



## Nigeria Governors' Forum (NGF) Secretariat Staff Meeting

**Date:** 5<sup>th</sup> March, 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.	Afeikhena Jerome	SPRM Consultant
10	Zikrullah Giwa	Polio Consultant
11	Ajogbasile Olanrewaju .E	Researcher
12	Mohammed .B. Abdullahi	Driver I
13	Oderinde Abidemi	Researcher
14	Abubakar .M. Balla	Driver II
15	Onyenalim Chidimma	Administration Officer
16	Anda Philemon	Senior Admin. Officer
17	Ishaku Maikasuwa	Dispatch Rider
18	Bala Gimba	Security
19	Akanbi Olubunmi	Research Officer 1
20	Nafisa Usman	ICT Officer
21	Ahmed .S. Halimah	Senior Publication Officer
22	Olatowoju Kuburat	Account Officer
23	Barnabas Abba	Office Assistant

/N	NAME	DESIGNATION
<b>ABSENT WITHOUT APOLOGY X</b>		
1.	Cijeyu Ojong	Economic Adviser
2.	Madu Enwemnw	Head Federal Liaison

S/N	NOTES/RESOLUTIONS	ACTION BY
1.0	<b>Opening</b> The meeting which commenced at 11:58 am was chaired by the D.G. He began by recommending the text "the shackled continent" by Robert Guest to both staff and consultants.	
2.0	<b>Minutes of the Last Meeting</b>	
2.1	Minutes from last meeting was considered and the Action Points were reviewed and adopted.	Admin.
3.0	<b>Review of events since January 2013</b>	
	<ul style="list-style-type: none"> <li>Clarifying the issues at hand and preparing the secretariat for future crisis. Considering the present exposure and past events that has brought NGF to limelight leaning towards criticism due to the public's ignorance on the purpose and function of the NGF. Secretariat staff and consultant should be professional when approached by the press or public questioning the situation at hand.</li> </ul>	
3.2	<b>Preparing Secretariat for Emerging Developments</b>	
	<ul style="list-style-type: none"> <li>The need for NGF to start thinking proactively at likely scenarios to emerge and needed actions to manage such situations.</li> <li>NGF should stay focused and not be concerned informing the public about its presence rather should let its project (polio, SPRM and the website review) announce its presence and functions.</li> </ul>	D.G's Office
3.3	<b>Projects</b>	
3.3.1	<b>Polio:</b> The 2012 leadership challenge came to an end March 2 <sup>nd</sup> and 3 <sup>rd</sup> , 2013. The final draft of the report would be submitted on the 15 <sup>th</sup> of march and by the 20 <sup>th</sup> of March, the result would be announced. Bill Gates would arrive in Nigeria 27 <sup>th</sup> to leave on the 29 <sup>th</sup> , during which he would engage the winning states, give out the awards, formally announce the winners, and visit Kastina and few communities with polio.	Dr Giwa
3.3.2	<b>SPRM:</b> The peer review of Ekiti and Anambra are ready to be showcased. The DG, Dr Jerome and Mr Uwais to meet in preparation for showcasing the SPRM. Copies of the abbreviated version would be printed and distributed to relevant parties.	Dr Jerome
4.0	<b>AOB</b>	

4.1	<p>(a) The chairs in the offices and conference room needs to changed</p> <p>(b) The parking space is no longer sufficient for the number of staff in NGF and also the guest</p> <p>(c) Hand towels in the toilets should be changed regularly and possible installation of hand dryers for better sanitation.</p> <p>(d) Drinking water has not been provided for a long time, which should be rectified.</p> <p>(e) The buses are due for servicing</p> <p>(f) Handsets airtime for staff, this would be done as soon as sufficient funds are acquired. — <i>Reviewing</i></p> <p>(g) The mismanagement of the internet bandwidth- internet tracking router would be installed to curb such mismanagement.</p>	<p>Admin Dr Jerome &amp; Mr Bukar</p> <p>Admin</p> <p>ICT officer</p>
5.0	<p><b>Closing</b> The meeting closed at 11:30am</p>	