



**MINUTES OF THE INAUGURAL MEETING OF THE MANAGEMENT COMMITTEE OF THE AFRICAN CENTRE OF EXCELLENCE IN PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH (ACE-PUTOR) HELD ON THURSDAY, 15<sup>TH</sup> NOVEMBER, 2018 AT THE AFRICAN CENTRE OF EXCELLENCE IN CHEMICAL AND OIL FIELD RESEARCH (ACE-CFOR) BOARD ROOM**

**START TIME: 14:10 p. m    END TIME: 15:40    Number of Participants: 10**

In attendance were

- |                                      |  |
|--------------------------------------|--|
| • Dr Daprim Samuel Ogaji             | Centre Leader                                  |
| • Prof Onyewuchi Akaranta            | Centre Coordinator                             |
| • Prof Best Ordinioha                | Public Health Research Theme Leader            |
| • Dr Kingsley C. Patrick-Iwuanyanwu  | Academic Programmes Coordinator                |
| • Dr Ndidiamaka Antoinette Ezejiolor | Toxicological Research Theme Leader            |
| • Dr Catherine Chidinma Ikewuchi     | Nutritional Biochemistry Research Theme Leader |
| • Mrs Nengi Isagua                   | Project Accountant                             |
| • Mr Asalemi Umor                    | Project Auditor                                |
| • Mrs Rosannah S. Worlu              | Student enrolment/Support Officer              |

Confidence Igwe the Admin Head/Desk Officer served as the secretary

**Apologies were received from;**

- |                        |                              |
|------------------------|------------------------------|
| • Prof Orish Orisakwe  | Deputy Centre Leader         |
| • Dr Oluseye Babatunde | Applied Research Coordinator |
| • Dr Faith Diorgu      | Industrial Liaison Officer   |
| • Mrs Josephine Gbobbo | Nursing Research Team Leader |

**Opening**

The Centre Leader, Dr. Daprim Samuel Ogaji declared the meeting open at 2:10 p .m after an opening prayer said by the Project Auditor, Mr. Aselemi Umor. The Centre Leader in his opening remarks welcomed members and introduced each member. He emphasised the importance of teamwork in getting the task at

hand done effectively and efficiently and encouraged all team leaders to set up their committees immediately and assign someone from their sub-committees to represent them in future management committee meetings if they are not able to attend themselves.

### **Agenda**

The agenda was read and adopted as presented by a motion moved by Dr. K.C. Patrick-Iwuanyanwu and seconded by Dr. C. C. Ikwuchi.

### **Matters arising**

#### **Journey so far**

The Centre Leader presented a paper on how the Project was birthed to the management committee. He informed members that report writing is central to the project as demanded by the financiers – The World Bank. He emphasized that the project is categorized under the African Centre of Excellence and therefore should live up to its mandate. He said that specific roles and responsibilities would be assigned

### **List of Officers**

The Centre Leader, Dr Daprim Ogaji informed the committee of the need to appoint a Procurement Officer, Communication Officer and Environmental/Safeguard Officer in addition to the already existing officers of the Centre.

The task of monitoring and evaluation was assigned to the Academic Programmes Coordinator. Members agreed to retain the office of the Academic Programme Coordinator/M & E Officer, Applied Research Coordinator, Industrial Liaison Officer, Team Leaders for the four major research teams which include; Public health, Toxicology, Nutritional Biochemistry and Midwifery. It was also agreed that holders of these positions are to develop and send to the Centre Leader a draft of their roles which would be harmonized in the next meeting. Short-term assignment for the various sub-committees prepared by the Centre Leader were approved by the management committee.

### **Djibouti Trip**

The Centre Leader Informed Management Committee that there would be an official launch of all the Centres awarded under the World Bank ACE Impact Project in 2018 between February 18 and 22 2019 in Djibouti.

### **PUTOR Logo**

Centre Management Committee agreed to adopt a simple logo containing the University logo and ACE-PUTOR written below for the Centre like CEFOR is doing.

### **Any other Business (AOB)**

Mr. Aselemi Umor noted that Committees need to be set up as required by World Bank such as the Procurement Committee, Budget Committee, and Audit Committee. The Centre Leader was asked to provide the guidelines for setting up the committee.

### **Adjournment**

In the absent of any other matter, Dr K. C. Patrick-Iwuanyanwu moved the motion for adjournment and this was seconded by Dr Catherine Ikewuchi. The meeting was adjourned to the 29<sup>th</sup> of November 2018.

**Closing**

The meeting came to an end at 3.40 p. m after a closing prayer by Dr Anthonette Ndidiamaka Ezejiofor.



**Dr Daprim Ogaji**  
**PUTOR Centre Leader**



**Confidence Igwe**  
**Secretary**