

# MINUTES OF WACCBIP MANAGEMENT COMMITTEE MEETING

VENUE: CBAS CONFERENCE ROOM, UG

DATE: MARCH 8, 2016

## 1.0 PRESENT

#	NAME	INSTITUTION	E-MAIL
1.	Dr. Gordon Awandare	WACCBIP/BCMB	gawandare@ug.edu.gh
2.	Dr. Patrick Arthur	WACCBIP/BCMB	parthur14@gmail.com
3.	Dr. Lydia Mosi	WACCBIP/BCMB	lmosi@ug.edu.gh
4.	Dr. Osbourne Quaye	WACCBIP/BCMB	oquaye@ug.edu.gh
5.	Dr. Bernard Amegadzie	WACCBIP/BCMB	bamegadzie@ug.edu.g
6.	Dr. Alfred Amambua Ngwa	MRC-The Gambia	angwa@mrc.gm
7.	Dr. Nana Yaw Asare Yeboah	BCMB/WACCBIP	nayeboah@ug.edu.gh
8.	Dr. Lucas Amenga-Etego	NHRC/WACCBIP	lucasmenga@gmail.com
9.	Dr. Theresa Manful Gwira	WACCBIP/BCMB	TManful@ug.edu.gh
10.	Prof. Dorothy Yeboah-Manu	NMIMR/WACCBIP	DYeboah-MManu@ug.edu.gh
11.	Mr. Barfi Adomako-Owusu	UGCS/WACCBIP	barfiado@ug.edu.gh
12.	Dr. Samuel Kojo Kwofie	Biomedical Engineering, UG	skkwofie@ug.edu.gh
13.	Mr. Emmanuel Ghartey	WACCBIP	eoghartey@ug.edu.gh
14.	Mrs. Constance Kocke	Procurement Unit, UG	conscocke@gmail.com
15.	Ms. Ama Dadson	UGCS/WACCBIP	adadson@ug.edu.gh

## IN ATTENDANCE

#	NAME	INSTITUTION	E-MAIL
11	Sika Menka	WACCBIP	sikamenka@gmail.com
12	Emefa Adzadu	WACCBIP	emefaadzadu@gmail.com
13	Solomon Sunu	WACCBIP	solomonsunu@gmail.com
14	Balapangu S. Srinivasan	WACCBIP	Srinivasan_bs85@yahoo.com
15	Delali Kumordzi	ORID Accounts Officer	dkkumordzi@ug.edu.gh

## 2.0 OPENING

The meeting commenced at 2.30 pm with opening remarks from Dr. Gordon Awandare. This was followed by introduction of all individuals present since we had some visitors joining the meeting for the first time.

## 3.0 REVIEW OF PREVIOUS MINUTES

Subject to minor changes and corrections, the minutes of the previous meeting held on December

10, 2015 were accepted as true and accurate for the record.

#### **4.0 MATTERS ARISING**

##### **4.1 Scholarships**

Dr. Awandare suggested that the number of students who received funding from other sources other than WACCBIP should be indicated. Below are the list of students:

<b>No.</b>	<b>Name</b>	<b>Programme/Year</b>	<b>Awarding body</b>
1.	Cecilia Smith	PhD (MCBI) - Year I	Building Stronger Universities (BSU II)
2.	Samuel Ahorhorlu	PhD (MCBI) - Year I	Building Stronger Universities (BSU II)
3.	Henrietta Mensah-Brown	PhD (MCBI) –Year II	Leverhulme-Royal Society
4.	William Vanderpuije	PhD (MCBI) –Year II	MAVARECA (Malaria Vaccine Research and Capacity Building)

Referring to minutes of the previous meeting, Dr. Awandare said it was agreed that two needy but brilliant students will be supported during the 2014/2015 academic year. However, this support has not been fulfilled. Members of the committee wanted to know the criteria for the selection of needy students. A number of criteria sets came up but the issue did not reach a final agreement.

##### **4.2 Programme Accreditation**

After seeking clarification from NAB, it came to light that the three (3) years accreditation for the MCBI MPhil and PhD programme is an interim one. Full accreditation status of 5 years will be conferred after review of the programmes during the last year of expiration.

#### **5.0 NEW BUSINESS**

##### **5.1 Programme Administration and Management – Emmanuel Ghartey**

###### **World Bank ACE Updates**

Mr. Ghartey indicated that official letters from the College Secretary have been received by the WACCBIP secretariat confirming the appointments of WACCBIP staff under the World Bank ACE Project.

Subject to further disbursement of funds, the World Bank indicated that all ACEs must update and submit their annual work plans and cash forecast for six (6) months covering January-June, 2016, to the National Council for Tertiary Education (NCTE). The NCTE and Association of African Universities (AAU) will have to approve these documents to ensure clearance and compliance. WACCBIP has satisfied these conditions and expecting the next tranche of funds.

He further informed the house that the AAU has engaged the services of Elsevier and Technopolis for the

independent verification of output results.

A Country Portfolio Performance Review (CPPR) meeting was held at the World Bank Office, Accra from March 1-2, 2016. The meeting was attended by the Minister of Finance, Honourable Seth Tekper and his Deputy, Honourable Mona Quartey and all World Bank grant beneficiaries.

The objective of the meeting was to receive updates from all beneficiaries, as well as challenges with project implementation. Majority of beneficiaries expressed concerns about delays in disbursement, especially this year, as it is an election year. The Honourable Minister assured all participants that funds will be disbursed without any hitches.

Under the DELTAS programme, the centre is in the process of finalizing sub-award letters to partner institutions. The first quarter report comprising a narrative and financial report has been sent to the Trust.

### **5.2 Research and Training - Dr. Patrick Arthur**

Under the MCBI Programme, 12 out of 13 proposals have been received from PhD students in the second year. In all, 8 students passed both internal and external reviews of their proposal. Of the 8 students, 4 students successfully defended their proposal whilst 4 students did not pass subject to extensive review.

For MPhil year 2 students, proposal updates have been scheduled for March 10, 2016.

Under the Wellcome Trust DELTAS Programme, Dr. Arthur indicated that the PhD interviews have been scheduled for March 15-17, 2016 for prospective fellows.

### **5.3 Monitoring & Evaluation – Dr. Osbourne Quaye**

Dr. Quaye informed the committee that the course evaluation results were ready pending analysis and interpretation. He stated the feedback solicited from students during the evaluations helps to improve their teaching and learning experience.

He further stressed that in assessing the progress and achievements of the WACCBIP-DELTAS programme, the M&E team has developed a draft M&E template for data collection based on indicators under the various thematic areas.

He indicated that M&E plan and reporting template will be shared with the Wellcome Trust and AESA team for approval and adoption.

### **5.4 Postdoctoral Coordinator- Prof. Dorothy Yeboah-Manu**

Prof. Yeboah-Manu informed the committee that after the close of applications for postdoctoral fellows on November 30, 2015, a total of 61 complete applications were received. The proposals of the 32 shortlisted applicants were reviewed by the WACCBIP Proposal review panel. 15 fellows were shortlisted for interviews.

After the interviews, a total of 9 fellows were selected. Of the 9 selected postdocs, 1 postdoc declined the offer. Below is a breakdown on the number of postdocs selected and their host institution:

<b>No.</b>	<b>Host Institution</b>	<b>No. of postdocs selected</b>
1	MRC-The Gambia	1

2	MRTC-Mali	2
3.	UCT-South Africa	1
4.	WACCBIP-Ghana	3
5.	KEMRI-Kenya	1
	<b>Total</b>	<b>8</b>

### 5.5 Logistics- Dr. Lydia Mosi

Dr. Mosi stated that in consultation with Mr. Balapangu, they had built specifications for equipment to be procured by the centre.

### 5.6 Financial Management-Ms. Emefa Adzadu and Mr. Delali Kumordzi

The financial Management team presented a summary of the 2015 financial report for both projects. Below are the financial standings of both projects as at 31/12/2015.

#### WORLD BANK ACE PROJECT- SUMMARY OF ACCOUNTS

BUDGET LINE	BUDGETED AMOUNT (USD)	ACTUAL EXPENDITURE (USD)	VARIANCE (USD)
STUDENT FEES	130,000.00	136,604.57	- 6,604.57
STAFF SALARIES	20,000.00	26,796.20	- 6,796.20
VEHICLE	80,000.00	3,468.79	76,531
EQUIPMENT	362,000.00	340,053.35	21,946.65
SUPPLIES	50,000.00	60,000.57	- 10,000.57
TRAVEL	13,000.00	55,431.71	- 42,431.71
PARTNERS (TRAINING AND RESEARCH)	73,000.00	43,492.30	29,507.70
FINANCIAL CHARGES		989.60	
<b>TOTAL</b>	<b>728,000.00</b>	<b>666,837.10</b>	<b>62,152.50</b>

#### DELTAS-SUMMARY OF ACCONTS

BUDGET LINE	BUDGET AMOUNT (USD)	ACTUAL EXPENDITURE (USD)	VARIANCE (USD)
STAFF COSTS	44,204.00	22,199.08	22,004.92
MATERIALS&CONSUMABLES	104,750.00	2,510.09	102,239.91
EQUIPMENT			

	515,250.00	8,347.14	506,902.86
TRAVEL	24,750.00	8,153.57	16,596.43
FELLOWSHIP COSTS	138,400.00	-	138,400.00
TRAINING	3,750.00	-	3,750.00
OTHER:			
IMPLEMENTATION COMMITTEE MEETINGS	9,750.00	-	9,750.00
ACCREDITATION, CURRICULLUM DEVELOPMENT	32,250.00	1,650.00	30,600.00
FACILITIES MANG.&SECURITY,PROCUREMENT	15,600.00	-	15,600.00
INTERNET SERVICES FEE	9,000.00	-	9,000.00
VEHICLE MAITENANCE	1,000.00	3,336.33	- 2,336.33
EQUIPMENT MAINTENANCE	5,000.00	-	5,000.00
FLEXIBLE FUNDING & INFLATION ALLOWANCE	30,394.00	-	30,394.00
<b>TOTAL</b>	<b>934,098.00</b>	<b>46,196.22</b>	<b>887,901.78</b>

### 5.7 ICT, Co-head (Electronic Resources) - Mr. Barfi-Adomako

Following the request of faculty members for training on e-resources, an e-learning training course was organized for WACCBIP faculty and staff at the Ghana-Korea Information Access Center, Balme Library, Legon, on January 12, 2016. Participants were introduced to the various e-resources to improve their teaching experiences. Some of the topics treated include: Introduction to E-Learning; Course Development Process, Introduction to Sakai and plagiarism. Mr. Barfi stated that a follow up on the training needs of faculty and researchers will be conducted to inform decision making.

### 5.8 ICT, Co-head (Physical Resources) - Ms. Ama Dadson

UGCS is currently rewiring the Biochemistry building and replacing all surface cables to ensure efficient internet connectivity. Ms. Dadson informed the committee that the ICT infrastructure upgrade was about 95-96% complete.

### 5.9 Bioinformatics Coordinator- Dr. Lucas Amenga-Etego

Dr. Amenga-Etego indicated that a dedicated server will be installed at WACCBIP for multiple analysis. He also indicated with consultation from the UGCS, they are coming up with a framework for the acquisition of data management tools and protocols for the centre's bioinformatics infrastructural needs.

## 6.0 Procurement- Constance Kocke

Mrs. Kocke indicated that the Procurement unit has initiated and procured the following items with some items yet to be delivered:

Below are the list of items:

No.	Contract Ref. No.	Item description	Quantity	Remarks
1	UG/G/ACE-WACCBIP	Flow Cytometer	1	Contract signed, item delivered, inspected, installed and paid for
2	UG/G/ACE-WACCBIP	Bench Top Centrifuge	2	Contract signed and the item delivered, inspected, installed and paid for
3	UG/G/ACE-WACCBIP	Inverted Microscope	1	NCT bids have been submitted, opened, evaluation complete, contract signed, awaiting delivery
4	UG/G/ACE-WACCBIP	Lab Refrigerator	1	NCT bids have been submitted, opened, evaluation complete, contract signed, awaiting delivery.
5	UG/G/ACE-WACCBIP	General Laboratory Supplies & Reagents and Office Consumables	Various	Contract signed, item delivered, inspected, and paid for.
6	UG/G/ACE-WACCBIP	WACCBIP Building: Bioinformatics Lab, Graduate Lecture Seminar Room and Offices	Various	NCT bids have been submitted, opened, evaluation complete, committee approval, awaiting contract signing.

15 laboratory equipment valued at GH¢ **1,303,345.00** are awaiting delivery and payment. 2 laboratory equipment are being sourced directly from the manufacturer:

- Gel Documentation - \$ **37,168.00**
- Protein Purification System - \$ **49,339.00**

## **7.0 WACCBIP Fundraising strategy - Dr. Yeboah**

Dr. Yeboah informed the committee that Dr. Awandare constituted a subcommittee to draw up workable strategies to deliver on WACCBIP's fundraising mandate. The members of the subcommittee are:

Dr. Yeboah	-	Chairman
Mr. Ghartey	-	Member
Ms. Sika Menka	-	Assistant to the Director was co-opted to assist the Committee as a Secretary

Members of the committee had their first meeting on February 9, 2016 to discuss WACCBIP's corporate drive. Dr. Yeboah informed the committee that the following corporate organizations have been identified as potential sponsors:

- Accra Brewery Limited
- Guinness Ghana Limited
- Ghana National Petroleum Corporation
- Unilever
- Coca- Cola
- Nestle
- Blue Skies
- COCOBOD
- Telecommunication companies: MTN, Vodafone, Airtel, Glo, TiGo, Kasapa
- Banks: Ghana Commercial Bank, Barclays, Standard Chartered, Access, UBA, National Investment Bank, Merchant Bank, Sahel Sahara, SG-SSB, Data Bank etc.
- Mining companies
- Oil Companies
- Other benevolent organizations

The team would informally contact these organizations to hold talks with them about the activities of WACCBIP. Official letters requesting for sponsorships will later be sent out to these potential sponsors.

## **8.0 UPCOMING EVENTS**

Dr. Awandare informed the committee of the following upcoming events and sought their full assistance and participation:

- 5<sup>th</sup> World Bank ACE meeting slated for May 17-19, 2016 in Accra
- Maiden WACCBIP Annual Research Conference scheduled for June 30- July 2, 2016
- WACCBIP Advisory Board meeting to be scheduled on a Sunday after the research conference.

Dr. Awandare asked the committee to nominate potential individuals to serve on the advisory board as members. A number of names came up for consideration.

## **9.0 CLOSURE**

The meeting was adjourned at 4:25pm

Chaired by: Dr. Awandare  
Recorded by: Emmanuel Gharthey