

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

MINUTES OF THE 1ST STEERING COMMITTEE MEETING HELD ON FRIDAY, MAY 6, 2014, 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

B. ABSENT (with apology)

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

Opening		<ol style="list-style-type: none"> 1. The Meeting began by 1.30 P.M. with the Vice Chairman, Prof. Abbey presiding. 2. The Vice Chairman welcomed members and declared the meeting open. 	
Opening Remarks		<p>Prof. Joel in his opening remarks stated that the African Centre of Excellence project is result oriented and as such every member of the Steering Committee has to put in their best to ensure that set goals and milestones are achieved as at when due. He also informed the committee that 115 candidates applied for the PhD programme and after the admission process, 50 successful candidates have been offered provisional admission.</p>	
	ITEM	DISCUSSION/ACTION PLAN	ACTION PARTY
	MATTERS ARISING		
A.	Project Gant Chart	The Project Gant Chart was presented for review and after inspection, it was agreed that the project is moving according to plan	All Committee Members
B.	Disbursement of Funds	A breakdown of the proposed disbursement of funds by the World Bank was presented to the committee.	Centre Leader
C.	Audit Committee & Accounting Software	It was agreed that a functional Audit Committee should be put in place as soon as possible. It was also agreed that the Center should acquire a good accounting software for internal financial audits	Internal Auditor Project Accountant Procurement Officer
D.	World Bank Inspection team & ACE Project Launch	<p>Prof. Joel informed the Committee of the following upcoming events</p> <ol style="list-style-type: none"> i. Visit by the World Bank Inspection team between May 8 and 9, 2014 ii. National Steering Committee meeting with World Bank Officials in Abuja on May 19th, 2014 iii. ACE project Launch in Abuja from May 20 – 22, 2014 <p>He stated that every Steering Committee member was expected to be present at the Project launch. He also noted that all Vice Chancellors of participating Universities in the ACE programme together with representatives of each University's partnering organizations were expected to be at the Project Launch.</p>	Centre Leader
E.	CLOSING	In the absence of any other business the meeting came to an end by 3.10 P.M.	


Prof. J. A. Ajenka
 Chairman


Mr. U. Ikpa
 M & E Officer