

**MINUTES OF STAFF MEETING OF THE NIGERIA GOVERNORS' FORUM (NGF) SECRETARIAT HELD AT THE SECRETARIAT COMPLEX ON SEPTEMBER 16, 2009**

S/N	NOTES	ACTION
	<p><b>ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. A.B Okauru – Director General</li> <li>2. M. Jibia – ED (Finance &amp; Admin)</li> <li>3. A.T. Shittu – ED (Strategy &amp; Research)</li> <li>4. Chuku, C.C. – Head, Legal/Secretary</li> <li>5. Bode Aiyenimelo – Publications</li> <li>6. Fatima Y. Usman Katsina-Tech. Assistant to DG</li> <li>7. Ibrahim Ja'afar – Protocol</li> <li>8. Anda, Philemon – Senior Admin. Officer</li> <li>9. Onyenalim Chidinma – Admin. Officer</li> <li>10. Ahmed S. Halimah – Admin. Officer</li> <li>11. Kuburat Olatowoju – Cashier</li> <li>12. Tina Ogili - Publications</li> <li>13. Blessing Ogbunamiri - NYSC</li> <li>14. Ogunbode, Matthew – Confidential Secretary</li> <li>15. Mohammed Abdullahi – Driver</li> <li>16. Abubakar Ballah – Driver</li> <li>17. Ishaku Maikasuwa – Office Assistant</li> <li>18. Barnabas Abba – Office Assistant</li> <li>19. Bala Gimba – Security</li> <li>20. Cletus Daniel - Security</li> </ol> <p><b>COMMENCEMENT</b></p> <p>The meeting started at 12.13 pm. The Director General (DG) expressed dismay at the length of time that had passed since the last meeting and directed the secretary to ensure that meetings were held regularly.</p> <p><b>MINUTES OF THE LAST TWO STAFF MEETINGS</b></p> <p><b><i>Minutes of the meeting of May 13, 2009:</i></b></p> <ul style="list-style-type: none"> <li>• 'Aiyenimelo' on No. 5 of Attendance list to read 'Aiyenimelo'</li> <li>• On Paragraph 3, Page 3, delete one 'a'</li> </ul> <p>In the absence of any further amendments/observations, Philemon Anda</p>	

moved for the adoption of the minutes.

**Minutes of the meeting of June 17, 2009:**

In the absence of any amendments, Ibrahim Ja'afar moved for the adoption of the minutes.

**Matters Arising from minutes of May 13, 2009:**

**i) Vehicles** – The DG informed the meeting that the issue of vehicles was yet to be resolved. The States that promised to donate vehicles to the Secretariat were yet to make good their promise. However, he announced that the Chairman of the Forum had donated a bus to the Secretariat which would soon be delivered to the office.

**ii) Website** – The DG expressed displeasure over the state of the Forum's website and stated that there was a need to employ a staff who would be dedicated to the administration of the site, making it more up to date and interactive. He further directed that any staff who knew any competent computer expert could introduce him to the office.

**iii) Welfare of Staff:** The DG appreciated the patience of all staff in respect of their welfare and informed the meeting that the data for the restructuring of the Secretariat was ready and would soon be acted upon.

**iv) Availability/Release of funds for Assignments:** Responding to a question by a member of staff on how staff can create funds for the office, the DG explained that to create wealth, the right calibre of staff would be employed. The present monies being deployed into the system is grossly inadequate and there was a need to create more channels of revenue generation.

**v) Punctuality:** The Executive Director (Finance & Administration) reported that the same defaulters mentioned in



an earlier meeting were still prominent. However, Madam Kuburat had improved but similar improvement was yet to be recorded against Madam Halima. Madam Halima informed the meeting that there were extenuating circumstances for her perceived laxities. She has ulcer and asthma and informed the meeting that on those days that she did not make it to work on time, she had gone to see her doctor.

- ~~vi~~ **vi) Familiarisation Tour of the States:** Female members of staff denied having any impediments stopping them from taking part in the tours. Attention of management was drawn to the four staff who were yet to go on the tour:
1. Philemon Anda (✓)
  2. Halima Shehu Ahmed (✓)
  3. Matthew Ogunbode (x)
  4. Tina Ogili (x)

- vii) Galaxy Backbone Workshop:** The DG thanked those who took part in ensuring the success of this exercise. He further announced that the Report of the workshop was ready and would be presented at the next meeting of the Forum.

**Matters Arising from the Minutes of June 17, 2009:**

**Introduction of new Staff:** The DG reminded staff that he had introduced a new member of staff, Fatima Usman Katsina at the meeting of June 17, 2009. He recalled that he had appealed to every staff to cooperate with her and wanted to know how well staff had related with her. The DG stated that he had received disturbing reports on the state of Fatima's relationship with staff and called on every staff to individually speak his mind on this matter.

The general consensus among staff was that

Fatima was haughty, intolerable and generally looked down on them. The meeting found that perhaps, with the exception of the security men at the gate who had little contact with the main office, everyone had a complaint or two against her.

In her response to the accusations leveled against her, Fatima stated that the perceived harshness on her part was a result of her resolve to get things moving in the office and at another level was because of her lack of a clear understanding of different staff roles leading to her having to ask people to perform tasks which they may not have felt inclined to obliging. She apologised to all staff and assured that she would work harder at improving her relations with everyone.

The ED (S & R) while acknowledging that there was a big challenge in respect of the relationship between Fatima and the rest of the Staff appealed to everyone to be more tolerant of one another and emphasised a good inter-personal relationship and a harmonious working relationship.

The DG in his own remarks aligned with the ED (S & R) and stated that since Fatima had stated clearly that she was sorry, the matter should be laid to rest. While emphasising forgiveness, he reiterated that Fatima's role in the office was that of Technical Assistant to the DG. He felt it was insulting for her to compare herself to the EDs. Nobody should be intimidated in the office. Respect, courtesy and Politeness should be the watchwords.

He further warned that going forward, management must be given clear feed backs on happenings in the office and that it was dangerous not to inform management of matters that potentially go to the heart of the Organisation.

**Late Ado Mohammed (Gardener)**

It was agreed that there was need to find out how the late gardener's family was coping. The



accountant would give a comprehensive report on the situation at Ado's family.

### **Verbal Directives to release funds**

The meeting noted that this had been largely resolved but the Accounts staff pointed out that the ED (S&R)'s request for recharge cards were still done verbally. It was agreed that on no account should verbal requests be entertained.

### **A.O.B**

- Ishaku Maikasuwa related some challenges encountered in the course of despatching NGF mails. The first challenge had to do with his inability to produce an identity card on request. In addition, he made a case for provision of an allowance that would cover his lunch while on duty. The ED (Finance & Admin) was directed to see to the first case while it was agreed that the second matter would be taken care of once the re-structuring of the Secretariat was concluded. A Consultant had been appointed to work out the modalities to take care of issues of remuneration, overtime, lunch package etc and the ED (Finance & Admin) assured the meeting that the Consultant's report would be ready in two (2) weeks. In the meantime, the DG directed Ishaku and Philemon Anda to see him immediately after the meeting.
- The DG expressed disappointment with the official website and asked staff to come up with anyone they thought could do a better job. Matthew Ogunbode informed the meeting that he could administer the website at no extra cost to the office. All that was required was a reasonably constant and reliable internet service in the office. The DG was of view that this fell within Bode Aiyenimelo's sphere of duty and directed that Bode Aiyenimelo met with

him after the meeting.

- The DG also expressed concerns with the procurement records and would address these concerns with Chidinma Onyenali.

The meeting ended at 1.40pm.

**Chuku, C.C, Esq**  
**Head, Legal/Secretary**