



MINUTES OF THE 4TH STAFF MEETING OF THE NGFS IN 2016

DATE: TUESDAY, 23RD AUGUST, 2016

TIME: 9:00 AM

VENUE: NGFS CONFERENCE ROOM

PARTICIPANTS

S/N	NAME	DESIGNATION
1.	A.B. Okauru,	Director - General
2.	M.A. Jibia	ED Finance and Administration
3.	Chijioke Chuku	Head, Legal
4.	Abdulrazaque Bello-Barkindo	Head, Media and Public Affairs
5.	Madu Enwemnwa	Head, Federal Liaison
6.	Haruna S. Abdullahi	PFM Consultant
7.	Anda Philemon	Senior Admin Officer
8.	Olatowoju Kuburat	Accountant
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.	Barnabas Abba	Office Assistant
16.	Bassi Gana Heman	ICT
17.	Mohammed Adamu	NYSC Member
18.	Ogunbeku Timilehin	KM
19.	Abubakar M. Balla	Driver
20.	Bala GImba	Security I
21.	Daniel Cletus	Security II

APOLOGIES

1.	L.O.T Shittu	ED (Strategy & Research)
2.	David Nabena	Economist

S/N	NOTES	ACTION BY
1.0	Opening	
	<p>The meeting commenced at exactly 9:12 a.m. with the Director General relaying the apologies of the ED(S&R) for being absent due to an illness.</p> <p>He thereafter notified staff of the emergence of a former Attorney-General of Ondo State - Eytayo Jegede - as the PDP governorship candidate of the state and urged the Head, Legal to notify the candidate of the secretariat's readiness to provide relevant resources to support his campaign while maintaining an optimal level of professionalism.</p>	Director General
2.0	Purpose of Meeting	
	<p>The meeting was scheduled to serve as a follow-up to the 3rd staff meeting held on August 15, 2016 (in which the two EDs were absent) and also a planning session for the 1-day retreat.</p>	
3.0	Review and Adoption of Previous Meeting's Minutes	
	<p>The minutes of the previous meeting were read and corrections were recommended by the participants.</p> <p>The Senior Admin Officer moved for an adoption of the minutes and was seconded by the Head, Legal.</p>	
4.0	DG's Brief	
	<p>The DG shared that during his debriefing/handover session with the ED(S&R), activities of the Forum and Secretariat were discussed and certain agreements were reached. He stated that a final copy of the handover note is being prepared by the ED (S&R).</p> <p>Furthermore, he noted the following issues emanated from his discussions with the ED(S&R):</p> <ul style="list-style-type: none"> • Secretariat's financial challenges: The DG stressed that the financial challenges faced by the Secretariat is due to the unresponsiveness of the governors in paying their dues which serve as the Secretariat's major source of income. He expressed his displeasure in the secretariat's nonchalant attitude towards reminding the governors of their financial obligations. He stated that during his time away, two bailout packages were orchestrated by the Secretariat which should warrant a form of remittance from the end of the governors. • Shift in the Forum's focus: The DG noted that over the past year, there has been a significant shift in the direction of the Secretariat and Forum as a whole from priority policy issues. He reminded staff that the Secretariat is a policy hub which should stay focused in providing guidance to the governors. • Relationship of the Forum with a consortium of consultants on the recovery of over-deductions on foreign loan accounts of states: The DG stated that an upfront payment of 50% of the amount owed to states has been approved by the Federal Government. He thereafter made his concerns regarding the recovery process known: 	

	<ul style="list-style-type: none"> o The direct payment of the consultants' fees into one consultant's account; o Unavailability of a written agreement/MOU between the consultants and the NGFS, documenting the contractual relationship with the Secretariat. 	
5.0	Feedback from Staff / Discussions	
	<p>The following are salient points raised by the staff in response to the DG's brief:</p> <p>I. Secretariat's Financial Challenges</p> <ul style="list-style-type: none"> o A major setback to the Secretariat's efforts in acquiring dues from the governors is the Chairman's unwillingness in urging his counterparts in doing same. o The bailout packages acquired through the Secretariat were targeted funds, so States could not remit their outstanding debts to the Secretariat. o Upcoming activities including conferences and workshops organised by the Secretariat should be constructed in a way that revenue would be generated. <p>II. Shift in the Forum's focus</p> <ul style="list-style-type: none"> o There is a need for courtesy visits to be paid to governors, particularly newly elected ones in order to outline the priorities of the NGF to them. o Courtesy visits should also be paid to International Development Partners (IDP). <p>III. Relationship of the Forum with a consortium of consultants on the recovery of over-deductions on foreign loan accounts of states</p> <ul style="list-style-type: none"> o A meeting was held with the Chairman and the consultants and an agreement has been reached for 10% of the consultants' earnings to be remitted to the secretariat. It has however not been put in writing. <p>IV. Other Discussions</p> <ul style="list-style-type: none"> o Salary increase: Members called for a review of the salary structure to mitigate the effects of the economy on general welfare and significant questions raised by the FIRS on the stagnant level of tax remittance. o Chairman's Christmas Gift: Members of staff noted that the Christmas bonus provided by the Chairman in January has not been disbursed. The issue was later elucidated upon by the ED(F&A) and Accountant who noted that the gift was used for payment of housing grants. 	
6.0	DG's response and recommendations	
	<p>The following are the DG's response and/or recommendations to the feedback from staff.</p> <p>I. Secretariat's Financial Challenges</p> <ul style="list-style-type: none"> o The DG clarified that the Chairman's permission is not required in demanding for the Secretariat's entitlements, stating that the process should be carried out boldly and professionally. Going forward, he demanded that a document detailing the current and 	

	<p>legacy debts of all principals be prepared for dissemination at the next governors' meeting.</p> <p>II. Shift in the Forum's focus</p> <ul style="list-style-type: none"> o Courtesy visit to Development Partners: The DG stated that before any courtesy visit can be made to development partners, a clear and focused agenda has to be set around which activities of the Secretariat would be implemented. <p>III. Relationship of the Forum with a consortium of consultants on the recovery of over-deductions on foreign loan accounts of states</p> <ul style="list-style-type: none"> o A written agreement between the NGFS and consultants must be prepared to ensure compliance of terms of payment. <p>IV. Other Discussions</p> <ul style="list-style-type: none"> o Salary Review: The DG assured staff that salaries would definitely be reviewed over time. o Chairman's Christmas Gift: The DG advised that financial dealings such as this should be transparent to ensure trust within the secretariat. <p>Overall, the DG informed that moving the secretariat forward in all ramifications is a participatory process and requires the responsibility of all members of staff, and should be a priority to all.</p>	
7.0	Announcements	
	<p>I. The DG's daughter's birthday party: Members of staff were enjoined to bring their kids along to attend the third birthday party of the DG's daughter.</p> <p>II. Firo Kaka's baby: The Senior Admin Officer announced that one of the corps members, Firo Kaka delivered a baby boy on 18th August, 2016.</p>	
8.0	Action Points/Next Steps	
	<p>I. Revision of previous meeting's minutes</p> <p>II. Notification of Ondo PDP governorship candidate of the Secretariat's readiness to support.</p> <p>III. Preparation and submission of the Secretariat's financial statement to the DG.</p> <p>IV. Preparation of final handover notes.</p> <p>V. Preparation of status report on governors' debts (current and legacy)</p> <p>VI. Preparation of MOU and letter stating 10% administrative charges to the Secretariat by financial consultants on recovery of over-deductions on states' foreign accounts.</p>	<p>Mohammed Head, Legal</p> <p>ED (F&A)</p> <p>ED (S&R) TA ED(F&A), Head, Legal Head, Legal, TA</p>
9.0	Closing	
	The meeting ended at 11:00am	