

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

MINUTES OF 2ND STEERING COMMITTEE MEETING HELD ON FRIDAY, MARCH 13, 2015, AT THE GABOLDE & DELON CONFERENCE ROOM, IPS PARK.

MEMBERSHIP

A. PRESENT.

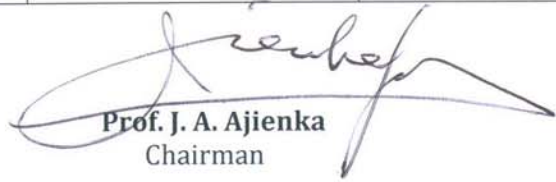
1. Prof. Bene Willie Abbey – Vice Chairman
2. Prof. Ogbonna Joel – Centre Leader
3. Prof. Onyewuchi Akaranta – Deputy Centre Leader
4. Dr. Felicia Ayuwo – Finance Officer/Project Accountant
5. Dr. Ibisime Etela - Procurement Officer
6. Mr. Edwin Harcourt – Internal Auditor
7. Mr. Uduma Ikpa – Monitoring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

B. ABSENT (with apology)

Prof. J. A. Ajienska (Vice Chancellor) – Chairman

	Opening	<ol style="list-style-type: none"> 1. The Meeting began by 2.00 P.M. with the Vice Chairman, Prof. Abbey presiding. 2. The Vice Chairman welcomed members to the meeting. The opening prayer was said by Dr. Etela 	
	Opening Remarks	Prof. Abbey, in her opening remarks, praised the CEFOR management team and thanked them for the effort put into sustaining the programme. She raised the need for an ACE branded file jacket which would aid in identifying the center properly.	
	ITEM	DISCUSSION/ACTION PLAN	ACTION PARTY
	MATTERS ARISING		
A.	Center Leader's Update	<p>Prof. Joel in his opening remarks thanked every member of the team for the hard work put into running the Center. He informed the meeting that the Federal Government had granted approval for the ACE project funds to be released. He went on to give a progress report stating that taught courses for the Ph.D. programme had been completed. He also informed the meeting that the Center Director and Accountant had been invited to Abuja FCT by the World Bank for a Fiduciary Training from March 16 – 18, 2015. He also gave an update about the center's Ph.D. students who are currently on internship. He stated that 3 companies have so far accepted students for internship and the students have started.</p> <p>Prof. Joel also informed the meeting that 49 abstracts from Ph.D. students of the centre had been accepted in the first round of selections for the 39th Nigerian Annual International Conference and Exhibition (NAICE) organized by the Society of Petroleum Engineers (SPE).</p>	Centre Leader
D.	ANY OTHER BUSINESS		
D1.		<ol style="list-style-type: none"> 1. It was agreed that specific action points would need to be defined henceforth to avoid errors when the project funds are received from the World Bank. 2. It was agreed during the meeting that, to avoid any mix up in bank accounts, a bank account in the name of CEFOR would be opened as soon the Director and Accountant return from the Fiduciary Training in Abuja. 3. The need for an ACE branded website was raised. It was agreed that such a website would be created. 4. The need for a bill board to be strategically positioned near the East West road to announce the presence of the World Bank assisted CEFOR in the University of Port Harcourt was raised. It was agreed that this would be executed. 	Vice Chairman Centre Leader Deputy Centre Leader Project Accountant Procurement Officer Internal Auditor Monitoring & Evaluation Officer

E.	CLOSING	In the absence of any other business, the meeting was adjourned on a motion by Mr. Harcourt which was seconded by Dr. Mrs. Ayuwo. The closing prayer was said by Dr. Mrs. Ayuwo. The meeting rose at 2.25pm.	
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Prof. J. A. Ajienna
Chairman



Mr. U. Ikpa
M & E Officer