



**MINUTES OF THE 1<sup>ST</sup> STAFF MEETING OF THE NGFS IN 2017**

**DATE: Thursday, 2<sup>ND</sup> February 2017**

**TIME: 4:17 PM**

**VENUE: NGFS CONFERENCE ROOM**

## PARTICIPANTS

SN	NAME	DESIGNATION
1.	A.B. Okauru	Director - General
2.	L.O.T. Shittu	ED, Strategy and Research
3.	Chijioke Chuku	Head, Legal
4.	Abdulrazaque Bello-Barkindo	Head, Media and Public Affairs
5.	Madu Enwemnwana	Head, Federal Liaison
6.	Haruna S. Abdullahi	PFM Consultant
7.	Anda Philemon	Senior Admin Officer
8.	David Nabena	Economist
9.	Ibrahim Ja'afar	Protocol Officer
10.	Juliet Chima	T.A to the DG
11.	Halima S. Ahmed	Media and Publications Officer
12.	Ayo Daisa	Chief Detail
13.	Blessing N. Kekeocha	Researcher/Secretary
14.	Akanbi Olubunmi O.	Researcher 1
15.	Firo Elhassan	Program Manager
16.	Ogunboku Timilehin	KM
17.	Bassi Gana Heman	ICT
18.	Saeed Sanusi	Photo Editor
19.	Abba Barnabas	Office Assistant
20.	Ishiaku Maikasuwa	Dispatch Rider
21.	Abubakar M. Balla	Driver
22.	Daniel Cletus	Security II

## APOLOGIES

1.	M.A. Jibia	ED (F&A)
2.	Kuburat Olatowoju	Accountant
3.	Uzo Alutu	Researcher
4.	Bala Gimba	Security I

S/N	NOTES	
1.0	<b>Opening</b>	
	<p>The meeting commenced at 4:17 p.m.</p> <p>The DG welcomed all members of staff and called on the TA to brief other members of Staff on the upcoming activities of the Secretariat.</p> <p>He deferred the consideration and adoption of previous meeting's minutes to the next meeting.</p>	
2.0	<b>TA's Brief</b>	
	<p>I. <b>Valedictory Ceremony/Dinner in Honour of Comrade Adams Oshiomhole and Dr Olusegun Mimiko</b></p> <p>The TA informed that the valedictory ceremony in honour of Comrade Adams Oshiomhole of Edo State, slated to hold in November 2016 was postponed due to scheduling conflicts. She disclosed that February 15<sup>th</sup> 2017 had been selected as the new date for the Valedictory Ceremony to honour Comrade Adams Oshiomhole of Edo State and Dr Olusegun Mimiko of Ondo State at the Banquet Hall, Presidential Villa.</p> <p>II. <b>Secretariat Publications</b></p> <ul style="list-style-type: none"> <li>• <b>Governors' Retreats:</b> The TA informed that a publication providing detailed reports of the 1<sup>st</sup> to 4<sup>th</sup> Governors' retreats was in the works. She noted that a dummy would be circulated in the following week for input from members of staff.</li> <li>• <b>Inaugural Speeches (2<sup>nd</sup> Edition):</b> A manuscript on the 2<sup>nd</sup> edition of the inaugural speeches had been sent for editing. The TA promised to provide updates on new developments.</li> </ul> <p>III. <b>Bill and Melinda Gates Foundation (BMGF) Grant Initiatives:</b></p> <p>The TA shared that progress had been attained in kickstarting the IGR dashboard, HelpDesk and Health initiatives supported by the BMGF. She noted that the Secretariat was in the process of recruiting two individuals to run the HelpDesk, and an assistant to support the Health Coordinator. She shared that an interview would be conducted by the end of February.</p> <p>IV. <b>NGF Meeting:</b></p> <p>The TA noted that the first meeting of the NGF was scheduled to precede the Valedictory Ceremony on February 15<sup>th</sup> by 6pm.</p> <p>V. <b>2017 – 2019 Strategic Plan:</b></p> <p>A group of consultants had been engaged by the Secretariat to draw up a new Strategic Plan to guide the Forum's operations for the next three years. The TA noted that a draft would be submitted to the Secretariat by the end of February.</p>	Management
3.0	<b>Economist's Brief</b>	
	<p>I. <b>IGR Dashboard:</b></p> <p>The Economist informed members of Staff that the IGR Dashboard was set to be launched during the NGF meeting of February 15<sup>th</sup> after a brief presentation to the Governors. He added that the Dashboard would also be launched at the Joint Tax Board meeting of March 20<sup>th</sup> and a brief training would be administered to participants to meet up with the timeline of</p>	Head, Legal

	<p>generating monthly reports by April.</p> <p><b>II. Meeting with the International Monetary Fund (IMF):</b> A meeting was held with the IMF on January 31<sup>st</sup> to discuss the fiscal situation of States considering prevalent economic crisis; States' policy responses to resulting challenges and areas of collaboration.</p> <p><b>III. States' Fiscal Assessment:</b> He noted that Secretariat had begun collaborating with DFID-LEAP to monitor States' performances in key fiscal indicators. He added that results of the process would be available by April.</p>	
<b>4.0</b>	<b>Update on Reward System Review and Salary Harmonisation</b>	
	<p>The DG noted that substantial mileage had been garnered in reviewing the Secretariat's reward system as well as harmonizing salaries. He thereafter asked members of staff to relay grievances regarding salaries and emoluments.</p>	
	<p><b>I. Publications Officer</b> The Publications Officer noted that although she had obtained a Masters degree, her salary had not been increased due to discrepancies between the name on her certificate and other documents in possession of the Secretariat. She noted that she was due for a raise and nothing had been done to implement it.</p> <p>The DG directed the Senior Admin Officer to resolve the issue.</p> <p><b>II. Economist</b> The Economist noted the need for the dissemination of a Staff handbook/manual to guide staff operations and facilitate speedy resolutions of difficulties.</p> <p>The DG informed members of Staff that a Staff manual was being developed</p> <p><b>III. Technical Assistant</b> The TA requested that allowances should be set aside for members of Staff working overtime and should be captured in the reward system review report.</p> <p>The DG clarified that the nature of the TA's job required additional working hours. He however assured further deliberations would be made at the Management level.</p>	<p>Senior Admin Officer</p> <p>Management</p>
<b>5.0</b>	<b>Other Contributions</b>	
	<p><b>I. Constitution of the Strategic Plan Team:</b> The PFM advisor relayed that the Strategic Plan Team had to constitute in-house members of staff, and not only consultants.</p> <p>The DG elucidated that the Team comprised of individuals who had worked closely with the Secretariat for a considerable amount of time, and could be considered as part of the family of the Secretariat.</p> <p><b>II. Conference Room Chairs</b></p>	

	<p>The office assistant informed that chairs meant to be utilised in the conference room had over time been taken by some members of staff for utilisation in offices.</p> <p>The DG directed members of staff to relay furniture needs to the Senior Admin Officer.</p>	Senior Admin Officer
<b>6.0</b>	<b>DG's Brief</b>	
	<p><b>I. Journey to the USA:</b> The DG informed members of Staff of his plans to travel to the USA in the following week. He noted that he had informed the Chairman and the TA and promised to keep in touch in case of any developments during his time away.</p> <p><b>II. Recovery Paris and London Club Loans / Challenge with the EFCC:</b></p>	
	<p>The DG informed members of staff that the Secretariat, being responsible to all 36 Governors ensured that all States received payment of the first tranche of funds.</p> <p>He noted that a chunk of money flowed into the Secretariat, and had been managed transparently and judiciously. He continued that the only avenue through which the Secretariat had benefitted from the funds was by charging administrative fees in disbursing funds to the Forum's consultants.</p> <p>He added that the Management team, being signatories to the NGF accounts had been interrogated several times by the EFCC on disbursements made to consultants. He however informed that the Management team had cooperated in the engagements with the EFCC, and the interest of the Secretariat was constantly protected.</p> <p>He advised members of staff to steer clear of rumours and to be cautious during the sensitive period.</p>	
<b>7.0</b>	<b>Response to the DG's Brief</b>	
	<p><b>I. Narrative to the Media</b> The Head, Media and Public Affairs noted that several media outlets had reached out to him, asking if there were frauds committed during the process of disbursement. He added that the story had been blown out of proportion, particularly on social media.</p> <p>The DG noted that while responding to future correspondence with the media, the Secretariat's response had to be unanimous in proving that the situation was under control.</p> <p><b>II. Payment of annual dues</b> The PFM advisor asked if Governors had begun to pay their dues given the major role of the Secretariat in securing the funds.</p> <p>The DG notified that several Governors had responded to the payment of dues positively. He added that a breakdown of the payments would be shared at the next meeting.</p> <p><b>III. <del>Drainage</del> of the swimming pool:</b></p>	DG

	<p>The PFM advisor noted that the state of the swimming pool was unhygienic and recommended its drainage.</p> <p><i>directed</i> The DG <del>ordered</del> the Senior Admin Officer to treat the action as urgent.</p> <p><b>IV. Update on acquisition of information relating to electricity distribution companies (DISCOS):</b></p> <p>The Head, Federal Liaison noted that following the Governors' directive to acquire information on electricity distribution companies, several attempts had been made to schedule meetings with the Bureau for Public Procurement (BPP) and National Electricity Regulatory Commission (NERC) to no avail.</p> <p>The TA clarified that the BPP had responded to the request and assured to share the response with the Heads, Federal Liaison and Media &amp; Public Affairs.</p> <p><b>V. Entitlement of the Secretariat:</b></p> <p><i>clarification</i> The Dispatch rider sought to <del>clarify</del> why there had been no disbursement to the Secretariat for efforts made in securing the recovery of the funds being paid to States.</p> <p>The DG noted that the Secretariat was entitled to some amount of money.</p>	<p>Senior Admin Officer</p> <p>TA</p>
<b>8.0</b>	<b>Closing</b>	
	The meeting ended at 5:17pm.	