

**MINUTES OF THE WACCBIP MANAGEMENT COMMITTEE MEETING HELD ON FEBRUARY 15
2018, AT THE MPhil LECTURE ROOM**

1.0 BACKGROUND

WACCBIP had a Management Committee meeting on February 15, 2018, from 2:30 pm to 6:12 pm at the MPhil lecture room, Ground floor-Biochemistry Building. The purpose of the meeting was for all unit heads to provide updates on their respective operational areas.

2.0 ATTENDANCE

Present

No.	Name	Designation
1.	Prof. Gordon Awandare	Director/Centre Leader
2.	Prof Kwadwo Koram	Deputy Centre Leader
3.	Dr. Patrick Arthur	Head, Training and Research
4.	Dr. Theresa Manful Gwira	Graduate Students Admissions and Examinations
5.	Prof. Neils Ben Quashie	Representative for College of Health Sciences
6.	Prof. Isaac K. Asante	Representative for Vice Chancellor
7.	Prof. Daniel B. Sarpong	Representative for College of Basic and Applied Sciences
8.	Dr. Osbourne Quaye	Head, Monitoring and Evaluation
9.	Dr. Lydia Mosi	Logistics Coordinator
10.	Mrs. Constance Kocke	Representative for Procurement Office
11.	Mr. Barfi-Adomako Owusu	Co-head ICT (Electronic Resources)
12.	Mr. William Ekloh	Representative for Graduate Students

In Attendance

No.	Name	Designation
13.	Ms. Sika Menka	Grants Manager
14.	Mr. Srinivasan Shankar Balanpangu	Laboratory Technologist
15.	Ms. Emeffa Adzadu	Accounts Officer
16.	Ms. Marian Nanor	Accounts Officer
17.	Mr. Joseph K. Dwumfour	Accounts Officer-ORID
18.	Ms. Kyerewaa Akuamoah Boateng	Public Engagement Officer

Absent

No.	Name	Designation
19.	Prof. Dorothy Yeboah-Manu*	Postdoctoral Programme Coordinator
20.	Ms. Ama Dadson	Co-head ICT(Physical Resources)
21.	Mr. Collins Amofah	Financial Manager
22.	Mr. Emmanuel Ghartey	Centre Administrator

*Absent with apologies

3.0 OPENING REMARKS AND REVIEW OF PREVIOUS MINUTES

The meeting commenced at 2:30 pm with introductory remarks from Prof. Awandare. This was followed by a review of minutes from the previous meeting. Subject to a minor correction, the minutes from the previous meeting were accepted as true and accurate.

4.0 NEW BUSINESS

4.1 Grants Management

Ms. Menka informed the committee on the following:

1. World Bank African Centre of Excellence (ACE) Project
 - The 2018 workplan was submitted to the World Bank before the November 30, 2017 deadline. The World Bank consultant who reviewed the workplan requested for clarification on some activities which have been addressed.
 - Two consultants from the World Bank visited the Centre on January 24, 2017, to inspect the confocal microscope and check all relevant documentation for its procurement. This is the third milestone for the disbursement linked result (DLR 2.8) - improved teaching and learning environment.
 - The Monitoring and Evaluation (M&E) report for the period January - December 2017 has been submitted to the Association of African Universities (AAU). This report will be used to verify all Masters, PhD and short courses students who were enrolled in 2017. The verification exercise will be launched in March 2018.
 - The 9th ACE project meeting will be held in Burkina Faso in May 2018.
 - Currently under the ACE project, 90 masters and 50 PhD students have been enrolled.
 - Below is a summary of the results achieved under the ACE project for each DLR.

1 Institutional Readiness	2.1 Short-term Students	2.2 Master Students	2.3 PhD Students	2.4 Internship	2.5 Accreditation	2.6 Research Publications	2.7 External Revenue	2.8 Teaching & Learning Environment	3.1 - 3.4 Fiduciary Management	4 Procurement	Total amount earned / allocated
100%	6%	31%	100%	1%	100%	100%	100%	50%	38%	13%	64%

Building Project

- Four building project committee meetings were held during the last quarter on December 18, 2017, January 11, January 18 and February 1, 2018. The consultants and contractors reached an agreement to complete the building and hand it over to the Centre by February 28, 2017. Prof Awandare however stated that due to the slow progress being made, he believed the building may not be completed until March 31, 2018.
- PDMSD has formally written to the procurement unit for approval for the revised drawings and specifications of the new building.
- Furniture for the conference and board room in the new building have been received. Outstanding items include gallery tables and adjustable podium.
- Tender has been opened for the supply and installation of cold room, active devices, plumbing, air-conditioners, internet, fire alarm, and lightning protection equipment for the new building.

2. Wellcome Trust DELTAS Project

- The second Bioethics workshop was organised at the Azalai Le Grand Hotel in Bamako, Mali, from November 27th to December 1st, 2017. The five-day workshop was organised by Prof. Mahamadou Diakite and his team at the Malaria Research and Training Centre (MRTC), University of Sciences, Techniques and Technologies of Bamako (USTTB). There were 10 participants (8 males, 2 females) from various West African institutions.
- The 2017 WACCBIP-DELTAS programmatic report was submitted via the Ishango portal on January 31, 2018. The AESA team is yet to submit an official response to the report.
- Following the success of the first 3 TB outreach programmes, Dr. Adwoa Asante-Poku, a WACCBIP-DELTAS postdoc, organized a 4th outreach programme to Abossey Okai on February 7, 2018. This programme was organised in collaboration with the Chest Clinic, Korle-Bu, and the National Tuberculosis Programme to raise awareness about TB and offer free medical screening to residents.
- The third WACCBIP postdoctoral fellows meeting was held from February 7-9, 2018. One-on-one meetings with individual fellows were held by Prof. Gordon Awandare (Director) and Prof. Dorothy Yeboah-Manu (Postdoctoral Programme Coordinator). The purpose of the meeting was for all postdoctoral fellows to provide updates on their respective research projects and to discuss challenges encountered.
- The advert for the third cohort of Graduate Interns has been circulated and posted on the WACCBIP website. The deadline for submitting applications is February 28, 2018.
- There will be a Risk Management training workshop for all Programme and Finance Managers for the DELTAS projects in Nairobi, Kenya from February 26-27, 2018. Ms. Adzadu and Ms. Menka will be representing the centre at this workshop.

3. Other grants

Tackling Infections to Benefit Africa (TIBA)

- The first disbursement of GBP 35,000 has been received for the TIBA rapid impact project titled “The effects of Artemisinin-based combination therapy (ACT) on the dynamics of *Plasmodium falciparum*, *P. malariae* and *P. ovale* infection in Ghana”.
- The TIBA partnership requires that each grant awardee set up a local expert advisory group and host a country TIBA meeting by the end of February 2018. The Director, Centre Administrator, Grants Manager, Accounts Officer and Public Engagement Officer had a meeting on January 25, 2018 to discuss arrangements towards this. Prof Awandare informed the committee that the TIBA launch durbar will be held in Cape Coast on Friday, February 23, 2018.

MRC project

- The Mosi Lab organised a one-day Buruli Ulcer outreach programme/training workshop at Jacobu in the Amansie Central District of the Ashanti Region on December 18, 2017. The workshop was aimed at equipping health workers with the requisite skills to identify and manage Buruli ulcer cases. The workshop was led by Dr. Lydia Mosi and brought together over 40 participants. Dr. Mosi donated a motorbike to the District Disease Control Unit to enhance activities of health workers in the surrounding villages.

DANIDA

- An amount of DKK 10,000,000 has been awarded to Prof Lars Hviid, a WACCBIP collaborator from the University of Copenhagen, for Phase II of the project titled ‘Accelerating the development of a malaria vaccine for Africa’. Prof Awandare, Prof. Koram and Dr. Ofori are all collaborators on this grant. Under this project, 2 PhD fellowships in host-pathogen interactions

of *P. falciparum* will be awarded for the 2018/19 academic year. These PhD positions have been advertised and the deadline for application is February 28, 2018.

AESA-H3Africa initiative

- An amount of USD 2,067,742 has been awarded to Prof. Ambroise Wonkam, a WACCBIP collaborator from the University of Cape Town, for the project titled 'HI-GENES Africa: Hearing Impairment Genetic Studies in Africa'. Prof Awandare is a co-investigator on this grant. Under this project, 1 PhD fellowship in human genetics will be awarded for the 2018/19 academic year. This PhD position has been advertised and the deadline for application is February 28, 2018.

AESA-H3Africa initiative

- An amount of USD 3,122,568 has been awarded to Dr. Alfred Amambua Ngwa, a WACCBIP collaborator from MRC, the Gambia, for the project titled 'PAMGEN: Genetic interactions between human populations and malaria parasites in different environmental settings across Africa'. Dr. Lucas Amenga-Etego, a research fellow at WACCBIP, is a co-investigator on this grant.

4. Staff training

- Mr. Solomon Katachie attended a Wellcome Trust Communications training and International Communications Forum from November 26-30, 2017. This workshop was organised by the Wellcome Trust and AESA.

5. Workshops and meetings

- WACCBIP organized the first research methods workshop under the Crick African Network initiative in partnership with The Francis Crick Institute from December 15-16, 2017. The workshop was organised for early-career African researchers with the aim of building capacity to produce high-quality research study design and proposal development towards improving the management of infectious diseases in Africa. This workshop was preceded by a one-day scientific symposium on December 14, 2017. Faculty were drawn from the Francis Crick Institute, UK, the University of Cape Town, South Africa, and the University of Ghana. There were 22 participants from Ghana, Nigeria and Cameroon.
- WACCBIP organized the third WACCBIP-ASCB-Oxford workshop from January 15-26, 2018. The two-week long workshop was intended to upgrade the knowledge of 11 first-year PhD students and 26 first-year MPhil students on general topic in cell biology, methods for studying cells, and how to develop professional tools. Faculty were drawn from the University of Heidelberg, Germany, University of Oxford, UK, Cornell University, USA and University of Colorado, USA.
- WACCBIP successfully organised the first part of the WACCBIP-NCHS workshop from January 29 – February 2, 2018. The workshop covered protozoan and viral pathogens. Twenty-two (22) biomedical scientists from Catholic Health Centres in Ghana and two (2) from the LEKMA hospital attended. The aim of the workshop was to build capacity of biomedical laboratory scientists working in NCHS health centres across the country on modern tools and techniques in diagnosing infectious diseases. The second part of the workshop has been scheduled for June 4-8, 2018 and will cover bacterial, helminth and fungal infections.

The Director informed the committee that Ms. Menka has been re-designated as Grants Manager.

4.2 Research and Training

Dr. Arthur informed the committee on the following:

1. MPhil Students

- The 1st cohort of masters students have all submitted their theses. Prof Awandare requested the centre consults the department to find out the number of students who had actually graduated.
- All students in the 2nd cohort have now defended their theses.
- All students in the 3rd cohort are currently working on their research projects and will present their progress reports from March 5 to March 26, 2018. Theses defense have been scheduled for June 26-29, 2018 and students will have the whole of July to write up and submit their theses.
- Students in the 4th cohort are preparing their project proposals after the project design workshop in December and after further discussions at the just ended WACCBIP-ASCB-Oxford Workshop 2018. Submission is planned for July 15, 2018. Project proposal defense is planned for July 23-25, 2018.
- In total 4 cohorts of 90 students have been enrolled so far and the two cohorts have completed their studies.

2. PhD Fellows

- All fellows in the 1st cohort have presented their third and final progress report with the exception of Abdulrahman Rufai who will present his progress report in the middle of the semester. Dr. Arthur complained that he has still not received 3 of the written progress reports which were supposed to have been submitted before the presentations. Management suggested students who do not submit their reports be sanctioned by suspending their scholarships until they make the required progress. They also suggested students submit their reports at least a week before their presentation or else they will be rescheduled.
- The 2nd cohort have been presenting their progress reports from February 12 to March 1, 2018.
- All 15 students in the 3rd cohort have defended their PhD project proposals. Beatrice Muriuki has passed her proposal defense which was scheduled via Skype. All the students have revised their proposals based on feedback received during seminar presentations. They have all submitted reports of seminar proceedings.
- The 4th cohort are preparing their project proposals after the project design workshop by R&T and further discussions at the just ended WACCBIP-ASCB-Oxford Workshop 2018. These proposals are due for submission on May 31, 2018 and will be defended between August-October 2018.
- In total 4 cohorts of 50 students have been enrolled so far and the first cohort will graduate in 2018.

3. Graduate Interns

- The first cohort have completed their internship programme and 7 out of 12 are enrolled in graduate programmes at WACCBIP.
- The second cohort comprises of 18 DELTAS graduate interns and 7 regular teaching assistants (25 in total). All interns submitted their mid-term reports on December 15, 2017. Dr. Arthur

recommended that 2 interns (Emmanuel Kofi Quaye and Diana Precious Aklamati) who had not done any research should have their allowances suspended from February until significant progress is achieved. Management decided that the supervisors should be informed and interns should be reassigned if their main supervisors are not involved in research. The second round of journal club will take place in March 2018. The interns are also organizing an outreach programme to secondary schools in the Northern and Upper East region in May 2018

- Recruitment of the third cohort is underway.

4. Partner activities

- The NCHS workshop took place from January 29 - February 2, 2018. This represents part one of the two-part workshop to cover Viral and Protozoan infections. The second part will be held in June 2018 to cover bacterial and helminth/fungal infections. Twenty-four (24) participants took part with high level of enthusiasm. A data collection exercise has been initiated to cover maternal health, protozoan infections (mostly malaria), bacterial isolation and drug sensitivity test. All participants will be collecting data which will be pulled together and discussed during the June workshop. The Director commended Dr. Arthur for his hard work in organizing the workshop.

4.3 Graduate Admissions and Examinations

Dr. Gwira informed the committee on the following:

- One PhD student, Beatrice Muriuki had her Comprehensive Oral examination on December 5, 2017 at 2pm via Skype as she was on maternity leave in Kenya.
- A draft of the graduate students hand book has been prepared and circulated to core management members for feedback.
- Applications have been opened for Graduate Admissions for the 2018/2019 academic year till March 2, 2018. Entrance examinations will be scheduled from March 26-30, 2018. Interviews will be scheduled for April 23-27, 2018.

4.4 Monitoring and Evaluation

Dr. Quaye informed the committee on the following:

- Evaluations for the Bioethics, CAN research methods and WACCBIP-ASCB-Oxford workshops were administered and analysed. Emails will be sent to all participants of the WACCBIP-NCHS workshop to complete the workshop evaluation.
- The 2017 DELTAS project report has been submitted to AESA.
- Course evaluations for the first semester of 2017/18 academic year have been analyzed and will be shared with faculty who instructed the various courses. Most of the courses had good feedback. Management decided that due to the difficulty in getting students to fill the electronic evaluation forms, all evaluations should be done manually course by course.
- Prof Awandare requested that the M&E team bring the list of all student publications to the next meeting, as publications from the masters students especially, was below par. He also requested the M&E team should liaise with the communications manager to ensure information about the whereabouts of past students is documented as this will be critical for the renewal of the WB grant. The Director also mentioned that we had to use communications to get information. Dr. Gwira suggested the centre could create an alumni page on the website.
- Course evaluation for the second semester of the 2018/19 academic year will be set up for all second semester courses.

- Dr. Quaye mentioned there was the need for uninterrupted internet access for M&E activities.

4.5 Postdoctoral Programme Coordinator

In the absence of Prof Yeboah-Manu, Prof Awandare informed the committee on the following:

- The third WACCBIP postdoctoral fellows meeting was held from February 7-9, 2018. One-on-one meetings with individual fellows were held by Prof. Gordon Awandare (Director) and Prof. Dorothy Yeboah-Manu (Postdoctoral Programme Coordinator). All postdoctoral fellows provided updates on their respective research projects and discussed challenges encountered. Most of the postdocs are on track with their projects. Drs Sangare, Diakite and Ngo Bitongui are lagging in their projects and are still collecting samples. The committee decided that their supervisors should be informed about their slow progress and monthly meetings should be held with them to receive regular progress updates.

4.6 Logistics

Dr. Mosi informed the committee on the following:

1. New procurements

- The Carl Zeiss LSM 800 Confocal microscope has finally been installed and 4 technicians from the department and WACCBIP have been trained on its operation. Dr. Yaw Aniweh is currently in charge of the microscope. Prof Awandare informed management that Dr. Aniweh has requested that the centre assigns a dedicated technician to assist faculty and students with their microscopy work. Dr. Mosi informed management that 2 new technicians will be assigned to the department so the possibility of assigning a dedicated technician to microscopy will be explored.
- The High-performance computing system has also been installed at UGCS and the WACCBIP ICT officer has received training on its operation.
- Bids for the supply and installation of 18 new equipment for various laboratories have been received from the Procurement Unit. The logistics team is yet to meet to review specifications.
- Furniture for the WACCBIP new building has been delivered by the selected company in Accra. This includes a conference and boardroom furniture. The conference room chairs have already been used for 3 workshops.

2. Equipment repair

- Two units of broken down Thermo Scientific Heraeus- Biofuge Stratos Refrigerated Centrifuges have been sent to the manufacturers in Germany with shipping and repair charges borne by the local supplier.
- The probe for the Digital Sonicator in the Protein Expression Lab which was broken has been replaced with a new one.
- The lamp for the Olympus Fluorescence microscope in the dark room has been replaced.
- The Thermo Scientific Quanto Studio 5 Real Time PCR has had a connection failure for the past three months. The suppliers have received a new hardware unit from manufacturers but are yet to install and test it.
- The Eppendorf Thermomixer C block heating failure problem has been identified and manufacturers have agreed to change the heating plate at no cost to the centre.
- New UV filtering polycarbonate glass and mother board were procured to replace the damaged ones in the Faster biosafety cabinet in the Chemical Systems Laboratory, however there are still challenges trouble shooting the hardware.

- The big autoclave in the department is out of service due to explosion of the transformer that feeds it with power. Repairs are underway.
3. New equipment requests
- A purchase order has been submitted to the local supplier of ThermoFisher Scientific for PCR plates for the Quanta studio 5. This is to avoid the tray from jamming which occurs when other brands of plates are used, over heat and stick on the heating lid.
 - A 2.5 HP air-conditioner has been requested for the Virology Laboratory.
 - More freezers are needed for sample storage by other lecturers in the department.
4. Other issues
- New login sheets were designed for all WACCBIP procured equipment and circulated to various laboratories. Good reports have been received from the laboratory in-charges that after being monitored for a quarter log in has improved.
 - The Analytical Jena thermocycler donated by German embassy has been shipped to manufacturer's service centre for replacement of the mother board and display. Payment for service has been made.
 - The laboratory technologist and assistant chief technician in the department participated in the foundation course to ISO/IEC 17025:2005 laboratory quality management organized at the Ghana Standard Authority. They will train other laboratory personnel and work towards getting WACCBIP/DBCMB laboratories certified.
 - More hands-on training programmes will be organized with local suppliers and other international partners for end users. The logistics team will also train laboratory personnel on equipment maintenance and cleaning.
 - The generator in the building has been faulty since it was recently serviced. According to the servicing company, the problem was either due to overload on the generator, the cooling system, or curvature of the exhaust. Due to their inability to pinpoint the exact problem, an independent company will be called to access the problem. The centre may have to procure a generator for the new building if the current one is overloaded.
 - Stabilizers are needed for all major equipment even those with internal power trippers.
 - Possibility of acquiring an industrial stabilizer for the whole building was also discussed.

4.7 Financial Management

Ms. Adzadu informed the committee on the following:

1. WACCBIP-DELTAS project
- The DELTAS quarterly report for the year 3 quarter 1 period has been submitted to AESA and is currently being reviewed. The cash forecast for January – June 2018 has also been prepared.
 - Two student visitor fellowships were awarded to Dr Lily Paemka and Reuben Ayivor Djanie to conduct part of their research at various institutions in the USA.
 - An amount of \$379,065.00 was received from funders during the last quarter.
 - Preparation towards the DELTAS midterm review in 2018 is underway. Details on this review are yet to be received from AESA.
 - Below is the expenditure to date under the project

Total Programme	Current Budget	Expenditure to Date	
USD	USD	USD	% of budget spent
Staff Costs	438,664.00	195,833.81	45%
Materials and Consumables	731,250.00	263,436.43	36%
Equipment	995,750.00	732,247.23	74%
Travel	556,250.00	72,761.12	13%
Communication	76,500.00	27,408.72	36%
Fellowship Costs	3,656,593.27	1,155,900.64	32%
Training	35,250.00	8,503.05	24%
Workshops	251,250.00	127,305.25	51%
Other	350,500.00	90,715.30	26%
Flexible Funding and Inflation Allowance	93,844.56	9,372.11	10%
Total	7,185,851.83	2,683,483.66	37%
Total disbursements received to date	3,187,720.75		44%

2. World Bank ACE project

- The 2018 annual work plan and forecasts were prepared and submitted to the World Bank.
- The internal audit for the periods April – June 2017 and July – September 2017 have been completed. The final audit reports have been received and reviewed.
- Internal audit of the ACE project for the period October to December 2017 is ongoing.
- The Interim Financial Report (IFR) for the ACE project will be submitted to the World Bank by close of the day.

3. Other Grants

- An amount of £35,000 has been received as the first tranche of disbursement for TIBA project

4. General

- The asset register has been reviewed and updated to ensure that the locations and labels of all assets purchased for the centre are accurate.
- External audit for the year 2017 of both the DELTAS and ACE projects began on February 2, 2018 by Pricewaterhouse Coopers
- The centre has received 4 proposals for the development of risk management and anti-bribery and fraud policies which are currently being reviewed by faculty within the University of Ghana with requisite expertise.
- An international travel policy and conditions of service document has been drafted. Prof Awandare stated that due to the late distribution of the documents, they will be reviewed and discussed at the next meeting. Dr. Mosi requested the travel request form is modified as the current version requires too much personal information.
- The centre will be opening a pound (GBP) account as a number of new project funds are denominated in GBP.
- The centre will also look into the possibility of creating a 'common fund' for the payment of all WACCBIP staff salaries. Staff time will be charged to various projects and staff will be paid from this pool of funds.

5. Account Balances

- Balance on the Offshore USD account \$13,566.92.
- Balance on the Onshore USD account \$1,351,742.75
- Balance on the GHS account GHS1,332,263.35

6. Investments

An amount of GHS 3.5 million has been reinvested. Below is the investment schedule of all past and present investment:

Investment Date	Investment Period	Maturity Date	Amount Invested (GHS)	Interest Rate	Interest Amount (GHS)
16-Jan-2017	182 days	17-Jul-2017	2,107,500.00	30.50%	320,513.22
21-Jul-2017	182 days	19-Jan-2018	4,282,500.00	26.00%	555,199.73
30-Jan-2018	182 days	31-Jul-2018	3,500,000.00	24.00%	418,849.32
Total Interest					1,294,562.27

4.8 Co-head ICT (Electronic Resources)

Mr. Owusu informed the committee on the following:

1. WACCBIP Building Project

- Work on the provision of Audio, CCTV and Local Area Network (LAN) in the building is in progress. The installation of conduit for LAN, CCTV and Access Points (Wi-Fi) is approximately 90% complete.
- Three lots of active devices have gone through the procurement process and the current statuses are as follows:

	Description	Status
LOT1	Surveillance System	Ready for evaluation
LOT2	Audio Visuals	Additional information required to initiate evaluation
LOT3	LAN and Networking Accessories	Revised specification sent to bidders for consideration. Submitted bids exceeded proposed budget

2. Surveillance System and Internet Connectivity

- Lack of static IPs and erratic network connectivity continues to be an issue in the building. The UGCS Networking team has been engaged to resolve the issue. Three or four networking switches must be replaced to stabilize the LAN and internet connectivity in the building.
- Procurement of additional surveillance cameras is still outstanding. Prof Awandare stated that he was hesitant to commit more funds to extend the surveillance system as he was doubtful it has been helpful so far. Mr. Owusu said it was due to the internet connectivity which was currently being resolved. Prof Awandare mentioned that signing the contract should be on hold until the current system is working properly.

3. Document Management System and Digitization of Records

- List of equipment needed for the scanning of records will be identified and records scanning will commence in March 2018.

4. Other

- The possibility of extending the Information Literacy (MCBI 701) course to MPhil students will be revisited in consultation with the Director.
- Committee members suggested that lectures from workshops/conference should be recorded and uploaded on the website and access granted to collaborators and students to view.

4.9 Communications and Public Engagement

Ms. Boateng informed the committee on the following:

- Prof Awandare was interviewed on Joy FM's personality profile on January 18, 2018.
- Five media stations including Atinka TV and Radio, GTV AND GBC radio, TV Africa, UTV and, Light TV covered the opening ceremony of the WACCBIP-NCHS workshop.
- A research assistant and a representative from the Chest Clinic were invited to a Tuberculosis public education programme on Light TCC in January 22, 2018.
- Preparations towards the TIBA launch and durbar programme in Cape Coast on Friday, February 23, 2018, are underway.
- The second cohort of graduate interns will be organizing an outreach programme to secondary schools in the Northern and Upper East region in May 2018.
- The Director stated that the Public Engagement team should have a dedicated phone number where they can address concerns of the general public.

4.10 Procurement

Mrs. Kocke informed the committee on the following:

- The conference chairs have been delivered and paid for. Outstanding items include the gallery tables for the boardroom and adjustable podium.
- The contract for the supply and installation of air-conditioning and plumbing has been signed.
- The contract for the installation of the cold room has also been signed.
- The contract amount for the supply and installation of internet, fire alarm and lightning equipment will be submitted to the Procurement and Entity Tender Committee for approval.
- Due to the change in specifications of the LAN and Networking Accessories, companies have been contacted to resubmit bids.
- Bids were opened for the supply and installation of 18 laboratory equipment for the centre. The tender documents have been submitted to WACCBIP for evaluation. The additional 2 items are yet to be advertised for national tender.
- The air-conditioner requested by the Virology Lab is in store and will be installed by the supplier.
- Approval for the revised drawings and specifications of the new building has been submitted to the Central Tender review board.

5.0 AOB

- Prof. Awandare informed the committee that Dr. Amlabu, the wife of post doctoral fellow Dr. Emmanuel Amlabu, has requested for a one-year sabbatical leave from her institution to conduct research at WACCBIP. She will be working on Leishmania and the centre will provide the necessary reagents for this research project but there will be no monthly remuneration.
- AESA has requested WACCBIP host one of the three Good Financial Grant Practice workshops targeting DELTAS Finance Managers from the West Africa region from April 12-13, 2018.
- There was a proposal from the CBAS academic board requesting that all PhD students have at least one publication before they defend their theses. The committee unanimously agreed to this proposal.
- Dr. Akuma Saningong, a scientist and motivational speaker will be visiting the centre from April 4-8, 2017 to give a talk during departmental seminar.
- Dr. Thomas Otto from the University of Glasgow and the Wellcome Trust Sanger Institute will be visiting the centre from April 22-27, 2018. He will give a presentation during departmental seminar and have a practical bioinformatics session for interested students.
- Prof. Joy Power from the University of Colorado who has been assisting in the lab sessions for the ASCB workshops will be retiring in July 2018 and has expressed her interest to spend a year at the Centre assisting with laboratory practicals. She will not be paid but will require accommodation for a year.
- Mr. Emmanuel Ghartey, the centre administrator, who was assigned to WACCBIP from ORID has recently been reassigned. Prof Awandare informed the committee that he has written to the Registrar to assign an assistant registrar to WACCBIP to take up the role of administrator.
- For the 2018 research conference, the centre is looking for an industry person to give one key note address. The development of industry partnership is key for ACE III as industries will provide internship opportunities to students. Prof Awandare informed the committee that faculty at NMIMR were putting forward a separate application for ACE III.
- The Accra College of Medicine has been having preliminary discussion with the centre about the possibility of developing an MD PhD programme

7.0 CLOSING

The meeting came to a close at 6:12 pm.