

Name of Center: Africa Centre of Excellence for Public Health and Toxicological Research

Institution: University of Port Harcourt

Country: Nigeria

Center Leader: Dr. Daprim Ogaji

Annual Workplan (January - December, 2022)

Work Plan Activities	Description
Action 1: Centre Governance and Administration\ DLI Action:1	
Activity 1: Organise Public Health & Toxicological Research Fair	Organise Public Health & Toxicological Research Fair
Activity 2: Support activities of the Centre Management Committee (CMC), Sub-Committee, Steering committee, ISAB, IAB	Support activities of the CMC, sub-committee, Steering committee, ISAB, IAB
Activity 3: Consultancy engagements	Consultancy engagements for environmental & social safeguard and building project
Activity 4: Support Implementation of commitments with Partners	Implement objects in the memorandum of understanding that will strengthen project delivery
Activity 5: Support participation in Biannual ACE-Impact Regional Workshop Organised by WB, AAU	ACE Team to attend WB, AAU, NUC Meetings and activities
Activity 6: Attend short courses by project technical team, Support participation in trainings organized by the AAU and Support participation at Workshops/Conferences	Hold/attend short courses and conferences/ ACE Team to attend AAU meetings and activities
Activity 7: Support participation in meetings and trainings organized by the NUC	ACE Team to attend NUC meetings and activities
Activity 8: Support inter ACE Collaborations	ACE Team to attend meetings and activities organised by partnering Centres and Companies
Activity 9: Ongoing Administration – consumables, meetings, maintenance, subscriptions, etc.	Day-to-day running of the centre and coordination of all activities
Activity 10: Project Vehicle 1 (Car)	Procurement of 1 Utility vehicle for the Centre Leader
Activity 11: Project Vehicle 2 (Bus)	Procurement of 1 Bus for conveying students and faculties for effective coordination

Activity 12: Procure Laptops for technical team (8 Steering Committee and 8 CMC Members)	Procure laptops for (8) Steering Committee Members and (8) Centre Management Committee Members
Action 2: Develop and Sustain academic programmes in the Centre\DLI Action:3 (Quantity of stu	
Activity 1: Production of academic materials, students' handbook, manuals, examination materials, Stationeries,etc.	Produce academic materials, students' handbook, manuals, examination materials, Stationeries,etc.
Activity 2: Scholarship (30 Students)	Award 30 scholarship to students to Attend conferences/seminars/workshops; Communicate research findings; Students/Faculty
Activity 3: Support 15 visiting/adjunct instructors scholars, seminars, etc.	Award 30 slots to visiting scholars to participate in students' training, Attend conferences/seminars/workshops; Communicate
Activity 4: Accommodation and welfare for regional students	Secure and upgrade spaces for accommodation to be used by regional students, provide for the
Activity 5: Curriculum review/Development workshop involving regional/International partners for new Short Courses, Masters and PhD Programme Curricula.	Set up and inaugurate curricula development and review committee, Organise curriculum review/development workshop
Activity 6: Student Graduation Ceremony	Graduation Ceremony for succesful Masters and PhD students
Action 3: Enhancing Quality of Education and Research\DLI Action:4 (Quality of Education & re	
Activity 1: Professional camera for videoconferencing(7) and photography (2)	All-in-one HD video conferencing camera (7) for centre and participating departments and Canon EOS R5 (2) for centre and media unit in the university
Activity 2: Provide interim laboratory support for students	Laboratory support for students
Activity 3: Digital security for the Centre	Procure full Digital security for the Centre
Activity 4: Subscribe and manage Education Management Software for teaching and learning	Annual subscription and mgt of education management software for teaching and learning for ACE-PUTOR
Activity 5: Alternate Power: Generator, Diesel tank, Solar power with installation in the Centre	Procure alternative power supply for ACE PUTOR Building to include diesel tank, solar power with installation

Activity 6: Construction of ACE PUTOR building	Support teaching and learning in the Centre
Activity 7: Books and hard copy journal subscription for the PUTOR Library	Procure books and subscribe to journals and periodicals
Activity 8: Desktops for Library	Procure 20 No desktops for temporary library
Activity 9: Modern Animal House with Battery Cages	Complete the animal house with battery cage with modern facilities
Activity 10: Furnishing and equipping of PUTOR's building	Procure furnishing and equipment listed in the DLI4.3 formulation
Activity 10: Perimeter fencing of PUTOR's land	Fence 1 hectare of land donated by the school for the PUTOR's building
Activity 11: External works in ACE-PUTOR main building	Landscaping, Ashphalting pavement & drainage/security lighting
Activity 12: IT NOC equipment	Server Rack, Routers, Modem and EU-Rack for fibre optic cable termination
Action 4: Enhancing Relevance of Education, Applied Research and Innovation\DLI Action: 5 (Re	
Activity 1: Undertake National and International Accreditation of New Masters and PhD Programmes in ACE-PUTOR	Carefully undertake accreditation of New Master and Ph.D programs in ACE-PUTOR
Activity 2: Undertake International institutional gap assessment	Undertake gap assessment/self-evaluation from internationally recognized agency
Activity 3: Organise short course on grantsmanship, research entrepreneurship and patenting	Support expenditure on facilitation and support for short course on grantmanship, research entrepreneurship and patenting
Activity 4: Support International Research Publication with National Partners	Sponsorships and support for research publications with national partners
Activity 5: Support International Research Publication with Regional/International Partners	Sponsorships and support for research publications with regional/international partners
Activity 6: Plan and Organize Merit-based Local&Regional Internship Placements for 5 Staff	Develop proper plan and implement local/regional/international internship for 5 staff

Activity 7: Plan and Organize Merit-based Local/Regional Internship Placements for 30 Students	Develop proper plan and implement local/regional/international internship for 30 students
Activity 8: Support Entrepreneurship, Innovations and Development of Patents	Create and encourage support, innovations and patents
Activity 9: Hosting of members of the International Scientific Advisory Board, Expatriates & Experts from the diaspora and partners' institutions	Provide support for exchange among diasporas and academic partners
Action 5: Communication	
Activity 1: Develop Communications Strategy`	Host meetings and support activities of the strategy formulation committee to define main objectives, key messages, intended publics, branding and visibility guidelines, communication channels, detailed communication activities and indicators to track implementation of the objectives and the performance of activities outlined.
Activity 2:Regular Website updates	Update links to the website. Regularly update website with news, originally generated articles, success stories, alumni/student focused articles, stories written from research works etc.
Activity 3: Regular update of social media platforms. (Centres without Social Media accounts should create them)	Update social media accounts. Support verification of social media accounts, support paid social media advertising
Activity 4: Online repository for research outputs	Clearly communicate the research outputs of studies conducted by the centres and make it easy for stakeholders to access them.
Activity 5: Media engagement	Engage mainstream media to further disseminate centre's output/ success stories-sharing compelling articles with local and international media.
Activity 6: Production of communication materials-newsletters, brochures, factsheets, infographics, videos, engaging images (photo repository/image bank)	Produce newsletters that highlight success stories, key activities, calls for applications and events of the centre.

Action 6: Enhance Fiduciary Activities in the University	
Activity 1: Fiduciary Reporting, Audit and Procurement Support	Support training and information systems upgrade for the finance, internal audit department, procurement units to enhance timely reporting
Activity 1: Procurement/Accounting and Administrative Software/Training	Procurement SW to manage ACE-PUTOR inflow and out flow goods and services
Action 7: Create Institutional Impact	
Activity 1: Improve navigation within UNIPORT	Geocode all buildings, provides navigational APPs, directional signage for the University
Activity 2: Enhance digital infrastructure and networking – university-wide electronic management information system and learning management system-NgRENs	Annual subscription to NgRENs for ICT equipment, journal subscription necessary for the running of the Center, collaborating faculties and University
Activity 3: Support for University-wide transformation of administrative processes to paperless (electronic) systems	Support ease of administration, reduce cost, improve efficiency in administrative processes in the University
Activity 4: Support Implementation of Sexual Harrasment Policy through University Youth Friendly	Strengthen the sensitization activities and implementation of the sexual harassment policy of the university
Activity 6: Support the University in project “Education for Sustainable Development”	Provide support to Sustainable Development Centre in UNIPORT

TOTAL

 On Schedule

 Behind Schedule

Partner Contribution (if	2021 Y2Q1			2021 Y2Q2	
	Jan	Feb	Mar	Apr	May
			5,000		
		1,250		1,250	1,250
		6,250		6,250	6,250
		20,000		20,000	
			37,500		
					25,000
				2,500	
				5,000	
		2,000	2,000	2,000	2,000
			52,000		
			55,000		

			30,000			
Students with focus on gender and regionalization)						
		1,000			1,000	
			10,000			
			10,000			
		2,000			2,000	
			3,000		3,000	
Search through international accreditation, research publications and improved teaching						
		600	600		600	600
						2,000
			1,000			1,000
			40,000			

				30,000		
				20,000		

Relevance of Education and Research through externally generated revenue, internships,

				25,000		
	5,000	35,000				
		10,000				
					10,000	
		5,000				5,000

			10,000			10,000
			10,000			
			2,000			
			1,000			
		500				500
						1,000
			2,000			
			4,000			

				2,000		
				5,000		
		3,000	3,000		3,000	3,000
					50,000	
				2,000	2,000	2,000
		700	700		700	700
				2,000	2,000	2,000

5,000 87,300 364,800 111,300 62,300

1,000			1,000			1,000	
10,000						50,000	
10,000						5,000	
2,000			2,000			2,000	
				3,000			
						4,000	
ing and research infrastructure)							
20,000							
600		600	600	600		600	600
			1,000				1,000

90,000		258,000		310,000		
	10,000				116,000	
150,000	150,000			150,000	185,000	
20,000	20,000			20,000	21,000	
20,000	20,000			20,000	25,000	
30,000	30,000			30,000		

and entrepreneurship)

	25,000					
		5,000				
10,000				10,000		
		10,000				
			5,000			

5,000				10,000		
		10,000			10,000	
10,000				10,000		



			1,000			
			500			500
	1,000		1,000		2,000	
2,000			2,000			3,000
4,000			4,000			

2,000				2,000			4,000
	5,000						
3,000	3,000	3,000	3,000	3,000	3,000	3,000	
	50,000						
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
700	700	700	700	700	700	700	
2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000

428,800

321,300

332,300

73,800

689,800

377,800

16,500

Milestone/Output	If NEW, Provide Justification
Showcase PUTOR's research and community intervention activities and sustainable impact.	Establish the presence and impact of the center within the university, state, nation and region
Timely and accurate implementation of project plans together with timely achievements of DLIs. At least, 12 Minutes of meetings; list of attendance	
Consultancy engagements	To ensure best practice in implementation of projects in the Centre
Number of joint projects executed; number of industry-based faculties; external revenue generated	Implement objects in the memorandum of understanding that will strengthen project/ sign new MOUs
WB and AAU biannual workshops attended - Center Steering Committee equipped and updated with current practices, WB, AAU guidelines, discussions and review of progress reports.	
Short courses, AAU meetings, Conferences and trainings attended- Center leadership equipped with relevant updates for project implementation. Attendance certificates, Minutes of meetings, etc.	
NUC meetings and trainings attended - Center leadership equipped with relevant updates for project implementation	Need to attend project facilitation trainings/meetings organised by the NUC
Partner meetings, activities and trainings attended - Center leadership equipped with	Need to attend project facilitation trainings/meetings organised by the partners
Coordinated service delivery	
National and regional patronage. The need to conduct aggressive campaign for the	Effective transportation and logistics for Centre administration
This will ensure better coordination of national and regional students and faculties	Effective transportation and logistics for Centre administration and students

This will create an enabling platform for community among committee members	Need for laptop for tasks at the Centre
Copies of academic materials, students' handbook, manuals, examination materials, Stationeries,etc.	
Scholarships awarded, Excellence in research and education.	
Support provided to enhance excellence in research and education.	
Regional Student accommodation and upkeep	
New M.Sc. and PhD Programme Curricula that are tailored for research and innovation excellence. Students that that contribute to solving real world problems and compete anywhere in the world	This will enhance our patronage and help meet logistics for preparation of curricula documents
Industry ready Graduates able to profer real world solutions and compete with their peers anywhere in the world	This gives an opportunity to formally confer degress and provide publicity for the Centre
Professional camera for videoconferencing(7) and photography (2)	Improve distance education and documentation of events in the centre and university
laboratory support for students, modern laboratory equipment, reagents, and process in the temporary structure.	This will help produce high performing students able to utilize new laboratory equipment/supplies
Enhance Digital security	It would improve the security infrastructure and learning
Effective education management system and effective management information systems in collaborating faculty and	
Uninterrupted power supply	This will enhance efficient and effective utilization of infrastructure together with routine activities and processes

Completed Building for the Centre	This will create a suitable environment for PUTOR to achieve its development impact
Copies of books and volumes of journals and periodicals	To ease learning challenges, enhance access to print literature/ Preference for use of ACE-PUTOR library
Inventory of items procured and in use	To ease learning challenges due to poor
Completed Animal House for the Centre	To have a well completed building for PUTOR animal house to aid learning and
Fully furnished and equipped PUTOR building	To create a conducive environment for teaching and learning in the Centre of excellence
Well fenced PUTOR land	To improve security of lives and property
Completed Landscaping, Ashphalting pavement & drainage/security lighting	To enable easy drive way/car lots and security/Flood control
Robust internet connectivity, Server Rack, Routers, Modem and EU-Rack for fibre optic cable termination	This is to aid Campus wifi deployment to all ACE-PUTOR's eco-systems
Industry-relevant curricula for all-inclusive training	This will help establish the center as a regional center of excellence
Identification of gap areas for institutional improvements	This would enhance the quality improvement drive of UNIPORT
Have well trained staff and academics with award winnings grant writing skills, research entrepreneurship and patents	Improve the resourcefulness of staff and academics in UNIPORT and beyond
Number of publications accepted with national partners	Need for research/ publications into new areas of knowledge in partnership with
Number of publications accepted with regional/international partners	Need for research/ publications into new areas of knowledge in partnership with regional/international partners
Produce a well acceptable plan in local/regional/international internship, staff placement	Have a well robust design and development plan for local/regional/international internship and staff placement

Produce a well acceptable plan and implementation for local/regional/international internship, students' placement	Have a well robust design and development plan for local/regional/international internship and student placement
Have well trained entrepreneurs with sound innovations and patents	Guarantee support of entrepreneurship, innovations and patents
Globally acceptable research, curricula, innovations and patents. Strategic partnership for sustainability	Enhance networking and knowledge transfer
One (1) communications strategy Quarterly action plan in line with the communication strategy	To streamline and provide guidance to centres' communication and visibility activities.
Active website links. Monthly update with latest information (at least three posts per month) . Annual revamp of website	
Minimum of 3 posts weekly. Use analytics to track social media engagements	To promote visibility of the centres activities and quick updates/engagement with stakeholders, including students – both existing and potential
Visible page/ tab on centre's website outlining the various research undertaken by PUTOR	To highlight and make visible the research output from PUTOR
At least 1 mainstream feature quarterly.	To reach out to key stakeholders and the public for enhanced visibility
Production of quarterly/ bi-annual newsletters (depending on the centre's output) One (1) factsheet One (1) brochure Image Repository	To increase awareness on centres activities to all stakeholders

	Strong Fiduciary reporting, internal audit and procurement systems	To ensure ease of project financial management and procurement processes. This will aid in achieving the goals of the Center
	Tracking spending, approval comments and location of items	For internal monitoring of purchased items and distribution
	Geocoded buildings, navigational APPs, directional signage for the University	This will enable the centre to contribute to the ease of doing business within the University
	effective communication, research, learning and data management within the Centre, collaborating faculties and the University	This will aid effective communication, research, learning and data management within the Centre, collaborating faculties and the University
	Functioning paper-less administrative processing systems within the University	This boosts institutional impact and improves efficiency in the university's administrative management system
	Strong Sexual Harassment policy implementation in the University	The centre supported the development of the sexual harassment policy of the university. This fund will support the dissemination and implementation of the launched policy
	Effective Sustainable Development Centre in UNIPORT	This will facilitate the attainment of the sustainable development goals in host communities supported by the University

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Estimated Budget(\$)	Estimated Revenue (\$)	Contribution from Partner (\$)	Person Responsible
600,000			
5,000	0	2,000	Centre Leader
10,000	0		Centre Leader
50,000	0		Procurement
100,000	0	100,000	Centre Leader/ Deputy Center Leader/ M&E
75,000	0		Centre Leader
50,000	0		Centre Leader
5,000	0		Centre Leader
25,000	0	20,000	Centre Leader
20,000	0		Centre Leader
52,000	0		Procurement
55,000	0		Procurement

30,000	0		Procurement
5,000	0		Procurement
25,000	180,000		Centre Leader
25,000	0	15,000	Centre Leader
10,000	0		Centre Leader
9,000	0		Centre Leader
4,000			Centre Leader
20,000	0		Procurement
6,000	0	6,000	Centre Leader
2,000	0		Procurement
4,000	0		Procurement
40,000	0		Procurement

658,000	300,000		Procurement
30,000	0		Procurement
20,000	0		Procurement
126,000	0		Procurement
635,000	600,000		Procurement
81,000	0		Procurement
85,000	0		Procurement
95,000		50,000	Procurement
50,000	200,000	20,000	Centre Leader
40,000	75,000		Centre Leader
5,000	5,000	5,000	Centre Leader
30,000	150,000	15,000	Centre Leader
20,000	45,000	10,000	Centre Leader
15,000	8,000	10,000	Centre Leader

15,000	30,000	10,000	Centre Leader
40,000	100,000	30,000	Centre Leader
30,000		20,000	Centre Leader
2,000			Centre Leader
2,000			Centre Leader, Communication Officer, Head of IT Unit
2,000			Centre Leader, Communication Officer, Head of IT Unit
5,000			Centre Leader, Communication Officer, Head of IT Unit
9,000		5,000	Centre Leader, Communication Officer, Head of IT Unit
12,000		5,000	Centre Leader, Communication Officer, Head of IT Unit

10,000	100,000		Centre Leader
10,000		5,000	Procurement
30,000	30,000	30,000	Centre Leader
100,000	100,000	50,000	Centre Leader
30,000	0	10,000	Centre Leader
7,000	0	2,000	Centre Leader
20,000	0	10,000	Centre Leader

2,841,000

2,523,000

430,000