

Name of Center
Institution
Country
Center Leader
Annual Workplan (Month XXX-Month XXX, Year)
Work Plan Activities
Action 1: Quality Education
<i>Sub-Action 1a: Launch Workshop/Curricular Development</i>
Activity 1: Gather ACEMFS team and engage partners and stakeholders. Develop and complete curriculum for MTech and PhD in Food Safety, Molecular Biology and Bioinformatics, and Toxicology
Activity 2: Bring together ACEMFS team and engage partners and stakeholders to develop curriculum for short courses
<i>Sub-Action 1b: Student Recruitment for higher degree trainees</i>
Activity 1: Develop advertisement materials, selection criteria, screening and interview procedure
Activity 2: Develop advertisement materials for short courses
<i>Sub-Action 1c: Recruitment and Scholarship for national candidates</i>
Activity 1: Recruit high performance students and award scholarships to selected successful students
Activity 2: XXX
<i>Sub-Action 1d: Mount English Language Programme</i>
Activity 1: Mount short English Language courses to support students for regional- Francophone partners
Activity 2: XXX
<i>Sub-Action 1e: Short term visits by experts/partners from collaborating centers</i>
Activity 1: Meeting of ACEMFS team, students and collaborating partners
Activity 2: XXX
<i>Sub-Action 1f: Procurement of Teaching consumables for</i>

Activity 1: Provide adequate teaching and research materials for Food Safety, Molecular Biology and Bioinformatics, and Toxicology
Activity 2: XXX
<i>Sub-Action 1g: Accreditation</i>
Activity 1: National Accreditation
Activity 2: International Accreditation
Action 2: Quality Applied Research
<i>Sub-Action 2a: Procurement of research consumables/Analysis</i>
Activity 1: Procurement and installation of research consumable/analysis for Food Safety, Toxicology, Molecular Biology and Bioinformatics
Activity 2: XXX
<i>Sub-Action 2b: Short term training/workshops/conferences</i>
Activity 1: Academic faculties and Partners will attend both local and International conferences for knowledge update
Activity 2: Conduct a sensitization workshop for Faculty members/Partners
<i>Sub-Action 2c: Sampling of food crops and feed for mycotoxins</i>
Activity 1: Field work
Activity 2: XXX
<i>Sub-Action 2d: Publications with Partners in international journals</i>
Activity 1: Publish in Q1 (international) journals
Activity 2: Activities and expenses related to writing a paper
<i>Sub-Action 2e: Research funds for regional and national health</i>
Activity 1: Identify and select research areas, assess research proposals and allot funds
Activity 2: XXX
Action 3: Improved Learning Environment

<i>Sub-Action 3a: Meeting milestones for improved learning</i>
Activity 1: Drawings, tender documents, advertise bids and
Activity 2: XXX
<i>Sub-Action 3b: Procurement of equipment for Food Safety</i>
Activity 1: Procurement of equipment for Food Safety, Molecular Biology and Bioinformatics, Nanotechnology and Toxicology (Biochip Array Technology, UHPLC-MS, ICP-OES, Computer Work Station, Automated DNA Sequencer, Gas Chromatography-Mass Spectrometer)
Activity 2: XXX
<i>Sub-Action 3c: Upgrade of necessary equipment in the re</i>
Activity 1: Identify equipment for upgrading in the reaserch laboratory and nanotechnology laboratory
Activity 2: XXX
Action 4: Efficient Management
<i>Sub-Action 4a: Production of Manuals, renovation and pur</i>
Activity 1: Put in place operational Manual for ACEMFS administration: Procurement, Financial Management, Monitoring and Evaluation (M&E).
Activity 2: Publish manuals and student handbooks
<i>Sub-Action 4b: Development of Sexual Harrassement Man</i>
Activity 1: Design and create ACEMFS website
Activity 2: Develop Sexual Harassment Manual
Activity 3: Acquire PMP Certification
<i>Sub-Action 4c: Establishment of Memorandum of Agreem</i>
Activity 1: Development of Memorandum of Agreement with Partners

Activity 2: Implementation of actions in the signed Agreements
<i>Sub-Action 4d: ACE National and Regional Workshops</i>
Activity 1: Meeting of all ACE Centres, general Workshops and specialisation workshop
Activity 2: XXX
<i>Sub-Action 4e: General Administration</i>
Activity 1: Office supplies and equipment (maintenance and purchase), reports and other consumables
Activity 2: Weekly and out station meetings
Activity 3: Courier and postage services
Activity 4: Official vehicle maintenance and fuelling
Activity 5: Provision of multimedia and teleconferencing facilities
Activity 6: Support for online/virtual activities
Activity 7: Bank charges
Activity 8: Provision Covid 19 control measures
<i>Sub-Action 4f: Fiduciary Enhancement</i>
Activity 1: Conduct audit of accounts
Activity 1: Purchase of flexible accounting software
<i>Sub-Action 4g: Purchase of two field vehicles</i>
Activity 1: Purchase two vehicles
Activity 2: XXX
<i>Sub-Action 4h: Relevant training/workshop by ACEMFS s</i>
Activity 1: Train ACEMFS and partners
Activity 2: Ensuring participation of University Management
Activity 3: Run Short Courses

Action 5: Communication

Activity 1: Awareness, Advocacy, and MFS fair
Activity 2: Upgrade website
Activity 3: Purchase camera
Action 5: Sectoral Impact
<i>Sub-Action 6a: Short term visits by ACEMFS to national a</i>
Activity 1: Meeting of ACE team, ACE students and collaborating Partners
Activity 2: XXX
Action 7\ DLI 1 7 Action: Institutional Impact
<i>Sub-Action 1a: Renewable Energy</i>
Activity 1: Renewable Energy
Activity 2: XXX
<i>Sub-Action 1b: ICT Services from NUC (NgREN)</i>
Activity 1: ICT services from NUC (NgREN)
Activity 2: Learning Management System
Activity 2: Maintain subscription to NgREN

AFRICA CENTRE OF EXCELLENCE FOR MYCOTOXIN AT
FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA
NIGERIA

PROFESSOR HUSSAINI ANTHONY MAKUN

JANUARY 2022-DECEMBER 2022

Description

Launch workshop for M.Tech and PhD in Food Safety, Molecular Biology and Bioinformatics and Toxicology

Bring together ACEMFS team, upartners and stakeholders to a launch workshop. ACEMFS together with partners and stakeholders will develop and complete the curricular for Mtech and PhD in Food Safety, Molecular Biology and Bioinformatics and Toxicology at the Launch workshop

The Centre will organise a meeting of ACEMFS Team, Partnrers and Stakeholders to develop curriculum on short

courses

Developing and short-term courses

The Centre will develop advertisement materials and selection criteria for the recruitment of students into its Mtech and PhD programmes, it will also draw-up the screening and interview procedure to recruit high performance candidates.

Develop advertisement materials for recruitment of participants for short courses

Recruitment and regional students

The Centre through its selection criteria will admit high performance students into its programmes. Scholarships would only be awarded to identified deserving students. For both 2020/2021 and 2021/2022 academic session.

The Centre would provide English Language courses to francophone students.

Collaborating insitutions and organisations

Meetings will be held between the Centre and its partners to strenthen collaborations, monitor and evaluate collaborations .

Food Safety, Toxicology and Molecularbiology and Bioinform.

Accreditation

All M.Tech and PhD programmes of the Centre will undergo accreditation by the NUC

The Centre together with the University will conduct gap analysis and self study in preparation for International Accreditation.

Procurement

Analysis for Food Safety, Toxicology and Molecularbiology and Biotechnology

Procurement would be carried out strictly in conformity to the Nigerian laws on procurement.

Workshops and Seminars

Workshops and Seminars for ACEMFS academic faculties

The Academic Faculties and partners will attend field related workshops, seminars and conferences.

The Centre will organise a sensitisation workshop for Faculty and Partners on the ACE Project

Toxicology and other contaminants analysis

Sampling will be carried out at identified locations regionally and nationally

Publication

Only recognised journals

Research work from the Centre will only be published in internationally recognised journals

Higher degree fellows (Post-doctoral)

Research areas identified will be selected, assessed and funds allocated

Other

and research environment specified in the performance and fu

The Centre will engage a team of consultants to develop its

, Molecular Biology and Bioinformatics and Nanotechnology

Centre will prepare all documents and follow the procedure necessary for procurement of equipment for the programmes of the Centre.

search laboratory

Equipmentment for upgrading would be identitfied and procurement would be made through tenders.

chase of office equipment

Production of Procurement, Financial Management, Environmental and Social Safeguard and Monitoring and Evaluation Manuals. Put in place a conducive office environment for Centre activities by providing office space and working tools.

Hardcopies of all manuals and student handbooks will be published and distributed to faculty and students.

ual, Website and PMP Certification

Website to be designed and created by the IT team once completed all manuals including the sexual harrassement manual and vital information will be uploaded.

The Centre will develop the manual in collaboration with stackholders

The Centre Leader will receive training in PMP and receive certification

ent with Partners

Sign collaborative agreements with partner institutions to ensure high quality teachining, learning and research facilities.

All actions in the MoA's will to be implemented between the Centre and its Partners.
All Officers will attend the biannual regional and national workshops for ACE,area of specialisation workshops .
Allocation of resources to meet specific needs within the centre
Centre meetings will hold once in a week
For effective delivery of mails, the Centre will use the services of courier
The vehicle will be maintained and fuelled as is needed
The Centre will procure teleconferencing facilities for effective communication and learning.
Support will be provided for all activities the Centre engages in
Bank charges would need to be paid
Measures for the control of Covid 19 will be put in place to curtail spread
The Centre will invite auditors to audit its accounts
NUC will get a uniform accounting software for all Nigeria cent
The Centre will purchase an eighteen (32) seat bus and a Sport car
<i>taff and partners</i>
The Centre will identify necessary trainings for its staff and partners
Identify relevant workshops for University Management personnel to foster participation of University Management in Centre activities
Short courses for agencies, organisations, vendors will be organised by the Centre in collaboration with its partners. Courses will be organised for physical and virtual attendance.



Create awareness to the Centre through fairs, radio/TV jingle, newsletters locally and internationally
The Centre will purchase a digital camera to cover all Centre events



nd regional collaborating institutions and organisations

Organise and visit different partners both locally and internationally



Renewable Energy



Provision of ICT services through NgREN
Provision of a Learning Management System by the NUC
Subscription to NgREN to be maintained by the Centre

ND FOOD SAFETY				
			On Schedule	
			Behind Schedule	
Partner Contribution (if relevant)	2022 Y2Q1			
	Jan	Feb	Mar	

Bioinformatics and Toxicology

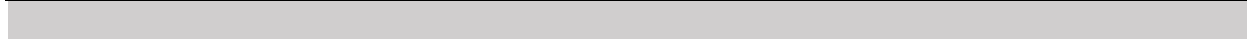
atics





ioinformatics











ending contracts

--	--	--	--	--

--	--	--	--	--

res for timely and uniform reporting.				

--	--	--	--	--



Section 1									
Yellow	Yellow	Yellow	Blue	Yellow	Yellow	Yellow	Blue	White	White
White	White	White	Blue	White	White	White	Blue	White	White

Yellow	Yellow	Yellow	Blue	Yellow	Yellow	Yellow	Blue	White	White
White	White	White	Blue	White	White	White	Blue	White	White

White	White	White	Blue	White	White	White	Blue	White	White
White	White	White	Blue	White	White	White	Blue	White	White

Yellow	Yellow	Yellow	Blue	Yellow	Yellow	Yellow	Blue	White	White
Yellow	Yellow	Yellow	Blue	White	White	White	Blue	White	White

White	White	White	White	White	White	White	White	White	White
White	White	White	White	White	White	White	White	White	White

Yellow	Yellow	Yellow	Blue	Yellow	Yellow	Yellow	Blue	White	White
--------	--------	--------	------	--------	--------	--------	------	-------	-------

--	--	--

Milestone/Output	If NEW, Provide Justification	Estimated Budget(\$)
------------------	-------------------------------	----------------------

• Draft ready for approval by FUT, Minna Senate at the end of 2nd quarter • Draft approved by NUC at the end of 3rd quarter, 2019		80,600
---	--	--------

		1,200
--	--	-------

• Advertise Mtech and PhD programmes timely and targeted • Developemnt and approval of selection procedures		10,000
---	--	--------

		5,000
--	--	-------

• Recruitment of PG Students (national and international) • Award of scholarship to selected and successful ACEMFS students		280,000
---	--	---------

• Admission of Francophone students • Running of language courses		5,000
---	--	-------

• Organise at least two visits by different parters twice a year		15,000
--	--	--------

•Identification of sources of quality laboratory/equipment consumables •Procurement of consumables		10,000
Adequate provision of electrical energy to enhance sustainable education in terms of learning and research		50,000
		30,000
•Preparation and tendering of procurement through advert at 1st quarter, 2020 •Selection and award of contract beginning of 2nd quarter 2020		60,000
Awareness and sensitization of three nationals and two regional regulatory agencies on Mycotoxin and Food Safety		70,000
		10,000
Codex report on food standard		30,000
Production of journals		15,000
		5,000
selection Assessment of research proposals and allocation of funds Conduct of research		20,000

	ACEMFS building plan, procurement	215,000
	<ul style="list-style-type: none"> • Preparation and tendering through advert • Selection and award of contract 	385,000
	Upgrading of equipment	30,000
	<ul style="list-style-type: none"> • Draft Procurement, Financial Management and M&E Operational Manual ready 15th May 2019 • Operational Manual revised and ready for approval 30th June 2019 • Operational Manual approved 15th September, 2019 • Provision of Office space and working tools for ACEMFS core officers 24th July, 2019 	120,000
		2,500
	<ul style="list-style-type: none"> • Website development ready by 15th July 2019 • Uploading of operational manuals and 	5,000
		1,000
		1,000
	<ul style="list-style-type: none"> • Draft MoAs • Signing of MoAs • Implementation of actions as contained in the signed MoAs 	10,000

		5,000
	Effective and efficient capacity development for ACEMFS resulting in enhanced capacities of trainees in key management tools and techniques	150,000
	•Allocation of resources to specific needs under communication, office equipment, travels, meetings, reports and	18,500
		15,000
		6,000
		10,500
		50,000
		15,000
		10,000
		5,000
		2,500
		11,159
	Availability of the vehicles will provide smooth running of the project	250,000
	Training of ACEMFS staff and partners	20,000
		20,000
		20,000

	Adequate information on effects and control of mycotoxins and other contaminants in foods and feeds		3,000
			5,000
			2,000

	Strengthening collaboration by ACEMFS <ul style="list-style-type: none"> • making collaborative work plan • monitoring and evaluation of collaboration 		50,000

	Adequate provision of electrical energy to enhance sustainable education in terms of learning and research		50,000

	Efficient and effective ICT services		100,000
			91,332
			8,668

Estimated Revenue (\$)	Contribution from Partner (\$)	Person Responsible
		ACEMFS Team
		ACEMFS Team
		Center Leader, Deputy Centre Leader, Academic Coordinator, Research Coordinator, Communication Officer, IT Officer
20,000		ACEMFS Team
		ACEMFS Team
		Centre leader, Project Accountant

		Procurement Officer, Project Accountant

		FUT Minna Management and ACE Team
		FUT Minna Management and ACE Team

--	--	--

10000		Centre Leader, Procurement Officer

		Centre Leader, Project Coordinator/Training Coordinator

		ACEMFS Team, Partners, Project Management Team

		ACEMFS Team

--	--	--

		Procurement Officer, ACE Team
		Centre Leader, Procurement Officer
		Direct Procurement Through Contact With Manufacturers and/or their Authorized Agents
		ACEMFS Team, Quality Assurance Officer
		Deputy Centre Leader, Guidance Counselor, Communication Officer, IT Team
		Deputy Centre Leader
		Centre Leader
		ACEMFS Team

		ACEMFS Team			
		Centre leader, Project Accountant, Auditor, Procurement Officer			
		ACEMFS Team			
		ACEMFS Team			
		ACEMFS Team			
		Centre Leader, Procurement Officer, Project Accountant			
		Centre Leader, Procurement Officer, Project Accountant			
		ACEMFS Team			
		Finance Team			
		ACE Team			
		Finance Team			
		Finance Team			
		Centre Leader, Procurement Officer, Project Accountant			
		ACEMFS Team			
		Centre Leader, Vice Chancellor			
15000		ACEMFS Team			

		ACEMFS Team, ICT/Communication officer			
		ACEMFS Team, ICT/Communication officer			
		ACEMFS Team, ICT/Communication officer			
		ACEMFS Team			
		FUT Minna Management and ACEMFS Team			
		NUC, FUT Minna Management and ACEMFS Team			
		NUC and ACEMFS Team			
		NUC and ACEMFS Team			