

BENUE STATE UNIVERSITY
MAKURDI, NIGERIA
CENTER FOR FOOD TECHNOLOGY AND RESEARCH



| Minute No. | MINUTES OF THE 29TH MEETING OF THE PROJECT TECHNICAL COMMITTEE OF CEFTER – BSU HELD ON WEDNESDAY 27TH JANUARY 2016 AT THE CONFERENCE HALL OF THE CENTRE | Line No |
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| 1.0 | ATTENDANCE | 1 |
| | 1. Prof. Daniel KparevfaAdedzwa - Centre Leader/Chairman | 2 |
| Ap | 2. Prof. Edward AgboOmudu - Dept. of Biological Sciences | 3 |
| Ap | 3. Prof. TseaaShambe - Dept. of Chemistry | 4 |
| | 4. Prof. Joseph Fiase- Dept. of Physics. Rep by | 5 |
| | Dr. Akombor A. Akombor | 6 |
| | 5. Prof. Lawrence AlegwuEga - Dept. of Sociology | 7 |
| | 6. Prof. Bernard Awa Kalu - Plant Breeding and Seed | 8 |
| | Science – UAM | 9 |
| Abs | 7. Prof. Innocent AgboAdikwu - Dept. of Biological Sciences | 10 |
| Ap | 8. Dr. Stephen GbaorunYiase - Dean of Science | 11 |
| Abs | 9. Dr. David MrumumTyona - Dept. of Physics | 12 |
| Ap | 10. Dr. Dick IorwueseGernah - Institute of Food Security | 13 |
| | UAM | 1 |
| Abs | | |

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| Abs | 11. | Dr. Godwin IorAching | - | College of Health Sciences | 2 |
| | 12. | Dr. Simon TerverUbwa | - | Directorate of Academic Planning | 3 4 |
| Ap | 13. | Dr. Solomon KwaghkurAgishi | - | Dept. of Vocational and Technical Education | 5 6 |
| Ap | 14. | Dr. (Mrs.) OgbeneIgbum | - | Dept. of Chemistry | 7 |
| | 15. | Dr. Michael Imande | - | Dept. of Math/Computer Science | 8 9 |
| Ap | 16. | Dr. AyilaNgutsav | - | Dept. of Economics | 10 |
| | 17. | Dr. B.G.Ahule | - | Dept. of Sociology | 11 |
| | 18. | Dr. Barnabas Achakpalkyo | - | Dept. of Physics | 12 |
| | 19. | Mr. Andrew SharGbakon | - | Dept. of Chemistry | 13 |
| | 20. | Mr. Simon TyoomberDanbeki- | | Bursary Dept. | 14 |
| | 21. | Mr. LivinusShimaIorpuu | - | Bursary Dept. | 15 |
| | 22. | Mrs. Patience Hankurilorun- | | Bursary Dept. | 16 |
| | 23. | Mr. Celestine Saawuan | - | Director of Audit Rep by Jude Tsavnande | 17 18 |
| | 24. | Dr. John O. Idikwu | - | DR/Secretary | 19 |
| | 2.0 | Key: Abs = Absent Ap = Apology | | | |
| OPENING | | | | 21 | |
| The meeting was called to order by the Chairman at 1:30pm. The | | | | 2 | |

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| | representative of the Internal Auditor, Mr. Jude Tsavnande said the | 3 |
| | opening prayer. The Agenda for the meeting was presented for | 4 |
| | consideration and was adopted with amendments as follows: | 5 |
| | i. Opening Prayer | 6 |
| | ii. Chairman’s Opening Speech | 7 |
| | iii. Minutes of Last Meeting | 8 |
| | iv. Matters Arising from Minutes | 9 |
| | v. New Business | 10 |
| | a) Brief from Training Workshop in Abuja | 11 |
| | b) Request for sponsorship from Dr. Girgih (UAM Staff) | 12 |
| | c) Radio Conference with World Bank | 13 |
| | d) Proposed Workshops/ Travels | 14 |
| | ➤ To University of Liverpool (UK) | 15 |
| | ➤ To Abuja for Revenue Generation Workshop | 16 |
| | ➤ To Jos to attend Conference on Phytomedicine | 17 |
| | vi. A O B | 18 |
| | vii. Adjournment | 19 |
| | viii. Closing Prayer | 20 |
| | In the absence of any further amendment(s), Dr. B.G Ahule moved for | 21 |
| 3.0 | the adoption of the agenda while Dr. AyilaNgustav seconded. | 1 |
| | CHAIRMAN’S OPENING REMARKS | 2 |
| | The Chairman, while welcoming the members to the meeting apologized | 3 |

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| | for late commencement which he said was caused by the valedictory | 4 |
| | session being held in honour of the late Prof Gbenda. The Chairman | 5 |
| | announced apologies from Dr. Stephen Yiase, Dr. (Mrs.) OgbeneIgbum, | 6 |
| | Prof. Edward Omudu, Prof. TseaaShambe and Mr. Andrew Gbakon. | 7 |
| | The minutes of the 28 th meeting were taken and typographical errors | 8 |
| | and minor omissions observed were corrected. After this, Dr. | 9 |
| 4.0 | AyilaNgutsav moved for the adoption of the minutes while Mr. | 10 |
| 4.1 | IorpuuLivinusShima seconded the motion. | 11 |
| | MATTERS ARISING | 12 |
| | Issue of Student Accommodation | 13 |
| | The Chairman informed the meeting that the Centre received | 14 |
| | applications for accommodation from students that did not benefit from | 15 |
| | CEFTER Postgraduate Scholarship Scheme (CPSS). He further said that | 16 |
| | the Centre found a low cost accommodation at North Bank in addition | 17 |
| | to the accommodation already occupied by CPSS beneficiaries. He also | 18 |
| | reported that negotiation was still on-going with the owners of the | 19 |
| | property. | 20 |
| | Deliberation/Resolution | 21 |
| 4.2 | The Committee noted the report | 1 |
| | Workshop for Food Vendors from Local Govt. Areas | 2 |
| | The Project Manager reported that the workshop was a huge success; | 3 |
| | over 380 people from different Local Govt Areas participated and were | 4 |

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| | <p>trained. The Project Manager further reported that negotiations were on-going with Partners and Stakeholders to organize the next phase of the workshop. He informed the Committee that the workshop generated #4million for the Centre. Each participant paid a sum of ₦10,000 for the workshop. He stated that the 4th phase was divided into 4 sections and funding allocated to each. He further said that the 1st phase trained 400 persons and was divided into the three Senatorial zones of the state.</p> | 5 6 7 8 9 10 11 12 |
| | <p>Deliberation/Resolution</p> | 13 |
| 4.3 | <p>The Committee, while noting the report of the Project Manager commended him for organizing the workshop successfully.</p> | 14 15 |
| | <p>Partnership with the University of Bamenda</p> | 16 |
| | <p>The Chairman informed the Committee that partnership with the University of Bamenda was crucial and one that the Centre could not afford to miss. He noted that the University would be invited for negotiations and discussions that would lead to a durable Memorandum of Understanding (MoU).</p> | 17 18 19 20 21 |
| | <p>Deliberation/Resolution</p> | 1 |
| 4.4 | <p>The Committee agreed that links should be established and a call placed through to the University to enhance student intake from the Centre. Dr. Imande was mandated to reestablish links with the Professor that was the lead contact person</p> | 2 3 4 5 |

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| | Seraph Oil Proposal | 6 |
| | The Chairman reported that a partnership with Seraph oil was being | 7 |
| | negotiated. This partnership would allow for students to be sent for | 8 |
| | internship. He pointed out that two documents had been received and | 9 |
| | sent back for corrections. The main issue according to him was on the | 10 |
| | cost of their services.He promised to present their proposal on a later | 11 |
| | date as soon as corrections were made and resubmitted. | 12 |
| | Deliberation/Resolution | 13 |
| 4.5 | The Committee noted the report and looked forward to receiving the | 14 |
| | proposal when it was ready. | 15 |
| | Contact with Grand Cereals | 16 |
| | The Project Manager reported that he had received contact details and | 17 |
| | had called once without success. He stated that he was yet to call again | 18 |
| | but would endeavor to do so. | 19 |
| 4.6 | Deliberation/Resolution | 20 |
| | The Committee noted the report. | 21 |
| | Nigeria Stored Product Research Institute – Illorin | 1 |
| | The Chairman reported that NSPRI sent two proposals to the Centre. | 2 |
| | The proposals were to organize workshops to showcase developed | 3 |
| | technologies that were used to control Post-Harvest losses and organize | 4 |
| | a conference on climate change. The workshop to showcase developed | 5 |
| | technologies used in controlling Post-Harvest losses would be in | 6 |

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| | collaboration with CEFTER. The Centre had been invited to Illorin to | 7 |
| | finalize arrangements. | 8 |
| | Deliberation/Resolution | 9 |
| 4.7 | The Committee resolved that a meeting be scheduled with the NSPRI | 10 |
| | for further discussions and arrangements geared towards | 11 |
| | strengthening the collaboration. | 12 |
| | Vocational and Technical Education | 13 |
| | The Chairman reported that the proposal got stuck and was yet to be | 14 |
| | approved. He said that NUC would be coming later to inspect facilities | 15 |
| 4.8 | for the program. | 16 |
| | Deliberation/Resolution | 17 |
| | The Committee noted the report. | 18 |
| | Proposed Pay Package for Lecturers | 19 |
| | Dr. MichaelImande and Dr. Godwin Achinge presented a report for | 20 |
| | remuneration of lecturers for the 2015/2016 academic session. They | 21 |
| | stressed that an attractive remuneration package was to be offered to | 1 |
| | encourage lecturers. The proposal was divided into two parts; | 2 |
| | Categories A and B. Category A covered lecturers resident in Makurdi, | 3 |
| | who would be paid a sum of ₦150,000 regardless of rank and credit | 4 |
| | units taught. Category B covered lectures resident outside Makurdi | 5 |
| | who would be entitled to the same pay as lecturers in Category A, but | 6 |
| | would also be entitled to a Mileage allowance and | 7 |

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| <p>Night/Accommodation allowance. The proposal suggested that a Guest House be used to accommodate lecturers coming from outside Makurdi as that might be more economical. It also suggested that letters of engagement of lecturers be on a semester basis.</p> <p>The next proposal was presented by the Project Manager. This was divided into two; lecturers in Makurdi and lecturers outside Makurdi. The proposal suggested that every lecturer would have a maximum of 9 credit units. A lecturer would teach a maximum of 9 hours a week for 13 weeks. For a Professor, the pay would be ₦1,000 per hour, ₦12,500 for PhD thesis supervision, ₦7,500 for MSc thesis supervision per semester and a Transport allowance of ₦10,000. For an Assoc. Professor, it would be ₦800 per hour, while PhD thesis supervision, MSc thesis supervision and Transport allowance would be the same as that of a Professor. For Senior Lecturers and Lecturers 1 and 2, it would be ₦600 and ₦500 per hour respectively, while PhD thesis supervision, MSc thesis supervision and Transport allowance would be the same as that of a Professor and Assoc. Professor. A Compliance allowance would be introduced as an incentive outside normal hours. A sum of ₦10,000 was to be paid to Professors and Assoc. Professors, while Senior Lecturers and Lecturers 1 and 2 would receive ₦5,000 provided they all met the requirements of the Centre to qualify for payment of Compliance allowance. The difference between the proposed</p> | <p>8 9 10 11 12 13 14 15 16 17 18 19 20 21 1 2 3 4 5 6 7 8</p> |
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| | pay of lecturers in Makurdi and those outside Makurdi was in Night | 9 |
| | allowance payable only to those outside Makurdi. In summary, a total | 10 |
| | sum of ₦13,783,000 would be paid to lecturers in Makurdi, while | 11 |
| | ₦951,000 would be paid to lecturers outside Makurdi, totaling a sum of | 12 |
| | ₦14,734,000. The Project Manager stressed that this amount could be | 13 |
| | less as not all lecturers would take up to 9 credit hours a week. | 14 |
| | Deliberation/Resolution | 15 |
| | The Chairman thanked the presenters and then invited comments and | 16 |
| | observations from members. The second proposal by the Project | 17 |
| 4.9 | Manager was preferred by members and adopted by the Committee for | 18 |
| | implementation. The Chairman assured members who raised certain | 19 |
| | reservations that adequate care would be taken in implementing the | 20 |
| | package to ensure equity and fairness. | 21 |
| | Academic Calendar | 1 |
| | The Project Manager reported that any student not attending lectures | 2 |
| 4.10 | by 18 th Feb, 2016 would not be registered as such student would not | 3 |
| | meet up the required 75% attendance to write examinations. | 4 |
| | Deliberation/Resolution | 5 |
| | The Committee considered as right the action of the Project Manager. | 6 |
| | Report from Scholarship Grant Committee | 7 |
| | The Project Manager reported that the exercise was not very different | 8 |
| | from the previous one held on 17 th Aug, 2015. For this exercise, the | 9 |

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| | Committee met and outlined the criteria to qualify for scholarship | 10 |
| | grant. The CPSS was divided into Merit-Based and Need-Based | 11 |
| | Scholarships. Female students were given priority during interview and | 12 |
| | award of CPSS. He gave a total figure of 103 awards with breakdown as | 13 |
| | follows: 33 for PhD and 70 for MSc. of the 33 PhDs, 13 were female and | 14 |
| | 20 male. There were 30 female and 40 male for MSc. He announced | 15 |
| | that the report had been forwarded to the Centre Leader for forwarding | 16 |
| | to the Vice Chancellor for approval and for further necessary actions. | 17 |
| | Deliberation/Resolution | 18 |
| 4.11 | The committee noted the report while the Chairman added that the | 19 |
| | Project Accountant should work with the Bursar and ensure that funds | 20 |
| | for the grants were transferred to the Centre revenue account from the | 21 |
| | World Bank account. | 1 |
| | CEFTR Postgraduate Researcher Development Program | 2 |
| | It was reported that the students of the Centre were now required to | 3 |
| | take a course in Management Entrepreneurship. The Chairman stated | 4 |
| | that any other entrepreneurship course relevant to the program of the | 5 |
| 5.0 | Centre would be welcomed. | 6 |
| 5.1 | Deliberation/Resolution | 7 |
| | The Committee agreed that entrepreneurship courses would be | 8 |
| | organized centrally rather than on a departmental basis. | 9 |
| | NEW BUSINESS | 10 |

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| Brief from Training Workshop in Abuja | 11 |
| The Centre Leader reported on the training trip to Abuja. He gave the | 12 |
| highlights and next steps of action from the workshop as follows: | 13 |
| i. Revised report to be sent to Association of African Universities | 14 |
| (AAU) and project update sent to the committee of the Nigerian | 15 |
| Universities Commission (NUC). | 16 |
| ii. Nigerian Universities Commission, Association of African | 17 |
| Universities and World Bank would visit each Africa Center of | 18 |
| Excellence in March 2016 for progress verification. | 19 |
| iii. Associations of African Universities, Nigerian Universities | 20 |
| Commission and World Bank to develop communication related | 21 |
| indicators and circulate to Africa Centers of Excellence (ACEs) | 1 |
| and define/clarify meaning of indicators and their measurements. | 2 |
| iv. World Bank and Nigerian Universities Commission would support | 3 |
| the Africa Centers of Excellence to strengthen their monitoring | 4 |
| and evaluating system and support preparation of final report | 5 |
| and data analysis to ensure evidence based decision making and | 6 |
| use. | 7 |
| v. Nigerian Universities Commission and World Bank to facilitate | 8 |
| dialogue and share better practices among Nigerian Africa | 9 |
| Centers of Excellence from comparative study analysis. | 10 |
| vi. Updating information of the Africa Centers of Excellence as | 11 |

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| | contained in the program (IP) | 12 |
| vii. | Each Africa Center of Excellence to meet with their DAP to work quickly towards resource verification of programs by Nigerian Universities Commission; report through Senate and copy sent to Dr. JoshuaAttah. | 13 14 15 16 |
| viii. | A mock accreditation to be conducted in preparation for visit by Nigerian Universities Commission. | 17 18 |
| ix. | The Honorable Minister for Education was interested in the project and would visit each Africa Center of Excellence at a date to be communicated. | 19 20 21 |
| x. | Project Management meetings to be attended by Auditors, Project Accountants, Procurement Officers, etc. | 1 2 |
| xi. | Highlights of decisions at management meetings from project inception to be sent to the Nigerian Universities Commission and World Bank. | 3 4 5 |
| xii. | Africa Centers of Excellence to submit copies of all procurement plans as soon as possible. | 6 7 |
| xiii. | External Auditors to audit Africa Centers of Excellence's accounts for the 2015 financial year and submit to World Bank latest June 2016. Subsequently, External Auditor's report should cover the entire University accounts, effective 2016. | 8 9 10 11 |
| xiv. | Arrangements underway for all Africa Centers of Excellence to | 12 |

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| | showcase their achievements in Nigerian Universities | 13 |
| | Commission's Voyage of Discovery. | 14 |
| | xv. Africa Centers of Excellence to submit proposals for projects to be | 15 |
| | supported by EU Tandem Project. Link supplied as | 16 |
| | www.tandem-waren.eu . | 17 |
| | xvi. Africa Centers of Excellence to submit an interim financial report | 18 |
| | by the end of January 2016 to establish account balances to | 19 |
| | enable the World Bank decide on how much each ACE should get. | 20 |
| 5.2 | xvii. Two circulars sent to all VCs, one recommending new spending | 21 |
| | limits by Centre Leaders and the other to inform them to budget for | 1 |
| | ng Rem connectivity. | 2 |
| | Deliberation/Resolution | 3 |
| | The Committee, while noting the detailed brief from the Chairman | 4 |
| | thanked him for being meticulous. | 5 |
| | Request for Sponsorship from Dr. Girgih (UAM Staff) | 6 |
| | The Chairman reported that Dr. Girgih, a UAM staff wrote the Centre | 7 |
| | requesting for sponsorship to present a paper in the United States on | 8 |
| 5.3 | snail harvesting. A member noted that the application was not properly | 9 |
| | channeled. He was asked to write through UAM CEFTER leader, a | 10 |
| | partner in the project. | 11 |
| | Deliberation/Resolution | 12 |
| | The Committee upheld the view that due process was not followed and | 13 |

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| | the staff be asked to do so. | 14 |
| | Radio Conference with World Bank | 15 |
| 5.4 | The Chairman reported that there would be a Radio Conference in | 16 |
| 5.4.1 | CEFTER with the World Bank on 28 th Jan, 2016. He also suggested | 17 |
| | that a Video Conference be organized on the same day, provided there | 18 |
| | was power supply. He pleaded with the members of the Committee to | 19 |
| | endeavor to attend and time for the event would be texted to them. | 20 |
| | Deliberation/Resolution | 21 |
| | The Committee noted the report. | 1 |
| | Proposed Workshops and Travels | 2 |
| | To University of Liverpool (UK) | 3 |
| 5.4.2 | The Chairman reported that a partnership with the University of | 4 |
| | Liverpool (UK) was being considered. He said the University would | 5 |
| | assist in delivering programs and also be asked for International | 6 |
| | accreditation. The VC, Centre Leader, Deputy Centre Leader and a | 7 |
| | Legal Personnel would travel to the UK in March to finalize | 8 |
| | arrangements and hopefully sign a partnership agreement. | 9 |
| | Deliberation/Resolution | 10 |
| | The members noted the information that partnership with the | 11 |
| | University of Liverpool was very important as an international | 12 |
| | accreditation would boost the profile and popularity of the Centre. The | 13 |
| | Committee therefore noted the report. | 14 |

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| 5.4.3 | Abuja Workshop for Revenue Generation | 15 |
| | The Chairman reported that consultants would be brought to the conference to give instructions on revenue generation. The workshop would hold in February and the Centre would attend. Participants would be selected when actual date is known. | 16 17 18 19 |
| | Deliberation/Resolution | 20 |
| | The Committee noted the report. | 21 |
| | To Jos for Conference on Phytomedicine | 1 |
| | The Chairman reported that the Centre had been invited to Jos by Centre of Excellence onPhytomedicineUnijosfor a conference. He said that the VC directed him to send representatives to attend and Prof. Shambe, a Chemist had been asked to attend along with Dr. G. Achinge, a medical doctor. | 2 3 4 5 6 |
| 6.0 | Deliberation/Resolution | 7 |
| | A member suggested that someone from Biological Sciences should be included in the delegation. The Chairman agreed and asked for the name of a Botanist from UAM to be forwarded to him for inclusion. | 8 9 10 |
| | The Committee noted the report. | 11 |
| | A O B | 12 |
| | The Project Manager informed the Committee that the Benue State Ministry of Commerce and Industry wrote the Centre requesting for her services in conducting a feasibility study to identify agricultural | 13 14 15 |

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| | products of Benue State for the establishment of an Export Trading | 16 |
| | Company to process major exportable agricultural commodities of the | 17 |
| | state for the Ministry of Industry Trade and Investment. On that basis, | 18 |
| | he set up a committee comprising of staff from Business Management | 19 |
| | and Economics to look into the project. The Committee drafted a | 20 |
| | proposal dividing the Work into Three (3) phases: | 21 |
| | - Phase 1 - Feasibility Studies. | 1 |
| | - Phase 2 - Proof of Concept. | 2 |
| | - Phase 3 - Implementation. | 3 |
| | • Phase 1 would cost about ₦5million to be funded by CEFTER. | 4 |
| | • Phase 2 would cost about ₦15million to be funded by the Ministry | 5 |
| | of Commerce and Industry. | 6 |
| | The Project Manager informed the Committee that the project would | 7 |
| | generate a profit of about ₦10million for CEFTER. | 8 |
| 7.0 | Deliberation/Resolution | 9 |
| | Members felt comfortable with the project and the people that handled | 10 |
| | the proposal. It was observed that in terms of Internally Generated | 11 |
| | Revenue, the project was a good initiative. The summary of the project | 12 |
| | would be made available to the Committee in due course, the Project | 13 |
| | Manager expressed. | 14 |
| | The Committee noted the report. | 15 |
| | ADJOURNEMENT AND CLOSING | 16 |

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| <p>In the absence of any other business, Dr. Michael Imande moved a motion for adjournment which was seconded by Prof. Bernard Kalu. The meeting was adjourned and a closing prayer said by Mr. Simon Danbeki at 4.14pm.</p> | <p>17 18 19 20 21</p> |
| <p>----- Prof. Daniel K. Adedzwa <i>Centre Leader/Chairman</i></p> | <p>----- Dr. John O. Idikwu <i>Deputy Registrar/Secretary</i></p> <p>1 2</p> |