

MINUTES OF WACCBIP MANAGEMENT COMMITTEE MEETING
VENUE: SCIENCE CONFERENCE ROOM, UG
DATE: JULY 12, 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.	Prof. Neils Ben Quashie	NMIMR/WACCBIP	nbquashie@ug.edu.gh
6.	Dr. Nana Yaw Asare Yeboah	WACCBIP/BCMB	nayeboah@ug.edu.gh
7.	Mr. Barfi Adomako- Owusu	UGCS/WACCBIP	barfiado@ug.edu.gh
8.	Mr. Collins Amofah	ORID/WACCBIP	camofah@ug.edu.gh
9.	Mr. Emmanuel Ghartey	WACCBIP	eoghartey@ug.edu.gh
10.	Ms. Ama Dadson	UGCS/WACCBIP	adadson@ug.edu.gh

ABSENT

#	NAME	INSTITUTION	E-MAIL
1.	Mrs. Constance Kocke	Procurement Unit, UG	conscocke@gmail.com
2.	Prof. Dorothy Yeboah-Manu	NMIMR/WACCBIP	DYeboah-MManu@ug.edu.gh
3.	Dr. Anita Ghansah	NMIMR/WACCBIP	AGhansah@noguchi.ug.edu.gh
4.	Dr. Lucas Amenga-Etego	NHRC/WACCBIP	lucasmenga@gmail.com
5.	Dr. Theresa Manful Gwira	WACCBIP/BCMB	TManful@ug.edu.gh

IN ATTENDANCE

#	NAME	INSTITUTION	E-MAIL
1	Ms. Sika Menka	WACCBIP	sikamenka@gmail.com
2	Ms. Emefa Adzadu	WACCBIP	emefaadzadu@gmail.com
3	Mr. Solomon Sunu	WACCBIP	solomonsunu@gmail.com
4	Mr. Balapangu S. Srinivasan	WACCBIP	Srinivasan_bs85@yahoo.co

2.0 OPENING

The meeting commenced at 2:00 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 on held on March 8, 2016 were accepted as true and accurate for the record.

4.0 MATTERS ARISING

4.1 Scholarships

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. This was not fulfilled in the 2015/2016 academic year so two MPhil students have been selected to be awarded scholarships for the 2016/2017 academic year.

5.0 NEW BUSINESS

5.1 Programme Administration and Management – Mr. Emmanuel Ghartey

World Bank ACE Project:

- World Bank ACE Workshop

The 5th ACE Meeting was held in Ghana at the La Palm Royal Beach hotel from May 17-19, 2016. All 22 ACE's made presentations on the status of their respective project implementation: achievements made, challenges encountered and the top goals for the ensuing year.

There was a presentation of how the assessment of the mock survey on research output indicators with Elsevier, the independent research verification agency.

Mr. Adomako-Owusu suggested that research publication from WACCBIP should be pre-verified internally before submission since the University of Ghana is a subscriber to Elsevier.

- Partnership Agreement

WACCBIP has signed a partnership agreement with the Department of Biochemistry, Kogi State University, Anyigba-Nigeria to host a faculty member for a 6 month research visit at the centre.

Wellcome Trust DELTAS Programme:

- Issuance of fellowship award letters

Award letters have been issued to all postdocs and they have assumed duty at the respective host institutions. Award letters are yet to be issued to prospective PhD fellows.

5.2 Research and Training- Dr. Patrick Arthur

- Submission of research proposals

Dr. Arthur indicated that under the MCBI Programme, 2 out of 13 PhD year 2 students have not submitted their research proposals. A deadline of July 31, 2016 was communicated to students for final submission. They will defend their proposals next semester at a date yet to be determined.

During last semester, to measure the level of student progress, PhD MCBI, cohort I (Year 3) were asked to submit their scientific reports (bench work reports). All scientific reports have been submitted

and duly reviewed. Student progress in terms of data acquisition are as follows: 25% coverage was

achieved, comprising 15% progress (1 person); 10% progress (4 persons) whilst in terms of proposal defense, 5% coverage was recorded.

- Low performing students
Dr. Arthur suggested that low performing students should be requested to pre-finance their tuition fees. However, such fees may be refunded if significant progress is made on the part of the student.
- Thesis defense
For MPhil cohort 1, July 19, 2016 have been scheduled for their thesis defense.
For MPhil cohort 2, thesis defense will be scheduled second half of July. The exact date will be communicated soon.

5.3 Monitoring & Evaluation – Dr. Osbourne Quaye

Dr. Quaye informed the committee that the M&E team has put in place the requisite reporting systems for both the World Bank and the DELTAS projects. He further noted that the next reporting timelines for the ACE and DELTAS projects are October 15, 2016 and January, 2017 respectively. He suggested that there will be regular updates on grants won by faculty so he will send out mails to all faculty to update their list. Course and faculty evaluations will be ready at the end of the semester. Last semester, the evaluations were paper based (hard copies) but this semester, evaluations were done online. The results for the online evaluations have been generated, proof-read and are ready for circulation.

Dr. Awandare on his part reiterated that M&E is an on-going process hence the need to have regular meetings to update existing records as information could be solicited by funders at any time. He further advised that the M&E team keeps in touch with the MPhil II to monitor their progression (destination data) after completion of the programme.

Prof. Quashie also advised that students opinions should be sought on their learning experiences semesterly and evaluated to inform decision making.

5.4 Logistics- Dr. Lydia Mosi

Dr. Mosi stated that in consultation with Mr. Balanpangu they have developed a list of suppliers for outstanding equipment to be procured. Additionally, all laboratory equipment procured have been assigned to the various labs and the asset register updated.

The next piece of major equipment to be procured under the World Bank ACE project is a Mass spectrometer. However, the quotations received from suppliers were in excess of \$500,000 hence a decision was made to procure a relatively cheaper equipment such as the confocal microscope.

5.5 Financial Management-Mr. Collins Amofah

Mr. Amofah indicated that an external audit firm, PricewaterhouseCoopers (PwC), external audit firm have completed their 2015 Audit Report for both DELTAS and World Bank ACE projects. A draft of the audit report has been submitted to Dr. Awandare for his perusal and comments. The financial management team indicated that there were issues with the reconciliation of the DELTAS accounts

since the accounts is not used solely for the DELTAS project.

Dr. Awandare suggested that the financial management team should schedule a meeting with officials of PwC to address the issues raised.

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

Ms. Dadson informed the committee that the bioinformatics lab was about 80% complete. However, there were delays with raising invoices for the procurement of some equipment needed for the bioinformatics lab. On the bioinformatics infrastructure, she stated that a standalone local server should be dedicated to the WACCBIP bioinformatics lab. The specifications will be provided by Dr. Amenga-Etego based on similar specifications from the Medical Research Council Unit-The Gambia. The UGCS team have installed switches at the bioinformatics lab to ensure efficient internet connectivity.

Dr. Awandare raised concerns on the dormant state of the BCMB website which is currently hosted by UGCS and advised that Mr. Sunu be given access to so he can periodically populate the content on the website.

Requests for setting up official UG email accounts for the DELTAS postdoctoral fellows has been done.

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

Mr. Barfi-Adomako stated that there will be a follow up on the e-learning training course that was organized for WACCBIP faculty and staff at the Ghana-Korea Information Access Center, Balme Library, Legon. He and his team will identify equipment needed for the e-learning training and their specifications so the centre procures these equipment. He also indicated that his outfit is in talks with the Graduate School to fasttrack thesis publication and subsequent migration unto the UG institutional repository.

5.8 WACCBIP Fundraising strategy- Dr. Yeboah

Dr. Yeboah informed the committee that he has sent official letters inviting key individuals from the following organizations as guests to the WACCBIP Research Conference:

- COCOBOD
- Databank
- Otumfuo Educational Trust
- Oyeeman Trust

This he said was a strategy to showcase the works of the centre to potential private sector firms who could be interested in sponsoring our students.

Dr. Awandare suggested that instead of sponsorships, these firms could assist in the acquisition of equipment which will be duly branded with their names.

5.9 Plans for the maiden WACCBIP Research Conference, 2016

- **Sponsorship**-Some of the Centre's suppliers, namely: Inqaba, MERCK and MES equipment/Carramore have expressed their desire to place adverts in the conference brochure at a fee.
- **Accommodation**- Accommodation has been arranged for invited guests at Yiri Lodge, which is in close proximity with the venue of the Conference at Noguchi Memorial Institute for Medical Research.
- **Media**- Some faculty members and students of the centre will be selected to be hosted on a talk show on Citi FM, an Accra based radio station, to create publicity and invite the general public to the conference.
- **Catering**- The services of the University of Ghana Guest centre have been contracted to provide coffee during breaks whilst Tasty Treats were contracted to provide lunch
- **Social media**- Daily reportage on proceedings at the conference on the WACCBIP website. A twitter account with #WACCBIPResearchConference2016 should be activated for use during the conference.
- **Logistics**- Dr. Mosi, Ms. Menka and Mr. Ghartey are coordinating some outstanding logistical needs for the conference.

6.0 CLOSURE

Following discussions of all relevant issues, Dr. Mosi moved for the meeting to be brought to an end and this was seconded by Prof. Quashie. The meeting was adjourned at 3:15pm.