



West African Genetic Medicine Centre (WAGMC)
College of Health Sciences, University of Ghana

MEETING: Centre Management Committee Team
Meeting Minutes

DATE: Wednesday, 18th March 2020

TIME: 9:05am

VENUE: Teleconference Meeting

CHAIRPERSON: Solomon Ofori-Acquah

SECRETARY: Jane Otto-Hutchison

PRESENT: Lorna Renner
William Kudzi
Annabella Osei-Tutu
Esther Brobbey
Yvonne Dei Adomako
Judith Osae-Larbi
Melissa Nuno
Joseph Honny
Isaiah Buerthey (lost internet connection)

ABSENT WITH APOLOGY: Samuel Nkrumah

AGENDA:

To introduce members of the management team and update members on the state and progress of the Centre

1. Introductions:

The chair started the meeting and asked members to introduce themselves and their associated roles to WAGMC.

NAME	ROLE
Solomon Ofori-Acquah	Director of WAGMC
Lorna Renner	Deputy Director of WAGMC
William Kudzi	Monitoring and Evaluation Officer for WAGMC and Core leader for Research (SickleGenAfrica)
Annabella Osei-Tutu	Counselling Psychologist and Coordinator of the MSc Genetic Counselling Program
Esther Brobbey	Environment and Social Safeguards Officer
Yvonne Dei-Adomako	Sectoral Liaison Officer
Judith Osae-Larbi	Genetic Counselling Program Co-Director
Melissa Nuno	Centre Administrator and Project Manager
Jane Otto-Hutchison	Communications and Marketing Officer
Joseph Honny	Accounts Officer
Samuel Nkrumah	UG Finance
Isaiah Buerthey	Procurement Officer

2. A brief presentation was given by Solomon to update members on the progress of the Centre. Solomon also indicated that the power point presentation was made in an earlier meeting to the National Centre for Tertiary Education (NCTE).

a) *The 5-year strategic plan for WAGMC:*

- Train up 100 Genetic counsellors through the post graduate program.
- Train 100 MPhil and 50 PhD scientists in human and medical genetics.
- Establish an academic genomics hemoglobinopathy facility: this is a national objective.
- Establish a new department of human genetics in the University of Ghana.
- Establish a Society of Human Genetics in the country.
- Faculty and staff to establish a start a start-up company in pre-natal diagnosis.

b) *Institutional Readiness*

- Basic readiness: All basic institutional readiness of WAGMC has been fully approved.
- Full readiness: World Bank has given recommendations for the following documents to be revised and resubmitted: student handbook, sexual harassment policy and scholarship policy.

c) *Educational Program*

- The MSc Genetic Counselling Post Graduate Program has been approved by the School of Biomedical and Allied Health Sciences, the College of Health Sciences, the School of Graduate Studies and is due for the University Academic Board approval.

- A five-member delegation from WAGMC visited the Universities of Witwatersrand and Cape Town in South Africa to engage their genetic counsellors to aid in the supervision of the clinical component of MSc Genetic Counselling Program.
- Solomon indicated a plan to also hire a part-time genetic counsellor from South Africa who will be licensed by the Ghana Psychology Council.

d) Publications.

- As part of the reporting requirements of the World Bank we submitted 43 publications out of which 15 were accepted. The remaining were rejected by the verification body for reasons we have contested. We are currently waiting for their feedback.
- Our goal is to publish 275 articles over the 5-year period

e) Sustainability Plan

- Making the Centre an academic unit of the University.
- Apply for external funds.
- Endowment and industry scholarships. i.e. Industrial partners assisting to develop joint post graduate programs.
- Generate income from services. i.e.
 - From the haemoglobinopathy reference lab that is going to be established.
 - Develop pre-clinical service for pharmaceutical companies in the ACE WAGMC building.

f) Challenges

- WAGMC has not received any funding from the University to help with its operations to date.

g) Success Story

- The Okyenhene's medical caravan was the major success story of WAGMC in 2019. Five towns were visited in the Akyem Abuakwa traditional area. Two thousand five hundred (2500) people were screened. Four hundred and eighteen (418) children were screened for sickle cell disease, of which 13 were diagnosed of the sickle cell disease. Six hundred and fifty (650) women were screened for breast cancer of which 3 were diagnosed with breast cancer.

3. Report on the Abuja Meeting - Lorna

- A major theme of the meeting was to reorient the commitment of vice chancellors of universities with new ACE's to complete the DLI 7.
- A separate session for health ACE's was held and the following were discussed:
 - Importance of International accreditation and how to obtain it.

- Collaboration with other health ACE's to obtain funding/grant from the French Development Agency.
- Presentation on e-health platform that can be used for teaching.
- Training for the accountants and procurement personnel to familiarize themselves with the World Bank accounting and procurement systems.

4. Procurement – Isaiah

A new Director of logistics has been appointed and Isaiah would continue to walk us through the new rules of procurement as they come up.

AOB:

- Discussion on the approach to adopt for gaining approval for the MSc Genetic Counselling Program in view of the close down of the University and the delays it would present in advertising and forwarding the Program to the NCTE for approval and accreditation. The team agreed to seek approval from the VC to advertise the Program.
- Members of the team to decide how often the core management should meet and give a feedback in the next meeting.

ACTION ITEMS:

- Get a professional photographer to take pictures of the core management and faculty and have them on the website – Jane and Melissa
- Communication team to develop advertisement for the Program upon approval from the VC
- Draft a letter to the Vice Chancellor giving him a background of the Genetic Counselling program and asking for approval to advertise the program - Solomon
- Organize our pre-financing and prepare documents to support request for reimbursement - Joseph

SIGNATORIES:

Solomon Ofori-Acquah (Chair)



Jane Otto-Hutchison (Secretary)

