

MINUTES OF STAFF MEETING OF THE NIGERIA GOVERNORS FORUM (NGF)  
HELD AT THE SECRETARIAT COMPLEX ON FRIDAY, 18<sup>TH</sup> AUGUST, 2010.

S/NO	NOTES	ACTION
01	<p>IN ATTENDANCE:</p> <ol style="list-style-type: none"> <li>1. M. JIBIA – ED (FINANCE AND ADMIN)</li> <li>2. A.T SHITTU – ED (STRATEGY AND RESEARCH)</li> <li>3. CHIJOKE CHUKU- HEAD (LEGAL)</li> <li>4. BODE AIYENIMELO – PUBLICATIONS / PRESS</li> <li>5. IBRAHIM JA’AFAR – PROTOCOL</li> <li>6. ANDA PHILEMON – SENIOR ADMIN.OFFICER / SECRETARY</li> <li>7. AHMED S . HALIMAH – ADMIN. OFFICER</li> <li>8. ONYENALIM CHIDINMA – ADMIN OFFICER</li> <li>9. BLESSING OGBUNAMIRI – CONFIDENTIAL SECRETARY</li> <li>10.DAISA AYO – CHIEF DETAIL TO DG</li> </ol>	
02	<ol style="list-style-type: none"> <li>11.KUBURAT OLATOWOJU – ACCOUNTS OFFICER</li> <li>12.ISHAKU MAIKASUWA - OFFICE ASSISTANT, I</li> <li>13.BARNABAS ABBA – OFFICE ASISTANT, II</li> <li>14.MOHAMMED ABDULLAHI –DRIVER, I</li> <li>15.ABUBAKAR BALLAH – DRIVER, II</li> <li>16.BALA GIMBA – SECURITY ,I</li> <li>17.CLETUS DANIEL – SECURITY ,II</li> </ol>	
03	<p>COMMENCEMENT:</p> <p>The meeting commenced at 12:18pm with an opening prayer by Halimah S. Ahmed.</p> <p>The Presiding Chairman, Executive Director (F&amp;A) in his opening remarks welcomed all staff to the meeting with</p>	

admonition that members of Staff should put in more efforts towards lifting the Forum higher. He also reminded the meeting of the decision to rotate the task of taking minutes amongst Staff as a way of exposure and enhancement of Staff performance, and therefore directed the Senior Admin. Officer to take the minutes at that meeting, while another Staff would handle the responsibility in the next Staff meeting. He also advised members of staff to submit copies of their job description to his office for the on-going re-structuring exercise to streamline responsibilities in the secretariat.

#### MINUTES OF LAST MEETING / MATTERS ARISING THERE FROM

Following the reading and adoption of the minutes of the last Staff meeting, the following issues, being matters arising there from were thus deliberated upon:

(i) VISIT TO THE UNITED STATES:

The meeting was briefed by Bar. Chijioke Chuku on the visit to the United States of America of a delegation of Nigeria State Governors and members of management Staff of NGF Secretariat on the invitation of National Governors' Association (NGA) to participate in its annual general meeting which took place from 9<sup>th</sup> to 11<sup>th</sup> July, 2010 in Boston Massachusetts, with about 40 US Governors in attendance and participation of facilitators from the United States like Samuel Palmisano, the Chief Executive of IBM, He mentioned that aside the NGA Conference, which was the main event, other meetings held between NGF and other organisations, one of which was with Professor Gwendolyn Mikell of Cevgetown Unirer and Professor David Cutler of Harvard University. The highlight of this particular meeting was agreement on the continuous need for capacity training for State Governors, and particularly NGF Secretariat Staff, being the

nucleus of the organisation. Furthermore, one important features of the various meetings held US is the tradition of strict time management and management in the US, a tradition the Director General of NGF has tried to promote and encourage here in Nigeria.

(ii) **STAFF WELFARE/ SALARY REVIEW**

The Executive Director (Finance and Admin) informed Staff that the issue of welfare, which the management had promised to look into has come into effect from the month of June, 2010, with the upward review of salary. On the strength of that , he encouraged Staff to give their best and redouble efforts in their various task and assignment for quality performance because management was equally working on putting in place a standard performance appraisal measure for promotions, and encouraged them to approach Management with issues that could move the Forum forward. He further stated that the request which Management has put to the NYSC Directorate for Corpers was still being pursued with vigour.

(iii) **TERMINATION LETTERS:**

The Executive Director (F&A) also informed the meeting that the senior Admin. Officer was working on the issue of formal termination letters for erthswile Staff of NGF, Mr. Abdullahi Kabir Shehu and Mr. Matthew Ogunbode. He however called on the Senior Admin Officer to expedite action on the matter so as to put it to rest.

(iv) **STAFF TRAINING:**

On Staff training, the Executive Director informed the meeting that it was a continuous programme to enhance capacity and quality of deliveries. He once again emphasised the

importance of submission of training reports which would help the Forum in no small measure. The Senior Admin. Officer had been directed to draw up a matrix for staff that had attended training, and those still to, and ensure also that the Drivers and Security-Guards were involved in the training programme. He emphasised that Staff training must reflect schedules and responsibilities, or that which may be relevant to the Forum.

**(v) PEER REVIEW OF STATES:**

Giving the report of the peer review of states, an exercise started since 2009, the Executive Director (S&R) stated that 33 States have been peer reviewed, and there were 3 States left to complete – Oyo, Ondo, Osun - and the tour may resume soon because Oyo State had just informed him it was ready to receive the team from 29<sup>th</sup> of August, 2010.

Shedding more light on the peer review exercise, the Executive Director (S&R) mentioned that the reports of the exercise would be in 2 formats – States specific reports and country report, which would pick out specific sectors and areas of best practices. He added that the report would reflect the new DFID framework, in addition to style, format and other factors that would be collectively agreed with NGF consultants and other experts that might be involved.

**(vi) NGF WEBSITE:**

The Executive Director (F&A) informed members of Staff that the NGF website was still being handled and re-worked in order to give the NGF a better public relations outfit and good image.

	<p><b>(vii) NGF PERMANENT SECERTARIAIT :</b>  The Executive Director (F&amp;A) informed members of Staff that efforts were seriously being made for acquisition of the property co-owned by Bauchi and Gombe State governments to serve as NGF permanent Secretariat. He further mentioned that a follow-up meeting between the NGF and its consultants was held on Wednesday 18<sup>th</sup> August, 2010.</p> <p><b>(viii) UNDP SENSITIZATION WORKSHOP:</b>  The Executive Director (S&amp;R) informed the meeting that the UNDP sensitization workshop, organised in collaboration with NGF scheduled for 19<sup>th</sup> and 20<sup>th</sup> July, 2010 in Minna, Niger State held successfully. The attendance was encouraging and the discussions, centred on States specific performances were reviewed and analysed for improvement.</p>	
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S/NO	STAFF	COMMENTS
01	DAISA AYO	He expressed gratitude to Management for being responsive and appealed for empathy on issues that affects staff, whether official or personal.
02	IBRAHIM JA'AFAR	He commended the open door policy of Management which engender free flow of communication and breeds good and conducive working environment.
03	AHMED S. HALIMAH	Thanked Management for all they have been doing, and appealed for an opportunity for her to have more time from work for IT and computer training.
04	KUBURAT	She emphasised on the need for the

	OLATOWOJU	enhancement of internal communication link in order that staff be kept well informed and carried along in NGF activities because there were occasions when staff found themselves uninformed on certain important goings – on in the Secretariat.
05	ONYENALM CHIDINMA	She raised an issue bordering on official working hours and sought clarification if there was change in working hours because there were occasions where complaints were raised as regards her closing from work at 5pm.
06	BODE AIYENIMELO	He expressed appreciation to management for its efforts and informed the meeting that he has been facing health challenges for the past 2 weeks, thereby affecting his attendance in office. He equally re-emphasised the issue of strengthening internal communication in the secretariat.
07	ANDA PHILEMON	He commended the Management for creating a conducive working environment and informed the meeting that he has started a Self development programme on IT and computer skill. He further stated that he intended to use his 2010 annual leave to enrol for professional training in that regard and craved indulgence of Management to assist him if the need arose.
08	BLESSING OGBUNAMIRI	Appreciated Management on the issue of Staff welfare, approval for new ID cards as well as the new organogram which would clearly spell out staff responsibilities. She appealed for continuous show of magnanimity to boost Staff morale.
09	CHIJOKE CHUKU	That he was perplexed sometimes to see Staff not really expressing themselves or shying away

10	MOHAMMED ABDULLAHI	<p>from issues affecting them in the office. He commended Management for creating the right atmosphere and encouraged members of staff to always take advantage of avenues as staff meetings to express their sincere feelings on State of things.</p> <p>He emphasised that every Staff should develop the attitude of being part of the Secretariat other than complaining of not being carried along in certain areas.</p> <p>He showed appreciation to Management for the upward salary review and pledged to redouble efforts in his assignments.</p>
11	ABUBAKAR BALLAH	<p>He expressed appreciation on Management's efforts, particularly on the policy of staff training. He stated that he looked forward to the opportunity to attend training.</p>
12	BARNABAS ABBA	<p>He mentioned that he faced very serious challenges whenever there were many visitors to attend to. He sought understanding of Management and Staff in that regard for him to be able to carry out his work with little or no hitch.</p>
13	BALA GIMBA	<p>He informed the meeting that they faced serious challenges with visitors at the security gate, especially those on appointment or came to see the Management and senior staff, who most often tend to feel embarrassed if asked to go through the normal routines. He appealed to all staff to always let the security men know in advance if such arrangement were made in order to reduce the frictions that accompanied such scenarios.</p> <p>He further stated that he looked forward to attending training for improved performance.</p> <p>HE expressed his very deep appreciation for</p>

14	ISHAKU MAIKASUWA	Management's responsiveness to staff welfare, particularly the assistance rendered to him when his house collapsed in the village. He said he also looked forward to receiving capacity training to overcome some challenges he still faced despite the long years he has been carrying out his primary assignment, which is dispatch of mails.
15	CLETUS DANIEL	He re- emphasised the issue of VIP visitors and the challenges faced with such persons. He re-echoed his colleagues suggestion that staff should endeavour to get them informed at the gate to avoid hiccups.
16		He expressed appreciation for Management's action on the issue of staff welfare.
17		<p><b>MANAGEMENT'S RESPONSE:</b>  Management in their response to issues that formed the fall out of staff feedback informed the meeting that all staff must be ready to make personal sacrifices and continue to identify areas of challenge, and also redouble their efforts in the discharge of tasks and responsibilities. They went further that Management was disposed to addressing all issues that would enhance staff performance, including capacity training, which would be always be done in consideration of available finances and other relevant factors.</p>
		<p><b>CONCLUSION:</b>  The meeting ended at 1:46pm, with a closing prayer said by Chidinma Onyenalim.</p>



		<b>Anda Philemon</b> <b>Senior Admin. Officer/ Secretary</b>
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