

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

MINUTES OF THE 5TH STEERING COMMITTEE MEETING HELD ON FRIDAY, OCTOBER 16, 2015, AT THE CEFOR CENTER LEADER'S OFFICE, IPS PARK.

MEMBERSHIP

A. PRESENT.

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

C. AGENDA

1. Opening Prayer
2. Opening Remarks
3. Reading and adoption of Previous Minutes
4. Progress Report from:
 - i. Procurement Officer
 - ii. M & E Officer
 - iii. Project Accountant
 - iv. Auditor
 - v. Communication Officer
 - vi. Centre Leader
5. AOB
6. Closing

	Opening	1. The Meeting began by 1.30 P.M. with the Center Leader, Prof. Joel presiding.	
		2. The Center Leader welcomed members to the meeting. The opening prayer was said by Mr. Ikpa	
	Adoption of the Agenda	A motion for the adoption of the agenda for the meeting was raised by Dr. Ayuwo & supported by Mr. Harcourt.	
	Opening Remarks	In his opening remarks, Prof. Joel apologized on behalf of the Chairman and Vice Chairman who were unavoidably absent. He informed the committee of an ACE conference call scheduled for the 28 th of October, 2015. He also reported that the 4 th ACE workshop is scheduled for October 17 – 19, 2015 in Cotonou, Benin Republic. Each centre leader is expected to come with the following colleagues: 1. Deputy Centre Leader 2. Procurement Specialist 3. M&E Specialist 4. Financial Management Specialist and 5. One representative from the collaborating partners.	
	Correction of Minutes of previous Meeting.	The Minutes of the August 17, 2015 meeting were considered and adopted as the correct proceedings on a motion by Mr. Harcourt and supported by Dr. Ayuwo after the following corrections: 1. Page 3: Number 3 to now read “ <i>Prof. Joel also reported that Addax Petroleum Nigeria has promised to sponsor the research projects of 6 students of the Centre. He also announced an Addax Petroleum Nigeria research grant of \$500,000 given to the Institute of Petroleum Studies (IPS). IPS is yet to receive the money.</i> ” 2. Page 4: D2 to now read, “ <i>The committee agreed to meet with the new Vice Chancellor, Prof. N.E.S Lale to formally brief him on CEFOR.</i> ”	
	ITEM	DISCUSSION/ACTION PLAN	ACTION PARTY
	MATTERS ARISING		
A.	CEFOR Sign Post CEFOR Budget Review/ Implementation	Prof. Joel informed the committee that arrangements for mounting the CEFOR signpost are in progress. He also stated that the budget review/implementation is in progress as he has met with the Project Accountant and Procurement Officer	Deputy Centre Leader Project Accountant Procurement Officer
B.	Meeting with the Vice Chancellor	The committee was informed by the Centre Leader that the meeting with the Vice Chancellor held but not on the originally scheduled date.	All Steering Committee Members
C.	Regional Centre of Excellence, Port Harcourt	It was agreed that the RCE Port Harcourt Certificate of Acknowledgement from the United Nations University – Institute of Advanced Studies for Sustainability (UNU-IAS) Tokyo, Japan, should be uploaded to the CEFOR website.	Deputy Center Leader M & E Officer

D.	Accounting software for the centre.	Mr. Harcourt reported that 3 quotations had been received for the proposed accounting software namely; QUICK BOOK ENTERPRISES, BUSY ENTERPRISES & SAFE PASTEL. He stated that BUSY ENTERPRISES had been selected as the best option of the three because of the cost implications. He said the expected main users of the software are the Project Accountant and Auditor though there will be room for 2 more users if the need arises. It was agreed that there should be a technical report evaluating the 3 software before procurement.	Project Accountant Project Auditor
E.	PROGRESS REPORTS		
E1.	Monitoring & Evaluation	Mr. Ikpa reported that the Monitoring & Evaluation report for October 2015 had been submitted to the World Bank before the deadline of October 15, 2015. He stated that unfortunately CEFOR was doing poorly in the area of admitting regional students as to date the Center had only been able to admit 9 regional students as opposed to the expected 47 regional students for the period ending June 2015.	Monitoring & Evaluation Officer
E2.	Accounting	Dr. Ayuwo reported that the figure quoted under expenses in the M & E report are expenses incurred before the project became effective and as such, refunds had to be made to the Center's creditors from the World Bank disbursement. She also reported that CEFOR is due for disbursement-linked claims and she has begun the process of applying for the claims from the World Bank.	Project Accountant
E3.	Audit	Mr. Harcourt reported that no audit has been carried out yet because the project just became effective.	Project Auditor
E4.	Communication	<p>Mrs. Omeni reported on the following:</p> <p>i. She is working on a report of activities of CEFOR to be published in a proposed ACE Journal. The Journal is expected to be a quarterly publication of the ACE Secretariat. The maiden edition of the Journal, which is designed to publicise the activities of the ACEs, especially, the 10 Nigerian Centres, is scheduled to be published by 10 December, 2015.</p> <p>ii. A PHD student of the Center, Ituen Ekemini Basse, is now in China where he has resumed as a McNamara Fellow after winning the Robert S. McNamara Fellowship for 2015</p> <p>iii. The Center plans to visit its PHD students at their places of internship from the 1st week of December, 2015.</p>	Communication Officer

		iv. The Center Leader and Deputy Center Leader will travel to Ghana for a benchmarking of Applied Sciences, Technology and Engineering courses from November 7 - 14, 2015. They will take the opportunity to network with some universities for regional students for CEFOR.	
F.	Closing	In the absence of any other business and on a motion for adjournment by Prof. Akaranta and supported by Mr. Harcourt, the meeting came to an end by 3. 00 P.M.	



Prof. N. E. S. Lale
Chairman



Mr. U. Ikpa
Secretary