

**MINUTES OF THE WACCBIP MANAGEMENT COMMITTEE MEETING HELD ON
OCTOBER 2, 2020**

1.0 Background

The WACCBIP Management Committee held a meeting on October 2, 2020 from 10:00 am to 1:45 pm in for the third quarter of the year. The meeting was organized via Zoom.

2.0 Attendance

Present

No.	Name	Designation
1	Prof. Gordon Awandare	Director / Centre Leader
2	Rev. Dr W.S.K Gbewonyo	Mentorship Coordinator
3	Dr Osbourne Quaye	Head, Monitoring and Evaluation
4	Dr Lydia Mosi	Logistics Coordinator
5	Prof. Neils Ben Quashie	Representative for College of Health Sciences
6	Dr Patrick Arthur	Head, Training and Research
7	Dr Yaw Bediako	Science Ambassador and Head of Advancement
8	Dr Therasa Manful Gwira	Graduate Admissions and Examinations Coordinator
9	Dr Lucas Amenga-Etego	Research Fellow
10	Mr Barfi-Adomako Owusu	Co-Head, ICT (Electronic Resources)
11	Mr Collins Misita Morang'a	Representative for Graduate Students
12	Prof. Daniel B. Sarpong	Representative from College of Basic and Applied Sciences

In Attendance

No.	Name	Designation
13	Ms Sika Menka	Grants Manager
14	Mr Felix Kyei	Centre Administrator
15	Ms Emeffa Adzadu	Senior Accounts Officer
16	Mr Vincent Appiah	HPC Manager
17	Mr Solomon Katachie	Communications Manager
18	Ms Marian Namle Nanor	Accounts Officer
19	Ms Kyerewa Akuamoah Boateng	Public Engagement Officer
20	Mr Theophilus Dugah	ICT Technician
21	Ms Sarah Ofori Ntim	Procurement Officer
22	Mr Anthony Gassinu	Assistant Accounts Officer
23	Mr Eric Afful	Logistics Assistant
24	Mr Stefan Danquah	M&E Officer
25	Mr Francis Dzabeng	Data Manager

Absent

No.	Name	Designation
1	Prof. Dorothy Yeboah-Manu*	Postdoctoral Programme Coordinator
2	Prof. Kwadwo Koram	Deputy Centre Leader
3	Mr Francis Boachie	Co-Head, ICT (Physical Resources)
4	Prof. Isaac Asante*	Representative for Vice Chancellor
5	Mr Anthony Hofe	Financial Manager
6	Dr Winfred-Peck Dorleku	Industrial Liaison
7	Mrs. Constance Kocke	Representative from Procurement Unit

* Absent with apologies.

3.0 Opening Remarks, Review and adoption of previous minutes

The Management Committee meeting commenced at 10:50 am after a WACCBIP Appointments and Promotions sub-committee meeting held from 10:00 am to 10:45 am. Prof. Awandare gave introductory remarks which was followed by the review of minutes from the previous meeting. Subject to minor corrections, the minutes were accepted as an accurate reflection of the meeting. Rev (Dr) Gbewonyo moved for the acceptance of the minutes and was seconded by Mr Barfi Adomako Owusu.

4.0 New Business

Prof. Awandare asked the Unit Heads to highlight the key components of their reports and any other issues or concerns noticed while reviewing the reports. These may be brought up for clarification by the Unit Heads.

- Ms Menka informed the Committee that the ACE I Project has officially ended and 89% of the results were achieved. The Centre has also started submitting results for the ACE Impact Project and has subsequently received 2 disbursements.
The Centre is expecting to receive feedback from the AAS on the DELTAS II application. Also, a DELTAS team has contacted the Centre for an interaction on the outstanding activities on the DELTAS I. The meeting date and agenda is yet to be shared with the Centre.
- Ms Adzadu informed the Committee that a one year no cost extension of the DELTAS Project was applied for by the Centre and this has been approved but pending official correspondence. She added that the Centre has followed-up on the investment with IDEAL Capital and the SEC has informed us that the receiver has validated our claim, however the validated amount was higher than the claimed amount. The Centre would be contacted to rectify the difference however the receiver may still go ahead to pay the validated amount if no other issue arises. The SEC also mentioned that although it has started making payments, IDEAL Capital claims have been put on hold pending a court decision.
- Dr Mosi informed the Committee that the dark room has been repurposed to host some of the more sensitive equipment. This was done to also help minimise traffic in that room.
The final 110 KVA power stabilizer has been received and installed by Clean Power. A room has been created for the power stabilizers and an air conditioner installed to keep the equipment cool.
The Unit is working to acquire air purifiers for labs that undertake heavy culture activity to minimize contamination. In addition, a storeroom by the Natural Products lab has been repurposed for culturing while going through the processes to procure the air purifiers.
The Unit is working to procure new equipment to build capacity in water filter and toxicity analysis. With this capacity the Centre can render services to other departments and organizations.
A Framework policy has been approved by the legal counsel and orders are being placed with Caramore under the agreement.
The contract for the refurbishment of the Immunology Lab, Molecular Biology Lab and the Virology lab has been awarded and works are expected to start soon.
[Dr Bediako informed the committee that the flow-cytometer is currently not operational. He added that Becton Dickinson \(BD\) has informed him that they would send someone to service the machine.](#)

- The Dr Arthur informed the Committee that eight (8) of the MPhil 2 students are on course to submit their thesis before the end of the month. The remaining students have requested for an extension until December 2020.
Prof. Awandare mentioned that several masters students have approached him to request for extra funds for their research work which is putting pressure on the budget allocation for masters research. It was agreed on that PI's / supervisors of students whose proposed project budgets exceeds the allocated scholarship funds will have to prove that there is available funding to cover the additional costs before the project will be accepted.
- Rev. (Dr) Gbewonyo mentioned that out of 3 students with issues who were referred to the Mentorship Unit, 2 of them have made progress and are expected to meet their submission deadlines.
It was mentioned that the deadlines for these students have to be crosschecked and the necessary measures taken so they successfully submit their work.
- Mr Katachie informed the Committee that the Website developer had submitted the structure of the website to the Centre and the Unit is working on designing the contents for the website. The first phase of the design process (designing for computer screens) has been completed. This is currently being designed to fit onto smaller screens (phones and tablets).
It was suggested that additional tabs should be created for seminars and workshops that are organised and hosted by the Centre.
- Prof. Awandare mentioned that the Centre should follow up on the interests from industrial partners on research partnerships.
- Dr Bediako informed the Committee that the Centre was approached by Prof. Ayeetey, the General Secretary for ARUA to apply for an Open Society Foundation grant. The Centre submitted a proposal to use the funds to upgrade the Next Generation Sequencing (NGS) capacity at the Centre. Subsequently the Centre was asked to broaden the proposal to cover a wider region in Africa.
Prof. Awandare added that the original call was for COVID Vaccine Development however, since no other responses were received Prof Ayeetey contacted him to apply for this grant. After the initial proposal the funders contacted the Centre to find out if the proposal can be expanded to include regional partnerships. The new proposal has been submitted and if approved the Centre would acquire a new sequencer.
- Prof. Awandare informed the Committee that the WANIDA Project documents are being signed. The Project has employed a Project Manager, Ms Olivia Koupaki who assumed duty on October 1, 2020. The project would be advertising for fellowships for international students in the near future.
- Mr Dzabeng informed the Committee that UGCS has allocated space on the University servers for WACCBIP data storage. However, this was inadequate, so the Centre has set up its own using servers donated by The Francis Crick Institute. The installation is 60% complete and would hopefully be ready for use before the end of the month. Folders would be created for students and allocated to labs and access given to supervisors of respective students. The Unit plans to host an online workshop on Data Management Analysis using R/Python. Participants of this workshop would be for TIBA partner institutions.
- Mr Appiah also added that the Unit is developing a Microbial Genome Analysis Pipeline which will help streamline activities. Some sections of this pipeline are being optimised and would be complete in the near future. The pipeline will enable researchers do bacterial analysis and

generate interesting outputs. Some of these are outputs in Pangenome Analysis, Genome Maps and Dendrogram.

- Mr Barfi mentioned that ICT Unit plans to work with the Data Management Unit to develop a data management template for the use of the storage on the servers.
- Dr Quaye informed the Committee that the M&E Unit has been trying to acquire destination information for completed WACCBIP students primarily through emails but often get no response. To help improve the response, an alumni survey has been undertaken to help acquire the necessary information.
- Mr Barfi mentioned that the ICT Unit plans to work with the Data Management Unit to develop a Data Management template for the High Performance Computing. He added that the Unit needs to upgrade the IT infrastructure at the Centre. Also, he suggested that the Centre should start digitising its records for accessibility even when outside the office. Lastly, the Unit will be installing additional cameras in some of the labs and work to find how best to link all cameras installed at the Centre and at the Department of Biochemistry, Cell and Molecular Biology.

5.0 Feedback from WACCBIP International Advisory Board Meeting

- A Strategic Leadership Committee was setup to develop a forward-looking strategy for the Centre. The Committee comprises of 5 members including Prof. Awandare, Dr Quashie, Dr Mosi, an industrial partner representative and Prof Yeboah-Manu as the Chairperson of the committee. Mr Danquah would serve as the secretary to the committee and Dr Bediako co-opted to assist the committee.
The Committee is tasked to do the following:
 - The present and future operational structure of WACCBIP
 - Academic staffing, leadership development and succession planning
 - Developing and broadening the grants base and other support for WACCBIP
 - Increasing industry engagement and promoting establishment of start-ups
 - The WACCBIP educational portfolio
 - New horizon opportunities
- The Risk Register or Risk Management Plan for the Centre is supposed to be updated regularly. The Board advised that the Centre makes use of the risk register more rigorously than it has done in the past.
Prof. Neils Quashie, the coordinator of the Risk Register mentioned that he would work with the team and give feedback to the Committee.
- It was also mentioned that the Centre needs to put in place a system for Whistle Blowing so people can make anonymous complaints or reports of activities that have occurred at the Centre.

6.0 Updates on upcoming WACCBIP events

- Prof Awandare mentioned that due to the COVID-19 pandemic most of the planned activities are on hold. However, the Centre is planning to host online seminars which include a Data Science Workshop sponsored by TIBA and a Bioinformatics Workshop sponsored through a collaborative grant with Dr Thomas Otto.
- The Centre is considering hosting the WACCBIP-ASCB-Oxford Workshop virtually in the event that the pandemic conditions do not improve worldwide.

7.0 AOB

- Dr Arthur mentioned that a mail has been sent to enable WACCBIP students to register for Corsera. He added that he would require the data of the students to be able to add them unto the platform. As such a google form would be generated for distribution to the students to assist in acquiring their data.

8.0 Closing

- The meeting ended at 1:45 pm. The next Management Meeting would be tentatively scheduled for December 2020.