



**MINUTES OF WACCBIP IMPLEMENTATION COMMITTEE MEETING**  
**VENUE: SCIENCE CONFERENCE ROOM BCMB, UG**  
**DATE: MARCH 13, 2014.**

**1.0 Members**

<b>Name</b>	<b>Institution</b>
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-AdomakoOwusu	University of Ghana Computing Systems
Mr. Collins Amofa	ORID Accountant
Prof. Dorothy Yeboah Manu	NMIMR
Prof. Ebenezer Owusu	Dean, School of Biological Sciences
Dr. Lydia Mosi	BCMB
Dr. Osbourne Quaye	BCMB
Dr. Kwaku Asante Poku	Kintampo Health Research Centre
Prof. MahamadouDiakite	Malaria Research and Training Centre, University of Science, Techniques, and Technology, Bamako, Mali
Dr. Alfred NgwaAmanbua	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**

<b>Name</b>	<b>Institution</b>
Prof. Kwadwo Koram	NMIMR/Deputy Centre Leader
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**

<b>NAME</b>	<b>INSTITUTION</b>	<b>E-MAIL</b>
Mrs. Constance Kocke	Procurement Unit, UG	conscocke@gmail.com
Mr. Delali Kobla Kumordzi	ORID, UG	fkkumordzi@ug.edu.gh
Mr. Ezekiel Acquah	ORID, UG	<a href="mailto:ekacquah@ug.edu.gh">ekacquah@ug.edu.gh</a>

### **2.0 OPENING**

The meeting commenced at 2:32 pm.

### **3.0 MATTERS ARISING**

Minutes from previous meeting was not available due to issues concerning the academic curriculum which had to be addressed by the acting secretary.

### **4.0 NEW BUSINESS**

#### **4.1 STAFF RESPONSIBILITY ALLOWANCES**

The existing University salary structure was used as a guide in the structuring of the payment system. Estimates of salary structure submitted by Mr. Acquah, was circulated and discussed.

Dr. Patrick Arthur and Ms. Ama Dadson, would be the heads of the research/training and logistics/ ICT committees respectively hence the need to include these positions on the staff list.

In total, there would be 15 staff members. However, the Director, Deputy Director, Heads

of the research/training and ICT/logistics units would be paid responsibility allowances as approved by the University for those Positions. Apart from these, the remaining staff would be permanent. Budget would be made for only 2 research assistants instead of the listed 5 and they would be paid as BSc holders. The research assistants would be responsible for assisting students during lab sessions as well as the research fellows and would also act as lab managers.

Should there be the need to reduce staff number, some responsibilities would be consolidated. For instance one person would be responsible as an accounting assistant and a procurement officer.

(Attached is an organogram of the staff structure)

#### 4.2 IMPLEMENTATION PLAN

Dr. Patrick Arthur and Dr. Osbourne Quaye, were tasked to transfer the action plan into the implementation plan. Ms. Ama Dadson was also to fill out the ICT requirements in the implementation plan.

Expenses on regional partnerships, should account for 10% of the total expenses for the period as stipulated in the contract (World Bank). The budget being proposed should include collaborators and the amount to be spent on them. So far, some partnerships have been made in the region and Dr. Lydia Mosi was tasked to find a collaboration/agreement form/template.

#### 4.3 STIPEND FOR STUDENTS

##### Local students

Masters	-	\$ 10,000 for 2 years.
PhD	-	\$ 25,000 for 4 years
Post Doctorate	-	\$ 20,000 for 2 years

##### Regional students

Masters	-	\$ 12,500 for 2 years.
PhD	-	\$ 30,000 for 4 years
Post Doctorate	-	\$ 20,000 for 2 years

A collaboration between WACCBIP and Noguchi in the recruiting of post doctorate students. Noguchi would be responsible for the salaries of these students whereas as the centre would be responsible for the reagents and other logistics that may be needed for the research work.

**5.0 ANY OTHER BUSINESS**

The need to start with the website designing, to get the public informed. The building plan and the logo had not yet been revised. Dr. Awandare was to cross check from the contract guidelines how students recruited about a year to the end of the project would be supported financially.

**6.0 CLOSURE OF MEETING**

At 4:17 p.m. the meeting was adjourned to 20<sup>th</sup> of March, 2014.

Chaired by: Dr. Gordon Awandare

Recorded by: Sandra Owusuaah Bempah

**ORGANOGRAM REPRESENTING THE WACCBIP STAFF STRUCTURE**



