



Nigeria Governors' Forum (NGF) Secretariat Staff Meeting

Date: 21st January, 2014
Time: 12:30 pm
Venue: Conference Room, NGFS

ATTENDEES

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.	Chuku, C.C.	Head of Legal
6.	David Nabena	Economist
7.	Madu Enwemnw	Head Federal Liaison
8.	M.T. Bukar	K.M Advisor
9.	Ahmed .S. Halimah	Senior Publication Officer
10.	Anda Philemon	Senior Admin. Officer
11.	Blessing Ogbunamiri	Confidential Secretary
12.	Ishaku Maikasuwa	Dispatch Rider
13.	Bala Gimba	Security
14.	Daisa Andrew Ayo	Chief Detail
15.	Olatowoju Kuburat	Account Officer
16.	Barnabas Abba	Office Assistant
17.	Cletus Daniels	Security
18.	Abubakar .M. Balla	Driver II
19.	Akanbi Olubunmi	Research Officer 1
20.	Alutu Uzochukwu	Researcher
21.	Mohammed .B. Abdullahi	Driver I
22.	Oderinde Abidemi	Researcher (Secretary of Meeting)

APOLOGIES

S/N	NAME	DESIGNATION
1.	Nafisa Usman	ICT Officer
2.	Afeikhena Jerome	SPRM Consultant
3.	Titilola Akindehinde	Policy Adviser
4.	Zikrullah Giwa	Polio Consultant

S/N	NOTES/RESOLUTIONS	ACTION BY
1.0	<p>Opening</p> <p>The head legal and the ED Finance & Admin led prayers for the repose of the soul of our deceased colleague, Mrs. Chidimma Onyenalim Okonu.</p>	
2.0	<p>Minutes of the Last Meeting</p> <p>Minutes from last meeting was not read.</p>	
3.0	<p>Plans for the Year 2014</p> <ul style="list-style-type: none"> i. The DG made clear that though the funding situation has not improved, the Secretariat is still able to sustain itself. There is however, the need to intensify efforts being made to improve the Secretariat's finances. ii. To ensure increased effectiveness, it was agreed that attendance to the Governors' Forum meetings would be rotated among the Secretariat staff. Efforts would be made particularly on the communiqué by having more hands in the process, to improve the production of its quality. iii. As regards ways to reduce overhead costs of the Secretariat, it was agreed that the Management of the Secretariat would meet to review the suggestions and come to a decision as to an effective and efficient way of reducing overhead cost. 	
4.0	<p>A.O.B</p> <ul style="list-style-type: none"> i. The Secretariat would be involved in the burial of its colleague: Chidimma Onyealim Okonu. Four representatives have been chosen to attend the funeral and register the Secretariats' support to the family. ii. The Senior Admin Officer was assigned the task of clearing the desk of the deceased and also briefing the ED Finance & Admin on the benefits due to the family of the late Mrs Chidimma Onyenalim Okonu. 	
5.0	<p>Resolutions</p> <ul style="list-style-type: none"> i. Management would meet to take a final decision on the issue of reducing overhead cost ii. There is only one Secretariat, and all staff of the NGF Secretariat has to understand this and remain focused on their respective duties. iii. Proactive efforts would be made to secure promised funds from the Governors. 	
6.0	<p>Closing</p> <p>The meeting closed at 2:00pm</p>	