The TIN Program Management Office (PMO)

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

From: The TIN PMO

Subject: Invitation to the 25th TIN Program Steering Committee Meeting

This is to invite all the members of the TIN Program Steering Committee to the 25th meeting of the committee. The meeting is scheduled as follows:

Date: **Thursday 30th August, 2012**

Venue: **Hawthorn Suites by WYNDHAM, No 1, Uke Street, Area 11, Abuja**

Time: **12:00 noon**

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 (03/05/12)	All Members	15 minutes
6	Matters Arising/Status of Action Points	PM	20 minutes
7	Program Update Report	PM	30 minutes
8	Presentation of memoranda by the Milestone Certification Committee: i. Memo on Accenture Milestone 6 deliverables ii. Memo on Telnet Milestone 4,5 and 6 deliverables iii. Memo on the streamlined organizational structure for State Boards of Internal Revenue	Alternate Chairman PSC	40 minutes
9	Presentation of memoranda by PM: i. Presentation of memo on installation of Telecommunication Masts at the non-pilot SBIRs ii. Presentation of memo on Project Team's performance evaluation	PM	20 minutes
10	Registration of PSC members/ UTIN T-Shirts and Caps	All	30 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 16 minutes

Thank you.

(signature) 30/8/12

Chinedu Ekeh
Program Manager, TIN