Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB)

Ahmadu Bello University, Zaria, Nigeria

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Purpose:

The Management Committee ("the Committee") is the senior decision-making body for the Centre, with responsibility to consider, scrutinise, and approve operational decisions in support of the Centre Leader.

The Committee will receive and consider reports from other Centre's committees as appropriate.

Responsibilities of the Committee

The Committee shall support and advise the Centre Leader through oversight of the operational performance and general management of the Centre, in line with the Centre strategy objectives.

In order to fulfil its responsibilities, the Committee shall:

- Receive regular report from emanating from various academic units of the University and consider the implications and implementation of decisions relating to graduate studies and researches under its direct purview.
- Receive and consider regular report on academic post graduate activities that relate to the Department of Biochemistry and other academic departments of the University on academic programmes in which the Centre plays significant roles.
- Direct, set guidelines/activities for the Procurement Committee, as well as receive, consider and approve reports of the said committee regarding procurement of materials, services, awards of contracts, etc. pertaining to the day to day activities of the Centre.
- Receive and consider report of the Audit Committee on the various transactions and activities of the Centre and approve them as appropriate.
- Consider and approve annual work-plans, procurement plan and financial plans and ratify them including budgets for the operation of Centre's activities.
- Consider and ratify collaborations agreements or Memoranda of Understanding entered into on its behalf by the Centre Leader or other principal officers of the Centre.
- Consider and approve activities of grants and ensure judicious use of grant funds and compliance with due processes in grant fund management.

- Exercise oversight of the Centre's financial performance, receiving regular reports from the Head of Finance and the Finance Committee on financial transactions and implications of Centre's decisions.
- Exercise oversight functions on various units and activities of the Centre as well as receive regular updates on matters relating to each unit.
- Consider applications for engagement of academic, scientific, technical, administrative, either tenure and/or ad-hoc staff including adjunct and honorary employment within the Centre.
- Consider issues related to Centre space, including (but not limited to) requests for variations to space allocation, refurbishment or change-of-use requirements, or the allocation of new or existing space to research groups, in line with academic recruitment and the strategic objectives of the Department.
- Consider and recommend to the Vice Chancellor for approval, financial limits for various approving officers of the Centre.
- The Committee shall cause to be appointed, External auditors to assess and evaluate the financial transactions of the Centre, make pronouncements on reports derived therefrom and ensure appropriate actions on the recommendations.
- Consider other operational issues as may arise from time to time and which may affect the running of the Centre. The Committee may allocate domains of competencies among its members; such allocation, however, does not affect the collective responsibility of the Committee nor the overall responsibility of the CL. The Committee may also delegate specific powers to sub-committees or individuals which may be exercised as appropriate, under the overall responsibility of the Committee.

Membership

- Centre Leader, who shall act as the Chairman
- Deputy Centre Leader
- Principal investigators
- Head, Capacity Building Unit
- Finance Officer
- Procurement Officer
- Auditor
- Head of Collaborating Departments
- Director, Centre for Biotechnology Research and Training
- Monitoring and Evaluation Officer
- Head, Information and Communication Technology
- Administration Officer, who shall act as the Secretary
- Safeguard Officer

Meetings of the Committee

- The Committee shall meet monthly or unless otherwise specified and agreed upon

- All principal officers of the Centre shall be considered as members of the Management Committee ("Members").
- The Centre Leader shall act as Chair of the Committee.
- The Head of Administration shall act as Secretary to the Committee.
- The Committee shall meet no less than once monthly and shall, as above, receive reports from other units of the Centre as appropriate.
- Meetings shall comprise the Members and any additional invitees as deemed necessary and appropriate by the Chair.
- The Committee shall be considered quorate when at least half of eligible Members are either physically present at the location of the meeting or attend via video/telephone conference.
- The Any Member unable to attend may authorise, in writing, one of his fellow Members to attend and vote on his behalf.
- Meeting agenda and notice: The Chair shall set the agenda. Any Member may place an item on the agenda via the Secretary and the Chair.
- Items to be discussed must be included on the agenda; exceptionally, an item not included on the agenda may be discussed at the meeting provided all Members in attendance agree.
- The agenda should allow sufficient time to undertake as full a discussion as may be required of all agenda items. Meeting dates shall be set at the beginning of each academic session.
- All members shall have equal voice in decision making and entitled to one vote where decisions are taken by voting.
- Decisions shall be by simple majority of Members votes cast, where there is no unanimity.
- Chair shall have the casting vote in the case of equality of vote
- The minutes of each meeting shall be published on the Centre website, and items of note reported to all staff via the Centre Newsletter.

Approval Date: November 13, 2026

Signature: 

Name and Status of Approving Officer: Prof Y.K.E. Ibrahim, Centre Leader