



**MINUTES OF THE 2ND MEETING OF THE MANAGEMENT COMMITTEE OF
ACE-PUTOR HELD ON TUESDAY, 13TH DECEMBER, 2018 AT ACE-CEFOR BOARD ROOM**

START TIME: 14:45 p. m END TIME: 17:00 p.m. Number of Participants: 12

The following members of the committee were in attendance:

- Dr Daprim Ogaji Centre Leader
- Prof Onyewuchi Akaranta Centre Consultant
- Prof Best Ordinioha Public Health Research Theme Leader
- Dr Seye Babatunde Applied Research Coordinator
- Dr K.C Patrick-Iwuanyanwu Programme Coordinator/M&E Officer
- Dr Catherine Chidinma Ikewuchi Nutritional Biochemistry/Toxicology Research Leader
- Mrs Josephine Gbobbo Research Nursing Research Leader
- Mr Henry Amadi Procurement Officer
- Mr Aselemi G. Umor Project Internal Auditor
- Mrs Nengi Isagua Project Accountant
- Mrs Rosannah S. Worlu Student enrolment/Support Officer

- **Secretary**
Confidence Igwe Admin Head/Desk Officer

- **Absent (with apology)**

- Dr Faith Diorgu Liaison Officer

- Dr Antoinette Ndidiamaka Ezejiofor Environmental Toxicology Research Leader

Opening

The Centre Leader, Dr Daprim Ogaji declared the meeting open at 2:45 p. m. after an opening prayer said by Mr Henry Amadi. The Centre Leader in his opening remarks welcomed members of the Management Committee and introduced Mr Henry Amadi as the Procurement officer for the Centre.

Agenda

The agenda for the meeting was adopted as presented by a motion moved by Prof. Best Ordinioha and seconded by Mr Aselemi G. Umor

Steering Committee

The Centre Leader suggested the need to set up the Centre's Governance structures as contained in the successful proposal submitted earlier by PUTOR. These structures include the Steering Committee, Centre Management Committee, International Scientific Advisory Committee, Industry/Sector Advisory Board and the Centre's Academic Board. In the light of this, suggestions were made on the membership of the various committees which is subject to the approval of the Vice Chancellor who heads the Steering Committee.

Update on Infrastructure

Arrangements to set up a temporary office, lecture and hostel accommodation for the Centre are on top gear

Work plan Committee

This Committee was set up to develop a short-term action plan for the Centre. Membership of the Committee includes the Procurement Officer, the Monitoring and Evaluation Officer (M&E Officer) and the Administrative staffs of the Centre.

Website

The committee approved the setting up of an appropriate website for the Centre which would eventually bear a link with the parent university's website.

Academic Programmes

The Centre's new academic programmes were approved by the committee and this was to be presented to the graduate school for approval.

Any other business (AOB)

The Centre's letter headed paper was approved by the management committee.

Adjournment

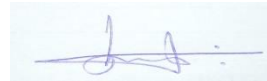
In the absence of any other matter, Mrs Josephine Gbobbo moved the motion for adjournment and this was seconded by Dr K.C. Patrick-Iwuanyanwu.

Closing

The meeting came to an end at 5 pm after a closing prayer by Mr Aselemi G. Umor.



Dr Daprim Ogaji
PUTOR Centre Leader



Confidence Igwe
Secretary