



Nigeria Governors' Forum (NGF) Secretariat Staff Meeting

Date: 3rd December, 2013
Time: 2:00 pm
Venue: Conference Room, NGFS

ATTENDEES

S/N	NAME	DESIGNATION
1.	A.B. Okauru	Director General
2.	L.O.T Shittu	Executive Director (Strategy & Research)
3.	M.A. Jibia	Executive Director (Administration and Finance)
4.	Juliet .C. Eleje	T.A to Director General
5.	Chuku, C.C.	Head of Legal
6.	David Nabena	Economist
7.	Madu Enwemwa	Head Federal Liaison
8.	M.T. Bukar	K.M Advisor
9.	Ahmed .S. Halimah	Senior Publication Officer
10.	Anda Philemon	Senior Admin. Officer
11.	Blessing Ogbunamiri	Confidential Secretary
12.	Ishaku Maikasuwa	Dispatch Rider
13.	Bala Gimba	Security
14.	Daisa Andrew Ayo	Chief Detail
15.	Olatowoju Kuburat	Account Officer
16.	Onyenalim Chidimma	Administration Officer I
17.	Barnabas Abba	Office Assistant
18.	Cletus Daniels	Security
19.	Abubakar .M. Balla	Driver II
20.	Akanbi Olubunmi	Research Officer 1
21.	Mohammed .B. Abdullahi	Driver I
22.	Oderinde Abidemi	Researcher (Secretary of Meeting)

APOLOGIES

S/N	NAME	DESIGNATION
1.	Nafisa Usman	ICT Officer
2.	Alutu Uzochukwu	Researcher
3.	Afeikhena Jerome	SPRM Consultant
4.	Titilola Akindehinde	Policy Adviser
5.	Zikrullah Giwa	Polio Consultant

N	NOTES/RESOLUTIONS	ACTION BY
D	Opening	
D	Minutes of the Last Meeting	
	<p>Minutes from last meeting were considered and amendments were made;</p> <ul style="list-style-type: none"> i. Added to the program update on legal issues; the secretariat has contracted an expert, Mr. J.O Okosun to track and monitor cases on behalf of the NGF. ii. Moved to resolutions; all salary and bonuses due for the year 2013 would be paid. <p>The Minute was adopted upon a motion moved by the Confidential Secretary to the ED Fin & Admin and seconded by the Head, Legal.</p>	
	<p>Review of 2nd NGF Retreat</p> <p>The meeting was informed that the retreat was a success, as it got favorable responses from the media and all concerned, although there were complains on the attendance rate of the Governors. It was concluded that;</p> <ul style="list-style-type: none"> i. A report should be developed for the retreat, which would be sent out to the 36 Governors alongside the event programme. ii. There should be a reconciliation of accounts between the DG's office and all parties responsible for the funds received and spent. iii. There is a need to follow up on the retreat and the responses gotten from the event, avoiding the politics which is at play presently. 	
	<p>Plans for the end of the Year</p> <ul style="list-style-type: none"> i. It was agreed that the secretariat would commence its end of the year break on the 16th of December 2013 and would resume on the 20th of January 2014, to give the staff sufficient time to strategize for the year 2014. ii. There would be an emergency meeting for the Governors before the year runs out, which would as usual involve the secretariat's participation. 	
	<p>Positioning the Secretariat for 2014</p> <ul style="list-style-type: none"> i. The secretariat should continue to stay out of the politics; as it would intensify ^{judging from} come 2014, ^{become intense by} due to the current structural changes in the polity. ii. The Legal department should go through the Forum's constitution particularly the area which states that 'the leading political party should be in charge of the forum'. The legal department was directed to weigh the secretariat's options, and its position as regards this provision of the constitution. 	
	<p>Program Update;</p> <ul style="list-style-type: none"> I. KM <ul style="list-style-type: none"> a) The meeting was updated on the CMS training an aspect of the SPARC sharing event which took place at Enugu & Kaduna for the Southern and 	

	<p>Northern states respectively; 17 Southern States attended at Enugu while 15 Northern States attended at Kaduna, while four States were absent, and they include Kano, Bauchi, Taraba and Plateau. A follow-up is in place to know why the states were absent. Each state was requested to nominate contact persons for the CMS program, who would help instigate a training session with key persons at the MDAs in their states. Kano state was willing to invite the KM team to train key MDAs staff.</p> <p>II. Inaugural Speeches</p> <p>a) The meeting was informed that payment has been made for 6000 copies of the inaugural speeches at the sum of 6million Naira and also the initial payment for the dummy copies.</p> <p>b) Strategies were being developed to successfully market the book.</p> <p>III. National Assembly</p> <p>a) Due to the second NGF retreat, the secretariat was unable to attend the conference at the National Assembly; but efforts were being made to gather papers and materials of the lectures delivered during the event.</p> <p>IV. Financial Updates</p> <p>a) The remaining bonuses for the year 2013 would certainly be paid to all staff.</p> <p>b) There was the need to be more proactive; start analysing ways to increase the cash inflow into the secretariat.</p>	
	<p>A.O.B</p> <p>i. The need to have the minutes signed by the Director General, the ED Finance and Admin and the Head legal.</p> <p>ii. In view of the forthcoming one year remembrance of the late Governor Patrick Yakowa of Kaduna state, there was the need to respond to the letter of invitation sent by the wife of the late Governor.</p> <p>iii. Efforts should be made to collate documents and materials from the ongoing North East Economic summit, which held in Gombe state.</p>	
9.0	<p>Closing The meeting closed at 4:20pm</p>	

SIGNATURE

Director General

ED Finance &Admin

Head Legal