

**AFRICA CENTRE OF EXCELLENCE FOR
NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY
(ACENTDFB)
AHMADU BELLO UNIVERSITY, ZARIA – NIGERIA**

11TH	11TH EXECUTIVE MINUTES OF ACENTDFB MEETING HELD ON MONDAY 29TH JUNE, 2015 AT 2.26 P.M. IN THE BOARD ROOM OF BIOCHEMISTRY DEPARTMENT, AHMADU BELLO UNIVERSITY, ZARIA	ACTION
1.00	PRESENT	
1.01	Prof. A. J. Nok (OON, FAS, NNOM) Chairman/Centre Leader	
1.02	Prof. H. M. Inuwa Deputy Centre Leader	
1.03	Prof. J. K. P. Kwaga Head of Rabies	
1.04	Prof. Y.K. E. Ibrahim Capacity Building Officer	
1.05	Prof. I. S. Ndams Head of Filariasis	
1.06	Mr. Nasir. Moro ICT Officer	
1.07	Mr. Umar Abubakar Auditor	
1.08	Mr. Salisu Ibrahim Accountant	
1.09	Mr. Nuhu Ishaya Procurement Officer	
1.10	Dr. Aimola Idowu Asst. Monitoring/Evaluation Officer	
1.11	Mr. S. K. Yashim Secretary	
2.00	APOLOGY	
2.01	Dr. H. J. Maku Monitoring & Evaluation Officer	
3.00	OPENING	
3.01	The meeting commenced at 2:26 pm. The Chairman welcomed members to the ACENTDFB's 11th Executive Meeting, and apologized for the delay in holding the monthly executive meeting. He then introduced Mr. Aimola Idowu to the meeting as the Assistant Monitoring/Evaluation Officer on time-table, seminars, projects and training.	
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3.06	The agenda for discussion was tabled before the meeting by the Chairman, which included:	
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3.08	(i) Reports on Gambian Trip by 4 Officers	
3.09	(ii) Progress Report on Website by ICT Officer	
3.10	(iii) Postgraduate Students' Report and	
3.11	(iv) Brief Report by the Chairman.	
3.12	He requested for inputs from members who might have any agenda to submit for discussion. In the absence of any other agenda, the meeting went into prayer session as individuals prayed according to their faith.	
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4.00	GAMBIAN TRIP 10TH – 11TH MAY 2015	
4.01	The following ACENTDFB's Officers were in Gambia for ACE's meeting, also to advertise the Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB). They were:	
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4.04	(i) Prof. H.M. Inuwa - Deputy Centre Leader (Team Leader)	
4.05	(ii) Dr. (Mrs) H. Makun - Monitoring and Evaluation Officer	
4.06	(iii) Mr. Ibrahim Salisu - Accountant and	
4.07	(iv) Mr. Nuhu Ishaya - Procurement Officer.	
4.08	(i) Report by Prof. H. M. Inuwa (Deputy Centre Leader)	
4.09	She told the meeting that the trip was successful. They were received by the Regional Partner, Dr. Achuki on arrival. According to her, the Gambian government were happy and willing to collaborate with ACENTDFB on the areas of manpower training; particularly in agriculture and M.Sc.	
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4.13	<i>Biotechnology programs. Her role as a Team Leader during the ACEs' meeting was more of supervision. She was able to advertise ACENTDFB to Gambian's students; but their level of understand was low. A proposal Form for the training of their manpower by ACENTDFB was discussed. The ACEs meeting was broken into three (3) groups namely: (a) Finance – represented Mr. Ibrahim Salisu (b) Monitoring and Evaluation - attended by Dr. H. Makun and (c) Procurement – represented Mr. Nuhu Ishaya.</i>	
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4.20	<i>(ii) Report by Mr. Salisu Ibrahim (Accountant)</i>	
4.21	<i>On his report, he informed the House that:</i>	
4.22	<i>(a) the criteria for re-imbursements as discussed in the meeting, would be made based on what has been done or achieved (DLR).</i>	
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4.24	<i>(b) World Bank mandated the formation of Audit Committee (external body) to all ACEs.</i>	
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4.26	<i>(c) Documentation of funds retirement for money received or advanced should be adhered to.</i>	
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4.28	<i>(d) Civil work should not be more than 25% of the total funds.</i>	
4.29	<i>(e) Partnership should not be more than 15% of the total funds.</i>	
4.30	<i>Out of that 15%, 10% was provided for Africa partnership;</i>	
4.31	<i>while the remaining 5% percent was for partnership across Africa.</i>	
4.32	<i>(f) According to the Accountant, ACENTDFB's funds was to be received by the end of June 2015.</i>	
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4.34	<i>(g) All ACEs funds would be sent through the National Universities Commission (NUC).</i>	
4.35		
4.36	<i>(h) No advance would be given to any ACE except based on their performance.</i>	
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4.38	<i>(i) No salary would be paid to staff unless from their Internally Generated Revenue (IGR) or funds from any donor.</i>	
4.39		
4.40	<i>(j) Appointment of Audit Committee:</i>	
4.41	<i>Following the directive by the World Bank to ACEs to form an Audit Committee; the following people were appointed as members of the Audit Committee:</i>	
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4.47	<i>- Mr. Aliyu Nuhu Onimisi (Bursary)</i>	
4.48	<i>- Mr. H. A. Mshelia (Secretary) (Audit)</i>	
4.49	<i>- Dr. B. O. Olayinka (Biological Science)</i>	
4.50	<i>- Prof. T. Akenoga (Pharm. Microbiology)</i>	
4.51	<i>- Mr. H. A. Mshelia to serves as Secretary to the Committee.</i>	
4.52	<i>Their appointments must be sent to the World Bank for confirmation. The Secretary and Chairman were requested to write and communicate to the candidates concern.</i>	
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4.55	<i>(iii) Report by Mr. Nuhu Ishaya (Procurement)</i>	
4.56	<i>The Procurement Officer re-emphasized the submission of his Colleagues. On procurement of reagents (consumables) and equipment, Mr. Nuhu said it must be done through bidding before purchases/supplies could be made.</i>	
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5.00	PROGRESS REPORT ON WEBSITE BY THE ICT OFFICER	
5.01	<i>The ICT Officer, Mr. Nasir Moro told the meeting that work on the ACENTDFB's website had reached advanced state. Configuration of individual staff's e-mail addresses was in progress. He was able to get good pictures that depict the nature of our research – Neglected Tropical Diseases and Forensic Biotechnology (rabies, flariasis, trypanosomiasis). The Chairman informed the meeting that, there were several of such pictures that</i>	
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Secretary/
Chairman

<p>5.06 5.07 5.08 5.09 5.10 5.11 5.12 5.13 5.14 5.15 5.16 5.17 5.18 5.19 5.20</p>	<p>would be fed on the website from the several researches that had been successfully used/carried out by the CNTDFB. Mr. Moro added that he was still working to improve on the logo for the ACENTDFB. Also, staff/students' data information were being captured on the website. Prof. Ibrahim stressed the need to have an archive for minutes of meetings, financial records for public access. The ICT Officer cautioned that Minutes of Meetings were confidential, usually, not meant for public consumption. However, he could provide a security access to the Minutes of Meetings on request. A member expressed fear on the security of the website, if it won't be hijacked in the future. The ICT Officer allayed that fear on the account that security surveillance layers were incorporated on the website to avoid being hijacked. However, he could not completely doubt that possibility. The ICT Officer was advised on the necessity to have a back-up server for the website. Also, the ACENTDFB's programs should be advertised on the website, especially for the next academic session.</p>	<p>ICT Officer</p>
<p>6.00 6.01 6.02 6.03 6.04 6.05 6.06 6.07 6.08 6.09 6.10 6.11 6.12 6.13 6.14 6.15 6.16 6.17 6.18 6.19 6.20 6.21 6.22 6.23 6.24 6.25 6.26 6.27</p>	<p>POSTGRADUATE STUDENTS' REPORT The Assistant Monitoring/Evaluation Officer, Dr. A. Idowu announced that that the 2013/2014 academic session had ended successfully. He commended the efforts of the resource persons. His committee was already set in preparation for the next academic session. During the 2013/2014 session, two (2) students absconded namely: Joe Benjamin and Idowu Kolawole Stephen. However, there was a student who was admitted lately. He was registered to replace one of the two absconded students. The attention of the House was drawn on the fact that more number of candidates were being admitted into the ACENTDFB programs beyond the total number required. It was advised that ACENTDFB should write and inform the Postgraduate School that it has enough students, and would not register beyond the required number. <u>Reagents Purchases.</u> Students and their supervisors were requested to compile and submit the lists of reagents (consumables) required in anticipation of funds being expected. The Chairman disclosed that he would contact our collaborative partner, Prof. Sorge Kelm, Bremen University, Germany who would be coming in July 2015 to assist in buying the reagents, and to be reimbursed. The Chairman regretted that the first training conducted by the ACENTDFB had not been paid to Prof. Kelm due to lack of funds. The Chairman assured that procurement of equipment would also be done. Prof. Ndams made reference to the last meeting, in which he presented a few number of postgraduate students' projects, requesting for assistance. A member objected the requested on the ground that they were not registered students of ACENTDFB. Thus, a decision could not be reached, as a result, a committee was set up by the House to look into the request. The House, therefore expressed desire to re-consider the need to assist the students.</p>	<p>Secretary/ Chairman</p>
<p>7.00 7.01 7.02 7.03 7.04 7.05 7.06 7.07</p>	<p>BRIEF REPORT BY THE CENTRE LEADER/CHAIRMAN The Chairman declared that a total amount of \$4 million Dollars was being expected by end of June, 2015. The amount was being released based on performance or achievements (DLR). He reiterated that no university would tamper with the structure of ACE. He told the Meeting that the financial records (proceedings) of our ACENTDFB thus far were excellent as remarked by the World Bank. The Chairman commented the Accountant, Mr. Ibrahim Salisu for his good performance. He</p>	

7.08	was also applauded by the House.	
7.09	<u>Appointment of Project Manager/Communication Officer.</u>	
7.10	The Chairman nominated Mr. Yakubu Anivbasa for the position of Project	
7.11	Manager/Communication Officer, based on his past experience as the	
7.12	Communication Officer for the defunct A. B. U. World Bank Step-B. The	
7.13	nomination was unanimously agreed by the House that Mr. Anivbasa be	
7.14	appointed Project Manager/Communication Officer. The Secretary/Chairman	Secretary/ Chairman
7.15	were requested to write and convey the Committee's decision.	
8.00	ADJOURNMENT:	
8.01	The meeting was adjourned at 4.00 pm without a motion for adjournment.	
	Prof. A. J. Nok (NNOM, MFR, OON) Chairman	S. K. Yashim Secretary