

**MINUTES OF MEETING BETWEEN THE NGF CHAIRMAN AND THE
NGF MANAGEMENT TEAM**

HELD

AT THE

KWARA STATE GOVERNOR'S LODGE

ON

23RD NOVEMBER, 2009

| IN ATTENDANCE WERE: | |
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| 1. Dr. Abubakar Bukola Saraki Turaki, Ilorin Executive Governor, Kwara State | NGF Chairman |
| 2. Mr. A. B. Okauru | Director General, NGF Secretariat |
| 3. Mallam Mohammed A. Jibia | Executive Director |
| 4. Alhaji L.O.T Shittu | Executive Director |
| i | COMMENCEMENT OF THE MEETING |
| | <p>The meeting commenced at 2:35pm, with the Chairman welcoming the management staff, and inquired to know about the success of the IGR Round-Table Conference. The Director General in his response informed the meeting that there was favorable feedback from both the participants and the general public respectively.</p> |
| ii | MATTERS ARISING FROM BAYELSA NGF MEETING |
| | <p>Sequel to the above mentioned meeting the Chairman appealed to the management team to imbibe the culture of total quality management. He specifically requested for prompt and timely delivering of minutes of NGF meetings to the Governors to enable them review it well before the meeting date.</p> <p>➤ Communiqué must reflect and capture Forum decision and resolutions reached at meetings.</p> |

- The Secretariat should ensure compliance & follow-up on all actions on the communiqué.

iii NGF AGENDA

In another development, the Chairman remarked, that the Forum needed its own agenda not peoples agenda to drive all its processes and activities.

NGF Secretariat needs to be a resource oriented Platform. A resource centre that supports the activities of the States. Providing technical assistance to the states.

- Hiring key sector experts / policy consultants, (e.g. Health, Education, Economy, Agriculture, Energy & Environment) to help support policy design, incubation, implementation and capacity at the state levels is desirable.

iv STRATEGIC PLAN

On the issue of strategic plan. The Chairman requested that all the Governors should be intimated, that, the plan was at the foundation level, and that their buy-in was of paramount importance and needed for it to succeed, and those Governors interested to talk to DFID consultants should be invited to come forward to enable the Forum to have an acceptable strategic plan.

v PEER REVIEW MECHANISM

The need to fast track the ongoing peer review

exercise.

- A Peer Review exercise programme and timelines be urgently put in place.
- At the end of the states tour, develop a peer review template, and subject all data collected to detailed analysis and debate, involving all relevant stakeholders.
- Define and put in place standard best practice for each Sector.
- The Secretariat should develop benchmarks for each sector (which would be a reference point for each sector) this would assist states to develop its sector capacity.
- Urgently put in place, peer review programme plan of action with timelines, indicating schedule of meetings, with Governors and other stakeholders.
- Seek all the governors' buy -in on the proposed NGF Strategic Plan (at least six governors to make inputs into the plan
- Complete peer review visit to states by end of 1st quarter 2010.
- Peer review mechanism, and standard best practices concluded by end of 2nd quarter of 2010.

In his reply the Director General informed the meeting that we were fast tracking peer review, already seventeen states had been visited and the next place of call would be Lagos State which has been scheduled for December 7th – 11th, 2009.

He added that four consultants had been catafaulted to add value to the project while

the execution template would be provided by the DFID and all things being equal the peer review mechanism of all states would be concluded in the first quarter of 2010.

The Chairman once more re-emphasized the need for the NGF Secretariat to be a resource centre where materials on any issue could easily be obtained by all the Governors. He requested that the best in class professionals who would be able to deliver and add value to the secretariat be brought in specifically requested for the manhunt of a Director of Media.

vi BUILDING OF PERMANENT SECRETARIAT

The meeting resolved that the building of the permanent secretariat be scaled down and the total cost to complete the project should not be more than 3.2 billion while 20% mobilization fee be paid to the contractors to enable them to kick start the project.

A.O.B

Human Capacity:

The need to head hunt a Director of Media and Communications, urgently to fill the communications gap and challenges in the Forum.

Policy / Sector Consultants

The need to seek NGF approval for the hiring of policy / sector consultants in the discharge of duties / peer – review mandate.

The meeting ended by 3.15pm.