

## **MINUTES OF THE WACCBIP MANAGEMENT COMMITTEE MEETING HELD ON MAY 24, 2018, IN THE WACCBIP BOARD ROOM**

### **1.0 BACKGROUND**

WACCBIP had a Management Committee meeting on May 24, 2018, from 2:45 pm to 6:47 pm in the WACCBIP board room, Ground floor-WACCBIP 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/Centre Leader
2.	Prof Kwadwo Koram	Deputy Centre Leader
3.	Dr. Patrick Arthur	Head, Training and Research
4.	Prof. Neils Ben 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.	Rev. Dr. W.S.K. Gbewonyo	Mentorship Coordinator
10.	Dr. Lucas Amenga-Etego	Research Fellow
11.	Mrs. Constance Kocke	Representative for Procurement Unit
12.	Mr. Barfi-Adomako Owusu	Co-head ICT (Electronic Resources)
13.	Ms. Ama Dadson	Co-head ICT (Physical Resources)
14.	Mr. William Ekloh	Representative for Graduate Students

#### **In Attendance**

<b>No.</b>	<b>Name</b>	<b>Designation</b>
15.	Ms. Sika Menka	Grants Manager
16.	Mr. Srinivasan Shankar Balanpangu	Laboratory Technologist
17.	Ms. Emeffa Adzadu	Accounts Officer
18.	Ms. Marian Nanor	Accounts Officer
19.	Mr. Joseph K. Dwumfour	Accounts Officer-ORID
20.	Mr. Solomon Katachie	Communications Manager
21.	Mr. Vincent Appiah	HPC Manager

#### **Absent**

<b>No.</b>	<b>Name</b>	<b>Designation</b>
22.	Prof. Dorothy Yeboah-Manu*	Postdoctoral Programme Coordinator
23.	Dr. Theresa Manful Gwira*	Graduate Students Admissions and Examinations
24.	Mr. Collins Amofah	Financial Manager

\*Absent with apologies

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

The meeting commenced at 2:45 pm with introductory remarks from Prof. Awandare. This was followed by a review of minutes from the previous meeting. Subject to minor corrections, the minutes from the previous meeting were accepted as true and accurate. Dr. Arthur moved for the minutes to be accepted and was seconded by Prof. Koram.

### **4.0 MATTERS ARISING**

Prof. Awandare informed the committee that he had meetings with the supervisors of all 3 post-doctoral fellows who were lagging in their projects. Prof. Wonkam, the mentor of Dr. Ngo Bitongui mentioned he was confident that the samples she had collected would produce a lot of relevant data when analyzed. Prof. Diakite however expressed concern over the progress of Drs Sangare and Diakite and stated that he would ensure they both produced at least one manuscript each before the end of the year to show their research progress. The progress reports submitted in May will be reviewed to ensure all fellows are still on track with their research projects.

Prof Awandare expressed concern that students were still not logging in before using equipment. He asked the Logistics Unit to devise better strategies to ensure proper monitoring of equipment usage. The committee recommended the Laboratory Technologist prepares an orientation package which will include guidelines for all equipment use, reporting lines and cleaning up after using equipment. All visiting research fellows and interns will be oriented to know the rules and regulations on equipment use.

Prof Awandare informed the committee that he had written to the Registrar to assign an administrator to the Centre following the reassignment of the previous Administrator. The Registrar has promised to assign at least an administrative assistant to the Centre. The Centre has also requested for two cleaners for the new WACCBIP building.

### **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**

- The student verification exercise was launched by AAU/Technopolis in March 2018. Overall, all 54 short course students (a minimum of 30% response rate was required), all 11 PhD students and 22 out of 26 Master's students were verified. The 4 Master's students who could not be verified would be added to the next round of the verification exercise. Official results for this verification exercise is yet to be received.
- The ninth African Centres of Excellence (ACE) project workshop took place at the Institute of Water and Environmental Engineering (2iE) in Ouagadougou, Burkina Faso from May 8-9, 2018. The workshop was preceded by a one-day Higher Education Fair on May 7, 2018 at 2iE, where participating ACEs exhibited scientific equipment, laboratory chemicals, sample innovative processed foods and posters. The workshop participants included representatives from the World Bank, Association of African Universities (AAU), and the 22 ACEs in West and Central Africa. The delegation from WACCBIP included Prof. Gordon Awandare (Centre Leader), Prof. Kwadwo Koram (Deputy Centre Leader), Dr. Mamadou Cisse (Regional Partners representative), Mr. Collins Amofah (Financial Manager), Ms. Sika Menka (M & E focal person) and Mr. Nicholas Amoako (PhD Student).
- Under the ACE project 90 masters and 50 PhD students have been enrolled.

### *Building Project*

- Two building project committee meetings were held during the last quarter on March 1 and April 27, 2018. The building is near completion and there was a pre-handing over inspection on May 24, 2018, to identify outstanding works that need to be completed before the official handing over on June 15, 2018.
- The Vice-Chancellor visited the building site to inspect progress on construction on May 14, 2018. He was impressed with the progress made on the project and was expectant on the commissioning set for June 21, 2018.
- Procurement of office furniture from Kingdom Furniture is in progress and additional furniture have been purchased from Furniture City. Furniture have also been ordered for the student resource centre.
- All contracts for the supply and installation of cold room, active devices, plumbing, air-conditioners, internet, fire alarm, and lightening protection equipment were finalized during the last quarter.

### 2. Wellcome Trust DELTAS Project

- The advert for the third cohort of Graduate Interns was circulated and 60 applications were received by the deadline on February 28, 2018. Eighteen candidates have been selected as graduate interns for the 2018/19 academic year.
- Three student visitor fellowships were awarded during the last quarter to Prince Berko Nyarko (London School of Hygiene and Tropical Medicine, UK), Oheneba C. K. Hagan (Wellcome Trust Sanger Institute, UK) and Elizabeth Gyamfi (University of Surrey, UK). Eleven out of 25 student visitor fellowships have been awarded till date.
- AAS/AESA organised a Risk Management workshop for Directors, Programme Managers and Financial Managers of the DELTAS and H3Africa projects in Nairobi, Kenya, from February 26-27, 2018. Ms. Adzadu and Ms. Menka represented the centre at this workshop. Participants were given a general overview of risk management, risk areas and how to develop risk registers. The centre is in the process of developing its own risk management policy.
- Postdoctoral fellows submitted progress reports on May 15, 2018. They will meet with the Postdoctoral Fellowship Coordinator and Director on July 17, 2018 to discuss their progress and challenges faced.
- The 2018 DELTAS Annual Grantees Meeting has been scheduled for July 9-11, 2018 in Johannesburg, South Africa. The WACCBIP team attending the meeting include the Director, Head of Training and Research, Head of M&E, Grants Manager, Accounts Officer, Communication Managers, and Member of the WACCBIP International Advisory Board.

### 3. Workshops and meetings

- Faculty from the Centre of Experimental Medicine, Queen's University Belfast, UK, visited the Centre from February 19-22, 2018 to discuss potential collaborative research partnerships.
- The Department of Biomedical Engineering, University of Ghana, organised a 2-day Computational Modelling workshop from March 28-29, 2018. This workshop was facilitated by Prof. Whelton Miller from Lincoln University, USA, and was attended mostly by WACCBIP graduate students.
- AAS organised a Good Financial Grant Practice workshop at the Fiesta Royale Hotel, Accra from April 12-13, 2018, in collaboration with WACCBIP. This workshop was attended by the WACCBIP Accounts Officers.

- The National Council for Tertiary Education organised an ACE country review meeting on April 17, 2018, prior to the 9<sup>th</sup> ACE workshop. All Ghanaian ACEs gave updates on their progress, challenges and sustainability plans.
- Dr. Thomas Otto from the University of Glasgow visited the Centre from April 22-27, 2018. During his visit to the Centre he organized a workshop for graduate students on the Introduction to NGS bioinformatics from April 25-27, 2018.
- The Associate Provost for Academic Partnerships, Professor Maggie Dallman from Imperial College London, UK, visited the Director and Pro-VC for Academic and Student Affairs on May 15, 2018, to discuss possible research collaborations and student exchanges.
- The second part of the WACCBIP-NCHS workshop for 22 biomedical scientists from Catholic Health Centres in Ghana will take place from June 4-8, 2018 on bacterial, helminth and fungal infections.
- Preparations are ongoing towards the 2018 WACCBIP research conference. Letters have been delivered to several University of Ghana officials and external dignitaries inviting them to the conference. Several companies including Inqaba Biotec West Africa Limited, MES Equipment Ltd, Carramore International Ltd, PrimeBiolabs Inc, and Arcoa Ghana Ltd have committed to sponsoring the research conference.
- The third WACCBIP International Advisory Board meeting has been scheduled for July 21, 2018. The Director informed all Heads of Unit that the board chair has requested they submit individual reports to the board. These reports should be submitted by the end of June for circulation to the board.

#### Other grants

##### **TIBA**

- TIBA Ghana led by Dr. Yaw Aniweh, organized a public forum for World Malaria Day at the University of Cape Coast on April 24, 2018.
- Dr. Yaw Aniweh also submitted the programmatic report for the first quarter on March 30, 2018.

##### **MRC project**

- A sub-award contact has been signed with Centre Suisse de Recherches Scientifiques (CSRS), Cote d'Ivoire under the MRC project titled 'Identification of Specific Metabolites in Mycolactone Producing Mycobacteria and Buruli Ulcer Infection: Diagnostic Biomarkers through Metabolomic'.

##### **DANIDA**

- Under the DANIDA project titled 'Accelerating the development of a malaria vaccine for Africa', two PhD fellowships were advertised, and 31 applications were received. Seven candidates were shortlisted, and 2 PhD fellowships were awarded to Nsoh Godwin Anabire and Jennifer Suurbaar for the 2018/19 academic year.

##### **AESA-H3Africa initiative**

- Under the DANIDA project titled 'HI-GENES Africa: Hearing Impairment Genetic Studies in Africa' One PhD fellowship was advertised together with the DANIDA fellowships and 31 applications were received. Five candidates were shortlisted, and 1 PhD fellowship was awarded to Elvis Twumasi Aboagye for the 2018/19 academic year.

##### **NIH – University of Cape Town, South Africa**

- Under the NIH project titled 'Hearing Impairment Genetics Studies in Africa (HI-GENES Africa)', the first disbursement of USD 26,888.00 had been received.

### **NIHR-University of Oxford**

- The Director informed the committee that the Centre has been awarded a £2,000,000 grant from National Institute for Health Research (NIHR), UK, for the project titled Global Health Research Group on genomic surveillance of malaria in West Africa with Prof. Dominic Kwiatkowski (University of Oxford). Prof Awandare, Prof Koram and Dr. Amenga-Etego are co applicants on this grant. Dr. Alfred Amambua Ngwa from the MRC, Gambia is also a co-collaborator. A Medical Epidemiologist has been appointed on this project to liaise between WACCBIP and the National Malaria Control Programme.

## **5.2 Co-head ICT (Electronic Resources)**

Mr. Owusu informed the committee on the following:

### 1. WACCBIP Building Project

- The installation and termination of cables for Audio, CCTV and Local Area Network (LAN) in the building is about 90% complete.
- Contracts for the supply and installation of IT active devices have been awarded and some of the contractors have started installation.

### 2. Surveillance System and Internet Connectivity

- The surveillance system is now stable. The procurement of additional network switches and IP cameras to further improve on the performance is still outstanding.
- Internet connectivity remains an issue. The possibility of obtaining a private internet service provider will be investigated.
- The UGCS team will be contacted to extend the University's Internet backbone to the new building. The Director mentioned that internet needed to be connected to the new building as soon as possible.

### 3. Document Management System and Digitization of Records

- List of equipment needed for the scanning of records has been submitted for approval and scanning is yet to commence.

### 4. Other

- The possibility of extending the Information Literacy (MCBI 701) course to MPhil students will be revisited next academic year in consultation with the Director.
- Committee members suggested that lectures from workshops/conference should be recorded and uploaded on the website and available to be accessed by collaborators and students.

Mr. Vincent Appiah informed the committee on the following

### 5. HPC Management

- The HPC project has been handed over to WACCBIP by IPMC but IPMC will continue to provide technical support to the Centre for one year.
- Request forms have been designed for researchers who require access to the system.
- Fibre optic cables will be laid from the building to the HPC to facilitate big data transfer. Specifications have been outlined to obtain quotes from various suppliers. Two laboratories in the Biochemistry building and the bioinformatics laboratory in the new building will be connected.

### 5.3 Co-head ICT (Physical Resources)

Ms. Dadson informed the committee on the following:

- In view of the new General Data Protection Regulation, UGCS is planning to hold a workshop at NMIMR to enlighten researchers on the implications of new regulations. Information on the workshop will be circulated in due course.

### 5.4 Research and Training

Dr. Arthur informed the committee on the following:

#### 1. MPhil Students

- The 1<sup>st</sup> cohort have all submitted their theses.
- All 18 students in the 2<sup>nd</sup> cohort have now defended and submitted their theses.
- All students in the 3<sup>rd</sup> cohort are currently working on their research projects and will present their progress reports from March 5-26, 2018. Theses defense have been scheduled for June 26-27, 2018, and students will have the whole of July to write up and submit their theses.
- Students in the 4<sup>th</sup> cohort are preparing their project proposals after the project design workshop in December and after further discussions at the WACCBIP-ASCB-Oxford Workshop in January. Submission is planned for July 15, 2018 and project proposal defense is planned for July 23-25, 2018.
- In total 4 cohorts of 90 students have been enrolled so far and the two cohorts have completed their studies.

#### 2. PhD Fellows

- All fellows in the 1<sup>st</sup> cohort have presented their third and final progress report. The outstanding fellow Abdulrahman Rufai presented his progress report on March 5, 2018. All fellows have also submitted their written progress reports. A number of students may not be able to submit their theses by the July 2018 deadline. The committee agreed that the first cohort faced a lot of problems including delays in obtaining reagents, equipment breakdown and erratic power supply from 2014-2016. The committee however decided that all students who were unable to submit their theses by July 2018, will not receive a monthly stipend but will be supported with extension fees.
- The 2<sup>nd</sup> cohort presented their progress reports from February 12 to March 1, 2018 with the exception of Isawumi Abiola who needed more time to analyze data and will present in August 2018.
- All 15 students in the 3<sup>rd</sup> cohort have defended their PhD project proposals. Beatrice Muriuki passed her proposal defense which was scheduled via Skype. All fellows presented their experiential learning reports with the exception of Samuel Mawuli Adadey and Beatrice Mukami Muriuki who will be scheduled in August 2018.
- The 4<sup>th</sup> cohort are preparing their project proposals after the project design workshop and further discussions at the WACCBIP-ASCB-Oxford Workshop in January. These proposals are due for submission on May 31, 2018 and will be defended between August-October 2018.
- 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 of 12 interns have completed their internship programme.
- The second cohort are currently on an outreach tour to 5 secondary schools in the Northern and Upper East regions from May 21-24, 2018.
- Recruitment of the third cohort has been completed with 18 interns. Below is the list of selected interns.

No.	Names	Gender	University	Degree
1	Mensah Nana Ama Theresa	Female	UG	Biochemistry, Cell and Molecular Biology
2	Vivian Wellington	Female	UG	Biochemistry, Cell and Molecular Biology
3	Genevieve Antwi-Nuamah	Female	UG	Biochemistry, Cell and Molecular Biology
4	Nelson Edu	Male	UG	Biochemistry, Cell and Molecular Biology
5	Quarshie Luther Jesse	Male	UG	Biochemistry, Cell and Molecular Biology
6	Emmanuel Acquah	Male	UG	Biochemistry, Cell and Molecular Biology
7	Kyei-Baffour Edwin Sakyi	Male	UG	Biochemistry, Cell and Molecular Biology
8	Gervin Kpodo	Male	UG	Biochemistry, Cell and Molecular Biology
9	Abdulai Zigli	Male	UG	Chemistry
10	Amina Ibrahim	Female	KNUST	Chemistry
11	Stefan Danquah	Male	KNUST	Development Planning
12	Wendy Effah	Female	UG	Medical Laboratory Sciences
13	Michael Debrah Acheampong	Male	UG	Medical Laboratory Sciences
14	Ato Hayford	Male	UG	Medical Laboratory Sciences
15	Rhodalyne Essien	Female	Central University	Physician Assistantship
16	Polley Nana Bentum Amodzin	Male	KNUST	Electrical Engineering
17	Anthony Kwaku Gassinu	Male	UCC	Management Studies
18	Opoku Duah	Male	UG	Computer Science

### 4. Partner activities

- The second part of the NCHS workshop will place from June 4-8, 2018. This represents part two of the two-part workshop to cover bacterial and helminth/fungal infections. A data collection exercise has started and will be processed and discussed during the workshop.

### 5. WACCBIP programme accreditation

- An annual report for the International Accreditation of graduate programmes is being prepared currently for submission to the Royal Society of Biology.
- Documentation for the reaccreditation of the MCBI programmes should be resubmitted to the National Accreditation Board before August.

### 6. Keynote speakers

- There were 6 keynote presentations during the semester by Dr. Andrews Agbleke, Dr. Cynthia Amaning Danquah, Dr Akuma Saningong, Dr. Kwabena Frimpong Manso Opuni, Dr. Thomas Otto and Dr. Yaw Bediako.

## 5.5 Graduate Admissions and Examinations

In the absence of Dr. Gwira, Dr. Mosi informed the committee on the following:

- Applications for graduate admissions for the 2018/2019 academic year were open from February to April 2018. A total of 95 applications (81 Ghanaian and 14 international applicants) were received through the University of Ghana graduate school online application system.
- Eleven (2 PhD, 7 MPhil and 2 MSc) international candidates were interviewed via skype. All candidates were admitted after the interviews.
- A total of 65 Ghanaian applicants participated in the graduate entrance examination after which 54 (12 PhD, 41 MPhil and 1 MSc) were shortlisted for interviews. Twenty-nine applicants (8 PhD, 20 MPhil and 1 MSc) were admitted after the interviews. Eight MPhil candidates are on the waiting list subject and will replace admitted candidates who decline the offer. A total of 11 PhD students have been admitted for the 2018/19 academic year including 3 PhD applicants who were earlier awarded fellowships.

## 5.6 Monitoring and Evaluation

Dr. Quaye informed the committee on the following:

- Course evaluations for the first semester of 2017/18 academic year which were shared with members at the last meeting have been cleaned up and redistributed.
- All publications by WACCBIP faculty and fellows in 2018 have been collated. There have been 15 publications till date.
- Information regarding the status of manuscripts from the first and second cohort of MPhil students has also been collated. Management decided that supervisors needed to ensure students publish their research as several students had still not published.
- Information on the current placement of the first and second cohort of MPhil students and graduate interns have been collated. Most past students and former interns are either working or pursuing graduate programmes.
- Course evaluation for the second semester of the 2018/19 academic year has been set up for all second semester courses.

## 5.7 Logistics

Dr. Mosi informed the committee on the following:

### 1. New procurements

- Quotation analysis and evaluation report for the supply and installation of 18 laboratory equipment for various WACCBIP laboratories was submitted to the Procurement Unit. Seven different companies submitted bids. Due to the high price quoted by local suppliers, 4 equipment (2 units of autoclaves, 5 anaerobic jars, 2 units thermocyclers and 2 units of incubators) will be sole sourced.
- Tender documents for the purchase of a Fully Preparative HPLC and an Ultra-High speed centrifuge have been received from the Procurement Unit and quotation analysis is on-going.
- One UPS 3KVA from Sollatek was purchased for the Carl Zeiss LSM 800 Confocal Microscope.
- A step-down transformer was purchased for the thermoshaker and a request has been made to purchase one UPS 650 VA for the thermocycler in the Molecular Biology laboratory.
- A 2.5 HP air conditioner was procured and installed in the Virology Laboratory.

### 2. Equipment repair

- Two units of broken down Thermo Scientific Heraeus- Biofuge Stratos Refrigerated Centrifuges which were sent to the manufacturers in Germany by the local supplier have been repaired and delivered to the Centre are currently functional.



- The Analytical Jena thermocycler donated by German Embassy which was shipped to manufacturer's service centre has been received.
  - The damaged Bresser Camera Microscope lamp in the Chemical Systems Laboratory has been replaced.
  - The Thermo Scientific Quanto Studio 5 Real Time PCR has had a connection failure for the past six months. A new hardware unit has been received from manufacturers awaiting installation and testing. The technician suggested that an RNase verification plate instrument is procured from Thermo Scientific for this machine.
  - The printer at the secretariat was serviced.
  - A pH meter probe has been replaced in Molecular Biology laboratory.
  - The Faster biosafety cabinet in the Chemical Systems laboratory was still facing challenges and was not functional but the laboratory technologist has repaired this equipment.
  - The big autoclave in the department was out of service due to explosion of the transformer that feeds it with power. The transformer has been replaced the system has also been serviced and the equipment is now functional.
  - The freeze dryer in the Medicinal Plant laboratory had not been operational as it could not create a vacuum. A new chamber has been purchased awaiting installation.
3. New equipment requests
- Various laboratories submitted lists of equipment needed. Additional pieces of equipment are also needed for the sequencer. The committee decided the laboratory technologist should revisit the labs for more specific requests which were top priority as some of the items could be shared by various labs.
  - The possibility of acquiring a 150KVA Automatic Voltage industrial stabilizer for the whole building was also discussed as there is an issue with the electrical current and voltage being supplied to this building that has been responsible for the breakdown of several equipment.

## 5.8 Procurement

Mrs. Kocke informed the committee on the following:

- All contracts for the supply and installation of cold room, active devices, plumbing, air-conditioners, internet, fire alarm, lightening protection equipment were finalized and signed during the last quarter.
- Bids were opened for the supply and installation of 18 laboratory equipment for the Centre. The tender documents have been submitted to WACCBIP for evaluation and the evaluation report has been received. The contracts will be drafted for various suppliers.
- Tender documents for the supply and installation of 2 major equipment which were advertised for national competitive tender for the Centre have been submitted to the Logistics Unit for evaluation.
- The possibility to allow the financial Auditors to do the procurement audit is being discussed with the world bank
- A request was made for the supply and installation of desktop computers (5 high specs and 2 low specs). The contract for the 2 low spec computers are with the VC for signing. The specifications for the high spec computers were revised and the new tender documents have been received and submitted to the WACCBIP ICT officer for evaluation.
- The contract for the supply of furniture for the WACCBIP offices from Kingdom Furniture is with the VC for signing.

- The conference chairs and board room furniture have been delivered and paid for. Outstanding items which included the gallery tables for the boardroom and adjustable podium have now been purchased from other suppliers.
- The Director informed the committee that the university accidentally ordered an ion torrent which the Centre has decided to acquire as part of the sequencing core. The Centre had to purchase an equipment for the nutrition department which the university will bill us for.

## 5.9 Financial Management

Ms. Adzadu informed the committee on the following:

1. WACCBIP-DELTAS project
  - The DELTAS quarterly report for the year 3 quarter 2 period has been submitted to AESA. Comments have been received which are being answered.
  - The Good Financial Grant Practices (GFGP) Workshop was organized by AESA in Ghana on April 12-13, 2018 and attended by the WACCBIP Accounts Officers. The purpose of the GFGP is to enable the standardization, simplification and strengthening of the governance of grant funding. As part of the programme, each institution is required to do a self-assessment of its compliance to the standardized grant practices by the end of May 2018.
  - The Director requested that the accounts officers do a financial projection/create a forecast to know if there would be a balance on fellowship funds to award one or two postdoctoral fellowships to our PhD students who are yet to graduate. The board approved that the postdocs could be recruited if there would be excess funds on fellowships.
  - Below is the expenditure to date under the project.

Description	Amount (USD)	% of Budget
Total Grant Budget	7,185,851.83	100%
Total Disbursement to Date	3,673,030.00	51%
Total Expenditure to Date (based on quarterly reports)	2,971,181.37	41%

2. World Bank ACE project
  - The Interim Financial Report for the ACE project has been submitted to the World Bank in February.
  - The verification of a total of USD 1,512,835.04 of externally generated funds for the year 2017, mainly from other grants and investments, was completed by the external auditors and the report has been submitted to the AAU and World Bank.
  - Documents for the verification of the financial DLIs have been sent to the AAU And World Bank and the necessary documents have been uploaded on the Centre's website for verification.
  - Dr Theresa Manful Gwira and Ms Marian Nanor represented the Centre at the University's Audit Report Implementation Committee (ARIC) meeting to discuss and address the findings of the Centre's tabled audit reports. The committee raised concerns about the approval of the Centre's investments and credibility of Ideal Capital Partners. ARIC commissioned the Director of Finance to take the necessary steps to confirm the credibility of the company, obtain the appropriate approvals, recover and redeploy the investments if necessary. The Centre is yet to hear from the Director of Finance regarding this issue.
  - Below is the expenditure to date under the project and the expected amount to be earned after the next round of verification. The committee suggested that both the SDR and USD amounts should be captured for ease of understanding.

Description	Amount (USD)	% of Budget
Total Grant Budget	8,000,000.00	100%
Total Disbursement to Date	5,778,295.46	72%
Total Amount Earned	3,823,828.03	48%
Current Earning + Expected Earnings	4,811,062.03	60%

Expected Amount to be Earned After Verification (USD)	
New Short-term students	138,810.00
New Masters students	205,658.16
Improved teaching and learning environment (Confocal & Building)	587,187.55
Financial management	55,583.29
<b>Total</b>	<b>987,239.00</b>

### 3. Other Grants

#### **TIBA**

- An amount of £35,000 was received as the second disbursement in March 2018.
- The first financial report was completed and submitted in March 2018.
- The Centre has now opened a pound account and the TIBA project funds have been moved from UG external funds account to the WACCBIP GBP account

#### **MRC-Buruli Ulcer Project**

- A sub-award contact has been signed with Centre Suisse de Recherches Scientifiques (CSRS), Cote d'Ivoire and first tranche of £2,575.00 has been disbursed.

#### **NIH – Hearing Impairment Project**

- The first disbursement of USD 26,888.00 has been received however the fully signed contact is yet to be sent.

### 4. General

- The asset register has been reviewed and updated to ensure that the locations and labels of all assets purchased for the Centre are accurate.
- External audit for the year 2017 of both the DELTAS and ACE have been completed.
- The review of 4 proposals for the development of risk management and anti-bribery and fraud policies has been completed and KPMG has been selected as consultant based on the review by consultants and the negotiated price. A kick off meeting has been held to discuss timelines
- International travel policy and conditions of service documents were reviewed and a few modifications were suggested. Committee members were asked to send all suggestions within the next 2 weeks else the document will be approved in its current state.

### 5. Account Balances

- Balance on the Offshore USD account \$ 9,217.07
- Balance on the Onshore USD account \$ 1,001,001.88
- Balance on the GHS account GHS 713,932.08

## 1. Investments

An amount of GHS 3.5 million has been reinvested. Below is the investment schedule of all past and present investment:

Investment Date	Investment Period	Maturity Date	Amount Invested (GHS)	Interest Rate	Interest Amount (GHS)
16-Jan-2017	182 days	17-Jul-2017	2,107,500.00	30.50%	320,513.22
21-Jul-2017	182 days	19-Jan-2018	4,282,500.00	26.00%	555,199.73
30-Jan-2018	182 days	31-Jul-2018	3,500,000.00	24.00%	418,849.32
<b>Total Interest</b>					<b>1,294,562.27</b>

## 5.9 Communications and Public Engagement

Mr. Katachie informed the committee on the following:

- The new website development was at the final stages. Outstanding works include final edits and structural changes. Roll-out of new website will coincide with commissioning of new WACCBIP building in June.
- Social media activity has been constant and the Centre's twitter account has seen an increase in following. There has been a steady increase in number of impressions posts have made in the last three months.
- There were three successful appearances by Drs Paemka, Gwira, and Aniweh on morning show segment, "The Horizon" at Star FM.
- The second cohort of graduate interns are currently on a week-long outreach tour to secondary schools in the Northern and Upper East region.
- The Communications team has been working on developing a brand for the Centre and has started a quarterly newsletter. The first issue was rolled out during the last quarter and received good feedback.
- The signage for the new building is also being designed which must conform to the University's brand style
- An equipment brief brochure has been developed for the Centre
- A brochure for the department has also been developed awaiting feedback from faculty members.
- The communications team is working with Dr. Yaw Bediako to develop a new WACCBIP initiative, 'African Science Initiative', which seeks to create an official network for collaboration and interaction among young African scientists.
- A proposal has been submitted to Primetime to sponsor the national science and maths quiz. This will not be monetary support, however the 3 finalists will be given the opportunity to undertake a 3 week training programme at WACCBIP.
- The Director asked the communications team to create a documentary about the work at the Centre.

## 5.0 AOB

- Three keynote presenters and a representative from the pharmaceutical society have been invited to give presentations at the research conference on the theme “Translating Molecular Research into Healthcare Solutions in Africa”.
- Prof. Awandare proposed to the committee that for the ACE for Development Impact application, the proposal title could be WACCBIP+NCDs. He also informed members that for this application, the Centre was required to have a Sectoral/Industrial Advisory Board as well as a Scientific Advisory Board. As a result, the Director of Pharmaceutical Services, Ministry of Health, Dr. Martha Gyansa Lutterodt and the President of the Pharmaceutical Society of Ghana, Mr. Ben Botwe have been invited to join the WACCBIP International Advisory Board.
- Partnerships with sectoral/industrial partners are key for the ACE for Development Impact application. Prof Awandare informed the committee that he had discussions with the Director for the Centre for Proteomic & Genomic Research (CPGR), a private organization in Cape Town, South Africa, to join the ACE application as a partner to provide entrepreneurial training for students. The Centre was also in the process of signing an MoU with Inqaba Biotec West Africa Limited to provide internship opportunities for students. The Health Strategy and Delivery Foundation (HSDF), a private organization in Lagos, Nigeria, is also in the process of signing an MoU with WACCBIP to conduct a malaria genomic study.
- A team from the Francis Crick Institute, UK, have requested to host an Insect Neuroscience and drosophila Neurogenetics course at WACCBIP in November.
- The Centre has appointed Rev. Dr. W.S.K Gbewonyo as Mentorship coordinator to assess the individual needs of mentees and pair them with suitable mentors and to resolve any disagreements that may arise between mentees and mentors.
- The Graduate Students Representative informed the committee that his one-year tenure was over. The Head of Training and Research will organize an election for the new representative during the first seminar of the 2018/19 academic year.
- Ms. Dadson expressed concern about the volume of the papers distributed for the meeting. The committee agreed to go paperless. Reports will be emailed to members and projected in the board room during meetings.

## 7.0 CLOSING

The meeting came to a close at 6:47 pm.