

AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND
FORENSIC BIOTECHNOLOGY,
AHMADU BELLO UNIVERSITY, ZARIA.

13TH MINUTES OF EXECUTIVE MEETING OF THE ACE-NTDFB HELD ON
MONDAY 25TH APRIL, 2016 IN THE BOARD ROOM OF BIOCHEMISTRY
DEPARTMENT, AHMADU BELLO UNIVERSITY, ZARIA.

1.00	ATTENDANCE	ACTION
1.01	Prof. A. J. Nok Centre Leader	
1.01	Prof. J. K. P. Kwaga Head of Rabies	
1.02	Mr. Y. A. Anivbassa Project Manager	
1.03	Dr. J. H. Makun Monitoring/Evaluation Officer	
1.04	Dr. A. Idowu Asst. Monit./Evaluation (Student Matters)	
1.05	Dr. G. Chechet Asst Capacity Building Officer (Students)	
1.06	Mr. N. Moro ICT Officer	
1.06	Mr. S. K. Yashim Secretary	
2.00	APOLOGY	
2.01	Mr. Nuhu Isahaya Procurement Officer	
2.02	Prof. I. S. Ndams Head of Filariasis	
2.03	Prof. H. M. Inuwa Deputy Centre Leader	
3.00	ABSENCE	
3.01	Prof. Y. K. E. Ibrahim Capacity Building Officer	
3.02	Prof. J. Kabir Director, CBRT/A.B.U.	
4.00	OPENING	
4.01	The meeting was opened at 12.50 with a telephone call by the Centre Leader	
4.02	from Germany that the meeting was to facilitate the submission of the Mid-	
4.03	Term Report to the World Bank. The Monitoring and Evaluation Officer Dr. J.	
4.04	H. Makun was expected to get that report submitted.	
4.05	He told the meeting that lists of reagents (consumables) and some equipment	
4.06	had been issued to vendors to supply for the students' laboratory research. The	
4.07	House was informed that the construction of Animal House at the	
4.08	Biotechnology Research Centre had been given approval. Dr. Idowu was	
4.09	requested to follow up and liaise with the Estate Director on the architectural	
4.10	work. Plans were on ground to renovate a Lecture Theatre in Biochemistry	
4.11	Department. He also disclosed that a collaborative meeting for Memoranda of	
4.12	Understanding (MOU) had been scheduled to hold in Ghana on 16 th May 2016,	
4.13	which the following members were expected to attend:	
4.14	(i) Prof. A. J. Nok (Centre Leader),	
4.15	(ii) Prof. H. M. Inuwa (Deputy Centre Leader),	
4.16	(iii) Prof. J. K. P. Kwaga (Head of Rabies),	
4.17	(iv) Prof. M. I. Sule (Director of Academic Planning),	
4.18	(v) Mr. Y. A. Anivbassa (Project Manager),	
4.19	(vi) Mr. Ibrahim Salisu (Accountant),	
4.20	(vii) Dr. Aimola Idowu (Asst. Monitoring/Evaluation Officer - Students	
4.21	(viii) Dr. G. Chechet (Asst. Capacity Building – Students' Laboratory Training).	
4.22	M.Sc. Biotechnology program and DNA Laboratory were part of the issues to	
4.23	be discussed at the meeting in Ghana.	
4.24	The Asst. Monitoring & Evaluation Officer, Dr. Idowu reported that some ACE's	
4.25	students wrote a letter of protest to the Head of Biochemistry Department	
4.26	against ACE-NTDFB for failing to provide the necessary consumables/reagents	
4.27	needed for their laboratory research, which led to their inability to graduate like	
4.28	their colleagues. The House was totally disappointed by the students' negative	
		Dr. Idowu Asst. Mon. & Evaluat. Officer (Students Matters)

<p>4.29 4.30 4.31 4.32 4.33 4.34 4.35 4.36 4.37 4.38 4.39 4.40 4.41 4.42 4.43 4.44</p>	<p>action taken by the students. Instead of seeking the audience of the Centre Leader to discuss the issue, not even in writing to him; but decided to take a wrong approach in a different dimension. However, the Meeting was told that the Centre Leader had responded to the Head of Biochemistry Department and addressed the issue. Dr. Idowu also informed the House that four (4) Cameroonians had been admitted to read MSc/Ph.D programs under ACE-NTDFB. Nevertheless, the concerns on the part of the candidates were: (i) the candidates were yet to arrive for registration; (ii) Students' Matriculation had been conducted and (iii) No specific time had been fixed for the candidates' arrival. The House advised that Dr. Idowu should discuss with the Dean, School of Postgraduate Studies, if more time could be given to the students to enable them come and register, even though lectures had commenced; otherwise a deferment of the session be sought for them. It was made known to the Meeting that the National Universities Commission (NUC) was expected to come for verification or accreditation of the ACE-NTDFB's programs. Lecturers were advised to ensure that they update their courses immediately.</p>	<p>Lecturers</p>
<p>5.00 5.01 5.02 5.03 5.04 5.05 5.06 5.07 5.08 5.09 5.10 5.11 5.12 5.13 5.14 5.15</p>	<p>WEBSITE The ICT Officer Mr. Nasir Moro reminded the House that the ACE-NTDFB's Website was active, but lack information to feed in. Dr. Idowu quickly drew his attention that he had previously given him a number information on students' data etc. long ago to be fed on the Website, but he had failed to do anything. How could he then said that the Website lacked information. Members were unhappy that the Website had remained inactive due to lack of adequate information to retrieve from it. Most of the activities or events that had taken place in the past; i.e. training workshops, students' laboratory trainings, etc. supposed to have been captured on the Website. The recent visits by the Federal Ministry of Health and Gambian ACE, etc. should have been captured immediately on the website. Though the ICT Officer admitted receiving information to be fed on the Website, but he did not know the appropriate Officer he should receive such information from being the reason he was unable to act on the information given to him. Members were dissatisfied by the excuse he gave.</p>	<p>ICT Officer</p>
<p>5.15 5.16 5.17 5.18 5.19 5.20 5.21 5.22 5.23 5.24 5.25 5.26 5.27 5.28 5.29 5.30 5.31 5.32 5.33 5.34 5.35 5.36 5.37</p>	<p>The Secretary complained for not having adequate information flow on activities going on. He cited an example of e-mail that was sent in respect of the Mid-Term Report and other previous e-mails on training workshops in Abuja, Benin Republic, Cameroon, etc. were unknown to him. Even the planned trip to Ghana could only be known to him at that meeting. As Secretary, he supposed to have the first hand information, even if he would not be privilege or illegible to take part in any scheduled activity by any given information; but for record purposes. He also revealed that files had been opened for B.Sc. MSc, and Ph.D Biotechnology programs; but unfortunately, these Files were empty without the students' lists and academic records because copies were not given to him. He supposed to have the following record purposes:</p> <ul style="list-style-type: none"> • Students' lists containing their necessary personal data both (B.Sc, M.Sc, and Ph.D) according to sessions • Lists of foreign students • Newly admitted students, • Lists of Lecturers/Supervisors, • Academic Time-table and Examination Time-table • Number of training workshops that had been conducted which our ACE-NTEDFB staff members had attended and reports submitted on such workshops. • Who and who had attended what workshops and dates. 	<p>Centre Leader; Monit./ Evaluation Officer (students); Capacity Building Officer & Procurement Officer</p>

<p>5.38 5.39 5.40 5.41 5.42 6.00 6.01 6.02 6.03 6.04 7.00 7.01 7.02 7.03</p>	<ul style="list-style-type: none"> • <i>Previous Progress Reports.</i> • <i>List of equipment if any, etc.</i> <p><i>The Centre Leader gave an assurance that the Secretary's name would be included in the mailing list. He expected the ICT Officer to work hand-in-hand with the Secretary.</i></p> <p>APPOINTMENT OF ICT OFFICER</p> <p><i>Prof. Kwaga drew the attention of the House that the ICT Officer, Mr. N. Moro had not been given appointment letter. He had been rendering services to ACE-NTDFB without payment. He requested Mr. Anivbassa (Project Manager) to follow-up and find out the actual problems and advise accordingly.</i></p> <p>ADJOURNMENT</p> <p><i>In the absence of any other business, Dr. Chechet moved for adjournment of the meeting, and she was seconded by Dr. Makun. The Meeting was adjourned at 1.57 p.m.</i></p> <p style="text-align: center;"><i>Prof. J. K. P. Kwaga Ag. Chairman</i></p> <p style="text-align: center;"><i>S. K. Yashim Secretary</i></p>	<p style="text-align: center;"><i>Mr. Anivbassa Project Manager</i></p>
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