

**MINUTES OF NGF STAFF MEETING HELD ON TUESDAY, 5<sup>TH</sup> OCTOBER, 2011  
AT THE NGF SECRETARIAT**

Time: 11:30am - 1:15pm

| S/N | NOTES   | ACTION |
|-----|---|--------|
| 1.  | <p><b>ATTENDANCE:</b></p> <ol style="list-style-type: none"> <li>1. A. B. Okauru — Director General</li> <li>2. L.O.T Shittu — E.D. S&amp;R</li> <li>3. M. A Jibia — E.D. F&amp;A</li> <li>4. Chuku Chijioke — Head, Legal</li> <li>5. Rakiya Bello Aliyu — T.A. to the D.G.</li> <li>6. Afeikhen Jerome — SPRM Coordinator</li> <li>7. Anda Philemon — Senior Admin. Officer</li> <li>8. Onyenalim Chidinma — Admin. Officer</li> <li>9. Olatwoju Kuburat — Account Officer</li> <li>10. Ahmed S. Halima — Publications Officer</li> <li>11. Tina Ogili — Publications Officer</li> <li>12. Daisa Ayo — Chief Detail to D.G.</li> <li>13. Ogbunammiri Blessing — Confidential Secretary</li> <li>14. Eleje Chinwe Juliet — Researcher I</li> <li>15. Myani Bukar — Knowledge Manager</li> <li>16. Nafisa Usman — I.T.</li> <li>17. Balla Gimba — Security Officer I</li> <li>18. Daniel Cletus — Security Officer II</li> <li>19. Abubakar M. Balla — Driver I</li> </ol> <p><b>COMMENCEMENT</b></p> <p>The meeting was presided over by the D.G, who apologised for the inability to hold a staff meeting in 2 months. He welcomed members of staff to the meeting especially Bukar Myani and Nafisa Usman, who were newly employed at the Secretariat. Bukar and Nafisa are in-charge of Content Management System and ICT respectively.</p> |        |

3. **Matters Arising from the Minutes of the Last Meeting**

**a. Security**

The E.D. Finance briefed the meeting about the outcome of his meeting with the Former Commissioner of Police. He stated the need to discuss with the Chairman about deploying permanent Police Officers to the Secretariat. The meeting agreed to this because of the need for policemen at the gate.

**b. Office Equipment**

In the meeting held on 15<sup>th</sup> July, 2011, it was agreed that a new photocopier be purchased to ease the movement of the old machine to and fro NGF meeting venues. It was noted that plans were still underway to purchase the new copier, which would be kept in the office while the old one would be taken to the meeting venue.

Furthermore, the Publications Department requested for a computer and the E.D Finance was asked to follow up on it.

The Senior Admin. Officer was also directed to ensure that the materials needed by the new staff members were provided to enable them start off comfortably. Also, he must ensure that stationeries were replaced as often as possible to avoid running out of stock.

4.

**Agenda**

**a. 1-day Interactive Session**

The D.G. made a proposition on organising a 1-day interactive session which would provide a platform for members of staff to discuss and interact about their passion, areas of interest and the dormant potentials of the organisation as a whole. This would be anchored by the Management. The objective of this is to foster a culture of learning, team spirit, oneness, self-improvement and knowledge sharing amongst members of staff. On this note, the E.D. Finance was urged to draw up a time-table that would be tested out for 6 months.

5.

**b. Implementation of Decisions after Meetings**

The D.G. decried the negligence of action plans and decisions that were reached after staff meetings. He urged members of staff to always call the attention of Management to the implementation of decisions that were reached during meetings. This would help to ameliorate unnecessary repetition of issues during meetings.

**c. The Legal Suit against the Forum**

The Head of Legal briefed the meeting about the legal suit filed against the NGF; questioning its legality. So far, the Chairman has directed that court papers in respect of the suit be handed over to Fagbenmi SAN. The D.G. stated that the legality of the NGF was covered under Section 40 of the Nigerian Constitution. It was registered under Part C of the Company and Allied Matters Act (CAMA). Finally, the DG cautioned members of staff to be measured and responsible in managing information from the Secretariat.

**d. Attorneys General Report**

The Body of Attorneys General was constituted to articulate position of the Governors in the ongoing efforts to amend the Nigeria Constitution. They met three times to deliberate on the issues and reach a consensus. The draft report of their deliberations has been forwarded to the Forum.

**e. Professionalism in the Operations of the Forum**

The meeting further deliberated on the need to be more organised in the day-to-day running of the Secretariat. It agreed that there were many uncontrollable factors that militate against this as the Secretariat services the 36 Governors whose schedules it must follow irrespective of its own itinerary. However, it is possible to institutionalize some ethics of professionalism such as job schedules, meetings, appointments and daily schedules.

6.

**A.O.B.**

**1. Airtime for Security Officers**

The Senior Admin. Officer suggested that a dedicated amount be set aside for the security officers who on most occasions use their personal money to recharge their phones for official use. The E.D. Finance was asked to consider this.

**Salary Review**

As regards the issue of salary, members of staff were assured that salary review was a continuous process. The first batch being the newly employed has been concluded. The second batch would be for those employed within the last two years and the general review would come later on.

**NYSC Corpers**

The Management has kick-started arrangement to engage the services of Corps Members that would carry out their primary assignment in the Secretariat.

**CLOSING**

The meeting ended at 1:15pm.