

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

	2ND MINUTES OF UNIT HEADS HELD ON TUESDAY 18 TH AUGUST, 2015 AT 2.00 PM IN THE BOARD ROOM OF BIOCHEMISTRY DEPARTMENT, AHMADU BELLO UNIVERSITY, ZARIA	ACTION
1.00	PRESENT	
1.01	Prof. H. M. Inuwa	Chairperson/Deputy Centre Leader
1.02	Prof. J. K. P. Kwaga	Head of Rabies
1.03	Prof. I. S. Ndams	Head of Filariasis
1.04	Dr. H. Makun	Monitoring & Evaluation Officer
1.05	Mr. Ibrahim Salisu	Accountant
1.06	Umar Abubakar	Internal Auditor
1.07	Dr. Aimola Idowu	Asst. Monitoring/Evaluation Officer
1.08	Mr. S. K. Yashim	Secretary
2.00	APOLOGY	
2.01	Prof. A. J. Nok, (<i>FAS, MFR, NNOM, OON</i>)	Chairman/Centre Leader
2.02	Mr. Ishaya Nuhu	Procurement Officer
3.00	OPENING	
3.01	The Chairperson, Prof. H. M. Inuwa, who is also the Deputy Centre	
3.02	Leader welcomed members to the 2nd Unit Heads meeting which	
3.03	commenced at 2:20 p.m. She tendered the apology of the Centre Leader,	
3.04	who was engaged in Kaduna as at the time of the meeting.	
3.05	The Chairperson informed the House that the main purpose of the	
3.06	meeting was to get the activities of the ACENTDFB updated and retire the	
3.07	\$800,000=00 (10% of ACENTDFB's budget).based on the Disbursement	
3.08	Linked Results (DLRs) achieved from the activities of (DLRs 1:1-6) which	
3.09	covered \$800,000=00. The Centre Leader had earlier e-mailed individual	
3.10	members the working documents for the discussion.	
3.11	She briefed the House that ACENTDFB needed to submit report on her	
3.12	activities and retirement of her funds. ACENTDFB needed to give details	
3.13	activities how the \$800,000 was expended or disbursed. Updating the	
3.14	activities and retirement of ACENTDFB's 10% budget would enable it	
3.15	know, if it still had excess money, balance or deficit .Having done that	
3.16	successfully, it could then apply to the World Bank for reimbursement of	
3.17	the \$800,000=00 with appropriate backing documents of all that was	
	disbursed and expended covering the DLRs 1:1-6	
4.00	DISCUSSIONS	
4.01	The Auditor, Umar Abubakar told the Meeting that he had not been	
4.02	receiving information relating to the ACENTDFB meetings. The	
4.03	Chairperson assured that, thenceforth, he would get communicated	
4.04	having compiled all GSM Nos. and e-mail addresses, hence the need for	
4.05	him to submit his e-mail address. The Accountant, Mr. Salisu Ibrahim	
4.06	advised on the necessity to urgently retire the \$800,000 funds and apply	
4.07	for reimbursement of the amount. He warned that, should there be any	
4.08	delay or problems in the retirement of the \$800,000, it could lead to	
4.09	suspension or cancellation of the entire ACENTDFB research project	
4.10	award. According to him, he had all the financial documents for	
4.11	disbursement of funds that would enable ACENTDFB to retire the	
4.12	\$800,000. He disclosed that he had already given a financial report to the	

4.13 4.14 4.15 4.16 4.17 4.18 4.19 4.20 4.21 4.22 4.23 4.24 4.25 4.26 4.27 4.28 4.29 4.30 4.31 4.32 4.33	World Bank covering the period of January to June, 2015. But the Internal Auditor, Mr. Umar Abubakar disagreed that as far as he was concerned, a report had not been given on the ground that he had not been given a copy. He queried that, when and where did the Steering Committee met and endorsed the Memoranda of Understanding (MoU) based on the DLR 1.1-6? The same thing to DLR 1:2: Establishment of CNTDFB International Advisory Board Committee. Had that been done? When and where? How much was expended in the process of establishing the International Advisory Board Committee? That also applied to similar DLRs. According to him, those questions were necessary, aimed at making the Accountant to do the right thing to avoid being ridiculed by the World Bank's Auditors. He added that, though it was good that the staff salaries were computed in the financial report to cover the \$800,000=00; he advised the Accountant to have the backing documents (Staff Payment Vouchers) to be sighted, when the World Bank Auditors ask for them. The Accountant responded that obtaining the Staff Payment Vouchers from the Bursary Department would not be a problem. While agreeing that it might not be a problem, the House still requested him to ensure that all necessary disbursement documents including payment vouchers be made available, which could be accessed at any given time, not until the need arises.	Accountant
5.00 5.01 5.02 5.03 5.04 5.05 5.06 5.07 5.08	ACENTDFB STUDENTS DATA (DLR.2:1-3) Dr. A. Idowu told the House that he had all the actual students' data needed, which he produced for the retirement as demanded by the Accountant. A member wondered why specific amount was indicated against each student on the students' data. The Chairperson explained that the amount covered the cost of consumables, laboratories etc. which ACENTDFB would spend on each student. She then appealed to all lecturers to submit to her all the list of consumables required by their students for immediate action	All Lecturers
6.00 6.01 6.02	OUTREACH TRAINING (DLR 2:4) Students' data from National and Regional were expected to be provided by Dr. Idowu, Profs. Inuwa, Nok and Ndams.	Dr. Idowu, Profs. Inuwa Nok/ Ndams
7.00 7.01 7.02 7.03 7.04 7.05 7.06 7.07 7.08	INTERNATIONAL EVALUATION/ACCREDITATION AND INTERNATIONAL ACCREDITATION OF QUALITY OF EDUCATION PROGRAMS (DLR. 2:5) The Centre Leader, Prof. Nok was requested to provide those information by contacting Prof. Sorge Kelm of Bremen University, Germany, who was earlier given the responsibility to get that done according item 5:46 of the 9th Executive Meeting held 20th June, 2014. Expectedly, the Centre Leader was solicited to contact Prof. Kelm and Prof. Victor Weden, Department of Forensic Science, Washington University, USA to assist in getting international accreditation for the ACENTDFB's programs.	Prof. Nok
8.00 8.01 8.02	PUBLISHED ARTICLES IN INTERNATIONALLY RECOGNISED AND PEER REVIEWED JOURNALS: 10 PAPERS CO-AUTHORED REGIONALLY AND 34 NATIONAL AUTHORED PAPERS ONLY (DLR.2.6) Profs Kwaga, Inuwa, Ibrahim, Ndams, Makun, Idowu and Nok were requested to assist on these.	Profs. Nok Kwaga, Inuwa, Ibrahim, Ndams, Drs.Makun & Idowu
9.00	EXTERNAL GENERATED REVENUE: NATIONAL AND REGIONAL REVENUE FORECAST (DLR 2.7)	Centre Leader

9.01	Prof. Nok was expected to clarify these.	
10.00	MILESTONE 1: (RENOVATION OF CLASSES AND LABORATORIES AT CBRT AND BIOCHEMISTRY DEPARTMENT MILESTONE 2 (INSTALLATION OF LEARNING MATERIALS, SMART BOARDS, COMPUTERS MILESTONE 3 (COMPLETION OF ANIMAL HOUSE AND FACILITIES) MILESTONE 4 (NEW LABORATORY, EQUIPMENT RT-PCR, PCR, FRAGMENT, ANALYSER, FACS MACHINE INSTALLED (DLR. 2.8)	<i>Procurement Officer</i>
10.01	The Procurement Officer, Mr. Ishaya Nuhu who had earlier sent an apology for his inability to attend the meeting, was requested to give a report on the above. The Secretary disclosed that two (2) Inverters and two sets of Dry Cell Batteries had been installed in DFG for ACENTDFB's students.	
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11.00	CREATION OF CNTDFB DESIGNATED ACCOUNT/ENDOWMENT FUNDS.(DLR 1.3).	<i>Accountant</i>
11.01	On the need for ACENTDFB to open an Endowment Funds Account as demanded by the World Bank, the Accountant was requested to facilitate the opening of the account as soon as possible. The Accountant was requested to liaise with the Bursar for the opening of the account. The Chairperson further requested him to give her feedback, should there be any hitch, so that she could draw the attention of the Centre Leader immediately. The accountant told the House that the opening of the account was already in process.	
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12.00	RELIEVE OF DUTY	<i>Accountant/Procurement Officer</i>
12.01	The Chairperson advised the Accountant Mr. Salisu Ibrahim, who would be travelling out of the country for Hajj operation to meet the Procurement Officer, Mr. Nuhu Ishaya, who would relieve him during the period of his absence. for the handing over. She reiterated the need for the Accountant to handover with all necessary available financial documents (disbursement backing papers) covering the sum \$800,000=00 to Mr. Nuhu, so that he won't encounter problem when retiring the amount.	
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13.00	ADJOURNMENT	
13.01	Mr. S. Ibrahim moved for adjournment of the meeting, and Dr.. Makun seconded. The meeting was adjourned at 3:48 p.m.	
13.02		
	Prof. H. M. Inuwa Chairperson	S. K. Yashim Secretary