



**Nigeria Governors' Forum (NGF) Secretariat Staff Meeting**

**Date:** 5<sup>th</sup> November, 2013  
**Time:** 11:05am  
**Venue:** Conference Room, NGFS

S/N	NAME	DESIGNATION
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.	Juliet .C. Eleje	T.A to Director General
5.	Zikrullah Giwa	Polio Consultant
6.	Chuku, C.C.	Head of Legal
7.	David Nabena	Economist
8.	M.T. Bukar	K.M Advisor
9.	Ahmed .S. Halimah	Senior Publication Officer
10.	Anda Philemon	Senior Admin. Officer
11.	Ishaku Maikasuwa	Dispatch Rider
12.	Bala Gimba	Security
13.	Nafisa Usman	ICT Officer
14.	Olatwoju Kuburat	Account Officer
15.	Barnabas Abba	Office Assistant
16.	Cletus Daniels	Security
17.	Alutu Uzochukwu	Researcher
18.	Blessing Agbai	Confidential Secretary
19.	Abubakar .M. Balla	Driver II
20.	Madu Enwemnw	Head Federal Liaison
21.	Akanbi Olubunmi	Research Officer 1
22.	Oderinde Abidemi	Researcher (Secretary of Meeting)

**APOLOGIES**

S/N	NAME	DESIGNATION
1.	Mohammed .B. Abdullahi	Driver I
2.	Daisa Andrew Ayo	Chief Detail
3.	Afeikhena Jerome	SPRM Consultant
4.	Titilola Akindehinde	Policy Adviser

S/N	NOTES/RESOLUTIONS	ACTION BY
1.0	<p><b>Opening</b> The DG commended the successful conduct of the previous staff meeting in his absence.</p>	
2.0	<p><b>Minutes of the Last Meeting</b></p>	
	<p>Following the consideration of the minutes of the last meeting, it was adopted upon a motion moved by the Confidential Secretary to the ED Fin &amp; Admin and seconded by the Head, Legal.</p>	
3.0	<p><b>The Secretariat; Plan for the rest of the Year</b>  The Secretariat agreed to vacate early in the month of December for its 2013 annual holiday, although no agreement was reached on the commencement date.</p>	
4.0	<p><b>NGF Retreat Update</b>  The DG and a team visited the Sokoto State Governor in respect of the upcoming retreat and also attended the commissioning of the State University in Sokoto. The Secretariat prepared a budget as requested by the Governor of Sokoto State and is currently awaiting the response of the Governor for funding.</p>	
5.0	<p><b>Inaugural Speeches</b>  The meeting was informed that responses from the Governors on the inaugural speeches publication have been quite significant; the Secretariat received 2,170 orders from the Governors. The Secretariat has resolved to publish available speeches from 2007-till date. The Printer has been informed to print 6, 000 copies; 1, 000 copies would be delivered within the next month and the remaining 5, 000 copies would be delivered within the following eleven weeks.</p>	
6.0	<p><b>Program Update;</b></p> <ol style="list-style-type: none"> <li>I. <b>Knowledge Management (KM)</b> <ol style="list-style-type: none"> <li>a. Activities have been put in place in collaboration with SPARC and IT experts to revamp the content management <del>tool</del> <sup>system</sup> which would help resolve issues related to the transfer and flow of information with States.</li> <li>b. Also the KM department is developing a streamlined way of working with States so as to enable them have access to the site to upload relevant data and information.</li> <li>c. The KM department is currently working with SPARC to develop SPARC share points, which would be disseminated to non-SPARC states. Activities</li> </ol> </li> </ol>	



are in place to train at least 3 sub-administrators from all states, on the use of the content management site (CMS). The training has been scheduled for the 13<sup>th</sup> & 14<sup>th</sup> November 2013 in Enugu for the southern states and 30<sup>th</sup> November 2013 for the northern states.

- d. The department is also currently working disseminating PFM workshop report; it would be uploaded on the CMS and also distributed to the Governors in hard copy.

## II. SPRM Update

- a. The coordinator has reached out to the Governors of Sokoto and Niger States in an effort to kick-start the first stage of the SPRM programme.
- b. The SPRM unit is awaiting the reports of Adamawa and Rivers State following the SPRM visit to the States.
- c. The coordinator has informed the Governor of Sokoto of the SPRM first visit to the State before the upcoming retreat and he also expressed the need for other Governors to be incorporated into the retreat programme.

## III. Legal

- a. A new case has been instituted against the forum challenging its legality and the plaintiff is a lady from Rivers States. The Head Legal also stated that there is the need to track all relevant cases pertaining to the Secretariat and its principals.

*- legal consultant has been referred to track legal cases instituted against the Secretariat/Forum.*

## IV. Public Financial Management (PFM) Performance Reports

- a. The report of the PFM performance is available and would be circulated.

## V. National Assembly

- a. The Secretariat has successfully built substantial relationships within the National Assembly.
- b. Collaborating with the KM department to ensure the upload of <sup>compiled</sup> bills on the CMS.
- c. The Head Liaison recommended that the Secretariat attend the upcoming workshop which would focus on Legislative processes, taking place on the 18<sup>th</sup> of November, 2013 at the National Assembly.

## VI. Financial Updates

- a. There has been no financial inflow since the crisis began. Following this development, there is the need to cut down on expenses; especially on maintenance and ICT bills. Although salaries would remain constant, other bonuses and expenses for the time being are uncertain.

*What crisis?*

	<p><b>VII. Polio</b></p> <p>a. It was brought to the notice of the meeting, that in the light of the recent crises the Polio Consultant was recently walked out of the Emergency Operations Center (EOC) meeting.</p>	
<p>7.0</p>	<p><b>Feedback from Staff</b></p> <p>The meeting discussed the non-payment of the last bonus (<sup>Salah</sup><del>Salah</del>) to staff due to the financial constraints of the secretariat. The meeting was once again reminded that since May 24<sup>th</sup>, 2013 no State has paid its dues and this has had its financial implications on the secretariat. Consequently the staff responded as follows;</p> <ol style="list-style-type: none"> <li>i. Payment of Salah bonuses to the junior staff starting from the clerk down to the drivers.</li> <li>ii. Suspension of the bonuses would result in low productivity and low morale, as salaries alone cannot cover all expenses. Due to the financial constraint, many of the staff are beginning to look for alternative jobs.</li> <li>iii. Get a loan from either the Chairman or a bank to offset all the salary and bonus expenses for the year 2013. Then from the next year, 2014 the allowances can be suspended till further notice, as the staff would be psychologically prepared for it.</li> <li>iv. Reach out to Governors amongst the 19 Governors that are yet to pay their dues for the year.</li> <li>v. Get through to the Chairman to remind him of his word during the meeting that was held at the secretariat; where he promised that the salaries and entitlements would not be stopped.</li> <li>vi. Consider breaking the fixed fund, withdrawing money from the fixed account.</li> <li>vii. The management should think about other allowances such as rent payment and leave grant, and consider ways of financing such compulsory allowances.</li> <li>viii. Use the retreat as an opportunity to reach out to the Governors who would be present and are yet to pay their annual dues.</li> <li>ix. Apprise the Governors of the financial situation of the secretariat or declare bankruptcy to show the sincerity of the situation.</li> <li>x. Trigger a meeting with the chairman and apprise him of the financial status of the secretariat.</li> <li>xi. The secretariat should be allocated at least 20minutes during the retreat to communicate the activities of the secretariat and its productivity, including the challenges affecting the secretariat as well as its financial issues.</li> <li>xii. An action plan should be drawn stating the options that are available to the secretariat entailing all the ideas proposed at the meeting. The action plan should be presented to the Chairman and his colleagues either at a Forum meeting or a meeting with the Chairman alone.</li> </ol>	<p>what is fixed fund?</p>

8.0	<p><b>A.O.B</b></p> <ul style="list-style-type: none"> <li>i. Media inquiries; going forward all enquires pertaining to media/communication should be directed to the Head of Federal Liaison.</li> <li>ii. The ED craved for the confidentiality of issues discussed in the meeting</li> <li>iii. It was agreed that the collection of inaugural speeches should be institutionalized in the Secretariat; a conscious effort should be made to collate inaugural speeches from now on.</li> </ul>	
	<p><b>Resolutions</b></p> <ul style="list-style-type: none"> <li>i. The management would look into the payment of the Salah allowances for all staff</li> <li>ii. A committee made up of the Executive Directors, the Head of Liaison, Legal, Protocol and the Technical Assistant to the DG was constituted to draft up an action plan and also trigger a meeting with the Chairman of the Forum to discuss the current financial situation of the secretariat.</li> </ul>	
9.0	<p><b>Closing</b> The meeting closed at 1:30pm</p>	