



BENUE STATE UNIVERSITY
MAKURDI, NIGERIA

Centre for Food Technology and Research

Minute No.	MINUTES OF THE 35TH MEETING OF THE PROJECT TECHNICAL COMMITTEE OF CEFTER-BSU HELD ON WEDNESDAY, 15TH JUNE, 2016 AT THE CEFTER-BSU CONFERENCE ROOM	Line No.
1.0	PRESENT	1
	1. Prof. Daniel Kparevfa Adedzwa - Centre Leader/Chairman	2
	2. Dr. Barnabas Achakpa Ikwo - Deputy Centre Leader/Project Manager	3
ABS	3. Prof. Edward Agbo Omudu - Dept. of Biological Sciences	4
ABS	4. Prof. Tseaa Shambe - Dept. of Chemistry	5
AP	5. Prof. Joseph Fiase - Dept. of Physics.	6
	6. Prof. Lawrence Alegwu Ega - Dept. of Sociology	7
ABS	7. Prof. Bernard Awa Kalu - Plant Breeding and Seed Science - UAM	8
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	8. Prof. Innocent Agbo Adikwu - Dept. of Biological Sciences	10
	9. Dr. Stephen Gbaoron Yiase - Dean, Faculty of Science	11
	10. Dr. David Mrumum Tyona - Head, Dept. of Physics	12
ABS	11. Dr. Dick Iorwuese Gernah - Institute of Food Security - UAM	13
ABS	12. Dr. Godwin Ior Achinge - Dean, Faculty of Clinical Sciences	14
AP	13. Dr. Simon Terver Ubwa - Director, Academic Planning Unit	15
	14. Dr. Solomon Kwaghkur Agishi - Head, Dept. of Vocational and Technical Education	16
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	15. Dr. (Mrs.) Ogbene Igbum - Head, Dept. of Chemistry	18
	16. Dr. Michael Imande - Head, Dept. of Maths/Computer Science	19
AP	17. Dr. Ayila Ngutsav - Head, Dept. of Economics	20
ABS	18. Dr. Benjamin G. Ahule - Head, Dept. of Sociology	21
	19. Mr. Andrew Shar Gbakon - Dept. of Chemistry	22
	20. Mr. Simon Tyoember Danbeki - Bursary Dept.	23
	21. Mr. Livinus Shima Iorpuu - Bursary Dept.	24

	22. Mrs. Patience Hankuri Iorun	-	Bursary Dept.	1
ABS	23. Mr. Celestine Saawuan	-	Director of Audit	2
	24. Dr. John O. Idikwu, MNIM	-	Deputy Registrar/Secretary	3
	In Attendance			4
	25. Mr. Aondosoo Ijir	-	CEFTER - BSU	5
	26. Mr. Friday Okeme	-	CEFTER - BSU	6
	27. Mr. Princeley Origbo	-	CEFTER - BSU	7
	28. Mrs. Christiana Igbala	-	CEFTER - BSU	8
	29. Mr. Peter Chieshe	-	Newland Mills Ltd	9
	30. Mr. Peter Iorlaha	-	Seraph Nig. Ltd	10
	Key: ABS = Absent AP = Apology			11
2.0	COMMENCEMENT			12
	The meeting commenced at 10:18 am with an opening prayer by Prof. Innocent Adikwu.			13
	The Chairman announced apologies from Prof. Joseph Fiase, Dr. Simon Ubwa and Dr.			14
	Ayila Ngutsav. Thereafter, he welcomed members to the meeting and informed them that			15
	the University Librarian would be joining the meeting as it progressed to present a report.			16
	Members were also informed that the Managing Directors of Seraph Nig. Ltd and			17
	Newland Mills Ltd were also expected to join the meeting to interact with them on the			18
	proposal to use the companies for internship programmes of CEFTER. He thereafter			19
	presented the agenda for consideration and adoption. In the absence of any amendment,			20
	the agenda was adopted on a motion by Dr. Solomon Agishi and seconded by Mr.			21
	Andrew Gbakon.			22
3.0	MINUTES OF THE 34TH MEETING			23
	The minutes of the 34 th meeting were taken. Some spelling errors and omissions that			24
	were sighted were corrected. Thereafter, the minutes were adopted on a motion by Dr.			25
	David Tyona and seconded by Dr. (Mrs.) Ogbene Igbum.			26
4.0	MATTERS ARISING			27
4.1	Partnership with the University of Bamenda			28
	The Chairman informed the meeting that the mail containing the MoU signed had been			29
	located. The Project Manager, according to him would send the mail to Dr. Michael			30
	Imande for forwarding to the University of Bamenda.			31
4.2	External Audit of CEFTER Accounts			32
	The Project Accountant reported that the External Auditors had conducted the audit of			33
	CEFTER accounts as well as verification of assets and that they were now in the process of			34

	writing their report. He promised to have the report ready by the end of that day. He added that a draft copy would be sent to the Centre Leader to vet before it is sent to the Vice-Chancellor for final approval.	1 2 3
4.3	Update on NUC Request for Mounting of PG Programmes for Departments (Resource Verification from Departments)	4 5
	The Chairman informed the meeting that NUC had been sending reminders almost every week to submit the resource verification forms. He added that the money approved to facilitate the completion of the job was now ready. He added that completed forms should be sent to the Centre Leader's office. The HOD, Vocational and Technical Education who had his ready presented it to the Chairman. Some HODs expressed concern over a counter directive which they received from the Director of Academic Planning asking them to use the new PG form and not the old Undergraduate form being used.	6 7 8 9 10 11 12 13
	After due deliberation and considerations, the Committee decided to go ahead to use the Undergraduate form which was being used as the information required were the same as in the PG form.	14 15 16
4.4	List of Visiting Lecturers	17
	The Secretary reported that he had received the list of visiting lecturers from all Departments apart from Economics which said they had no visiting lecturer in the Department. The Chairman, in his response informed members that the visiting lecturers would no longer draw from CEFTER's hourly pay but would be entitled to other allowances if they met the criteria of CEFTER.	18 19 20 21 22
4.5	Proposal for Internship at Newland Mills and Seraph Nig. Ltd	23
	The Managing Directors of both Companies were invited to interact with the members.	24
a	Seraph Nig. Ltd	25
	The Managing Director of Seraph Nig. Ltd informed the Committee that their participation with CEFTER was part of their contribution to the development of the State. He added that the Company had a Conference room that could accommodate up to 60 students. The Company also had units for procurement, processing and marketing. He stated further that the units were headed by experts. The Company also had a functional laboratory for training and also had four experienced lecturers. On the issue of quality control, he informed members that there were measures put in place to ensure quality control and before products were sent out, laboratory analysis were done. The quality control was being headed by an experienced Chemist and NAFDAC paid visits on a	26 27 28 29 30 31 32 33 34

	regular basis for inspection.	1
b	Newland Mills Ltd	2
	The Managing Director of Newland Mills, in his presentation said that the Mills was	3
	presently in partnership with the Benue State Government. He added that the facilities	4
	and conference hall of the Mills were being upgraded and would be reasonably equipped	5
	to cater for the number of students for internship. He stated further that the company	6
	processes rice and with regards to quality control, he said they were registered with	7
	NAFDAC. Other products processed by the Mills according to him, were maize products	8
	and livestock feed which were still at the initial stage. On the aspect of	9
	lecturers/instructors, the Managing Director informed the meeting that they had none but	10
	would engage experienced and qualified lecturers/instructors for the students based on	11
	need.	12
	Resolution	13
	The meeting resolved after due consideration that where there were deficiencies in the	14
	companies, CEFTER, in line with the World Bank policy, would help them to grow. It was	15
	therefore resolved that CEFTER students would be sent to the companies for internship.	16
4.6	Renewal of Visas for Gambian Students	17
	The Project Manager explained to the meeting that students from ECOWAS member	18
	countries were free to travel within the region without visas but students studying in	19
	ECOWAS member countries needed to obtain resident permits. He added that the NUC	20
	was processing resident permits for the Gambian students in Nigeria.	21
4.7	CEFTER Library (Presentation by the University Librarian)	22
	The University Librarian made a presentation for putting in place a CEFTER library. His	23
	presentation was summarized in a guideline which he used in explaining the importance	24
	of a modern library that was also digitally initiated. He said that a virtual library of this	25
	type would require information specialists as well as research consultants in addition to	26
	an Agricultural Management Librarian. The library according to him should have physical	27
	and digital collections. He spoke about library as a Service Center with an embedded	28
	Librarian to plan and execute the development of the library. On the whole, his	29
	presentation made a case for a viable CEFTER library to be put in place.	30
	Response from Members	31
	The response from members was more in the form of questions. The first was that since	32
	the new University Central Library was a few meters away, members sought to know if it	33
	was necessary for CEFTER to run a separate library. The University Librarian explained that	34

	CEFTER as a Centre with specialized programmes and being sponsored by the World Bank, it was quite possible for CEFTER to still own its own library. Another member asked if it was possible for a user in CEFTER to access online materials from the BSU central library. The University Librarian replied that it was possible provided the user had access to internet connectivity. A member also asked if the E-library block adjacent to the CEFTER block which was not in use could be taken over by CEFTER. The Librarian replied that he was not quite aware of the facility and would carry out further investigations. He added that the use of indigenous knowledge which was not presently available to Nigerian Librarians was an area to be explored.	1 2 3 4 5 6 7 8 9
	The Centre Leader and Chairman, while thanking the Librarian enjoined him to organize some induction programmes for CEFTER students on the services the University library was providing. The University Librarian responded that it could be organized with the students being invited in batches due to limited space.	10 11 12 13
4.8	Visit to Ghana and the United Kingdom	14
a	Visit to Ghana	15
	The Chairman informed the meeting that due to travelling hitches, the team at the workshop in Ghana missed the first day (i.e. day of opening ceremonies). The second day was group discussions during which presentations were received from each of the Agricultural ACEs including CEFTER. After the presentations, a lock and key was presented to CEFTER, being a symbol of unlocked potentials. During the afternoon session, presentations on procurement, finance, monitoring and evaluation were done. The audited financial statement up to December 2015 was demanded to be done by University External Auditors separately and subsequent ones in conjunction with the University Accounts. Allowances of officers were to be paid based on individual University rates. On the release of funds to Nigerian ACEs, the World Bank team reported that the issues causing delays would soon be resolved and funds made available.	16 17 18 19 20 21 22 23 24 25 26
b	Visit to the United Kingdom	27
	The meeting was informed that the team arrived at the Liverpool John Moores University with the first day witnessing opening activities. On that day, the BSU team made a presentation on BSU and the World Bank project. The second day saw the conduction of activities such as presentations and walking tours of laboratories and other facilities. On the third and final day, there was a round table discussion highlighting particular areas of interest, anticipated deliverables from LJMU based on the World Bank framework for partnerships. There were particular arrangements with the relevant departments especially	28 29 30 31 32 33 34

	for co-supervision of project works. The Chairman stated that there may be need to	1
	further establish partnership also with the Royal Agriculture University of London where	2
	similar programmes like those of CEFTER were administered. He added that the	3
	collaboration would be useful for the review of CEFTER curriculum.	4
4.9	Proposal for Control of Post-Harvest Losses in Benue State	5
a	West field Industrial Services Ltd, Zaki Biam	6
	The Committee was informed that the company was based in Zaki Biam, Benue State. The	7
	company wanted to partner with CEFTER to promote what they called 'Innovate Products.'	8
	The products included the following: pounded yam and yam pellets, plantain chips, flour	9
	and cake and sun dried tomatoes, peppers, mangoes, bananas, pawpaw, etc. According to	10
	him, innovates are in great demand in Europe and the Americas. The Company wanted	11
	CEFTER to patent the 'innovates' and provide quality control to meet international	12
	standards. The Company was willing to find local and international markets for the	13
	innovate products and proposed a profit sharing formula of 80:20% for the company and	14
	CEFTER respectively.	15
b	Founders Investment Ltd, Ugondo, Logo L.G.A	16
	The highlight of the proposal was that it presented a model farm for crops and livestock	17
	with furnished accommodation, i.e. a good farm environment for student growth and	18
	provision of extension services to farmers' cooperatives on improved post-harvest	19
	technologies.	20
	Deliberation	21
	The meeting expressed the view to first send the proposals to the Departments of	22
	Biology, Chemistry and Vocational and Technical Education to look into them and report	23
	to the Committee at the next meeting.	24
5.0	NEW MATTERS	25
5.1	Small Equipment Grant to Departments	26
	The Project Manager, in his presentation on small equipment grants demanded that each	27
	Department should submit list of items they would need in the Department so that they	28
	could be integrated in the CEFTER budget being put in place.	29
5.2	Presentation from Scholarship and Research Grant Committee	30
	A presentation was made by the Project Manager proposing areas of research grants	31
	which CEFTER would be willing to handle as follows:	32
	▪ CEFTER Conference Grant Fund	33
	▪ BSU-CEFTER fellowships for visiting expert/scholars program	34

	<ul style="list-style-type: none"> ▪ BSU CEFTER visiting expert programme ▪ Research development grants for X, Y, Z-rated researchers 	1
	He added that the proposal which was still being worked on was kept in line with CEFTER policies and advised staff to note.	2
6.0	AOB	3
6.1	Processing of 1st Semester Results	4
	The meeting considered and agreed that the raw scores of students for the 1 st semester examinations should be forwarded to the Centre Leader before the end of June, 2016. The entrepreneurship courses should have their results forwarded to the Departments.	5
6.2	Allowance for PG Coordinators	6
	The Chairman informed the meeting that allowance for PG Coordinators would be processed when the funds were available. He added that only those qualified to draw allowances would benefit.	7
6.3	Expired Tenure	8
	The HOD Vocational and Technical Education, Dr. Solomon Agishi informed the meeting that his tenure as HOD had expired, and that his successor would take his place in the Technical Committee. The Chairman thanked him for his services throughout his period as a member of the Committee while also informing him that his expertise would be called upon whenever the Committee needed him.	9
7.0	ADJOURNMENT/CLOSING	10
	After all the items on the agenda had been exhausted, the meeting adjourned on a motion by Dr. David Tyona and seconded by Dr. Michael Imande. The outgoing HOD of Vocational and Technical Education, Dr. Solomon Agishi said the closing prayer at 02:00pm.	11
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	<hr/> Prof. Daniel K. Adedzwa <i>Centre Leader/Chairman</i>	27
	<hr/> Dr. John O. Idikwu, MNIM <i>Deputy Registrar/Secretary</i>	28