



**MINUTES OF THE 8TH MEETING OF CENTRE MANAGEMENT COMMITTEE OF
ACE-PUTOR HELD ON THURSDAY, 19TH SEPTEMBER 2019 AT CEFOR BOARD
ROOM**

UPH/ACE-PUT/053

MEMBERSHIP

A. PRESENT

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| 1. | Dr. Daprim Ogaji | Centre Leader |
| 2. | Prof. Akaranta Onyewuchi | Uniport ACE Co-ordinator |
| 3. | Dr. Kingsley C. Patrick-Iwuanyanwu | M&E/Academic Programme Coordinator |
| 4. | Dr. Ezejiofor Anthonet Ndidiama | Toxicological Research Team Leader |
| 5. | Mr. Aselemi Umor | Internal Auditor |
| 6. | Dr. Oluseye Babatunde | Applied Research Coordinator |
| 7. | Dr. Catherine Chidinma Ikewuchi | Nutrition Research Team Leader |
| 8. | Mrs. Nengi M. Isagua | Project Accountant |
| 9. | Mrs. Josephine Gbobbo | Nursing Research Coordinator |

B. Secretary

- | | |
|-------------------|--------------------------|
| . Confidence Igwe | Admin. Head/Desk Officer |
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C. IN ATTENDANCE

- | | | |
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| 1. | Dr. Anacletus Francis C. | Rep. Industrial Liaison Officer |
| 2. | Mr. Wichegbue Adiele S. | Rep. Procurement Officer |
| 3. | Mrs. Rosannah S. Worlu | Student Enrolment and Support Officer |
| 4. | Mrs. Andy-Owhor Blessing | PUTOR Secretary |

D ABSENT

- | | | |
|----|----------------------|-----------------------------------|
| 1. | Prof. Orish Orisakwe | Deputy Centre Leader |
| 2. | Mr. Williams Wodi | Communication Officer |
| 3. | Prof. Best Ordinioha | Director, School of Public Health |

4. Dr. Faith Diorgu
5. Mr. Henry Chinedu Amadi

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OPENING

The Centre Leader, Dr. Daprim Ogaji declared the meeting open at 12.35pm after an opening prayer by Dr. Anacletus Francis C. The Centre Leader in his opening remarks welcomed all Management Committee members and apologized for starting the meeting late as him and the Uniport ACE Coordinator went to see the Vice Chancellor. He thanked every member for putting their effort which have made PUTOR to almost clear its DLI. He informed the Management Committee that PUTOR activities are on-going. He informed members that Federal Government has started talking with us (PUTOR), which also had been concluded and that we are hoping to get six million dollars (\$6m). He informed members that when they come back from Dakar, there would be a Technical meeting to look at the technical aspects of achieving our goal.

The Centre Leader further explained the impact of DLI 1 – 7 and the distribution of the DLI disbursement link together with the overview of the planned to members. He also informed members that all these would be put down in our website for World Bank to see.

UPH/ACE-PUTOR/055 - ADOPTION/CORRECTION OF THE 7TH MINTUES HELD ON THURSDAY, 13TH JUNE, 2019

The minutes of the 7th Management Committee held on Thursday, 13th June, 2019 were read and adopted after a motion moved by Dr. Kingsley C. Patrick-Iwuanyanwu and seconded by Mr. Aselemi Umor

The following corrections was made:

“Academic programme coordinator; in page 1 under membership to read M&E/Academic Programme Coordinator

“Light; in page 3 under Accommodation Committee to read Power

“Student’s; in page 4 under UPH/ACE-PUTOR/048 bullet number 3 to read students’

“was; in page 4 under UPH/ACE-PUT/048 bullet 5 to read were

“scholarship; in page 4 under UPH/ACE-PUT/048 bullet 5 line 2 to read scholarships

“Add candidates; in page 5 after PhD under UPH/ACE-PUT/048 bullet 6

“Add 1st and 2nd, in page 5 after their under UPH/ACE-PUT/048 bullet 6

“Delete; 1st and 2nd in page 5 after unrelated under UPH/ACE-PUT/048 bullet 6 same in bullet 7 and 8.

Delete; (please give name of potential insurance provider if available) in page 5 under UPH/ACE-PUT/049 passed programme at Uniport table.

“Grant Man-ship Training Committee; in page 6 under UPH/ACE-PUT/050 Any Other business to read GrantsManship Training Committee.

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MATTERS ARISING

1. Remita;

The Project Accountant, Mrs. Nengi M. Isagua reported that she has submitted the forms for opening a TSA account to the Account General Office Abuja and she is awaiting their response.

The Management Committee noted the information and directed

THAT THE CURRENT ACCOUNT USED FOR FEES SHOULD STILL BE IN OPERATION AS WE AWAIT THE CONCLUSION OF THE TSA FOR PUTOR INTERNALLY GENERATED FUNDS.

2. FEES

The Head of Admin/Desk Officer, Mr. Confidence Igwe informed the Management Committee that about 60% of the fee-paying students have made part payment of their fee.

The Management Committee noted the information and decided

THAT THE DEADLINE FOR FEES FOR ALL PUTOR STUDENTS DOING MSC, PGD, AND PHD PART-TIME SHOULD BE FEBRUARY, 2020.

3. NEW INTAKE

The Management Committee tentatively approved that new intakes would be by March, 2020 but that advert should start by November, 2019 and that the admission would be in year not session.

4. HAND BOOK

The Centre Leader, Dr. Daprim Ogaji reported that only one input was made out of many sent out. The Management Committee frowned at the poor input of members and directed

THE CENTRE LEADER TO RESEND ALL OUR OPERATING DOCUMENTS TO ENABLE MEMBERS MAKE IMPACT.

5. **PUTOR LAUNCH**

The Chairman of the PUTOR launch sub-committee, Dr. Kingsley C. Patrick-Iwuanyanwu presented a report of the above launch to the Management Committee. He informed members that the launch was a successful one as different dignitary, partners, students, staff were in attendance

He informed members that the event started with a cocktail sponsored by the 8th Vice-Chancellor of University of Port Harcourt, Prof. Ndowa E. S. Lale on Thursday 16th May, 2019 at Ebitimi Banigo Hall.

He informed the Management Committee that the formal launch took place on Friday May 17th, 2019 at Ebitimi Banigo Auditorium chaired by Emeritus Professor Nimi D. Briggs OON, FAS and hosted by the 8th Vice -Chancellor, University of Port Harcourt, Prof. Ndowa E. S. Lale.

He informed the Committee that the highlight of the formal launch was the keynote lecture titled “Public Health and Environmental Sustainability: A right step on the journey back to Eden” which was delivered by Dr. Akinwunmi Fajola, a Regional Community Health Manager (Upstream International, Africa), Shell Petroleum Development Company of Nigeria Ltd.

He informed the Committee that at the end of the event a group picture was taken as well as the entire events.

These pictures are kept in our archive for future refence. He also presented details of expenditure during and after the PUTOR launch as follows:

Welfare /Venue/Ceremonial	N325,000
Media & Publicity	N111,000
Logistics and Souvenir	N315,000
Miscellaneous	<u>N 30,000</u>
	<u>N781,000</u>

The motion for acceptance of the paper for discussion was moved by Mr. Aselemi Umor and seconded by Dr. Oluseye Babatunde.

The Management Committee after due deliberations and considerations, applauded the Committee for a job well done.

Then directed as follows:

1. THAT THE NUMBER OF ATTENDEES BE ADDED TO THE REPORT
2. THAT THE NUMBER OF PARTNERS THAT CAME BE ADDED
3. THAT THE REPORT OF THE PARTNERS MEETING BE MADE AVAILABLE.

6. RECEPTION/ORIENTATION REPORT

The Management Committee directed

THAT THE SECRETARY SHOULD MAKE THE REPORT AND PICTURES AVAILABLE.

7. ACCOMMODATION COMMITTEE REPORT

The Management Committee decided that having had an understanding with IPS Director on students' accommodation, the Centre Leader Dr Daprim Ogaji and the Uniport ACE Coordinator, Prof, Onyewuchi Akaranta should go back to him to facilitate the accommodation plan by November.

The Committee also directed

THAT WHEN THEY COME BACK FROM DAKAR, BOTH OF THEM SHOULD SEE THE VICE-CHANCELLOR TO GIVE PUTOR THE BUILDING CLOSE TO IPS HOSTEL.

8. PUTOR WEBSITE

The Management Committee directed

1. THAT THE CENTER LEADER AND UNIPOINT ACE COORDINATOR SHOULD SEE THE REGISTRAR TO POST AN IT STAFF TO PUTOR.
2. THAT THEY SHOULD ALSO SEE THE VICE-CHANCELLOR TO EXPLAIN HOW IMPORTANT AND URGENT AN IT STAFF IS FOR PUTOR.

9. CHANGE OF COURSE FOR PhD STUDENTS

The Management Committee decided that one (1) week would be given to them to apply for change and that they should apply to M&E/Academic Programme Coordinator.

That one (1) week would be given to those having issues with their file.

The Management Committee directed

THE CENTRE LEADER TO COMMUNICATE SAME TO ALL STUDENTS.

10. UPDATE ON PROCUREMENT/ANNUAL WORK PLAN

The Representative of the Procurement Officer, Wichegbue Adiele S. informed the Committee that the Procurement Officer asked him to represent him at the meeting but did not give him any report or information to pass to the Committee.

The Management Committee noted the information and decided to constitute a Procurement Committee which includes the Centre Leader, M&E/Academic programme Coordinator, Procurement Officer, Project Accountant, Internal Auditor, Admin Head/Desk Officer.

The sub-committee was given two (2) weeks to submit their report.

11. UPDATE ON ACADEMIC PROGRAMME

The M&E/Academic Programme Coordinator, Dr. Kingsley C. Patrick-Iwuanyanwu informed the Management Committee that lectures has been on-going and exams also had been held on the courses taken.

He also informed the Management Committee that during Dr. Martins visit in one of the lectures, she observed that the class was rowdy and that Prof. Nduka complained the same thing.

He informed the Management Committee that concept notes had been presented and students had met with their supervisors and had started planning for their research.

Prof. Onyewuchi Akaranta informed the Management Committee that a student of CEFOR who wrote a journal of about 34 pages and who was supervised by Dr. Anthonet Ndidiamaka Ezejiofor was asked to teach the Toxicology PhD students and she did perfectly well. He appealed to the Management Committee that he had already invited her to teach the PhD students during Research methodology class.

The Management Committee noted the information and approved the appeal of Prof. Onyewuchi Akaranta. The Management Committee decided

1. THAT THERE WOULD BE A MEETING WITH THE LECTURERS ESPECIALLY THOSE THAT ARE PUTOR LECTURERS TO ORIENT THEM ON HOW EXAMS SHOULD BE SET AND MARKED.

2. THE MANAGEMENT COMMITTEE APPROVED SHORT COURSES FOR INDUSTRY PLAYERS AND NOT FOR STUDENTS.
3. THE MANAGEMENT COMMITTEE APPROVED GRANTS MANSHIP TO BE HELD IN NOVEMBER FOR 5 DAYS AND THE PARTICIPANTS SHOULD INCLUDE STUDENTS AND FACULTY. THAT A SERIES OF OTHER SHORT COURSES BE PLANNED FOR THE CENTRE.

12. UPDATE ON STUDENT RESEARCH

Applied and Research Coordinator, Dr. Oluseye Babatunde presented an update report on student research to PUTOR Management Committee.

He informed the Management Committee that the research team met and looked at few issues like PhD research topics, and steps to follow and that the list of topics has been submitted and students have been assigned supervisors. He informed the Management Committee that students were yet to take research and that the idea to submit concept papers were discussed as time line were given and students has started submitting the concept papers.

He informed the Management Committee that, it was observed that there was miscommunication on who should perform the role of Coordinator of Research Nutritional Biochemistry Programme.

He also presented the full time table to the Management Committee which was segmented in different column like, recommended time, start date, end date, days, actual dates for MSc while the PhD students have to take the research method course in October.

The Management Committee noted the information and resolved as follows:

1. THAT DR. CATHERINE CHIDINMA IKEWUCHI IS STILL IN CHARGE OF RESEARCH IN NUTRITIONAL BIOCHEMISTRY/TOXICOLGY PROGRAMME AND SHE SHOULD WORK WITH DR. KINGSLEY C. PATRICK-IWUANYANWU
2. THAT PROPOSAL DEFENSE FOR THE MASTERS' SUDENTS SHOULD BE IN OCTOBER PRECISELY 25TH & 26TH PUT 808.
3. THAT MOCK DEFENSE FOR THE MASTERS STUDENTS SHOULD BE 6TH APRIL 2020.

4. THAT FINAL DEFENSE FOR THE MASTERS STUDENTS SHOULD BE IN JUNE 2020.

13. UPDATES ON STUDENTS INTENSHP

The representative of Industrial Liaison Officer, Dr. Anacletus Francis C. informed the Management Committee that the Committee need a letter for collaborating companies where students would be doing their internship.

The Management Committee noted the information and directed the Centre Leader to draft a letter in that regard.

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ANY OTHER BUSINESS

Prof. Onyewuchi Akaranta informed the Management Committee that all we have being doing in PUTOR should be contained in a newsletter so that anytime PUTOR is travelling, they go along with it and present especially at Dakar. He also informed the Management Committee whatever we are doing should be aimed as SDGs and that PUTOR should have an MOU with relevant agencies such as the local sustainable development organization in the University. He emphasized that such collaboration would enable PUTOR use the organizational logo and support the local activities of the organization. He stated the need for this to be captured in the PUTOR work plan. He informed the Management Committee that their major aim is to educate the people on how to take care of their environment. This was noted and the workplan committee was asked to incorporate the sustainable development organization into the PUTOR 2019 Workplan.

Dr. Daprim Ogaji informed the Management Committee of the requirement to have a non-faculty student representative who should be a member of the PUTOR management committee.

The Management Committee agreed that the student should be allowed to choose from among the three course representatives.

The Management Committee decided

THAT ON THE INTERNATIONAL LEAD POISONING PREVENTION WEEK, THREE (3) STAFF AND THREE (3) DOCTORAL STUDENTS SHOULD REPRESENT THE CENTRE DURING THE PUBLIC SENSITIZATION ON LEAD POISONING IN THE MASS MEDIA.

The Management Committee decided that those that want to change their programme would be given two (2) weeks

Dr. Kingsley C. Patrick-Iwuanyanwu informed the Management Committee that some PUTOR Management Committee paid a farewell visit to the Vice-Chancellor with Dr. Charlotte Martin and she was happy and advised the University Management on how PUTOR can partner with host communities around the University. He also informed the Management Committee that Dr Martin commended the Admin Head/Desk officer, Mr Confidence Igwe for his diligence and hard work during her stay

Dr. Daprim Ogaji reported that Dr. Martin had already introduced an international NGO that are looking for local partners in the management and prevention of deafness and that he had contacted the orthorhinolaryngiology group in the hospital who have indicated interest to work with this NGO.

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ADJOURNMENT

In the absence of any other matter, the motion for adjournment was moved by Dr. Oluseye Babatunde and seconded by Dr. Anacletus Francis C.


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CLOSING

The meeting came to an end at 1.36pm after a closing prayer by Dr. Oluseye Babatunde.



Dr Daprim Ogaji
Centre Leader



Mr Confidence Igwe
Secretary