



Nigeria Governors' Forum (NGF) Secretariat Staff Meeting

Date: 27th February, 2015
Time: 10:57 am
Venue: Conference Room, NGFS

ATTENDEES

| S/N | NAME | DESIGNATION |
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| 1. | A.B. Okauru | Director General |
| 2. | L.O.T Shittu | Executive Director (Strategy & Research) |
| 3. | M.A. Jibia | Executive Director (Administration and Finance) |
| 4. | Chuku, C.C. | Head of Legal |
| 5. | Madu Enwemwa | Head Federal Liaison |
| 6. | Juliet .C. Eleje | T.A to Director General |
| 7. | David Nabena | Economist |
| 8. | Ibrahim Ja'afar | Protocol Officer |
| 9. | Ahmed .S. Halimah | Senior Publication Officer |
| 10. | Anda Philemon | Senior Admin. Officer |
| 11. | Olarenwaju Ajogbasile | KM Officer |
| 12. | Akanbi Olubunmi | Research Officer 1 |
| 13. | Olatowoju Kuburat | Account Officer |
| 14. | Ishaku Maikasuwa | Dispatch Rider |
| 15. | Bala Gimba | Security I |
| 16. | Barnabas Abba | Office Assistant |
| 17. | Cletus Daniels | Security II |
| 18. | Abubakar .M. Balla | Driver II |
| 19. | Mohammed .B. Abdullahi | Driver I |
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APOLOGIES

| S/N | NAME | DESIGNATION |
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| 1. | Dr. Jerome Afeikhena | SPRM Coordinator |
| 2. | Blessing Kekeocha | Confidential Secretary |
| 3. | Ayo Daisa Andrew | Chief Detail |

| S/N | NOTES/RESOLUTIONS | ACTION BY |
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| 1.0 | <p>DG's Brief</p> <ol style="list-style-type: none"> I. The DG welcomed every member of Staff to the meeting and further highlighted the agenda for the meeting II. While updating the meeting on the political situation of the country, he noted that the happenings in the political scene were informed by the outcome of the NGF Chairmanship election in May 2013. The Secretariat had made several attempts to play a mediatory role between the warring parties but with little or no result to show for it. With the foregoing, events are highly unpredictable. However, the Secretariat would keep familiarizing itself with both presidential and gubernatorial candidates in preparation for a cordial working relationship with them after the inauguration in May, 2015. III. He informed the meeting that Management had taken some measures to ensure that the welfare of staff is protected. The office would proceed on another break until after the elections. He therefore urged members of staff to stay in touch and remain professional. | |
| 2.0 | <p>Minutes of the Last Meeting</p> <p>The minutes of the meeting of 12th December 2014 was reviewed and the following observations were made:</p> <ol style="list-style-type: none"> I. The minutes was not paginated II. There should be spaces between some names in the attendance and some other words on page 3 etc. III. For subsequent minutes, only the relevant details should be captured IV. From the attendance list, the DG reiterated the effect of NGF Chairmanship crisis as well as the 2015 elections, on the Secretariat's workforce. Some development partners have suspended their activities with the NGFS. This impact on this is also heavy on the level of technical support and expertise available to the Forum. V. The minutes was adopted by the Economic Adviser and seconded by the Head, Federal Liaison | |
| 2.1 | <p>Matters Arising from the Minutes</p> <ol style="list-style-type: none"> 1. Office Rent This has been settled with the Landlord based on the advice of the Head of Legal 2. Distribution of Inaugural Speeches Publication The T.A informed the meeting that copies had been sent to all MDAs and other partners. The Secretariat is still exploring other cost-effective means of distributing the publications to tertiary institutions in Nigeria. Letters were | |

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| | <p>written to the National Universities Commission (NUC), National Commission for Colleges of Education (NCCE) and the National Board for Technical Education (NBTE) to facilitate the distribution to schools but the response received was not helpful.</p> <p>3. Knowledge Management</p> <p>The KM Officer briefed the meeting on some of the on-going activities of the unit. These included: training programme in Anambra, uploading of contents on the website such as list and details of gubernatorial candidates, non-violent poll campaign, information on the NGF retreats, creating a central pool for all knowledge materials from the various departments and units, webinar, video conferencing and newsletter.</p> <p>The following actions were required from his brief:</p> <ol style="list-style-type: none"> I. Produce and distribute a one-page brief on webinar to all staff. II. Develop a mailing list for the newsletter. The draft newsletter should be bounced off with the Economic Adviser, Head, Federal Liaison and the EDs before they are mailed. III. Members of staff should update the KM Officer on activities in their various units for further action <p>4. Federal Liaison</p> <p>The Head of this unit informed the meeting that the Assembly had been shut down for most of the election period. In other words, there was more of politicking than actual legislative work. Most bills were still work in progress and the oil benchmark was in the process of being set at N52pb</p> <p>5. Legal</p> <p>The Head of Legal noted that there had not been any hearing since the last staff meeting.</p> <p>6. Financial Safety Net</p> <p>The DG commended the Management for the financial decision they took to create a buffer for cushioning the challenges of non-remittance of dues by States.</p> <p>The Executive Directive of Finance & Admin. Informed the meeting that the Committee had submitted its report and specifically recommended some parameters to be used in order to accommodate everyone. The resources to be made available were to create a safety net for the welfare of staff. He therefore urged all staff to made judicious use of their resources and pray for a successful, crisis-free election.</p> <p>The Executive Director of Strategy & Research reiterated the uncertainty</p> | <p></p> <p>KM Officer</p> <p>KM Officer</p> <p>All Staff</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Management</p> |
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| | <p>associated with this political era. He specifically noted that the contingency benefit to be paid to staff will comprise a full year's salary and entitlements plus premium. For the purpose of this assignment, the NYSC year was considered. He also noted the March and April Salary and Easter bonus will be paid as at when due. Thereafter, no salary will be paid until after the break.</p> <p>He further stressed on the need for absolute confidentiality and informed the meeting that Management will notify Staff of when to resume. However, a few people like the Senior Admin. Officer and Security men will be available in this period.</p> | <p>All Staff Senior Admin. Officer</p> |
| 3.0 | <p>Closing The meeting ended at 12:23pm</p> | |