

**MINUTES OF MEETING OF THE NIGERIA GOVERNORS' FORUM
(NGF) SECRETARAIAT HELD AT THE SECRETARIAT
CONFERENCE ROOM ON APRIL 9, 2009**

S/N	NOTES	ACTION
	<p>ATTENDANCE</p> <ol style="list-style-type: none"> 1. M. Jibia – ED (Finance & Admin)(Ag-Chairman) 2. A.T. Shittu – ED (Strategy & Research) 3. Bode Aiyenimelo – Head, Publications 4. Ibrahim Ja’afar – Protocol 5. Anda, Philemon – Senior Admin. Officer 6. Abdullahi K. Shehu- Accounts 7. Onyenalim Chidimma – Admin. Officer 8. Ahmed S. Halimah – Admin. Officer 9. Ogbunamiri Blessing – Corper 10. Ogunbode, Matthew – Confidential Secretary 11. Aisha Abdulkadir – IT 12. Mohammed Abdullahi – Driver 13. Abubakar Ballah – Driver 14. Ishaku Maikasuwa – Office Assistant 15. Barnabas Abba – Office Assistant 16. Cletus Daniel – Security 17. Ado Mohammed – Cleaner 18. Chuku, C.C. – Head, Legal/Secretary <p>COMMENCEMENT</p> <p>The meeting started at 10.15 am with opening prayers said by Ibrahim Ja’afar. The meeting was chaired by the Executive Director (ED/F&A) who directed that in future the agenda for meetings should be circulated to every staff.</p> <p>The minutes of the last meeting held on 23rd of March, 2009 was read by Mr. Bode. It was observed that the Attendance list for that meeting was omitted in the minutes.</p> <p>In the absence of any amendments/observations, Mr. Philemon Anda</p>	

moved the motion for the adoption of the minutes and was seconded by Mr. Matthew Ogunbode.

MATTERS ARISING

- i) Vehicles** – the ED, (F & A) noted that the Director General (DG) had amply addressed this matter at the last meeting. He reiterated that since there were no official vehicles yet, staff were urged to use any other convenient means to see that their official assignments were carried out promptly.

He encouraged staff who owned private cars to use them in the discharge of their assignments and assured such members of staff that the office would, on such occasions, take responsibility for the fuelling of the cars.

Some Staff identified further constraints arising from sending out different people to different locations. It was however observed that this could be addressed by providing funds for public transport in the absence of the official car.

Finally, the ED, (F & A) urged for more patience and noted that this problem would be resolved soon.

ii) Computers/Systems for work

The Head Media & Public Relations informed the meeting that Management had approved the release of a system to the Publications Dept. to aid their work on the provision of data for the NGF website.

There were no further pressing demands for a system and the matter was, for now, laid to rest pending the DG's return when computers would be distributed to other units.

iii) Availability/Release of Funds for Assignments

Following complaints by some staff on the lack of prompt release of funds for sundry assignments, the ED, (F & A) informed the meeting that there was no monopoly of powers for approving the release of petty cash for official assignments. It was resolved that as long as there was proper approval by an appropriate authority, the release of petty cash would henceforth not be delayed. It was also agreed that no request for funds would be entertained without a written application by the staff in question, sanctioned by the appropriate Head of Dept subject to the final approval of the DG. The need for a form for the release of petty cash was emphasized by the ED, (F & A) which the ED, (S & R) confirmed was earlier designed.

On the fuelling of the official vehicle, ED, (F & A) stressed that on no account should the fuel level in the car be allowed to get below the quarter tank.

iv) Welfare

The ED, (F & A) stressed that the DG had earlier addressed this subject. The position which had not changed was that the issue of staff welfare would be addressed simultaneously with the re-structuring of the secretariat.

It was however pointed out that this was without prejudice to the readiness of the Management to assist any staff who was in need.

v) Purchase of Bike

The (SAO) informed the meeting that the bike had been procured as directed at the last meeting. The registration of the bike had been delayed because of administrative

hurdles by the officials of the Vehicle Inspection Office (VIO). As a result of these delays, the SAO informed the meeting that he had been advised to go to Mararaba to register the motorcycle.

The ED, (S & R) however observed that there was no need to go to Mararaba for the registration and no need for the delay in registering the bike. A letter should be written to the registration authorities asking that the bike be registered. Management directed that the registration be completed without further delay. The SAO was also directed to delegate some of his duties to the other Admin. Dept staff and that nobody expected him to perform all these duties alone.

RECORDS KEEPING

Chidinma Onyenamlim presented the report on keeping of records. She informed the meeting that at the time of the installation of the software by Peers Limited, she had no system for them to work on and they had to install the software on the office laptop. Unfortunately, the laptop crashed and all the data was lost.

The ED, (F & A) directed (SAO) to invite the PEERS people to come back for the re-installation now that she had a new system. The meeting was informed that this had already been done and they had promised to come the following week.

PUNCTUALITY/ATTENDANCE

The ED, (S & R) once again reiterated the importance of punctuality. He observed that staff had relapsed on the issue of punctuality.

He emphasized the need for observing of working hours - 8am - 5pm by all staff except those who the DG had granted a concession of 9am - 4pm.

In conclusion, the management emphasized the need for observing the followings:

- ❖ The attendance Register must be filled promptly and daily.
- ❖ Staff leaving the office at the close of work must notify his Head of Dept.
- ❖ Work Ethics must be observed.
- ❖ Noise making in the office must henceforth ceased.
- ❖ Staff must put their phones on 'SILENT' mode, especially when in the presence of superior officers.
- ❖ Deadlines must be met.
- ❖ Staff must strictly adhere to the principles of variety of command. As there is only one Head of the Secretariat -Any report/feedback on any assignments given by Management staff must be to the Management Staff that had given the assignment.
- ❖ Security personnel must always be at their duty post. Visitors must be directed to the Office Assistant who would usher them into the relevant office. Security men must not under any circumstances escort visitors into the office.
- ❖ Emphasis must be on service delivery.

A.O.B

- It was reported that the official vehicle had a fault that could not wait till the next service date. The ED, (F & A) directed that there was no need to delay the repairs and requested SAO to promptly attend to the situation and report back to him.
- It was further directed that money meant for fuelling the official vehicle should be given to the driver and not the Staff on assignment.

The meeting ended at 11. 25 am with closing prayers said by Cletus Daniel.

Chuku, C.C, Esq
Head, Legal/Recorder

