

JENG 7
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**MINUTES OF STAFF MEETING OF THE NIGERIA GOVERNORS' FORUM
(NGF) SECRETARIAT HELD AT THE SECRETARIAT COMPLEX ON
DECEMBER 15, 2009**

S/N	NOTES	ACTION
	<p>ATTENDANCE</p> <ol style="list-style-type: none"> 1. A.B Okauru – Director General 2. M. Jibia – ED (Finance & Admin) 3. A.T. Shittu – ED (Strategy & Research) 4. Chuku, C.C. – Head, Legal/Secretary 5. Bode Aiyenimelo – Publications 6. Fatima Y. Usman Katsina-Tech. Assistant to DG 7. Ibrahim Ja'afar – Protocol 8. Abdullahi Shehu - Accounts 9. Anda, Philemon – Senior Admin. Officer 10. Ahmed S. Halimah – Admin. Officer 11. Kuburat Olatowoju – Cashier 12. Tina Ogili - Publications 13. Blessing Ogbunamiri – NYSC 14. Andrew Daisa Ayo – Chief Detail to DG 15. Ogunbode, Matthew – Confidential Secretary 16. Mohammed Abdullahi – Driver 17. Abubakar Ballah – Driver 18. Ishaku Maikasuwa – Office Assistant 19. Barnabas Abba – Office Assistant 20. Bala Gimba – Security 21. Cletus Daniel – Security <p>IN ATTENDANCE</p> <ol style="list-style-type: none"> 1. Rahmat Abdullahi 2. Saeed Sanusi <p>COMMENCEMENT</p> <p>The meeting started at 10 am. Whilst apologising to the staff for the late commencement of the meeting, the Director General (DG) stated that that meeting was the last for the year. He further informed the meeting that the past year had been an exciting time for him and thanked members of staff for the cordial relationship that had existed amongst all. It was however time to re-position and re-focus the Secretariat.</p> <p>The DG informed the meeting that there would be a change in the structure of the Secretariat by the first quarter of the following year, 2010. Emphasis would be on building a Secretariat with a lean structure. In the past year, things had been done both formally and informally and the time had come to turn a page. The meeting was informed that all staff would be hearing from the management shortly.</p>	

15:25 - 16:35

22,500

The dream was to transform the Secretariat into a Resource Centre for the public and he would in due course develop a blue print for the way forward. The Secretariat was moving in an entirely different direction which would be a contrast to the simple secretariat envisaged by the founders of the Forum as was recently confirmed by Asiwaju Bola Tinubu in a recent meeting with him. Finally, he appealed to staff who felt they could perform better in a different capacity or department to come forward and let him know.

Feedback Session:

The DG sought feedback from staff on their job experiences so far. The following remarks were noted:

S/N	STAFF	COMMENTS
1	Fatima	Her work positive on all points- Attendance at FAAC meetings; interface with development partners, and positive communication with other NGF stakeholders. Inter-personal relationship with Secretariat Staff now improved.
2	Bode	Last Assignment was the letter to Punch Newspapers in respect of Sola Fabiyi's attacks against the Forum. Better record-keeping in his unit; Peer Review reports put together by him. All reports ready except for the States last visited. {NOTE: DG's concern with Bode's turn-around time on assignments given to him} .
3	Halima	Making copies of relevant newspaper clippings for placement in States' files and on the Notice Board etc Her level of punctuality had improved considerably.
4	Tina	Had been away from the office on health grounds for the greater part of the life of the new management. Traced the origin of her illness as well as the circumstances surrounding her alleged contraction of Tuberculosis. Tests had been administered which gave her a clean bill. {DG confirmed that it had been established that she was TB free and stated that he had no interest in ascertaining her HIV status which he felt was a personal affair} .
5	Philemon	Last assignment was the Peer Review

		Tour to Lagos, which he found quite enlightening. He expressed the view that the present management was a clear departure from the previous one and that he had learnt a lot. He also commended the 2 office assistants working with him, particularly Barnabas Abba. His greatest challenge was in the maintenance of the office complex.
6	Ibrahim	Protocol assignments generally even though his last assignment had been with the team that came to audit the Secretariat's books. His challenge was lack of regular internet access.
7	Matthew	Decried the lack of adequate notification of staff on the just concluded IGR conference which left most staff at a loss as to where to fit in the arrangements. {DG's attitude was that staff did not take ownership of the conference and that in future, staff should not wait to be specially informed before getting involved. He would however look into the allegation that the secretariat was not duly carried along}.
8	Blessing	Her last assignment had been compiling the status of compliance of the States in respect of the Fiscal Responsibility and Public Procurement Bills. Assists in sorting out materials for NGF meetings; Assists non-IT literate staff in the use of the PC.
9	Chuku	Generally had no problems in discharging his duties. Identified his sole challenge as money or the lack there of. {DG assured that this would be looked into}.
10	Abdullahi	Last assignment was his interface with the auditors engaged by the office to audit the office accounts. His constant absence from work was deplored. Abdullahi committed to change.
11	Abubakar	Made a case for inclusion on the tours. His driving skills were called to question. {The DG directed that the office drivers be included on the tours once their driving abilities could be ascertained. Drivers to be

		tested on driving skills. There was a need for new drivers in view of the increasing number of cars in the office. The meeting was informed that the Governor of Lagos State had donated 2 cars to the Secretariat}.
12	Barnabas	His duties include general office assistance. His main challenge was with the copiers which produced unclear copies. {The point was made that the reason for the regular malfunctioning of the copiers was the constant movement of the photocopiers which caused changes to the settings. It was agreed that engineers from Sharp be engaged to service the photocopiers. Philemon Anda was directed to see to this}.
13	Ayo	Did not see any need to assess himself. Felt it was the duty of his supervisors to assess him. His only challenge was his lack of proficiency in IT. {It was agreed that all staff deficient in the use of computers would be trained in the 1 st quarter of the new year. Meanwhile, the PC on Ayo's table should be made functional so he could practise in his spare time}.
14	Ishaku	His major assignment – despatch. His challenges were listed as follows: Lack of identity card; Allowance for lunch in the course of dispatch; Deductions from his salary for Trustfund Pension Fund Managers which were not remitted. {Upon enquiries, this assertion was found to be true and the DG directed that all outstanding remittances be calculated and paid without further delay}.
15	Mohammed	Expressed himself in Hausa but generally aligned himself with the sentiments expressed by Abubakar, his colleague driver.
16	Cletus	Appreciated the management for all they had done in 2009.
17	Kuburat	Her job entailed general accounting

work and she had no challenges.

Management Response:

Management in response thanked the staff for their contributions and promised that 2010 would be a year of hope and a lot of expectations. Staff was urged to brace up for more challenges in 2010. There was need for self assessment on every body's part. Any searchlight on others must necessarily begin with one's self. Every member of staff must contribute to the success of the Forum and reward must go with the quantum of work done.

AOB

The meeting was informed of the down turn in Chidinma Onyenalim's health and this was noted.

The meeting ended at 12 noon.

Chuku, C.C, Esq