



MINUTES OF WACCBIP IMPLEMENTATION COMMITTEE MEETING
VENUE: SCIENCE CONFERENCE ROOM BCMB, UG
DATE: DECEMBER 10, 2015.

1.0 MEMBERS

Name	Institution
Dr. Gordon Awandare	BCMB/Centre Leader
Prof. Kwadwo Koram	NMIMR/Deputy Centre Leader
Dr. Patrick Arthur	BCMB/Head of Training and Research
Ms. Ama Dadson	Head of ICT and Logistics
Mr. Barfi-Adomako Owusu	University of Ghana Computing Systems
Mr. Collins Amofah	ORID Accountant
Prof. Dorothy Yeboah Manu	NMIMR
Prof. Ebenezer Owusu	CBAS
Dr. Lydia Mosi	BCMB
Dr. Osbourne Quaye	BCMB
Dr. Kwaku Asante Poku	Kintampo Health Research Centre
Prof. Mahamadou Diakite	Malaria Research and Training Centre, University of Science, Techniques, and Technology, Bamako, Mali
Dr. Alfred Ngwa Amanbua	Medical Research Council, the Gambia
Dr. Lucas Amenga-Etego	Navrongo Health Research Centre
Dr. George Obeng-Adjei	University of Ghana Medical School
Dr. Paul Lartey	LaGray Chemical Company

ABSENT WITH APOLOGY

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Prof. Kwadwo Koram	NMIMR/Deputy Centre Leader
Prof. Ebenezer Owusu	CBAS
Dr. Kwaku Asante Poku	Kintampo Health Research Centre
Prof. Mahamadou Diakite	Malaria Research and Training Centre, University of Science, Techniques, and Technology, Bamako, Mali
Dr. Alfred Ngwa Amanbua	Medical Research Council, the Gambia

Dr. Lucas Amenga-Etego	Navrongo Health Research Centre
Dr. George Obeng-Adjei	University of Ghana Medical School
Dr. Paul Lartey	LaGray Chemical Company

IN ATTENDANCE

1.	Mr. Emmanuel O. Ghartey	WACCBIP
2.	Dr. Mamoudou Cisse	Centre MURAZ
3.	Mrs. Constance Kocke	Procurement Unit, UG
4.	Sika Menka	WACCBIP
5.	Emefa Adzadu	WACCBIP
6.	Solomon Sunu	WACCBIP
7.	Balapangu S. Srinivasan	WACCBIP

2.0 OPENING

The meeting commenced at 2.22 pm with opening remarks by Dr. Gordon Awandare. This was followed by the introduction of all personnel as this was the first implementation meeting since the appointment of full-time WACCBIP staff.

3.0 REVIEW OF PREVIOUS MINUTES

Subject to a minor change, the minutes of the previous meeting on held on June 18, 2015 were accepted as true and accurate for the record.

4.0 MATTERS ARISING

4.1 Report on the 4th ACE meeting

Dr. Awandare gave a brief report on proceedings from the 4th ACE meeting held in Benin, Cotonou from November 17-19, 2015.

4.2 Scholarships

Mr. Emmanuel Ghartey provided a breakdown of the scholarships awarded so far. In all, a total of 44 students have received scholarship in four (4) different categories, namely:

Masters students

Tuition fees only: 1

Tuition fees and research costs: 3

Tuition fees and stipend: 4

Tuition fees research costs and stipend: 12

Total number of Masters Scholarships: 20

PhD students

Tuition fees only: 1

Tuition fees and research costs: 12
Tuition fees and stipend: 1
Tuition fees research costs and stipend: 10
Total number of PhD Scholarships: 24

Referring to minutes from the implementation meeting held on June 18, 2015, it was agreed that two (2) scholarships for needy national students will be awarded on a competitive basis. This scholarship award was however not implemented during the 2015/2016 academic year. Thus, it was agreed to implement this scholarship award during the 2016/2017 academic year to support two needy but brilliant students.

4.3 National Accreditation

Following the report submitted by the National Accreditation Board after their visit to the department, some major issues raised on the poor fire safety measures in the building have been addressed by the National Fire Service, Legon branch. All expired fire extinguishers in the building have been replaced. Two of our newly specialized programmes introduced during the 2014/2015 academic year, MPhil Molecular Cell Biology of Infectious Diseases and PhD Molecular Cell Biology of Infectious Diseases have been duly accredited by the National Accreditation Board for a three (3) year period. Issues were raised concerning the 3-year accreditation period as the PhD is a 4-year programme.

4.4 Centre Establishment

WACCBIP has been formally established as a centre in the University by the University Council. Appointment of WACCBIP staff by the University is however pending.

4.5 Procurement Plans

WACCBIP has successfully advertised for tenders and procured a 4x4 Vehicle, equipment (flow cytometer, bench top centrifuges, and biosafety cabinets) and laboratory reagents and supplies. Under the WACCBIP-DELTA project, a 4x4 Pick-up has been procured which is currently being used. Tender will be advertised for procurement of laboratory equipment under the WACCBIP-DELTA project soon.

4.6 Wellcome Trust

WACCBIP was awarded a £ 5.1 million grant under the WACCBIP-Wellcome Trust Developing Excellence in Leadership Training and Science (DELTA) project to train PhDs and Post-docs in Host genetics and Pathogen biology.

WACCBIP has received an official award letter from the Wellcome Trust and an initial amount of \$934,098 has been received to commence the project.

4.7 The WACCBIP building

Tender was advertised by Physical Development and Municipal Services Directorate (PDMSD), UG to obtain a contractor for the construction of the WACCBIP building. Tender was opened at 10 am on December 10, 2015, with 17 bids. The bids will be reviewed and evaluated by PDMSD to select a suitable contractor for the building. It has been decided that the building will be situated near the BCMB building.

5.0 NEW BUSINESS

5.1 Programme Updates – Emmanuel Ghartey (Programme Manager)

Mr. Emmanuel Ghartey gave an update on the student numbers which were as follows:

1st cohort: **45 students** (14 female, 31 male, 4 regional)

- MSc Biochemistry - 6 students
- MPhil Biochemistry- 2 student
- MPhil Molecular Biology – 2 students
- MPhil Molecular Cell Biology of Infectious Diseases (MCBI) - 20 students
- PhD Molecular Cell Biology of Infectious Diseases (MCBI)- 15 students

2nd cohort: **35 students** (14 female, 21 male, 2 regional)

- MSc Biochemistry – 1 student
- MPhil Biochemistry - 2 students
- MPhil Molecular Biology - 3 students
- MPhil Molecular Cell Biology of Infectious Diseases (MCBI) - 16 students
- PhD Molecular Cell Biology of Infectious Diseases (MCBI)- 13 students

He also stated the first tranche of funds Seven Hundred and Twenty Eight Thousand Eight Hundred and Thirty Eight Dollars Twenty Cents (\$728,838.20) had been received from the World Bank which is being used to run the programme.

Following the award of £ 5.1 million grant under the WACCBIP-Wellcome Trust DELTAS project, an inception meeting and the launch of AESA (Accelerating Excellence in Science in Africa), the new pan-African science funding and agenda-setting platform created by the African Academy of Sciences and NEPAD Agency was held at Nairobi, Kenya.

In order to fully understand the role of each partner institution under the DELTAS programme, WACCBIP held an inception meeting at the University of Ghana on November 12-13, 2015 where representatives from various partner institutions were present. The meeting provided a platform where operational and financial management issues were discussed

Call for applications for the first cohort of postdoctoral fellows was advertised on our website and distributed extensively across various platforms. After the close of applications on November 30, 2015, a total of 61 complete applications were received and are yet to be reviewed. . Applications for our PhD programme were advertised on our website on December 9, 2015. The closing date for applications is January 31, 2016.

5.2 Research and Training – Dr. Patrick Arthur (Head, Training and Research)

Dr. Arthur gave an update on the training and research activities of the graduate students. He stated that 12 out of 15 PhD MCBI part II students submitted their full PhD proposals before the deadline of

November 30, 2015. Due to difficulties, some students offering PhD MCBI part II had with their research proposal development, he decided to monitor the progress of the projects of the PhD MCBI part I students from the first semester. All PhD part I students have presented brief outlines of their research proposals for feedback from their peers to help in the development of their individual proposals. This strategy has been adopted by the MCBI part I students.

Dr. Arthur informed the committee that all MPhil MCBI part II students had submitted their project proposals and all had successfully passed. He also stated that he was pleased that students had taken the initiative to find and attend training workshops; two PhD I students were attending a phylogenetics workshop at Noguchi and 5 students will also be attending an imaging workshop in KNUST.

There will be an American Society for Cell Biology (ASCB) workshop from January 18-29 which will be chaired by Prof. Kirk Deitsch from Cornell University.

Dr. Awandare informed the committee that WACCBIP had lost 3 female PhD students (2 students were withdrawn from the University for failing their comprehensive exams and 1 student passed on during child birth)

5.3 Monitoring & Evaluation – Dr. Osbourne Quaye

Dr. Quaye mentioned that WACCBIP submitted the annual M&E report to the AAU on 5th November 2015 after a few back and forth discussions. He indicated that the disbursement linked results must be verified by an independent consultant before the next disbursement of funds from the World Bank is received. He also informed the committee that student had evaluated all courses and faculty for feedback to improve the course and teaching effectiveness. It was also decided that an M&E plan should be developed for the WACCBIP-DELTAS project to monitor the programme output.

5.4 Logistics- Dr. Lydia Mosi

Dr. Lydia Mosi stated that there were difficulties in running the Molecular Biology laboratory last year due to lack of funds to buy reagents and supplies. However upon receiving funds from the World Bank, laboratory practical are now running smoothly. She also stated there has been compartmentalization of items for procurement to make ordering easy based on the types of supplies or reagents needed. Reagents and consumables are being procured for the ASCB workshop.

5.5 ICT- Ms. Ama Dadson and Mr. Barfi-Adomako

Ms. Dadson informed the committee that the infrastructure project to upgrade the network in the biochemistry building was 60% complete. However, work was stalled due to a termination of the contract of the previous contractor due to poor work quality. Mr. Barfi-Adomako also informed the team that the e-learning platform was being developed and there must be an assessment of the need of faculty of students to aid this process. Faculty present also mentioned the need for training in using some software.

5.6 Finance – Mr. Collins Amofah

Mr. Amofah gave a breakdown on the expenditure of the first disbursement of funds was given. It was noted that funds received had almost been depleted and steps must be taken to receive the next disbursement as soon as possible. Dr. Awandare informed the committee that during the 4th ACE workshop, it was explained that though most ACEs had received a 10% advanced disbursement in addition to the first disbursement of 10%, Ghana did not qualify for this advance at the time of signing the contract. Steps must therefore be taken to revise the contract so funds can be received to continue running the project.

5.7 Procurement – Mrs. Constance Kocke

Mrs. Kocke highlighted the activities of the Procurement Unit and stated that the following items had been procured under the WACCBIP-ACE project:

- 4x4 Vehicle
- flow cytometer
- bench top centrifuge (2)
- biosafety cabinet (2)
- laboratory reagents and supplies

She also stated that tender was advertised by PDMSD, UG to obtain a contractor for the WACCBIP building and tender was opened with 17 bids.

Under the WACCBIP-DELTAS project, a Toyota Pick-up has been procured which is currently being used. Tender will soon be advertised for the procuring of equipment under the WACCBIP-DELTAS project.

6.0 CLOSURE OF MEETING

The meeting was adjourned at 16.20 pm.

Chaired by: Dr. Gordon Awandare

Recorded by: Sika Menka