

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

**MINUTES OF THE 12<sup>TH</sup> STEERING COMMITTEE MEETING HELD ON FRIDAY, AUGUST 11, 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. Prof. Onyewuchi Akaranta– Deputy Centre Leader
5. Mr. Edwin Harcourt – Internal Auditor
6. Dr. Felicia Ayuwo – Finance Officer/Project Accountant
7. Dr. Ibisime Etela - Procurement Officer
8. Dr. Chikwendu Ubani – Safeguards Officer
9. Mr. Udumalkpa – Monitoring & Evaluation Officer/Secretary
10. Mrs. Benedicta Omeni – Communication Officer

**B. AGENDA**

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

	Opening	<ol style="list-style-type: none"> <li>1. The Meeting began at 9.30 A.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 apologized for the short notice of the meeting. He thanked all present for attending and stated that he was happy the teething problems of within the Center had been resolved and things were now running smoothly. He informed all present that the Center Leader had raised the need for the meeting because there were urgent matters that needed to be addressed.</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 Mr. Harcourt.	
	Correction of Minutes of previous Meeting.	The Minutes of the April 7, 2017 meeting were considered and adopted as the correct proceedings after “he Committee” was corrected to “the Committee” on the last line of page 3. Prof. Joel moved the motion for adoption and was supported by Dr. Etela.	
	<b>ITEM</b>	<b>MATTERS ARISING</b>	<b>ACTION PARTY</b>
<b>A.</b>	i. 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.	<p>The Project Accountant presented a report with the following highlights;</p> <p><b>Guideline for incentives</b></p> <p><b>1). Centres:</b> The Centres that are involved in CEFOR Project are:</p> <ol style="list-style-type: none"> <li>a). Centre for Occupational Health, Safety and Environment (COHSE)</li> <li>b). Centre for Gas Refining and Petrochemicals (CGRFP) and</li> <li>c). Institute of Petroleum Studies (IPS)</li> </ol> <p>The Centres’ participation is in the Masters programme and Externally Generated Revenue.</p> <p>i). Masters Programme: We recommend 10% of gross earnings per verified student ie 10% of \$4000 = \$400</p> <p>ii). Externally Generated Revenue:</p>	Center Leader Project Accountant Project Auditor

		<p>We recommend 50% of the earnings. 30% of this will be paid cash and the balance invested in the development of the Centre.</p> <p><b>2). Research Publications:</b>  We propose as follows:</p> <ul style="list-style-type: none"> <li>➤ 30% to the authors (Only the supervisors will be the beneficiary)</li> <li>➤ 60% to be retained for CEFOR activities</li> <li>➤ Students are not to benefit because of the expenses of CEFOR on their training</li> </ul> <p>A motion for the adoption of the Report was raised by Prof. Abbey and supported by Mrs. Omeni.</p> <p>The Committee thanked the Project Accountant &amp; her team for the report. The following decisions were made regarding the Report:</p> <ol style="list-style-type: none"> <li>1. Since disbursements for the first set of the Center’s publications (2011 - 2013) were made based on publications from lecturers in UniPort and before the inception of the ACE project, the authors will be paid the proposed 30% but not according to the number of their publications. After the authors of the first set of verified publications have been paid, payments from subsequent disbursements for publications will be made only to the 40 Supervisors, CEFOR submitted to the World Bank, since their publications will fall under the period, 2014 onwards, when the Project came into existence. This decision is in line with the new World Bank procedure of verifying actual publications associated with the Center.</li> <li>2. Student authors will also be a part of the 30% payment to authors.</li> </ol>	
B.	New Ph.D. students screening to take place in the last week of April 2017.	The Center Leader informed the Committee that the screening process has taken place.	Center Leader
C.	National Registry of Environmental Professionals (NREP) certification for the	The Center Leader informed all present that the NREP certification has taken place for 60 candidates and that there is a plan to complete the certification for	Center Leader

	current M.Sc. students of ACE-CEFOR from April 24 to 28, 2017.	other remaining students by September 2017.	
<b>D.</b>	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.	The Procurement Officer confirmed that he had written and submitted the memo to the Steering Committee Chairman who confirmed receipt of the memo.	Procurement Officer
<b>E.</b>	Payment of outstanding M.Sc. students' scholarship before the end of the 2017 ACE verification exercise on April 17, 2017.	The Center Leader confirmed payment of the scholarship to the M.Sc. students	Center Leader Project Accountant
	<b>ITEM</b>	<b>DISCUSSION/ACTION PLAN</b>	<b>ACTION PARTY</b>
<b>F.</b>	<b>Progress Reports</b>		
<b>F1.</b>	Report from the Center Leader	<p>The Center Leader presented his progress report, the highlights of which are presented below;</p> <ol style="list-style-type: none"> <li>1. The Center has received national accreditation from the National Universities Commission (NUC), for 12 of its programmes.</li> <li>2. The Center has admitted 70 Nigerian Ph.D. students who will start lectures on August 21, 2017.</li> <li>3. The Center has further admitted 11 regional students, out of which 7 have confirmed acceptance. They will resume by September 1, 2017.</li> <li>4. The CEFOR building construction is in progress and the contractors are optimistic of handing over the project in the new week.</li> <li>5. The gap analysis by the international consultants for Petroleum Engineering and IPS programmes has been completed and reports</li> </ol>	Center Leader Project Accountant Project Auditor

		<p>submitted. The department is reviewing the comments/recommendations and will come up with action plans to address the issues raised.</p> <ol style="list-style-type: none"> <li>6. The NREP Certification has been conducted for 60 students and there is a plan to conduct certification for other students by September, 2017.</li> <li>7. The Center has started discussions with the Directors of the Center for GeoSciences and INRES, UniPort, to include their students in ACE-CEFOR.</li> <li>8. On a sad note, the Center lost a driver, Mr. Enyinda.</li> </ol> <p>After the Center Leader's progress report, the following decisions were reached;</p> <ol style="list-style-type: none"> <li>i. The Steering Committee will inspect the new CEFOR building on Wednesday August 16, 2017 before handover of the project by the consultant</li> <li>ii. A letter will be written to the family of the deceased CEFOR driver, Mr. Enyinda and the Center will participate in his funeral.</li> </ol>	
<b>F2.</b>	Finance	<p>The Project Accountant reported that the Center's Interim Financial Report for 2017 had been submitted to the World Bank. She also stated that the Center has opened a new Internally Generated Revenue (IGR) bank account. She informed the Committee that the half year 2017 audit report is due for submission and would soon be submitted to the World Bank. She reminded all present to please forward evidence of their 2017 trips to her for retirement of travel funds.</p> <p>The Project Accountant also informed the Committee that in February the Center received \$223,002.19 from the NUC without any supporting documents to show the breakdown. She stated that she had informed the Center Leader about this anomaly. It was agreed that the Center Leader should write the NUC for a breakdown/explanation of the funds.</p> <p>Presenting his own report, the Project Auditor informed the Committee that an Auditor from NUC visited the Center in July to audit its books for 2016. He stated that the NUC auditor noted two major irregularities namely:</p> <ol style="list-style-type: none"> <li>i. Ineligible expenses made by the Center</li> <li>ii. Unretired advances</li> </ol> <p>The Project Auditor informed all present that the unretired advances affected all members of the Steering Committee who he said, had traveled on behalf of the Center in 2016 and failed to retire the funds provided for the trips. He stated that</p>	Project Accountant Project Auditor

		<p>all concerned where expected to provide the following evidence as proof of travel;</p> <ul style="list-style-type: none"> <li>i. Receipts of payment for training</li> <li>ii. Boarding pass stubs or international passport visa page in lieu of boarding pass stubs</li> <li>iii. Certificate, (if any) as evidence of participation in workshops/trainings</li> </ul> <p>He further reported that the NUC auditor had sent a reminder email for all concerned to provide the necessary documentation to him, the project auditor within 2 weeks from the NUC audit. It was agreed that all concerned should provide the Project Auditor with the relevant information on Monday, August 14, 2017.</p>	
<b>F3.</b>	Procurement	<p>The Procurement Officer reported that a procurement team from the NUC visited the Center from July 10 to 11, 2017, to audit the Center's procurement books for June 2016 to June 2017. He also reported that the AAU/World Bank DLI 2.8 milestone verification team visited the Center from June 22 to 23, 2017. He informed the Committee that they were in the Center to verify Milestone 1 (100% completion of construction of remaining 25% component of the CEFOR office building) and that their report had been received. He stated that their report was yet to be received. He stated that Finlab, the contractors that won the bid to equip the Center's laboratories are in the process of supplying the equipment for the drilling &amp; mud laboratory situated at the Institute of Petroleum Studies (IPS), UniPort. According to him, Finlab has also delivered the language laboratory furniture and are awaiting handover of the building by the contractors before installing the language lab equipment. Still on laboratories, he stated that Ugolanson, the contractor that won the bid to equip the water &amp; sanitation lab and the analytical lab has started installing furniture in the two labs. He also reported that the invitation for 2017 tenders will be advertised in the new week. He reminded all that this tender involves furniture amongst others for the new CEFOR building that is likely to be handed over by the consultant in the new week.</p>	Procurement Officer
<b>F4.</b>	Monitoring & Evaluation	<p>The M &amp; E Officer reported that the Center had finally submitted a signed and stamped Externally Generated Revenue (EGR) reimbursement claim for \$3,205,457 to the World Bank. According to him, the claim was verified by the University's external auditor. He reminded all present that the World Bank had</p>	M & E Officer

		<p>requested that for EGR claims to be reimbursed, the EGR data must be verified, stamped and sealed by the University's External Auditor.</p> <p>The M &amp; E Officer also informed the Committee that the Association of African Universities (AAU) had written to the World Bank recommending that CEFOR should receive a disbursement of SDR340,840(about \$480,056) for verified results of DLRs 2.1 – 2.4 and 2.5 (B) in 2015/2016. He informed the Committee that the AAU had also written in the letter that CEFOR had submitted documentation that its Eligible Expenditure Programme(EEP) for the period, February 25, 2015 to June 30,2016, equals NGN1,131,836,406.10 equivalent to SDR 2,423,425.77 of which SDR 1,009,535 has previously been reimbursed for achievement of DLI 1 and DLRs 2.1 -2.6, 3.1 – 3.4 and 4 respectively. According to the AAU letter, the remaining EEP that potentially could be reimbursed amounts to SDR1,413, 890.77 which exceeds the value of results verified. The AAU therefore recommended the disbursement of SDR 340,840 to CEFOR.</p> <p>After the M &amp; E progress report, it was agreed that the Center Leader should write the NUC to request for an upward review of the Center's grant from \$4.5m to \$7.5m. This would make it possible for the Center to receive more disbursements beyond the current limits the \$4.5m grant imposes.</p>	
<b>G.</b>	<b>Any Other Business</b>		
G1	Curriculum Review	<p>The Deputy Center Leader raised the issue of the Center not having carried out any curriculum review since the beginning of the project.</p> <p>It was agreed that a Curriculum Review Committee should be formed and the existing curriculum reviewed.</p>	Center Leader Deputy Center Leader
G2	Academic Board	<p>The Deputy Center Leader also raised the issue of the Center not having an Academic Board to deliberate results.</p> <p>It was agreed that an academic board made up of members from all the contributing faculties of CEFOR will be set up.</p>	Center Leader Deputy Center Leader
G3	Review of Duty Tour Allowance	<p>The M &amp; E Officer raised the issue that the Duty Tour Allowance for official trips within Nigeria does not match the realities of hotel accommodation, feeding and logistics. He appealed to the Committee to review the existing DTA structure to</p>	Center Leader

		accommodate the realities of travelling within the country.	
		The Chairman of the Committee asked the Center Leader to formally present the request for deliberation.	
<b>H.</b>	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 12.41P.M. The closing prayer was said by Mrs. Omeni.	



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



**Mr. U. Ikpa**  
Secretary

**MATTERS ARISING**

<b>S/N</b>	<b>ACTIVITY</b>	<b>ACTION PARTY</b>
1.	The Steering Committee to inspect the new CEFOR building on Wednesday August 16, 2017 before handover of the project by the consultant	All Committee members
2.	A condolence letter to be written to the family of the deceased CEFOR driver, Mr. Enyinda and the Center to participate in his funeral.	Center Leader
3.	The Project Auditor to be provided with evidence of official trips made in 2016, by Monday August 14, 2017	All Committee members
4.	The Center Leader to write the NUC to request for an upward review of the Center's grant from \$4.5m to \$7.5m.	Center Leader
5.	A Curriculum Review Committee for the Center to be formed and the existing curriculum reviewed.	Center Leader Deputy Center Leader
6.	An academic board made up of members from all the contributing faculties of CEFOR to be set up.	Center Leader Deputy Center Leader
7.	A formal presentation for an upward review of the existing Duty Tour Allowance within the Center to be made to the Committee.	Center Leader