



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

**Date:** 20<sup>th</sup> March, 2014  
**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.	Afeikhen Jerome	SPRM Consultant
7.	David Nabena	Economist
8.	Madu Enwemwa	Head Federal Liaison
9.	M.T. Bukar	K.M Advisor
10.	Ahmed .S. Halimah	Senior Publication Officer
11.	Anda Philemon	Senior Admin. Officer
12.	Blessing Ogbunamiri	Confidential Secretary
13.	Ishaku Maikasuwa	Dispatch Rider
14.	Bala Gimba	Security
15.	Daisa Andrew Ayo	Chief Detail
16.	Olatowoju Kuburat	Account Officer
17.	Barnabas Abba	Office Assistant
18.	Cletus Daniels	Security
19.	Abubakar .M. Balla	Driver II
20.	Akanbi Olubunmi	Research Officer 1
21.	Alutu Uzochukwu	Researcher
22.	Mohammed .B. Abdullahi	Driver I
23.	Oderinde Abidemi	Researcher (Secretary of Meeting)

**APOLOGIES**

S/N	NAME	DESIGNATION
1.	Zikrullah Giwa	Polio Consultant
2.	Ibrahim Ja'afar	Protocol

S/N	NOTES/RESOLUTIONS	ACTION BY
1.0	<b>Opening</b> The Confidential Secretary to the ED Finance & Admin led the opening prayer for the meeting.	
2.0	<b>Minutes of the Last Meeting</b>	
	Minutes from the previous meeting was adopted.	
3.0	DG's Brief <ul style="list-style-type: none"> <li>i. Commended the secretariat on the success of the 3<sup>rd</sup> Nigeria Governors' Forum Retreat and informed attendees of the agreement by our Principals to hold another retreat in Port Harcourt in May.</li> <li>ii. Spoke on the need for the Secretariat to become more relevant in the wake of the 2015 elections and talk the Chairman of the Forum into transiting properly- handing over Chairmanship before General Elections.</li> <li>iii. Apprised attendees that the Strategic Plan (2014-2016) has been adopted formally and is now press ready (ready for printing).</li> </ul>	
3.0	<b>Plans for the Rest of 2014 and 2015</b> <ul style="list-style-type: none"> <li>i. The need to prepare for the outcome of 2015 presidential elections especially in the scenario that the President wins.</li> <li>ii. The need for the Executives to meet with development partners so as to bring them up to speed with recent developments and programmes within the NGF and chart the way forward for the programmes in order to increase relevance.</li> <li>iii. Planning for the next retreat in Port Harcourt: The interval between retreats (frequency of retreats) was brought to question and discussions were made regarding the need to invite international speakers/resource persons to the next retreat.</li> </ul>	
4.0	<b>3<sup>rd</sup> NGF Retreat, Lagos</b>  The Head Legal who was the program coordinator for the 3 <sup>rd</sup> retreat gave an overview of the retreat. He stated the retreat was a success and the Secretariat currently awaits retreat reports' from the rapporteurs. He suggested that the reports be attached to the programme of the retreat and sent to the 36 State Governors, by way of feedback.	Head Legal
	<b>Update on Inaugural Speeches Publications</b>  The TA to the DG informed attendees that of the initial 6000 ordered copies of the inaugural speeches, 1000 was delivered mid-February and the remaining 5000 copies	

	<p>should be expected by the second week of April.</p> <p>As regards the Governors' pledges, she stated that Lagos has paid while as at the time of the meeting payment for Nasarawa State was yet to be confirmed. Stating further, she noted that the former NGF Chairman, Governor Bukola Saraki purchased 50 copies of the book.</p> <p>She said "The secretariat has written to several organizations and influential individuals who might be interested in buying the books." She also informed the meeting that SEPLAT has agreed to purchase 20 copies.</p> <p>For other governors, she apprised attendees that the secretariat is currently using both formal and informal means to get them to redeem their pledges.</p> <p>By way of follow up from the TA's report, it was suggested that letters be sent out to Managing Directors as well as Chief Executive Officers of banks and other interested organizations. It was also suggested that the secretariat found a suitable price for the books that will maximize purchase by banks. Attendees agreed on pegging the price at Twenty thousand naira only, for banks.</p>	TA to DG
	<p><b>Transitioning Out Programme</b></p> <p>Attendees were informed by the SPRM Coordinator that the first draft of the transitioning out plan was out. The SPRM Coordinator also noted that he suggested to DFID that the Plan be compressed into an executive summary of 4pages for the Governors while still retaining the original draft for technical use.</p>	SPRM Coordinator
	<p><b>Programme Update</b></p> <p><b>SPRM – Visit to Kano</b></p> <p>The SPRM Coordinator noted that the trip was successful and that the governor requested for immediate results via the documentation of Best Practices across states so as to better aid the Governors, rather than the very detailed reports that were hitherto produced. The SPRM coordinator and the Director General agreed to discuss further on this initiative.</p> <p><b>Knowledge Management</b></p> <p>The KM Advisor noted that the recently published South West Share Fair Booklets were distributed to the Governors at the retreat and by way of follow up, the Governor of Lagos State requested that additional copies be sent to Lagos. According to the KM Advisor, the Governor also suggested that the Secretariat engage the media to</p>	SPRM Coordinator

	<p>showcase the Governance share fair system and the content management tool which has been developed within the NGF. The KM Advisor hopes to set relevant machinery in place to ensure the achievement of these initiatives.</p> <p>He stated further that plans are on the way to hold another Governance share fair for all the northern states in Abuja or Kaduna. Furthering on the above, he stated that in conjunction with the SPARC team, he will come up with a draft proposal that will be presented to the DG.</p> <p>He also apprised attendees of the target plan to commence training in at least four states on the CMS between the day of the meeting and end of May.</p> <p>He concluded by stating that activities are in place for publication of the lessons learnt brief.</p>	KM Advisor
4.0	<p><b>A.O.B</b></p> <ul style="list-style-type: none"> <li>i. Tracking the National Confab; there is the need for the secretariat to abreast with the happenings at the national confab. The Head Federal Liaison agreed to liaise with some of his contact persons on the possibility of having access to the conference materials for Secretariat use.</li> <li>ii. The Induction Programme would be held by the 3<sup>rd</sup> quarter of the year. The Secretariat would be charge with gathering the relevant information and resources towards this event.</li> <li>iii. The Office Assistant; Barnabas Abba and the DG's Chief Detail; Ayo Daisa were commended for their efforts during the retreat at Lagos.</li> <li>iv. Plans for Recruitment; due to the gaps created by the exit of the Head of ICT and the Policy Advisor</li> <li>v. The need to discuss the retention of our corp members.</li> </ul>	Head Federal Liaison
5.0	<p><b>Resolutions</b></p> <ul style="list-style-type: none"> <li>i. Management would meet to take a final decision on the issue of reducing overhead cost</li> <li>ii. Staff should remain focused, while performing their respective duties with utmost diligence.</li> <li>iii. Proactive efforts would be made to secure promised funds from Governors.</li> <li>iv. A letter be made to the DG indicating that the desk of late Mrs Chidinma has been cleared properly.</li> </ul>	Senior Admin Officer
6.0	<p><b>Closing</b> The meeting closed at 3:30pm</p>	