



ACE FUELS

**Africa Center of Excellence in Future
Energies & Electrochemical Systems**

MINUTES OF THE 4TH MEETING OF ACE-FUELS PROJECT TEAM

Project:	ACE-FUELS																										
Author:	ACE-FUELS FUTO/ADM. 2/VOL. I																										
Date:	Monday, March 4, 2019																										
Time:	1.00 pm																										
Venue:	Dean, SOES Conference Room																										
39.00	<p>ATTENDEES</p> <table> <tr> <td>Prof. E. E. Oguzie</td><td>Centre Leader</td></tr> <tr> <td>Prof. (Mrs.) C. A. Madu</td><td>Deputy Centre Leader</td></tr> <tr> <td>Prof. O. T. Ebiringa</td><td>Partnership Coordinator</td></tr> <tr> <td>Prof. C. S. Alisi</td><td>Research Coordinator</td></tr> <tr> <td>Engr. Prof. N. V. Ogueke</td><td>Monitoring & Evaluation Officer</td></tr> <tr> <td>Mr. E. C. Nwadike</td><td>Project Coordinator</td></tr> <tr> <td>Dr. (Mrs.) T. E. Ogbulie</td><td>Environ. & Social Safeguards Officer</td></tr> <tr> <td>Engr. Dr. I. O. Arukalam</td><td>Training & Education Coordinator</td></tr> <tr> <td>Engr. Dr. (Mrs.) N. C. Nwogu</td><td>Communication Officer</td></tr> <tr> <td>Mr. L. N. Onuoha</td><td>Auditor</td></tr> <tr> <td>Ms. I. E. Mgbenu</td><td>Accountant</td></tr> <tr> <td>Mrs. U. N. Ozurumba</td><td>Procurement & Property Mgt. Officer</td></tr> <tr> <td>Mrs. C. A. Appiah</td><td>Deputy Administrative Officer</td></tr> </table>	Prof. E. E. Oguzie	Centre Leader	Prof. (Mrs.) C. A. Madu	Deputy Centre Leader	Prof. O. T. Ebiringa	Partnership Coordinator	Prof. C. S. Alisi	Research Coordinator	Engr. Prof. N. V. Ogueke	Monitoring & Evaluation Officer	Mr. E. C. Nwadike	Project Coordinator	Dr. (Mrs.) T. E. Ogbulie	Environ. & Social Safeguards Officer	Engr. Dr. I. O. Arukalam	Training & Education Coordinator	Engr. Dr. (Mrs.) N. C. Nwogu	Communication Officer	Mr. L. N. Onuoha	Auditor	Ms. I. E. Mgbenu	Accountant	Mrs. U. N. Ozurumba	Procurement & Property Mgt. Officer	Mrs. C. A. Appiah	Deputy Administrative Officer
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39.01	<p>Absentees</p> <table> <tr> <td>Engr. Prof. (Mrs.) G. A. Chukwudebe</td><td>Academic Programme Coordinator</td></tr> <tr> <td>**Mrs. U. J. Udedibie</td><td>Administrative Team Leader</td></tr> <tr> <td>Mr. S. O. Diala</td><td>Head, Logistics & ICT</td></tr> </table> <p>**Absent with apology</p>	Engr. Prof. (Mrs.) G. A. Chukwudebe	Academic Programme Coordinator	**Mrs. U. J. Udedibie	Administrative Team Leader	Mr. S. O. Diala	Head, Logistics & ICT																				
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40.00 OPENING

The meeting commenced at 1.00 pm with prayers said by Prof. C. S. Alisi. The Centre Leader welcomed members to the 4th meeting of the ACE-FUELS Project Team and informed them that the Administrative Team Leader, Mrs. U. J. Udedibie was unavoidably absent from the meeting due to health challenges.

He further stated that the agenda for the meeting would be as follows:

1. Updates from the Trip to Djibouti.
2. Strategies for accomplishing the DLI 1.

41.00 READING AND ADOPTION OF THE MINUTES OF THE 3RD MEETING OF THE ACE-FUELS MANAGEMENT TEAM HELD ON MONDAY, FEBRUARY 11, 2019	1
The minutes of the 3 rd meeting of the ACE-FUELS Project Team held on Monday, January 11, 2019 were read and adopted on a motion by Prof. (Mrs.) C. A. Madu, seconded by Engr. Dr. I. O. Arukalam.	2
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42.00 MATTERS ARISING FROM THE MINUTES OF THE 3RD MEETING OF THE ACE-FUELS MANAGEMENT TEAM HELD ON MONDAY, FEBRUARY 11, 2019	6
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<i>Min. 3.00: Ace Project Launching in Djibouti, East Africa</i>	8
The Management Team noted the Centre Leader's report that the Environmental and Social Safeguards Officer had submitted the University Policy on Sexual Harassment to him before the trip to Djibouti.	9
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<i>Min. 7.00: Registration of ACE-FUELS Consult</i>	12
The Management Team noted that the Centre Leader was yet to meet with the Vice-Chancellor regarding the recommended membership of ACE-FUELS Consult Ltd. Board of Directors.	13
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<i>Min. 19.00: Report on Curriculum Development</i>	16
The Management Team noted that the curriculum had been forwarded to the Vice-Chancellor for executive approval.	17
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<i>Min. 33.00: Revenue Generation</i>	19
The Management Team noted that Centre Leader was yet to write the Vice-Chancellor concerning the official recognition of the Centre by Senate.	20
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<i>Min. 34.00: Advertising ACE-FUELS Projects/Programmes</i>	22
The Management Team noted that:	23
i) The ICT had created a webpage for ACE-FUELS on the University website.	24
ii) The Centre Leader was yet to write to African universities, embassies and NUC introducing the ACE-FUELS as he needed their postal addresses and not email addresses that was earlier decided.	25
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iii) The ACE-FUELS fliers and brochures were ready.	28
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Decision	29
The Head, Logistics & ICT was directed to forward the postal addresses of African universities, embassies and NUC to the Centre Leader.	30
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43.00 COMMUNICATION FROM THE CENTRE LEADER	32
43.01 Update on the Djibouti Meeting	33
The Centre Leader informed the members that the ACE meetings which held in Djibouti, East Africa on February 18, 2019 was good exposure to some issues/information concerning the project. He stated that the ACE-FUELS proposals were considered good but the Centre needed a plan of action in order to receive funding from the World Bank. He mentioned that for the project to thrive, every	34
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member of the Management Team had to be familiar with the vision of the project and be ready to work assiduously to move the Centre forward.

He reported that the World Bank made it clear that there should be two (2) teams for the project – i) **Academic/Research Team** ii) **Administrative Team**. He also stated that the World Bank was interested in the administrative team, especially the areas of monitoring & evaluation, procurement and finance. He also informed the Team that the World Bank made it clear that there would be no honorarium or salaries for staff.

He stated that they were reminded that it was requisite that as a Centre of Excellence we should be exemplary, doing things on time and always improving as the idea was to impact on the society. He stressed that the key output of the programme was to ***“deliver excellent education using excellent faculty based on excellent administration in an excellent environment”***.

The Centre Leader further stated that the World Bank expected ACEs to:

- i. Commercialize research.
- ii. Improve existing programmes and introduce new ones.
- iii. Increase enrollment of female students.
- iv. Attract regional students (30%).
- v. Collaborate with partners - on campus, industries, national and regional.
- vi. Ensure quality.
- vii. Be transparent at every level.

43.02 ACE-IMPACT DLIs

The Centre Leader informed the members that the World Bank advised that the work plan for this first year should reflect how much the Centre would want to make in the next year. He also underscored the fact that the funds for the grant must be earned by achieving the milestones on the DLIs.

He pointed out that the **DLI 1** was for **basic readiness** pertaining to the Financial Reports, Procurement Manuals and **full readiness** involving a functional website with information about the Team, Guidance Counselor (the Environmental and Social Safeguard Officer), Student Affairs (the International Officer) and students' academic handbook. He stated that once these requirements were met, the Centre would receive the first tranche of funds from World Bank.

To earn the funds for DLI 1, the Centre Leader stated that the basic requirement was the **Implementation Plan** which had to be completed and sent to the NUC and World Bank within the month. He also mentioned that the NUC advised Centres to set minimal/reasonable targets which may be exceeded in time. He stated that it was also a requirement by the World Bank to invite the Advisory Board physically, to approve the plan for the DLI 1.

Decision

The Centre Leader requested members to study the DLIs and forward their inputs through e-mail to the Centre Leader.

44.00 ADVISORY BOARD

The Centre Leader emphasized that each person enlisted on the Advisory Board must have capacity to make quality contributions to the Centre for instance, industries should be able to help students in the Centre to get internship. He therefore suggested that the alumni of the University, who were willing to give back to the system, should be included in the Advisory Board.

He informed the members that the Vice-Chancellor had accepted to hold an Alumni lunch in Abuja and Lagos after the elections. He stated that he had also requested the Vice-Chancellor to hold an Igbo people's forum in Abuja to get people to buy into this vision. To this effect, the Centre Leader stated that the ACE-FUELS would need to:

- i. Define its vision properly.
- ii. Identify areas partners would be needed.
- iii. Make a list of prospective partners.
- iv. Determine the activities of the partners and costs.

45.00 REGISTRATION OF ACE-FUELS ENTERPRISE

THE Project Coordinator reported that he had visited the Corporate Affairs Commission (CAC) to initiate the registration process for the ACE-FUELS Enterprise. He informed the members that a search for the company's name had commenced after which the registration would be concluded. The Centre Leader stated that it was necessary for the project to have an account where its internally generated funds from sales of application forms and school fees would be paid into. Members were of the opinion that the name, ACE-FUELS Enterprise should be changed to ACE-FUELS Consult Limited to enable the Centre have access to better business opportunities.

Decision

Members decided as follows:

- i. That the name, **ACE-FUELS Enterprise** should be changed to **ACE-FUELS Consult Limited**.
- ii. The Centre Leader should make effort to meet with the Vice-Chancellor on this matter.

46.00 ACTION POINTS

Action Point Ref. No.	Action and Resolution	Action Parties	End Date	Status (complete / ongoing / cancelled)
1.	Study the DLIs and forward inputs through email to the Centre Leader 7/3/19.	All Team Members		
2.	Board of Directors for ACE-FUELS Consult LTD – i) Meet the Vice-Chancellor to approve membership of the Board. ii) ACE-FUELS Enterprise should be changed to ACE-FUELS Consult Limited.	Centre Leader		
3.	Write the Vice-Chancellor concerning the official recognition of the Centre by Senate.	Centre Leader		
4.	Advertising ACE-FUELS Programmes - Provide the postal addresses of African universities, embassies and NUC for the Centre Leader	Head, Logistics & ICT		

47.00 DATE AND TIME OF NEXT MEETING

The fifth (5th) meeting of the Team was scheduled to hold on Tuesday, March 12, 2019 by 12.00 noon, at the ACE Temporary Office.

48.00 ADJOURNMENT

The meeting adjourned at 2.49 pm on a motion by Prof. C. S. Alisi, seconded by Dr. (Mrs.) T. E. Ogbulie.

49.00 CLOSING

The closing prayer was said by Prof. N. V. Ogueke.

PROF. E. E. OGUZIE
CENTRE LEADER

MRS. U. J. UDEDIBIE
ADMINISTRATIVE TEAM LEADER