

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

MINUTES OF THE 8TH STEERING COMMITTEE MEETING HELD ON FRIDAY, JUNE 17, 2016, AT THE CEFOR CENTER LEADER'S OFFICE, EMERALD ENERGY INSTITUTE BUILDING.

A. PRESENT.

1. Prof. Ogbonna Joel – Centre Leader
2. Mr. Edwin Harcourt – Internal Auditor
3. Dr. Ibisime Etela - Procurement Officer
4. Mr. Uduma Ikpa – Monitoring & Evaluation Officer/Secretary
5. Mrs. Benedicta Omeni – Communication Officer

B. ABSENT (with apology)

1. Prof. N. E. S. Lale – Chairman
2. Prof. Bene Willie Abbey – Vice Chairman
3. Prof. Onyewuchi Akaranta – Deputy Centre Leader
4. Dr. Felicia Ayuwo – Finance Officer/Project Accountant

C. AGENDA

1. Opening Prayer
2. Opening Remarks
3. Accreditation
4. World Bank Request
5. Dollar Exchange Rate
6. Building Issue
7. SPE Conference Journey 2nd – 4th August, 2016 (18 Papers)
8. PHD Seminar presentation
9. AOB
10. Adjournment
11. Closing

	Opening	<ol style="list-style-type: none"> 1. The Meeting began at 2.20 P.M. with the Center Leader, Prof. Ogbonna Joel presiding. 2. The opening prayer was said by Dr. Etela. 	
	Correction of Minutes of previous Meeting.	The Minutes of the February 24, 2016 meeting were left to be considered at the next meeting.	
	Adoption of the Agenda	A motion for the adoption of the agenda for the meeting was raised by Mr. Harcourt and supported by Mr. Ikpa.	
	Opening Remarks	In his opening remarks, the Centre Leader welcomed members to the meeting and apologized on behalf of members of the Committee who were unavoidably absent. He stated that the meeting would have been postponed because of the number of absent members if not for the urgency of the issues to be discussed.	
	ITEM	DISCUSSION/ACTION PLAN	ACTION PARTY
A.	Resource Verification Application	The Center leader reminded the committee about the National Universities Commission's (NUC) request for the ACEs already running academic programs to ensure that such programs are accredited. With respect to this, he informed the committee that he had been meeting with the University-wide Accreditation Committee, UniPort, to facilitate CEFOR's accreditation. As part of the verification process, he stated that a meeting with all CEFOR's partnering Centers and Departments is scheduled for 11 am on Tuesday, June 21, 2016 at the CEFOR Board Room, Emerald Energy Institute, Uniport.	Center Leader
B.	NUC Request	The Center Leader informed the Committee that CEFOR was able to meet the NUC's deadline of June 16, 2016 for submission of audited CEFOR accounts. He reminded the Committee of the request by the World Bank for information on the sources of CEFOR's Externally Generated Revenue (EGR) claims. He stated that the Center is in the process of providing the necessary information.	Center Leader Project Accountant Project Internal Auditor
C.	Dollar Exchange Rate	The need to obtain clarification on the new dollar payment process from the NUC was raised. It was also agreed that Dr. Etela's pending payment for his training in Israel which took place earlier in the year would be taken care of through the NUC dollar payment process.	Center Leader Procurement Officer
D.	Building Issue	Regarding the uncompleted Afren building that CEFOR has applied to the University	Center Leader

		authorities for permission to take over its completion in order to occupy it, the Committee agreed to track the progress of the report written by the Physical Planning Unit of the University.	Project Internal Auditor Procurement Officer
E.	2016 SPE Conference	The Center Leader informed the Committee that 18 papers had been accepted by the Society of Petroleum Engineers (SPE) for presentation and publication during the Society's Annual Conference and Exhibition scheduled for August 2 - 4, 2016 at the Eko Hotel & Suites, Lagos. The students whose papers were accepted will be sponsored by CEFOR to attend the conference and present their papers.	Center Leader
F.	PHD Seminar presentation	The Center Leader informed the Committee that the PhD Seminar of the Center is scheduled for July 4 - 7, 2016. He said that till date only 3 PhD students have submitted their thesis. Because of this, the submission date for PhD thesis has been extended to Friday, June 24, 2016. He stated that there will be 2 internal examiners in addition to the external examiner during the presentations.	Center Leader
G.	ANY OTHER BUSINESS		
G1.	Appointment of Safeguards Officer	The Center Leader informed the Committee that he had nominated Dr. Chikwendu Ubani, an Engineer and lecturer at the Petroleum & Gas Engineering Department, UniPort, to become the Safeguards Officer of the Center.	Center Leader
G2.	ACE Pilot Verification Exercise	<p>The M&E Officer informed the Committee that CEFOR was one of the ACEs that the World Bank chose to participate in its pilot verification exercise. He stated that the World Bank had returned a list of CEFOR's students who either did not respond to the verification exercise or were not able to be reached through email or by phone. He stated that according to the World Bank, to qualify for DLIs 2.1 (\$167,000), 2.2 (\$279,500), 2.3 (\$560,000) and 2.4 (\$559,000) disbursements, 100% of Masters and PhDs, 30% for short term students and 50% interns should be verified. The quoted figures for the DLIs are cumulative for the duration of the project.</p> <p>To remedy the issue of the Center's students not responding to verification exercises in the future;</p> <ol style="list-style-type: none"> i. The Committee agreed to email all CEFOR students to remind them of their affiliation to the Center and also of the verification exercise. ii. It was also agreed that henceforth, the M.Sc. Theses of the Center will be 	Center Leader M & E Officer Communication Officer

		<p>sponsored with an amount yet to be determined.</p> <p>iii. The current M.Sc. students of the Center will be informed of the sponsorship.</p>	
G3.	Regional Short Course	The Center Leader informed the Committee that Students from Ghana are scheduled to arrive the Country on Saturday, July 2, 2016 for a 2 week Short Course.	Center Leader
G4.	Training Reports	The Center Leader raised the need for anyone sponsored by the Center to attend trainings to submit a report on such trainings. This would aid with record keeping.	Center Leader
H.	Closing	In the absence of any other business and on a motion for adjournment by Dr. Etela and supported by Mr. Ikpa, the meeting came to an end by 3.05P.M.	



Prof. N. E. S. Lale
Chairman



Mr. U. Ikpa
Secretary