AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPOICAL DISEASES AND FORENSIC BIOTECHNOLOGY
AHMADU BELLO UNIVERSITY WORK PLAN (JANUARY - DECEMBER 2019)

Activity No	Activity Desciption	OBJECTIVE	Planned Activities	Quantity/ Frequency	RESPONSIBLE PERSON	Year 2019 Time Line/Duration of Planned Activities Year 2019 Jan.	Feb.	Mar.	Apr	May	June	July	Aug.	Sept	Oct.
1	**Streghtening**														
	i. Procurement of minor pieces of residual teaching and research equipment	To acquire Nanodrop spectrometer, ELISA Plate Reader and washer, pipettes	a. Selection of research & teaching equipment	To be determined	Lab Manager										
			b. Tender document preparation	NA	Procurement Officer										
			c. Solicitation for quotation	NA	Procurememnt Officer										
			d. Tender Evaluation and contract award	NA	Procurememnt Officer										
			e. Supply, installation & commisioning	NA	Procurement Officer										
	ii. Procurement of core laboratory supplies	To acquire basic and specialized laboratory reagents, consumables and glassware for students course works and research	a. Selection of chemicals, reagents and consumables	To be determined	Lab Manager										
			b. Tender document preparation	NA	Procurement officer										
			c. Solicitation for tender, Tender Evaluation and contract award	NA	Procurement Officer										
			d. Supply	NA	Procurement Officer/Lab Manager										
	iii. Mainteneance of Animal House	Enabling research in drug and vaccine development	a. Re-stocking of research animals	3	Procurement Officer. Lab Manager										
			b. Provision of animal feeds (one year)	4	Procurement Officer										
			c. One year emolument for casual labour	1	Accountant										
			d. Engagement of Animal Keeper	1	Procurement Officer										
			e. Maintenance of environmental hygiene (Cleaning and disinfection), and fuelling of generator	To be determined	Lab Manager, Procurement Officer										
	iv. Mounting of MSc Forensic Science programme		Processing of curriculum for University senate and NUC approval of programme	1	Centre Leader, PI Forensics, HOD Biochemistry										
			Student recruitment and course tools deployment		Deputy Centre Leader, HOD Biochemistry										
	v. Regional and industry partnership development		Regional and industry partnership development		Projct Coordinator										
2	**Programme administration**	Facilitation of activities of the Centre	a. Monthly project management meetings	12	Centre Secretary, Accountant										
			b. Procurement Committee meetings	8	Centre Secretary										
			c. Quarterly Project Audit Committee Meetings	4	Project Auditor										
			d. Website rehabilitation and maintenance	1	ICT Officer										
			e. ICT Officer Emoluments	1	Accountant										
			g. General communications including procurement of communication equipments (computers, photocopiers, scanners, network subscriptions, etc)	Laptops-4 nos, Photocopier-1, Printer- 2	Communication Officer, Procurement Officer										
			h. Engagement of Business manager	1	Procurement Officer										
			i. Vehicle maintenance (fueling, servicing, insurance, etc)	2	Centre Secretary										
			j. Furnishing of Offices	1	Prcourement Officer										
		Attaining financial	a. Engagement of External Auditor		Project Auditor, Accountant										
3	**Support to research activities of faculty and students**	To facilitate knowledge and skill advancement	a. Sponsorship of faculty to national workshops & conferences	20 nos	Project Coordinator, Centre Leader										
			b. Sponsorship of faculty to International workshops & conferences	25 nos	Project Coordinator, Centre Leader										
			b. Sponsorship of students to national workshops & conferences	20 nos	Deputy Centre Leader										
			b. Sponsorship of students to International workshops & conferences	8nos	Deputy Centre Leader										
			c. Sponsorship of students for bench works at regional and international collaborating institutions	10 nos	Project Coordinator, Deputy Centre Leader										
		Improve quality and number of research output dissemination	d. Payment for publications (page charges)	10 nos	Centre Leader, Accountant										
4	**Facilitation of Student Internship**	To ensure the prompt and hitch free internship placement of	a. Sourcing and placement of internship centres	30 nos	Project Coordinator										
			b. Administration of internees	30 internees	Project Coordinator										
5	**Publicity**	Dissemination of Centres activities to the unversity community, national and other stake holders	a. ACENTDFB Open Day (involving seminars, paper and poster presentation by faculty and students	1	Communication Officer										
			b. Production of a 30 minutes TV Documentary - to be aired in the national TV channel (NTA)	1	Communication Officer										
			c. Development and production of electronic and print newsletter, handbills, etc	1	Communication Officer, ICT Officer										
			d. Filariasis : Annual Advocacy	1	PI Filariasis										
6	**International accreditation**	Standardization of Postgraduate Program models using international standards	a. Self assessment	2	HOD Biochemistry, Project Coordinator										
			b. Accreditation by Royal Society of Biology, UK	1	HOD Biochemistry, Communication Officer										
			c. Accreditation by HCERES, France	1	Centre Leader, HOD Biochemistry										
7	**Grantmanship**	Provision of seed fund (Support)	a. Support for Grant writing	To be determined	Project Coordinator, Accountant										
8	**International Student Fellowship**	Facilitaion of regional and students enrolment into the Centre's training programmes	a. Facilitation of recruitment process	To be determined	Deputy Centre Leader										
			b. Award of Scholarship (Payment of tuition & accomodation fees, stipends) for regional and international students	continuous process	Centre Leader, Project Coordinator										
			c. Mounting of language support for regional students		Deputy Centre Leader										
9	**Short-term training Workshops**	Imparting skills and techniques in diagnosis and handling of neglected tropical diseases	a.Sample collection, Identification techniquues & preservation of pathogens and vectors of neglected tropical diseaes	1	PIs Filariasis, Rabbies and Trypanosomiasis										
			b. Basic Biotechnology techniques	2	Director, CBRT										
			c. Forensic samples collection and handling	1	PI Forensic										
			d. Bioinfornatics and Phylogenetics	2	Director, CBRT										
10	**Research activities coordination**	Designing of student research protocols & day to day research activities	a. Engagement of Post doctoral Students	3	Project Coordinator, Centre Leader										
		Facilitation of lab research work, use of equipment and	b. Engagement and renumeration for Lab Manager	1	Procurement Officer, Accountant										
11	**Commitment to Collaborating /Partner Institutions**	To provide research and training support at the partner institutions	NIMR, Lagos: Molecular diagnosis of trypanosomes	2	Centre Leader/Project Coordinator										
			University of Bremen: Faculty exchange, and bench space for PhD students:	4	Centre Leader DfG PI										
			IRAD, Cameroon: Molecular diagnosis of Onchocerciasis	2	Centre Leader/ PI Filariasis										
			NAM S&T: Fellowship at Research Labs in Non Aligned Countries	5	Deputy Centre Leader										
			University of Nagasaki: Bench Space for PhD Students	4	Centre Leader										
			CIRDES, Burkina Faso: Bench work and Student recruitment	2	Deputy Centre Leader										
			NITR, Kaduna : Workshop on Field Epidemiology	2	Deputy Centre Leader										
			MIT, USA: Faculty training on Pedagogue	7	Centre Leader										
			Sight Savers : Workshop on Epidemiological Monitoring and Evaluation of NTDs	2	PI Filariasis										
12	**Data Resources acquisition**	Provide ready and easy access to critical academic data sources to members of the University community ad	a. Subscription to NgREN Research Content & ScienceDirect through NUC	1	Project Accountant										
	Total														