

**MINUTES OF THE WACCBIP MANAGEMENT COMMITTEE MEETING HELD ON
SEPTEMBER 22, 2021**

1.0 Background

The WACCBIP Management Committee meeting for the third quarter of 2021 was held on September 22, 2021. The meeting was organized via Zoom.

2.0 Attendance

Present

| No. | Name | Designation |
|-----|----------------------------|--|
| 1 | Prof. Gordon Awandare | Director / Centre Leader |
| 2 | Dr (Rev) W.S.K Gbewonyo | Mentorship Coordinator |
| 3 | Prof. Osbourne Quaye | Head, Monitoring and Evaluation |
| 4 | Dr Lydia Mosi | Logistics Coordinator |
| 5 | Prof. Neils Ben Quashie | Postdoctoral Programme Coordinator |
| 6 | Dr Theresa Gwira | Graduate Admissions and Examinations Coordinator |
| 7 | Dr Lucas Amenga-Etego | Representative for Research Fellows |
| 8 | Mrs. Constance Kocke | Representative from Procurement Unit |
| 9 | Mr Collins Misita Morang'a | Representative for Graduate Students |

In Attendance

| No. | Name | Designation |
|-----|------------------------------|----------------------------|
| 10 | Ms Sika Menka | Grants Manager |
| 11 | Mr Felix Kyei | Centre Administrator |
| 12 | Ms Emefa Adzadu | Senior Accounts Officer |
| 13 | Mr Vincent Appiah | HPC Manager |
| 14 | Mr Andrew M. Nantogmah | Communications Manager |
| 15 | Ms Marian Nanor | Accounts Officer |
| 16 | Ms Kyerewaa Akuamoah Boateng | Public Engagement Officer |
| 17 | Mr Theophilus Dugah | ICT Officer |
| 18 | Ms Sarah Ofori Ntim | Procurement Officer |
| 19 | Mr Anthony Gassinu | Assistant Accounts Officer |
| 20 | Mr Eric Afful | Logistics Assistant |
| 21 | Mr Stefan Danquah | M&E Officer |
| 22 | Mr Francis Dzabeng | Data Manager |
| 23 | Mr Alfred Kazaresam | ICT Technician |
| 24 | Mr Srinivasan Balapangu | Laboratory Technologist |

Absent

| No. | Name | Designation |
|-----|-----------------------------|--|
| 1 | Prof. Dorothy Yeboah-Manu * | Deputy Centre Leader |
| 2 | Prof. Kwadwo Koram * | Fmr Deputy Director |
| 4 | Mr Francis Boachie | Co-Head, ICT (Physical Resources) |
| 5 | Dr Patrick Arthur | Head, Research Training |
| 6 | Mr Anthony Hofe | Financial Manager |
| 7 | Dr Winfred-Peck Dorleku | Industrial Liaison |
| 8 | Dr Yaw Bediako | Science Ambassador and Head of Advancement |

* Absent with apologies.

3.0 Opening Remarks, Review and adoption of previous minutes

The Management Committee meeting commenced at 1:14 pm with introductory remarks by Prof. Awandare, followed by the review of minutes from the previous meeting. Subject to some corrections, the minutes were accepted as a true reflection of the meeting. Rev. (Dr) Gbewonyo moved for the acceptance of the minutes and was seconded by Dr Mosi.

4.0 New Business

Centre Administration

Mr Kyei informed the committee of the following:

A: Activities during the last quarter

- The following people were appointed during the last quarter
 - Mr. Dominic S. Y. Amuzu and Mr. Collins M. Morang'a – appointed as Bioinformaticians on the project 'Building capacity for vaccine development in Africa: Strengthening capacity to support innovative research' effective August 1, 2021.
 - Dr. Gloria Amegatcher – appointed as Project Coordinator on the Rockefeller Foundation funded project titled 'Tracking COVID-19 infection in West Africa to guide public health interventions' effective September 1, 2021. She replaces Dr Udoakang.
 - Mr. Nicholas Kwame Amenyoo – appointed as Security Guard effective September 13, 2021. He replaces Mr Sharif who resigned on August 30, 2021.
 - Mr. Moses Kwabla Kuake – appointed as Driver effective October 4, 2021.
 - Ms. Kukua Amu Thompson – appointed as Next Generation Sequencing Technologist effective August 1, 2021.

B: Planned activities for the next quarter

- Hosting the IBRO School of Neuroscience workshops in October 2021.

Grants Management

Ms Menka informed the committee of the following:

A: Activities during the last quarter

ACE Impact Project

- Submission of the first milestone for DLR 4.3 (Improved teaching and research environment) for verification – This is for the purchase and installation of an Illumina NextSeq 2000 sequencer.
- Submission of revised milestones for DLR 7 (Institutional Impact). This is being done in collaboration with WACCI, WAGMC, the Logistics Directorate, the Office of Institutional Advancement and UGCS.
- Completion of an assessment of innovation and entrepreneurial potential for DLR 5.3 (Entrepreneurship). AAU will provide support for milestone formulation.

Wellcome Trust DELTAS Project

- Submission of status report on August 10, 2021 to AAS
- Closing of DELTAS I project on August 31, 2021.

- The Centre was informed that the Wellcome Trust has appointed PwC Kenya as interim fund manager for the DELTAS Africa awards scheme, following the termination Wellcome Trust grants to the AAS effective July 31, 2021.
The Science for African Foundation has been established to be fund managers for the DELTAS II programme. However, a third party (a strong science institution) must be identified to host the Science for African Foundation platform.

New Grants Awarded

| Title | Brief Description of Award | WACCBIP faculty/fellow awarded | Grant PI | Amount and Period |
|--|---|---------------------------------------|-----------------|----------------------------|
| Examining key emerging ethical issues in the planning, review and implementation of COVID19 research in Africa, and the preparedness and responsiveness of research review authorities | An AAS grant aimed at informing scientific and ethical aspects of COVID-19 research and preparedness for future global health emergencies through examining key ethical and social issues with COVID19 research and responsiveness of researchers/research institutions, research review and regulatory authorities | Paulina Tindana | Dorcas Kamuya | USD 47,524 2021-2023 |
| Partnership for global health research training program | The main objective of the program is to train the next generation of public health innovators and leaders. Three postdoctoral fellows have been awarded under this program | Gordon Awandare (Site Director) | Wafaie Fawzi | USD 127,128 2021-2022 |
| Expansion and support of SARS-CoV-2 sequencing in West and Central Africa to support the COVID-19 pandemic response | A DFID - Wellcome Epidemic Preparedness grant awarded to support SARS-CoV2 sequencing in West and Central Africa | Gordon Awandare Osbourne Quaye | Ian Goodfellow | GBP 2,284,586 2021-2023 |
| Improving skin NTD management: Piloting the use of a mobile phone surveillance and management system. | A Royal Society for Tropical Medicine and Hygiene & National Institute for Health Research (NIHR) funded project aimed at improving skin NTD management. | Lydia Mosi | Charles Quaye | GBP 4,750 2021 – 2022 |
| Genomic epidemiology of SARS-CoV-2 infections using the | A British Society for Antimicrobial Chemotherapy grant for COVID-19 research. | Lydia Mosi | Lydia Mosi | USD 30,000 2021- 2023 |
| Field validation of a new high-sensitivity, low-cost SARS-CoV-2 nucleic acid point-of-care test in Ghana. | A British Society for Antimicrobial Chemotherapy grant for COVID-19 research. | Lydia Mosi | Charles Narh | USD 99,660 2021 – 2022 |
| From bench to rapid diagnostic test kit: Machine learning guided biomarker discovery coupled with nanoparticle conjugated immunosorbent assay for Buruli ulcer detection. | A Building A New Generation of Academics in Africa (BANGA)- team research grant aimed at developing a diagnostic test kit for Buruli ulcer detection. | Lydia Mosi | Lydia Mosi | USD 50,000 2020 – 2021 |

Workshops

- SARs-CoV-2 Next Generation Sequencing training from July 5-10, 2021.
- WACCBIP-TIBA Data Science workshop from August 23-26, 2021.

B: Overall Status of Implementation

- ACE Impact Project

| Disbursement Linked Results | Maximum SDR | Total Earnings to date | Balance (SDR) | Percentage Achieved |
|--|------------------|------------------------|------------------|---------------------|
| DLI #1: Institutional Readiness | - | - | - | - |
| DLI #2: Development Impact | 172,560 | 0 | 172,560 | 0% |
| 2.1 Progress to impact | 86,280 | 0 | 86,280 | 0% |
| 2.2: Development impact | 86,280 | 0 | 86,280 | 0% |
| DLI #3: Quantity of Students | 775,500 | 367,155 | 408,345 | 47% |
| 3.1: New PhD students | 446,533 | 323,520 | 123,013 | 72% |
| 3.2: New Masters Students | 206,728 | 35,280 | 171,448 | 17% |
| 3.3: New Prof. Short Course | 122,239 | 8,355 | 113,884 | 7% |
| DLI #4: Quality of Education/ Research | 1,081,285 | 575,200 | 506,085 | 53% |
| 4.1: Program Accreditation | 35,947 | 0 | 35,947 | 0% |
| 4.2: Research Publications | 613,974 | 575,200 | 38,774 | 94% |
| 4.3: Teaching & Research Infrastructure | 431,364 | 0 | 431,364 | 0% |
| DLI #5: Relevance of Education /Research | 1,253,900 | 1,060,165 | 193,735 | 85% |
| 5.1: External Revenue | 1,056,205 | 1,056,205 | 0 | 100% |
| 5.2: Internships | 124,475 | 3,960 | 120,515 | 3% |
| 5.3: Entrepreneurship | 73,220 | 0 | 73,220 | 0% |
| DLI #6: Timeliness/quality of FM | 316,400 | 19,775 | 296,625 | 6% |
| 6.1: Timely Fiduciary Reporting | 79,100 | 7,910 | 71,190 | 10% |
| 6.2: Functioning Internal Audit Unit & Committee | 79,100 | 0 | 79,100 | 0% |
| 6.3 Financial Online Transparency | 79,100 | 11,865 | 67,235 | 15% |
| 6.4: Procurement Quality | 79,100 | 0 | 79,100 | 0% |
| DLI #7: Institutional Impact | 143,800 | 0 | 143,800 | 0% |
| TOTALS | 3,743,445 | 2,022,295 | 1,721,150 | 54% |

- Wellcome Trust DELTAS Project

| Programme | Target | Current Status | Completed |
|-------------------------|--------|----------------|-----------|
| Masters | 0 | 18 | 16 |
| PhD | 15 | 19 | 8 |
| Postdoctoral fellows | 12 | 13 | 13 |
| Graduate Interns | 60 | 106 | 106 |
| Student Visitor fellows | 25 | 25 | 25 |
| Bioethics short course | 50 | 57 | 57 |

C: Planned activities for the next quarter

- Verification of submitted results for the ACE Project and disbursement of funds
- Feedback on revised scope of work, budget submitted and the start date for DELTAS II programme.

- IBRO (International Brain Research Organization) School of Neuroscience: Zebrafish
- as a tool for neuroscience research in Africa workshop from October 20-23, 2021.
- IBRO School of Neuroscience: Genome Editing workshop from October 31 – November 6, 2021.

Prof. Awandare added that DLR 7 under the ACE Impact Project is a new DLR created by the World Bank for Institutional Impact. As such the 3 World Bank African Centres of Excellence in the University of Ghana are working together to support projects in the University to benefit the wider University community. Guidelines were provided by the World Bank from which to create milestones for this DLI. This DLI is will be done under the auspices of the Office of the Vice-Chancellor. Subsequently, the acting Vice-Chancellor will set up a committee consisting of representatives from all the key stakeholders involved with this DLI.,

Dr Mosi mentioned that her grant with Dr Charles Narh will support the training of a PhD student at WACCBIP.

Accounts / Finance

Ms Adzadu informed the Committee of the following:

A: Activities during the last quarter

- During the period the Centre received a total of USD 613,139.72 from grant disbursements. The table below shows the breakdown.

| Amount | Source | Date of Receipt | Purpose of Funds |
|---------------|---|-----------------|--|
| EUR 14,012.96 | Institut de Recherche por le Developpement (IRD), France | 6-Jul-2021 | Implementation of the "WANIDA" project |
| USD 90,000.00 | University of Witwatersrand | 7-Jul-2021 | Implementation of ARUA-OSF Project |
| USD 54,067.00 | LSHTM, Medical Research Council, Gambia | 8-Jul-2021 | Implementation of the "PAMGEN" project |
| GBP 7,503.36 | University of Cambridge | 8-Jul-2021 | Implementation of the Cambridge-Africa Alborada Research Programme (COVID-19) |
| EUR 6,981.71 | Institut de Recherche por le Developpement (IRD), France | 19-Jul-2021 | Implementation of the "WANIDA" project |
| GBP 5,135.00 | University of Cambridge | 19-Jul-2021 | Implementation of the Cambridge-Africa Alborada Research Programme (Trypanosome study) |
| USD 7,250.00 | Norwegian Veterinary Institute | 23-Jul-2021 | Implementation of Baseline Fish Study |
| USD 9,420.00 | Centre for the Environment, Fisheries and Aquaculture Science (CEFAS) | 27-Jul-2021 | PhD Fellowship for Angela Ayiku |

| | | | |
|----------------|--|-------------|---|
| USD 346,786.22 | International Development Association/NCTE | 11-Aug-2021 | Implementation of the ACE Impact Project |
| EUR 26,250.00 | Institut de Recherche por le Developpement (IRD), France | 3-Sep-2021 | Implementation of the "WANIDA" project |
| GBP 24,471.11 | The Francis Crick Institute, UK | 10-Sep-2021 | Implementation of the "Crick African Network" Project |

Non-USD values have been converted into USD at the prevailing rates on the receipt dates from www.oanda.com

- During the period, funds totalling USD 120,735.97 were received into the Centre's Administrative Accounts. The details of the inflows are as follows:

| Description | USD | % of Total |
|--|-------------------|-------------|
| Facility rental | 1,258.25 | 1% |
| Salary recoveries | 25,094.18 | 21% |
| Facility access charge | 81,105.98 | 67% |
| Sponsorships from 2021 Research Conference | 13,277.56 | 11% |
| Total | 120,735.97 | 100% |

- The Centre complied with the conditions of the various grants and did not have any issues with the funders for noncompliance. Queries on the reports have been responded to and resolved.
- Reports for the following projects were submitted within the period, with all associated queries being addressed successfully:
 - DELTAS project
 - Community and Public Engagement project
 - NIHR project
 - PAMGEN project
 - H3A-HI-GENE project
 - UCT-NIH project
 - Crick project
- Baker Tilly Andah + Andah has completed the 2020 audit of the ACE Impact project.
- The internal audit of the ACE-Impact project for the period January 2020 – March 2021 has been completed.
The key audit matter was an issue of international students' admission for the 2020/2021 academic year. The Financing agreement asserted that the Centre should admit Ghanaian and international students as to meet regional admission requirements. Even though the Centre had admitted the international students onto the programme, they did not register for the courses which has been attributed to the outbreak of COVID-19 pandemic. The auditors therefore urged the Project Leader to inform the project funders and explain the setback to the funders.
- Copies of both the internal and external audit reports have been submitted to the University's Council (Audit Committee) for review.

B: Overall Status of Implementation

- The Centre's total bank balance as at September 10 was USD 2,058,158.62.00. The details are as follows:
 - Offshore/Foreign USD account – USD 10,979.09

- Onshore/Forex USD account – USD 1,679,029.33
- GBP account – GBP 239,629.85
- GHS account – GHS 223,086.54
- Four shortlisted companies have been invited to pick up a request for proposal from the Services Unit of the Logistics Directorate for the procurement of an accounting software for the Centre. The companies have been given a deadline of September 30, 2021 to submit their proposals.
- The DELTAS project officially ended on August 31, 2021. All partners except for MRTC have submitted their final reports, exhausting their full budgets as of the end of the project. MRTC however, has a budget balance which is supposed to be transferred to WACCBIP upon the submission and acceptance of their final report. After several months of follow up, MRTC submitted a report on September 17, 2021.
- The financial status of the Centre's projects and administrative account are shown in the table below:

| Project | Total Grant | Inflows To Date | Expenditure To Date | Fund Balance |
|---|-----------------|------------------|---------------------|------------------|
| Academy of Medical Sciences GCRF Networking Project (RBV7) | £ 24,630.00 | £ 24,630.00 | £ - | £ 24,630.00 |
| ACE Impact project (RZO6) | \$ 5,500,000.00 | \$ 2,565,966.29 | \$ 1,275,957.87 | \$ 1,290,008.42 |
| CEFAS fellowship (RBY2) | \$ 28,260.00 | \$ 26,090.00 | \$ 11,134.87 | \$ 14,955.13 |
| Community & Public Engagement project (RBM5) | \$ 189,130.00 | \$ 189,130.00 | \$ 135,531.58 | \$ 53,598.42 |
| Crick African Network project (RBI2) | £ 2,011,087.31 | £ 1,056,503.68 | £ 1,023,006.45 | £ 33,497.23 |
| DELGEME Aspiring Leaders fellowship (RBL2) | £ 30,000.00 | £ 18,600.00 | £ 18,597.03 | £ 2.97 |
| DELTAS project (RE 53) | \$ 7,185,852.05 | \$ 7,185,650.00 | \$ 7,204,947.55 | \$ (19,297.55) |
| H3A HI-GENE project (RBH4) | \$ 68,971.00 | \$ 59,390.00 | \$ 53,075.28 | \$ 6,314.72 |
| Imperial College - DIDA project (RZ50) | £ 50,875.00 | £ 50,875.00 | £ 16,674.88 | £ 34,200.12 |
| Imperial College Malaria Detection and Surveillance project (RBS5) | £ 29,325.00 | £ 29,325.00 | £ 103.22 | £ 29,221.78 |
| IRD-WANIDA project (RZ57) | € 1,562,987.97 | € 102,893.35 | € 53,342.30 | € 49,551.05 |
| Leverhulme Royal Society Post doctoral fellowship (RBN7) | £ 50,000.00 | £ 30,000.00 | £ 12,580.80 | £ 17,419.20 |
| MMV project (RBP4) | \$ 56,130.00 | \$ 56,130.00 | \$ 52,093.85 | \$ 4,036.15 |
| NIH HI-GENE project (RBE8) | \$ 111,077.99 | \$ 111,077.99 | \$ 89,084.85 | \$ 21,993.14 |
| NIHR project (RBP3) | £ 734,440.00 | £ 546,354.02 | £ 539,066.05 | £ 7,287.97 |
| OWSD PhD fellowship (RBG4) | \$ 42,600.00 | \$ 33,271.63 | \$ 30,112.32 | \$ 3,159.31 |
| PAMGEN project (RBL1) | \$ 415,800.08 | \$ 305,007.66 | \$ 261,415.99 | \$ 43,591.67 |
| SEQCOM project (RZ41) | \$ 50,000.00 | \$ 50,000.00 | \$ 39,259.23 | \$ 10,740.77 |
| TIBA project (RBC5) | £ 659,571.00 | £ 659,570.41 | £ 670,863.14 | -£ 11,292.73 |
| ARNTD (MiFeSCHist) (RZ98) | \$ 29,797.10 | \$ 17,878.27 | \$ 8,900.60 | \$ 8,977.67 |
| ARUA RZ86 | \$ 500,000.00 | \$ 500,000.00 | \$ 367,761.28 | \$ 132,238.72 |
| COVID-19 - Cambridge Alborada Research Project (RZO9) | \$ 15,000.00 | \$ 14,999.83 | \$ - | \$ 14,999.83 |
| Trypanosome study - Cambridge Alborada Research Project (RZO9) | £ 5,135.00 | £ 5,135.00 | £ 274.32 | £ 4,860.68 |
| Forgarty Global Health Training Programme (RZ48) | \$ 45,766.00 | \$ 22,019.04 | \$ 8,474.12 | \$ 13,544.92 |
| Rockefeller project (RY21) | \$ 799,626.00 | \$ 600,000.00 | \$ 435,532.09 | \$ 164,467.91 |
| Do epigenetic processes promote drug resistance in the malaria parasite, Plasmodium falciparum (RZ54) | £ 220,504.00 | £ 39,772.20 | £ 21,334.51 | £ 18,437.69 |
| Admin Account - Main (RE68) | \$ - | \$ 1,847,624.76 | \$ 1,185,838.97 | \$ 661,785.79 |
| Admin Account - CBAS (T36) | GHS 0.00 | GHS 320,696.91 | GHS 118,079.34 | GHS 202,617.57 |
| Admin Account - Investment | GHS 0.00 | GHS 3,261,575.56 | GHS 0.00 | GHS 3,261,575.56 |

*Note: The amount of **GHS 118, 079.34** indicated as an expenditure under the Admin Account – CBAS (T36) was not made available to the Centre by the College of Basic and Applied Sciences. The Centre*

was informed by the College that the funds had been used in the previous year to cover other expenses which the Centre is yet to receive an account for.

C: Planned activities for the next quarter

- Reporting to funders, monitoring compliance with grant conditions, and ensuring smooth funds flow
- Providing the necessary support, including budgeting and financial due diligence, for new grant applications and renewal of existing grants
- Liaising with UG Procurement Unit and ORID to ensure the processing of requests and the release of funds for related payments
- Procurement of an accounting system.
- Closing of the DELTAS project.
- Completion of the TIBA project completion report.

Logistics

Dr Mosi informed the Committee of the following

A: Activities during the last quarter

- WACCBIP Equipment Status:

| Equipment Name | Location | Current status & Remarks |
|---|--|---|
| Thermo-Scientific Quant Studio 3 Real time PCR | Dark Room | The unit runs into an error code when booting. We have contacted Thermo Scientific for technical support. They are looking into the possible cause of the error as the system failed running a self-diagnostic test. |
| BD LSR Fortessa Flow Cytometer | Dark Room | The next preventive maintenance is scheduled October 2021. |
| Service Contract for Ion Torrent PGM Sequencer, Quanstudio 5 Real Time PCR, Veriti 96 well Thermocycler | Next Generation Sequence Lab/Dark Room | A service engineer from South Africa was available to service the Quantstudio 5 Real Time and the Ion Torrent PGM Sequencer. There are some replacement parts and calibration kits to be shipped to complete the service. The Veriti 96 well Thermocycler was shipped to Germany for repairs. It has been installed in the NGS Lab. |
| MilliQ Water Purification system | Next Generation Sequence Lab | The system needs a 1.5HP water pump to boost the water inlet pressure for the system to function as expected. Contract has been awarded for supply of the pump. |

| | | |
|--|--|--|
| Thermoanemometer, Aerosol Photometer, Aerosol generator, UV Light Meter, Sound Pressure Level Reader, FLUKE Insulation Multimeter, Pressure and temperature logger, Humidity meter, Centrifuge tachometer, Micropipette calibration kits | Laboratory Test and Calibration Equipment | We are purchasing this test equipment to enhance periodic and breakdown maintenance work on the various laboratory equipment. |
| System Autoclaves (2 units) | Chemical systems Biology Lab and Bacteriology Lab. | Both units broke down due to the power. We have been able to fix the unit at the Chemical Systems Lab. We need to purchase some replacement parts from System to fix the second unit and need PPA approval to do this. We have sent a request to the University logistics director to facilitate this process. |
| New Brunswick S41i Incubator Shaker | Protein Expression Lab | The unit is down due to a damaged data cable and display control board. The Manufacturer is assisting us get replacement parts for the unit. |
| Cold Room | All Labs | We have installed a secondary evaporator unit for the cold room to serve as back up in case of failure of the older unit. |
| 4 units of Air Conditioners | Two new Lab Set ups for Molecular Biology and Virology, Dr Yaw Aniweh's Office and Bacteriology Lab. | Two units have been installed and installation of the others are still in progressing |
| Illuma Next Seq 2000 sequencing System | Next Generation Sequence Lab | Installation and training have been completed |
| 2 units of Meling -40 degrees Freezers | Next Generation Sequence Lab | Both units have been installed and tested. |

- The Unit met the Senior Lab Technologist of the department of Biochemistry to discuss the possibility of allocating some of the department technicians to the various labs to help manage and monitor laboratory activities regularly to avoid damages caused by users. This is work in process because it involves the routine training of technical staff on the usage of major equipment like the FACS scanner to have continuity of usage when trained students leave the centre
- One major challenge face at the Centre is improper management of some labs and equipment. The Unit met all Lab heads and put some measures in place to be followed strictly to avoid further occurrences, primarily the strict observation of working hours between 8 am-5pm for undergraduate students and interns. The guidelines and usage forms will be shared with all WACCBIP faculty, students, staff and interns.
- The Unit visited the finance Director to resolve issues regarding payment of a supplier before he delivers procured items. The Finance Director informed the team from WACCBIP to liaise with the University's Logistics Director beforehand to arrange for PPA to sign off on such purchases that require payment before delivery.

A request has subsequently been sent to obtain PPA approval in order to purchase parts to repair the Systec Autoclave and procure filters for the biosafety cabinets directly from the manufacturer.

- PDMSD has allocated land on the left side of the Biochemistry building opposite the Generator plant for placement of two 20ft containers to be used to store solvents and consumables. They recommended that we get authorization from the Vice Chancellor as containers are not permitted to be sited on campus. This request was hand delivered to the Vice Chancellors Office.
- Contract bidding for civil works on the renovation of the Labs has been reopened. We are looking to strategically identify companies who can competitively bid for this process.
- Funds have been received from Inqaba biotech to repair broken tiles in the main Biochemistry building. The works have to be done on a weekend.
- Below are equipment procured for the labs in the last quarter:
 - **Bacteriology Lab (NMIMR):** Optika Digital Binocular Microscope
 - **Virology Lab:** -20°C freezer (270L capacity)
 - **Immunology Lab:** 2 units of -20°C freezers (270L capacity)
 - **Chemical Systems/ PAKAR Lab:** Vacuum Seal Kits
 - **Molecular Biology:** UV Lamps
 - **Bioinformatics Lab:** 6-in-1 & 8-in-1 workstations
 - **Next Generation Sequencing (NGS) Lab:** Glass window sealage

B: Planned activities for the next quarter

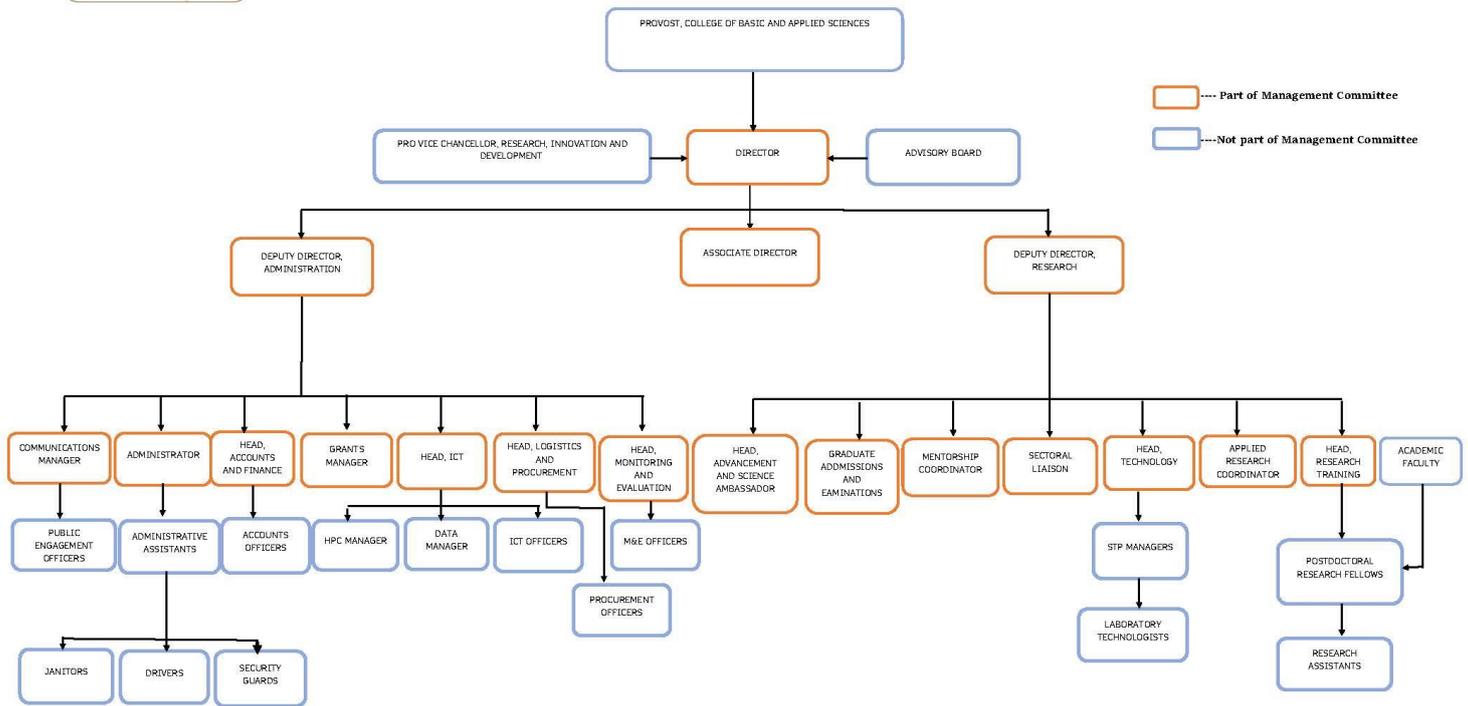
- The Unit is planning of instituting a strict maintenance protocol for every equipment in the labs. This will allow the Centre prepare ahead of time for routine maintenance.

Prof. Awandare mentioned that Ms Diana Prah has applied be a Research Fellow at WACCBIP. In the interim she has been employed as a Flowcytometry Manager at the Centre.

5.0 Updates from the Strategic Planning Committee

- Prof Awandare mentioned he has not been able to schedule their last meeting to finalise the details of the report. However, the new proposed organogram of the Centre was brought up for discussion by the Committee. He mentioned that the organogram was redesigned to add more people in leadership roles and this was done for 2 reasons:
 - To facilitate continuity in the absence of the Director (succession plan)
 - To improve the efficiency of work being done at the Centre.
- Two Deputy Directors have been proposed for Research and Administration. The Units have now been placed under these Deputy Directors as shown in the organogram.

Proposed WACCBIP Organogram.



- The Committee gave the following recommendations:
 - The Data Manager and HPC Manager be moved under the Head of Technology.
 - The Scientific and Technological Platforms (STP) should be split up and placed under the Applied Research Coordinator and the Head, Technology. An example given was the Bioinformatics platform which can be under the Applied Research Coordinator.

7.0 AOB

- Prof. Awandare proposed using the funds at the College to replace the carports at the Centre. Additional ports will be added for faculty and staff. The proposal was accepted by the Committee.
- It was brought to the attention of the Committee that some cars have been parked at the Centre for long periods of time. Some are immobile and others parked by faculty who have travelled. It was agreed that people who wish to leave their vehicles at the Centre for long periods should park their vehicles at the side of the building during working hours and the vehicles moved to the front of the building after working hours. Faculty and staff will thus be required to leave their keys at the Centre during such instances.
- Rev (Dr) Gbewonyo enquire on the status of installing an elevator in the main Biochemistry Department building. Prof. Quaye mentioned that he will initiate discussions to see the feasibility and associated costs.
- Prof Awandare mentioned that some members of the logistics team approached him and suggested modifying one side of the staircase in the main Biochemistry Department building into a slope to facilitate moving of heaving equipment into the labs. He suggested engaging the University's architects on the feasibility of this design and also to recommend other structures or designs that can be used to carry heavy equipment In+to the labs.

- Prof. Awandare informed the Committee that the Provost of the Collage of Basic and Applied Sciences raised some concerns on the WACCBIP Management Committee was constituted. The Provost claimed that this Committee was not properly constituted and not in conformity with the University's statutes.
Prof. Awandare added that during a meeting with the Provost he explained how The WACCBIP Management Committee was in conformity with the University's statutes. He explained that the statutes do not give clear guidelines on how a Management Committee for a Centre should be constituted. As such, while submitting the proposal for approval of the Centre (WACCBIP), it included how our Management Committees should be constituted and highlighted which people should be on the Committee and this was approved by the University's Council.

8.0 Closing

The meeting came to an end at 3:35 pm