

Status of Action Points From 22nd Program Steering Committee Meeting held on December 14, 2011 - (1/2)



SN	Action Point	Status	Remarks
1.	Redesign the UTIN logo to read TIN and update all program materials / documentation with the new logo	Completed	<ul style="list-style-type: none"> The program name and logo has been redesigned. All program documents have been updated to reflect the new name and logo.
2.	Refer the TIN Team KPIs to the Finance, Staff and General Purpose Committee for review and approval	Ongoing	<ul style="list-style-type: none"> The KPIs have been sent to the Finance, Staff, General Purpose Committee KPIs will be discussed during the Committee meeting on March 21, 2012
3.	Convene a meeting of the I & SC to review delivery notes for Telnet milestone 3 deliveries	Completed	<ul style="list-style-type: none"> A meeting of the I & SC was convened on December 15, 2012 to review Telnet milestone 3 deliverables. The documents were reviewed, approved and sent to the PSC for ratification
4.	Provide TIN equipment power requirements to the Director ICT, FIRS in order to conclude the process of securing space at the FIRS DR site at Agidingbi	Ongoing	<ul style="list-style-type: none"> The DRC space has been secured and power requirements have been confirmed
5.	Schedule an event to brief the Coordinating Minister of the Economy about the TIN project	Ongoing	<ul style="list-style-type: none"> A letter requesting for a date to brief the Minister has been submitted to the Honorable Minister. The TIN leadership is following up to secure a date to brief the Minister The Chairman has also met with the Honorable Minister to brief her on the TIN Program, the Minister is fully in support and has promised to personally launch the TIN program pilot at Transcorp Hilton.
6.	Define a backup / recovery mechanism for the TIN DC infrastructure before pilot go-Live	Completed	<ul style="list-style-type: none"> Backup tapes have been installed in the TIN Data Centre.
7.	Ensure minutes of bi-weekly PMO meetings are sent out with Monthly Status Reports to TIN SC members	Ongoing	<ul style="list-style-type: none"> TIN leadership has sent out quarterly status report which is a compilation of the November 2011 – January 2012 program activities.

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SN	Action Point	Status	Remarks
8.	Revalidate status of ongoing TIN related projects at the State Boards of Internal Revenue (SBIR) and FIRS	Ongoing	<ul style="list-style-type: none"> We have completed visitation to FIRS, visited the Executive Governor Bauchi and approval to visit the SBIRs has been secured, will commence visit to other states immediately after the 22nd March, 2012 PSC meeting.
9.	Define a certification process to review and approve all milestone deliverables to the relevant committee before presenting to the TIN SC for approval	Completed	<ul style="list-style-type: none"> Closed
10.	Schedule a slot on the TV program "Tax Matters" to present the TIN program to the general public	Completed	<ul style="list-style-type: none"> The TIN PM was interviewed by the presenter of the programme and the interview shown twice during the Tax Matters programme. We will engage the presenter further.
11.	Brief the Pilot State Governors on the outcomes / findings of the Change Management exercise carried out in their states	Completed	<ul style="list-style-type: none"> The Governors have been briefed about the outcomes of the change management exercise The briefing was carried out during the meeting of the Nigeria Governors' Forum which took place on March 4, 2012
12.	Prepare a template for representatives of member organizations of the PSC to report SC meeting outcomes to their various organizations	Completed	<ul style="list-style-type: none"> A reporting template has been developed by the TIN PMO and circulated
13.	Upload TIN newsletters to the JTB website	Completed	<ul style="list-style-type: none"> The TIN newsletters have been uploaded to the JTB website
14.	Share T-Shirts for media campaign in phases	Ongoing	<ul style="list-style-type: none"> The media consultants have started work on the TIN branded items (including t-shirts)
15.	Identify and train two business analysts (BAs) in each SBIR for the TIN project implementation	Ongoing	<ul style="list-style-type: none"> We are validating the list of BAs from the non-pilot SBIRs with their Chairmen.
16.	Complete the design of an organization structure for the SBIRs. Also engage change agents from SBIRs as part of ongoing communication / orientation	Ongoing	<ul style="list-style-type: none"> Approval has been given to commence change management activities at SBIRs. This will include validating the current organization structures of each SBIR Change Agents orientation took place On March 1, 2012