

The TIN Program Management Office (PMO)

To: All members of the TIN Program Steering Committee(PSC)

From: The TIN PMO

Subject: Invitation to the 23rd TIN Program Steering Committee Meeting

This is to invite all the members of the TIN Program Steering Committee to the 23rd meeting of the committee. The meeting is scheduled as follows:

Date: Thursday 22nd March, 2012

Venue: Hawthorn Suites by WYNDHAM, 1, Uke Street, Area 11, Abuja

Time: 11:00am

Agenda

S/N	ITEM NAME	RESPONSIBLE PERSON(S)	DURATION
1	Opening Prayer	Chairman	2 minutes
2	Chairman's Address	Chairman	5 minutes
3	Adoption of Agenda	All Members	5 minutes
4	Introduction of new members (if any)	Chairman	3 minutes
5	Reading, Amendment and Adoption of the previous minutes (14/12/11)	All Members	15 minutes
6	Matters Arising/Status of Action Points	PM	20 minutes
7	Program Status Report	PM	30 minutes
8	Media Campaign Message	PM	20 minutes
9	Presentation of memos for approval: i. Milestone Certification Committee for ratification; ii. Presentation of the TIN Pilot launch programme for approval.	PM	40 minutes
10	Presentation of report by the Milestone Certification Committee: i. Report on Local User Acceptance Test; ii. Report on Accenture Milestone 5 deliverables.	Alternate Chairman PSC	40 minutes
11	AOB	All Members	20 minutes
12	Adjournment	All Members	2 minutes
13	Closing	All Members	2 minutes
14	Closure	Chairman	2 minutes
Total time			3hrs 26minutes

Thank you.

 22/03/2012

Chinedu Ekeh
Program Manager, TIN



TIN Program Management Office

Table of Contents

	Page
• Agenda for the Meeting -----	1
• Minutes of Previous Meeting-----	2
• Matters Arising/Status of Action Points-----	3
• Program Status Report-----	4
• Media Campaign Message-----	5
• Memos for Approval-----	6
– Milestone certification-----	(6i)
– TIN Pilot Launch-----	(6ii)
• Reports by the Milestone Certification Committee-----	7
– Report on Local User acceptance Test	
– Report on Accenture Milestone 5 deliverable	