



**MINUTES OF THE MEETING WITH CREATIVE ASSOCIATES,  
UNITED STATE OF AMERICA-WASHINGTON, DC**

**DATE: TUESDAY, 20th September, 2016**

**TIME: 11:00 AM**

**VENUE: HEAD OF LEGAL'S OFFICE**

## PARTICIPANTS (NGFS)

| S/N | NAME                 | DESIGNATION     |
|-----|----------------------|-----------------|
| 1.  | Chijioke Chuku       | Head, Legal     |
| 2.  | Dr. Haruna Abdullahi | PFM Coordinator |
| 3.  | Heman Gama Bassi     | I.T             |

## PARTICIPANTS (CREATIVE ASSOCIATES, WASHINGTON, DC)

|    |                 |  |
|----|-----------------|--|
| 1. | Deborah Kimble  |  |
| 2. | Olayinka Martin |  |
| 3. |                 |  |

| S/N | NOTES   | ACTION BY |
|-----|---|-----------|
| 1.0 | <b>Opening</b>  |           |
|     | The meeting commenced at 11:15am with a brief introduction by the Creative Associates Team.<br>Head, Legal introduced the NGF Team to the delegation.   |           |
| 2.0 | <b>Purpose of Meeting</b>   |           |
|     | The meeting was scheduled to discuss how the effectiveness, accountability and transparency of selected State and Local Government Areas (LGAs) in Nigeria can be increased with assistance from USAID through their State2State initiative facilitated by Creative Associates. Creative Associates aim to achieve these goals by strengthening systems to improve service delivery in key sectors (basic education, primary health care, and water, sanitation and hygiene - WASH), with a major focus on key governance operations including public financial management(PFM) and Procurement.  |           |
| 3.0 | <b>Creative Associates, Brief</b>   |           |
|     | In her brief to the Secretariat, a member of the Creative Associates team explained that they were currently working in Nigeria in the education sector, having a large contribution in the Nigeria Education reform (NAI Pulse). She added that the team was currently working in some States in the North East with a lead program focusing on the State level of government in Bauchi and Sokoto scheduled to commence early next year, although the Federal and Local Government levels would also be supported.<br>Given new policies and laws passed by the Government of Nigeria, USAID aims to reform the financial system for budgeting and planning process to be more efficient and effective.<br>As a result of the elaborate and cross-cutting nature of the intervention, USAID hopes to partner with new and existing institutions at the Federal level for effective coordination.<br>Furthermore, noted two outcomes of the intervention: <ol style="list-style-type: none"> <li>1. A better political economy through reformed PFM processes;</li> <li>2. More opportunities for peer learning from States including Lagos, Kaduna, Kano, Niger and Zamfara that have recorded successes in Public Financial Management..</li> </ol> She concluded the brief by asking the secretariat to elucidate on the roles played so far in facilitating reforms and future plans regarding to development in States. |           |
| 4.0 | <b>Secretariat's Response</b>   |           |
|     | <ul style="list-style-type: none"> <li>• <b>Roles played by the Secretariat:</b> Head Legal briefed the Creative Associates team on the role of the NGFS as well as service it was currently rendering to the States. He cited the importance of the NGF website which serves as a repository of the completed and ongoing projects of the Secretariat, as well as services rendered by the Secretariat to the Governors. He provided an overview of the organizational structure of the Secretariat</li> </ul>   |           |

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|            | <p>He went on to note that PFM is a key component of governance, and is an area of interest to both States and development partners.</p> <ul style="list-style-type: none"> <li> <b>Role of the Secretariat on socio-economic reforms</b><br/>           The Head of legal mentioned several development partners with whom the Secretariat has worked with to facilitate reforms including the UK Department for International Development and the United States Agency for International Development. He also added that the Secretariat majorly ensures the buy-in of governors to key-in to reform initiatives being pitched by the development partners. He also noted upcoming initiatives and projects spearheaded by the Secretariat including the HelpDesk and IGR Dashboard.<br/>           The PFM coordinator on his part highlighted the NGF's flagship project, the State Peer Review Mechanism (SPRM), which has promoted peer learning across states as a major achievement of the Forum, facilitated by the Secretariat.         </li> </ul> |  |
| <b>5.0</b> | <b>Next Steps/Action Points</b>   |  |
|            | <p>Over the course of the meeting, the following emerged as next steps/action points:</p> <ol style="list-style-type: none"> <li>1 Provision of comprehensive note with a better approach to the reform issues in States.</li> <li>2 Facilitation of meeting with the rest of the Secretariat team.</li> <li>3 Dissemination of Information to Director General</li> </ol>  | <p>Director, governance<br/>(creative associates)</p> <p>Head, Legal<br/>Head, Legal</p> |
| <b>6.0</b> | <b>Closing</b>  |  |
|            | The meeting came to an end at 11:54am   |  |