



MINUTES OF THE 2nd STAFF MEETING OF THE NGFS IN 2017

DATE: Tuesday, 14th March 2017

TIME: 12: 25 PM

VENUE: NGFS CONFERENCE ROOM

PARTICIPANTS

S/N	NAME	DESIGNATION
1.	A.B. Okauru	Director - General
2.	L.O.T. Shittu	ED, Strategy and Research
3.	Chijioke Chuku	Head, Legal
4.	Abdulrazaque Bello-Barkindo	Head, Media and Public Affairs
5.	Madu Enwemnwana	Head, Federal Liaison
6.	Haruna S. Abdullahi	PFM Consultant
7.	Zubaida Abiola	Help Desk Officer
8.	Oreh Chinwe	Health Specialist
9.	Olanrewaju Ajogbasile	Help Desk Manager
10.	Anda Philemon	Senior Admin Officer
11.	Ibrahim Ja'afar	Protocol Officer
12.	Juliet Chima	T.A to the DG
13.	Halima S. Ahmed	Media and Publications Officer
14.	Ayo Daisa	Chief Detail
15.	Akanbi Olubunmi O.	Researcher 1
16.	Firo Elhassan	Program Manager
17.	Ogunbeku Timilehin	KM
18.	Bassi Gana Heman	ICT
19.	Saeed Sanusi	Photo Editor
20.	Abba Barnabas	Office Assistant
21.	Ishiaku Maikasawa	Dispatch Rider
22.	Abubakar M. Balla	Driver
23.	Kuburat Olatwoju	Accountant
24.	Uzo Alutu	Researcher
25.	Daniel Cletus	Security II
26.	Bala Gimba	Security I

27.	Ojiako Chiamaka P.	Research Assistant
28.	lhedirimadu Amarachi Q.	Research Assistant

S/N	NOTES	ACTION BY
1.0	Opening	
	<ul style="list-style-type: none"> The meeting commenced at 12:26 p.m. with an opening prayer by Zubaida Abiola. The ED (F & A) welcomed all members of staff and told them that the DG was in a meeting but that the meeting would commence pending his arrival. 	
2.0	Adoption of the Minutes of the 1st Staff Meeting	
	<ul style="list-style-type: none"> The minutes of the 1st Staff NGF meeting was considered under the supervision of the ED (F & A). Certain observations were made, clarifications were sought and after a thorough consideration, the Head, Legal moved the motion for the adoption of the amended minutes as the 1st Staff Meeting Minutes for 2017. 	
3.0	Introduction of New Staff Members	
	<ul style="list-style-type: none"> Zubaida Abiola (Help Desk Officer) and Ore (the new staff members) introduced themselves and ED (F & A) welcomed them into the Secretariat. The old staff members also introduced themselves. 	
4.0	Relocation to permanent site	
	<ul style="list-style-type: none"> The ED (F & A) raised the issue of relocation to the permanent site and he asked the ED, Strategy and Research to inform the staff members on the state of things. The ED, Strategy and Research stated that NGF had acquired a property at Maitama and that a committee had been set up to handle issues bordering on relocation. The ED (F & A) requested for information on the current office of the NGFS. The Head, Legal said that they had received a letter last year from the landlord stating his intention to take over the property. Furthermore he said that a new property had been acquired and that the paramount issue which would be deliberated upon by the committee would be how to furnish it. 	
5.0	Researcher's Brief	
	<ul style="list-style-type: none"> The ED (F & A) asked the Researcher to educate the staff members on the social investment program. The Researcher talked about the object of the program which is to alleviate poverty and protect the vulnerable. He informed the Staff members on the GIP, ENPOWER, CASH TRANSFER and STEM BURSARY programs offered on the platform, the milestones achieved and the challenges. The members of staff asked questions and offered suggestions to move the program forward. Finally, he thanked the NGFS for the opportunity granted to him to gain and share a wealth of experience. 	
6.0	DG's Brief	

	<ul style="list-style-type: none"> • The D.G apologized for not being at the meeting from the beginning. • He welcomed the new staff and encouraged them to seek guidance and mentorship from the old staff. <p>I. Relocation to Permanent Site</p> <ul style="list-style-type: none"> • The D.G asked the ED (F & A) about the steps taken with regards to relocation to the permanent site and ED (F & A) said that the committee would be meeting on Friday to deliberate on the issue. • The D.G asked for the members of the committee and he was told that it consisted of the ED, Strategy and Research, Head of Legal, T. A, Protocol Officer and the Senior Admin Officer. • The D.G said that the initial plan was to get a property that would self finance itself but that had not been achieved. He then directed the T.A to the D.G to furnish the committee with records including communication with the landlord. <p>II. NGF Meeting</p> <ul style="list-style-type: none"> • The D.G said that the NGF meeting was holding on 15 March 2017 and that there was a need to work on the budget which will be presented to the governors. • He requested that if anyone feels that any detail has not been captured in the budget that it should be made known to the management. <p>III. 2017-2019 Strategic Plan</p> <ul style="list-style-type: none"> • The D.G commended efforts made toward the preparation of the strategic plan and highlighted the new initiatives that had not been included in the previous plan. <p>IV. Recovery of Paris and London Club Loans</p> <ul style="list-style-type: none"> • The D.G briefed the staff on the challenges the Secretariat had been facing with respect to the recovery of the Paris London Club Loan • He also stated that the Secretariat had done everything it was supposed to do to stay within the law. 	T.A
7.0	A.O.B	
	<p>I. Update on Paris and London Club Loans</p> <ul style="list-style-type: none"> • It was agreed that the matter would be discussed at the Management Level. <p>II. Payment of Salary Arrears after Increment Implementation</p> <ul style="list-style-type: none"> • The office assistant said that the arrears promised to be paid for October to December had not been implemented. • The D.G asked if there was a commitment from management. • The ED (F & A) explained that the promise made was for staff with outstanding performance and that a committee had been set up to decide on a performance appraisal method that would be applied. 	

8.0	Closing	
	The meeting ended at 2: 09 pm.	