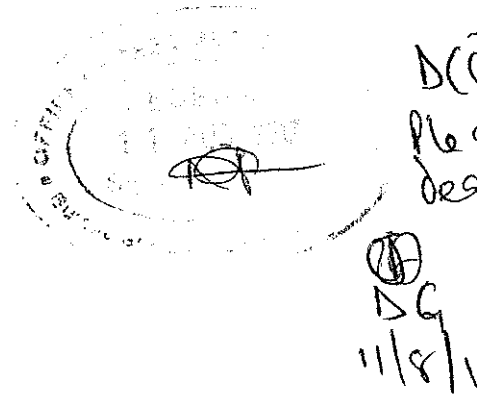


REF: NO SCF/OP/I/S.3/XII/1023

Office of the Secretary to the
Government of the Federation,
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.

9th August, 2017

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Principal Secretary to the President,
All Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
National Security Adviser,
Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
Chief of Defence Staff/Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, Federal Inland Revenue Service,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, National Salaries, Incomes and Wages Commission,
Chairman, Independent Corrupt Practices and other Related
Offences Commission,



Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
All Permanent Secretaries and Heads of Extra-Ministerial
Departments,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Accountant-General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals, Agencies and
Government-Owned Companies.

**UTILISATION OF MEETING FACILITIES IN GOVERNMENT BUILDINGS FOR
CONFERENCES, SEMINARS, WORKSHOPS, ETC**

In line with the Federal Government's determination to achieve a more judicious use of its learning and training facilities, in particular the objective of thrifty overhead expenditure by eliminating wastage and leakages in spending, it has become imperative to control costs incurred by Ministries, Departments and Agencies (MDAs) on Conferences, Seminars, Workshops, Training and other similar events. In this first instance, the control of costs will be through the reduction of expenditure on Rent associated with Meetings.

2. Having established that there are Meeting Facilities of various sizes in Government Offices across the country, all MDAs are hereby directed to use only these facilities for their meetings. Exceptions to this directive can only be granted by a Public Officer not below the

rank of Permanent Secretary. By complying with this directive, MDAs will be contributing to the cost reduction drive of Government and better utilisation of Government properties.

3. As at the date of this Circular, One Hundred and Nineteen (119) Meeting Facilities of various sizes, all in good condition have been identified by the Efficiency Unit of the Federal Ministry of Finance in Abuja, Lagos, Kano, Enugu, Yola, New Bussa and Yenagoa. The details of each of these Meeting Facilities in terms of location, capacity, amenities and contact persons are attached to this Circular. As more Meeting Facilities will be added to the list from time to time, MDAs are enjoined to access the List on the websites of the Federal Ministry of Finance (www.finance.gov.ng/).

4. The implementation of this Circular is with immediate effect.



Dr. (Mrs) Habiba M. Lawal

Acting Secretary to the Government of the Federation

List of Meeting Facilities in Good Condition across MDAs in Nigeria as at May 17, 2017

S/N	MDA Name & Location	Type of Hall			Seating Capacity As Inspected by FMF	Name	Title	e-mail	Phone No			
1	Federal Capital Territory Administration Education Resource Centre, Wuse Zone 7	Auditorium	Conference	Others	173	Linus Ogolekwu	Mr.	ogolekwulinus@yahoo.com	08073251636			
										Committee Room 1	100	Mr. Edet Inyang
										Committee Room 2	100	
										Restaurant Hall	100	
										ICT Room	250	
										Training Room	40	
										Conference	3000	
										Executive Hall	400	
										Conference	300	
										Mini Stadium	5000	
2	Federal Ministry of Education 2nd Floor, Federal Secretariat Complex Phase II.	Auditorium			750	Mr. Oteneike A. O.	Mr.		08034090527			
	Federal Territory Administration Eagles Square, Central Business District											
3	Federal Ministry of Finance Finance Headquarters, CBD	Auditorium	Conference		240	Owolicho A.E.	Mr.		08059603944			

S/N	MDA Name & Location	Type of Hall			Seating Capacity	Contact Person			
		Auditorium	Conference	Others	As Inspected by FMF	Name	Title	e-mail	Phone No
4	Federal Ministry of Justice	Auditorium			400	Bello Ahmed	CAO F/M	bellomf@yahoo.com	08039522596 08023682920
		Olusegun Obasanjo Auditorium, Shehu Shagari Way, Maitama	Conference						
5	Federal Ministry of Power, Works and Housing (Power Sector), No. 14 Zambezi Crescent, Maitama.	Auditorium			205	Eso Olanipekun Olanhun	Mr.	olanipekun@fedcs.gov.ng	08035922292
		Conference			50				
6	Federal Ministry of Power, Works and Housing (Works) Headquarters, Mabushi		Conference		60	Lami Ejiaga	Mrs.		08034602441
		Auditorium			130				
7	Ministry of Defence Ship House, Area 10, Gariki	Auditorium			156	Aju Moses	Office Manager		08135044314
		Conference			46				
		Conference			50				
8	Ministry of Foreign Affairs Headquarters, CBD				500	Tina Onokwai	Arc.	teeangels@yahoo.com	08037875277
		Auditorium							
9	Office of the Accountant General of the Federation Treasury House, Gariki II.		Conference		100	Isa Haruna	Mr.	isabetat25@yahoo.com	07039773999
		Conference			250				
10	Office of the Secretary to the Government of the Federation Federal Secretariat Complex		Conference		150	Azumi Musa	Mrs.		08056209805
		Conference			100				
						Yinka Osinowo	Mr.	osinowo@lekan@yahoo.com	08056209805

S/N	MDA Name & Location	Type of Hall			Seating Capacity As Inspected by FME	Name	Title	Contact Person e-mail	Phone No
		Auditorium	Conference	Others		Name	Title	e-mail	Phone No
11	Corporate Affairs Commission			Multipurpose Hall	40	A. F. Ajetomobi	AD	afejetomobi@cac.gov.ng	08056219004
	Head Office Plot 420, Tigris Crescent, Maitama, Abuja.			Board Room	23				
11	Corporate Affairs Commission		Conference		100				
	FCT, Office, Wuse Zone 5.			Mini Hall	60	Mr. Bello Mammuda		mamud1602@yahoo.com	08030803071
				Dining Hall	30				
12	Council of Legal Education	Auditorium			1,529				
				Open Field	2,000				
			Conference		1,000				
				Dining Hall	400	D. O. Kareem	DD Estate Matters	kareemalorutu@gmail.com	08028551870
12	Abuja Campus, Bwari, Abuja.			Seminar Halls (12Nos)	50				
				Hostels (6 blocks)	158				
13	Federal Road Safety Corps		Conference		100				
	Headquarters 4, Maputo Street, Wuse 3.				24	ACM. J. A. Asom	ACM	ja.asom@fsc.gov.ng	08077690050
14	Joint Admission and Matriculation								
	Board, Opposite Bwari Area Council, Bwari	Auditorium			600	Mabel E. Agbebaku	Mrs.	mabelagbebaku@yahoo.com	08033375252
15	National Biotechnology Development Agency		Conference (2Nos)		150 each	Tony Komolafe	Mr.	tony.komolafe@yahoo.com	08033019633
			Conference		180	Ernest Iwuoha	Mr	enclivgod@yahoo.com	08062363010
			Conference		50				
16	National Bureau of Statistics, Plot 762, Independence Avenue, CBD.		Conference		200	Steven Emmanuel	Mr.	chisucc2013@gmail.com	08031517176
	National Human Rights Commission								
17	No. 19 Aguiyi Ironsi Street, Maitama	Auditorium			250	Juliet H. Gbakan	PAO	nhrnigeria@yahoo.com	08037875021

S/N	MIDA Name & Location	Type of Hall			Seating Capacity As Inspected by FMF	Contact Person				
		Auditorium	Conference	Others		Name	Title	e-mail	Phone No	
18	National Orientation Agency		Conference		200	Nasamu R. U	Mrs.	rnasamu@yahoo.com	08054378823	
	NOA National Headquarters, Block B, Old Federal Secretariat, Area1, Garki									
19	National Power Training Institute of Nigeria		Conference		300	Uzuakpundu F. E.	Mr.		08033225966	
	NAPTIN Corporate HQ, Plot 21, Idu Industrial Area, by Wupa Waste Treatment Plant									
20	National Space Research and Development Agency		Conference		1,000	Abdul Ibrahim	Engr. I	ibraconfiorida@yahoo.com	08065776657	
	Obasanjo Space Centre, Pyakasa, Junction, Airport Road.			Committee Room (2Nos) Committee Room (2Nos)						
21	Nigeria Atomic Energy Commission	Auditorium			250	E. C. Akueche	Mr.		08055284224	
	NAEC's Researchers Hostel and Conference Centre (RHCC), Sheda		Conference							Board Room (2 Nos)
				Lecture Rooms (4 Nos)						
22	Nigeria Communications Satellite Limited				175	Segun Oluvole	Mr.	segunoluvole@yahoo.com	09070276378	
	Obasanjo Space Centre, Musa Ya' Adua Express Way, Lugbe	Auditorium								
23	Nigerian Electricity Regulatory Commission		Conference		100	Onyewuchi	Mr.	onyebuchi.okechukwu@nerc.gov.ng	08023267476	
	Adamawa Plaza, Plot 1099, First Avenue, Off Shehu Shagari Way, CBD.		Conference							

S/N	MDA Name & Location	Type of Hall			Seating Capacity	Contact Person			
		Auditorium	Conference	Others	As Inspected by F/MF	Name	Title	e-mail	Phone No
24	Nigerian Export Promotion Council,	Auditorium			230	Mrs. Aminu M. Aminu	Principal Trade Promotion Office	amina.aminu@rocketmail.com	08033305246
	NEPC Headquarters, Plot 242, Aguiyi Ironsi Way, Maitama.								
25	Nigeria Investment Promotion Commission		Conference		150	Sunny Diete-Spiff	Mr.	sunnyyoungs@yahoo.com	08035055507
	Plot 1181, Aguiyi Ironsi Way, Maitama								
26	Nigeria Nuclear Regulatory Authority		Conference		80	Yahaya Ali Doma		andoma07@yahoo.com	08050980085 08037204131
	NNRA Independence Avenue, Airport Road, CBD								
27	National Commission for Colleges of Education	Auditorium			470	Aisha	Mrs.	info@nce.edu.ng	08098979159
	829, Ralph Shodeinde Street, CBD								
28	Raw Material Research and Development Council	Auditorium			120	Eng. Emmanuel Kwaya	Deputy Director	ekwaya@yahoo.com	08066878945
	No. 17, Aguiyi Ironsi Street, Maitama,								
29	Council of Legal Education	Auditorium			1,300	Mrs. F. A. Adewale	CEO		08036581084, 0806646964
	Nigeria Law School, Lagos Campus, Victoria Island								
30	National Agency for Food Drug Administration Control		Conference		200	Joyce Macaulay	Mrs.	joycemac2005@yahoo.com	08037223131
	No. 3/5 Oshodi Apapa Expressway								

S/N	MDA Name & Location	Type of Hall			Seating Capacity	Contact Person			
		Auditorium	Conference	Others		As Inspected by FMF	Name	Title	e-mail
31	National Power Training Institute of Nigeria Regional Training Centre, Akangba, 67 Adelabu Street, Surrere	Auditorium	Conference	Event Centre	1,000	Ekpenyong A. B	Ms.	mhadank@gmail.com	08037129759
				Class rooms	50 & 100	Ekpenyong A. B	Ms.	mhadank@gmail.com	08037129759
32	News Agency of Nigeria Inside National Theatre, Igaru Nigeria Export Promotion Council	Auditorium	Conference	Training Hall	800	Margaret Iroha	Mrs.	megniroha@yahoo.com	08037118907
					50	Margaret Iroha	Mrs.	megniroha@yahoo.com	08037118907
33	13/15 Ladipo Oluwole Road, Off Marine Road, Liverpool, Apapa	Auditorium	Conference		120	Mrs. Bolanle Emmanuel	ACTPO	bolanleemmanuel@gmail.com	08037183815
					300	Mrs. Bolanle Emmanuel	ACTPO	bolanleemmanuel@gmail.com	08037183815
34	Nigeria Institute of Advance Legal Studies University of Lagos, Yaba	Auditorium	Conference	Lecture Theatre	22	Toyin Salman	Mr.	toyin_salman@yahoo.com	08180438761
					70	Toyin Salman	Mr.	toyin_salman@yahoo.com	08180438761
35	Nigerian Railway Corporation, Ebute Meta, Lagos.	Auditorium	Conference	Assembly Hall	345	Austeen Ashibekong	Mr.	austentuti@yahoo.com	08148522652 08023221437
					45	Austeen Ashibekong	Mr.	austentuti@yahoo.com	08148522652 08023221437
36	Council of Legal Education Nigerian Law School, Yola Campus	Auditorium	Conference	Dining Hall	100	Mr. Bello	DA Admin		08029482548
					300	Mr. Bello	DA Admin		08029482548
37	Council of Legal Education Nigerian Law School, Yenagoa Campus	Auditorium	Conference	Multipurpose	70	Mr. Omodara	DD Admin		08033883967
					25	Mr. Omodara	DD Admin		08033883967
38	Nigerian Content Development & Monitoring Board Glass House, Isaac Boro Expressway	Auditorium	Conference		20	P. E. Onyemakonor	D. Manager	peter.onyemakonor@ncdmb.gov.ng	08034522835
					25	P. E. Onyemakonor	D. Manager	peter.onyemakonor@ncdmb.gov.ng	08034522835

S/N	MDA Name & Location	Type of Hall			Seating Capacity As Inspected by FMF	Contact Person				
		Auditorium	Conference	Others		Name	Title	e-mail	Phone No	
39	Council of Legal Education Nigerian Law School, Enugu Campus, Agbani	(Old) Auditorium	Conference		800	Mr. Donatus	DD Admin		07064599266 08053663395	
		(New) Auditorium	Conference		794					
40	Federal Road safety Corps FRSC Academy Udi	Auditorium		ICT Hall	50	ACM K.N. Nwaegbe	Cmdt. FRSC Academy	kn.nwaegbe@frs.gov.ng	08077690391, 08036817259	
					Computer Lab. 1					89
					Computer Lab. 2					34
41	Council of Legal Education Nigerian Law School, Kano Campus	Auditorium		Open Field	40	Mr. Shuwa	DD Admin		08036018956	
					Computer Lab. 3					1,000
										2,000
										100
										70
42	National Power Training Institute, Regional Training Centre, Kainji, New Busa			2 No. Lecture Rooms	35 each	Aminu S. Muazu	Engr.	muaz_aminu@yahoo.com	08057069983 08069272477	
					6 No. Lecture Rooms					20 each
										24
					Power System Protection Laboratory					24
					Electrical Engineering Laboratory					40
					Student Hostel					24
Student Hostel	24									