



Nigeria Governors' Forum (NGF) Secretariat Staff Meeting

Date: 5th February, 2013
Time: 11:58 AM
Venue: Conference Room, NGFS
Chaired by: A.B Okauru Esq (D.G)

ATTENDEES

S/N	NAME	DESIGNATION
1.	A.B. Okauru	Director General
2.	L.O.T. Shittu	Executive Director (Strategy and Research)
3.	M.A. Jibia	Executive Director (Administration and Finance)
4.	Ibrahim Ja'afar	Protocol Officer
5.	Patterson Ekeocha	Economist
6.	Juliet .C. Eleje	T.A to Director General
7.	Titilola Akindeinde	Policy Advisor
8.	M.T. Bukar	K.M Advisor
9.	Ajogbasile Olanrewaju .E	Researcher
10	Mohammed .B. Abdullahi	Driver I
11	Oderinde Abidemi	Researcher
12	Abubakar .M. Balla	Driver II
13	Onyenalim Chidimma	Administration Officer
14	Anda Philemon	Senior Admin. Officer
15	Ishaku Maikasuwa	Dispatch Rider
16	Bala Gimba	Security
17	Akanbi Olubunmi	Research Officer 1
18	Nafisa Usman	ICT Officer
19	Ahmed .S. Halimah	Senior Publication Officer
20	Olatwoju Kuburat	Account Officer

ABSENTEES WITH APOLOGY

S/N	NAME	DESIGNATION
1.	Afeikhena Jerome	SPRM Consultant
2.	Zikrullah Giwa	Polio Consultant
ABSENTEES WITHOUT APOLOGY		
3.	Cijeyu Ojong	Economic Adviser
4.	Madu Enwemnwa	Head Federal Liaison

S/N	NOTES/RESOLUTIONS	ACTION BY
1.0	<p>Opening The meeting which commenced at 11:58 am was chaired by the D.G</p>	
2.0	<p>Minutes of the Last Meeting</p>	
2.1	<p>Minutes from last meeting was considered and the Action Points were reviewed as follows:</p> <ul style="list-style-type: none"> (a) The training program for the staff – ED F&A suggested identifying skills gaps, and once completed, staff would be engaged as appropriate. (b) Though the toilet facilities have been improved there is still the need to <ul style="list-style-type: none"> I. Train the cleaners on sustaining and maintaining the toilets; II. Designate different toilets to different staff groups for better maintenance and hygiene; III. Hand towels and more toiletries should be purchased for the toilets. 	Admin.
3.0	<p>Matters Arising</p>	
3.1	<p>Staff Attendance at Work The issue of Staff Attendance and work ethics was raised as it had become a source of concern to the management. The staff were put on notice that henceforth attendance register would be taken seriously. Disciplinary measures would be meted out by management in form of :</p> <ul style="list-style-type: none"> • Queries for lateness and unauthorized absence; • Salary deduction and • Disciplinary actions. <p>It was also suggested that work hours should be flexible to ensure that every member of the staff works their full contractual hours.</p>	
3.2	<p>Review of 2012 activities It was discussed and agreed that the review of 2012 activities should be done in the upcoming retreat that is to be planned in liaison with DFID.</p>	D.G's Office
3.3	<p>Review of Governors Forum Meeting Some Governors raised concerns about the number of Secretariat staff attending Forum Meetings. Therefore, going forward the DG will consider limiting the number of NGFS staff that attends the Forum Meeting. Attendance may be by rotation in future.</p>	D.G's Office

4.0	AOB	
4.1	<p>(a) Record Keeping, the DG spoke on his expectation of how the offices should be kept. He expects that all offices should be cleaned up and well organized for better presentation.</p> <p>(b) Remuneration of Polio immunization staff- the issue was raised by a staff that had been presented with first hand evidence from a vaccinator, the DG noted that it had already come up and was being looked into, and should be raised with the polio co-coordinator.</p> <p>(c) It was agreed that a DSTV cable should be installed in the office to enhance information gathering.</p> <p>(d) The possibility of engaging a caterer to service the organization during lunch hour was discussed. This would be looked into, as it would help minimize unauthorized absence from work.</p>	D.G's Office & Admin.
5.0	<p>Closing The meeting closed at 12:55pm.</p>	