

**MINUTES OF THE WACCBIP MANAGEMENT COMMITTEE MEETING HELD ON NOVEMBER 23, 2017 AT THE SCIENCE CONFERENCE ROOM**

## **1.0 BACKGROUND**

WACCBIP had a Management Committee meeting on November 23, 2017 from 2:30 pm to 5:53 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**

<b>No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Gordon Awandare	Director
2.	Dr. Patrick Arthur	Head, Training and Research
3.	Dr. Theresa Manful Gwira	Graduate Students Admissions and Examinations
4.	Prof. Ben Neils Quashie	Representative for College of Health Sciences
5.	Prof. Isaac K. Asante	Representative for Vice Chancellor
6.	Prof. Daniel B. Sarpong	Representative for College of Basic and Applied Sciences
7.	Dr. Osbourne Quaye	Head, Monitoring and Evaluation
8.	Dr. Lydia Mosi	Logistics Coordinator
9.	Mrs. Constance Kocke	Representative for Procurement Office
10.	Mr. Barfi-Adomako Owusu	Co-head ICT (Electronic Resources)

### **In Attendance**

<b>No.</b>	<b>Name</b>	<b>Designation</b>
11.	Ms. Sika Menka	Assistant to the Director
12.	Mr. Srinivasan Shankar Balanpangu	Laboratory Technologist
13.	Mr. Vincent Appiah	ICT Officer
14.	Ms. Emeffa Adzadu	Accounts Officer
15.	Ms. Marian Nanor	Accounts Officer
16.	Mr. Joseph K. Dwumfour	Accounts Officer-ORID
17.	Ms. Kyerewaa Akuamoah Boateng	Public Engagement Officer

### **Absent**

<b>No.</b>	<b>Name</b>	<b>Designation</b>
18.	Prof Kwadwo Koram	Deputy Director
19.	Prof. Dorothy Yeboah-Manu	Postdoctoral Programme Coordinator
20.	Ms. Ama Dadson	Co-head ICT(Physical Resources)
21.	Mr. Collins Amofah	Financial Manager
22.	Mr. Emmanuel Ghartey	Centre Administrator
23.	Mr. William Ekloh	Representative for Graduate Students

### **3.0 OPENING REMARKS AND REVIEW OF PREVIOUS MINUTES**

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

### **4.0 MATTERS ARISING**

Prof. Awandare advised the committee to ensure that they read the minutes of all meetings, even if they were absent, so that they would be abreast with all ongoing activities at the Centre. He also suggested that the Representative for Graduate Students nominates a colleague to represent him if he is unable to attend the meeting.

### **5.0 NEW BUSINESS**

#### **5.1 Grants Management**

Ms. Menka informed the committee on the following:

1. World Bank African Centre of Excellence (ACE) Project
  - There was a National Steering Committee meeting at the National Council for Tertiary Education (NCTE) on October 13, 2017. All 3 ACE's in Ghana were present and had discussions on the status of implementation of their projects as well as various issues and challenges they faced.
  - The Monitoring and Evaluation (M&E) report for the period April - October, 2017 had been submitted to the Association of African Universities (AAU) after which centres were asked to revise the report to include the results from November 2016 – March 2017. Due to issues some centres faced in submitting their reports, an M&E WebEx meeting was scheduled by the M&E officers of the AAU and World Bank on October 27, 2017 to resolve these issues prior to the ACE project workshop.
  - The first Joint ACE I and II workshop (8<sup>th</sup> ACE I workshop) was hosted in Ghana at the La Palm Royal Beach Hotel in Accra from November 7-9, 2017. Present were 46 ACEs from West, Central, Eastern and Southern Africa. The Minister of Education, Honourable Dr. Matthew Opoku Prempeh officially opened the ceremony. Other dignitaries present included Mr. Henry Kerali (World Bank Country Director), Professor Etienne Ehouan Ehile (AAU Secretary General), Mr. Badara A. Joof (Minister of Higher Education, Research, Science and Technology from The Gambia), Mr. Andreas Bloom (Regional Team Lead, World Bank), Ms. Xiaoyan Liang (Lead, Education Specialist, World Bank, ACE II), Dr. Eugene Mutimura (Project Coordinator ACE II, Inter-University Council for East Africa) and Prof. Jonathan Mba (Project Coordinator ACE I, Association of African Universities). The meeting provided the opportunity for the new and old ACE's to learn from each other's experiences.
  - There was an ACE Project Steering Committee meeting on November 10, 2017, at the La Palm Royal Beach Hotel. Proceedings from the meeting are yet to be shared with the ACE projects.

#### *Building Project*

- There was a tender opening meeting for the supply and installation of furniture for the new WACCBIP building on October 26, 2017. The furniture includes:

- a) Conference room chairs (250)
- b) Boardroom furniture (25) and gallery table and chairs (15)
- c) Adjustable Podium

Provision will have to be made to furnish the other offices in the building.

- Three building project committee meetings were held during the last quarter on October 4, October 26, and November 17, 2017. The building should be completed and handed over to the Centre by December 31, 2017. Contractors mentioned the building was 87% complete, however, the centre and consultants did not agree with this estimate and asked the contractor to submit a revised estimate. Prof. Quashie enquired about the issues which caused the delay in putting up the building to which Prof. Awandare answered that it was mainly due to the change in the original site and plans which caused difference in the contract sum and raised several issues.

According to the contractor the only outstanding works are:

- a) Roofing sheets installation
- b) Plumbing fixtures and fittings
- c) Electrical works
- d) Finishes – plastering, painting, tiling and ceiling

## 2. Wellcome Trust DELTAS Project

- After the DELTAS Annual Grantees meeting in Ghana, the AESA team had a site visit to WACCBIP where they met the WACCBIP team to review the centre's processes and discuss various challenges faced. Following the meeting, they had some findings which they shared with the WACCBIP team through a Skype call on October 23, 2017. One of the major issues raised was the lack of a risk register which documents the programmatic and financial risks to track and mitigate them. The AESA team also mentioned there will be a programmatic and scientific mid-term review for the DELTAS grant in 2018.
- The Ishango portal for the DELTAS programmatic report was opened on November 1, 2017. The report which is due on January 1, 2018, is currently being worked on.
- A WACCBIP-DELTAS postdoc, Dr. Adwoa Asante-Poku, successfully organised Tuberculosis outreach programmes in collaboration with the Chest Clinic, Korle-bu, and the National Tuberculosis Programme. The programme was to raise awareness about TB and offer free medical screening to residents. The outreach events took place in Accra at Korle Gonno, Glefe and Gbese Bukom on October 21, October 28 and November 4, 2017 respectively, and about 1387 residents in total were screened. Other outreach programmes to Kasoa, Abossey Okai and Pambros will be organized in December, 2017.

## 3. Other grants

- Prof. Awandare has been awarded a £100,000 grant for a rapid impact project on 'The effects of Artemisinin-based combination therapy (ACT) on the dynamics of *Plasmodium falciparum*, *P. malariae* and *P. ovale* infection in Ghana' under the TIBA partnership. This award was announced during the TIBA partnership launch in Edinburgh, UK on October 25, 2017. Funds for this project are yet to be received.
- The first tranche of funds of £87,200 for Dr. Mosi's MRC project titled 'Identification of Specific Metabolites in Mycolactone Producing Mycobacteria and Buruli Ulcer Infection: Diagnostic Biomarkers through Metabolomic' has been received in the UG external funds account.
- An amount of \$10,000 for Dr. Gwira's research project titled 'Characterization of wild trypanosome coats towards the development of an animal African trypanosomiasis vaccine' with John Hopkins University has been received into the WACCBIP account.

#### 4. Staff training

The following staff attended various staff capacity training programmes during the last quarter:

- Ms. Sika Menka - Society of Research Administrators International Annual Meeting, Vancouver, Canada (October 14-18, 2017)
- Mr. Emmanuel Ghartey, Mrs. Afua Yeboah & Mrs Afia Serwaa Attrams - National Institutes of Health (NIH) Regional Seminar, Baltimore, USA (October 25-27, 2017)
- Ms. Sika Menka & Ms. Diana Precious Aklamati – Basic Records Management, University of Ghana (November 1-2, 2017)
- Ms. Emeфа Adzadu - Asian-Pacific Conference on International Accounting Issues, Kuala Lumpur, Malaysia (November 5-8, 2017)

All staff are to submit reports on all sponsored training programmes.

#### 5. Workshops and meetings

- The Department of Biomedical Engineering, University of Ghana, organised a Viral Phylogenetics and Bioinformatics workshop on October 5-6, 2017. This workshop was attended by about 35 graduate students from WACCBIP and was facilitated by Dr. Simon Frost from the Department of Veterinary Medicine, University of Cambridge.
- A team from the African Institute for Mathematical Sciences (AIMS) and the University of Liverpool, UK, visited the centre on November 1, 2017 to discuss areas for possible research collaborations with the Director.
- Representatives from the National Catholic Health Service (NCHS) visited the Centre on November 15, 2017 to have discussions on possible dates for the WACCBIP-NCHS workshop. It was agreed that the workshop will be split into 2 weeks and the first week will be held from January 29-February 2, 2017.
- The Crick African Network (CAN) of which WACCBIP is part will be hosting a scientific symposium and research methods workshop at the centre from December 14-16, 2017. All early career faculty and postdoctoral fellows are encouraged to apply.
- Plans are underway for the WACCBIP-Oxford-ASCB workshop scheduled for January 15-26, 2018.
- There will be a visit by faculty from the Centre of Experimental Medicine, Queen's University Belfast, UK, from February 19-22, 2017. The team will be visiting the centre to discuss possible research collaborations with WACCBIP faculty.

## 5.2 Research and Training

Dr. Arthur informed the committee on the following:

#### 1. MPhil Students

- The 1st cohort of masters students have all submitted their theses.
- All four outstanding students in the 2nd cohort; Ernestine Kubi, Shirley Victoria Simpson, Sedem Agbemafle and Musah Osei, have now defended their theses. However, two students Emmanuel Opoku Antwi and Justice Adzigbe are to be considered for the award of MSc due to the limited scope of their project. Members of the committee expressed concern over the downgrading of some MPhil students to MSc and requested the Centre refers to the Graduate School to enquire if there is a formal process for this. The committee also recommended that supervisors of such students should be queried to find the cause of this problem. The Director commended Dr. Arthur for his good work in getting students to adhere to deadlines. Members of the committee expressed concern over supervision burden on local faculty and hoped the appointment of adjunct faculty by the university could help ease this burden.

- All students in the 3rd cohort are currently working on their research projects and will present their progress reports next semester.
- Students in the 4th cohort submitted their project summary on November 17, 2017 and had their project design workshop on November 23, 2017. Students who need to fine tune their projects will have the opportunity to do so during the January workshop.
- In total, 89 students have been enrolled in 4 cohorts and 2 cohorts have completed their studies so far.

## 2. PhD Fellows

- All fellows in the 1st cohort have presented their third and final progress report with the exception of Abdulrahman Rufai who is still generating sufficient data and will present his progress early next semester. Only 4 out of the 11 students have submitted their written progress reports which were due before the presentations. The committee mentioned that supervisors should work with students to ensure these reports are submitted on time. Dr Gwira enquired if there was a format for the report to ensure uniformity to which Dr. Arthur answered that it was a standard scientific report.
- The 2nd cohort will present their progress reports in the second semester.
- All 15 students in the 3rd cohort have defended their PhD project proposals. Beatrice Muruiki is yet to pass her proposal defense which will be scheduled via Skype. All the students based at the various partner institutions are yet to start their research.
- The 4th cohort submitted their project summary for discussion on November 17, 2017. There was also a project design workshop on the November 20, 2017 where comprehensive exams projects were also discussed. Two students, Seth Agyei-Domfeh and Irene Owusu Amoako, need to make major revisions to their projects. Dr. Arthur mentioned that he advised the students to choose projects which will help them learn new things and encourage them to write good proposals for their comprehensive exams. It was recommended that 6 students change their projects.
- In total 4 cohorts of 50 students have been enrolled so far and the first cohort will graduate in 2018.

## 3. Graduate Interns

- The first cohort have completed their internship programme and most of them are enrolled in graduate programmes at WACCBIP.
- The second cohort comprises of 18 DELTAS graduate interns and 7 regular teaching assistants (25 in total). Journal club meetings were organized on Fridays where interns presented papers and learn from each other through discussions. All interns presented their project proposals on October 30, 2017, and all 18 projects were great and up to the quality of graduate projects.

## 4. Partner activities

- The NCHS workshop has been scheduled for the week of January 29 - February 2, 2018 after a meeting between representatives from WACCBIP and NCHS. This will represent part one of the two-part workshop to cover Viral and Protozoan infections. The second part will be held in May or June, 2018 to cover bacterial and helminth/fungal infections.

### **5.3 Graduate Admissions and Examinations**

Dr. Gwira informed the committee on the following:

- One PhD student, Beatrice Muriuki has been scheduled for her Comprehensive Oral examination on December 5, 2017 at 2pm. The exam will be held via Skype as she is on maternity leave in Kenya and will be unable to travel to Ghana.
- The preparation of graduate handbook for WACCBIP is underway and a draft should be ready by January 31, 2018. The committee mentioned that this handbook was just an addendum to the University of Ghana handbook and was not replacing it.

## 5.4 Monitoring and Evaluation

Dr. Quaye informed the committee on the following:

- Emails were sent to the first two cohorts of MPhil students who have graduated or submitted their theses to find out their current placement. However, most students did not respond to these emails. The committee advised the M&E team to follow up with phone calls and visits where possible, and bring the communication team onboard to ensure the Centre documents this important information.
- Emails were also sent to the first two cohorts of MPhil students to find out about the status of the manuscripts generated from their research work. There has been difficulty getting feedback on the exact status of the manuscripts. Prof. Awandare mentioned that as part of the DELTAS grant, publications are supposed to be open access. He also informed the committee that the Wellcome Trust and African Academy of Science (AAS) have open access journals. The committee decided that supervisors of students should also be copied in such emails to ensure fellows are compelled to respond. Supervisors should also ensure student's research manuscripts are published.
- The ACE project M&E report was submitted to the Association of African Universities (AAU) and the DELTAS report is due for submission on January 31, 2018.
- Course evaluations for the first semester of 2017/18 academic year have been set-up for the MPhil and PhD students. Evaluation reports will be shared with the faculty instructing the various courses. Some faculty members mentioned they had not received the evaluation report for last semester and Dr. Quaye promised to share with them.

## 5.5 Logistics

Dr. Mosi informed the committee on the following:

1. Training
  - Arcoa Ghana limited, one of the Centre's local suppliers, organized a one-day workshop for the researchers and teaching laboratory technicians regarding the advancement of centrifuges, sample handling/processing devices, and microscopes. All the presenters were from Thermo Scientific, Germany.
2. Equipment
  - An inventory of the equipment procured and installed over the last two years was conducted. Routine maintenance work was conducted on several equipment.
  - Internal auditors visited the centre to inspect all procured equipment in various laboratories.
  - The High Performance Computing Unit and Carl Zeiss LSM 800 Confocal microscope have finally arrived at the Centre but are yet to be installed and training held for the end users.
  - All outstanding equipment from the last procurement have been delivered including:

Equipment	Location
Biobase Biosafety cabin II-Eppendorf Master cycler	Molecular Biology Lab
Nexus gradient Thermocycler	Molecular Biology Lab
Zenith Instruments Microbial Inspissator	Autoclave room
Upright Microscopes with Bresser Camera attached (2)	Chemical Systems Lab and Molecular Biology Lab
Thermo Fisher Scientific Heraeus Pico 17 centrifuge (2)	Protein expression lab and Virology Lab
Eppendorf Thermomixer C	Protein expression lab
Liebherr Profiline-20°C Freezer	Protein expression lab
Thermofisher Scientific TSX series -80°C Upright freezer	Bacteriology Department - NMIMR

- The following equipment are yet to be procured directly from the manufacturers;
  - Bench Orbital shaker
  - Semi-automated RNA extractor
- The LEKMA hospital requested for 3 equipment (Thermocycler, pH meter and Gel electrophoresis apparatus) to enhance their research capacity. These equipment have been procured from Arcoa Ghana Limited and will be labelled after which they will be delivered to the hospital during a handing over ceremony
- The logistics team is preparing new set of equipment order list to be procured for various labs in the centre including:
  - Digital Dry Bath Heaters
  - Unstirred Water Baths
  - Refrigerated Benchtop Microcentrifuge
  - Vortex
  - Spectrophotometer
  - Autoclave
  - Fridge
  - Weigh scale
  - Refrigerated centrifuge
  - Biosafety cabin Class II
  - Deep freezer Racks
  - Ultrasonic Cleaner
  - Fully Preparative HPLC
  - 384 well plate Thermocycler
  - Upright Bright field microscope
  - High-speed centrifuge
  - Upright -20°C Freezer
  - Anaerobic Jars
  - Incubator
  - Dissection microscope
  - Bench top centrifuge
  - pH meter
  - Stomach blender

### 3. Equipment maintenance

- Two units of Thermo Scientific Heraeus - Biofuge Stratos refrigerated centrifuges broke down over two months ago. The local supplier, Arcoa Ghana Limited, arranged to send the faulty machines back to the manufacturers in Germany for repairs at their own expense

- The probe for the Digital Sonicator in the Protein Expression Lab has broken and is yet to be replaced.
- The Thermo Scientific Quanto Studio 5 Real Time PCR has had a connection failure for the past three months. The suppliers have been informed about this issue and are currently working to resolve this issue.
- The Eppendorf Thermomixer C has a block sensing issue which is being resolved by the local supplier.
- The Laboratory Technologist designed new login sheets for the major equipment in the various laboratories. Equipment login has since improved and has to be continually enforced at the various labs.
- The UV filter in the Esco Laminar biosafety cabinet has been replaced with a new one from the manufacturer.
- Two sets of new HEPA filters for the fluorescent microscope have been purchased.
- New UV filtering polycarbonate glass and mother board were procured to replace the damaged one in the Faster biosafety cabinet in the Chemical Systems Laboratory.
- The Analytical Jena thermocycler donated by German embassy has been shipped to manufacturer's service centre to replace the mother board and display.
- Two units of faulty Stuart Vortex machines have been fixed.
- An 8x50 ml fixed angle rotor has been procured for the Thermo Scientific Heraeus- Biofuge Stratos refrigerated centrifuge.
- In order to prevent frequent equipment breakdown, more hands-on training programmes will be organized with local suppliers and other international partners for end users. The logistics team will also train laboratory personnel on equipment maintenance and cleaning.

## 5.6 Financial Management

Ms. Adzadu informed the committee on the following:

### 1. WACCBIP-DELTAS project

- The DELTAS quarterly report for year 2 quarter 4 has been submitted to AESA and is currently being reviewed.
- There has been a call for proposals from prospective consultants for the development of risk management and anti-bribery and fraud policies for the Centre by November 30, 2017.

### 2. World Bank ACE project

- Externally generated funds have been verified by the external auditors and the report has been submitted to the AAU. Documents for the verification of the financial management Disbursement Linked Indicators (DLIs) have been submitted awaiting feedback.

### 3. Other Grants

- An amount of \$9,975 has been received into the WACCBIP account for Dr. Theresa Gwira's research project, John Hopkins University.
- An amount of £87,200 has been received into the external funds account for Dr. Lydia Mosi's MRC project. The total grant amount is £142,982.

### 4. General

- Internal audit for the period April to September, 2017 is currently ongoing. Auditors have inspected assets at the Centre and will be visiting the LEKMA hospital to inspect assets there.



- Below is a budget for the commitments on the ACE project to the end of the 2017/18 academic year.

<b>ACE COMMITMENTS - 2017/2018 ACADEMIC YEAR</b>			
	<b>GHS</b>	<b>GHS</b>	<b>USD</b>
<b>Building</b>			
Initial contract sum		1,441,507.85	
Modification		<u>352,060.87</u>	
<b>Modified contract sum</b>		<b>1,793,568.72</b>	
<b>Payments:</b>			
1st	326,606.34		
2nd	336,464.16		
3rd	359,769.07		
4th**	<u>339,717.84</u>		
Total payments to date		<u>1,362,557.41</u>	
<b>Outstanding Balance</b>		<b>431,011.31</b>	<b>100,235.19</b>
Furnishing of building**		<u>300,000.00</u>	<u>69,767.44</u>
<b>Total for Building</b>		<b><u>731,011.31</u></b>	<b><u>170,002.63</u></b>
<b>HPC</b>			
<b>Contract sum</b>			<b>468,802.97</b>
<b>Payments:</b>			
1st		187,521.34	
2nd		<u>13,453.74</u>	
<b>Total payments to date</b>			<b><u>200,975.08</u></b>
<b>Outstanding Balance for HPC</b>			<b><u>267,827.89</u></b>
<b>Student commitments</b>			
Total to the end of 2017/2018			<b>222,850.00</b>
<b>Salary commitments</b>			

9 months staff salary	254,438.60	<b>59,171.77</b>
-----------------------	------------	------------------

**Other commitments**

Website redevelopment		4,700.00
Reagents**		130,000.00
Petty cash**		6,000.00
Workshops (ASCB & Catholic)**		<u>50,000.00</u>
<b>Total Other Commitments</b>		<b><u><u>186,000.00</u></u></b>

<b>Overall Commitments</b>		<b>905,852.29</b>
<b>Current Book Balance</b>		<b><u>2,224,186.07</u></b>
<b>Balance c/d</b>		<b><u><u>1,318,333.78</u></u></b>

- Below is a forecast of the fellowship commitments on the ACE and DELTAS projects which covers all planned and current enrolment from the 2018/19 to the 2020/21 academic year.

**Assumptions Used In Forecast**

- i. This forecast covers the period beginning from the 2018/2019 academic year.
- ii. No extra fellowships will be awarded subsequently except for 3 extra batches of graduate interns (12 each for the next 2years and 6 for the last year) and 1 more post-doc.
- iii. All students are entitled to tuition, stipend and research funds.
- iv. Students will eventually use up all research funds.
- v. For Mphil students, all research funds are utilised in the 2nd year.
- vi. For PhD students, research funds are allocated as follows: 30% in year 2; 30% in year 3 and 40% in year 4.
- vii. For Post-Docs, research funds are allocated as follows: 30% in year 1; 30% in year 2 and 40% in year 3.
- viii. The 2017/2018 approved fees is used as the baseline for tuition and a 10% increment is applied in every subsequent year.
- ix. Possible extension fees and additional fellowship costs will be catered for by the allowance in the forecasts as a result of the above assumptions (eg. Unused research funds, unpaid stipends, etc.). Hence no forecast is made for these additional costs.
- x. The forecast excludes the current Graduate Interns, MPhil 2 and PhD 4 students because they would have completed by the beginning of the 2018/2019 academic year.
- xi. Conversion from GHS to USD is @ \$1: GHS4.3.
- xii. 6 student visitor fellowships will be disbursed directly from UG: 4 to Pittsburgh (originally 5 but one has been awarded to Mr. Tagoe) and 2 to UCT. These will be spread equally across 2yrs.
- xiii. The travel and subsistence for student visitors has been allocated over 3yrs as follows: 6, 6 & 7 (originally 25 in total but 6 would have been awarded by the end of the current academic year).

ACE - Fellowship Costs (\$)				
Category	2018/19	2019/20	2020/21	Total
Mphil	237,656	-	-	237,656
PhD	354,017	146,657	39,359	540,033
<b>Total</b>	<b>591,673</b>	<b>146,657</b>	<b>39,359</b>	<b>777,689</b>

DELTAS - Fellowship Costs (\$)				
Category	2018/19	2019/20	2020/21	Total
Graduate Intern	14,400	14,400	7,200	36,000
PhD	410,489	452,655	213,107	1,076,252
Post Doc	312,000	186,000	48,000	546,000
Student Visitor	173,250	198,000	105,000	476,250
<b>Total</b>	<b>910,139</b>	<b>851,055</b>	<b>373,307</b>	<b>2,134,502</b>

- Vehicle rental policy

The vehicle rental policy was shared with the committee. The committee expressed concern that the prices were not competitive and the Director informed the accounts officers to conduct a market survey in the university on this.

#### 5. Account Balances

- Balance on the Offshore USD account \$ 13,903.67.
- Balance on the Onshore USD account \$ 1,527,198.24.
- Balance on the GHS account GHS 637,386.34.

### 5.7 Co-head ICT (Electronic Resources)

Mr. Owusu informed the committee on the following:

- Installation of CCTV cameras has been completed and the feed is being monitored by the ICT team. There are however issues with the camera feed due to the lack of fixed IPs and the poor network connectivity in the building. The ICT team is undergoing training on how to monitor the camera feed. The committee enquired about data security of the CCTV feed and mentioned that once the HPC is installed, data security will be of great concern. The CCTV camera coverage will be extended to a few additional areas.
- A list of items to be procured for the new building project in terms of internet connectivity and audio visual equipment has been generated. The finalized list and specifications are yet to be sent to the procurement unit. Members of the committee expressed concern about the use of smart boards in all the halls due to internet connectivity issues and suggested that the smart board should only be used in the Bioinformatics lab while projector screens and TV monitors are used in the other board room and lecture rooms.
- The centre needs to digitize all records for easy retrieval of information.
- There was a suggestion to extend the Information Literacy (MCBI 701) course to MPhil students by possibly organizing a 3-day workshop for them.

### 5.8 Procurement

Mrs. Kocke informed the committee of the following:

- All 3 equipment for LEKMA hospital have been delivered by Arcoa Ghana Limited including a Thermocycler, pH meter and Gel electrophoresis apparatus.
- The new list of laboratory and office equipment and furniture to be procured in the year 2018 should be submitted to the procurement unit and included in the procurement plan which is due for submission to the AAU on November 30, 2017.
- Contracts for the supply and installation of conference and board room furniture are currently with the Vice Chancellor's Office for signing.
- The contract for the supply and installation of air-conditioning and plumbing for the new building was submitted to the VC's Office for signing as it was within his threshold. He however referred it to the Procurement and Entity Tender Committee for approval.
- The contract amount for the supply and installation of internet, fire alarm and lightening equipment exceeded the VCs threshold after the revision of the internet specifications by the ICT team. The items have therefore been split into 2 lots namely; fire alarm and lightening, and internet and will be submitted to the Procurement and Entity Tender Committee for approval. The committee requested that Mr. Owusu review the internet quote due to the exponential price increase before the final contract is submitted to the VC's Office for signing.
- The Quantity Surveyor is yet to provide a breakdown of the components of the cold room so that the various components and their respective prices can be identified instead of the bulk sum that was initially quoted for the entire cold room.

## 6.0 AOB

- Prof. Awandare informed the committee that he had agreed with the NMIMR Director to employ a Next Generation Sequencing (NGS) Manager. The NGS manager will be on the centre's payroll for a year while she sets up the sequencing service, after which her salary will be paid from revenue generated in managing the service.
- The centre has been unable to recruit a postdoctoral fellow whose research is in the field of HIV. A former student of the Department, Vincent Amarah, who applied for a postdoc position but had not yet completed his PhD studies will be given a temporary 6-month fellowship to assess his performance after which he will be offered a 3-year fellowship if his performance is deemed satisfactory.
- A meeting will be organized to discuss and strategize towards the call for applications for ACE III projects
- The centre administrator should work towards renewing the National Accreditation for the PhD and MPhil MCBI courses which expire in September, 2018.
- Tentative dates for 2018 WACCBIP research conference is July 18-20, 2018. The dates were fixed in consultation with the board chair and international board members. The advisory board meeting will be held on July 21, 2018.
- WACCBIP publication bonus will be reduced to \$50 multiplied by the impact factor of the journal, effective January 1, 2018. The date the manuscript was accepted will be used to determine the rate at which fellows/supervisors will be paid.
- There will be 4 speaking slots for University of Ghana faculty during the Crick African Network Research Methods workshop. These speaking slots will be allocated depending on schedule of faculty members.

## 7.0 CLOSING

The meeting came to a close at 5:53 pm.