

**MINUTES OF STAFF MEETING OF THE NIGERIA GOVERNORS' FORUM
(NGF) SECRETARIAT HELD AT THE SECRETARIAT COMPLEX ON 2nd
JULY, 2010**

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 – Head of Publication 6. Anda, Philemon – Senior Admin. Officer 7. Ahmed S. Halimah – Admin. Officer 8. Kuburat Olatowoju – Accounts Officer 9. Blessing Ogbunamiri – Office of the ED (F&A) 10. Andrew Daisa Ayo – Chief Detail to DG 11. Mohammed Abdullahi – Driver 12. Abubakar Ballah – Driver 13. Ishaku Maikasuwa – Office Assistant 14. Barnabas Abba – Office Assistant 15. Bala Gimba – Security 16. Cletus Daniel – Security <p>COMMENCEMENT</p> <p>The Director General in his opening remarks welcomed every staff to the meeting.</p> <p>He informed the meeting that he would be attending the National Governors Association (NGA) annual conference scheduled for July 9-11 in the US and would be accompanied by the Executive Director (F&A), Chuku and Madu Enwemnwana, one of NGF's external officials. The DG informed the meeting that he would proceed on his annual leave after the US event. Meanwhile, the ED(S&R) would hold fort in his absence and he urged everyone to cooperate and support him.</p> <p>The DG commended the staff for their efforts in building a virile organisation and stated that every staff member had in one form or the other contributed to the Forum's growth in stature and reputation. It was primarily for this reason that Management decided to retain every member of staff as well as increase salaries by 100%. Designation in some cases would change so as to convey a new corporate image. Some changes had been made to the organogram to reflect the new state of affairs. He had made contacts with the leadership of the National Youth Service Corps (NYSC) and they had promised to send some corpers to the Secretariat.</p>	

[Handwritten signature and initials]

MINUTES OF LAST MEETING/MATTERS ARISING THEREFROM:

The minutes of the meeting held on 2nd of June, 2010 was read and adopted.

Flowing from the last minutes, management directed that formal letters of termination of employment be written to Abdullahi Shehu (former accountant) and Matthew Ogunbode (former PA-ED (F & A)).

The meeting also learnt of the action taken in respect of Tina Ogili's health. She had been given 90 days to attend to her health and members of staff were encouraged to call her regularly and encourage her.

In relation to staff training, a matrix would be developed that would detail the list of those who had participated in various trainings, the number of times attended, number of days spent and subject of such trainings. All those yet to attend trainings would be have their own opportunities to do so as soon as practicable.

The meeting was informed that Fatima Katsina, erstwhile Technical Assistant to the DG had returned the lap top/internet modem in her possession. However, she was yet to return the office keys with her.

The DG commended Chuku for the quality of minutes of meeting prepared by him. The ED (F &A) made a case for the rotation of the writing of minutes of staff meetings amongst staff and expressed the view that it would facilitate the enhancement of capacity in the staff.

Review of Salaries and allowances

The ED (F & A) gave details of the increase in the salaries and allowances of staff. Besides the 100% increase which was across the board, there was a performance based incentive which he said was availed only certain categories of staff because of their commendable performance. The new salary was effective from July 2010.

He further stated that letters detailing job specifications and responsibilities would be issued in due course. He warned that increase in salaries must be accompanied by improved and better quality performance.

The DG in shedding more light on the new package stated that funding remained a challenge and that even though the annual dues had, been increased from N2m annually to N5m annually, there was still need for a judicious spending of the funds. In any

How to
type
2m

event, no State had paid the new dues yet and the little funds at the disposal of the Secretariat were being expended in ways that had not been envisaged. The cost of running the Secretariat was rising by the day.

Peer Review Report:

The DG informed the meeting that the putting together of the peer review report would commence soon and that even though external assistance would be required, internal participation and help would be invaluable. It had become expedient to get more hands on board and management was contemplating the engagement of 2 or 3 new staff.

NGF Website:

The DG frowned at the state of the NGF website which he described as unimpressive. He informed the meeting that management had commissioned one Salisu Dahiru to look at the website and recommend ways of making it more functional and up to date.

NGF Permanent Secretariat:

The DG informed members of staff that there were plans to procure the property jointly owned by Bauchi and Gombe States and part of the plan was to dispose of the land belonging to the NGF and deploy the proceeds towards developing the property that would be procured from Bauchi and Gombe States. So far, Federal Inland Revenue Service (FIRS) had made offers to procure the property.

UNDP Sensitisation Series:

The DG announced the upcoming workshop scheduled for 19th and 20th May in Minna between the NGF and the United Nations Development Programme (UNDP) and urged everyone's cooperation in ensuring the success of the outing.

Feedback Session:

The summary of the response from staff was that of gratitude at the increase in wages and promises of improvement in output.

Abubakar Ballah (driver) made a case for plastic chairs for the drivers behind the office where they usually spent their free time.

The meeting ended at 12.10pm.

Chuku, C.C, Esq