

**MINUTES OF MEETING OF THE AUDIT COMMITTEE OF THE AFRICA CENTRE OF
EXCELLENCE IN PHYTOMEDICINE RESEARCH AND DEVELOPMENT (ACEPRD) HELD ON
MAY 15, 2019 IN THE CONFERENCE ROOM.**

1. ATTENDANCE

i.	Prof. Musa A.B. Gaiya	Chairman
ii.	Prof. Moses D. Audu	Member
iii.	Prof. Francis M. Kwede	Member
iv.	Dr. Dabwor T. Dalis	Member
v.	Dr. Plangsats B. Dayil	Member
vi.	Dr. Timson Ndupuechi	Member
vii.	Dr. Bala Gonji	Secretary

1.1. IN-ATTENDANCE

i.	Prof. N.A. Ochekepe	DVC, Academics	Member
ii.	Dr. D.G. Dafam	Dept. of Pharmacognosy	Member
iii.	Dr. S.B. Lwahas	Communications Officer	Member
iv.	Mrs. C.N. Sariem	Rep. HOD Clinical Pharm.	Member
v.	Dr. M.P. Dapar	Dept. of Clinical Pharmacy	Member
vi.	Dr. P.A. Wuyep	Dept. of Plant Science	Member
vii.	Prof. P.M. Lar	Linkages/M&E Officer	Member
viii.	Mrs. N. Embaga	Member, PMC	Member
ix.	Dr. C.A. Amienyo	ORD/Dept. of Plant Science	Member
x.	Prof. S.O. Otimeyin	Head, Biological Eva. Unit	Member
xi.	Prof. I. Ogaji	HOD. Pharm. Tech.	Member
xii.	Dr. T.O. Johnson	Dep. Head of Bio. Eva.	Member
xiii.	Dr. I.Y. Longdet	HOD, Biochemistry/CGBE	Member

2. COMMENCEMENT OF MEETING

The meeting started with prayer by Dr. Ndupuechi at 10.56am. The Chairman welcomed members and requested that they should consider the agenda for discussion. After consideration, the agenda was adopted on a motion by Prof. Kwede and seconded by Prof. Audu after the addition of Report from Sub-committees.

The Chairman said that he had invited the Deputy Vice-Chancellor Academics, Director/Centre Leader to the meeting as well as the Heads of Departments of the new postgraduate programmes to explain certain issues regarding admission for the 2019 and graduation of the students,

3. CONSIDERATION OF MINUTES OF MEETING OF DECEMBER 19, 2018

The minutes were adopted on a motion by Prof. Dr. Plangsats seconded by Dr. Ndupuechi after some corrections.

3.1. MATTERS ARISING FOR THE MINUTES

3.1.1. WORK PLAN

Members noted that Progress is being made on the execution of the 2018 work plan. Members agreed that the Project Management Committee should speed up the implementation of the work plan for 2019 rather than setting up a sub-committee to follow-up on it. This would enable the new ideas coming to be articulated and it should start immediately.

3.1.2. STUDY VISIT TO APLORI

Members agreed that the visit to APLORI was useful. The ACEPRD will adopt some of the modus operandi of the APLORI in running its academic programmes.

3.1.3. WEBSITE MAINTENANCE

The Director/Centre Leader submitted to members that the ACEPRD website should be very active so as to project the activities and achievements of the Centre.

3.1.4. STUDENTS ADMISSION

Prof. Otimenyin reported that in one of the Project Management Committee meetings, he was asked to coordinate the 2018/2019 admission of postgraduate students into the ACEPRD. He collated the documents necessary for the admissions and sent to the Faculty. The documents were considered by the Faculty and they have shortlisted the qualified applicants and sent to the Postgraduate School. The Faculty should follow up with the PG School.

From the submissions made by the foreign applicants, it was noted that some of them did not study relevant courses that would enhance their admissions into Pharmaceutical Sciences programmes during their undergraduate level.

In addition, Prof. Ogaji said that all the applications received from foreign students in Pharmaceutics & Pharmaceutical Technology Department did not have any transcripts from the applicant from Liberia.

Dr. Dafam of the Department of Pharmacognosy said they got a transcript for one of the foreign students which they had difficulty reading because it was in French. It has been translated to English and they have considered him for admission.

The Deputy Vice-Chancellor, Academics, Prof. Ocheke said that the number of students the Centre admits would make or mar this programme. If this project sinks, the Project Management Committee would be responsible. He also informed members that he was at the Africa Development Bank Cote D'voire and discussed with the Bank on how the ACEPRD would attract students from the French West African Countries. He told them how the Centre trains them in English for Special Purpose (ESP) and has a curriculum developed for it, before they start their programme. The ADB said they are interested in the programme because it would enhance educational integration across language barrier in Africa.

He registered his displeasure with some of the HODs to consider language as a barrier to admitting the foreign students from French West African Countries. He appealed to HODs to reconsider the documents of the students for admission.

From the APLORI study visit and the way they conduct their admissions, he learnt that the ACEPRD should consider some of their methods. He advised that the Dean of Pharmacy should Chair the admission committee and the ACEPRD should provide the Secretariat.

When the list is ready, it can be co-signed by the Director/Centre Leader and the Dean of Pharmacy. In the same vein, he advised that the requirements of the Centre be sent to ACEPRD collaborators in Togo, Benin, Burkina Faso and Cameroun. They would screen students and recommend to the ACEPRD for consideration. This would be considered by the Admission Committee. The process would be fast and transparent and would reduce the back and forth with partners and delay in admitting students.

After an exhaustive discussion, members agreed that the admission should be revisited by the Faculty. The transcripts of these students should be requested and sent to the Departments.

3.1.5. PUBLICATIONS

Members discussed the issue of publications of the Faculty members that were compiled and sent to the Association of African Universities (AAU) for verification so far to meet up with the DLR by the Centre. It was suggested that members whose publications were sent should have the cost of publishing the article refunded by the programme.

In line with this, Prof. Lar asked, what does the Publisher stand to gain when the Centre uses the publication of a Faculty member?

The Project Director responded that the publication cost of the author is paid. Apart from this, it increases the visibility of the Centre and the Author.

In another opinion, Prof. Ogaji asked whether it is not possible for the Centre to request from members of Faculty whether they would want the Centre to publish their articles.

Responding, the Director said, it is not every member of the Faculty that has his or her publications represented in the list that was sent to the AAU. He said they are all members of the Faculty who are teaching the postgraduate students and are members of the Project Management Committee as well as scientists.

4. NgREN AND SCIENCE DIRECT SUBSCRIPTION

Members of the committee were worried that the Centre is spending a lot of money on the subscription of the NgREN and Science Direct. A total of about N51,000,000 is spent on this project annually for the past 4 years of the project.

The Director/Centre Leader explained that the Centre has done this for the University; the control of this is by the University Librarian who was not invited by the Chairman to the meeting.

The NgREN according to the Director/Centre Leader is the provision of bandwidth by the NUC/NgREN network while the Science Direct subscription is for the provision of publications and journal services to enable the visibility of the research carried out by the ACE Faculty.

However, the Director lamented that the Centre only pay, it has demanded to know the impact of this but he has not gotten this explanation.

Members deliberated on the matter and said the Chairman should contact the University Librarian on the matter. Someone needs to be responsible in disseminating data on the availability of these huge academic and internet resources paid for.

5. PARTNERS

Members agreed that the ACEPRD partners should not only be discussing admissions only. The partnership should also consider doing proposals for research projects together. Also, counterpart funding should be requested from the partners to support their students at the Centre.

In response, the Director/Centre Leader said that after this session of students, the Centre is considering not paying any tuition for the students.

Dr. Amienyo said that it will be very necessary for the Centre to train students in grants writing. The Project Director said that the Centre is collaborating with the Support of Training and Mentoring of Academics in Nigeria (STAMINA) project to train students in grants writing. In view of this, it was agreed that STAMINA be contacted for this training in collaboration with the Office of Research and Development (ORD).

6. NEW CURRICULUM DEVELOPMENT

The Project Director said that the World Bank does not frown at the Centre's developing new PG Curricula. He however encouraged Departments to develop curricula. He also informed members that he is aware that the Department of Pharmacology is considering developing a new PG curriculum.

7. REPORT OF IGR COMMITTEE

Prof. Lar informed members that the committee is Chaired by the Dean of Pharmacy and it has called for a meeting on June 15, 2017 at 2pm. The key strategy by the committee is to develop grant writing skills to help develop grant proposals for funding. The Director/Centre Leader asked that the committee should float the grant writing workshops.

8. REPORT BY THE ACEPRD ACADEMIC PROGRAMME COMMITTEE

Prof. Lar reported that there is a need to harmonize the programmes. How different will the Centre programme be from the Faculty? Will the programme be retained by the Faculty or independently held by the Centre? Prof. Otimenyin said the Centre should facilitate the running of the programmes. The lectures should hold at the Faculty.

In the admission of students, the discussion was whether Centre should call for application into ACEPRD or have the PG school call for application.

The Director said the Centre will lose in the assessment by the AAU on admission if the approach for students' admission is not given a clear-cut consideration by the Faculty. The Centre is not contesting with the Faculty. The Centre, Faculty and PG School should meet and discuss and take a decision. The advertisement for admission should allow for applicants from all Departments in the Faculty. The Centre could select students for support based on the submission of proposal in the area of Phytomedicine.

In line with this, the Director ICT informed members that the advert for the 2017 session application for admission for ACEPRD is about to go online.

9. REPORT BY COMMITTEE TO CONSIDER SEED GRANT

Prof. Otimenyin reported that the Centre received 26 applicants. Five (5) were from partner institutions. All the proposals have gone out for review. The score for each proposal was done on a template developed by the Committee. The selection would be done based on the scores. They are still waiting for some of the Reviewers to submit their reports.

10. REPORT BY THE ICT COMMITTEE

The Committee has discussed with the administration of the Centre of the network connection. They have submitted proposal for procurement. In view of this, the Procurement Committee had met over the ICT Committee submissions and advised that they need to provide specifications for their quotations.

The Director ICT advised that while he appreciates decisions taken over matters bordering on the progress of the project, it would be good to have timelines for all activities. If you can't manage time, you can't manage project.

11. VERIFIED STUDENTS FOR SPONSORSHIP

The World Bank sent out surveys to all that has attended workshops and short courses and for students admitted for MSC/PhDs. The challenge the Centre had in the exercise was that some of the students did not know what session they were admitted into. Meanwhile, the World Bank has assessed 2018/2019 admissions.

12. MARKETING AND COMMUNICATION COMMITTEE

Members agreed that a WhatsApp page be created for both students and staff of the Centre.

The communications Officer said they are working on a proposal for the marketing and communications of the ACEPRD programme. Members agreed that the proposal be discussed by the Project Management Committee when it is ready.

13. INTERNSHIP

The Chairman informed members that the purpose of the Internship by the programme is to tackle the problem of unemployment of graduates. Industry Internship is to give students practical experience on the job. The World Bank has incorporated this in this programme and they are also assessing it. In the last survey, most of the ACEPRD internships did not score well. The World Bank insisted that it has to be internship meanwhile, the ACEPRD sent students to research institutes, hospitals and NGOs.

14. CORPORATE SOCIAL RESPONSIBILITY

Members discussed and agreed that the road leading to the Centre should be repaired.

15. ADJOURNMENT

In the absence of any other business, Prof. Audu moved for adjournment, seconded by Prof. Musa. The closing prayer was said by Dr. Dabwor at 3.10 pm.



Prof. Musa A.B. Gaiya
Chairman



Dr. Bala Gonji
Secretary