

MINUTES OF STAFF MEETING OF THE NIGERIA GOVERNORS' FORUM (NGF) SECRETARIAT HELD AT THE SECRETARIAT COMPLEX ON MAY 13, 2009

S/N	NOTES	ACTION
	<p>ATTENDANCE</p> <ol style="list-style-type: none"> 1. A.B Okauru – Director General 2. M. Jibia – ED (Finance & Admin) 3. A.T. Shittu – ED (Strategy & Research) 4. Chuku, C.C. – Head, Legal/Secretary 5. Bode Aiyenimelo – Head, Publications 6. Ibrahim Ja'afar – Protocol 7. Anda, Philemon – Senior Admin. Officer 8. Abdullahi K. Shehu- Accounts 9. Onyenalim Chidinma – Admin. Officer 10. Ahmed S. Halimah – Admin. Officer 11. Ogunbode, Matthew – Confidential Secretary 12. Mohammed Abdullahi – Driver 13. Abubakar Ballah – Driver 14. Ishaku Maikasuwa – Office Assistant 15. Ado Mohammed - Gardener <p>COMMENCEMENT</p> <p>The meeting started at 5.25 pm with opening prayers said by Abdullahi Shehu. The Agenda for the meeting was identified as 'Dealing with the outstanding matters with the DG'.</p> <p>The minutes of the last meeting were read. The following amendments were made:</p> <ul style="list-style-type: none"> • Bode to read Bode Aiyenimelo. • Attendance to reflect 'Absence' and 'Apologies'. <p>In the absence of further amendments/observations, Matthew Ogunbode moved for the adoption of the minutes and was seconded by Chidinma Onyenalim.</p> <p>MATTERS ARISING</p> <p>i) Vehicles- Staff was assured that management was working out a</p>	

solution to this problem which would be resolved soon. The meeting was informed that Delta State had donated two vehicles to the Secretariat and they were at the moment parked at the premises of the Central Bank of Nigeria (CBN), Asaba.

ii) Computers/Systems for work

The meeting was informed that all staff that required PCs for work had been supplied with systems. However, it was noted that there was still a need for printers. The DG stated that though it was not the practice for every computer system to have a printer attached to it, exceptions would be made in this case. He advised any staff that needed a printer should make a case for one and each case would be treated on its merits. The faulty printers should be repaired without delay and these requests should be communicated to the ED (Finance & Admin).

The meeting noted that the official website was now operational and running. However, it was observed that there was a need for regular update. It was also agreed that the profiles of the wives of the governors should be added on the website.

iii) Availability/Release of Funds for Assignments

The DG warned that the office should lay more emphasis on creation of funds and not spending same. There was a need to articulate worthwhile programmes that would facilitate the generation of funds into the office and one of the ways of achieving this was to make the Secretariat Resource Reference Centre.

iv) Welfare

Management once again urged Staff to continue to exercise patience. That in due course, matters of welfare would be adequately addressed.

iv) Bike for Dispatch

The meeting was informed that the dispatch bike

had been registered. The rider's licence had been obtained and all other related things were now in place. It was also agreed that the dispatch person would be trained to ensure efficient performance.

v) Punctuality

The issue of Punctuality was addressed for the umpteenth time. Madams Kuburat and Halima were identified as the worst offenders in the area of punctuality. The IT staff (Aisha) was said to be in a class of her own and could not be compared to any other Staff. Management warned that going forward, matters of punctuality and Staff conduct would not be viewed lightly.

A] UP COMING TRIP TO THE US

The DG informed Staff that the Management would be accompanying the Chairman and three other governors on a five day working visit to the United States. The meeting was informed the DG would leave for the US ahead of the others on the 15th of May but that the EDs would join him on the 17th.

B] Familiarisation Tour of the States

The Staff was similarly informed that the secretariat had commenced a familiarization tour of the States. This would give the Secretariat a firsthand knowledge of the States and also facilitate the designing of the framework for a Peer Review Mechanism for the 36 States.

The first leg of the tour had been to the South South Zone.

He informed staff that everyone would be afforded the opportunity to be part of the tour and would be done in turns.

The DG also advised that in future, time table for the trip would be drawn in a ~~q~~ way ~~as~~ to accommodate all the activities that may be slated by the States. Experience had shown that it was not feasible to cover 6 States in 3 days. It was more practical to do 3 States in a week.

It was agreed that the ED (Strategy & Research) would be on the next phase of the trip whilst the

ED (Finance & Admin) would stay back to coordinate activities leading to the Galaxy Backbone Workshop. The DG also stated that in future, a system would be put in place to ensure that the trips were done at little or no cost to the Secretariat.

C] Galaxy Backbone Workshop

The meeting was informed that there would be a Workshop by Galaxy Backbone (a Federal Government wholly owned ICT Company) in partnership with the NGF. The Workshop would take place on 27th- 28th May, 2009.

Any Other Business (A.O.B)

- The repair of the swimming pool in the office premises would be kept in view (KIV).
- Similarly, the proposed trip by the drivers to bring back the new office vehicles was KIV'd.
- The outstanding money (N78, 000) for the plumbing work carried out in the office was approved.
- The Report done by Chuku on the former office of the Secretariat in Maitama was noted but KIV'd.
- It was agreed that about 7 newspapers would be supplied daily to the office and Mr. Bode Aiyenimelo would be responsible for seeing that this runs effectively.
- Mr. Bode Aiyenimelo would furnish the DG with details of the Secretariat's relationship with Mallam Badamasi, especially in relation to the abortive Book launch, the subject of a letter he had written to the DG.
- On the issue of Zakari's documentary/films done on the last NGF Retreat in 2007, it was agreed that the whole matter would be reviewed by the ED (F&A).
- On the website, it was agreed that the ED (F & A) would review the work done. It was agreed that the office would employ a Retention Policy to aid quality check.

	<p>The meeting ended at 7.14pm with closing prayers said by Chidinma Onyenalim.</p>	
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Chuku, C.C, Esq
Head, Legal/Recorder