

MINUTES OF THE 24TH JTB TAXPAYER IDENTIFICATION NUMBER (TIN) IMPLEMENTATION/STEERING COMMITTEE MEETING HELD ON 3RD MAY, 2012 AT HAWTHORN SUITES, NO. 1 UKE STREET, AREA II, GARKI, ABUJA

ATTENDANCE

S/N	NAME	OFFICE	E-MAIL ADDRESS
STEERING COMMITTEE MEMBERS			
1	Kabir .M. Mashi	FIRS	kabirmuhd@gmail.com
2	Ejemeyovwi Igho Andy K	FIRS	andyejemeyovwi@yahoo.com
3	Haruna Adamu	BIR GOMBE	ah.maihadi@gmail.com
4	Joel-Onowakpo Thomas	BIR - DELTA	joelonowakpo@yahoo.com
5	Oduba Oduba	JTB	odubao@yahoo.co.uk
6	Abdallah Rabiou Usman	ALGON	abdallausman@yahoo.com
7	Ajongbade Emmanuel	FRSC	emmaaj2003@yahoo.com
8	Sadiku, B.M.T.	CBN	batsadik@yahoo.com
9	Ahane I. Anthony	BPP	ahanegroup@yahoo.com
10	Hassan M Isa	NIMC	isahassan2@yahoo.com
11	Umeh Chiedozie M.	BIR ABIA	edoxumeh@yahoo.com
12	Aminu D. Abdulmumini	BIR KATSINA	darabatiaa@yahoo.com
13	Anugwa Echefulam Louis	NIS	anugwa7@yahoo.com
14	Awaisu Garba Kunya	NSA	ws_grb@yahoo.com
15	Abiodun Aponbiede	CCCOBIN	aponbiedea@accessbankplc.com
16	Kabir A. Yeldu	CCCOBIN	kyeldu@unitybankng.com
JTB TIN VENDORS			
17	Ogedi Onyeama	ACCENTURE	ogedi.onyeama@accenture.com
18	Aliu Folorunso	TELNET	faliu@iteco.com
19	Hycent Nwabuisi	Lowelintas	hycentnwabuisi@yahoo.co.uk
20	Laz Isichei	Lowelintas	laz.isichei@lowelintaslagos.com
PROJECT TEAM			
21	Chinedu Ekeh	PT	chinedu.ekeh@jtb.gov.ng
22	Nkemakosi, Kingsley	PT	knkemakosi@jtb.gov.ng
23	Mohammed Isa	PT	misa@jtb.gov.ng
24	Ja'afaru M. I	PT	mjaafaru@jtb.gov.ng
25	Aladesawe Adeyemi	PT	adeyemisawe@jtb.gov.ng
26	Ogidan Isaac	JTB	ogidanisaac@yahoo.com
ABSENT WITH APOLOGY			
27	Akinyede Seyi	IT Consultant	oluakinyede@aol.com
28	M. L. Abubakar	SJTB	abu24_lawal@yahoo.com
29	Malik Tukur	FIRS	malikng2001@yahoo.com
30	Audu Amos O.	FIRS	auduamos@yahoo.com
31	S.B Alkali	BIR GOMBE	sbalkali@yahoo.co.uk

	ABSENT		
32	Chiaka Okoye	FIRS	chiakaok@yahoo.com
33	David Sabo Kente	National Assembly	kentdave1@yahoo.com
34	Ajao Gbolagade	NPC	gbajao@yahoo.com
35	Rajiva Singh	PROJECT ADVISOR	rajiva-singh@hotmail.com
36	Yakubu Makun Ndagi	NIGER SBIR	ndagimakun@yahoo.com
37	Gafar O.K.	BIR LAGOS	gafar.olalekan@yahoo.com
38	Adamu A. Fanini	CAC	faniniaa@yahoo.co.uk
39	Muhammed Sani Abdullah	NGF	msani@nggovernorsforum.org
40	Eleje, Chinwe Juliet	NGF	elejechinwe@nggovernorsforum.org

S/N	SUBJECT	DISCUSSION/DECISIONS	ACTION BY
1.	Opening	The meeting was called to order by the Ag. Chairman, JTB at exactly 11.45am and individual prayers were said by the members present at the meeting.	
2.	Introduction of new members	Two (2) new members from the Chief Compliance Officers of Banks in Nigeria were introduced to the meeting, namely: i. Abiodun Aponbiede -CCCOBIN ii. Kabir . A. Yeldu	
3.	Chairman's Address	The Ag. Chairman JTB, who was attending the meeting for the first time as the Chairman was not happy that the meeting started behind schedule, noting that the delay was not fair to members who had been kept waiting. He challenged all stakeholders in the Steering Committee to be more dedicated to ensure that the program succeeds and thanked them for their support. The Chairman finally pledged to give his support while soliciting for the corporation of all so that at the end we can share in the success and say "we have done it".	
4.	Reading, Amendments and Adoption of the Minutes of 22nd March, 2012 meeting.	The following amendments were made on the minutes of the previous meeting (22-03-2012): i) Page 1, remove 'U' from 'UTIN' on the footer and also on all other pages where 'UTIN' occurred; ii) Page 4, item j, delete to read, 'The presenter of the program would be engaged further'; iii) Page 5, last paragraph, line one recast 'closing' to read 'close'; iv) Page 5, last paragraph, line 10, insert 'a' after 'from' to read '..... was difficult to form a quorum'; v) Page 6, item 5 paragraph 2, recast 'comments on TIN Status Report Presentation'; (make 'i' in TIN upper case). vi) Page 6, line 8, recast 'The issue of payment of N350,000.00...' to read 'The issue of payment of N350,000,000.00 (Three hundred and fifty million naira only)'; vii) Page 9, (i) recast the Director TOG (now FOPP) to read the CD TOG (now FOG), (ii) recast the Director of Field operations to read The Director FOPP (now Ag. CD SCG); viii) Page 12, under AOB, line 18, recast to read, 'Sogema representatives explained that Sogema has implemented same system in decentralized and centralized architecture in several countries. In the absence of further corrections, the representative of NIMC moved for the adoption of the minutes and he was seconded by the representative of the NIS.	
5.	Matters Arising	The Chairman took the meeting through the Matters Arising from the previous meeting and the following observations were made:	

	<p>(i) <u>T-shirt and caps with the UTIN Logo</u> The Chairman demanded to know why the point of sale materials were still undistributed and it was explained to him that it was connected with the 'U' on the logo after JTB had decided to use TIN as the new logo. After some discussions on the issue the advice of the Media Consultants who were present in the meeting was sought and it was advised that we quietly give away the old stock. The meeting therefore decided that the media materials with the UTIN logo should be shared to the stakeholders on the Steering Committee and the SBIRs.</p> <p>(ii) <u>Training of two (2) SIGTAS Trainers from the 37 Tax Authorities</u> The meeting agreed that since some time had elapsed, that the list of those to be trained in each State should be re-confirmed before the training was commenced.</p> <p>(iii) <u>Workshop on the Organizational Structure</u> The meeting agreed that a workshop on a streamlined organizational structure to support the TIN system operation at the SBIRs should be held at the end of May, 2012.</p> <p>(iv) <u>Co-opting of the Director ICT FIRS into PSC</u> The meeting was informed that the Director ICT in FIRS had been co-opted as a member of the PSC to ensure a free flow of information between JTB/TIN and FIRS.</p> <p><u>Presentation of other action points on the Agenda</u> The Program Manager TIN presented the following Action points:</p> <p>(i) <u>KPI for the PT members referred to the FSGPC</u> An update on the KPI of PT members would be given by the Chairman of the FSGPC.</p> <p>(ii) <u>Update on the intervention by the Director FIRS on the challenges experienced at the FIRS</u> There is now an understanding between the TIN PMO and the relevant stakeholders in the FIRS. We now have support and good collaboration.</p> <p>(iii) <u>Update on Accenture's Milestone 5 deliverables</u> Accenture's Milestone 5 to be presented by the Chairman of the Milestone Certification Committee.</p> <p>(iv) <u>Update on the revalidation of ICT related programs in the SBIRs and FIRS</u> Accenture had revalidated most of the ICT related projects in the FIRS and SBIRs.</p> <p>(v) <u>Update on the technical challenges experienced by the system</u> We now have a working system.</p>	<p>PM</p> <p>PM</p> <p>PMO</p>
<p>Program Status Update</p>	<p>The presentation was made by the TIN Program Manager and the areas covered included:</p> <ul style="list-style-type: none"> i. Infrastructure and Systems; ii. Capacity Building; iii. Change Management; 	

- iv. Counterpart payment;
- v. Issues and Challenges;
- vi. Recommendations;
- vii. Risks and Mitigation Actions;
- viii. High level Timelines.

At the end of the presentation, members present made the following comments:

(a) Payment of Counterpart Funding

The Chairman demanded to know the strategies that the PSC were putting in place to ensure that the outstanding monies were paid.

The representatives of the SBIRs present in the meeting gave various reasons why the payments could not be made, all the reasons bother on the doubts some have on the Program. The need for aggressive campaign at this critical stage of the Program was also canvassed.

A suggestion was made to set up a committee to pursue the counterpart funding. The PSC finally decided that genuine efforts should be made to engage the Governors and Finance Commissioners to facilitate the payment of the TIN counterpart funding.

It was also decided that the strategy to be adopted for go-live should be that, "go-live should start first with the states that have paid".

(b) Risks/Mitigation Actions

(i) Change of Leadership in JTB/FIRS

The Chairman told the meeting that as the CDSSG, he supported the former Chairman JTB to ensure that the full budget for the Program was provided and hence gave his word that he would therefore be the last person as the Chairman not to support the TIN Program.

He also solicited the support of the other PSC Members to ensure that the goal of the program was realized.

(ii) AFIS License required for new device biometric validation

In view of the critical importance of this, the Chairman charged the PMO and Telnet Consortium to ensure that all necessary actions were taken to resolve all issues connected with the above and also all outstanding issues connected with the system Release 2 implementation.

(iii) Security concerns and lack of skilled ICT manpower

The Ag. Chairman made it known that the security issues are not only with Northern Nigeria alone but that of the whole country which everybody needs to brace up to face.

He advised that JTB should ensure that all the trainings provided for in the contract were conducted so as to provide the needed manpower to operate the system especially in the SBIRs.

Finally, the Chairman advised that all issues be resolved and all pilot roll-out activities to be conducted by the end of May, 2012

PMO/Telnet

		to give opportunity for the other non-pilot states to be attended to. The meeting also agreed that all the non-pilot states should be connected by November, 2012.	PM
7	Presentation of Memos by the Program Manager	<p>(i) <u>Honorarium review for stakeholders coming from outside Abuja</u> It was decided after due deliberations that the honorarium paid to stakeholders attending from outside Abuja be increased from N50,000.00 (Fifty thousand naira only) to N100,000.00 (One hundred thousand naira only) and also to retain the amount of N30,000.00 (Thirty thousand naira only) for stakeholders within Abuja, effective 3rd May, 2012.</p> <p>(ii) <u>Accenture Contract Renewal</u> It was reported to the meeting that Accenture's Program Management services contract of fifteen (15) months expired on 30th April, 2012. After deliberations with Accenture, it was agreed that Accenture should be involved in the outstanding UATs for Delta and FIRS. The PSC directed the Program Implementation Committee (PIC) to engage Accenture to discuss and recommend the terms for the contract renewal to the Chairman till Program closure. The PIC members consist of:</p> <ol style="list-style-type: none"> i. PSC Chairman; ii. Alternate Chairman TIN PSC; iii. Delta Chairman (to be reached via email); iv. I&S Sub-committee Chairman; v. Country Managing Director, Accenture; vi. Telnet Project Director; vii. Program Manager TIN <p>(iii) <u>Request for approval to purchase Automatic Voltage Regulator (AVR)</u> The need for the purchase of a 50KVA AVR to protect the 40tons cooling system arose in view of the fact that PHCN voltage is never stable and could burn the equipment in the Data Center. The meeting therefore approved the purchase of the 50KVA AVR for the sum of N2,170,000.00 (Two million, one hundred and seventy thousand naira only) in favor of Telnet ltd.</p>	PIC/PM
8.	Presentation of Reports/Memos by FSGPC Chairman	<p>(i) <u>Sub-Committee Report</u> <u>Governance Charter:</u> The sub-committee observed that the charter was already approved by the PSC and hence there was no need to bring the document to the sub-committee. However the sub-committee observed that the PSC ought not to have approved a charter containing some mandates on the sub-committee without giving her an opportunity to make an input on it. <u>Audited Account:</u> The audited report for 2009/2010 was presented to the sub-committee but due to lack of time to go through the documents properly, it was only received with the hope that the FSGPC should properly study and make a report to</p>	FSGPC

the PSC subsequently for deliberation.

The Committee also received the unaudited financial account for 2010/2011 which was presented by the Finance and Admin. Lead. The auditing of the pending account was stepped down because the tenure of the External Auditor; Balogun Badejo & Co. had expired.

Request by the Auditors to continue in Office

There was a request by the External Auditors to be allowed to continue in office but it was observed that the firm was seconded by the JTB and the later had engaged another External Auditor. The issue was again referred to the FSGPC for a conclusive decision

Lowe Lintas request for Contract renewal and increase in Consultancy service fee

There was a request from Lowe Lintas (the Media Consultants) for contract renewal and increase of Consultancy fee sum from N2,000,000.00 (Two million naira only) to N2,500,000.00 (Two million five hundred thousand naira only).

The requests were approved subject to a letter of commitment for quality service delivery and recommendation to the PSC for ratification.

Lowe Lintas Media Schedule, Radio Voice over and Media Campaign Cost

The sub-committee considered and approved the above.

TIN Program Operational Imprest

The TIN Program Operational imprest increase request from N450,000.00 (Four hundred and fifty thousand naira only) in 2009 to the sum of N1,050,000.00 (One million and fifty thousand naira only) was approved by the sub-committee.

Project Team Members KPI

The document to be used to assess the officers was approved with a few amendments and the Program Manager and Leads were also approved to assess the officers and report the next meeting.

- (ii) **Memo on request for ratification of approval by the FSGPC to increase the TIN Operations quarterly imprest from N450,000.00 (Four hundred and fifty thousand naira only) to N1,050,000.00 (One million and fifty thousand naira only)**

The request was considered and approved by the PSC.

- (iii) **Request for approval of FSGPC recommendation for the renewal of Lowe Lintas Media Consultancy Contract and Media Budget of N171,000,000.00 (One hundred and seventy-one million naira only)**

The PSC approved the renewal of Lowe Lintas Media Consultancy Service Contract from October 2011 to December 2012 and the increase of the monthly service charge from N2,000,000.00 (Two million naira) to N2,500,000.00 (Two million five hundred

		<p>thousand naira only) with the following conditions:</p> <ol style="list-style-type: none"> i. There should be no reimbursable; ii. There should be no variations. <p>The PSC also approved the media budget in the sum of N171,000.000.00 (One hundred and seventy-one million naira only) in favor of Lowe lintas with the following conditions:</p> <ol style="list-style-type: none"> i. There should be no variations; ii. An automated media monitoring service company should be utilized; iii. Payment should be based on actual after reconciliation. <p>(iv) <u>Request for ratification of approval by the FSGPC of KPI for the Project Team Members</u></p> <p>The approval was given by the PSC with the following conditions:</p> <ol style="list-style-type: none"> i. That the Project Team (Officers and Leads) be evaluated by their Leads and the Program Manager accordingly; ii. That the evaluation form as amended be used for the evaluation. 	
9.	Presentation of Report Milestone Certification Committee	<p>(i) <u>Request for ratification of Certification approach for the Pilot User Acceptance Test (UAT)</u></p> <p>The request was approved by the PSC.</p> <p>(ii) <u>Request for Ratification of approved deliverables and payment to Accenture for the 5th Milestone as contained in the contract agreement</u></p> <p>Based on the satisfactory closure of milestone 5 deliverables, Accenture submitted an invoice requesting for payment of the sum of N29,389,535.44 (Twenty-nine million, three hundred and eighty-nine thousand, five hundred and thirty-five naira, forty-four kobo).</p> <p>The request was considered and approved by the PSC.</p>	
10.	AOB	<p>The representative of the CBN advised that in subsequent meetings, the memos to be discussed should be sent in advance to members via email to enable them make meaningful contributions.</p> <p>He was also of the opinion that it had become necessary for members to know the actual money spent on the program so far so that it could be compared with the Program Budget.</p> <p>The Chairman of the FSGPC told the meeting that the Financial Account had been presented to the sub-committee and by the next meeting financial report would be presented to the PSC for Members to know the Financial stand.</p> <p>The Delta Chairman also noted the pressing need for the JTB to call a meeting of the technical sub-committee to address issues associated with the administration of the new Personal Income Tax (Amendment) Act 2011 (PITA), as agreed earlier in the year.</p> <p><u>Jingles for the Media Campaign</u></p> <p>The jingles for the Media Campaign in four versions were played in the meeting but the output was not good enough owing to the</p>	

		systems used in the meeting, so the Program Manager promised to circulate same to Members via email and he would be anticipating approval via mail within 3 (three) working days.	
11.	Adjournment/ Closure	<p>The Chairman thanked Members for their time and contributions and urged everyone to continue to support the JTB/TIN program until it is fully realized.</p> <p>The meeting finally rose at 6.25pm with a prayer said by Kabir A. Yeldu the representative of CCCOBIN.</p> <p style="text-align: center;">Alhaji K. M. Mashi Chairman</p> <p style="text-align: center;">Kingsley Nkemakosi Secretary</p>	