

Name of Center: Africa Centre of Excellence for Public Health and Toxicological Research  
 Institution: University of Port Harcourt  
 Country: Nigeria  
 Center Leader: Dr. Daprim Ogaji  
 Annual Workplan (January - December, 2021)

Work Plan Activities	Description
<b>Action 1: To set up the Centre: Develop and support centre governance, structure and</b>	
Activity 1: Manage PUTOR's Website	Subscribe and manage functional website to increase centre visibility
Activity 2: Signposts and Signages for the Centre Building	Centre Signposts and signages
Activity 3: Training of Key Stakeholders	Training of key stakeholders
Activity 4: Desktops & Printer for Centre Administration	Desktops&Printer for Centre Administration
Activity 5:Organise Public Health & Toxicological Research Fair	Organise Public Health & Toxicological Research Fair
Activity 6: Support activities of the Centre Management Committee (CMC), Sub-Committee, Steering committee, ISAB, IAB	Support activities of the CMC, sub-committee, Steering committee, ISAB, IAB
Activity 7: Support Implimentation of Memorandum of Understanding with Partners	Implement objects in the memorandum of understanding that will strengthen project delivery
Activity 8: Project Management Training for key CMC Members	Project management training for 8 key CMC members
Activity 9: Leadership Development of Centre Coordinators from Partner Institutions	Leadership development of centre coordinators from partner institutions
Activity 10: Project Vehicle 1 (Car)	Procurement of 1 Utility vehicle for the Centre Leader
Activity 11: Project Vehicle 2 (Bus)	Procurement of 1 Bus for conveying students and faculties for effective coordination
Activity 12: Procure Laptops for 8 Steering Committee and 8 CMC Members	Procure laptops for (9) Steering Committee Members and (8) Centre Management Committee Members

Activity 13: Support participation in Biannual ACE-Impact Regional Workshop Organised by WB, AAU	ACE Team to attend WB, AAU, Biannual activities
Activity 14: Attend short courses by Steering Committee Members, Support participation in trainings organized by the AAU and Support participation at other Scientific Conferences	Hold/attend short courses and conferences/ ACE Team to attend AAU meetings and activities
Activity 15: Support participation in meetings and trainings organized by the NUC	ACE Team to attend NUC meetings and activities
Activity 16: Support participation in Inter ACE Collaborative Activities	ACE Team to attend meetings and activities organised by partnering
Activity 17: Ongoing Administration – consumables, meetings, maintenance, subscriptions, etc.	Day-to-day running of the centre and coordination of all activities
Activity 18: Production of academic materials, students' handbook, manuals, examination materials, Stationeries,etc.	Produce academic materials, students' handbook, manuals, examination materials, Stationeries,etc.
<b>Action 2: To develop and sustain educational programmes in the Centre, improve the t</b>	
Activity 1: Programme Marketing and Students' Enrolment / Newsletter / Advertisement	Vigorous publicity and advertisement of ACE PUTOR M.Sc and Ph.D Programmes within and outside
Activity 2: Scholarship (30 Students), Research, Invite visiting scholars, Seminars, etc.	Award 30 scholarship/Attend conferences/seminars/workshops; Communicate research findings;
Activity 3: Accommodation and welfare for regional students	Secure and upgrade spaces for accommodation to be used by regional
Activity 4: Curriculum review/Development workshop involving regional/International partners for new Short Courses, Masters and PhD Programme Curricula.	Set up and inaugurate curricula development and review committee, Organise curriculum review/development workshop
Activity 5: Undertake National and International Accreditation of New Masters and PhD Programmes in ACE-PUTOR	Carefully undertake accreditation of New Master and Ph.D programs in ACE-PUTOR
Activity 6: Graduation Ceremony	Graduation Ceremony for succesful
Activity 7: Train Faculty in Modern Pedagogy and Digital Education	Training sessions of faculty on modern pedagogy and digital education
Activity 8: Provide interim laboratory support for students	Laboratory support for students

Activity 9: Repair and furnish temporary Offices, Classrooms, Laboratories, etc.	Repair and Renovate temporary offices, classrooms, laboratories, etc
Activity 10: Digital security for the Centre	Procure full Digital security for the Centre
Activity 11: Teaching Aids – smart board, white boards, flip board, laptops, projectors for classrooms-(4 Departments)	Procure smart board, white boards, flip board, laptops, projectors studies at the ACE centre
Activity 12: Subscribe and manage Education Management Software for teaching and learning	Annual subscription and mgt of education management software for teaching and learning for ACE-PUTOR
Activity 13: Design and obtain approval for PUTOR structure	Develop a proper design for PUTOR structure
Activity 14: Alternate Power: Generator, Diesel tank, Solar power with installation in the Centre	Procure alternative power supply for ACE PUTOR Building to include diesel tank, solar power with installation
Activity 15 Construction of ACE PUTOR building	Support teaching and learning in the Centre
Activity 16: Books and hard copy journal subscription for the PUTOR Library	Procure books and subscribe to journals and periodicals
Activity 17: Desktops for Library	Procure 20 No desktops for temporary
Activity 18: Modern Animal House with Battery Cages	Complete the animal house with battery cage with modern facilities
<b>Action 3: Enhancing Relevance of Education, Applied Research and Innovation</b>	
Activity 1: Support International Research Publication with National Partners	Sponsorships and support for research publications with national partners
Activity 2: Support International Research Publication with Regional/International Partners	Sponsorships and support for research publications with regional/international partners
Activity 3: Plan and Organize Merit-based Local&Regional Internship Placements for 8 Staff	Develop proper plan and implement local/regional/international internship for 2 staff
Activity 4: Plan and Organize Merit-based Local/Regional Internship Placements for 30 Students	Develop proper plan and implement local/regional/international internship for 30 students
Activity 5: Support Entrepreneurship, Innovations and Development of Patents	Create and encourage support, innovations and patents
<b>Action 4: Enhance Fiduciary Activities in the University</b>	
Activity 1: Fiduciary Reporting, Audit and Procurement Support	Support timely fiduciary reporting, Internal audit systems and procurement
Activity 2: Accounting Software for PUTOR	Procure/Upgrade accounting Software for Increase financial autonomy
<b>Action 5: Create Institutional Impact</b>	

Activity 1: Improve environmental conditions and road safety in UNIPORT – road signs, zebra crossings, refuse receptacles	Procure and install road signs, zebra crossings, refuse receptacles and cleaning equipment for the University
Activity 2: Support ICT services for innovation in teaching and research in UniPort	Procure and install ICT equipment for e-learning and language laboratory for PUTOR and collaborating units within
Activity 3: Enhance digital infrastructure and networking – university-wide electronic management information system and learning management system-NgRENs	Annual subscription to NgRENs for ICT equipment, journal subscription necessary for the running of the Center, collaborating faculties and University
Activity 4: Support for University-wide anti-plagiarism testing service	Support Subscription to Anti Plagiarism software for the University, assist in
Activity 5: Support Implementation of Sexual Harrasment Policy through University Youth Friendly	Strengthen the sensitization activities and implementation of the sexual harassment policy of the university
Activity 6: Support the University in project “Education for Sustainable Development”	Provide support to Sustainable Development Centre in UNIPORT
Activity 7: Support career, start-ups and entrepreneurship in the University through the Guidance and Career Centre	Undertake sensitization campaigns, stakeholders’ engagement, production of IEC materials
Activity 8: Improve work environment in the Vice Chancellor's and Registrar's office through provision of 5KVA Solar Powered Inverter each	
Activity 9: Support university to achieve international accreditation	Support university to meet requirement for gap assessment and international

**TOTAL**

 On Schedule

 Behind Schedule

Partner Contribution (if strategy	2021 Y2Q1			2021 Y2Q2	
	Jan	Feb	Mar	Apr	May
			1,000		
		1,000			
			2,000	2,000	
					5,000
		500		500	500
		2,000		2,000	
			52,000		
			55,000		
			30,000		

			37,500		
					25,000
				1,000	
				2,000	
		2,000	2,000	2,000	2,000
		1,000		1,000	

**eaching/learning excellence**

			15,000		
			50,000		
		2,000		2,000	
			3,000	3,000	
			50,000		
		600	600	600	600

				20,000	
					2,000
			1,500		
	5,000				
			40,000		
			30,000		
			20,000		
		10,000			
				10,000	
				11,000	

		1,000	1,000		1,000	1,000
					50,000	
		1,000	1,000		1,000	1,000
		700	700		700	700
		2,000	2,000		2,000	2,000
		1,000	1,000		1,000	1,000
						30,000
		5,000	5,000		5,000	5,000
	<b>5,000</b>	<b>29,800</b>	<b>400,300</b>		<b>117,800</b>	<b>75,800</b>



	2021 Y2Q3			2021 Y2Q4		
Jun	Jul	Aug	Sep	Oct	Nov	Dec
			1,000			
		5,000				
500		500	500	500	500	
2,000		2,000		2,000		
			2,000			
			1,000			

			37,500				
25,000					25,000	25,000	
		1,000					
2,000		1,000					
2,000	2,000	2,000	2,000		2,000	2,000	
1,000		1,000			1,000		
					15,000		
2,000		2,000			2,000		
			3,000				
	50,000						
					4,000		
		1,000					
600	600	600	600		600	600	

			20,000			
20,000	10,000	10,000				
90,000		258,000		310,000		
	10,000				116,000	
10,000				10,000		
		10,000				
			15,000			
10,000						
		10,000				
2,000			2,000		2,000	

1,000		1,000	1,000	1,000		1,000	1,000	
				2,000				
		50,000						
1,000		1,000	1,000	1,000		1,000	1,000	
700		700	700	700		700	700	
2,000		2,000	2,000	2,000		2,000	2,000	
1,000		1,000	1,000	1,000		1,000	1,000	
5,000		5,000	5,000	5,000		5,000	5,000	
<b>177,800</b>		<b>133,300</b>	<b>314,800</b>	<b>97,300</b>		<b>382,800</b>	<b>156,800</b>	<b>-</b>

Milestone/Output	If NEW, Provide Justification
Fully functional ACE-PUTOR Website	
2. No Signposts 8 No Signages	
Training materials, Certifications, proceedings and number of persons who attended	
Number of joint projects executed; number of industry-based faculties; external revenue generated	This will create easy platform for effective and efficient routine execution of project tasks
Showcase PUTOR's activities and sustainable impact with regional presence	Establish the presence and impact of the center within the region
Timely and accurate implementation of project plans together with timely achievements of DLIs. At least, 12 Minutes of meetings; list of attendance	
Number of joint projects executed; number of industry-based faculties; external revenue generated	Implement objects in the memorandum of understanding that will strengthen project/sign new MOUs
Exposing participants to such programmes will enable them to be more creative, committed as well as create platforms for linkages and increased patronage	
Exposing participants to such programmes will enable them to be more creative and committed as leaders in the Centre	
National and regional patronage. The need to conduct aggressive campaign for the centre requires a dedicated vehicle for the Centre Leader	Effective transportation and logistics for Centre administration
This will ensure better coordination of national and regional students and faculties	Effective transportation and logistics for Centre administration and students
This will create an enabling platform for community among committee members	Need for laptop for tasks at the Centre

WB and AAU biannual workshops attended - Center Steering Committee equipped and updated with current practices, WB, AAU	
Short courses, AAU meetings, Conferences and trainings attended- Center leadership equipped with relevant updates for project implementation. Attendance certificates, Minutes of meetings, etc.	
NUC meetings and trainings attended - Center leadership equipped with relevant updates for project implementation	Need to attend project facilitation trainings/meetings organised by the NUC
Partner meetings, activities and trainings attended - Center leadership equipped with	Need to attend project facilitation trainings/meetings organised by the partners
Coordinated service delivery	
Copies of academic materials, students' handbook, manuals, examination materials, Stationeries,etc.	
To admit and graduate qualified high-performance students in the various programmes and courses run by ACE	
Scholarships awarded, Excellence in research and education.	
Regional Student accommodation and upkeep	
New M.Sc. and PhD Programme Curricula that are tailored for research and innovation excellence. Students that that contribute to solving real world problems and compete anywhere in the world	This will enhance our patronage and help meet logistics for preparation of curricula documents
Industry-relevant curricula for all-inclusive training	This will help establish the center as a regional center of excellence
Industry ready Graduates able to profer real	This gives an opportunity to formally confer
Training attendance, training manuals, quality in teaching	Towards attainment of excellence in teaching experience
laboratory support for students, modern laboratory equipment, reagents, and process	This will help produce high performing students able to utilize new laboratory

A good learning environment no doubt would lead to increase in positive in	
Enhance Digital security	It would improve the security infrastructure and learning
smart board, white boards, flip board, laptops, projectors	This will ease learning challenges, enhance teaching and learning experience
Effective education management system and effective management information systems in collaborating faculty and	
Approvals obtained for the building	Proper design and plan for PUTOR structure
Uninterrupted power supply	This will enhance efficient and effective utilization of infrastructure together with routine activities and processes
Completed Building for the Centre	This will create a suitable environment for PUTOR to achieve its development impact
Copies of books and volumes of journals and periodicals	To ease learning challenges, enhance access to print literature/ Preference for use of ACE-
Inventory of items procured and in use	To ease learning challenges due to poor
Completed Animal House for the Centre	To have a well completed building for PUTOR animal house to aid learning and
Number of publications accepted with national partners	Need for research/ publications into new areas of knowledge in partnership with
Number of publications accepted with regional/international partners	Need for research/ publications into new areas of knowledge in partnership with regional/international partners
Produce a well acceptable plan in local/regional/international internship, staff placement	Have a well robust design and development plan for local/regional/international internship and staff placement
Produce a well acceptable plan and implementation for local/regional/international internship,	Have a well robust design and development plan for local/regional/international internship and student placement
Have well trained entrepreneurs with sound innovations and patents	Guarantee support of entrepreneurship, innovations and patents
Strong Fiduciary reporting, internal audit and procurement systems	To ensure ease of project financial management and procurement processes.
Integrated e-Accounting software system procured installed and functional	This will create easy platform for project accounting, transparency and accounting

road signs, zebra crossings, refuse receptacles and cleaning equipment for the University	This will enable the centre contribute to the healthand safety improvement of the University environment
Robust ICT infrastructure and support for teaching and innovation within the host University	This will enable the centre achieve targets for regional students and faculty training, increase patronage by non-Anglophone
effective communication, research, learning and data management within the Centre, collaborating faculties and the University	This will aid effective communication, research, learning and data management within the Centre, collaborating faculties and the University
Anti-Plagiarism system setup and functional	This boosts institutional impact and improves efficiency in the university's research
Strong Sexual Harrazment policy implementation in the University	The centre supported the development of the sexual haraasment policy of the university. This fund will support the dissemination and implementation of the launched policy
Effective Sustainable Development Centre in UNIPORT	This will facilitate the attainment of the sustainable development goals by the University
Improved infection prevention and control measures.	To facilitate the attainment of individual and collective health security in the University
	This will promote efficiency of the university central administration
Certificate from the accreditation body, Improved research, teaching and learning	Will improve regionalization by encouraging more applications from prospective regional



<b>Estimated Budget(\$)</b>	<b>Estimated Revenue (\$)</b>	<b>Contribution from Partner (\$)</b>	<b>Person Responsible</b>
2,000			Procurement
1,000			Procurement
5,000		5,000	Centre Leader
4,000			Procurement
5,000		2,000	Centre Leader
4,000			Centre Leader
10,000		10,000	Centre Leader/ Deputy Center Leader/ M&E
2,000			Centre Leader
1,000		1,000	Centre Leader
52,000			Procurement
55,000			Procurement
30,000			Procurement

<b>75,000</b>			Centre Leader
<b>100,000</b>		30,000	Centre Leader
<b>2,000</b>			Centre Leader
<b>5,000</b>		5,000	Centre Leader
<b>20,000</b>			Centre Leader
<b>5,000</b>			Procurement
<b>30,000</b>		11,000	Communication / M&E / Procurement Officers
<b>50,000</b>		30,000	Centre Leader
<b>10,000</b>			Centre Leader
<b>9,000</b>			Centre Leader
<b>100,000</b>		40,000	Centre Leader
<b>4,000</b>			Centre Leader
<b>1,000</b>			Centre Leader
<b>6,000</b>		6,000	Centre Leader

<b>40,000</b>			Procurement
<b>2,000</b>			Procurement
<b>40,000</b>			Procurement
<b>1,500</b>			Procurement
<b>5,000</b>			Procurement
<b>40,000</b>			Procurement
<b>658,000</b>			Procurement
<b>30,000</b>		10,000	Procurement
<b>20,000</b>			Procurement
<b>126,000</b>			Procurement
<b>30,000</b>		15,000	Centre Leader
<b>20,000</b>		10,000	Centre Leader
<b>15,000</b>		5,000	Centre Leader
<b>10,000</b>		5,000	Centre Leader
<b>10,000</b>		5,000	Centre Leader
<b>6,000</b>			Centre Leader
<b>11,000</b>			Procurement

<b>10,000</b>			Centre Leader
<b>2,000</b>			Centre Leader
<b>100,000</b>		50,000	Centre Leader
<b>10,000</b>			Centre Leader
<b>7,000</b>			Centre Leader
<b>20,000</b>			Centre Leader
<b>10,000</b>			Centre Leader
<b>30,000</b>			
<b>50,000</b>		30,000	Centre Leader
<b>1,891,500</b>	<b>-</b>	<b>270,000</b>	