



## UTIN Project Implementation Secretariat

**To:** All members of UTIN Implementation/Steering Committee

**From:** The UTIN Project Secretariat

**Subject:** Invitation to the UTIN Implementation Committee Meeting

This is to invite all the members of the UTIN Implementation Committee to the meeting of the Committee. The meeting is scheduled as follows:

**Date:** Friday, 12th February, 2010

**Venue:** JTB Conference Room, ETF Building Maitama, Abuja.

**Time:** 10.00am

### AGENDA

S/N	Task Name	Duration
1	Opening Prayer	3 minutes
2	Chairman's address	5 minutes
3	Adoption of the agenda	5 minutes
4	Introduction of new members (if any)	3 minutes
5	Reading, Amendment and Adoption of the minutes of the 8 <sup>th</sup> February, 2010 meeting	15 minutes
6	Reading, Amendment and Adoption of the minutes of 16 <sup>th</sup> February, 2010 meeting	15 minutes
7	Matters Arising	20 minutes
8	Report by the Infrastructure and Systems Sub-Committee- Comments, Inputs and Selection of Vendor for the UTIN System Implementation	30 minutes
9	Performance <del>bonus</del> <sup>evaluation</sup> for the UTIN Project Management Team	20 minutes
10	Report from the Project Team	10 minutes
11	AOB	20 minutes
12	Adjournment	2 minutes
13	Closing	2 minutes

*date for next NGR meeting & placement on agenda*

**Nkemakosi Kingsley**  
(Project Secretary)

UTIN 2010