

**MINUTES OF STAFF MEETING OF THE NIGERIA GOVERNORS' FORUM (NGF) SECRETARIAT HELD AT THE SECRETARIAT COMPLEX ON JUNE 17, 2009**

S/N	NOTES	ACTION
	<p><b>ATTENDANCE</b></p> <ol style="list-style-type: none"> <li>1. A.B Okauru – Director General</li> <li>2. M. Jibia – ED (Finance &amp; Admin)</li> <li>3. A.T. Shittu – ED (Strategy &amp; Research)</li> <li>4. Chuku, C.C. – Head, Legal/Secretary</li> <li>5. Bode Aiyemelo – Publications</li> <li>6. Fatima Y. Usman Katsina-Tech. Assistant to DG</li> <li>7. Ibrahim Ja’afar – Protocol</li> <li>8. Anda, Philemon – Senior Admin. Officer</li> <li>9. Abdullahi K. Shehu- Accounts</li> <li>10. Onyenalim Chidinma – Admin. Officer</li> <li>11. Ahmed S. Halimah – Admin. Officer</li> <li>12. Blessing Ogbunamiri - NYSC</li> <li>13. Ogunbode, Matthew – Confidential Secretary</li> <li>14. Mohammed Abdullahi – Driver</li> <li>15. Abubakar Ballah – Driver</li> <li>16. Ishaku Maikasuwa – Office Assistant</li> <li>17. Barnabas Abba – Office Assistant</li> <li>18. Bala Gimba – Security</li> <li>19. Cletus Daniel - Security</li> </ol> <p><b>COMMENCEMENT</b></p> <p>The meeting started at 10.42 am. The Director General (DG) apologized to the meeting on behalf of the Secretary for the unavailability of the minutes of the meeting of 13<sup>th</sup> May, 2009 but warned that the minutes of that meeting must be presented alongside that of the present meeting.</p> <p><b>DG’S OPENING REMARKS</b></p> <p>The DG welcomed all Staff to the meeting which was the first in many weeks. He addressed Staff on the media assault which the NGF had been subjected to in recent days</p>	

and assured them that the situation was under control. He informed Staff that the management had done nothing untoward. Though the NGF had embarked on an attempt at damage control, there was a deliberate effort on his part to keep away from arguments on the merit or otherwise of training the Governors abroad. He traced the root of the whole matter as the anger of the public against the governors. The governors had a real image problem that could not be ignored. The focus of the Secretariat should be on improving the battered image of the Governors.

#### **Introduction of new Staff**

A new member of Staff was formally introduced to the meeting. Fatima Usman Katsina would be the DG's Technical Assistant and members of Staff were urged to cooperate with her.

#### **Familiarisation Tour of States**

The DG informed Staff that the familiarization visits were on course and that eight States had already been visited. However, he expressed dissatisfaction with the existing Structure for the tours and was contemplating dismantling it.

A Committee comprising Chuku, Chijioke, Bode Aiyenimelo and Fatima Katsina was set up to make a report of the States visited, identifying unique experiences in the States, strengths, weaknesses etc.

#### **Obituary**

The death, in a motor accident, of Adamu Mohammed (Ado), Gardener, was officially announced. The DG directed that attendant issues relating to settling the deceased's family would be coordinated by the ED (F&A). Other matters relating to finding a replacement for the late Ado would also be handled by the ED (F&A).

#### **DG'S CORRESPONDENCE**

The DG expressed his displeasure at a situation whereby documents meant for him are put in a 'keep in view' (KIV) file without being first shown to him. He directed that going forward,

all correspondence addressed to him should be directed to his office. Any decision to kIV the correspondence was his exclusive prerogative.

#### **NGF CARS DONATED BY DELTA STATE GOVT.**

It was agreed that the new cars which were donated to the Secretariat by the Delta State Government would be brought back to Abuja. Arrangements would be made to this effect.

In the same vein, the DG was of the view that the Federal Inland Revenue Service (FIRS) vehicles that were loaned to the Secretariat to facilitate the easing of logistics challenges during the tour of States should be sent back. However, a case was made for keeping the vehicles till the end of the week but the DG maintained that he had made a commitment towards returning them that day, 17 June.

#### **IDENTITY CARDS FOR DISPATCH PERSONNEL**

Matthew Ogunbode informed the meeting that the dispatch Staff were encountering challenges in the discharge of their duties as a result of their inability to produce identity cards on request. The DG gave assurances that this would be looked into.

#### **VERBAL DIRECTIVES TO RELEASE FUNDS**

Abdullahi Shehu sought clarifications on the proper course to follow when verbal directives to disburse funds, particularly petty cash, were given to him. It was clearly emphasized that on no account should any funds be released without clear and proper written directives. In respect of petty cash, it was agreed that the Senior Administrative officer (SAO) may deal with such requests but the ED (F & A) must regularize the transaction.

Chidinma Onyenalim informed the meeting that some materials procured by the office were not recorded because there were no costs attached to them and she was encountering difficulties entering the details in the System.

The DG insisted that all procurements made by the office must have cost elements and must be captured in the System. No payments were to be made without cost elements. Meanwhile, the DG directed that all those that occurred before this clear directive should be regularized.

**STAFF WELFARE**

Bala Gimba spoke about the welfare situation of staff but got carried away in an emotional outburst that was unanimously agreed to be in bad taste. The EDs spoke for management and once again urged patience in this regard and pointed out that while management was working out modalities for the review of staff welfare, anybody who could no longer exercise patience could resign his appointment.

The meeting ended at 11.40am.

**Chuku, C.C, Esq**  
**Head, Legal/Secretary**