to have in place a comprehensive Sexual Harassment Policy that provides adequate protection and easy reporting mechanisms. The World Bank takes issues of sexual harassment very seriously, hence, support for some Centres in Nigeria have been discontinued on the grounds of sexual harassment. UDS was lauded for developing a comprehensive Sexual Harassment Policy.</p> <p>d. The Project pays critical attention to building/rehabilitation of physical infrastructure and equipment that ensures the safety and security of students at the Centre. 25% of the total grant is specifically for building of new structures at the Centre. In view of this, UDS management is considering improving the existing structure at the School of Engineering (SOE) workshop for the Centre's basic readiness, whilst plans are being pursued for the building of a more conducive permanent structure.</p> <p>e. A good Implementation Plan (IP) was said to a major requirement for Institutional Readiness phase of the project. UDS was commended for presenting a very good draft IP, which only needed a few revisions for improvement. The IP committee was therefore encouraged to update and finalized the document for it to be presented for approval by the Sectoral Advisory Board (SAB) of WACWISA.</p> <p>f. Some ACE 1 beneficiaries who were struggling to cope with the conditions and required results of the grant were discontinued while some new initiatives such as WACWISA were brought onboard.</p> <p>g. Faculty staff working on the project could benefit directly by way of drawing funds. However, the project could support staff participation in international conferences, research and studies abroad.</p> <p>h. The World Bank does not make advance payments for the execution of activities. All payments are made upon the achievement of specific Disbursement Link Indicators (DLI).</p> <p>i. All Centres were encouraged to make use of the World Bank's experienced consultants and staff, for improving their operations with the project and also strengthen their own capacities. The Director of WACWISA said one of the World Bank consultants had accepted to critically review WACWISA's IP for further improvements.</p>	<p>Food Systems programme</p> <p>Director of WACWISA to follow up on management to release fund for renovation works</p> <p>IP committee to update and finalize IP document for approval by SAB</p> <p>Director of WACWISA to send IP to World Bank Consultant</p>
5.0	<p>Announcement</p> <p>a. The Director announced that he was pursuing steps to secure the approval of the UDS Governing Council for setting up of the Center, and that when it is done there will be the</p>	

	<p>need for immediate advertisement of the MPhil and PhD Irrigation and Drainage Technology programmes</p> <p>b. The Director also announced that with the setting up of the Centre and its high international standards requirements, especially in research publications, there is the need for all faculty members to step-up the quality of their research and publications. This will help the Centre attain the required DLI in that area and also boost the image and credibility of the Centre as well as attract world class researchers and faculty members to the Centre.</p> <p>c. He further indicated that he was working on upgrading the International Journal of Irrigation and Agriculture Development (IJIRAD) beyond Ghana to the Africa level to assume its international status. He therefore encouraged team members to research on similar journals to help enrich the IJIRAD journal and make it a credible journal on irrigation and agriculture development in Africa. He directed that the Research Coordinator of WACWISA should coordinate and guide all publications submitted to the Journal.</p> <p>d. The Director announced that the second conference on Irrigation and Water Development, was due to be organised this year (2019), which he suggests should be organised under WACWISA. A five-member organizing committee was therefore constituted to start preparations. The Committee include: Dr. Sylvester Ayambila, Dr. Samuel Cobbina, Dr. Raymond Kasei, Dr. Abdul-Halim Abubakari and Dr. Abdul-Ganiyu Shaibu. The suggested theme for consideration by the committee was “<i>Conserving Water Resources for Sustainable Agriculture.</i>”</p> <p>e. Finally, it was announced and agreed by all that WACWISA should extend technical support to the government’s “One Village, One Dam” initiative being implemented in the five regions of the north of Ghana. The Director of WACWISA accepted to take up the issue at an upcoming meeting organised by the Northern Development Authority with the support of the Africa Development Bank. He also said he would further discuss it with the Ministry for Special Development Initiatives (MSDI) and the Northern Regional Minister.</p> <p>The Director reiterated the need for all team members to ensure that WACWISA was visible and relevant to its core mandate of promoting irrigation, water and sustainable agriculture.</p>
6.0	<p>Date of Next Meeting</p> <p>The date for the next meeting was tentatively scheduled for Thursday, 14th May, 2019, at the same venue.</p>
7.0	<p>Closing</p> <p>Dr. Abdul-Halim Abubakari move for the closure of the meeting and was seconded by Dr. Raymond Kasei. The meeting ended at 2.15pm</p>

Compiled by:


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


 Ing. Prof. Felix K. Abagale
 Director, WACWISA