

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

MINUTES OF THE 7TH STEERING COMMITTEEMEETING HELD ON WEDNESDAY, FEBRUARY 24, 2016, AT THE CEFOR CONFERENCE ROOM, EMERALD ENERGY INSTITUTE BUILDING.

A. PRESENT.

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

B. ABSENT(with apology)

Prof. N. E. S. Lale– Chairman

C. AGENDA

1. Opening Prayer
2. Opening Remarks
3. Reading and adoption of Previous Minutes
4. Brief of the ACE workshop in Abuja
5. State of implementation of work & procurement plans
6. ACE financial report
7. AOB
8. Closing


	Opening	<ol style="list-style-type: none"> 1. The Meeting began by 2.15 P.M. with the Vice Chairman, Prof. Bene Willie Abbey presiding. 2. The opening prayer was said by Dr. Mrs. Ayuwo. 3. The Vice Chairman welcomed members to the meeting and thanked the steering committee for their effort in the daily running of the Center. She encouraged the Center Leader, Accountant and Auditor to continue guiding the Center to make sure no financial mistakes are made. 	
	Correction of Minutes of previous Meeting.	<p>The Minutes of the November30, 2015 meeting were considered and adopted as the correct proceedings on a motion by Prof. Joel and supported by Mr. Harcourt after the following corrections:</p> <p>Page 1: Secretary to now read “Mrs. BenedictaOmeni – Communication Officer” instead of Mr. Udumalkpa – Monitoring & Evaluation Officer</p>	
	Adoption of the Agenda	A motion for the adoption of the agenda for the meeting was raised by the Dr. Ayuwo& supported by Mr. Harcourt.	
	Opening Remarks	In his opening remarks, the Centre Leaderexpressed his satisfaction that the Center is becoming stronger. He said that feedback he has received indicates that interest in the Center is rising as there have been inquiries about admission into the programmes of the Center.	
	ITEM	DISCUSSION/ACTION PLAN	ACTION PARTY
A.	MATTERS ARISING FROM PREVIOUS MEETING	<p>B. 1.Treasury Single Account (TSA): Dr. Ayuwo reported that the World Bank has promised to pursue the Issue of the Treasury Single Account for all the ACEs in Nigeria. She stated that at the moment, there was no update.</p> <p>D.1. Submission of the whole University Audit Report Dr. Ayuwo informed the Committee that the CEFOR financial report is meant to reach the Nigerian Universities Commission (NUC) by May before the NUC forwards the report to the World Bank in June.</p>	Project Accountant
B.	Brief of the ACE Workshop in Abuja	<p>The Communication Officerpresented a report on the Abuja workshop which held from January 11 to 15, 2016 at the Nigerian Universities Commission (NUC), Abuja. She identified the objectives of the workshop from the NUC’s point of view as;</p> <ol style="list-style-type: none"> i. Engage with the participating universities on issues related to sustainability of the Centers beyond the lifespan of the ACE project (e.g., identify sources of future funding, revenue generation, conflict resolution, integration of the Centers into regular universities, budgeting & governance and enhancing internal capacities towards reducing over-dependence on the Center Leaders) ii. Enhance the capacity of the project terms in the areas of Communications, 	Communication Officer

		<p>Safeguards, Procurement, Monitoring & Evaluation</p> <p>iii. Provide an avenue for engagement with the NUC's departments of Academic Standards, Quality Assurance and Research and Innovation, in order to address programmes, quality assurance and research issues.</p> <p>She also presented the key recommendations from the Communications, Monitoring & Evaluation, Financial Management and Safeguard sessions which took place during the workshop.</p>	
C.	State of Implementation of Work & Procurement Plans	<p>The Procurement Officer informed the Committee that the Procurement Plan of the Center was officially approved on January 26, 2016. Since then, 3 packages have been processed by the Procurement Committee of the Center namely;</p> <ul style="list-style-type: none"> i. Accounting Software for the Center ii. Laptops & tablets for members of the Steering Committee iii. 2 Project Vehicles for the Center <p>He stated that the rest of the packages for the month of February would be processed in the coming week of February 29, 2016. He also informed the Committee that the laboratory furniture and equipment would be fast tracked between the week of February 29 and the first week of March, 2016.</p> <p>He identified members of the Procurement Committee as;</p> <ul style="list-style-type: none"> i. Mr. Stanley Wichegbule – the Acting Head of Procurement, UniPort ii. Dr. Ibisime Etela – Procurement Officer, CEFOR. iii. Mr. Udumalkpa – Monitoring & Evaluation Officer, CEFOR 	Procurement Officer
D.	ACE Financial Report	<p>The Project Accountant presented a report on the financial status of the Center stating that 3 sums of money N2, 280,000, N6,496,058.10 and N9,660,000 being funds generated by CEFOR were paid into the Center for Petroleum Research and Training (CPRT), UniPort account. She stated that this was done before CEFOR opened its Internally Generated Revenue (IGR) account.</p> <p>The Committee unanimously agreed to transfer these funds totaling N18,436,058.10 to the CEFOR IGR account.</p>	Project Accountant Project Internal Auditor
E.	ANY OTHER BUSINESS		
E1.	CEFOR Programmes	The Vice Chairman stressed the need for CEFOR to review its programmes, so that CEFOR does not replicate what is already obtainable in the university or other neighboring universities.	Center Leader Deputy Center Leader
E2.	CEFOR Awareness Campaign & Appointment of Safeguards Officer	The Communication Officer raised the need for an awareness campaign to sensitize the UniPort community about CEFOR. The Committee appointed the Deputy Center Leader, Communication Officer and Monitoring Officer as members of the CEFOR Communication	Deputy Center Leader Communication Officer M&E Officer

		team and tasked them with the responsibility of creating this awareness. The Communication Officer also informed the Committee that the NUC had advised that each ACE should appoint a Safeguards officer who will ensure that all safeguards issues of the Center are addressed and properly documented.	
E3.	Sponsorship of Students	The Committee agreed to pay the students who are carrying out research in laboratories for their consumables. The funds will be paid into the students' accounts while their supervisors would be informed to monitor the use.	Center Leader Deputy Center Leader Accountant
E4.	Signing of Minutes by the Vice Chancellor	The M&E Officer observed that since the Vice Chancellor assumed office, he had not yet signed any of the minutes of meetings held by the steering committee of CEFOR, of which he is the Chairman. The committee agreed to aggressively follow up on inviting him to attend the Steering Committee meetings.	Center Leader M & E Officer
E5.	Financial Statement of CEFOR Centers	The M&E Officer raised the need to obtain the financial statements of the Centers within CEFOR that contributed to the internally generated revenue of \$3,054,872 quoted in the CEFOR M & E report of October 2015. This is to prepare for the World Bank verification process tentatively scheduled for March 2016. The Centre Leader promised to follow up with the various Centers in order to obtain the financial statements.	Center Leader M & E Officer
F.	Closing	In the absence of any other business and on a motion for adjournment by Mr. Harcourtand supported by Dr. Etela, the meeting came to an end by 5.00 P.M. The closing prayer was said by Dr. Etela.	



Prof. N. E. S. Lale
Chairman



Mr. U. Ikpa
Secretary