

MINUTES

Nigeria Governors' Forum (NGF) Secretariat Staff Meeting

Date: 24/08/2012

Time: 12:40

Venue: Conference room

Chaired by: A.B Okauru (Director General)

1. Opening: Director General welcomed everyone to the meeting and outlined the agenda as follows:
 - Head Legal, Mr Chijoke Chuku's departure for One year Study leave
 - Official trip to Germany with Six Governors.
2. Minutes from the previous Staff meeting were unavailable.

3. Matters Arising

- A. The DG briefed the Staff on the upcoming Governance trip to Germany, which would include the following Secretariat staff: DG, ED Finance and Admin, TA to DG, SPRM co-ordinator, and Press. They would depart on the 26th of August and return 6th September, 2012. The trip is a study tour for the Governors aimed at exposing them to potential good practices from their German counterparts.

As a Secretariat, our presence would be to achieve certain strategic objectives: Creating Institutional archive, Image management for the principals, Capacity Building, facilitating daily logistics for the Governors. However, DG informed the Staff that he would be returning at a later date of 9th September, 2012.

- B. The DG informed the Staff that Head Legal would be leaving the Secretariat on Study leave for a year to pursue a Masters Degree. Head Legal gave his thanks to the management for their support and pledged to make the Secretariat proud while on Study.

ED Finance and Admin spoke to Head Legal on the need to maintain an open channel with the Secretariat as information may be needed from him from time to time. Also, a comprehensive multi-lateral handover to Economic Adviser, TA to DG and Head ICT was crucial by the Head legal to allow ease of transition during his absence.

- C. Director General informed staff that there would be a Ministry of Information Governance Tour which would be anchored by the Secretariat as per the wishes of the Governors.



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AOB

- A. PFM/DPO Coordinator enquired about complementary cards yet to be issued.
 - B. Dispatch Officer raised the issue of the need for a new motorcycle in order to perform his duties and was informed to make a formal request for a new one.
4. The meeting came to a close at 1:30p.m

RESOLUTIONS

- Executive Director Strategy and Research left in charge of the Secretariat
- Senior Admin Officer to facilitate the issuing of complementary cards to PFM co-ordinator
- Dispatch Officer to provide written request for new motorcycle.

Attendees:

- A.B. Okauru, Director General
- L.O.T Shittu, Executive Director Research and Strategy
- M.A Jibia, Executive Director Finance and Administration
- Chijoke Chuku, Head Legal
- Muhammed Sani, Economic Adviser
- Cijeju Ojong, PFM/DPO Coordinator
- Ayo Daisa, PA to DG
- Philemon Anda, Senior Admin Officer
- Juliet Eleje, Technical Assistant
- NafisaUsman, Head ICT
- Bunmi Akanbi, Reasearcher
- Chidimma Ukonu, Admin Officer
- Barnabas Abba, Office Assistant
- Ishaku, Dispatch Officer
- Ebuka Nwude, Research assistant
- Chisom Uche, Research assistant
- Zainab Omaki, Research assistant

Apologies:

- Emwemnwa Madu, Federal Liaison