

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

**MINUTES OF THE 3RD STEERING COMMITTEE MEETING HELD ON FRIDAY, APRIL 17, 2015, AT THE GABOLDE & DELON
CONFERENCE ROOM, IPS PARK.**

MEMBERSHIP

A. PRESENT.

1. Prof. Bene Willie Abbey – Vice Chairman
2. Prof. Ogbonna Joel – Centre Leader
3. Prof. Onyewuchi Akaranta – Deputy Centre Leader
4. Dr. Felicia Ayuwo – Finance Officer/Project Accountant
5. Dr. Ibisime Etela - Procurement Officer
6. Mr. Edwin Harcourt – Internal Auditor
7. Mr. Uduma Ikpa – Monitoring & Evaluation Officer/Secretary

B. ABSENT

Prof. J. A. Ajenka (Vice Chancellor) – Chairman (with apology)

C. IN ATTENDANCE

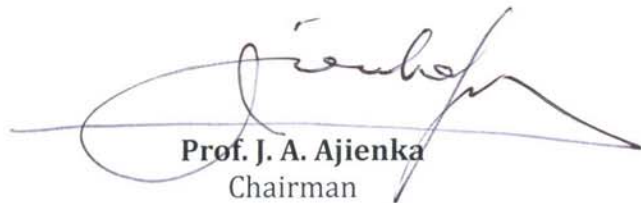
Mrs. Benedicta Omeni – Admin. Officer, CEFOR

	OPENING	<ol style="list-style-type: none"> 1. The Meeting began at 2.00 P.M. with the Vice Chairman, Prof. Abbey presiding. 2. The Vice Chairman welcomed members to the meeting and said the opening prayer 	
	Correction of Minutes of previous Meeting.	<p>The corrections of Minutes of the March 13, 2015 meeting were considered and adopted as the correct proceedings on a motion by Dr. Ayuwo and supported by Mr. Harcourt after the following corrections:</p> <ol style="list-style-type: none"> i. Under Opening: <i>"The meeting was called to order"</i> to come before <i>"the opening prayer was said by Dr. Etela"</i>. ii. Under Highlights No.1- Line 7: to read <i>"He stated that 3 companies have so far accepted students for internship and the students have started."</i> iii. Under Highlights No.1- Line 8: <i>"Details of these internships are"</i> to be deleted. 	
	ITEM	DISCUSSION/ACTION PLAN	ACTION PARTY
	MATTERS ARISING		
A.	Minutes of Meetings	It was agreed that Prof. Akaranta will review minutes of meetings before they are posted to the center website.	Deputy Centre Leader
B.	Centre Leader's Update	<ol style="list-style-type: none"> 1. Prof. Joel informed the committee that the center website was up and running. He gave the website address as www.aceuniport.org. 2. He also stated that CEFOR had submitted 35 full manuscripts to the technical papers committee of the Society of Petroleum Engineers for the upcoming 39th Nigerian Annual International Conference & Exhibition (NAICE) scheduled for August 4 -6, 2015. 3. He also informed the meeting that enquiries had been made regarding the Center billboard and that the billboard would be executed once funds are available. 4. Prof. Joel also promised that the ACE branded files would be printed before the next meeting. 	Centre Leader
C.	Report from Abuja Fiduciary Training	Dr. Ayuwo briefed the committee on the outcome of the fiduciary training she and the Center Leader attended in Abuja FCT, from the 16 th - 18 th of March, 2015. She stated that the main focus of the training was financial management arrangements with the goal that every loan given by the World Bank must be used for the purpose intended. To this end, loans must be used in an efficient	Project Accountant

		and economical manner. She also noted that a successful project is one in which every member of the team understands the project and is aware of whatever level the project is at.	
C1.		<p>A summary of Dr. Ayuwo's report is presented below:</p> <ol style="list-style-type: none"> 1. <u>There are six elements of effective financial arrangements namely:</u> <ol style="list-style-type: none"> i. Budgeting ii. Accounting iii. Internal Control iv. Fund Flows v. Financial Reporting vi. External Audit 2. <u>There shall be two instruments of operation namely;</u> <ol style="list-style-type: none"> i. Financial Agreement ii. Disbursement Letter 3. <u>Important Dates</u> <ol style="list-style-type: none"> i. Effectiveness Date (Date when funds are first received) ii. Closing Date 4. <u>Arrangement for Funds Disbursement</u> <ol style="list-style-type: none"> i. Private Universities will deal directly with the Regional Office of the International Development Association (IDA), a unit of the World Bank. The regional office is located in Nairobi. ii. Public Universities will get disbursement through the National Universities Commission (NUC). 5. <u>Client Connection</u> NUC will apply for registration with client connection and register two people known as Liaison Officers who will then appoint two persons from the various centres to monitor performance of the project online. 6. <u>Access to Initial Advance</u> <ol style="list-style-type: none"> i. Each Centre is to submit a three-month work plan to NUC. ii. Each Centre should open a dedicated Project Account with four signatories and forward the details to NUC. The signatories will be divided into two categories. Category A will have the Vice-Chancellor 	Project Accountant

		<p>and CEFOR Centre Leader as signatories while Category B will have the University Bursar and CEFOR Project Accountant as signatories.</p> <p>7. <u>Disbursement Method</u></p> <ol style="list-style-type: none"> i. The disbursement method for ACE is result-based reimbursement. ii. Application for reimbursements must be accompanied with proper documentation of achievements (with evidence). <p>8. <u>Reporting</u></p> <ol style="list-style-type: none"> i. CEFOR is expected to prepare and submit timely Interim Financial Reports on a quarterly basis. ii. Audited Financial Statements must be submitted within 6 months after the end of the financial year. <p>9. <u>Projected Red Flags</u></p> <ol style="list-style-type: none"> i. Mileage claim where air travel is available ii. Cash payment to Service Providers iii. Frequency of claims for reimbursement iv. Embloc conversion of Dollar v. Lack of Team Work vi. Poor quality of and delay in submission of Interim Financial Reports vii. Poor quality of and delay in submission of Audit Reports viii. Slow disbursements <p>10. <u>Red Flag Remedial Actions</u></p> <p>Where there is failure of the Project, the World Bank will:</p> <ol style="list-style-type: none"> i. Suspend further disbursement. ii. Reject extension of closing date. iii. Delay negotiation or board presentation of any new grant to that institution. <p>The committee thanked Dr. Ayuwo for a well presented report.</p>	
D.	ANY OTHER BUSINESS		
D1.	Addax Sponsorship	The Committee was informed that Addax Petroleum Nigeria had accepted six students of CEFOR for internship at a rate of six million naira for each student amounting to thirty six million naira.	Centre Leader

D2.	3 rd ACE Workshop	The center leader informed the committee of the forthcoming 3 rd ACE workshop scheduled for May 12 -14, 2015 at Banjul, Gambia. He stated that the members of the steering committee that would be attending the workshop as requested by the World Bank are; i. Prof. O. Joel – Centre Leader ii. Prof. O. Akaranta – Deputy Centre Leader iii. Dr. F. Ayuwo – Finance Officer/Project Accountant iv. Dr. I. Etela - Procurement Officer v. Mr. U. Ikpa – Monitoring & Evaluation Officer	Centre Leader
D3.	CEFOR Budget	The need for the committee to study the CEFOR budget was emphasized as this would help with decisions affecting procurement.	All Steering Committee Members
E.	CLOSING	<ol style="list-style-type: none"> 1. In the absence of any other business and on a motion for adjournment by Mr. Harcourt and supported by Prof. Joel, the meeting came to an end by 3. 35 P.M. 2. The closing prayer was said by Dr. Etela. 	


Prof. J. A. Ajienska
Chairman


Mr. U. Ikpa
Secretary