



MINUTES OF WACCBIP IMPLEMENTATION COMMITTEE MEETING
VENUE: WACCBIP SECRETARIAT, UG
DATE: MARCH 5, 2014.

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 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. 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

NAME	INSTITUTION	E-MAIL
Mrs. Constance Kocke	Procurement Unit, UG	conscocke@gmail.com
Mr. Ezekiel Acquaaah	ORID, UG	ekacquah@ug.edu.gh

ABSENT WITH APOLOGY

Name	Institution
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

2.0 OPENING

The meeting started at 2:48 pm with Dr. Gordon Awandare briefing those present about the developments on the approval of the MCBI curriculum.

3.0 MATTERS ARISING

The updated procurement budget was circulated and discussed. The grant period would start from February, 2014.

4.0 NEW BUSINESS

The Implementation plan that was presented in the proposal and the Procurement plan would be used as a guide in filling out the template of the Implementation plan, so that the information would be consistent.

4.1 IMPLEMENTATION PLAN Year 1

- i. **Curriculum development.** Development and approval of new graduate programs.
- ii. **Two workshops** to be organized by Dr. Theresa Manful and Dr. Marian Nyarko. Only local students would be recruited for the workshops. Since regional students

would not be enrolled, there is the need to compensate for this during the ASCB workshop. Hence more international students would be recruited than the usual numbers. ASCB workshop would be organized in January/February, since funds may not be available for its organization in June. It would constitute seminars, lectures and practicals. As a form of courtesy, Kirk, Martha and Joy (international collaborators of ASCB), would be invited to participate in the first ASCB workshop under the auspices of WACCBIP.

iii. Student enrolment

The committee was pessimistic about funds being released in time for the academic year. Already existing project grants with student funding would cater for this loophole. However, courses should be made available for students to register. Some existing courses were listed as part of the WACCBIP curriculum hence can be counted as a success should students register for those.

iv. Laboratory upgrade

v. Research

Three research proposals have been submitted to the Royal Society for grants. Three on-going projects would be listed and supported by WACCBIP.

vi. ICT – website designing, bioinformatics lab, etc.

vii. Sign up new regional partners

viii. Addition/completion of new lecture rooms and offices

ix. Purchase of vehicles

4.2 STAFF TO BE EMPLOYED

- i. Director
- ii. Assistant Director
- iii. Assistant Registrar
- iv. Accounting Assistant
- v. ICT/Information Officer
- vi. Procurement Officer
- vii. Two research coordinators
- viii. Five research assistants (National service persons)/ Technicians
- ix. Driver

x. Messenger cleaners

The two research coordinators would two post doctorate students, who will be responsible for grant writing, coordinating research work, writing papers and reviewing manuscripts. The research assistant would also act as lab managers. They would be independent from the National service persons recruited as teaching assistants.

4.3 COMPENSATION FOR TEACHING

A course director would be appointed for each course and he/she would be responsible for planning teaching schedules. An extra teaching allowance of \$2,000 would be allocated for every core course and \$1,500 for an elective. This amount would be shared amongst faculty who teach the course.

5.0 ANY OTHER BUSINESS

Dr. Mosi and Dr. Quaye may not be available on some Thursdays for meetings due to lectures with students from the Department of Agriculture.

6.0 CLOSURE OF MEETING

The meeting was closed at 4:26 pm with the next meeting being scheduled for 13th of March, 2014.

Chaired by: Dr. Gordon Awandare

Recorded by: Sandra Owusuaah Bempah