

UPH/ACE-PUT/029**OPENING**

The Centre Leader, Dr Daprim Ogaji declared the meeting open at 12:19 p. m after an opening prayer by Dr Anthonet. The Centre Leader in his opening remarks welcomed all Management Committee members and thanked God for safe journey mercies. He informed the Management Committee that some progress had been made as our minutes will soon be uploaded to our website. He informed members that the Advert for Admission had been prepared and edited by the University Management and had been forwarded to ICTC for official Advert at the University website. He encouraged members not to relent as all hand must be on deck as the team forge on in her determine to succeed amidst the daunting challenges. He also informed members that Dr Kingsley Patrick-Iwuanyanwu participated in the International Accreditation exercise at the Centre for Reproductive Health Innovation (CERHI) in the University of Benin.

UPH/ACE-PUT/030**AGENDA**

The items in the agenda were read and adopted as presented by the motion moved by Mr Aselemi Umor and seconded by Dr Kingsley C. Patrick-Iwuanyanwu.

UPH/ACE-PUT/031**ADOPTION/CORRECTION OF THE 4TH MINUTES
HELD ON THURSDAY, 7TH MARCH, 2019**

The minutes of the 4th meeting held on Thursday, 7th March, 2019 were read and adopted after a motion moved by Dr Catherine Ikewuchi C. and seconded by Dr Ezejiofor Anthonet. The following corrections were made.

“4 million naira; in page 6 to read 4 million dollars

“PUTOR time table; to read Marketing of academic programmes May 8, 2019, screening 16th May, 2019, Commencement of training 2nd June, 2019, PUTOR Launch 17th May, 2019, and not 14th, proposed visit of NUC August, 2019.

UPH/ACE-PUT/032**MATTERS ARISING****1. Account Opening**

The Centre Leader, Dr Daprim Ogaji expressed his dissatisfaction with the community bank account the Project Accountant opened for the Centre. He

informed the Management Committee that it is preferable to have the Centre's TSA account linked to the remita payment platform to make it easier for potential candidates for the various programmes to make payment. The internal auditor accepted to take up the responsibility of finding out how this can be achieved and inform the Centre Leader who will be travelling to Abuja soon so that if it requires anything to do with the accountant general's office or the CBN, he can handle such issues while in Abuja. The Management Committee agreed on this move and additionally approved that another operational account be opened if this fails.

2. Infrastructure

The Centre Leader, Dr Daprim Ogaji informed the Management Committee that we now have access to the offices and classes released to PUTOR by the Dean of the Faculty of Clinical Sciences and that the offices are undergoing rehabilitation. He informed the Management Committee that one of the great challenges now is chairs, tables and cabinets for the Administration to settle down as interested students have started collecting and returning their forms. He also informed the Management Committee that CEFOR had agreed to host the lectures for the PhD programmes in the lecture hall subject to some terms and conditions such as provision of diesel for the generator and providing the lecture schedule well ahead to time to prevent a clash in the use of the lecture hall. The Management Committee also decided that Diesel should not be a problem for PUTOR students to have their lectures at CEFOR because during working hours the generator is always on.

The Management Committee noted the information and directed that a letter requesting the Vice Chancellor's approval for the release of chairs, tables and cabinets from Tetfund building be written and hand delivered to the Vice Chancellor jointly by the co-ordinator of the two World Bank Centres, Prof. Onyewuchi Akaranta and the Centre Leader of PUTOR on Monday 15th April, 2019.

3. PUTOR Website

The Centre Leader, Dr Daprim Ogaji informed the Management Committee that Daniel who is managing our website has not put up some of our adverts and information on the web properly, probably because he has lots of things in his

hand. He also informed the Committee that AAU has demanded for a one-minute advert which the ICT team are handling.

The Management Committee noted the information and agreed that as soon as we have tables and chairs in our office, an IT staff should be requested from the University to oversee what Daniel and his team are doing and follow up our programmes.

4. Legal

The Centre Leader informed the Management Committee that there is a draft document which PUTOR is sending to 59 partners to do their own part hoping that by the ending of this month April, feedback will be sent to them.

Comments

The Academic Programme Co-ordinator, Dr Kingsley C. Patrick-Iwuanyanwu informed the Management Committee that over 40 students have applied under Nursing while only 2 have indicated interest to do PhD as at 11th April, 2019. He expressed concerns over the proposed fee structure for the PhD programme. The centre leader asked him to prepare a business case that can be discussed in a business meeting the next week

The Centre leader, Dr Daprim Ogaji informed the Management Committee that some of the Centre's modules will run as short courses and that preparation of the module description using the approved template should be ready by 21st of April, 2019 so the educational expert can commence her review of what had been done. Prof. Onyewuchi Akaranta informed the Management Committee that at Djibouti conference, it was directed that Deputy Centre Leaders should be the Safeguard officer but that those who attended on behalf of the Deputy Centre Leader should be the Safeguard officer because they have attended the training and acquired the knowledge. The Centre leader put forward the earlier motion of having the Deputy Centre Leader serve as the Environment and Safeguard office and this was approved by the committee

5. Report from PUTOR Formal Launch Committee

The Chairman, Dr Kingsley C. Patrick-Iwuanyanwu presented a report on the formal launch of PUTOR to the Management Committee. He intimated the Management Committee on the effort the Committee had made towards having a successful launch for the Centre. He informed the Management Committee that a letter will be written to the Vice-Chancellor to assist the Centre in handling the cocktail, accommodation, etc. That 2-3 Banners will be produced and placed in strategic places within the University and that there will also be media campaign. That there will be buffet for 100 persons (invitees) while 300 packs will be provided for and others including students. That the Sub-Committee is also working towards requesting the Vice-Chancellor to approve the new Tetfund project building as venue for the PUTOR launch. He informed the Management Committee that there will be a play-let on that day by the University Theatre Art.

The Chairman also informed the Management Committee that invitees will be given souvenirs like PUTOR branded bags, mug, face towel, Pen, and writing Pad including flyer and Programme of event, Calendar, Branded T-shirt which will also be worn by members, but that the a Plaque will be given to the speaker of the Key note address and decorated with UniPort Moffler. He also informed the Management Committee that six to eight pages of the Programme will be produced to accommodate all that need to be included especially the Partners, World Bank pictures, Djibouti trip, AAU pictures, etc.

The Management Committee noted the information and reiterated that the date of the launch remains 17th May, 2019.

The Management Committee directed the PUTOR launch Committee to come up with their budget and forward to the Centre leader on time.

The Management Committee directed the Committee to reach out to Deans, HODs and Directors of various Faculties, Departments, Units and Centres and invite them to the launch.

6. Report from Benin Trip

Dr Kingsley C. Patrick-Iwuanyanwu presented a verbal report concerning his trip to Benin where he attended a Conference. He informed the Management Committee that the registration process was well organized. The organizers toured round the hostels to make sure that the academia were well furnished. He advised that in future we should take Alumni serious as staffs were carried along as the meeting went on.

The M&E Officer informed the Management Committee that in the course their visit, they visited the Internal Displaced Persons Camp (IDP) which was occupied by more than 400 persons from different parts of Nigeria and a German lady who has spent 14 years there was found helping them. The visit was sequel to a random confirmation in the report of the Centre to the International Accreditation Team. He informed the Management Committee that there was a strong collaboration with the partners.

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ADJOURNMENT

In the absence of any other matter Dr Anthonet Ndidiamaka Ezejiofor moved the motion for adjournment and seconded by Dr Catherine Chidinma Ikewuchi.

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CLOSING

The meeting came to an end at 3:15 p. m after a closing prayer by Mr Williams Wodi.



Dr Daprim Ogaji
Centre Leader



Mr Confidence Igwe
Secretary

MATTERS ARISING FROM THE 5TH MEETING OF PUBLIC HEALTH AND TOXICOLOGICAL MANAGEMENT COMMITTEE (ACE-PUTOR) HELD ON THURSDAY, 11TH APRIL, 2019 AT ACE-CEFOR BOARD ROOM

| S/N | ITEM | DECISION | ACTION | PAGE NO | REMARK |
|-----|---|---|--|---------|--------|
| 1 | Account opening update: Remitta payment platform | <ol style="list-style-type: none"> 1. That it is preferable to have the Centre's TSA account linked to the remita payment platform to make it easier for potential candidates for the various programmes to make payment. 2. The internal auditor accepted to take up the responsibility of finding out how this can be achieved. 3. The Management Committee agreed on this move and additionally approved that another operational account be opened | Centre Leader/Project Account Officer to report, Internal Auditor | 2 | |
| 2 | Infrastructure | That a letter requesting the Vice Chancellor's approval for the release of chairs, tables and cabinets from Tetfund building be written and hand delivered to the Vice Chancellor jointly by the co-ordinator of the two World Bank Centres, Prof. Onyewuchi Akaranta and the Centre Leader of PUTOR on Monday 15 th April 2019. | Centre Leader | 2 | |
| 3 | PUTOR Website | That as soon as we have tables and chairs in our office, an IT staff should be requested from the University to oversee what Daniel and his team is doing and follow up our programmes. | ACE Coordinator/ Centre Leader | 5 | |
| 4 | Report from PUTOR Formal Launch Committee | <ol style="list-style-type: none"> 1. That the PUTOR launch Committee to come up with their budget and forward to the Centre leader on time. 2. That the Committee should reach out to Deans, HODs and Directors of various Faculties, Departments, Units and Centres and invite them to the launch. | Centre Leader to report | 5 | |