

MINUTES OF MEETING HELD BETWEEN THE MANAGEMENT

OF THE

NIGERIA GOVERNORS' FORUM (NGF) SECRETARIAT

AND ALL

THE STAKEHOLDERS OF THE NEW SECRETARIAT PROJECT

ON

TUESDAY 10TH FEBRUARY, 2009

AT

THE ASOKORO OFFICE OF THE NGF.

ATTENDANCE

S/N	NAME	OFFICE	NUMBER
1	ALHAJI ABDULATEEF SHITTU	NGF	08077361336
2	MR. MOHAMMED JIBIA	NGF	08033141651
3	CHUKU, CHIJOKE	NGF	08033144648
4	NOSA ORUMWENSE	ZENITH BANK	08033209824
5	ARC. VINCENT A. OGUNDE	COPLAN ASSOCIATES	08028536883
6	ARC. GOKE AJAGBE	COPLAN ASSOCIATES	08033146478
7	ENGR. ABDUL ODIBA	THREE-E LTD	08051256083
8	ADAH REUBEN	THREE-E LTD	08056313023
9	TIMOTHY DANIEL	COPLAN ASSOCIATES	08033146408
10	IBRAHIM ISAH (ARC)	COPLAN ASSOCIATES	08035804884
11	OVIE DOGUN	MODEL DESIGN	08036147242
12	LUKA SUKAI	PROJECT COST CONSULT LTD	08035991574
13	SALIM ABOO JAOUDE	SAGETO LTD	08033144171
14	ARC. ELIE CHIDIAC	SAGETO LTD	08033402662
15	MUNIR NIMAT	AFRIBANK	08035977308
16	INNOCENT ALECHENU	AFRIBANK	08035531399
17	AGNES I. OBBA	AFRIBANK	08033146028

S/N	NOTES/OBSERVATIONS	ACTION
01	<p data-bbox="184 319 513 362"><u>COMMENCEMENT</u></p> <p data-bbox="184 409 991 715">The meeting started at 5.25pm with opening prayers by Nosa Orumwense (Zenith Bank). Owing to the unavoidable absence of the Director-General (DG), the meeting was presided by the Executive Director (ED, Strategy & Research). There were general introductions of everyone present.</p> <p data-bbox="184 763 991 849">The Project consultant summarized the raison d'être of the meeting as follows:</p> <ul data-bbox="234 858 991 1871" style="list-style-type: none"> <li data-bbox="234 858 991 978">• The essence of the meeting was to kick-start the physical development of the NGF secretariat. <li data-bbox="234 987 991 1203">• He traced the history of the relationship between the Forum and the consultants and the various stages of presentations made to the Forum in respect of the preliminary aspect of the project. <li data-bbox="219 1211 991 1384">③ The meeting was partly to hand-over the site to the contractor and partly to discuss the issue of payment of 25% of the total project cost to them. <li data-bbox="234 1392 991 1522">• They presented 7 copies of the Contract Agreement (1 original and 6 certified true copies) as well as 2 sets of drawings. <li data-bbox="204 1530 991 1694">④ They prayed that pursuant to the approval given by the Forum at its last meeting, a letter should be given to the consultants to this effect. <li data-bbox="234 1703 991 1832">• They presented a certificate approving payment of the said 25% of total project cost to the contractor. <li data-bbox="234 1841 991 1871">• They informed the meeting that an 	

Advanced Payment Guarantee (APG) had been presented by the contractor but there were certain observations made by the Project Consultant which necessitated the withdrawal of the APG.

- They gave assurances that as soon as the new APG was ready, same would be presented to the Forum.

02 **PROJECT FINANCING**

- ⊙ A representative of AFRIBANK reiterated their earlier request for a formal letter of request to part-finance the project.
- ⊙ The issue of registration as a condition-precedent to consummating the relationship was discussed.
 - Wondered if there was a precise time for draw-down of the money.
 - The EDs gave assurances on the issue of registration and also promised that as soon as this was done, the formal letter would be written to them.
 - The EDs also acknowledged that time was of the essence and assured the banks that the Forum was already on course to raise its own part of the total cost.
- ⊙ On the question of the banks' readiness to part-finance the project and whether they intended to go it alone or as a syndicate, their common response was that they would prefer a syndicate finance arrangement.
 - Regarding a firm commitment on participation, they also stated that the level of representation at the meeting made it difficult for them to make any binding commitment. They would report back to their superiors on the outcome of

the meeting and then get back to the Forum.

03 **FORMAL HAND-OVER OF SITE.**

It was agreed that a formal hand-over could not go on in view of the DG's absence. The meeting was assured that any decision as to when this would take place would be communicated to them in due course.

04 **CONTRACTOR'S REMARKS**

The contractor expressed its readiness to move to site upon completion of necessary formalities.

05 **CONCLUSION**

The meeting ended at about 6.15 pm With closing prayers by Munir Nimat.

Chuku, C. C.
Head, Legal (Recorder)