



MINUTES OF THE 9TH MEETING OF CENTRE MANAGEMENT COMMITTEE OF ACE-PUTOR HELD ON THURSDAY, 9TH JANUARY, 2019 AT PUTOR BOARD ROOM TETFUND BUILDING OPPOSITE SENATE BUILDING

START TIME: 12:20 P.M END TIME: 3.05 P.M DURATION: 2 HRS 45 MINS

#Participants: 12

UPH/ACE-PUT/060

MEMBERSHIP

A. Present

1. Dr Daprim Ogaji
2. Prof. Onyewuchi Akaranta
3. Dr. Kingsley C. Patrick-Iwuanyanwu
4. Dr. Anthonet Ndidiamaka Ezejiofor
5. Mr. AselemiUmor
6. Dr. Catherine ChidinmaIkewuchi
7. Mrs. Nengi M. Isagua
8. Mrs. Josephine Gbobbo
9. Prof Best Ordinioha
10. Dr. Faith Diorgu
11. Mr. Egbunna Chukwuebuka

- Centre Leader
- Uniport ACE-Coordinator
- M&E/Academic Programme Coordinator
- Toxicological Research Leader Team
- Internal Auditor
- Nutrition Research Leader Team
- Project Accountant
- Nursing Research Coordinator
- Director, School of Public Health
- Industrial Liaison Officer
- Student's Rep.

B. Confidence Igwe

Admin. Head/Desk Officer

C. IN ATTENDANCE

Mr. Wichegbue Adiele S.

Rep. Procurement Officer

D. ABSENT (with apology)

1. Prof. Orish Ebere Orisakwe
2. Mr. Williams Wodi

UPH/ACE-PUT/061

OPENING

The Centre Leader, Dr Daprim S. Ogaji declared the meeting open at 12:20 p. m after an opening prayer by Mr. Aselemi Umor. The Centre Leader in his opening remarks thanked God for his mercies, grace and protection throughout 2019. He also thanked God for bringing all PUTOR staff back to 2020. He then welcomed all present to the meeting.

UPH/ACE-PUT/062

AGENDA

The item in the agenda were read and adopted after a motion moved by Dr. Kingsley C. Patrick-Iwuanyanwu and seconded by Mrs. Josephine Gbobbo.

UPH/ACE-PUT/063

**ADOPTION/CORRECTION OF MINUTES OF THE 8TH
MINUTES HELD ON THURSDAY 19TH SEPTEMBER, 2019**

The minutes of the 8th Management Committee held on Thursday 19th September 2019 were read and adopted after a motion moved by Mrs. Nengi Isagua and seconded by Mrs. Josephine Gbobbo.

The following corrections were made:

“him; in page 2 paragraph 1 under opening to read he

“Darka; in page 2 paragraph 2 under opening to read Dakar

“MINTUES; in page 2 under UPH/ACE-PUT/055 to read MINUTES

“was; in page 2 under UPH/ACE-PUT/055 paragraph 1 line 4 to read were

“UPH/ACE-PUTOR/048; in page 2 under UPH/ACE-PUT/055 to read UPH/ACE-PUT/048

“TSA; in page 3 under UPH/ACE-PUT/056 paragraph 1 line 2 to read Treasury Single Account

“Account General Office; in page 3 under UPH/ACE-PUT/056 no 3 paragraph 1 line 3 to read Sessions and not Semester

“The Management Committee; in page 3 under UPH/ACE-PUT/056 no 4 paragraph 1 line 2 read The Centre Leader

“delete; directed in page 3 under UPH/ACE-PUT/056 line 3

“Add; it was agreed that in page 3 line 3 under Handbook

“He informed the Committee that at the end of the event a group picture was taken as well as the entire events; in page 4 under PUTOR launch paragraph 4 line 1 to read “He informed the Committee that pictures were taken to commemorate the event.

“It; in page 5 under UPH/ACE-PUT/056 no. 8 line 2 to read INFORMATION TECHNOLOGY.

“that they should also see the Vice-Chancellor; in page 5 under UPH/ACE-PUT/056 no 8 line 3 to read that upon the return of the Centre Leader and Uniport ACE Coordinator, they should also see the Vice-Chancellor.

“Would”; in page 5 under UPH/ACE-PUT/056 no 9 line 1 to read should

“them”; in page 5 under UPH/ACE-PUT/056 no 9 line 1 to read the concerned student.

“apply to”; in page 5 under UPH/ACE-PUT/056 no 9 line 2 to read apply thorough

Add; “article on systematic review after journal” on page 6 under UPH/ACE-PUT/056 no 11 paragraphs 2

“LAY DAY”; on page 8 under UPH/ACE-PUT/057 paragraph 3 line 1 to read LEAD PREVENTION DAY

“Dr. Kingsley C. Patrick-Iwuanyanwu informed the Management Committee that some members of the PUTOR Management Committee paid a farewell visit to the Vice-Chancellor with Dr. Charlotte

Martin; on page 8 under UPH/ACE-PUT/057 paragraph 4 line 1-2 to read Dr. Kingsley C. Partrick-Iwuanyanwu informed the Management that Dr. Charlotte Martin paid a farewell visit to the Vice-Chancellor and was accompanied by some members of the PUTOR Management Committee.

“Will; on page 9 under UPH/ACE-PUT/057 paragraph 4 line 4 to read with

“Admin of Head/Desk Officer”; on page 9 under UPH/ACE-PUT/057 paragraph 5 line 1 to read Admin. Head/Desk Officer

UPH/ACE-PUT/064

MATTERS ARISING

1. REMITA

The Project Accountant, Mrs. NengiIsagua informed the Management Committee that Remita Account has been opened but that the Accountant General Office is requesting the Vice-Chancellor to come personally and finalize the documentation.

The Management Committee noted the information and directed that the Centre Leader should liaise with the Vice-Chancellor on how to visit the Accountant General Office.

2. FEES

The Project Account, Mrs. NengiIsagua reported that most of the M.Sc. and PGD students have paid half while some have not paid at all.

She gave the statistics of payment as follows:

Four (4) students have completed their fees

Six (6) students have paid below 250,000

Ten (10) students have paid above half

Twenty-four (24) students have paid half of 250,000

Two (2) students have not paid at all.

The Management Committee after due deliberations and considerations, directed as follows:

1. That after February 2020, 10% will be added to each student's balance if he/she does not complete their fees payment.
2. That the Accountant should give the updated list of all the students owing fees to Dr. Faith Diorgu, the M.Sc. coordinator to enable her to follow-up the payment with the students.
3. That all those that have not paid at all and those that paid half should be invited to see the Centre Leader and they explain reason why they have not been able to pay.
4. That 40% waiver be given to Mrs Ngbala-Okpabi who is a staff and participated during the development of PUTOR grant application. Other staff of the University who are undertaking post-graduate programmes in ACE-PUTOR should be given 20% discount fee waiver.

3. PUTOR LAUNCH

The head of Admin/Desk Officer informed the Management Committee that two hundred and sixty-three (263) people attended the PUTOR formal launch.

He also informed the Management Committee that ten (10) partners attended the launch as well as the partners meeting that was held immediately after the PUTOR launch.

4. ACCOMODATION/RECEPTION COMMITTEE REPORT

The Chairman, Mrs. Josephine Gbobbo informed the Management Committee that the Committee had met with the Dean of Students of Affairs concerning the accommodation of PUTOR Regional Students. She informed the Management that the Committee has also visited Intercontinental hostel to see things themselves.

She informed the Management Committee that the Dean of Students Affairs has promised to allocate three (3) rooms to PUTOR and that it is only when the hostels are allocated that the Centre can pay.

5. UPDATE ON PROCUREMENT/ANNUAL WORK PLAN

The Centre Leader, Dr. DaprimOgaji presented an update on the procurement/annual work plan to the Management Committee. He informed the Management Committee that the purchase of equipment and fittings for the PUTOR's temporary office is still undergoing the University's procurement process before assent by the Vice-Chancellor.

6. PROGRESS REPORT ON DLIs (M&E) AND INFRASTRUCTURE

The M&E and Academic Coordinator, Dr. Kingsley Patrick-Iwuanyanwu presented a progress report on the above. He informed the Management Committee on the progress of the following academic activities in the Centre.

A. NUMBER OF REGISTERED STUDENTS IN THE CENTRE

He presented the following statistics of the above as follows:

PhD National male	-	9
PhD National female	-	10
PhD International male	-	1
		20
M.Sc. National male	-	3
M.Sc. National female	-	45
M.Sc. International female	-	1
		49
PGD National male	-	1
PGD National female	-	7
		8

B. PUTOR ACADEMIC PROGRAMME PERFORMANCE IN 2019

He informed the Management Committee on the above progress performance of the Centre as at 2019as follows:

Internally generated revenue within PUTOR Ecosystem

	2019 Target	2019 – 2023 Cumulative target	2019 Attainment
Total	100,000	838,000	179,967
National Sources	100,000	793,000	179,967
Regional Sources	0	45,000	0
Students' enrolment into programmes in PUTOR ecosystem			
	2019 Target	2019 – 2023	2019 Attainment

		Cumulative target	
Enrolled students	35	290	203
Total regional	8	90	7
Female regional	3	42	2
Total national	27	200	196
Female national	11	76	135

Student/Faculty Internship in PUTOR

	2019 Target	2019 – 2023 Cumulative target	2019 Attainment
Total	20	170	51
Students	20	160	51
Faculty	0	10	0

Publications from ACE-PUTOR

	2019 Target	2019 – 2023 Cumulative target	2019 Attainment
Total Publications	2	40	9
National authors only	2	35	9
With regional authors	9	5	0

PROGRESS ON TAUGHT COURSES

Programme	No. of courses	Courses completed	Exams taken	Results available	Payments made
PGD	8	5	4	4	3
MSc	8	7	6	5	5
PhD	8	6	5	2	0

Programmes datelines

Programme	Remaining taught courses	End of taught courses	Practicum or internship	Seminar	Defense
PGD	3	March	April	18 – 21 st May	-
MSc	1	January	March	13 – 14 th March	22 – 26 th June
PhD	2	February	May	9 – 10 th March	-

2019/2020 Academic Calendar

- Application on-going and will close on Friday 13th March 2020
- Screening scheduled for 23 – 24th March 2020
- Registration and orientation – April 2020
- Commencement of lecture – May 2020

Pending assignments

1. Ethics approval for the MSc student research
2. Internship placements for MSc and PhD students
3. Registration of PhD research titles
4. Laboratory for PhD students
5. Schedule for the Centre's Journal club
6. Schedule for the Centre's General Seminar
7. Short course on environmental impact assessment
8. MOU with partners
9. Feedback on DLI from the AAU
10. Infrastructure – land allocation, building planning, temporary accommodation.

The Management Committee noted the information and applauded the M&E/Academic Coordinator for a work well done.

The Management Committee then directed as follows:

That all those in the list of DLR submissions should be contacted to and their emails examined to avoid error in further submission.

That any publication must include the student's current educational affiliation.

7. CENTRE'S UPDATES

The Centre Leader, Dr. Daprim Ogaji presented an update on the happenings in the Centre to the Management Committee on the following:

A. REGISTRATION OF THE CENTRE

He informed the Management Committee that the registration of the Centre with the National Institute for Health (NIH) will soon be completed. This is being facilitated by the Deputy Centre leader - Prof. Orish Ebere Orisakwe

B. ADVERT FOR 2109/2020 SESSION

He informed the Management Committee that the advert for 2019/2020 session is on and would end in March 2020. He also informed the Management Committee that the date for the screening of prospective applicants has been fixed for 9 – 10th of March 2020.

C. ETHICS

The Centre Leader informed the Management Committee that the Secretariat had submitted the ethics application of the MSc students in midwifery and child health nursing since November, 2019 but have not received any response or approval from the committee. The Management Committee directed the Centre Leader to get in touch with the new Chairman of Ethics to resolve the issues with the delay.

D. INTERNSHIP

The Centre Leader informed the Management Committee that the internship for the PhD student would be in May, 2020 while M.Sc. student would be in February, 2020.

The Management Committee noted the information and directed that the Centre to plan for routine visit of supervisors to all sites where students are undertaking their internships. The visit to internship sites should be on or before end of second (2nd) week of January, 2020.

That the PhD Course Rep's should forward the list of PhD students to the Centre Leader to enable him to shortlist the names.

E. SHORT COURSES

The Centre Leader informed the Management Committee that short courses on Systematic Review and Metal analysis would hold from Monday 13th to Thursday 16th January, 2020.

The Management Committee noted the information.

8. MOU BETWEEN UNIPOINT AND HOPE CARE FOUNDATION

The Centre Leader, Dr. DaprimOgaji presented the above MOU to the Management Committee. He informed the Management Committee that the MOU which was drafted by the Legal Unit of the University of Port Harcourt had a template as specified by the ACE operational manual. He informed the Management that the same legal unit had observed some issues with the template used hence sent another template to follow which includes:

a. Cover Page

That based on the nature of the relationship as described in the MOU, it should be properly sated as follows:

Partnership Agreement
Between
University of Port Harcourt, Nigeria
And
.....
In respect of
The African Centre of Excellence for Public Health and Toxicological Research
(PUTOR)

b. Governance, Roles and Responsibilities

That clause 4.1 – which is the number of persons to constitute the Team and the ratio of the Senior Management team for the partners should be clearly stated.

c. Intellectual Property

That clause 7.2 should be inserted which states what percentage each party gets under revenue sharing.

d. Initiation and Termination of the Partnership Agreement

That the University may wish to reduce the duration from 5 years to 2years to act as an implied probationary period before parties can consider a longer period.

e. Executive Clause

That with respect to the second partner, the names of the authorized representatives should be included.

f. Numbering and Headings

That the numbering should be properly arranged, and the headings should be properly placed.

g. Recommendation

That the partners may wish to consider making the agreement binding based on the nature of the relationship to achieve full commitment from the partners.

9. PUTOR LAND ALLOCATION

The Centre Leader, Dr. Daprim Ogaji informed the Management Committee that the University Management has given PUTOR one hectare of land along east-West road after IPS hostel.

He informed the Management Committee that the request for payment for the survey of the land has been approved by the Vice-Chancellor. He also informed the house that the contract for the full technical drawing for the future PUTOR building is undergoing the University's procurement process

The Management Committee noted the information.

UPH/ACE-PUT/065

ANY OTHER BUSINESS

The Centre Leader introduced Mr. Egbuna a PhD student as the Course Representative of PUTOR students.

The Centre Leader appreciated everyone for their ideas and efforts.

UPH/ACE-PUT/066

ADJOURNMENT

In the absence of any other matter, the motion for adjournment was moved by Dr. Kingsley C. Patrick-Iwuanyanwu and seconded by Dr. Faith Diorgu.

UPH/ACE-PUT/067

CLOSING

The meeting came to an end at 3.05 p. m after a closing prayer by Mrs. Nengi M. Isagua.

Dr. Daprim S. Ogaji
Centre Leader

Confidence Igwe
Secretary