

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

**MINUTES OF THE 6<sup>TH</sup> STEERING COMMITTEE (EMERGENCY) MEETING HELD ON FRIDAY, NOVEMBER 30, 2015, AT THE CEFOR CENTER LEADER'S OFFICE, IPS PARK.**

**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. Uduma Ikpa – Monitoring & Evaluation Officer/Secretary
7. Mrs. Benedicta Omeni – Communication Officer

**B. ABSENT (with apology)**

1. Prof. N. E. S. Lale – Chairman
2. Mr. Edwin Harcourt – Internal Auditor

**C. AGENDA**

1. Opening Prayer
2. Opening Remarks
3. Reading and adoption of Previous Minutes
4. Update on the status of the following:
  - i. Procurement
  - ii. Monitoring & Evaluation
  - iii. Finance
  - iv. Project research grants, supervisors entitlement/payment and Steering Committee members benefits implementation
5. AOB
6. Closing

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|------------|-------------------------|---|--|
|            | Opening                 | 1. The Meeting began by 2.30 P.M. with the Vice Chairman, Prof. Bene Willie Abbey presiding.  |  |
|            |                         | 2. The Vice Chairman welcomed members to the meeting and apologized on behalf of the Chairman of the Steering Committee who was unavoidably absent. It was also noted that the Internal Auditor had sent in his apologies for being absent. The opening prayer was said by Dr. Mrs. Ayuwo.  |  |
|            | Adoption of the Agenda  | A motion for the adoption of the agenda for the meeting was raised by the Prof. Abbey & supported by Mr. Ikpa after the reading and adoption of the previous minutes was suspended because of the emergency nature of the meeting.  |  |
|            | Opening Remarks         | In his opening remarks, the Centre Leader informed the committee that the emergency meeting was convened to get a reading on the state of the activities at CEFOR, UniPort, especially after the just concluded 4 <sup>th</sup> ACE Workshop which held in Cotonou, Benin Republic, from November 17 – 19, 2015.  |  |
|            | <b>ITEM</b>             | <b>DISCUSSION/ACTION PLAN</b>   | <b>ACTION PARTY</b>                            |
| <b>A.</b>  | UPDATES                 |   |  |
| <b>A1.</b> | Procurement             | The Procurement Officer informed the committee that he is almost done with the revised procurement plan of the Centre as requested by the World Bank. He emphasized the fact that the Centre cannot spend beyond the amount contained in the Centre's Implementation Plan. It was agreed that the Centre Leader and Procurement Officer would meet on Friday, December 4, 2015, to fine tune the procurement plan.  | Procurement Officer<br>Centre Leader           |
| <b>A2.</b> | Monitoring & Evaluation | The committee was informed by the M & E Officer that a revised M & E report for the Centre had been re-submitted to the World Bank based on the bank's request. He stated that this was because the previous submitted report contained an error in figures where 2 PHD students were duplicated as Short Course participants. The correction in the report reduced the total number of enrolled students from 289 to 287. He also informed the committee that the report on the just concluded 4 <sup>th</sup> ACE workshop was almost ready pending contributions from the Project Accountant and Procurement Officer.        | Monitoring &<br>Evaluation Officer             |
| <b>A3.</b> | Finance                 | The Project Accountant reported that the World Bank had requested for the following: <ul style="list-style-type: none"> <li>• Internal Audit report for CEFOR</li> <li>• List of members of the Centre's Audit Committee</li> <li>• The Terms of Reference (TORs) for the External Auditor</li> </ul> Based on this information, it was agreed that: <ol style="list-style-type: none"> <li>1. The Centre's Internal Auditor would send an Internal Audit report to the World Bank</li> <li>2. For the External Auditor, CEFOR will adopt &amp; modify the Terms of Reference for the University's Internal Auditor.</li> </ol> | Project Accountant<br>Project Internal Auditor |
| <b>B.</b>  | Financial Management    | Recommendations for effective financial management of the Center's funds were considered. Key areas considered include:   | All Steering Committee Members                 |

|    |         |  |  |
|----|---------|--|--|
|    |         | <ul style="list-style-type: none"> <li>• Students' sponsorship</li> <li>• Supervisors entitlements/payment</li> <li>• Monthly running costs for the Centre</li> </ul> <p>The committee agreed on a tentative working financial management document for the Center.</p> |  |
| C. | Closing | In the absence of any other business and on a motion for adjournment by Dr. Etela and supported by Dr. Ayuwo, the meeting came to an end by 4.30 P.M. The closing prayer was said by Prof. Akaranta.   |  |



**Prof. N. E. S. Lale**  
Chairman



**Mr. U. Ikpa**  
Secretary