

UNIVERSITY OF GHANA  
WEST AFRICAN CENTRE FOR CELL BIOLOGY OF INFECTIOUS PATHOGENS

MINUTES OF THE CENTRE MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 26<sup>th</sup> JANUARY, 2022 IN THE WACCBIP BOARDROOM

**Present**

Prof. Gordon Awandare	-	Director/Chairperson
Prof. Anderson Mon	-	Representative of the Provost, CBAS
Prof. David Dodoo-Arhin	-	Representative of the Vice Chancellor
Prof. Osbourne Quaye	-	Head, Department of Biochemistry, Cell and Molecular Biology
Prof. Neils Ben Quashie	-	Representative of College of Health Sciences
Dr. Lydia Mosi	-	Head, Logistics and Technology
Dr. Yaw Bediako	-	Science Ambassador and Head of Advancement
Dr. Theresa Manful Gwira	-	Graduate Admissions and Exams Coordinator
Rev. Prof. W.S.K Gbewonyo	-	Mentorship Coordinator, BCMB
Mrs. Constance Kocke	-	Representative of Logistics Directorate
Ms. Henrietta Ashiabor	-	Assistant Registrar/Secretary

**Absent**

Prof. Dorothy Yeboah-Manu	-	Director, NMIMR / Deputy Centre Leader
Prof. Kwadwo Koram	-	Member, Former Director of NMIMR
Dr. Lucas Amenga-Etego	-	Representative of Research Fellows ( <b>Apologies</b> )
Dr. Winfred-Peck Dorleku	-	Industrial Liaison
Dr. Lily Paemka	-	Representative of Head of Research Training Unit
Mr. Francis Boachie	-	CITO, UGCS
Mr. Anthony Hofe	-	Accountant, ORID

**In Attendance**

Dr. Peter Quashie	-	Snr. Research Fellow, WACCBIP
Mr. Felix Kyei	-	Senior Administrative Assistant
Ms. Marian Namle Nanor	-	Accounts Officer
Mr. Stefan Danquah	-	Strategic Planning, Monitoring and Evaluation Officer

**1.0 Opening**

The meeting started at 2:23p.m. The Chairperson, Professor Gordon Awandare declared the purpose of the meeting, which was to approve the revised Strategic Plan and Organogram for the Centre, and appoint two Deputy Directors.

This arrangement, he said, was part of the leadership development strategy of the Centre and would also free him to concentrate on his new role.

## **2.0 NEW BUSINESS**

### **Approval of Strategic Plan and Organogram – CMC1(1)/2021-2022**

Professor Awandare invited a member of the Strategic Team, Mr. Stefan Danquah, to present the revised document to members. Mr. Danquah gave a background to the preparation of the plan which mainly involved the engagement of all internal and external stakeholders of the Centre. He then shared the details of the plan (i.e., the vision, mission, core values, strategic priorities, objectives, and KPIs), as well as its implementation strategy.

Decisions taken were to:

- a. Hold a workshop for staff on the implementation of the plan.
- b. Institute an annual and mid-term review of the strategic plan.
- c. Postpone the implementation date by six months due to the delay in the start date.

### **2.1 Head of Technology**

The strategic plan had a designated position for Head of Technology. Mr. Srinivasan Balapangu was proposed for the position, but it was reported that he had been appointed Assistant Lecturer at the Department of Materials Engineering and therefore cannot occupy the position. The Centre would, however, continue to draw on his expertise, for which he would be paid some allowance. Accounts Office was to take note of this development and make the necessary adjustments on the payroll.

After much deliberations, it was agreed that the Head of Technology must be a PhD holder, and a Research Fellow. He will be expected to play a supportive role in driving the vision of the Centre. Dr. Peter Quashie was then tasked to recommend a suitable person for the position.

### **2.2 Associate Director**

According to the Chairperson, the initial idea was to have a Deputy Director position within the management structure occupied by the Director of NMIMR or his/her representative. However, the new structure, has position for two Deputy Directors as operational heads. The Director of NMIMR will therefore now occupy the position of Associate Director within the new organizational structure.



### **3.0 Appointment of Deputy Directors – CMC1(2)/2021-2022**

Dr. Lydia Mosi and Dr. Peter Quashie were excused from the meeting for discussions to be held on their appointment to the positions of Deputy Directors of Administration and Research, respectively.

In the discussions that ensued, a member drew attention to the University's procedures for appointing deputy directors and wondered whether the decision was not in contravention of established rules.

The Chairperson indicated that the University normally does not appoint deputy directors and that this was purely an internal arrangement to ensure the smooth running of the Centre. He stated further that the appointments had no financial implications whatsoever for the University.

The curriculum vitae of the candidates were considered and Drs. Quashie and Mosi were subsequently approved. The appointments will be for a two-year term.

The decision was to be communicated to the Provost of the College of Basic and Applied Sciences, as well as faculty and staff.

### **4.0 Any Other Business**

The Chairperson informed members of some challenges encountered in transferring funds to suppliers outside the country. As per a directive by the Bank of Ghana, all importers were to provide evidence of payment of clearing charges before transfers are made on their behalf to suppliers.


Consequently, this had delayed payment to one of the major suppliers, as the local agent who does the clearing in bulk for the supplies to Ghana has difficulty in obtaining clearing documentation for only WACCBIP's purchases.

### **5.0 Closing**

Prof. Quaye moved, seconded by Dr. Lydia Mosi for the meeting to be adjourned. The meeting ended at 4:15p.m.



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Prof. Gordon Awandare  
Chairperson



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Ms. Henrietta Ashiabor  
Secretary