



MINUTES OF THE 7TH MEETING OF CENTRE MANAGEMENT COMMITTEE OF ACE-PUTOR HELD ON THURSDAY, 13TH JUNE, 2019 AT CEFOR BOARD ROOM

START TIME: 12:25 p. m

END TIME: 16:42 p. m

DURATION: 3 Hrs 17 Mins

Participants:10

UPH/ACE-PUT/042

MEMBERSHIP

A. Present

1. Dr Daprim Ogaji
2. Prof. Best Ordinioha
3. Dr Catherine Chidinma Ikewuchi
4. Dr Kingsley C. Patrick-Iwuanyanwu
5. Prof. Onyewuchi Akaranta
6. Mrs Josephine Gbobbo
7. Dr Oluseye Babatunde
8. Mrs Rosannah S. Worlu

Centre Leader
Public Health Research Team Leader
Nutrition Research Team Leader
Academic Programme Co-ordinator
Uniport ACE Co-ordinator
Nursing Research Team Leader
Applied Research Co-ordinator
Student enrolment and support Officer

B. Secretary

Mr Confidence Igwe

Head of Admin /Desk Officer

C. Absent(with apology)

Dr Orish Orisakwe
Mr Williams Wodi
Mr Aselemi Umor
Mrs Nengi M. Isagua

Deputy Centre Leader
Communication Officer
Internal Auditor
Project Accountant

D. Absent

Dr Anthonet Ndidiamaka Ezejiofor
Dr Faith Diorgu
Prof. Best Ordinioha
Mr Henry Chinedu Amadi

Toxicological Research Team Leader
Industrial Liaison Officer
Public Health Research Team Leader
Procurement Officer

UPH/ACE-PUT/043**OPENING**

The Centre Leader, Dr Daprim Ogaji declared the meeting open at 12: 25 pm after an opening prayer by Dr Kingsley C. Patrick-Iwuanyanwu K. C. The Centre Leader in his opening remarks welcomed all Management Committee members and thanked them for their efforts so far. He informed the Management Committee of some ugly experiences in the recent past such as the kidnap of Dr Anthonet Ndidiamaka and the loss of the dear wife of Prof. Onyewuchi Akaranta. He then called for a minute of silence in honour of the departed soul.

UPH/ACE-PUT/044**AGENDA**

The items in the agenda were read and adopted by the motion moved by Prof. Onyewuchi Akaranta and seconded by Dr Kingsley C. Patrick-Iwuanyanwu.

UPH/ACE-PUT/045**ADOPTION/CORRECTION OF THE 6TH MINUTES HELD ON MONDAY, 6TH MAY, 2019**

The minutes of the 6th Management Committee meeting which was held on Monday 6th May, 2019 were read and adopted after a motion moved by the Secretary Mr Confidence Igwe and seconded by Dr Daprim S. Ogaji.

The following correction was made.

“Nutritional Biochemistry; in page 2 paragraph 1 line 8 to read Nutritional Biochemistry/Toxicology

UPH/ACE-PUT/046**MATTERS ARISING FROM THE 7TH MEETING HELD ON THURSDAY, 13TH JUNE, 2019****1. REMITA**

The Centre Leader, Dr Daprim S. Ogaji informed the Management Committee that when he went to Abuja Federal Capital, he visited the Accountant General office to examine progress made on the acquisition of the REMITA platform for the Treasury Single Naira (TSA) account of PUTOR. He disclosed that the process will require the visit/endorsement of the Vice Chancellor and that the form given to him at the office had been handed over to the PUTOR Accountant. He also informed the Management Committee that the account process needed to be sorted out in categories ranging from the Vice-Chancellor, Bursar, Project Accountant and that the account two (2) has started running. The PUTOR accountant was not immediately available to comment on further progress made in this regard.

The Management Committee noted the information and directed that the School of Public Health account two (2) be used until the matters with the REMITA for the TSA are resolved by the accountant. The Committee also directed that this account be sent to the students as alternative account for the payment of statutory fees.

2. FEES

The Management Committee after due deliberations and considerations on the issues of fee payment, agreed as follows:

- a. That all Full-time PhD students will not pay school fees for the entire duration of their study except the acceptance levy of N100,000 (one hundred thousand naira only)
- b. That the Part-time PhD students will pay annual fees of N300,000 including acceptance levy to cover the cost of their training needs.
- c. That support can be obtained from the School of Public health in defraying the cost of tuition for the four courses that would be jointly held for students of both Centres.
- d. That when the World Bank money comes it should be refunded completely as the sponsored Programme is different from non-sponsored Programme.
- e. That the Centre's financial risk measures should warrant payment for only very essential and urgent needs like the lunch for students

3. ACADEMIC CALENDAR/TIME-TABLE

The Management Committee approved the calendar and time-tables for PGD, MSc and PhD Programmes presented by the Centre Leader, Dr Daprim S. Ogaji.

4. HAND BOOK

The Centre Leader, Dr Daprim S. Ogaji informed the Management Committee that he has not seen any review about the book from members after sending it, even after the stake holders meetings at the PUTOR formal Launch.

The Management Committee noted the Information and directed the Centre Leader to resend it for members to make inputs by the 30th of June.

5. PUTOR WEBSITE

The Management Committee directed the Secretary to write to the University Management requesting for an IT staff who will take care of PUTOR website.

The Management Committee also recommended the appointment of a Procurement Officer by the Vice-Chancellor to take care of all PUTOR Procurements.

6. PUTOR LAUNCH SUB-COMMITTEE

The Chairman, Dr Kingsley C. Patrick-Iwuanyanwu presented a verbal report on how the PUTOR LAUNCH went. He informed the Management Committee that the Launch was successful. He promised to present details when his sub-committees report back to him.

The Management Committee noted the information and directed him to send the report to member's emails when ready to enable members go through.

7. ACCOMMODATION COMMITTEE

The Chairman, Mrs Josephine Gbobbo presented a verbal report to the Management Committee. She informed the Management Committee that the Committee had visited some places like Exchange and Linkage and rooms were found there but they accepted to release seven (7) but there was no light.

The Management Committee noted the information and directed that as soon as the OTI students using IPS hostel finishes their Programme, their stay there would be terminated to enable the regional students have their accommodation.

The Management Committee also directed that the accommodation Committee should go and work on the opportunities given to get accommodation for the regional students.

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**SUMMARY REPORT ON THE SCREENING
OF PUTOR PROSPECTIVE STUDENTS**

The Administrative Head/Desk officer presented a report on the above matter to the Management Committee. He informed the Management Committee that the Academic Board was mandated to conduct screening exercise for PUTOR prospective students, to screen the regional students through their submitted forms and to report back to the PUTOR Management Committee. He informed the Management Committee that the screening was conducted on Wednesday 15th May, 2019.

He presented the following as the outcome of the screening:

The number of National students that applied for MSc in Midwifery/Child Health and screened was 58 but 47 was admitted. While one (1) regional student was interviewed and admitted.

The number of National students that applied for PGD in Fertility Nursing Education and was screened was 7 but 4 was admitted.

The number of National students that applied for PhD in Environmental Toxicology was 3 but two was admitted.

The number of National students that applied for PhD in Environmental Health and screened was 7 and the 7 was admitted.

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**SUPPLEMENTARY SCREENING OF PUTOR
PROSPECTIVE STUDENTS**

The Administrative Head/Desk officer presented a report on the above matter to the Management Committee. He informed the Management Committee that the Academic Board also conducted a supplementary screening for prospective students into the Post Graduate Programmes on Tuesday 28th May, 2019 and that the following were the outcome of the screening:

- The documents of five regional students and three national students applying for PhD in Nutritional Biochemistry/Toxicology were screened
- The documents of two regional students applying for PhD in Environmental Health were screened and one National was screened.
- Two regional student's documents applying for PhD in Environmental Toxicology were screened while one PGD National students was also screened.
- Five regional students applied for MSc in Midwifery/Child Health but only two submitted their documents which were reviewed by the panel while five Nationals present were also screened.

The Panel after the screening came up with the following remarks and recommendations;

- 3 National PhD students in Nutritional Biochemistry/Toxicology was admitted and given scholarship
- 5 Regional PhD in NBT were not accepted because their credentials were unrelated 1st and 2nd Degree but was advised to take up bridging diploma.

- 3 Regional PhD students in EVH were not accepted because their credentials were unrelated 1st and 2nd Degree
- 2 Regional PhD students in EVH were not accepted because their credentials were unrelated 1st and 2nd Degree.
- 5 National MSc students were admitted
- 2 Regional MSc students were admitted.
- 1 National PGD student was admitted.

The Management Committee noted the information.

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PASET PROGRAMME AT UNIPOINT

The UNIPOINT ACE-World Bank Coordinator, Prof. Onyewuchi Akaranta presented the RSIF Scholarship Grant Breakdown (annual per scholar) PASET Programme held in Uniport on Monday, 27th May, 2019 to the Management Committee. He informed the Management Committee that the following chart was discussed;

Scholarship Expense	Amount (USD)	Your assumptions/notes	Our notes
University fees	3000	Subject to University Council approval	\$3000 is the maximum that the scholarship can provide for fees. Paid directly to the University. Rate is approved by the PASET Executive Board
Stipend	10,800	250/month for personal effects and 150/month for accommodation	To cover all living expenses including accommodation. Conference participation journal publication and workshops
Medical insurance (please give name of potential insurance provider if available)	1200	Medical expenses	
Student research costs	4,800	Equipment, field data collection, analysis and report writing	Paid directly to the University
Incentive to supervisor	1200	For academic supervisors	Paid directly to University. Maximum available is \$1200 per year.
TOTAL	21,000		

The Management Committee noted the information

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ANY OTHER BUSINESS

The Management Committee agreed that PUTOR Management meeting would hold every first Thursday in every other month (bimonthly). It was also agreed that 25th and 26th would be PUTOR student orientation

The Administrative officer/Desk officer was directed to send appointment letter to the lecturers. The Management Committee was informed of the Visit by a Carnegie Scholars – Prof Martin Charlotte to the PUTOR ecosystem throughout the month of August. She would be accompanied by Prof Ferdinand Ofodile also from the United States. They would support the efforts of the Centre in the areas of research capacity development, curriculum development and community intervention. The Management Committee noted the information and decided that by the end of June, 2019, the Centre would draw up the plan.

Grant Man ship Training Committee

The Management Committee Constituted a five man Grant man ship training Committee which include;

Applied Research Coordinator
Academic Planning Coordinator
Toxicology Coordinator
Nursing Coordinator

It was agreed that by 30th June, 2019 the review of the students' hand book, Research guide should have been completed and sent to external stakeholders such as NUC, AAU, WB and subject matter experts.

It was also agreed that training of Lecturers on the blended learning approach and the use of the PUTOR Learning Management System would take place on 25th June, 2019 at CEFOR.

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ADJOURNMENT

In the absence of other matters, the motion for adjournment was moved by Dr Catherine Ikewuchi and seconded by Mrs Josephine Gbobbo.

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CLOSING

The meeting came to an end at 4:42 pm after a closing prayer by Mrs Josephine Gbobbo



Dr Daprim S. Ogaji
Centre Leader



Confidence Igwe
Secretary