

MINUTES OF THE WACCBIP MANAGEMENT COMMITTEE MEETING

1.0 BACKGROUND

WACCBIP had a Management Committee meeting on September 27, 2017 from 2:30 pm to 5:19 pm at the Science Conference Room, Ground floor-Biochemistry Building. The purpose of the meeting was for all unit heads to provide updates on their respective operational areas.

2.0 ATTENDANCE

Present

No.	Name	Designation
1.	Prof. Gordon Awandare	Director
2.	Prof Kwadwo Koram	Deputy Director
3.	Dr. Patrick Arthur	Head, Training and Research
4.	Dr. Theresa Manful Gwira	Graduate Students Admissions and Examinations
5.	Prof. Neils Ben Quashie	Representative for College of Health Sciences
6.	Prof. Isaac K. Asante	Representative for Vice Chancellor
7.	Prof. Daniel B. Sarpong	Representative for College of Basic and Applied Sciences
8.	Prof. Dorothy Yeboah-Manu	Postdoctoral Programme Coordinator
9.	Dr. Osbourne Quaye	Head, Monitoring and Evaluation
10.	Dr. Lydia Mosi	Logistics Coordinator
11.	Dr. Gideon Helegbe	Representative for National Partners
12.	Ms. Ama Dadson	Co-head ICT(Physical Resources)
13.	Mrs. Constance Kocke	Representative for Procurement Office
14.	Mr. Barfi-Adomako Owusu	Co-head ICT (Electronic Resources)
15.	Mr. William Ekloh	Representative for Graduate Students

In Attendance

No.	Name	Designation
16.	Mr. Michael Somuah Nkansah	Project Manager
17.	Mr. Emmanuel Ghartey	Centre Administrator
18.	Ms. Sika Menka	Assistant to the Director
19.	Mr. Srinivasan Shankar Balanpangu	Laboratory Technologist
20.	Mr. Vincent Appiah	ICT Officer
21.	Ms. Emeffa Adzadu	Accounts Officer
22.	Ms. Marian Nanor	Accounts Officer
23.	Mr. Joseph K. Dwumfour	Accounts Officer-ORID
24.	Ms. Kyerewaa Akuamoah Boateng	Public Engagement Officer

Absent

No.	Name	Designation
25.	Mr. Collins Amofah	Financial Manager

3.0 OPENING REMARKS AND REVIEW OF PREVIOUS MINUTES

The meeting commenced at 2:30 pm with introductory remarks by Prof. Awandare. This was followed by a review of minutes of the previous meeting. Subject to changes and corrections, the minutes were accepted as true and accurate.

4.0 MATTERS ARISING

Prof. Awandare informed the committee that in order to ensure that decisions taken during the committee meetings are binding, he wrote to the Vice Chancellor and Provost of the College of Basic and Applied Sciences (CBAS) to nominate representatives from their respective offices. He later introduced Professors Isaac K. Asante and Daniel B. Sarpong as representatives of the Vice Chancellor and CBAS Provost respectively.

5.0 NEW BUSINESS (Reports from unit heads)

5.1 Programme Management

- DELTAS Annual Grantees Meeting (AGM)

Mr. Nkansah informed the committee on the following:

1. DELTAS Annual General Meeting

The second annual DELTAS general meeting was held from July 3-5, 2017 at Fiesta Royale in Accra. The meeting gave the DELTAS Programme Directors an opportunity to give updates on the programme implementation work and created an avenue for fellows from the different programmes to interact with each other. The meeting was themed 'Showcasing the best so far'.

Invited guests included:

- Executive Director AESA-Dr. Tom Karuiki
- Vice Chancellor, University of Ghana- Professor Oduro Owusu
- Deputy Minister of Health- Kingsley Aboagye Gyedu

Prof. Awandare made some opening remarks and welcomed all invited guests and DELTAS fellows to the meeting. The keynote speaker for the opening ceremony was Prof. Frimpong-Boateng, Minister of Environment, Science, Technology and Innovation who gave a presentation on "My life Journey from Cardiovascular Miracles to Political Leadership"

The second keynote address was delivered by Prof. Peter Agre, a 2003 Nobel Laureate for Chemistry from Johns Hopkins University, MD, USA.

There was a special lecture from Prof. Agnes Bingwaho, former Minister of Health of Rwanda and the current Vice Chancellor of University of Global Public Health Equity. There were presentation sessions from the Deltoids and fellows from the India Alliance.

2. University of Ghana Host Prof. Peter Agre, 2003 Nobel Laureate for Chemistry

The University of Ghana on July 4, 2017 had the privilege of hosting Professor Peter Agre, a 2003 Nobel Laureate in Chemistry and the Director of the Johns Hopkins Malaria Research Institute at the Bloomberg School of Public Health in Baltimore-USA. He delivered the 7th in the series of the Vice-Chancellor's Occasional Lecture on the topic "Aquaporin water channels: From atomic structure to malaria".

The lecture was chaired by, Prof. Ebenezer Oduro Owusu, Vice Chancellor, University of Ghana, with the support from WACCBIP and AESA.

3. WACCBIP Second Research Conference

WACCBIP held its Second Research Conference on July 6-7, 2017, at the Institute of Statistical, Social and Economic Research, University of Ghana. The theme for the workshop was "Building capacity for high quality biomedical research".

Invited guests included:

- Prof. Francis Dodoo-Pro-Vice Chancellor, Research, Innovation and Development (RID)
- Prof. Kwadwo Ansah Koram-Deputy Director WACCBIP
- Prof. Daniel K. Asiedu-Provost of the College of Basic and Applied Sciences
- Mrs. Eunice Ackwerh- Senior Education Specialist
- Dr. Oliver Wills, the International Operations and Partnerships Adviser of the Wellcome Trust
- Dr. Thomas Maina Kariuki-Director of Alliance for Accelerating Excellence in Science in Africa (AESA)

Prof Fred Binka, the founding Vice-Chancellor of the University of Health and Allied Sciences (UHAS) in the Volta Region was the keynote Speaker and presented on the topic "Building Capacity for High Quality Biomedical Research in Africa: A Ghanaian Experience"

There were plenary talks on both days by WACCBIP collaborators such as,:

- Prof. David J. Conway-London School of Hygiene & Tropical Medicine
- Prof. Miguel A. Valvano-The Wellcome Wolfson Institute For Experimental Medicine, Queens University Of Belfast
- Dr. Abdoulaye Diabate-Institute De Recherché En Sciences De La Sante/ Center MURAZ, Bobo- Diolasso, Burkina faso
- Prof. Solomon Ofori-Acquah-University of Pittsburgh USA
- Prof. Ambrose Wonkam-University of Cape Town-South Africa
- Prof. Mark Carrington-University of Cambridge
- Prof. Julian L. Griffin-University of Cambridge
- Prof. Abdoulaye A. Djimde-Malaria Research And Training Center, University Of Sciences, Techniques And Technology Of Bamako, Mali

- Prof Ann M. Moormann-University of Massachusetts Medical School, Worcester, MA USA
- Dr. Jean Langhorne-The Francis Crick Institute, London
- Dr. Kevin Tetteh,-London School of Hygiene & Tropical Medicine
- Prof. Faith Osier- Kenya Medical Research Institute-Center Of Geographical Medicine Research-Kilifi, Kenya

There were about 28 oral presentations and 26 poster presentations by Masters and PhD students and post-doctoral fellows. The best student presenters were awarded prizes, which included sponsorship to attend an international conference

4. Second WACCBIP International Advisory Board meeting

The second WACCBIP International Advisory Board meeting was held on Saturday, July 8, 2017 from 10:05 am to 2:55 pm at the Peduase Valley Resort, Aburi, Ghana. There were 19 attendees, comprising Advisory Board members, the WACCBIP Director, members of the WACCBIP Management Committee and WACCBIP Secretarial Staff.

Prof Awandare informed the board that per the conditions as set out in of Terms of Reference of the advisory board, all office holders who leave office were to be replaced with the new occupant of the various offices at the University of Ghana.

He then introduced Professors Francis Dodoo, Daniel Asiedu and Kwaku Tano-Debrah as new board members.

Discussions were centered on review and adoption of previous minutes, stock taking of the previous year, challenges encountered, feats chalked and plans for the ensuing academic year.

5. World Bank Senior Director visits WACCBIP

WACCBIP was privileged to receive a high-level delegation from the World Bank on the July 10, 2017. The delegation was led by the Senior Director, Jaime S. Chanduvi, Practice Manager, Halil Dundar, Communications Officer, Kennedy Fosu, Assistant to the Senior Director, Marcela Gutierrez Bernal and Senior Education Specialist, Eunice Yaa Brimfah Ackwerh. The delegation were at the Centre to learn about WACCBIP and also to interact with faculty and students concerning their learning experiences and some challenges facing education generally in Africa.

6. Orientation, welcome and information session for graduate students

An orientation and information session was organized for newly admitted Masters and PhD students on August, 28, 2017 at WACCBIP. This is the fourth cohort of graduate intake at WACCBIP. This session created an opportunity for the admitted students to interact with faculty, staff and other postgraduate students.

7. Interviews for Communications Manager

Following the advertisement for the position of Communications Manager, interviews were held on September 26, 2016. Based on scoring by the panel, Mr. Solomon Katachie was adjudged the preferred candidate for the communication manager position.

WACCBIP BUILDING UPDATE

A general site meeting was held on September 22, 2017 with the contractor and his teams to receive updates on progress made, challenges encountered and the way forward. As at the day of the meeting, the building was about 62% complete with a proposed completion date of October, 2017. However, there are some few outstanding works to be completed.

Below is current state of affairs with regards to the building:

No.	Activity	Progress made (%)
1	Ground floor block work	100
2	First floor slab	100
3	First floor column beams	100
4	Roof beams	100
5	Block work above beams	100
6	Roof	30

Per the present schedule, it was estimated that the building will be completed by the end of October, 2017

Tax Exemption

The VAT and import duties waiver for the procurement of a confocal microscope has been successful and the equipment was delivered on September 25, 2017

Plans are also underway to request for tax exemption for the High Performance Computing Systems

Public engagement activities for 2016/2017

Under the DELTAS programme, a number of public engagement activities have been introduced and they are as follows:

- The introduction of a weekly story series titled “WACCBIP student spotlight”.

The student spotlight features WACCBIP students who share their research and training experiences with the much wider audience. As at the time of the meeting two stories had been written and published on the WACCBIP website and social media platforms:

- Student Spotlight of the Week: Ethel Juliet Blessie - September 11, 2017
 - Student Spotlight of the Week: Reuben Ayivor-Djanie - September 25, 2017
- WACCBIP outreach programme

Some of the outreach programmes WACCBIP has embarked on are:

- Visit to West African Senior High School -July 14, 2017
- TV outreach programme on Malaria and Burkitt’s Lymphoma at Adom TV by WACCBIP students (Mr. Reuben Ayivor-Djanie and Mr. Dominic Amuzu - September 18, 2017
- Weekly and daily updates on social media platforms

Public engagement activities for the coming month

- Tuberculosis outreach for October 2017
- Breast cancer outreach for October 2017

5.2 Programme Administration

1. Training

- **On July 28, 2017**

Mr. Emmanuel Baidoo, CBAS college secretary had an orientation session for all WACCBIP staff on University Management and Administration. He took the team through the following topics:

- The University of Ghana Governance and Decision Making System
- College Administration
- Operations of a University Centre

2. Staffing

Performance appraisals were conducted for all administrative staff on August 14, 2016. After which, a one- to- one session was held with the Director to discuss the respective appraisals. Contracts were renewed for staff whose performance were deemed satisfactory.

New Appointments

- Ms. Marian Namle Nanor- Accounts Officer
- Ms. Kyerewaa Akuamoah Boateng-Public Engagement officer
- Mr. Prince Berko- Research Assistant for Infectious Disease Lab
- Ms. Mabel Pephrah-Research Assistant under Dr. Mosi's MRC project
- Mr. Kenneth Hayibor- Research Assistant for Dr. Wiredu

3. First cohort of master's students at WACCBIP graduate from the University of Ghana

The first cohort of MCBI Masters students graduated on 21st July, 2017 which marked a major milestone at WACCBIP.

Partnership Agreements

- **WACCBIP and Department of Clinical Microbiology at KNUST**
WACCBIP has committed USD 27,000 for the training of Masters and PhD students at the Department of Clinical Microbiology, KNUST. This existing partnership agreement is currently being amended to support Dr. Patrick Narkwa (a postdoctoral applicant) conduct his research. An amount of USD 25,000 will be committed towards his research project. If this amendment is finalized, a total of USD 52,000 would have been committed to KNUST.

4. Administrative Meetings

The administrative team of WACCBIP has been holding bi-weekly meetings specifically on Fridays. These meetings provide an avenue for staff to discuss progress of work, challenges encountered and the way forward. Additionally, these meetings are held to enhance the flow of information and increase team cohesion.

One major issue that has consistently come up at the meetings is the safety and security of the labs. For example, a level 400 student had her laptop stolen even with the presence of CCTV cameras at the corridors.

The team proposed the following:

- CCTV cameras should be installed in all the labs if possible. Also, CCTV cameras should be installed in the dark room as it contains expensive equipment
- All labs should be assigned Teaching Assistants/Research Assistant to monitor the day-to-day activities at the various laboratories.

5.3 Training and Research

-World Bank ACE project

MPhil Cohort I: Sixteen (16) students graduated during the July, 2017 congregation. Mr. Deladem Amekudzi has finally submitted his thesis for review.

MPhil Cohort II: Fourteen (14) students defended their proposals at the end of June, 2017 with four outstanding. Out of the four, three students were scheduled for presentations on the following dates; 19th, 23rd, and 26th October, 2017.

MPhil Cohort III: All students had presented written and oral proposals

MPhil Cohort IV: Project proposal summary submission and oral presentation has been scheduled for November, 2017 and December, 2017 respectively to prepare the students for the WACCBIP-Oxford-ASCB workshop in January, 2018.

PhD cohort I: All twelve students will present their final progress report starting October to the middle of November, 2017.

PhD Cohort II: All students have been scheduled for progress report presentations next semester.

PhD Cohort III: All students had submitted their written proposals at the end of May, 2017. At the time of the meeting, ten out of the fifteen students had presented their oral proposal.

PhD Cohort IV: Project proposal summary submission (main and comprehensive exam proposal) and oral presentation have been scheduled for November, 2017 and December, 2017 respectively to prepare the students for the WACCBIP-Oxford-ASCB workshop in January, 2018.

Partnership Activities

Planning is underway for a proposed two-week workshop for the training of biomedical scientists from the National Catholic Health Services following the signing of an MoU between the two parties.

-DELTAS

Graduate Interns

- The first cohort of graduate interns completed their national service in July, 2017. Majority of the interns are now enrolled in graduate programmes at the centre.
- The second cohort of graduate interns were to submit a two page proposal summary for review during journal club meeting by October 7, 2017.

Royal Society of Biology Accreditation Awards

- As part of the Royal Society of Biology Accreditation scheme, the best projects are selected from Royal Society Accredited programmes and awarded. Based on nominal scores obtained from research projects, Ms. Pheonah Badu was nominated to compete for this award.

5.4 Graduate Admissions and Examinations

Dr. Gwira informed the committee that fourteen out of fifteen PhD students passed the comprehensive exams. However, one female student on maternity leave will soon be scheduled for her oral comprehensive exams.

Prof. Awandare tasked Dr. Gwira to prepare a student hand book for graduate students of the centre which was a recommendation made by the WACCBIP Advisory Board.

5.5 Monitoring and Evaluation

Dr. Quaye, gave updates on M & E activities for the period under review

- Course and lecturer Evaluations

Course and lecturer evaluations by students for the last semester had been completed. Generally, the responses for the courses were good per the evaluations but MCB1 604: Host Pathogen Genomics did not receive good responses.

- Evaluation of WACCBIP Research Conference, 2017

A total of 146 respondents completed the evaluation for the Research Conference of which 95% of the responses were good. Some of the respondents indicated that the conference was good and relevant to public health, the information was good for intellectual discourse and the topics discussed were relevant to their research work. The key note and plenary sessions received high scores whilst the poster sessions received average scoring.

Prof. Awandare suggested to the committee that three days should be dedicated to the Research conference based on feedback received.

- Publications

A total of 21 papers had been published by WACCBIP faculty and fellows during the period under review.

Prof. Asante asked the Director whether there was a way to encourage students to publish. The Director explained that the Centre has instituted a publication award which comprise of USD 100 multiplied by the Impact Factor of the journal for both student and supervisor.

-Grants won by faculty

Title	Brief Description of the Award	WACCBIP faculty awarded	Grant PI	Amount and Period
Hearing Impairment Genetics Studies in Africa	Wellcome Trust-AESA H3Africa grant for Hearing Impairment Genetics Studies in Africa	Prof. Gordon A. Awandare	Prof . Ambroise Wonkam	\$3,294,140 2017-2021
Hearing Impairment Genetics Studies in Africa (HI-GENES Africa)	NIH grant for Hearing Impairment Genetics Studies in Africa	Prof. Gordon A. Awandare	Prof . Ambroise Wonkam	\$1,249,097 2017 – 2022

5.6 Postdoctoral Coordinator

Prof. Yeboah-Manu informed the committee that she held a meeting with all the Postdoctoral fellows to discuss their research work. This meeting did not include Dr. Lily Pameka as she had not yet assumed duty.

Prof. Awandare suggested that the Centre appoints a fellow with expertise in HIV/AIDS during the next call for applications to diversify the research themes under the DELTAS postdoctoral programme

5.7 Logistics

Dr. Mosi informed the committee that the Centre had taken delivery and installed a Biobase BSC II biosafety cabinet from Chances and Opportunities Ltd at the Molecular Biology laboratory. Other equipment procured included an Eppendorf Master cycler Thermocycler, two units of upright bright field microscopes with cameras. A -20°C freezer has been installed at Protein Expression Lab. Additionally, an -80°C upright freezer has been procured and installed at Noguchi at the request of Dr. Adwoa Wiredu. She further stated that the confocal microscope had been delivered and installation and training on its usage will follow soon.

She also informed the committee that three new equipment; thermocycler, pH meter and a gel electrophoresis kit have been procured for use by LEKMA hospital as part of the existing partnership between the Centre and LEKMA.

She further discussed challenges on maintenance of equipment, frequent break-down of equipment and failure on the part of users to log in and out before and after using equipment at the various labs.

Other equipment procured for the Centre include:

- One washing machine
- PCR cabinet
- Nitrogen Evaporator (from Dr. Mosi's CAPREx grant)

5.8 ICT (Electronic Resources)

-Video and surveillance equipment

Mr. Barfi informed the committee that to ensure security at the Centre, CCTV cameras have been installed at vantage points. There are some IP configurations to be conducted to ensure that the installed cameras had IP connectivity. A letter was issued informing all employees of the installed CCTV cameras at the Centre. Surveillance signages have also been posted to notify people that CCTV cameras had been installed.

-ICT needs of the WACCBIP Building

Mr. Barfi indicated that he was working closely with the building contractor and his team on the audio-visual and IT related needs of the WACCBIP building. A bill of quantities have been prepared awaiting procurement.

-WACCBIP Virtual Office

Plans are underway to establish a virtual WACCBIP office that will be used to manage and distribute documents among the various WACCBIP offices. He also suggested the digitization of hardcopy records at the Centre for ease of information retrieval.

5.9 ICT (Physical Resources)

SPHEIR Partnerships Grant Proposal

Ms. Dadson informed the committee that the SPHEIR proposal application she submitted was not successful. Out of 275 applications, 6 were funded in East Africa and South Africa. She indicated that the proposal was good and will seek other channels for support.

Visits to Wellcome Trust Headquarters, UK and Science Gallery, UK

Ms. Dadson and Ms. Eibhlin Chlerigh (a Knowledge Management professional and consultant of WACCBIP) attended a series of meeting at the Wellcome Trust Headquarters in London. They met with Helen Latchem and Sarah Gill from the International Engagement and Public Engagement Departments respectively, on July 12th, 2017. They also met Jamie Dorey, the Public Engagement Manager at the Science Gallery, Kings College, UK on July 15th 2017. The meetings were very useful and generated ideas towards setting up a Public Engagement for Science office within WACCBIP.

WACCBIP-DELTAS Public Engagement Project (PEP) Proposal.

A proposal has been developed with assistance from Ms. Kyerewaa Akuamoah Boateng on the following primary strategic priorities for funding:

- a. Enabling WACCBIP to become a leader in Public Engagement to maximise the impact of the Centre's research agenda, building a central support function for PE with key functions which will include: training; development of networking opportunities; use of space; marketing and communications.
Three key components required to meet the above primary strategic priorities are:

- i. Establishment of a Public Engagement Office within WACCBIP-DELTAS programme. This office will be responsible for designing and implementing innovative public engagement activities that will interconnect WACCBIP with its target audiences. The office will also hold training and provide resources and support for WACCBIP and UG scientists in their PE activities.
- ii. Extending Outreach Programmes to young secondary school students. Building on the existing WACCBIP Secondary School outreach programme by adapting and implementing 'I'm a Scientist, get me out of Here! ' programme for Ghana.
- iii. Host an International Conference on Transdisciplinary Public Engagement in Africa and a mini exhibition.
The conference will aim at increasing the understanding of Public Engagement and the potential it creates for different audiences among University of Ghana researchers and peers from partner Universities in Western Africa and the Association of African Universities (AAU). This workshop will be delivered in partnership with Science Gallery International and AAU.

-Evaluation of bids for High Performance Computing System (HPC)

The draft report for bids for the High Performance Computing system is ready and has been circulated to members on the evaluation team for review.

6.0 Financial Management

- Financial Report on WACCBIP Research Conference

The table below is a breakdown of expenditure incurred during the July, 2017 WACCBIP Research Conference:

1. INTERNAL SUPPORT

DESCRIPTION	BUDGET	ACTUAL	VARIANCE
	USD	USD	USD
Travel costs			
Airfares and visas	42,150.00	25,563.80	16,586.20
Accommodation for guests	8,400.00	11,729.54	- 3,329.54
Sub-total	50,550.00	37,293.35	13,256.65
Logistics			
Conference venue	1,400.00	1,400.00	-

Decoration of venue	750.00	-	750.00
Canopies, Chairs, tables	592.50	783.56	- 191.06
Rental of exhibition booths	225.00	-	225.00
Meals (Coffee breaks, lunch, dinner, drinks)	11,280.00	8,975.69	2,304.31
Live band for dinner	1,500.00	1,388.89	111.11
Sub-total	15,747.50	12,548.15	3,199.35
Media and Publicity			
News coverage (during conference)	1,250.00	2,314.81	- 1,064.81
Publicity (before conference)	750.00	-	750.00
Video production	750.00	-	750.00
Photography	300.00	-	300.00
Conference brochures	2,500.00	1,708.65	791.35
Sub-total	5,550.00	4,023.46	1,526.54
Miscellaneous			
Imprest for petty cash expenses	2,902.50	3,110.04	- 207.54
Honoraria	3,000.00	4,974.66	- 1,974.66
Sub-total	5,902.50	8,084.70	- 2,182.20
Unbudgeted expenses			
Subsistence for incidentals	-	804.17	- 804.17
WACCBIP research conference 2017 logo design award	-	100.00	- 100.00

Sub-total	-	904.17	- 904.17
GRAND TOTAL	77,750.00	62,853.83	14,896.17

ALLOCATION BY PROJECT			
PROJECT	BUDGET	ACTUAL	VARIANCE
WORLD BANK - RE 18	31,898.75	10,373.80	21,524.95
DELTAS - RE 53	41,351.25	45,863.70	- 4,512.45
ADMIN - RE 68	4,500.00	6,616.33	- 2,116.33
TOTAL	77,750.00	62,853.82	14,896.18

2. EXTERNAL SUPPORT

Cash and Kind donations were made by vendors and suppliers to support the Research conference

A. Cash donations

DATE	SUPPLIER	AMOUNT	
		GHS	USD
4-Jul	Inqaba Biotec		1,475.00
11-Jul	DCL	2,000.00	476.19
28-Jun	Prime Biolabs		1,500.00
TOTAL		2,000.00	3,451.19

B. Donations in kind

A donation of 300 notebooks and pens was made by Inqaba Biotec.

-Bank Balances

Ms. Adzadu informed the committee on the bank balances of both project as at September 27, 2017. The break downs were as follows:

World Bank ACE Project- \$ 2,135,097.49
DELTAS Pro - \$ 373,368.36

The bank balances for the three WACCBIP accounts are as follows:

GHS - 547,538.77
USD Local - 1,755,446.92
USD offshore- 21,076.47

6.1 Procurement

- Equipment

Mrs. Kocke informed the house that a Biosafety cabinet from Chances and Opportunities Limited is yet to be delivered. An Ultra-low freezer had been delivered and installed the Bacteriology Department of the Noguchi Memorial Institute for Medical Research.

-Procurement for 2nd phase of the WACCBIP Building

The procurement process for the supply and installation of air-conditioners, a cold room, internet wiring, fire alarm and lightning protection equipment had been initiated.

-Supply of furniture

She stated that the call for bids were to be advertised in the Daily Graphic on October 2, 2017 for the supply of furniture for the WACCBIP building.

-Procurement Audit

The procurement audit report under the World Bank ACE project had been submitted by the consultant and forwarded to the Director.

6.2 AOB

Prof. Awandare informed the committee that the Provost of CBAS has constituted a College Procurement Committee of which he is a Chair. He admitted that he will initiate the process for directly procuring equipment and reagents from suppliers by writing officially to the Public Procurement Authority.

Prof. Koram informed the committee that out of a grant that he has, he plans to organize a workshop on Statistics for PhD students at the Centre.

7.0 CLOSING

The meeting came to a close at 5:19 pm. This was followed by a meeting of academic senior members to consider the applications and subsequent appointments of adjunct faculty and research fellows.