

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

1 <sup>ST</sup>	1ST EXECUTIVE MINUTES OF UNIT HEADS HELD ON THURSDAY 16 <sup>TH</sup> JULY, 2015 AT 11:29 A.M. IN THE BOARD ROOM OF BIOCHEMISTRY DEPARTMENT, AHMADU BELLO UNIVERSITY, ZARIA	ACTION
1.00	<b>PRESENT</b>	
1.01	Prof. A. J. Nok, (FAS, MFR, NNOM, OON)	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	Dr. H. Makun	Monitoring & Evaluation Officer
1.07	Dr. Aimola Idowu	Asst. Monitoring/Evaluation Officer
1.08	Mr. S. K. Yashim	Secretary
2.00	<b>APOLOGY</b>	
2.01	Mr. Y. Anivbasa	Project Manager/Communication Officer
300	<b>OPENING</b>	
3.01	<i>The Chairman welcomed members to the first Unit Heads meeting which started at 11:29 a.m. with members praying according to their faith. He introduced Mr. Yakubu Anivbasa as the Project Manager/Communication Officer and tendered his apology.</i>	
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3.05	<i>The Chairman told the House that the main purpose of the meeting was in respect of an official letter received from the Gambian Government requesting for the training of their manpower. The request was a follow-up to recent Gambian trip for ACEs workshop held between 10th – 11th May, 2015 in which our ACENTDFB advertised her capacity training potentials.</i>	
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3.10	<i>According to the Gambian Government's Letter ref. No. MOBSE/PM/IDA/ACE/CS/001/AG dated 2<sup>nd</sup> July, 2015; the government was inviting ACEs for consultancy services for the provision of Educational Services in the areas of Stem, Health and Agriculture. The letter was accompanied with a bidding Format for technical proposal. The Chairman encouraged members to take advantage of the opportunity to bid, because the training is relevant to ACENTDFB. If it wins the bid, it would be expected to train the following manpower: PhD, MSc., BSc and Certificate ( long time and short time courses) in Medicine, Pharmacy, Genomics of infectious Diseases, Maternal and Infant Health, Reproductive Health, Food Technology, Research Laboratory studies, including Medical Laboratory Science, Public Health, Nursing. Modern approach to teaching of Health Science was also included.</i>	
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3.23	<i>The deadline for the submission of the bidding was indicated in the letter being 12 noon of 3<sup>rd</sup> August, 2015. The bidding institution would be selected based on qualification and experience, while the proposal would be evaluated on: (i) Staff experience and competence,(ii) Service delivery modality, (iii) Duration of each program (iv) Experience and adequacy for project. The Vice Chancellor and the Centre Leader were to sign the proposal.</i>	
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3.30	<i>The Meeting identified some potential academic staff from related capacity</i>	

<p>3.31 3.32 3.33 3.34 3.35 3.36 3.37 3.38 3.39 3.40 3.41 4.00 4.01 4.02 4.03 4.04 4.05 4.06 4.07 4.08 4.09 5.00 5.01 5.02 6.00 6.01 6.02 6.03 6.04 6.05 6.06 6.07 7.00 7.01 7.02 7.03</p>	<p><i>training disciplined to be contacted, so that they could assist to provide necessary data needed for the bidding. They included (i) Prof. B. D. George (Coordinatdor), Mcarthor Centre for Maternal Health; (ii) Dr. (Mrs) M. Katung, Food Science &amp; Technology IAR; and (iii) Shorttime program in Medicine and Medical Laboratory Science Tehnique (A.B.U. Teaching Hospital (ABUTH). Dr. H. Makun was requested to contact the above (I, ii &amp; iii) Prof. Ibrahim was assigned to contact faculty of Pharmaceutical Sciences; while on Genomics of Infectious Diseases and Reproductive Health in Veterinary Faculty and other related Departments, Profs. Ndams and Kwaga were requested to make contacts and collect necessary data that will assist the ACENTDFB in applying for the bidding.</i></p> <p><b>FORMAT FOR TECHNICAL PROPOSAL</b></p> <p><i>The Committee tooktime and studied the Format and provided the required information against each item below. The items on the Format' included: (i) Proposed Area of Intervention (ii) Name of Institution (iii) Name of Assigned Representative, (iv) Date the University was founded and Country (v) Competence in the ACE (vi) Membership of Professional Associations, (vii) Other Training (viii) Enrolment Record (ix) Detailed tasks assigned, (x) Work undertaken that best illustrated the capacity to handle the task assigned and (xi) Certification. The signatories required by the bidding Format are: The Vice Chancellor and the Centre Leader.</i></p> <p><b>FINANCIAL PROPOSAL FORM</b></p> <p><i>This was also studied and appropriate information were provided. It entailed cost estimate of services and schedule of rates.</i></p> <p><b>ANY OTHER BUSINESS</b></p> <p><i>The Chairman thanked members for their cooperation and patience. He assured members that he would go through the proposals and make necessary input. He also implored members to go and study it having given copies each and send their inputs to him. He again requested those given assignments to get necessary data needed from the targeted areas identified and send the results of their finds to him so as to beat the dealine for the submission of the bidding. The Chairman wished all the members, in particular, the muslim members a happy Eid El Fitr Sallah celebration.</i></p> <p><b>ADJOURNMENT</b></p> <p><i>In the absence of any other business, Prof. Kwaga moved for adjournment of the meeting, and he was seconded by Prof. Ndams. The meeting then adjourned at 1:37 p.m.</i></p>	<p><i>Dr. Makun</i></p> <p><i>Profs. Kwaga &amp; Ndams</i></p> <p><i>Chairman</i></p>
	<p><i>Prof. A. J. Nok (FAS, MFR, NNOM, OON)</i> <b>Chairman</b></p> <p><i>S. K. Yashim</i> <b>Secretary</b></p>	