University of Ghana Medical School

Research Policy

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1.0 Preamble

The UGMS, Ghana's premier medical school, was established in 1964 by the Government of Ghana with the main aim of training medical doctors for the newly independent country. Its mandate also included service provision within health facilities in the country and the conduct of medical research to the highest attainable international standards. It is one of the nine constituent institutions of the College of Health Sciences of the University of Ghana. The UGMS is situated within Ghana's largest hospital, the 1600+ bed Korle-Bu Teaching Hospital a location which provides several advantages for student and staff alike including the ability to teach in real-life situations and to have direct access to all facilities expected in a modern teaching hospital.

1.1 Vision

The vision of the UGMS is "Bringing good health, comfort and happiness to people"

1.2 Mission Statement

The mission of the UGMS is to produce highly qualified and competent medical practitioners and medical scientists to provide promotive, preventive and curative services to meet the health needs of the nation and the global community through world class excellence in teaching, research and dissemination of knowledge.

1.3 Research

The mission of the UGMS calls for world class excellence in teaching, research and dissemination of knowledge. In terms of teaching, the UGMS has an enviable track record of producing competent medical practitioners and medical scientists. The level and intensity of research is however not commensurate with that of its teaching excellence and the research policy of the UGMS seeks to provide a framework for improving research at the UGMS.

1.4 Purpose of UGMS Research Policy

The UGMS research policy provides the framework for research in the school including the development and implementation of individual and joint research projects and enumerates the areas of interest of research for the UGMS. It also sets out the administrative, ethical and academic requirements and principles that govern research in the school and provides encouragement to 4 | Page UGMS Research Policy version 1.1 | September 2010

senior members, senior staff, undergraduate and postgraduate students to be actively involved in research. The research policy also includes a framework for monitoring and evaluation of research at the UGMS.

2.0 UGMS Research Policy

2.1 Scope

The UGMS research policy is applicable to all students and staff of the UGMS including administrative staff who, while not being involved directly in research, provides extremely needed administrative support for the conduct of research and the administration of research funds.

2.2 Field of application of policy

Health research

2.3 Definition of terms

Research has been variously defined but one definition that is relevant to higher education and which is employed in this research policy is:

"... 'research', within the context of higher education, means original scientific, technological and engineering, medical, cultural, social and human science or educational research which implies careful, critical, disciplined inquiry, varying in technique and method according to the nature and conditions of the problems identified, directed towards the clarification and/or resolution of the problems, and when within an institutional framework, supported by an appropriate infrastructure [.]"1

2.4 Objectives of the UGMS Research Policy

The objectives of the UGMS research policy are:

- 1. To describe the organisational structure for research at the UGMS
- 2. To provide a single document providing a framework for research at the UGMS
- 3. To specify the areas of research interest in the UGMS
- 4. To encourage multi-disciplinary research in the UGMS
- 5. To specify the outputs expected of research in the UGMS

UNESCO, Recommendation concerning the Status of Higher-Education Teaching Personnel, General Conference of the United Nations Educational, Scientific and Cultural Organization, meeting in Paris for its 29th session,1997 http://unesdoc.unesco.org/images/0011/001102/110220e.pdf#page=32 (accessed June 3, 2010).

- 6. To specify the ethical requirements that research in the UGMS must conform to
- 7. To specify the administrative arrangements governing research in the UGMS
- 8. To stimulate and enhance research at the UGMS by providing direct information and support to all stakeholders

2.5 UGMS Research Priorities

The current (2010-2015) research priorities of the UGMS are:

- 1. To increase research at the UGMS
- 2. To promote inter-departmental research at the UGMS
- 3. To position the UGMS as a Centre of research excellence
- 4. To attract substantial research funding from governmental and non-governmental agencies and from the private sector
- 5. To develop the capacity for world class research among undergraduate and postgraduate students
- 6. To increase the number of scientific publications (papers, manuals, manuscripts, books) arising out of research in the UGMS and/or involving UGMS staff

A list of research activities currently being undertaken at the UGMS is attached on Appendix 1 based on approved submissions to the Ethics and Protocol Review Committee of the UGMS and the list of project funds held at the UGMS.

2.6 References to other institutional documents

Research activities in the UGMS shall be in conformity and agreement with all University of Ghana statutes as well as the statutes, mission and goal of the College of Health Sciences

2.7 Organizational framework and support available for research activities:

The organisational chart, research task force and research committee of the UGMS are shown on Appendix 2. The UGMS Research Office (UGMSRO) has the responsibility of reviewing and updating this research policy. The activities of the UGMSRO will be conducted under the oversight of the

Research Committee and in collaboration with the departmental research officers under the overall leadership and guidance of the Dean and the Research coordinator

2.8 Subjects or type of research

Research in the UGMS shall take several forms including Basic, Applied, Clinical, Translational, Implementation, Research and Experimental Development, Technological Innovation and Institutional research. Research shall be in medical and allied fields including public health and community health. Research may also be carried out in the social sciences for as long as it has a health component.

Research may involve humans, animals, tissues and cells. Research in the UGMS shall include, but not be limited to, basic and applied physical, medical, chemical, biochemical, biotechnological and social science research in the following areas:

- 1. Anaesthesia
- 2. Anatomy
- 3. Chemical Pathology
- 4. Child Health
- 5. Clinical Pharmacology
- 6. Community Health
- 7. Haematology
- 8. Medical Biochemistry
- 9. Medicine and Therapeutics
- 10. Microbiology
- 11. Molecular Biology
- 12. Obstetrics and Gynaecology
- 13. Pathology
- 14. Pharmacogenetics
- 15. Pharmacology
- 16. Physiology
- 17. Psychiatry
- 18. Surgery
- 19. Radiology
- 20. Medical Education

2.9 Integration of research into other activities of UGMS

Research shall be fully integrated into the teaching and service activities of the UGMS. In particular, teaching especially clinical teaching and management of endemic conditions shall reflect the current local state of affairs which should be formed by research emanating from Ghana in general and UGMS in particular.

2.10 Management and coordination of UGMS Research

Research in the UGMS shall be managed and coordinated by the under-listed with clearly defined roles and responsibilities. The UGMSRO shall be responsible for documenting the various roles and responsibilities and shall ensure review of these roles at least once every two years. The UGMSRO shall also ensure the safe-keeping and dissemination to all staff all Standard Operating Procedures relating to research in the UGMS

- a) Office of the Dean
- b) Office of the Executive Secretary
- c) Office of the Accountant
- d) Research Office
- e) Research Coordinator
- f) Departmental Research Officers
- g) Principal Investigators
- h) Funding Agencies

2.11 Administrative Charges

The UGMS shall charge an administrative charge for all research funds administered by the School. The following rates shall be applicable and shall be subject to review and approval by the UGMS Academic Board:

Research funded by the Government of Ghana – xxx%

Research funded by external agencies in cedis – 15%

Research funded by external agencies in foreign currency – 8%

All other types of research - 15%

2.12 Stakeholders in research at the UGMS

Stakeholders in research in the UGMS shall include but not be limited to the following:

- All staff at the UGMS
- The Government of Ghana
- The University of Ghana
- The College of Health Sciences and its constituent institutions
- Korle-Bu Teaching Hospital and other affiliated hospitals, teaching centres and service provision points
- Ghana College of Physicians and Surgeons
- Ghana Medical Association
- Ghana Dental Association
- Pharmaceutical Society of Ghana
- Ghana Registered Nurses Association
- National Research Institutions and Centres in Ghana
- The National Cardiothoracic Centre
- The National Centre for Radiology and Nuclear Medicine
- The Centre for Scientific and Industrial Research
- Local health-related industry including the biomedical and pharmaceutical industries
- World Health Organisation
- United Nations Children's Funds
- International Governmental and non-governmental organisations

3.0 Administrative and Legal Provisions

All research at the UGMS shall be carried out in line with the principles and provisions specified in this document.

3.1 General principles:

No research shall be carried out in the medical school unless ethical approval has been received from the UGMS Ethics and Protocol Review Committee, the Ghana Health Service Ethical Review Board, the Noguchi Memorial Institute for Medical Research or similar and acceptable (to the UGMS) local or international ethics and/or protocol review committees. Research in the UGMS shall be carried out fully in line with the highest applicable international standards.

Research in the UGMS shall be guided by the following key principles:

- Integrity
- Credibility
- Ethics
- Quality
- Safety

These principles go to uphold the established credibility and international standing of the UGMS. The UGMS will adhere to the principles of Good Laboratory and Clinical Practices; respect the tenets of Standard Operating Procedures for equipment and tests; and ensure the safety of its staff as well as the community in which it operates by observing the principles guiding research on human subjects and biosafety regulation.

3.2 Legal framework, codes of ethics

All research carried out in the UGMS shall fulfil all legal provisions in Ghana and, where applicable, the country of the sponsor of the research. It shall be guided by internationally accepted ethics. The UGMS shall develop and disseminate a Charter of Research Ethics in line with the provisions and spirit of the UGMS research policy.

3.3 Personnel involved in research at UGMS

Research in the UGMS should generally be initiated by senior members and postgraduate students. Others including research assistants, technicians, technologists, residents and undergraduate students would be actively encouraged to initiate research. Where senior staff, residents/postgraduates and undergraduate students have research ideas or research topics for their thesis, senior members will have the role of mentors/supervisors and may not necessarily be principal investigators.

3.4 Ethical Approval

All research proposals will have to obtain ethical clearance from the Ethical and Protocol Review Committee of the UGMS. The current membership of the UGMS Ethical and Protocol Review Committee is listed on Appendix 3.

3.5 Research Funds

Funds for research in which the Principal Investigator is a staff or student of the UGMS will be banked and administered by the UGMS, irrespective of the source. The necessary administrative charges as specified in section 2.10 will be applicable.

3.6 Facilities for Research

In order to strengthen research at the UGMS and to provide the necessary facilitating infrastructure, the UGMS shall obtain and maintain essential basic equipment for research which should be accessible to all staff and students at the UGMS. These include but are not limited to:

- 1. -80C freezers
- 2. Deep freezer
- 3. Storage banks for biological samples
- 4. HPLC
- 5. PCR equipment
- 6. High definition microscopes

3.7 Development of research skills

The UGMS shall actively invest in the development of research skills in senior members, senior staff, and postgraduate students. All researchers at the UGMS shall undertake at least one research-related workshop, training, attachment or conference once a year. A report following such training, workshop, attachment or conference shall be submitted to the Dean and the Research Office.

3.8 Research and Medical Education

The UGMS shall encourage research in all aspects of medical education. In addition, findings from research undertaken by researchers at the UGMS shall be used to inform the programmes and curriculum of the School. Lecture notes and practical sessions would have a strong local content obtained by rigorous published research at the UGMS

3.9 UGMS Research Fund

The UGMS shall set up a dedicated UGMS Research Fund in support of research. The fund will include dedicated donations from faculty and students as well as donations from alumni, governmental and non-governmental agencies. In addition, agreed² proportions of all internally generated funds, research funds, and other grants and endowments shall be deposited in the research fund to support development of research at the UGMS.

3.10 Research involving human subjects

Research involving humans shall be in consonance with all national and international laws and regulations and shall also be in line with the World Medical Association (www.wma.net) Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects as well The International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) (www.ich.org) guidelines. In addition, guidelines and recommendations from the World Health Organisation (www.who.int) and the Council of International Organisation for Medical Sciences (CIOMS – www.cioms.ch) shall be adhered to.

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² The actual proportions would be determined by the Board of the UGMS and would be subject to review at least once every three (3) years.

3.11 Dissemination of research results

Research in the medical school shall be widely disseminated throughout the University of Ghana community and beyond through all means including electronic and print. The UGMS shall establish and regularly update a website or a section of its website dedicated solely to research. Ongoing research and all publications from research at the UGMS or with the involvement UGMS staff shall be posted on the website as well as on a Research Notice Board at the UGMS Central Administration and copies shall be sent to the College of Health Library for reference by the University community

3.12 Research Output

Research output from the UGMS shall be measured in terms of the following:

- a) Per capita publications in peer reviewed journals
- b) Amount of research grants and funds attracted
- c) Number of researchers trained
- d) Involvement of faculty in global health initiatives
- e) Involvement of faculty in national health policy, committees and guidelines development
- f) Visibility of the UGMS as per number of "hits" in local and international print and electronic media

3.13 Implementation, evaluation and review of policy:

The research activities of the UGMS shall be reviewed at least once annually by the UGMS Research Committee and the Education Committee and an annual Research Report shall be submitted to the UGMS Academic Board for consideration and approval.

4.0 Appendices

Appendix 1: Research activities at the UGMS

Appendix 1a: List of approved research protocols (from September 2009 to April 2010)

Appendix 1b: List of ongoing research activities with funding administered through UGMS

Appendix 2: Organisational Structure for Research at UGMS

Appendix 2a: Organisational Chart for Research at the UGMS

Appendix 2b: UGMS Research Task Force

Appendix 2c: UGMS Research Committee

Appendix 2d: Departmental Research Officers

Appendix 2e: UGMS Research Office Staff

Appendix 2f: Research Assistants

Appendix 3: Ethics & Protocol Review Committee of the UGMS

Appendix 1a: List of approved research protocols (from September 2009 to April 2010)

Title Of Protocol	Principal Investigator
"Efficacy, Safety and Pharmacokinetics of Antimalarial therapy in Children with HIV or Sickle cell disease"	Dr. George Obeng Adjei
"The Role of Free Haemoglobin in HELLP and Preeclampsia"	Stefan Hansson
The Burden of Rotavirus Diarrhoea in Infants in Accra, Ghana	Dr. Juliana Oye Ameh
In-depth Study of the Dynamics of the Career Location Choices of Physicians in Ghana"	Dr. Caglar Ozden
Can Cytokines differentiate between active TB and Pneumonia with Latent TB in a TB endemic setting?	Dr. Audrey Forson
Toxoplasmosis in Ghana: Seroprevalence Study in the Coastal Population"	Dr. Patrick F. Ayeh-Kumi
"Health Education curriculum and Training Programmes Strengthening in Ghana"	Mr. David Stern
Nerve Blocks for Postoperative Analgesia following Mandibular Surgery"	Dr. H. K. Baddoo
"Assessment of Pathways and Genes Associated with Age-Related Macular Degeneration"	Dr. Stephen Akafo,
"An Ultrasound study of the upper airway in intubated patient	Dr. H. K. Baddoo,
"Causes of Mortality among Adolescents using post Mortem Data from Korle Bu Teaching hospital"	Dr. Sally-Ann Ohene
Biomarkers for Monitoring Response to Antiretroviral Therapy in Resource Limited Settings"	Dr. Lorna Awo Renner
"Total Plasma Levels of Homocysteine in Stroke Patients in Korle-Bu Teaching Hospital"	Nicholas Ekow Thomford
"Effect of Regular Ingestion of Natural Cocoa on Liver Microstructure in Plasmodium Berghei (NK65) Infected Mice"	Eric Aidoo
Non-proteinuric Kidney Disease, Chronic Kidney Disease and Anaemia in Diabetes: A case-Control Study"	Prof. Albert G. B. Amoah
"Determination of the antimalarial activity of flavonoids in cocoa	Seth Kwabena Amponsah

(Theobroma cacao)"	
"Isolation and characterization of Mycobacterium ulcerans from	Innocent Afeke,
aquatic insects in Asante Akim District of Ghana"	
"The Role of Human Herpes Virus Type 6 (HHV-6) in Neurological	Ankrah, Lennox-Mac
Disease of Children Seen at the Department of Child Health, Korle-Bu	
Teaching Hospital, Accra	
"The Birthing Experience of Women attending the Korle-Bu	Dr.(Mrs.) Roseline
Teaching Hospital, Accra, Ghana"	Dansowaa Doe
"Puerperal Morbidity after Caesarean Section at Korle-Bu Teaching	Dr. David Aduama,
Hospital"	
"Hypogonadism in Ghanaian men with Type 2 Diabetes"	Emmanuel Kwaku Ofori
"Cellular changes in the Respiratory Tract and their Relationship to	Cecilia Smith
Respiratory Function Among Asthmatics in Accra",	
"Serological and Molecular Characterization of Hepatitis E Virus	Lawrence Henry Ofosu-
among Patients Reporting at the Korle-Bu Teaching Hospital in Accra,	Appiah
Ghana."	
"The Screening Study and Psychotherapy Project" –	Dr. Sammy Ohene
"Molecular Gene Effect of Oxidative Stress in Complicated and	Brodrick Yeboah Amoah,
Uncomplicated Malaria Infection -	
"Serum Pro-Brain Natriuretic Peptide (BNP) S 100 Protein and Beta	Felix Abekah Botchway
Globin DNA Concentrations, Risk Factors and Stroke Type: A Study at	
the Korle Bu Teaching Hospital and Trust Hospital."	
"Lipid profile of women with Gestational Diabetes Mellitus in Accra"	Ahmed Tijani Bawah,
"Analysis of HIV Patients Cohort Data, Fevers Unit, Korle-Bu Teaching	Dr. Margaret Lartey
Hospital (KBTH)"	
"Helicobacter-Related Gastro-Duodenal Disease in Greater Accra"	Dr. T.N.A. Archampong,
"Influence of G6PD deficiency on severity of P. Falciparum malaria in	Opuni Asiedu
children",	
Ocular manifestations in HIV Infected African Children on HAART as	Dr. Wendoline Asiedu
seen at Korle-Bu Teaching hospital, Accra, Ghana	
Role of aqueous Persea American Seed Extract in Management of	Richmond Owusu Ateko
Diabetes Mellitus",	

"Retrospective registry review for CervarixTM vaccine recipients in	Dr. George Obeng Adjei,
selected health facilities in Accra, Ghana."	
#The Effect of Tables of Countries of Countr	C'arra Barrian Barri
"The Effect of Tobacco Smoking on Semen Quality",	Simon Bannison Bani
"Patterns of Abnormal Liver Biochemistry in Korle-Bu Accra"	Dr. Timothy N.A.
	Archampong,
"Where do women want to deliver their babies? An exploratory	Cheryl A. Moyer, C/o
study among rural Ghanaian pregnant women"	Richard Adanu
"Factors associated with treatment default and failure at an urban	Nicole Burton, C/o Dr.
tuberculosis clinic in Accra, Ghana"	Audrey Forson,

Appendix 1b: List of ongoing research activities with funding administered through UGMS

Project Title	Principal Investigator
Pharmacokinetics	DR. M. Lartey
Glaucoma Genetic risk factors	Prof. Ntim Amponsah
Food and Drugs	Eric Sampane Donkor
Edulink Primafamed	Dr. A. Essuman
Iron Supplementation in Pregnancy	Prof. I. K. E Quaye
Bacterial Contamination of Blood	Prof. Adjei
Global Aging and Adult Health	Prof.R.B. Biritwum
International Family Planning	Prof. Kwawukume
Paediatric Pneumacoccal	Eric Sampane Donkor
Ghana Prostate Cancer	Prof. E. D. Yeboah
leDEA West Africa	Dr. L. A. Renner
Childhood Blindness Prevention	Dr. V.A. Essuman

Evaluation of Ciklavit in the Management of Sickle Cell Anaemia	Dr. Christabel Laryea
Monitoring Medicines	Dr Alex Dodoo

Appendix 2: Organizational Structure for Research at UGMS

UGMS Research Coordinator - Prof David Ofori-Adjei

DEAN

Vice-Dean

Research Office

Ethics & Protocol Review Committee

Senior Members in Departmental Research Officers

Research Assistants

Appendix 2a: Organisational Chart for Research at the UGMS

Appendix 2b: UGMS Research Task Force

Member	Position	Department
Prof. C Ntim-Amponsah	Dean/Chairperson	Surgery
Prof. Yao Tettey	Vice Dean/Member	Pathology
Prof. A.A. Adjei	Prof/Member	Pathology
Prof. A. G.B. Amoah	Prof/Member	Medicine
Prof. D Ofori-Adjei	Prof/Member	CTCPT/Medicine
Dr. R. M. K. Adanu	Senior Lecturer/Member	Obstetrics and gynaecology
Dr. Margaret Lartey	Senior Lecturer/Member	Medicine
Dr. G. Obeng Adjei	Lecturer/Member	СТСРТ
Mrs. Evelyn Tay	Research Fellow/Member	
Mr. P.B Yarquah	Executive Secretary/Mem	Administration
Mr. S. K Acheampong	Assistant Registrar/Mem	Administration
Mr. Ben T. Larweh	Sen. Res. Asst./Secretary	Research Office

Appendix 2c: UGMS Research Committee

- 1. UGMS Research Coordinator Chairperson
- 2. Representative: Departments of Medicine and Child Health
- 3. Representative: Departments of Surgery and Obstetrics and Gynaecology
- 4. Representative: Basic Sciences Departments
- 5. Representative: Para-Clinical Sciences Departments
- 6. Representative: Community Health Department
- 7. Representative: Graduate Students (in Attendance)
- 8. Academic Registrar Secretary

Appendix 2d: Departmental Research Officers

Department	Research Officer	Email
Child Health	Prof. Onike Rodrigues	oprodrigues@chs.edu.gh
Pathology	Prof. A.A. Adjei	andrewantonyadjei@yahoo.com
Community Health	Prof. R.B. Biritwum	Biritwum@africaonline.com.gh
Obstetrics and Gyneacology	Dr. D. A. Antwi	rmadan@ug.edu/rmadan@yahoo.com
Physiology	Dr. D. A. Antwi	danatwi@gmail.com
Medicine and Therapeutics	Dr. Margaret Lartey	malartey@ug.edu.gh
Microbiology	Dr. T. K. Adiku	tekdiku@yahoo.com
Chemical Pathology	Dr. Henry Asare-Anane	henry.asare-anane@klc.ac.uk
Medical Biochemistry	Dr. Bartholomew Dzudzor	dzudzorb@yahoo.com
Psychiatry	Dr. Angela L. Ofori-Atta	angielam@4u.com.gh
Haematology	Dr. E. Olayemi	yemiede@yahoo.com
СТСРТ	Dr. Obeng Adjei	goadjei@yahoo.com
Pharmacology	Dr. I. J. Asiedu Gyekye	asiedugyeke@yahoo.com
Surgery	Dr. N. Adu Aryee	naaryee@ug.edu.gh
Anatomy	Mr. Saviour Adjenti	adjentie@yahoo.com

Appendix 2e: UGMS Research Office Staff

Name	Position/Rank/Department	Email
Mr. Benjamin T. Larweh	Research Office	btlarweh@yahoo.com
Mr. Benjamin Abaidoo	Surgery	Benjamin_abaidoo@yahoo.com
Mr. Abdul Malik Sulley	СТСРТ	sulleyamalik@gmail.com
Mrs Irene Dougan	Research Office	

Appendix 2f: Research Assistants

Name	Department	Email
Mr. Benjamin Quaye	Medicine	bnquaye@yahoo.com
Rev. Offei- Ameyaw	Chem. Pathology	
Mr. Isaac Ennin	Physiology	
Mr. Benjamin T. Larweh	Research Office	btlarweh@yahoo.com
Mr. Benjamin Abaidoo	Surgery	Benjamin abaidoo@yahoo.com
Mr. Abdul Malik Sulley	СТСРТ	sulleyamalik@gmail.com
Mr. Confidence Amelikah	СТСРТ	
Mr. D. Abban Laryea	Community Health	
Mr. Isaac Boamah	Microbiology	ikebosa@yahoo.com
Mr. Joseph Baah	Pharmacology	baahjoseph@yahoo.com
Mr. A. Nortey-Dua	Psychiatry	
Mr. Jonas Kusah Tettey	Child Health	
Ms. Leticia Laryea	Community Health	
Mr. Ransford Kyeremeh	Haematology	
Ms Shirley Baah	Medicine	
Ms Mawukoenya Adzo	Medicine	
Mr Ken Agbolosu	Medical Biochemistry	Kenagbo_gh@hotmail.com
Ms Makafui Seshie	Microbiology	
Ms Rita F. Adu	Medicine (Endocrine)	
Mr E. Kwarteng	Medicine (Chest Clinic)	
Ms Obo-Akwa	Medicine (Fevers Unit)	
Mrs Rukayatu Umar Adams	Medicine	Hajia baaba@yahoo.com

Appendix 3: Ethics & Protocol Review Committee of the UGMS

Member	Position	
Prof. Yao Tettey	Chairman	
yaotettey@yahoo.com		
+233 (0)302 666 987/8		
Prof. A.A. Adjei	Member	
Rev. Dr. T.B.Dankwa	Member	
Prof. S.B. Naaeder	Member	
Prof. J. D. Seffah	Member	
Prof. I.K.E. Quaye	Member	
Dr. S.Y. Oppong	Member	
Dr. R. M.K. Adanu	Member	
Dr. Margaret Lartey	Member	
Mr. Michael O. Atuah	Member	
Mr. S.K. Acheampong	Secretary	
ksacheampong@yahoo.com		
+233(0)302 666 987/8		