

DRAFT MINUTES OF WACWISA CORE TEAM MEETING HELD ON 5TH DECEMBER, 2019, AT THE WACWISA MEETING ROOM, NYANKPALA CAMPUS

1.0 Attendance

1.1 Present

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| 1. Prof. Felix K. Abagale | - Director/Chairman |
| 2. Prof. Gordana Kranjac-Berisavljevic' | - Deputy Director |
| 3. Prof. Saa Dittoh | - Grants Coordinator |
| 4. Prof. Israel K. Dzomeku | - Research Team Leader |
| 5. Prof. Abdul-Ganiyu Shaibu | - Academic Programmes Coordinator |
| 6. Dr Dzigbodi Adzo Doke | - Research Team Leader |
| 7. Dr Mamudu A. Akudugu | - Monitoring and Evaluation Coordinator |
| 8. Dr Sylvester N. Ayambila | - Research Coordinator |
| 9. Dr Thomas A. Adongo | - Research Team Member |
| 10. Dr Bernard N. Baatuuwie | - Research Team Leader |
| 11. Mr Bernard Alando | - Administrative Coordinator/Secretary |
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| 12. <u>Apologies for absence</u> | |
| 13. Dr Samuel J. Cobbina | - Industrial Liaison Coordinator |
| 14. Dr Raymond Kasei | - Research Team Leader |
| 15. Prof. Abdul-Halim Abubakari | - Research Team Leader |

No	Discussions	Action Point
2.0	<p>Opening Remarks, Review and Adoption of Minutes.</p> <p>The meeting commenced at 2:40 pm with an opening prayer by Prof. Israel Dzomeku. This was followed by introductory remarks from the Director of the Centre, Prof. Abagale.</p> <p>The Director's brief remarks were then followed by a review of the minutes of the previous meeting held on 4th November 2019, which was accepted as accurate, subject to corrections of minor typographical errors. Dr Dzigbodi Doke then moved for the acceptance of the minutes and was seconded by Prof. Abdul-Ganiyu Shaibu.</p>	
3.0	<p>Matters Arising from the Minutes</p> <p><i>3.1 Appointment Letters for WACWISA Core Management Team Members:</i> The Director explained that he had met with the Registrar and agreed that WACWISA team members with management responsibility should be treated as stated in the University's statutes in terms of salaries and allowances. Hence, new letters of appointment were being prepared and will be distributed to all team members.</p> <p><i>3.2 Memorandum of Understanding (MoU) with Partners:</i> It was reported that the draft MoU was being finalized for signing with all sectoral partners.</p>	<p>Director to discuss appointment letters with Registrar</p>

<p><u>3.3 Invitation of Interplast Ghana Ltd and Dizengoff Ltd to join WACWISA Sectoral Partners:</u> It was reported that initial contact had been made with Dizengoff Ghana Ltd and Interplast Ghana Ltd. However, a followed-up was required with some literature on WACWISA to discuss the details of their involvement.</p>	<p>Dr Cobbina to follow up on Interplast Ghana Ltd and Dizengoff Ltd and invite them to participate in IRAD, 2019 and also join WACWISA sectoral partners</p>
<p><u>3.4 Technical Support to Government One Village, One Dam (IVID) Initiative:</u> The Director reported that the concept was now being developed into a full proposal to be presented by CARE International in Ghana to USAID for funding. He said WACWISA would be required to contribute up to 10% of the total budget cost.</p>	
<p><u>3.5 Comments from World Bank Consultant on WACWISA Implementation Plan (IP):</u> The Director announced that there was no feedback from the World Bank Consultant, Dr Karl yet, but assured that no major issues were anticipated.</p>	
<p><u>3.6 Short Courses:</u> It was agreed that there was the need to run a short course before the end of the year, for it to be counted as one of the Centre's DLIs for 2019.</p>	<p>Prof. Dzomeku and Prof. Ganiyu to coordinate the first short course before the end of November 2019.</p>
<p><u>3.7 Scholarship Guidelines:</u> It was reported that the scholarship guidelines were now finalized and made part of the Students Handbook. The package includes:</p> <ol style="list-style-type: none"> Tuition fees Monthly stipend Equipment/software Data and service charges Publication fees Sponsorship local/international conferences (depending on availability of funds) Attachments/internship with a full stipend Language proficiency training (if need be) <p>With regards to accommodation, the Director informed the meeting that he was considering applying to Management of UDS for use of one of the bungalows at the Nyankpala campus as transit quarters for WACWISA students who will be allowed to stay for the first three months on their arrival on campus, after which they find their accommodation.</p> <p>The Director emphasized the need for faculty members to ensure quality in their supervision and research publications because it is only with quality work that faculty members can benefit from the students research grant allocations in areas such participation in international conferences and publishing in very high rated international journals.</p>	

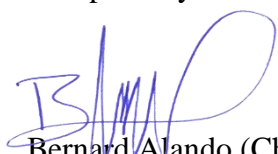
	<p>3.8 <i>Students Enrolment</i>: The Director requested that for purposes of reporting and good record-keeping for future reference, an analysis of the current students' enrolment be done and properly filed both in hard and soft formats.</p> <p>It was also suggested that for purposes of our international outlook, miniature national flags of the current students be placed in the Director's office. This will give the students and visitors to the Centre a sense of our international presence.</p> <p>The Director suggested that there was the need to begin documenting the journey of WACWISA so far; to ensure that there is a conscious effort at building knowledge of how WACWISA started. He requested Dr Akudugu to start the process by doing a write up on the history and milestones attained so far.</p>	<p>M&E and Admin. Coordinators to ensure this is done.</p> <p>Dr Akudugu to do a write-up on the history of WACWISA and milestones so far achieved</p>
	<p>3.9 <i>Strategic Plan (SP)</i>: It was reported by the committee that the plan was being finalized and would be ready by 1st December 2019. The Director commended the team, led by Dr Ayambila for their hard work and encouraged them to finish up.</p>	<p>Committee to submit final SP on 1st December 2019</p>
	<p>3.10 <i>IRAD Conference</i>: Chairman of the Conference Planning Committee, Dr Ayambila, reported that due to poor response to the call for papers, the conference had been postponed to 25th to 27th February 2020.</p> <p>He reported that with the support of Prof. Gordana, an invitation was sent to the United Nations Food and Agriculture Organisation (UN-FAO) to participate and also make a presentation on gender.</p> <p>Dr Ayambila also reported that he held a successful meeting with IWMI who have requested for a brief write up to justify the need for their support for the conference.</p> <p>Prof. Ganiyu also mentioned of a possible collaboration with the Kazuhiko Takeuchi Centre for Sustainability and Resilience. He said he had a discussion with the Director of the Centre and he said they had some funds for a similar conference, which they could make available if only they can be considered as a collaborating partner.</p> <p>It was further agreed that the conference call and promotional poster be updated to reflect the new date and deadlines.</p>	<p>Dr Ayambila to follow up on IWMI with a justification for their support and also team up with Prof. Ganiyu to engage with the Kazuhiko Takeuchi Centre for Sustainability and Resilience</p> <p>Mr Alando to coordinate the update of the conference call and promotional poster</p>
4.0	<p>Main Business</p> <p>4.1 <i>Report from Senegal</i>: Dr Akudugu reported that the Workshops came off from September 23 – 27, 2019 in Dakar Senegal. The WACWISA-UDS team was led by an Eight (8) – Member Delegation led by the Vice-Chancellor of UDS, Prof. G. A. Teye. He said the main objective of the workshop was to provide participating Centres, their</p>	<p>All team members with publications in 2019 to submit to Administrative Coordinator for collation</p>

<p>host institutions and governments with the tools necessary to ensure timely project effectiveness and strong implementation. However, the area of focus which was of relevance to WACWISA was project implementation effectiveness. He outlined the timelines for the Disbursement Link Indicators (DLIs) for attaining Basic Readiness and noted that WACWISA was doing fine except results for Short Courses which is yet to be run and publications for the year (2019). He, therefore, called on the everyone who have publications for 2019 that is related to engineering, water, agriculture etc. to send to the Administrative Coordinator to feed into the report for our basic readiness.</p> <p>Regarding internship (DLI5), the Director indicated that the internship was opened to both students and staff but subject to the availability of funds. He, therefore, requested the Industrial Liaison Coordinator to collate information on sector partners regarding their relevance to staff and students to do their internship.</p> <p>The Director also said even though the invitation of participants to ACE conference is always specific, he was considering adding two additional participants to the next ACE conference and to replace them in subsequent conferences to ensure that all team members get the experience of participating and interacting with people from other centres across the world.</p>	<p>Industrial Liaison Coordinator to collate information on Sector Partners for internship</p>
<p><i>4.2 IRD Support to ACE Centres:</i> Prof. Ganiyu reported that he attended a workshop organised by IRD in Morocco, which was aimed at supporting the research capacities of ACEs in Africa. He said WACWISA was among the only two Centres chosen from Ghana to benefit about US\$350,000 annually. However, he said IRD was yet to communicate the requirements for the funds and how WACWISA could access it.</p>	
<p><i>4.3 Students Research Supervision:</i> The Director noted that all faculty staff have been allocated students to supervise. The Research Coordinator should be the main coordinator of all students and staff research activities.</p> <p>A suggestion was made to the Research Coordinator to ensure that the research work of masters' students feeds into the PhD students.</p> <p>In response to a request to consider post-graduate students in Environment and Sustainability for the scholarship, the Director said this was possible but they will need to conform to some guidelines. This could be further discussed later.</p>	
<p><i>4.4 Progress Report on MPhil/PhD students:</i> The Academic Coordinator, Prof. Shaibu Abdul-Ganiyu reported that lectures for both PhD and MPhil candidates had started in earnest with both groups currently taking some thought courses together. He said there were calls by the PhD candidates to reduce the number of thought course, but that issue has been addressed.</p>	

	<p>The Director announced that there was a correspondence from the National Accreditation Board to increase the number of years for the PhD programme to four (4) years instead of three (3) years, which he has been referred to the Academic Coordinator for attention.</p>	
	<p>4.5 <i>Sourcing Grants:</i> The Grants Coordinator, Prof. Saa Dittoh reported that there were several grants opportunities that WACWISA could try their hands on. He mentioned the IFS research grant which he said was a good opportunity for WACWISA students to submit proposals for more research funding to compliment what they already have under the scholarship. He also mentioned about a call on ICT for Development which WACWISA could apply for. The Director of WACWISA indicated that he had seen that call and engaged with an ICT biased NGO for a possible collaboration on a project on ‘Digital Health’. A five-member team was, therefore, put together to develop a project concept for further consideration. The team included:</p> <ol style="list-style-type: none"> Dr Raymond Kasei Dr Bernard Baatuuwie Dr Dzigbodi Doke Prof. Israel Dzomeku Prof. Shaibu Abdul-Ganiyu <p>The committee was to be supported by the Research Coordinator, Dr Sylvester Ayambila.</p> <p>The Director informed the Grants Coordinator to consider registering WACWISA for premium grant calls, to ensure that WACWISA gets the latest and timely grant calls.</p>	<p>A five-member team to draft a project concept on ‘Digital Health’</p> <p>Grants Coordinator register WACWISA for premium grant calls</p>
	<p>4.6 <i>Report on Prof. Dittoh’s visit to Morocco:</i> Prof. Dittoh reported that his visit to Morocco was at the invitation of the Mohammed the VI Polytechnic University who are working in partnership with IFDC and OCP to explore the phosphate resources of Africa for the development of the continent. He said the project was looking to collaborate with universities and research centres around the world through joint researches and student exchange programmes. He said the main reason for his invitation was for possible a collaboration with WACWISA)</p>	
	<p>4.7 <i>Supporting Industry partners:</i> A five-member committee was constituted to develop a project proposal in response to the ILSSI Grant call to help build the capacity of WACWISA’s industry partners to develop proposals and win grants to support their activities. The Committee included:</p> <ol style="list-style-type: none"> Dr Sammuel J. Cobbina Dr Sylvester Ayambila Dr Mamudu Akudugu Mr Thomas A. Adongo and Prof. Shaibu Abdul-Ganiyu 	

5.0	<p><u><i>Any Other Business:</i></u> The Director announced that management was organizing a welcome interaction with our first batch of students to facilitate their on-going rapport with the university community. He said details of the event were still being planned and would be announced soon.</p> <p>The Director also used the opportunity to thank the WACWISA team for supporting his Pro-Vice Chancellorship bid. He assured that his new position did not mean that he was moving away from WACWISA since the World Bank's conditions would not permit him. He was, however, hopeful that his new position as Pro-VC will help to facilitate the activities of the project. He called on all team members to support the project and work together as a team to win more grants to sustain WACWISA.</p>	
5.0	<p>Closing Dr Mamudu Akudugu moved for the closure of the meeting and was seconded by Dr Samuel J. Cobbina.</p> <p>The closing prayer was said by Dr Bernard Baatuuwie</p> <p>The date for the next meeting was to be communicated later. The meeting ended at 4:10 pm</p>	

Compiled by:



Bernard Alando (ChPA, CMC)
Administrative Coordinator/Secretary



Prof. Felix K. Abagale
Director