



MINUTES OF THE 4TH MEETING OF CENTRE MANAGEMENT COMMITTEE OF ACE-PUTOR HELD ON THURSDAY, 7TH MARCH, 2019 AT CEFOR BOARD ROOM

START TIME: 12:05 p. m END TIME: 14:42 DURATION: 2 Hrs 42 Mins

#Participants: 12

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MEMBERSHIP

A. PRESENT

A. Present

- | | |
|--------------------------------------|---------------------------------------|
| 1. Dr Daprim Ogaji | Centre Leader |
| 2. Mr. Aselemi Umor | Internal Auditor |
| 3. Dr Anthonet Ndidiamaka Ezejiolor | Toxicological Research Team Leader |
| 4. Dr Kingsley C. Patrick-Iwuanyanwu | Academic Programme Co-ordinator |
| 5. Mrs. Josephine Gbobbo | Nursing Research Team Leader |
| 6. Dr Catherine Chidinma Ikewuchi | Nutrition Research Team Leader |
| 7. Prof. Onyewuchi Akaranta | Uniport ACE Co-ordinator |
| 8. Mrs. Nengi M. Isagua | Project Accountant |
| 9. Mrs. Rosannah S. Worlu | Student enrolment and support Officer |

B. Secretary

Mr. Confidence Igwe Admin Head/Desk Officer

C. Absent (with apology)

Dr Orish Orisakwe	Deputy Centre Leader
Dr Faith Diorgu	Industrial Liaison Officer
Dr Williams Wodi	Communication Officer
Prof. Best Ordinioha	Public Health Research Team Leader
Mr. Henry Chinedu Amadi	Procurement Officer
Dr Oluseye Babatunde	Applied Research Co-ordinator

D. In Attendance

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OPENING

The Centre Leader, Dr Daprim S. Ogaji declared the meeting open at 12:05 p. m after an opening prayer by Dr Catherine Chidinma Ikewuchi. The Centre Leader in his opening remarks welcomed members of the Management Committee and thanked them for doing well since November 2018 when NUC approved the Centre. He also informed the members that Senate has approved the Programmes for the Centre at its 441st meeting held on Thursday, 28th February 2019’

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AGENDA

The agenda was adopted as presented by a motion moved by Dr Kingsley C. Patrick-Iwuanyanwu and seconded by Dr Catherine Chidinma Ikewuchi.

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**ADOPTION/CORRECTION OF MINUTES OF THE 3RD
MEETING OF PUTOR HELD ON TUESDAY, 22ND JANUARY,
2019**

The minutes of the 3rd meeting of PUTOR Management Committee held on Tuesday, 22nd January 2019 were read and adopted after a motion moved by Mrs Josephine Gbobbo and seconded by Dr Catherine Chidinma Ikewuchi. The following corrections were made;

“Academic Programme Coordinator; in page 1 under present to read Academic Programme Coordinator/M&E Officer

“Foreign students; in page 3 under report from Academic Sub-Committee paragraph 2 line 4 to read regional students

“non-refundable deposit; in page 4 under report from Academic Sub-Committee paragraph 4 line 2 to read non-refundable fee

“Fees for Part-Time students for MSc Midwifery should be N750,000; in page 4 paragraph 7 line 5 to read Fees for Part-Time students for MSc Midwifery should be N500,000 per year for two years amounting to N1,000,000.00 (two years duration)

“Doctoral degree candidates on Part-Time Programme would pay N1,000,000.00; in page 5 paragraph 7 no 6 to read Doctoral degree candidates on Part-Time Programme would pay N750,000 annually for 5 years duration of the programme

“MSc Part-Time Programme should pay N750,000 annually; in page 5 paragraph 7 no 8 to read MSc Part-Time Programme should pay N500,000.00 annually for 2 years duration

“That seating allowance for interview, proposal and Doctoral defense should be N30,000; in page 5 paragraph 7 no 13 to read That allowance for interview, proposal and Doctoral defense should be N10,000

“Add; the reverse suggestion on the trip to Benin in page 7 paragraph 5 to read Increase the membership of the PCM to include – Heads of participating departments/units; Dean of the school of Graduate studies. Ratify the list of partners (International Scientific Advisory Board, Industry/Sector partners, institutional partners) and work out modalities for engaging them from the start. Adapt the structural design of CERHI building through the provision of an additional floor to accommodate more activities. Build consensus on ways to effectively partner and implement the programme activities. Focus on the DLIs (Disbursement Link Indicators).

Ensure the inclusion of the internship for all masters and PhD Programmes. Maintain one (1) year duration for full-time Masters Programme and three (3) years for PhD Programmes

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MATTERS ARISING

1. Account Opening Update

The Project Accountant, Mrs Nengi M. Isagua presented a verbal report on the account opening of PUTOR to the Management Committee. She informed the Management Committee that an IGR account has been opened with U&C Microfinance Bank Uniport Branch and Central Bank account has also been opened both Dollar and Naira account.

She informed the Management Committee that students can pay online into U&C Microfinance Bank through First Bank or UBA

The Management Committee noted the information and directed that students should pay their fees into the IGR account.

Infrastructure

The Head of Admin/Desk officer, Mr Confidence Igwe presented a verbal report on the temporal structure to facilitate PUTOR activities in the interim to the Management Committee.

He informed the Management Committee that efforts had been made to acquire the offices approved for PUTOR at Former SSLT office Ground floor left wing Offrima building but that the occupants are yet to vacate the place and hand over the key despite a formal letter written by the Physical Planning Unit to them to vacate the place on or before 1st March, 2019.

He also informed the Management Committee that quotations had been made towards the repairs at AEB, MBA3 & MBA4 by Works and Service Department through Engr Frank Ogali but that the Quotations are still with the Director of Works and Services till date as tireless efforts had been made for him to forward the quotation to the Vice-Chancellor.

The Management Committee noted the information and frowned strongly at the attitude of the Director of Works in delaying forwarding the quotations for the repairs of AEB, MBA3 and MBA4 class rooms for PUTOR to the Vice Chancellor.

The Management Committee directed that the Dean of Science be informed concerning the delay in release of the SSLT office by the occupants which had been approved for PUTOR while reporting back to Director Physical Planning Unit noting that the occupants were giving timeline of 1st March 2019 to vacate the place.

2. PUTOR Website

The Centre Leader, Dr Daprim S. Ogaji reported that the Technical personnel that are currently working on PUTOR Website had met with the Communication Desk officer to harmonize PUTOR Website domain name aceputoruniport.edu.ng.

The Technical Personnel, Mr Chisom Njoku who represented the Communication Desk officer, Mr William Wodi informed the Management Committee that the new PUTOR Website domain name is aceputoruniport.org and also aceputoruniport.edu.ng. The edu.ng domain has been paid and applied for but still undergoing the approval and verification process as it is an official domain. He also explained that the both web addresses; aceputoruniport.org and aceputoruniport.edu.ng will bear same content and a link to the PUTOR website will be put on the main Uniport website too. The PUTOR e-mail address is aceputor.uniport.edu.ng and info@aceputoruniport.org. He also informed members that UniPort ICTC has accepted to give us a sub-domain which is aceputor.uniport.edu.ng.

The Management Committee noted the information while the Centre Leader promised to give the Principal Officers the password to the e-mail address for easy communication.

3. PUTOR Audit Sub-Committee

The Internal Auditor, Mr Aselemi Umor reported that he has met with the Director of Audit on the above matter for proper financial reporting and that the matter is before the Vice-Chancellor to adopt the existing Audit Committee as PUTOR Audit Committee.

The Management Committee noted the information.

4. Report from Industrial Liaison Coordinating Team

The representative of the Chairman, Dr Anacletus Francis presented a verbal report to the Management Committee, stating that the Committee had validated the existing list and have gotten four (4) new existing Companies. He informed the Management Committee that what was remaining was to prepare the MOU and letters which will be signed by the Vice-Chancellor for the new Companies and that in a week time it would be ready and get to the appropriate quotas.

The Management Committee noted the information and directed the Committee to prepare the MOU and generate the letters for the new Companies quickly.

5. Welfare Admission process of foreign students

The Centre Leader, Dr Daprim S. Ogaji reported that he is yet to meet with the Director of Exchange and Linkage Programmes Unit to make input to the welfare of foreign students and promised to meet with him and report back to the Management Committee.

6. Quarterly or Bi-annual Newsletter

The Centre Leader, Dr Daprim S. Ogaji informed the Management Committee that there is need for PUTOR to quarterly or Bi-annually advertise or disseminate information about the activities of PUTOR. The Management Committee noted the suggestion and agreed that it should be done twice yearly and decided as follows:

1. That we should wait for the launch of the Centre before publishing what we have now comprising PUTOR history of existence.
2. That the admission advert should be subvert
3. That the Programme launch should cover the Brouche while the Newsletter cover the workshop in September.
4. That the Programme of event should contain the history of PUTOR and the Djibouti trip.
7. **Djibouti Trip: Immediate next steps toward Project Effectiveness**

Dr Anthonet Ndidiamaka Ezejiofor presented a brief report on the trip made to Djibouti by some members of PUTOR Management.

She informed members of the Centre Management Committee that the trip was successful and thanked God for a fruitful trip.

She informed members that one of the things discussed at Djibouti was team work and that being focused will take PUTOR to a higher ground noting that the mistakes made by the old existing Programmes should serve as a guideline to correct the new Centres as we have CEFOR to learn from.

The motion for acceptance of the paper for discussion was moved by Prof. Akaranta Onyewuchi and seconded by Dr Kingsley C. Patrick-Iwuanyanwu.

The Management Committee noted the information and directed that copies of the report be made available to members of the Management Committee via e-mail to enable members contribute meaningfully towards a perfect document which will be included in the PUTOR Brochure.

8. PUTOR Implementation Plan

The Centre Leader, Dr Daprim S. Ogaji informed the Management Committee that there is need to engage stake holders to get PUTOR implementation plan ready which will be sent to every member to look at.

He informed the Management Committee that we will draw our implementation plan within four million dollars (\$4,000,000.00) according to NUC and that the Lead experts have been given till end of March, 2019 to round up.

The Management Committee noted the information and directed M&E handling the hand book to round up in the next two weeks.

9. Advert

The Centre Leader, Dr Daprim S. Ogaji presented the advert process for admitting students to the Management Committee. He informed the Management Committee that any interested student that wants to know and apply can easily read and click PUTOR Website for further inquiry into PUTOR Programmes.

He also informed the Management Committee that Institution support is needed to help in the repair of AEB, MBA3 AND MBA4 even the new paper advert.

The Management Committee noted the information and directed that a letter be written to University Management to approve the process of advert for PUTOR Programme having frowned at the delay of

the Director of Works and Services in forwarding the quotation for the repairs of AEB, MBA3 and MBA4 to the Vice-Chancellor for approval.

10. Short Courses

The Management Committee decided that the students that will come for short courses will not pay but build in fee will be charged without the tuition fee.

11. Reduce Idle Time

The Management Committee decided that in order to reduce idle time for students, topics will be submitted by lecturers and forwarded to the students to enable them to choose and submit back.

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ANY OTHER BUSINESS

Prof. Akaranta Onyewuchi suggested that the write up in the PUTOR letter headed paper “*A collaboration of the University of Port Harcourt School of Public Health, Departments of Experimental Pharmacology, Nursing Sciences, Biochemistry Centre for Health and Development, and Centre for Marine Pollution and Seafood Safety*” be expunged

The Management Committee approved the suggestion.

The Management Committee decided that PhD Programme should be Nutritional Biochemistry/Toxicology.

The Management Committee also agreed that documents concerning PUTOR should be referred by DIA to the Auditor assigned to PUTOR.

The Management Committee agreed that the launch of PUTOR Centre will be done one day instead of two days.

PUTOR Programme Calendar

The Management Committee adjusted PUTOR Programme Calendaras follows:

- | | |
|---|---|
| 1. Joint Programme Marketing (new Programmes) | March/April |
| 2. Students enrolment screening | May 6 th and 7 th |
| 3. Commencement of training | May 14 th |
| 4. Formal launch of PUTOR in UniPort | May 28 th |
| 5. Visit by NUC team to PUTOR | August 2019 |

UPH/ACE-PUT/026

ADJOURNMENT

In the absence of any other matter, Dr Kingsley C. Partrick-Iwuanyanwu moved the motion for adjournment and seconded by Anacletus.

UPH/ACE-PUT/027

CLOSING

The meeting came to an end at 2:42 p. m after a closing prayer by Mrs. Nengi M. Isagua.



Dr Daprim S. Ogaji
Centre Leader



Confidence Igwe
Secretary