

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

MINUTES OF THE 4TH EMERGENCY STEERING COMMITTEE MEETING HELD ON WEDNESDAY, AUGUST 16, 2017, AT THE EMERALD ENERGY INSTITUTE CONFERENCE ROOM.

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. Uduma Ikpa – Monitoring & Evaluation Officer/Secretary
10. Mrs. Benedicta Omeni – Communications Officer

B. AGENDA

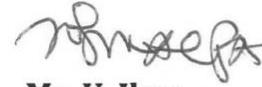
1. Debriefing after Steering Committee Inspection of ACE-CEFOR building Project

A.	OPENING	<p>The Meeting began at 9.50 A.M. with the Chairman & Vice Chancellor, UniPort, Prof. N. E. S. Lale presiding. He thanked all members for being present to participate in the 30minute inspection of the new ACE-CEFOR building project, which had just been concluded before the current meeting. He expressed satisfaction with the progress and quality of work going on at the building. He expressed optimism that the contractor handling the project would hand it over to the University on time. He then asked Committee members for their observations, if any, about the progress and quality of the building.</p>
B.	OBSERVATIONS & RESPONSES	<p>Observation 1: No offices for members of the Committee The Project Accountant stated that she observed that apart from the offices of the Center Leader and Deputy Center Leader, no other offices were marked out for the rest of the Committee members. The Project Auditor also expressed the same observation. The Chairman asked if anything could be done at this stage of completion (about 95%) to rectify this observation. He also stated that there should have been a Steering Committee meeting to review the building plans before the building was completed so that members could make inputs. He observed that since the building has been completed with just a few minor touches left before the handover, starting a new renovation will delay the handover of the building by the contractor. It was agreed that when the building has been handed over, these issues will be resolved internally.</p> <p>Observation 2: Landscaping The Deputy Center Leader observed that the landscaping of the building’s grounds was in progress and asked where the boundary of the interlocking tiles would be and also if there would be a lawn. He was informed that the landscaping will include interlocking tiles and lawns.</p> <p>Observation 3: Commissioning of the Building The Deputy Center Leader asked if the building would be commissioned and if so, observed that the initial benefactor of the building, Mr. Egbert Imomoh, should be invited for the commissioning ceremony. It was agreed that there should be a commissioning ceremony during the meeting of the Nigerian ACE project Vice Chancellors being hosted in UniPort in October 2017. The Committee agreed that a planning team selected from its members should be set up, to plan for the commissioning ceremony. Since there are two benefactors of the building - Mr. Imomoh and the World Bank - it was agreed that the legal unit of the university will be contacted to determine the best way to name the building.</p>
C.	ANY OTHER BUSINESS	<p>The Deputy Center Leader appealed to the Chairman, to please prevail on the University Registrar to always expedite issues related to ACE-CEFOR, to prevent the kind of bottle necks the Center has experienced with tender bids in the past. The Project Accountant also lent her voice to the plea. The Chairman promised to look into the matter.</p>

D.	CLOSING	In the absence of any other business, the Chairman thanked members of the Committee for participating in the inspection tour and also attending the debriefing meeting. He stated that the legacy the ACE project will leave behind for the University, will be the ACE-CEFOR building, laboratories and equipment that will be installed during the life of the project. The meeting came to an end by 10.27A.M.
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Prof. N. E. S. Lale
Chairman



Mr. U. Ikpa
Secretary