

To: The TIN Program Steering Committee

Date: 22 March, 2012

Subject **REQUEST FOR RATIFICATION OF MILESTONE CERTIFICATION COMMITTEE FOR THE TIN PROGRAM MILESTONE DELIVERABLES**

At the last Program Steering Committee (PSC) meeting held on the 14 December, 2011, the committee directed the TIN Program Management Office (PMO) to define a comprehensive review process for the certification of the TIN program milestone deliverables. The aim of this process is to review and certify all milestones deliverables and make recommendations to the PSC for approval of associated milestone payments.

The PMO recommended that a certification committee should be constituted, comprising representatives of the Steering Committee and its sub-committees. Some of the responsibilities of this committee include:

1. Final review of milestone deliverables from all projects under the TIN program that have undergone the internal PMO review process.
2. Request for updates to milestone deliverables, if required.
3. Certification of program milestone deliverables.
4. Recommendations to the PSC for approval of associated milestone payments.

We recommended that the certification committee should comprise:

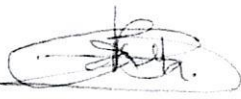
1. The Alternate Chairman of the PSC – as Chairman of the certification committee.
2. The Program Manager of the TIN Program – as Secretary of the certification committee
3. The Chairman of the Infrastructure and Systems Committee (ISC) – member
4. The Chairman of the Finance and General Purpose Committee – member
5. Two members of the ISC (Hassan Isah and Chiaka Okoye) as members

The PSC Chairman approved as follows:

- i. the certification committee;
- ii. its terms of reference;
- iii. its membership.

We are please requesting that the PSC may consider and ratify as approved by the PSC Chairman.

Thank you.



22/3/2012

Chinedu Ekeh
TIN Program Manager

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