

**MINUTES OF THE WACCBIP MANAGEMENT COMMITTEE MEETING HELD ON
SEPTEMBER 28, 2018 IN THE WACCBIP BOARDROOM**

1.0 Background

The WACCBIP Management Committee had a meeting on Thursday September 28, 2018, from 2:15 pm to 5:45 pm in the WACCBIP Boardroom, 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

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	Mr. Barfi-Adomako Owusu	Co-Head, ICT (Electronic Resources)
5	Dr. Lucas Amenga-Etego	Research Fellow
6	Dr. Therasa Manful Gwira	Graduate Admissions and Examinations Coordinator
7	Mr. Anaamoatulum Anab	Financial Manager
8	Dr. Lydia Mosi	Logistics Coordinator
9	Ms. Ama Dadson	Co-Head, ICT (Physical Resources)
10	Prof. Daniel B. Sarpong	Representative from College of Basic and Applied Sciences
11	Prof. Neils Ben Quashie	Representative for College of Health Sciences
12	Dr. Patrick Arthur	Head, Training and Research
13	Mrs. Constance Kocke	Representative from Procurement Unit
14	Ms. Belinda L. Lartey	Representative for Graduate Students

In Attendance

No.	Name	Designation
15	Ms. Sika Menka	Grants Manager
16	Mr. Felix Kyei	Centre Administrator
17	Mr. Vincent Appiah	HPC Manager
18	Ms. Emefa Adzadu	Senior Accounts Officer
19	Mr. B. S. Srinivasan	Laboratory Technologist
20	Mr. Ebenezer Aryee	Procurement
21	Mr. Solomon Katachie	Communications Manager
22	Ms. Marian Namle Nanor	Accounts Officer

Absent

No.	Name	Designation
1	Prof. Dorothy Yeboah-Manu	Postdoctoral Programme Coordinator
2	Prof. Kwadwo Koram	Deputy Centre Leader

3.0 Opening Remarks, Review and adoption of previous minutes

The meeting commenced at 2:15 pm with introductory remarks from Prof. Awandare. The new Centre Administrator, Mr. Felix Kyei, the Representative for Graduate Students, Ms. Belinda Lartey and the Finance Manager, Mr. Anaamoatulum Anab were introduced to the committee. This was followed by a review of the minutes from the previous meeting which was accepted as true and accurate. Dr Arthur moved for the minutes to be accepted.

4.0 New Business

4.1 Grants Management

Ms. Menka informed the committee on the following:

A: Activities during the last quarter

I. World Bank Africa Centre of Excellence (ACE) Project

- The WACCBIP Building (Biochemistry Annex) was commissioned on June 22, 2018 by the Minister of State in charge of Tertiary Education, Prof. Kwesi Yankah and the Vice Chancellor of the University of Ghana, Prof Ebenezer Owusu. Other senior University of Ghana officials attended the ceremony.
- The Centre has achieved all milestones for the project under DLI 2.8. The last milestone was the 100% completion of the WACCBIP building.
- 19 MPhil and 1 PhD fellowships of up to \$194,00.00 have been awarded under the project for the current academic year.
- The ACE I project has been extended for 15 months. The end date for the project is now March 31, 2020.
- The ACE Impact application was submitted to ORID on September 21, 2018. The application was further worked on and re-submitted to ORID with respect to comments made by ORID on the application.

II. Wellcome Trust DELTAS Project

- A team comprising of Prof. Awandare, Dr. Quaye, Dr. Arthur, Ms. Menka, Ms Adzadu, Mr Katachie and Prof. de-Graft Aikins (member of the Advisory Board) attended the DELTAS AGM in South Africa from July 9-11, 2018. AESA engaged the services of independent consultants for the mid-term review of the project. The review included the completion of self-assessment forms and interview of some fellows, do-applicants and advisory board members prior to the AGM. At the AGM the Director gave a presentation on the progress so far after which he answered questions from the assessment panel as part of the review. The consultants have provided a draft mid-term evaluation report to the Centre pending the final report to AESA.
- The 3rd cohort of gradate interns have been appointed. They are 18 in total comprising of 12 males and 6 females.
- Five (5) masters students have been awarded MPhil fellowships of up to \$19,000.00 to work with postdoctoral fellows.
- Five (5) student visitor fellowships have been awarded in this quarter.
 - a. Miicheal Bright Yakass – University of Leuven, Belgium
 - b. Nancy Kemuma Nyakoe – Francis Crick Institute, UK
 - c. Kwadwo O. Oworae – University of Heidelberg, Germany
 - d. Philip Ilani – LSTMH, UK
 - e. Evelyn Baaba Quansah – Imperial College London UK

III. Workshops and Meetings

- The second part of the WACCBIP-NCHS workshop on Bacterial, Helminth and Fungal infections was held from June 4-8, 2018.
- The 3rd WACCBIP Research Conference was held from July 18-20, 2018. There were 254 participants present on the first day of the workshop.
- A workshop evaluation report has been completed and shared with management.
- The 3rd WACCBIP Advisory Board Meeting was held on July 21, 2018 in the WACCBIP Boardroom.
- An in-house Risk Management training Workshop was organised from August 15-16, 2018, facilitated by KPMG. KPMG were recruited to develop anti-fraud and bribery policies as well as a risk management policy for the Centre. KPMG has submitted a risk register to the Centre which needs to be populated with the identified risks of all units in the Centre.

IV. Staff Training

- The Public Engagement Officer, Ms Kyerewaa Akuamoah Boateng attended a Community & Public Engagement Capacity Strengthening training workshop organized by AESA in Nairobi, Kenya from June 11-12, 2018.
- The HPC Manager, Mr Vincent Appiah attended the DAAD-AIMS project workshop titled '*Mathematics against malaria within the Aims Network*' from August 20-26, 2018 in Mittweida, Germany.

V. Other Grants

TIBA

- Mr Felix Ansah was awarded a PhD fellowship of £75,000
- Mr Jonathan Suurbaar was awarded an MPhil fellowship of £3000
- The Centre together with KEMRI-Kilifi have been awarded £499,970 for a Making a Difference project titled 'Novel candidates for anti-malaria vaccines identified using functional monoclonal antibodies in naturally exposed individuals'.
- 2 Research Assistants and 1 Research associate have been appointed under the project.

Crick African Network (CAN)

- CAN-Africa Career Accelerator Fellowship interviews were held on September 13, 2018 at the WACCBIP Boardroom. The WACCBIP applicants listed for the interviews were Dr. Peter Quashie, Dr. Alasanne Mbengue and Dr. Yaw Bediako. The interview scores were submitted to Crick after which Prof. Awandare attended a Steering Committee Meeting held to discuss the fellowships awards.

AESA-H3Africa Initiative

- Mr Elvis Twumasi Aboagye has been awarded a PhD Fellowship under this project. However, no disbursement has been received so far.

NIH – University of Cape Town South Africa

- WACCBIP has received and signed the subcontract for the Hearing Impairment Genetics Study in Africa (HI-GENES Africa). The Centre has also received the first disbursement for this project.

National Institute of Health research (NIHR) Project

- There was a project inception meeting held at WACCBIP on July 23, 2018 with team members from the University of Oxford, WTSI, MRC, NMCP and WACCBIP to discuss the logistics and implementation of the project.
- A GFGP assessment to be completed by the University of Ghana has been submitted to ORID for completion.

PAMGEN - MRC

- The London School of Hygiene and Tropical Medicine, UK, submitted a due diligence template to WACCBIP to be completed and submitted. The MRC Gambia has also requested the Centre completes and submits a GFGP assessment.

B: Overall Status of implementation

World Bank Africa Centre for Excellence (ACE) Project

- The Centre has achieved 76% of its targets under the project. The Centre has achieved all results for the following; DLI 1: Institutional Readiness, 2.3: New PhD, 2.5: Quality Benchmarks (Accreditation), 2.6: No. of published articles, 2.7: Externally generated revenue and 2.8: Improved teaching and learning environment.
The Centre is lagging behind on 2.1: New Short term students, 2.2: New Masters students, 2.4: No. of outreach periods, DLI 3: Financial management and DLI4: Timely and audited procurement.
- For student enrolment, 113 Masters students and 63 PhD students have been recruited.

Wellcome Trust DELTAS Project

Programme	Target	Current Status
PhD	15	15
Postdoctoral Fellows	12	12
Graduate Interns	60	48
Student Visitor Fellows	25	16
Bioethics short course	50	24

C: Planned activities for the next quarter

World Bank Africa Centre for Excellence (ACE) Project

- Submission of the next M&E report.

Wellcome Trust DELTAS Project

- Post-doctoral fellows will submit their fifth progress reports by November 15, 2018.
- The Centre will receive the mid-term report from AESA.
- During the next quarter, Dr. Daniel Kiboi, will complete his post-doctoral fellowship.

Workshops and Meetings

- The PAMGEN project inception meeting will take place in the Gambia in October 2018.
- The TReND microscopy workshop is scheduled for November 12-23, 2018.
- The ARTIC/TIBA workshop titled "*Nanopore virus sequencing for the real-time molecular epidemiology of outbreaks*" is scheduled for December 10-15, 2018.

Staff Training

- Mr Solomon Katachie, the Communications Manager will be attending the DELTAS Africa Communications Workshop in Kilifi, Kenya, from October 4-5, 2018

4.2 Accounts / Finance

Mr Anab informed the committee on the following:

A: Activities during the last quarter

I. ACE Project

- Documentation and verification of all the financial DLIs have been achieved (100% achievement)
- A budget was prepared for the ACE 3 grant application.
- A withdrawal application for USD 600,000.00 was submitted to the World Bank.
- The internal audit for the fourth quarter of 2017 has been completed and the report has been uploaded on the Centre's website.

II. DELTAS Project

- The year 3 quarter report has been submitted.
- Two (2) disbursement were received within this period
 - i. June – USD 277,847.00
 - ii. September – USD 386,009.00

III. TIBA

- The second quarter report has been submitted.

IV. MRC-Buruli Ulcer Project

- The project report has been submitted to the funder and a request has been made for additional disbursement.

V. Other Grants

- A disbursement of USD26,175.00 was received in July for the HSDF research project.
- A disbursement of USD4,271.00 was received in September on behalf of Ms Mbamba Magra Fernande Amandine, a PhD student from the Organisation for Women in Science for the Developing World (OWSD).

VI. General

- The breakdown of scholarships awarded to WACCBIP MPhil and PhD students are as follows:

Project	Amount (USD)	Amount (GBP)
ACE	194,000.00	-
DELTAS	19,000.00	-
TIBA	-	3,000.00
HI-GENES	36,000.00	-

- All outstanding payments for the research conferences and advisory board meeting has also been made. The financial report for the event is provided in Appendix A.

B: Overall Status of Implementation

I. DELTAS

- 60% of the project's budget has been received. 54% of the overall budget has been spent so far.

Budget Breakdown	Budget (USD)	% of Budget
Current Budget	7,185,851.83	100 %
Disbursement received to date	4,336,886.00	60 %
Expenditure to date	3,844,542.13	54 %

II. General

- The Centre's total bank balance as at September 24, 2018 was USD1,069,172.58. The details are as follows:
 - i. Offshore/Foreign USD account – \$9,607.41
 - ii. Onshore/Forex USD account – \$925,461.57
 - iii. GBP account – £43,421.75
 - iv. GHS account – ₵367,862.75
- The Centre's deposit with Ideal Capital Partners matured on July 31, 2018. The amount invested was GHS 3,500,000.00 over a period of 182 days, with an interest of GHS 418,819.32. So far only GHS1,000,000 of the principal has been paid to the Centre. The necessary steps will be taken to retrieve the outstanding payments.

C: Planned activities for next quarter

- Approval of salary structure for the Centre.
- KPMG has been asked to facilitate the ethics line proposal.
- Submission of reports to grant donors.

Ms Adzadu also informed the committee on the following:

- The Centre is yet to take a decision on the ethics line. KPMG has submitted a proposal to manage the Centre's whistle blower line independently. AESA has been informed about the proposal and they have suggested that the cost for this service can be from the flexible funds budget line.

4.3 Training and Research

Dr Arthur informed the committee on the following:

A: Activities during the last quarter

I. MPhil

- 10 out of 13 MPhil students in the 3rd cohort have submitted their theses. For the outstanding students, 1 is on administrative leave and the other 2 have travelled.
- Students in the 4th cohort had their proposal defence seminar on 26th and 27th July 2018. All the proposals were approved for the commencing of their research projects.

II. PhD

- 2 out of the 11 students in cohort 1 (PhD year 4) have submitted their thesis. The remaining students have applied for extension.
- All but 1 student in the 3rd Cohort (PhD year 3) have submitted their experiential learning reports. The remaining student has been scheduled for the last week of teaching in the semester.
- Students in the 4th cohort are currently undergoing their theses defence. 5 students have completed their defence with 6 more remaining.

III. Graduate Interns

- All 18 DELTAS graduate interns have reported and started work.

B: Overall status of implementation

- MPhil – 114 students
- PhD – 63 students.

4.4 Graduate Admissions and Examinations

Dr. Gwira informed the committee on the following:

A: Activities during the last quarter

- On June 22, 2018, Research proposals were submitted by 11 candidates as part of their comprehensive examination. A written examination was taken on June 29, 2018 and oral examinations from August 13-14, 2018.
- 8 out of 11 students passed the exams on the first attempt. The remaining 3 took second exams for the written and the oral examinations on August 7, 2018 and September 4, 2018 respectively. All 3 students passed on the second attempt.

B: Planned activities for next quarter

- Graduate admissions – 2019/2020 academic year
- Inputting comments from faculty and finalizing handbook document for printing.

4.5 Monitoring and Evaluation

Dr. Quaye informed the committee on the following:

- Course evaluations from the second semester of the 2017/2018 academic year were analysed. Lecturers generally received high scores of 60% or higher for being very good or excellent. He added that the course evaluation reports will be submitted to the HOD for onward distribution to faculty members.
- There have been about 32 publications from WACCBIP faculty and fellows since the beginning of the year.
- A couple of notable things from the WACCBIP Research Conference evaluation report were:
 - i. The pressure expected to be offset by increasing the number of days from 2 to 3 did not happen.
 - ii. The chairs in the conference room should be changed for a softer one.

- 22 students were supported by the Centre to attend conferences between July 2018 to July 2018.

4.6 Mentorship

Rev Gbewonyo informed the committee on the following:

A: Activities during the last quarter

- A mentee needs assessment was conducted in May to June 2018 to help pair mentees with suitable mentors.
- A mentorship orientation workshop was held on July 31, 2018 for the mentors located in Ghana after which the slides were made available to those in the diaspora.
- A mentee initial contact with mentor evaluation was held in September 2018 to ensure that the students begin to interact with their mentors.

B: Status of Implementation

- Out of 90 students contacted, 76 students responded and were assigned to mentors.

C: Planned activities for next quarter

- MPhil 1 and PhD 1 students are yet to be assigned mentors.

4.7 Logistics

Dr. Mosi informed the committee on the following:

A: Activities during the last quarter

- Mr Ebenezer Aryee has been employed as the Procurement Officer for the Centre. The reports of the Procurement Officer will be included in the Logistics Unit's report.
- The following equipment have been delivered to the Centre
 - 1 unit of pH meter – installed in the new bacteriology laboratory.
 - 3 units of vortex mixer – 1 unit each in the bacteriology laboratory, the infectious disease research laboratory and the protein expression laboratory.
 - 4 units of LCD attached camera microscope – 1 unit each in the molecular biology laboratory, chemical systems biology research laboratory, the infectious disease research laboratory and the bacteriology research laboratory.
 - 6 units of normal light microscope – 1 unit in the molecular biology laboratory and 5 units are being kept with the chief technician, to be used by students.
 - 1 Stomacher blender – installed in the bacteriology laboratory
 - 5 units of anaerobic jars – installed in the bacteriology laboratory
- The fully preparative HPLC is yet to be delivered. A room close to Dr Arthur's laboratory has been identified for the installation.
- The desktop Ultra Highspeed centrifuge has been delivered but is yet to be installed. A special bench must be created for this unit and arrangements are being made for this.

- A study was conducted on the power coming into the department building which showed an issue with the electricity current. Four (4) companies have shown interest in providing stabilizers for the department and have provided their quotations. Clean Power, a local based company has the cheapest deal of GhC25,900.00. After reviewing all the quotations, the university's chief electrician has advised that the Centre can purchase from Clean Power.

B: Planned activities for next quarter

- Accreditation of laboratories in the department. Mr Emmanuel Acquah has been tasked to put together all the necessary information from the labs needed for the accreditation procedure.
- There is a proposal to procure a minus twenty-degree (-20°) freezer for general purpose storage in the laboratories.

4.8 Procurement

Mrs Kocke informed the committee on the following:

- There is an outstanding supply and installation of active devices. Payment for these devices is in process.
- With regards to the supply and installation of 18 laboratory equipment, some items have been supplied while others are still pending. The estimated time for delivery of the remaining equipment is approximately 2 weeks.
- The supply and installation of 2 laboratory equipment, the preparative PA and HPLC mesh equipment – shipment is in process.
- 2 laptop computers and 1 unit of 1200VA UPS have been delivered to the Centre.
- Reagents and laboratory consumables are yet to be delivered from MES Equipment Ltd. Other reagents and lab consumables are also being procured from Carramore.
- A contract has been signed for the supply of a verification plate, water purification systems and 1 unit of 3000VA UPS.
- Funds have been transferred for the procurement of a vertical top autoclave, pressure vessel, stainless steel stepable wire mesh basket, stomacher blender and complete anaerobic jar.
- Funds have been transferred for the supply of 10 units of nitrogen 15010 M3.
- Procurement Audit – Initial interaction was made with the WACCI accountant who informed the unit that he will contact and ask the World Bank office if the financial auditors, PricewaterhouseCoopers, could conduct the procurement audit. He later informed the unit the World Bank requested another audit firm conducts the procurement audit.

4.9 Co-head ICT (Physical Resources)

Ms Dadson informed the committee of the following:

- Additional internet ports have been added in the offices.
- Additional Access Points have been procured to boost Wi-Fi connectivity in the building.
- 2 additional 1500VA smart UPSs are in the process of being procured
- Fibre installation to the laboratories are complete.
- Additional switches will be added in the WACCBIP Building.
- Due to an expansion project to increase the internet capacity in the university, the internet efficiency has been negatively affected.

4.10 Co-head ICT (Electronic Resources)

Mr Owusu informed the committee on the following:

A: Activities during the last quarter

- Successful completion of the IT component of the project.
- Telephone ports provided by the contractor in the new building have been changed to data ports. However, more data points need to be added.
- Upgrading of the internet backbone to 10Gb to improve on the connectivity has been initiated.

B: Planned activities

- Integrating the WACCBIP building and BCMB building CCTVs to ensure common monitoring and storage.
- There have been challenges with the interconnection of lectern with other audio devices in the Conference Room. ICT staff are working with the contractor to solve this issue.
- Training of staff to use equipment received, especially the Video Conferencing equipment and the Smartboard.
- Expansion of LAN to cover the number of staff and researchers in the building.

4.11 High Performance Computing

Mr Appiah informed the committee of the following:

A: Activities during the last quarter

- User accounts and application processes have been developed and there are currently 5 active users on the platform. User guidelines for the High Performance Computing System have also been published on the WACCBIP website for new users.
- A File Structure has been implemented to rationalize the HPC storage space for users. In this structure;
 - i. Each user has access to 3 folders and memory quota of up to 500Gb, which is subject to change.
 - ii. A temporal directory can be used to store additional data when a user has exhausted his initial memory quota. The temporary directory is periodically cleaned (30 days intervals).
 - iii. There is a shared directory where members of a group can upload data which will be available to all members of that group.

B: Planned activities for next quarter.

- User training and documentation, which includes user guidelines and policies.

4.12 Communications & Public Engagement

Mr Katachie informed the committee of the following:

A: Activities during the last quarter

- The WACCBIP website has been handed over by the developer but there are structural issues with the work done. The Centre is as a result working with a UK developer to upgrade the website.
- Social media engagement rate has increased over the last three months especially on twitter.
- As part of public engagement, 2 faculty members and 2 fellows were on “The Horizon”, a morning show segment at Star FM. Dr Mosi spoke on July 17, 2018, Prof. Awandare on August 1, 2018 and Mr. Samuel Adadey and Mr. Elvis Twumasi spoke on August 22, 2018.
- The Centre set up exhibition booths at the SciTech Fair, an event organised by Prime Time Limited for High School students. At the fair, WACCBIP Graduate Interns demonstrated basic scientific experiments and procedures.
- WACCBIP-TIBA Ghana had an outreach at Breman Asikuma in the Odoben Brakwah District of the Central Region.
- With respect to brand item development, brochures, flyers, posters and general communication materials were created for public engagement events and Research Conferences.

B: Planned activities for next quarter.

- Updating the WACCBIP website. A list of things to be worked on have been compiled to be discussed with the new developer.
- Starting a new breast cancer awareness campaign called ‘Nufu Festival’ with Dr. Peamka. As part of the plans the Centre is trying to get “Di Asa” on board.
- Planning a visit to the Yumba Special School in Tamale.
- Produce a radio show on Radio Universe for a period of 6-7 weeks, where WACCBIP students will talk about their research work.
- Publish the 3rd issue of the WACCBIP newsletter.

5.0 Review of Promotions Guideline

- Prof Awandare informed the Committee that faculty of BCMB have already met to review these guidelines and since the Committee comprises mostly of the same faculty the decisions taken in the BCMB meeting can be applied.
- Prof Awandare also informed the committee of the issues and outcome of a similar meeting held by Directors and Deans in the University.

6.0 AOB

- Vincent Amarah’s Post-Doctoral Fellowship of 6 months is to be extended for a further 2 years. After the Post-Doc review meeting the general concession was that he has done well for extension.
- The Crick Africa Network Grants Fellowship interviews was held on September 13, 2018 at WACCBIP and Dr. Peter Quashie was ranked first. Prof Awandare was present at the Crick Fellowship Steering Committee meeting where it was confirmed that Dr Peter Quashie and Dr Yaw Bediako who were ranked first and second at the interviews will be awarded fellowships.

- The Centre has been awarded a Wellcome Trust Public Engagement Grant for Hearing Impairment. This involves creating tools to engage the hearing impairment community.
- Funding has been made available for WACCBIP students to visit the University of Edinburgh between January and March 2019 to work on some selected projects.
- The TIBA Project has an opportunity for a Post-Doc Fellow work on a project between Ghana and the University of Edinburgh for 1 year.
- Joy Power has volunteered to visit Ghana for 1 year to work with the Centre. She arrives in November 2018.
- Prof Awandare proposed that the Centre separates the role of the current Training & Research Coordinator. This is because the ACE Impact Grant renewal requested separate coordinators for the Training Unit and an Applied Research Unit.
- The WACCBIP website should have an elaborate description of the research and training programmes at the Centre.
- Prof Awandare suggested working with the Pharmaceutical Society of Ghana to host WACCBIP students in their member facilities for student internships. The Pharmaceutical Society identified a team to work with WACCBIP to operationalise collaborations and one of the areas identified for collaborations is student internships.

7.0 Scheduling of Next Meeting.

- The next meeting was tentatively set for Thursday December 6, 2016 at 2:00 pm.

8.0 Closing

- Dr. Arthur moved for the closure of the meeting which was seconded by Mr Owusu. The meeting ended at 5:45 pm.