

**UNIVERSITY OF PORT HARCOURT**  
**WORLD BANK AFRICA CENTER OF EXCELLENCE IN OILFIELD CHEMICALS RESEARCH (CEFOR)**

**MINUTES OF THE 11<sup>TH</sup> STEERING COMMITTEE MEETING HELD ON FRIDAY, APRIL 7, 2017, AT THE VICE CHANCELLOR'S COMMITTEE ROOM, SENATE BUILDING, UNIPOINT.**

**A. PRESENT.**

1. Prof. N. E. S. Lale – Chairman
2. Prof. Bene Willie Abbey – Vice Chairman
3. Prof. Ogbonna Joel – Centre Leader
4. Mr. Edwin Harcourt – Internal Auditor
5. Dr. Felicia Ayuwo – Finance Officer/Project Accountant
6. Dr. Ibisime Etela - Procurement Officer
7. Dr. Chikwendu Ubani – Safeguards Officer
8. Mr. Uduma Ikpa – Monitoring & Evaluation Officer/Secretary
9. Mrs. Benedicta Omeni – Communication Officer

**B. ABSENT (with apology)**

1. Prof. Onyewuchi Akaranta – Deputy Centre Leader (On Training)

**C. AGENDA**

1. Opening Prayer
2. Opening Remarks
3. Reading and adoption of previous minutes
4. Progress Report (Finance, Procurement, M&E)
5. AOB
6. Closing Prayer

	Opening	<ol style="list-style-type: none"> <li>1. The Meeting began at 3.30 P.M. with the Chairman, the Vice Chancellor of UniPort, Prof. N. E. S. Lale, presiding.</li> <li>2. The opening prayer was said by Dr. Ubani</li> <li>3. The Chairman, in his opening remarks welcomed all present to the meeting and thanked members of the ACE-CEF0R Steering Committee for their commitment especially in the face of certain challenges that the Center had faced in the recent past. He stated that he believed that going forward, the Center would run a lot smoother.</li> </ol>	
	Adoption of the Agenda	A motion for the adoption of the agenda for the meeting was raised by Prof. Abbey and supported by Mrs. Omeni, after item 4 was modified to include a progress report by the Center Leader.	
	Correction of Minutes of previous Meeting.	The Minutes of the December 20, 2016 meeting were considered and adopted as the correct proceedings on a motion by Prof. Joel and supported by Mr. Harcourt.	
	<b>ITEM</b>	<b>MATTERS ARISING</b>	<b>ACTION PARTY</b>
<b>A.</b>	Payment of ₦50,000 to all past M.Sc. students of the Center	The Center Leader informed the Committee that the payment of the ₦50,000 had been made for only the last set of M.Sc. students i.e. 2015/2016 set. He said that the amount paid to this set was a total of ₦3,750,000. According to him, the remaining M.Sc. students would be paid once the Center received its funds that are tied up at the Central Bank of Nigeria (CBN).	Center Leader Project Accountant
<b>B.</b>	ACE-CEF0R outreach during the M.Sc. orientation programmes of all the contributing centers	The Center Leader informed the Committee that the orientation programme had been carried out for all the Centers that make up ACE-CEF0R.	Center Leader
<b>C.</b>	Gap Analysis with ABET Foundation, USA, between January and March 2017	The Center Leader stated that a tentative gap analysis for the Center had been re-scheduled for June 18 to 20, 2017. He informed the Committee that the international body that was meant to carry out the earlier gap analysis, ABET Foundation, USA, had pulled out from the gap analysis due to security concerns about Nigeria. However, the consultants working for ABET had accepted to come to Nigeria to carry out the analysis independently and the World Bank had agreed	Deputy Center Leader

		to accept the results of their gap analysis. The Center Leader, also informed the Committee that the National Universities Commission (NUC) had carried out a resource verification, audit and accreditation of the Petroleum Engineering and Project Development M.Sc. programme of the Center from March 19 to 20, 2017. This programme is domiciled at the Institute of Petroleum Studies (IPS), one of the Centers that makes up ACE-CEFOR. He stated that the accreditation results were being expected.	
<b>D.</b>	New PhD Admission between January and February 2017	<p>The Center Leader, speaking on behalf of the Deputy Center Leader, informed the Committee that 86 Ph.D. applications had been received and that the screening process would begin in May. He stated that the delay in admitting the new Ph.D. students was due to lack of funds to pay the lecturers and supervisors of the first set of the Center's Ph.D. students. He said that since it would be the same lecturers involved in the screening process, it would be unpleasant, if they were not paid before inviting them for a fresh screening exercise. He expressed the hope that the Center would receive its tied down funds soon to help offset these debts.</p> <p>The Chairman, in his response, suggested that the Committee could invite the affected lecturers for a meeting where, the situation with ACE-CEFOR's funds would be explained to them, and an assurance given to them that as soon funds are available, they would be paid. With this assurance given, the screening process could then be done in the last week of April to avoid further delay with the Ph.D. academic year.</p> <p>The Chairman also informed the Committee that he had nominated Prof. Alice Nte, the Director of the Center for Research Management (CEREM), to replace him as the signatory to ACE-CEFOR's accounts. This is in accordance with the Federal Government of Nigeria's directive, that the Vice Chancellor as the approving authority of the University should not be a signatory to the University's accounts. He expressed the hope, that with this nomination, the bottleneck experienced in accessing the Center's funds from the CBN would be resolved.</p>	Deputy Center Leader
<b>E.</b>	Financial evaluation of laboratory equipment	The Procurement Officer reported that the financial evaluation of the laboratory equipment and furniture bids had been carried out.	Procurement Officer

	and furniture bids		
<b>F.</b>	Monitoring & Evaluation report update to the World Bank in February 2017	The M & E officer reported that the update was submitted on time to the World Bank.	M & E officer
<b>G.</b>	Termination of AFREN Building Contract and initiation of a new contract	The Center Leader reported that the AFREN Building Contract had been terminated and the initiation of a new contract had begun with the advertisement of the building contract in the dailies.	Center Leader
<b>H.</b>	Payment of ACE-CEFOR's 23 million naira debt	The Center Leader informed the Committee that the debt was yet to be paid due to the lack of funds the Center was experiencing.	Center Leader Project Accountant
	<b>ITEM</b>	<b>DISCUSSION/ACTION PLAN</b>	<b>ACTION PARTY</b>
<b>I.</b>	<b>Progress Reports</b>		
<b>I1.</b>	Report from the Center Leader	<p>The Center Leader informed the Committee that the Association of African Universities (AAU) had sent a document titled, "ACE Governance &amp; Management Guidelines". He stated that the guidelines are recommendations intended to provide the ACEs with a set of good practices for their governance and management. These recommendations have to be enacted in accordance with the set of rules specified in the ACE Financing Agreement (FA) and ACE Performance Agreement for each institution. The ACE corporate governance and management guidelines are intended to create a governance and managerial environment that gives the support, autonomy and flexibility to make decisions and implement the project, while still keeping the institutional and governmental oversight and accountability. As such it seeks to avoid serious implementation setbacks before they occur.</p> <p>At this point, the Center Leader raised the issue of what should be paid to the contributing Centers of ACE-CEFOR as part of their earnings from the disbursements received from the World Bank. The Chairman then included consideration of quotas to be paid to the contributing Centers as part of the sub-</p>	Center Leader Project Accountant Project Auditor

		<p>committee's mandate. He gave the committee one week to submit its report.</p> <p>The Center Leader, continuing with his progress report, informed the Committee of the following:</p> <ol style="list-style-type: none"> <li>1. The National Project Performance and Review Committee (NPPRC) meeting is scheduled for 20<sup>th</sup> April, 2017 in Kano. The Chairman and Center Leader would be attending.</li> <li>2. A team from the World Bank is expected to arrive the University on a verification visit of Disbursement Linked Indicator (DLI) 2.8 i.e. Civil Works. While in the University, they are expected to verify the status of the AFREN building which the Center is planning to complete and occupy. The visit is tentatively scheduled for April 20, 2017.</li> <li>3. The 7<sup>th</sup> ACE Workshop comes up from May 16 to 18, 2017 at Lagos. The workshop will not have the Audit and Procurement breakout sessions because the World Bank specialists in these fields will not be available. A separate workshop will be organized for them at a later date.</li> <li>4. Drafts of proposed Memoranda of Understanding (MOUs) have been sent to the University of Mines &amp; Technology (UMaT), Tarkwa, Ghana and Kenyatta University, Nairobi, Kenya.</li> <li>5. Kumasi University of Science &amp; Technology is sending 6 prospective students for the new Ph.D. admission of the Center.</li> <li>6. ACE-CEFOP will be carrying out the National Registry of Environmental Professionals (NREP) certification for its current M.Sc. students from April 24 to 28, 2017. The students involved are from the Institute of Petroleum Studies (IPS), Center for Occupational Health &amp; Safety (COHSE) and Center for Gas Refining &amp; Petrochemicals (CGRP).</li> <li>7. Ph.D. screening will take place in the last week of April 2017.</li> <li>8. The Center has received Nigerian Research and Education Network (NgREN) equipment for e-books, e-journals and video conferencing from the NUC.</li> </ol>	
<b>I2.</b>	Finance	The Project Accountant reported that the Center's Interim Financial Report for	Project

		2016 had been submitted to the World Bank. She also stated that the External Auditor had been given a commissioning letter for the audit due on the 16 <sup>th</sup> of June. She reported that the External Auditor had also been commissioned to audit and verify the Center's Externally Generated (EGR) Data, which had been submitted to the World Bank and which the Bank requested be verified by the External Auditor.	Accountant
<b>I3.</b>	Procurement	The Procurement Officer reported that he observed mistakes in the advert made for the AFREN building contract in the dailies. For instance, instead of advertising for a 2-storey building, a 1-storey building was advertised for. He also stated that the Department of Physical Planning (DPP), UniPort had not been copying ACE-CEFOR in any of its correspondences involving the AFREN building and as such, the Center was practically in the dark as to the status of the building. The Chairman asked the Procurement Officer to write a memo to him, pointing out the mistakes in the advert and the general handling of the AFREN building contract.	Procurement Officer
<b>I4.</b>	Monitoring & Evaluation	<p>The M &amp; E Officer reported that the 2017 ACE verification exercise was currently underway and would last till April 17, 2017. He stated that ACE-CEFOR has 324 slots that will be verified made up of;</p> <p>M.Sc. students – 202 slots  Ph.D. students - 67 slots  Short Course students – 55 slots</p> <p>He explained that some of the Ph.D. and M.Sc. students have double slots because of their internship verification. He also noted that the currently enrolled M.Sc. students and the just graduated M.Sc. students (that benefited from the ACE-CEFOR scholarship) are among the 202 M.Sc. students. He raised an alarm that because 135 of the graduated M.Sc. students were yet to receive the ₦50,000 scholarship, the verification exercise may not be successful for the Center.</p> <p>The Committee agreed that though it was short notice, the Center would borrow funds and try to pay as many of the students as possible before the verification exercise would elapse. The Chairman then mandated the Center Leader, Monitoring &amp; Evaluation Officer and the Communication Officer to drive the process of obtaining the students' bank details for payment purposes.</p> <p>The M &amp; E Officer also reported that the methodology for verifying research output of the ACEs had been modified. Essentially, now, the lists of publications</p>	Center Leader M & E Officer Communication Officer

		provided by CEFOR would be verified instead of extracting publications from Scopus based on a list of researchers provided by CEFOR.	
J.	Closing	In the absence of any other business and on a motion for adjournment by Prof. Abbey and supported by Mr. Harcourt, the meeting came to an end by 5.40P.M. The closing prayer was said by Mrs. Omeni.	

  
**Prof. N. E. S. Lale**  
 Chairman

  
**Mr. U. Ikpa**  
 Secretary

### MATTERS ARISING

S/N	ACTIVITY	ACTION PARTY
1.	Proposal of quotas to be paid to the contributing Centers of ACE-CEFOR as part of their earnings from the disbursements received from the World Bank.  The committee has one week to submit its report.	Center Leader Project Accountant Project Auditor
2.	New Ph.D. students screening to take place in the last week of April 2017.	Deputy Center Leader
3.	National Registry of Environmental Professionals (NREP) certification for the current M.Sc. students of ACE-CEFOR from April 24 to 28, 2017.	Center Leader
4.	A memo to be written to the Steering Committee Chairman, pointing out the mistakes in the AFREN building advert and the general handling of the contract re-issue.	Procurement Officer
5.	Payment of outstanding M.Sc. students' scholarship before the end of the 2017 ACE verification exercise on April 17, 2017.	Center Leader Project Accountant M & E Officer Communication Officer