



MINUTES OF THE 6TH MEETING OF CENTRE MANAGEMENT COMMITTEE OF ACE-PUTOR HELD ON MONDAY, 6TH MAY, 2019 AT CEFOR BOARD ROOM

START TIME: 12:40 p. m

END TIME: 15:25

DURATION: 2 Hrs 45 Mins

Participants:10

UPH/ACE-PUT/035

MEMBERSHIP

A. Present

1. Dr Daprim Ogaji
2. Mr Aselemi Umor
3. Mr Williams Wodi
4. Dr Faith Diorgu
5. Dr Oluseye Babatunde
6. Mrs Josephine Gbobbo
7. Dr Catherine Chidinma Ikewuchi
8. Mrs Nengi M. Isagua
9. Mrs Rosannah S. Worlu

Centre Leader
Internal Auditor
Communication Officer
Industrial Liaison Officer
Applied Research Co-ordinator
Nursing Research Team Leader
Nutrition Research Team Leader
Project Accountant
Student enrolment and support Officer

B. Secretary

Mr Confidence Igwe

Head of Admin /Desk Officer

C. Absent(with apology)

Prof. Onyewuchi Akaranta

Uniport ACE Co-ordinator

D. Absent

Dr Orish Orisakwe
Dr Anthonet Ndidiamaka Ezejiofor
Dr Kingsley C. Patrick-Iwuanyanwu
Prof. Best Ordinoha
Mr Henry Chinedu Amadi

Deputy Centre Leader
Toxicological Research Team Leader
Academic Programme Co-ordinator
Public Health Research Team Leader
Procurement Officer

UPH/ACE-PUT/036**OPENING**

The Centre Leader, Dr Daprim Ogaji declared the meeting open at 12:40 p. m after an opening prayer by Mrs Rosannah Worlu. The Centre Leader in his opening remarks welcomed all Management Committee members and informed them that the Management meeting has been consistent and that all PUTOR Programmes has been approved by Senate. He informed the Management Committee that Newspaper advert concerning admission to all programmes in the Centre had been made in two dailies (Daily trust and Guardian) He informed the Management Committee that as at 6th May, 2019 applications status was as follows - 9 Nutritional Biochemistry, 2 Environmental Health, 3 Environmental Toxicology, 6 PGD, 36 Masters in Midwifery and Child Health have submitted applications for the advertised programmes.

He informed the Management Committee of progress made in the acquisition of temporary classes and offices. PUTOR had been assured office spaces at the new Academic Office adjacent the Bottling Company but that classes for PhD will hold in CEFOR.

He informed the Management Committee that University of Washington is organizing a Project Management Course which will start in July 2019. This programme requires 6 hours a week at students' pace and there be a certificate issued to those who successfully complete the programme. He informed members that he had already called the site manager to reserve 8 spaces for interested PUTOR Management Committee members and that the fees will be paid by PUTOR.

UPH/ACE-PUT/037**AGENDA**

The items in the agenda were read and adopted after a motion moved by Mr Aselemi Umor and seconded by Mrs Nengi Isagua.

UPH/ACE-PUT/038**ADOPTION/CORRECTION OF 5TH MINUTES HELD
ON THURSDY, 11TH APRIL, 2019**

The minutes of the 5th Management Committee meeting which held on 11th April, 2019 were read and adopted after a motion moved by Mrs Nengi Isagua and seconded by Mr Aselemi Umor. The following correction was made.

“Caterine Chidinma; in page 1 under present no 7 to read Catherine Chidinma Ikwuchi.

1. Remita Payment Platform

The Project Accountant, Mrs Nengi Isagua reported that the remita payment platform has not been sorted out and that the Centre Leader needs to visit the Central Bank of Nigeria and Accountant General to sort it out. She stated that in the meantime, an account 2 would be opened using School of Public Health UBA account.

The Management Committee noted the information and directed the Centre Leader to sort out the issues with the remita with the CBN and Accountant General. The Management Committee also directed that a second account be opened using School of Public Health as accountant 2 in UBA.

2. Infrastructure

The Centre Leader, Dr Daprim S. Ogaji informed the Management Committee that the Masters will use MBA 3 and that the Vice-Chancellor has promised to give us one or two classrooms from the Tetfund building opposite Senate building. He informed the Management Committee that the office allocated to PUTOR is still undergoing renovation.

The Management noted the information but directed that both the masters and PhD courses should hold in CEFOR classroom which would provide adequate comfort for the masters' students.

3. PUTOR Website

The Management Committee agreed that an ICT staff be posted to PUTOR to liaise with Speed link concerning our website and our programmes.

4. Fees for PUTOR students

The Centre Leader, Dr Daprim S. Ogaji reminded the Management Committee of its earlier approval for students to pay the following fee:

Application	(20,000)
Acceptance	(N100,000)
Masters/PhD	(N500,000) for one year
PGD	(N250,000) for one year

He reminded the Management Committee that it was earlier agreed that the regional students will not pay fees and additionally would be provided accommodation by the Centre and receive other support like their local counterparts. He referred to earlier comments made by some members that this fee may be too much for the PhD students to bear. The Board believed that since the World Bank fund was not available, the Centre should run in a sustainable manner as there is no financial lifeline offered from any other quarters. The Board itemized the financial benefits accruable to each PhD students. Some of these benefits included research work (300,000); supervision cost (200,000); internship (50,000); defense of dissertation (51,000); plagiarism and other clearance (15,000); honourarium for lecturers estimated to cost 4,000,000 for the 9 taught courses run in PUTOR which will be shared among all the course participants and then administrative cost for facility and other exigencies. After careful considerations of these benefits, it was decided that the fees paid by local PhD students this session be reduced to N300,000 instead of the initial N500,000 to support this cost. It was also decided that the Centre Management should consider other innovative approaches to supporting the cost of running the PhD programmes.

After due deliberations and considerations on the fees, the Management Committee directed Catherine Chidinma Ikewuchi to inform the Academic Programme Coordinator, Dr Kingsley C. Patrick-Iwuanyanwu about this reduction as he had earlier informed the Centre Leader that many more students would be willing to register if the fees are reduced.

The Management Committee agreed that all students can pay their fees in instalments, but this should be concluded within three months of the commencement of the programme.

5. PUTOR Launch

The Communication officer, Mr Williams Wodi informed the Management Committee that he had forwarded all the programmes for the Launch to Dr Francis Anacletus. He also suggested that the World Bank logo and UniPort logo should be on the same side of the T-shirt for the launch while ACE-PUTOR will be written under the logo.

The Management Committee noted the information and decided that the two logos should be on the same side instead of different locations on the T-shirts.

6. Implementation plan

The Centre Leader, Dr Daprim S. Ogaji informed the Management Committee that the draft implementation plan and other relevant Centre operating documents have been sent to stakeholders, Partners and members of the Centre Management Committee. He encouraged everyone to make out time and review these documents and send feedback before the formal Launch of PUTOR. It was agreed that a stakeholders meeting should hold at the venue immediately after the formal launch so we can engage our partners who will attend the launch. reassured the Management Committee that by the time we meet again, we hope to have feedback. This information was noted by the Committee.

The Management Committee agreed that the PhD, PGD and Master students should use CEFOR for lectures instead of offrims while efforts are being made towards acquiring more classrooms at the Tetfund Academic Building.

The Committee also saw the need to have some ad-hoc sub-committee in charge of accommodation and the planned students' screening/registration. The screening of the prospective PUTOR students which was recommended to hold on Wednesday, 15th May 2019 by the Academic Board was approved by the Committee. Additionally, 24th and 25th June were approved for student orientation. It was agreed that the regional students would be screened based on their credentials, so they don't need to come but that they must face interactive orientation process as they arrive.

The Management Committee after due deliberations and considerations constituted a seven-man Accommodation Committee to negotiate with the Dean students Affairs and Director Exchange and Linkage to have a section of the student's hostels. The members include; Mrs Jospine Gbobbo, Dr Faith Diorgu, Dr Catherine Ikewuchi, Mr Williams Wodi, Dr Ojule, Mrs Rossanna

The Management Committee also decided as follows;

1. That as the regional students arrives Security Committee must be ready to give them security brief, as well as Welfare Committee to give them cultural preferences like Nigerian dress code.
2. That there should be five or ten minutes' interaction section to test their ability.

3. That there must be airport pick-ups, police escorts to pick the regional students as they arrive.

6 Hand Book

The Management Committee agreed that the student hand book must be reviewed and returned back on or before 15th May, 2019 to enable the students have them as they register.

UPH/ACE-PUT/038

ADJOURNMENT

In the absence of any other matter, Mrs Josephine Gbobbo moved the motion for adjournment and seconded by Dr Faith Diorgu.

UPH/ACE-PUT/039

CLOSING

The meeting came to an end at 3:25 p. m after a closing prayer by Mrs Nengi Isagua.



Dr Daprim Ogaji
Centre Leader



Mr Confidence Igwe
Secretary