AFRICA CENTRES OF EXCELLENCE (ACE II)

CENTER OF STUDIES IN ENGINEERING AND TECHNOLOGY OF OIL AND GAS (CS-OGET) WORK PLAN (JANUARY - DECEMBER 2019)

CMP XX

Activity No	COMPONENT	SUB-COMPONENT	ACTIVITIES	OBJECTIVE	JUSTIFICATION	DLI #	DLR#	OUTPUT	ESTIMATED BUDGET ($)	RESPONSIBLE UNIT	Year 2019 January - December 2019												
											January	Febrary	March	April	May	June	July	August	September	October	November	December
		Component 1: Strengthening Africa Centers of Excellence																					
1	**Achieving Learning Excellence**	**Activity: 1.1** Implementation of Master programs	Design and implementation of a MSc Program in Health, Safety and Environment (MHSE)	To strengthen capacity to provide relevant quality training in key areas of oil & gas at MSc level.	Needs assessment, discussion with stakeholders (public and private sector), and national and international academic partners in order to create relevant curricula	2	2.2	MHSE approved and ready for implementation in February 2020. 25 new students will be enroled in the MHSE	**$10,000.00**	CS-OGET + Faculty of Engineering of UEM	x	x	x	x	x	x	x	x	x	x	x	x	x
			Implementation of a MSc Program in Oil and Gas Economics and Management (MOGEM)					MOGEM approved and implemented. 70 new students are enroled in the MOGEM in 2019		CS-OGET + Faculty of Economics of UEM	x	x	x	x	x	x	x	x	x	x	x	x	x
			Implementation of a MSc Program in Petroleum Law (MPL)					MPL approved and ready to be implemented in February 2020. 35 new students will be enroled in the MPL		CS-OGET + Faculty of Law of UEM	x	x	x	x	x	x	x	x	x	x	x	x	x
		Activity 1.2 Development,approval, and implementation of PhD Programs in the 4 O&G targeted areas: upstream, downstream, geology	Design and approval of 1 PhD program	To strengthen capacity to provide relevant quality training in key areas of oil & gas at PhD level.	Needs assessment, discussion with stakeholders (public and private sector), and national and international academic partners in order to create relevant curricula	2	2.2	A PhD program designed and approved, ready to be implemented in 2020. 4 students are selected to the program	**$6,000.00**	CS-OGET + Faculty of Engineering of UEM	x	x	x	x	x	x	x	x	x	x	x	x	x
		Activity 1.3 Development and implementation of short training	Design and implementation of 2 short courses (Geology and HSE related)	To give professionals from O&G companies and other institutions opportunities to have a chance to gain more knowledge in a	Needs assessment, discussion with stakeholders (public and private sector), equipments, human resources, and logistics	2	2.2	2 short courses designed and implemented. 60 professionals benefited	**$30,000.00**	CS-OGET	x	x	x	x	x	x	x	x	x	x	x	x	x
		Activity 1.4 Development and continuous update of teaching materials	Development of teaching materials for subjects of the new MSc programs (MHSE, MOGEM, and MPL)	To improve the quality of the teaching and learning environment	A secretariat is estalished to coordinate and develop teaching materials and post them in *sharepoint* or other similar academic electronic platform	2	2.3	Contents of MHSE, MOGEM, and MPL are electronically developed and posted in *sharepoint or other electronic platform* for students and professors access.	**$12,000.00**	CS-OGET	x	x	x	x	x	x	x	x	x	x	x	x	x
			Posting developed and edited materiais in *sharepoint* or similar electronic platform																				
		Activity 1.6 Library upgrade, acquisition of relevant O&G literature	Developing list, procurement, acquisition, reception and organising new relevant literature for MHSE, and MOGEM	To equip the library with relevant O&G reference books in order to enhance the teaching, learning and research experience	Procurement and acquisition of relevant literature	2	2.3	New MSc programs have relevant literature (about 150 books)	**$15,000.00**	CS-OGET + MPE and MHPE Coordinators	x	x	x	x	x	x	x	x	x	x	x	x	x
		Activity 1.7 Acquisition of adequate computing hardware and educational software licences	Acquisition of 8 computers (desktops) and periferals to the Drilling simulation lab	To equip the Drilling simulator lab with 8 workstations tp connect the instructor with the students	A drilling simulator has been purchased and 8 workstations need to be accoupled to give full capability to the system	2	2.3	Full capability of the Drilling simulator system is achieved	**$20,000.00**	CS-OGET + Faculty of Engineering of UEM				x	x	x	x	x	x	x	x	x
2		**Activity 2.2** Organizing research seminars	Planning, preparation and implementation of a O&G research seminar	To improve the research environment is improved by exposing researchers and students to presentation and discussion of their scientific work	conference room, logistics,banner, rollups, publicity, documentation (printing, copies)	2	2.5	1 research seminar is organized and delivered by researchers and students to present and discuss topics of interest in the field of O&G	**$10,000.00**	CS-OGET + Faculty of Engineering + Faculty of Science + Faculty of Economics				x	x	x	x	x	x	x	x	
		Activity 2.3 Participation in national, regional and international O&G conferences	Enrolment in 2019 conferences, preparation of materials to be presented	Researchers from the Centre and key academic partners to participate in national, regional and international O&G conferences	Enrolment, travel and logistics for participation in national, regional and international O&G conferences to present work produced under the CS-OGET scope	2	2.5	i	**$35,000.00**	CS-OGET	x	x	x	x	x	x	x	x	x	x	x	x	x

		Activity 2.4 Secure membership to the Society of Petroleum Engineers	Payment of subscription of SPE	To subscribe SPE and benefit from their services and offers	Professors, students, and researchers benefit from the SPE multitude of resources and joint a global network of engineers, researchers, and specialists in the O&G field	2	2.5	At least 10 SPE subscriptions are made	**$4,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 2.6 Procurement, acquisition, installation of relevant lab furniture, equipment and consumables	Acquisition of 1 drilling simulator unit DrilSIM 5; installation and training	To provide practical experience on drilling and well completion systems	Drilling and well completion are onge of the key areas of Petroleum Engineering (upstream).	2	2.5	A Drilling Simjlator DrillSim 5 unit is acquired, installed and personel is trained to perform the equipment	**$400,000.00**	CS-OGET + Faculty of Engineering		x	x	x		x	x	x	x		x	x	x	x	x	
3	**Quality Assurance**	**Activity 3.1** Arranging for national and international accreditadion of programs	Finalising the national and planning the international accreditation routes; working toward national accreditation criteria	To seek for national and international accreditation of the MSc programmes	Accredited programs guarantee a good reputation for the institution and graduates. Expenses are related to any consultancy, goods or services required to achieve standarts; requiring accreditation by relevant national authority (payment of any related fee and consultancy)	2	2.3	2 MSc Programs are nationally accredited (MPE and MHPE). Preliminary steps toward international accreditation are established (identification of potential accreditation agent, mechanisms, indicators to be achieved, etc)	**$25,000.00**	CS-OGET + Faculty of Engineering of UEM		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 3.2 Arranging for external examination of MSc and PhD theses	Design of an external examiner scheme; Advertisement and recruiting external examiners; implementation of the external examiner scheme (payment of remunerations)	To arrange for an external examination scheme to take over to the implemented MSc programmes	MSc Thesis are externally examined and that fact contributes towards a better reputation of the programs	2	2.6	External examinations is warranted to at least 50% of all thesis defendants	**$30,000.00**	CS-OGET + Faculty of Engineering of UEM + NTNU + Port Harcourt University + Makerere University		x	x	x		x	x	x	x		x	x	x	x	x	
4		**Activity 4.1** Gender and academic career awareness creation initiative for national and regional representativeness	Presentations on different academic student foruns and gatherings; production, presentation and distribution of brochures and banners	To increase the level of awareness about the importance of the O&G sector in the country and region and the role of our training institution in fulfilling the HR needs for the sector	There is a need to increase the level of awareness about the O&G sector and the needs for well trained HR to fulfill the needs of the sector at national and regional levels.	2	2.2	Participation in a relevant national gathering activity to explain about the O&G programs run at the University. Usage of the internal information mechanims to spread	**$10,000.00**	CS-OGET + Faculty of Engineering of UEM + CECOMA + CECAGE		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 4.3 Establishment of a Scholarship program for MSc and PhD to incentivate national disadvantaged young talented students	Stablishment and implementation of a scholarship scheme for national students (advertisement and award of selected types of scholarships)	To stablish and implement a national scholarship scheme to atract and benefit young talented students	National young talented students will be attracted and benefit from scholarships provided by the Centre , with special regard for talented young women, disable and marginalised communities people	2	2.2	6 partial MSc scholarships are provided (enrolment and monthly fees); 6 full MSc Scholarships are provided (enrolment, monthly fees, accomodation and living allowance)	**$50,000.00**	CS-OGET + Coordinators of MPE and MHPE + UniLurio + ENPCT		x	x	x		x	x	x	x		x	x	x	x	x	
5	**Attracting Academic Staff and Students from the Region**	**Activity 5.1** Building a strong advertisement program to attract regional students and staff	Design and implementation of advertisement campaigning strategy to attract regional students and staff (production and dissemination of advertising material)	To have regional students enrolled in the MSc programmes and Regional staff being actively envolved in the Centre activities	Advertisement material is produced and dissiminated	2	2.2	Regional students are at least 15 % of the student population in 2019.	**$10,000.00**	CS-OGET + Coordinator of MPE and MHPE + Umak		x	x	x		x	x	x	x		x	x	x			
		Activity 5.2 Establishing special support services for non-national students	Language courses (remuneration for facilitators); participation in local social and cultural events (logistics and related costs); organisation of a dedicated help desk	To stablish and implement special support services for non-national students	Regional students and staff will need support to overcome some barriers to social insertion (language) and for other specific needs	2	2.2	Accommodation and language course are available for regional students	**$15,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 5.3 Offering bridge courses	Bridge programs are stabilished and implemented (remuneration of lecturers involved and administrative costs)	To stablish and implement a bridge course squeme to support regional students in need to overcome specific gaps knowledge	Regional students without a specific background in O&G will have a need for support to overcome their knowledge gaps through bridge courses	2	2.2	Regional students benefit of bridge courses to overcome difficulties and facilitate their integration in the respective programs	**$10,000.00**	CS-OGET + Coordinators of MPE and MHPE		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 5.4 Establishment of a Scholarship program for MSc and PhD to attract and incentivate regional young talented students	Stablishment and implementation of a scholarship scheme for regional students (advertisement and award of selected types of scholarships)	To stablish and implement a regional scholarship scheme to atract and benefit young talented students	Regionall young talented students will be attracted and benefit from scholarships provided by the Centre , with special regard for talented young women, disable and marginalised communities people	2	2.2	7 new full MSc scholarships are provided (travel, enrolment fee, tuition fees, living expenses)	**$70,000.00**	CS-OGET + Umak		x	x	x		x	x	x	x		x	x	x	x	x	

6		**Activity 6.2** Professors, researchers and students exchange	Definition of needs/opportunities for exchange; Selection of potential beneficiaries; implementation of the exchange program (travel and related costs)	Stablishement and implementation of a student, professor and researchers exchange	Improved performance in teaching, research and learning.	2	2.6	4 faculty, 2 researchers and 2 student will have visited and worked in a partner or non-partner institution.	**$75,000.00**	CS-OGET + Faculty of Engineering				x		x	x	x	x		x	x	x	x	x	
		Activity 6.3 Internship and field visits	Definition of needs/opportunities for internships and field visits; contact to relevant institutions; implementation of the internship and field visits programs (travel and related costs)	To stablish a internship and field visit squeme	Exposure to a live industrial environment enhances the teaching and learning experience	2	2.2	8 internships and 2 field visits will have been completed	**$15,000.00**	CS-OGET + Faculty of Engineering				x		x	x	x	x		x	x	x	x	x	
		Activity 6.4 Joint supervision, research and publications	Definition of needs/opportunities for supervision, research and publications for year 1; Selection of students to be supervised and contacts with institutions and faculty, researchers and experts to be involved; Students supervision and publications (remunerations of supervisors and payment of incentives for research leading to publications)	To design and implement a joint supervision, research and publication squeme	The success of this activity will improve research quality and increase number of publications.	2	2.5	15 students (MPE) supervised by local and foreign faculty, researchers and experts from partners and non-partner institutions. Definition of 20 research topics for the MEP and MHPE to be initiated in 2018. At least 4 papers are published	**$40,000.00**	CS-OGET + Coordinators of MPE and MHPE + UniLurio + ENPCT + Umak + NTNU		x	x	x		x	x	x	x		x	x	x	x		
7	**Infrastruture Development**	**Activity 7.1** Civil works (upgrading and rehabilitation) for the building hosting the Center	Planning/design; Schematic design; Design development; Construction documents; Bidding; Initial construction steps; Inspection and audit	To design and implement a new building to host the CS-OGET	Planning/design; Schematic design; Design development; Construction documents; Bidding; Construction; Inspection and audit	2	2.3	New building for the Center	**$420,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 7.2 Acquisition of transport means, fuel and repairs	Fuel and maintenance for CS-OGET vehicles	To keep operational the two vehicles already purchased	Fuel and maintenance			The 2 Vehicles are running in good conditions and performing the tasks	**$10,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x	x	x	x	
8	**Management and Governance**	**Activity 8.1** Recruit staff and faculty	Payment of Contracted staff	To pay salaries of contracted staff	The Center has contracted the Administrator			Administrator is paid conveniently and according to the established contract. Other contracted staff for procurement	**$25,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 8.2 Participation in national,regional, and international coordenation and benchmarking activities and events	NSC meetings (local travel for selected members, logistics for meetings); ACEII regional meetings; benchmarking, negotiating and signature of MoU´s activities	To participate in national, regional, and international coordenation and benchmarking activities and events	Travel and logistics expenses related to coordination. Benchmarking related costs	2	2.8	Participation in relevant coordinatiion meeting. Benchmarking (PASET) exercise. Organisation of NSC meetings	**$70,000.00**	CS-OGET + UniLurio + ENPCT		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 8.3 Administrative Costs	Expenses for administrative functionalities: furniture, administrative materials, equipments and tools, consumables, communication, miscellaneous	To have appropriate means to enable the professional and qualitative perfomance of all administrative functionalities	The University is running under severe financial constraints and the Center needs to use part of its funds to run most of the administrative functions.			The administration of the Center runs with quality and professionalism	**$50,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x	x	x	x	
		Activity 8.5 Staff Development Plan	Payment of enrolment and tuition fees	To train relevant CS-OGET staff to make them able to accomplish required tasks (teaching, research, administration) with quality and excellence				1 staff member finalising MSc in MBA (no additional costs in 2019); 1 staff memner finalising BSc in ICT (no costs involved); 1 Staff member ongoing training in English Language at the British Council	**$3,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x				
9	**Monitoring and Evaluation**	**Activity 9.2** Internal and External Auditing	Internal and external audit	To stablish and implement internal and external audit schemes	There is a need to get audited and approved all Center activities and Financial Reports	all	All	Statement of Approval of the CS-OGET Reports	**$15,000.00**	CS-OGET		x	x	x		x	x	x	x		x	x	x	x	x	
		Total							**$1.485.000.00**																	