

**MINUTES OF MEETING BETWEEN THE MANAGEMENT OF THE NIGERIA GOVERNORS' FORUM (NGF) SECRETARIAT AND HON. BILLY NWOYE HELD AT THE NGF SECRETARIAT ON TUESDAY, 21 APRIL, 2009.**

S/N	NOTES/OBSERVATIONS	ACTION
01	<p><b><u>ATTENDANCE</u></b></p> <ol style="list-style-type: none"> <li>1. A.B. Okauru – Director-General, NGF</li> <li>2. A.O.T Shittu –Executive Director (Strategy and Research)</li> <li>3. Mohammed Jibia-Executive Director (Finance &amp; Admin.)</li> <li>4. Chijioke Chuku – NGF/Recorder</li> <li>5. Billy Nwoye- WILLIAMS WORLDWIDE</li> </ol>	
02	<p><b><u>COMMENCEMENT:</u></b> The meeting started at 10 am.</p>	
03	<p><b><u>DIRECTOR GENERAL'S OPENING REMARK</u></b></p> <p>The Director General (DG) welcomed Mr. Billy Nwoye to the meeting and began by expressing his appreciation and gratitude to Mr. Billy Nwoye for his kind gestures and concern extended to his wife and him whilst they were in the US on his wife's health situation.</p> <p>The DG also thanked Mr. Nwoye for all the documents sent in respect of the proposed relationship.</p>	
04	<p><b><u>DRAFT MEMORANDUM OF UNDERSTANDING (MOU)</u></b></p> <p>The DG reminded the meeting that Mr. Nwoye had earlier sent in a draft MOU on the proposed collaboration between the NGF and his organization. The general position was that the MOU was in principal agreeable and workable but there were concerns over the proposed retainer fee of Thirty Million Naira (N30m).</p> <p>The matter was deliberated upon and it was agreed that the retainer should be an agreed percentage of the revenue on any programme or activity. It was also agreed that this should be incorporated in the MOU and sent back to Mr. Nwoye.</p> <p>It was also agreed that this would form part of the DG's talking points with the Governors at the Familiarisation Tour.</p> <p>Mr. Nwoye indicated a readiness on the part of Amb. Howard Jeter (Rtd) to be part of the Tour, if requested.</p>	Chuku

### UPCOMING US TRIP

The DG informed the meeting of slight changes in respect of the proposed NGF working trip to the US:

1. The Governors of Kaduna and Akwa Ibom States would accompany the chairman on the trip.
2. Their profiles would be required.
3. A formal letter notifying them of the upcoming trip should be written to them.
4. A maximum of five (5) persons would be on the entourage of each Governor.
5. A maximum of seven (7) persons would be present at the meetings.

The possibility of getting a symbolic key to a city or State for the NGF chairman was discussed. Mr. Nwoye's response was that while they could very easily work out something on the city key, he could not give any assurances on that of the State because of the different laws governing each State. He however promised to look into the issue with a view to getting a feed back.

On the issue of the number of people to embark on the trip, Mr. Nwoye while conceding that it was ultimately a decision for the Forum to make however appealed that as many Senior staff of the secretariat as possible should be included in the trip. He was of the opinion that the secretariat should not be bogged down by constraints of number. The DG promised to look into this but noted that the biggest challenge was finance and this factor would influence any decision on the number of Secretariat personnel to go on the trip.

Mr. Nwoye further required the following information that would help them in preparing for the visit:

- i. The need for a prompt information relating to official arrival and departure dates.
- ii. The actual number of people travelling so as to make ample arrangements for Hotel accommodation.
- iii. In relation to (ii) above, they could make the reservations or book with their credit cards so the entourage could take care of the checking-in formalities themselves on arrival.
- iv. Also, what are the individual lodging arrangements-a room per person or are there guests who would share lodgings?
- v. Knowledge of the number of persons would also determine the number of cars to be hired.

The meeting looked into the possibility of involving the Nigerian Embassy in the arrangements and preparations for the trip. Mr. Nwoye relying on past experience expressed doubts on the readiness of the Nigerian Embassy to be of any assistance. The meeting deliberated on this issue and it was agreed that the Nigerian Embassy should be informed as a matter of courtesy and Protocol but that all other arrangements would be by the Consultant.

Mr. Nwoye also advised that any 'extra-official' interest or activity should be promptly notified so that proper arrangements are made by the consultants.

Similarly, it was agreed that gifts should be procured for the Hosts but such gifts should be symbolic and of little monetary value:

- a. A gift to the NGA from the NGF secretariat.
- b. 3 gifts to the Governor of Massachusetts from the 3 visiting Governors.
- c. A gift to the President of the National Democratic Institute (NDI) from the Chairman of NGF.

Mr. Nwoye identified the need for the chairman of the NGF to have small talk (Talking points) with Governor Deval Patrick of Massachusetts, the Host Governor. The other Governors would also hold soft chats with the host Governor. He would articulate the scope of these chats and get back to the Secretariat.

Mr. Nwoye

#### **PAYMENT FOR THE TRIP:**

On the mode of payment for the US events, Mr. Nwoye stated that he was open to payment in either Naira (N) or US Dollars (\$). The DG in stating his resolve to save money for the Forum assured the meeting that he would meet with the Forum's Bankers with a view to working out the modalities for procuring forex at the approved bank rates.

#### **LUNCH:**

It was agreed that the Forum would be responsible for the lunch at the Washington meeting and the cost was fixed at between \$1000 and \$2000.

#### **MEDIA PLAN:**

The meeting generally agreed that the decision on the media arrangements was that of the Forum but it was suggested that NTA

could be contracted to do it, who in turn would get their affiliates in the US to cover the events and send the output back as news story etc

It was agreed that Mr. Nwoye would see to this and send feed back to the Secretariat.

It was also agreed that a professional photographer be retained who would cover the visit.

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

#### **ANNUAL INTERACTIVE SESSIONS WITH THE DIPLOMATIC MISSIONS**

The meeting agreed to a suggestion to hold an **annual two-hourly session with members of the diplomatic corps**. This would fill the gaps in the relationship between the country and the various diplomatic missions. This session would among others:

- i. Promote goodwill and foster interaction and collaboration between the States and the missions.
- ii. Afford the Governors an opportunity for closer interaction with the missions beyond the ordinary course of their diplomatic activities.

This would also generate revenue for the Forum in the following ways:

- ❖ Table Sponsorship
- ❖ Gate takings
- ❖ Advertisements in the Forum's **publication**

#### **PROPOSED 10<sup>TH</sup> YEAR ANNIVERSARY OF ATTAINMENT OF DEMOCRACY IN NIGERIA**

It was agreed to hold an event marking the 10<sup>th</sup> year anniversary of uninterrupted democracy in the country. The Forum would take a detailed look at the proposal and agree on a date as well as activities for the celebration.

Chijioke Chuku  
Recorder