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**MEETING WITH THE NIGERIA GOVERNORS' FORUM (NGF)
PERMANENT SECRETARIAT CONTRACTOR AND PROJECT
CONSULTANTS HELD ON 12 OCTOBER, 2009 AT THE NGF
SECRETARIAT**

S/N	NOTES/RESOLUTIONS	ACTION BY
	<p><u>ATTENDANCE</u></p> <ol style="list-style-type: none"> 1. M.A Jibia – Executive Director (Finance & Administration) 2. Chuku, C.C – Head, Legal 3. Fatima Y.U Katsina – Technical Assistant to DG 4. Timothy Daniel – Coplan Associates 5. Arc. Ajogbe, Goke- Coplan Associates 6. Ogwuche, A.V – Coplan Associates 7. Aziz, S.A. – Coplan Associates 8. Luka Sukai – Project Cost Consultants Ltd 9. Elie Chidiac – SAGETO ltd 10. Ovie Dogun – Model Design Ltd <p>The meeting started at 11.05am with opening prayers said by Ovie Dogun. The DG was unavoidably absent and the Executive Director (Finance & Admin) presided in his absence.</p> <p>After reading the Minutes of the previous meeting, the following amendments and observations were made:</p> <ul style="list-style-type: none"> • ‘Copla’ should read ‘Coplan’ in No 8 on the Attendance List. • ‘FCTA’ to read ‘FCDA’. • It was observed that the impression created at the meeting was not to have two permanent buildings in the premises but to have one temporary structure in addition to the main building. <p>In the absence of any further observations and amendments, Ovie Dogun moved for the adoption of the minutes and the motion was seconded by Elie Chidiac.</p> <p>Matters Arising: Regarding the task given to the project Manager at the last meeting, to explore ways of altering the Project</p>	

designs to reflect present realities, the meeting was informed that the officials at the Federal Capital Development Authority (FCDA) had refused to grant any approval to any alteration that was contrary to its regulations and that the changes sought were not tenable within the Central Business District.

The ED (Finance & Admin) informed the meeting that the Landlord of the present office had unilaterally and unreasonably increased the rent on the property and that the Management did not see any reason to pay the outrageous rent, hence the need to expedite action on the Project. The possibilities of putting up a Structure within the Premises that would serve as a temporary Secretariat were further deliberated upon but the Project Consultants and Contractor expressed doubts that this would work. They made the point that not only was this suggestion against the wealth of regulations –FCDA, Health, Safety & Environment (HSE), etc, the site could not accommodate any extra building outside the design. Further, they warned that it was impossible for clients to use the site in the course of construction.

Responding to a suggestion to scale down both the floors and the surface area to save cost, the meeting was informed that scaling down the surface area would amount to going back to 'Square One' and would entail going back to the Department of Development Control for approvals. This, the meeting was informed could take over one year to achieve. However, the Consultants agreed that scaling down the floors could be accommodated and that provided it was done in the course of the Project, this would not require any approvals.

Upon intense deliberations on the way forward regarding the possibilities of accommodating the Secretariat temporarily, it was suggested that the basement could be put up and on the floor immediately above it, a structure could be erected that would accommodate the Secretariat. The meeting agreed that this was a workable option and also resolved to explore it further once the Management gave the go-ahead. The

Contractor committed that if the Project took off in November, he could deliver Office spaces to Secretariat by June, 2010. They needed to know the number of office spaces required and were assured that the Secretariat would avail them that information by the following day, 13 October.

Responding to a question on the amount in the Project account so far, the meeting learnt that the total amount was less than N1 billion. However, the hope was expressed that more funds would be raised once the Project took off.

ACTION PLAN

The meeting agreed to a tentative roadmap as follows:

- i. Possible take-off of Project – November '09
- ii. Information on number of office spaces to be made available by the Secretariat.
- iii. NGF to be notified on the developments, especially regarding the situation with the Secretariat office.
- iv. Next meeting of the Secretariat Project Stakeholders would be held on 19 October, 2009 at 11 am.

The meeting came to an end by 12.30pm with closing prayers said by Elie Chidiak.

Chuku, C.C
Secretary