

MINUTES OF MEETING HELD BETWEEN THE MANAGEMENT

OF THE

NIGERIA GOVERNORS'FORUM (NGF) SECRETARIAT

AND ALL

THE STAKEHOLDERS OF THE NEW SECRETARIAT PROJECT

ON

TUESDAY 10TH FEBRUARY, 2009

AT

THE ASOKORO OFFICE OF NGF

S/N	NAME	OFFICE	NUMBER
1	ALHAJI ABDULATEEF SHITTU	NGF	08077361336
2	MR. MOHAMMED JIBIA	NGF	0803314165
3	CHUKU CHIJOKE	NGF	08033144648
4	NOSA ORUMWENSE	ZENITH BANK	08033209824
5	ARC. VINCENT .A	COPLAN ASSOCIATE	08028536883
6	ARC.GOKE AJAGBE	COPLAN ASSOCIATE	08033146478
7	ENGR. ABDUL ODIBA	THREE-E LTD	08051256083
8	ADAH REUBEN	THREE-E LTD	08056313023
9	TIMOTHY DANIEL	COPLAN ASSOCIATE	08033146408
10	IBRAHIM ISAH(ARC)	COPLAN ASSOCIATE	08035804884
11	OVIE DOGUN	MODEL DESIGN	08036147242
12	LUKA SUKAI PROJECT COST CONSULT LTD		08035991574
13	SALIM JAOUDE <i>Abou</i>	SAGETO LTD	08033144171
14	ARC. ELIE CHIDIAC	SAGETO LTD	08033402662
15	MUNIR NI,AT	AFRIBANK	08035977309
16	INNOCENT ALECHENU	ARIBANK	08035531399
17	AGNES I. OBBA	AFRIBANK	08033146028

S/N	NOTES/OBSERVATIONS	ACTION
01	<p>COMMENCEMENT</p> <p>The meeting started at 5.25pm with opening prayer by Nosa Orumwense (Zenith Bank).Owing to the unavoidable absence of the Director General(DG), the meeting was presided by the Executive Director (ED, Strategy & Research).There were general introductions of everyone present.</p> <p>The Project consultant summarized the raison d être of the meeting as follows:</p> <ul style="list-style-type: none"> • The essence of the meeting was to kick start the physical development of the NGF secretariat. • He traced the history of the relationship between the forum and the consultants and the various stages of presentations made to the forum in respect of the preliminary aspect of the project. • The meeting was partly to hand-over the site to the contractor and partly to discuss the issue of payment of 25% of the total project cost to them. • They presented 7 copies of the contract Agreement (1 Original and 6 certified true copies) as well as 2 sets of drawings. • They prayed that pursuant to the approval given by the Forum at its last meeting on 26/01/09, a letter should be given to the consultants to this effect • They presented a certificate approving payment of the said 25% of total project cost to the contractor. • They informed the meeting that an Advance Payment Guarantee (APG) had been presented by the contractor but there were certain observations made by the project consultant which necessitated the withdrawal of the APG. • They gave assurances that as soon as the new APG was ready, same would be presented to the forum. <p>PROJECT FINANCING</p> <ul style="list-style-type: none"> • A representative of AFRIBANK reiterated their earlier request for a formal letter of request to part-finance the project. • The issue of registration as a condition-precedent to consummating the relationship was discussed. • Wondered if there was a precise time for draw-down of the money. • The EDs gave assurance on the issue of registration and also promised that s soon as this was done, the formal letter would be written to them. 	

- The EDs also acknowledged that time was of the essence and assured the bank that the forum was already on course to raise its own part to the total cost.
- On the question of the banks' readiness to part-finance the project and whether they intended to go it alone or as a syndicate, their common response was that they would prefer a syndicate finance arrangement.
- Regarding a firm commitment on participation, they also stated that the level of representation at the meeting made it difficult for them to make any binding commitment. They would report back to their superior on the outcome of the meeting and then get back to the forum.

FORMAL HAND-OVER OF SITE.

It was agreed that a formal hand-over could not go on in view of DG's absence. The meeting was assured that any decision as to when this would take place would be communicated to them in due course.

CONTRACTOR'S REMARKS

The contractor expressed its readiness to move to site upon completion of necessary formalities.

CONCLUSION

The meeting ended at about 6.15pm with closing prayers by Munir Nimat.

Chuku, C.C
Head, Legal/Secretary