

Office of the Head of Service of the Federation THE PRESIDENCY

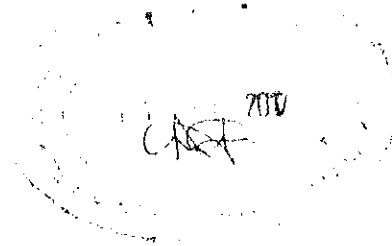
Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel. 09-2348284

CIRCULAR

HCSF/2067/1/53

19th June, 2017

The Chief of Staff to the President,
Deputy Chief of Staff to President, Office of the Vice President,
Secretary to the Government of the Federation
Permanent Secretaries,
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 & Fiscal Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and Other Related Offences Commission,
Chairman, Federal Inland Revenue Service,
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Auditor-General for the Federation,





Head of Service of the Federation

Accountant-General of the Federation,
Surveyor-General of the Federation,
Chief Executives of Parastatals and Agencies,
Heads of Extra-Ministerial Departments.

**FURTHER DIRECTIVES ON THE IMPLEMENTATION OF THE EXECUTIVE
ORDER 001, 2017 BY MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs)**

Further to the issuance of the Executive Order No. 001 of 2017 (EO-001, 2017) on the Promotion of Transparency and Efficiency in the Business Environment, Ministries, Departments and Agencies (MDAs) are therefore deemed to have commenced the implementation of the specific directives of the EO-001, 2017. Accordingly, MDAs are required to submit their Operationalization Plan (OP) of the EO-001, 2017 in accordance with the Checklist herewith attached as Annex I that will comprise the following:

- (i) **Service Level Agreements** detailing the products and services, requirements, timelines and fees for the various services, permits, waivers, approval, certifications issued by the MDA;
- (ii) **Customer Interface Mechanism** outlining complaints collation procedure, conflict resolution, customer service mechanism and management structure of the MDA; and
- (iii) **Communication Strategy** both internally and externally including training workshops, awareness campaigns and advocacy to promote proactive communication.

2. In addition to the above, the Acting President directed additional strategies for the implementation of the provisions of the EO-001, 2017 as follows:

- (i) that each Ministry, Department and Agency (MDA) shall set up an Implementation Team for Executive Order No. 001 of not more than



Head of Service of the Federation

- five (5) staff members to be headed by an Officer in the Directorate Cadre; and
- (ii.) that the progress of implementation of the Executive Order No. 001 shall be tracked and the performance of MDAs ranked and reported to the Presidential Enabling Business Environment Council (PEBEC) such that star performing MDAs will be recognized and those otherwise sanctioned;

3. As further support to MDAs in the implementation of the provisions of the EO-001, 2017, a Focus Workshop on the Operationalization of the EO-001, 2017 for members of the Implementation Team mentioned in paragraph 2(i.) above has been scheduled as follows:

- (i.) the Focus Workshop shall be held at two sessions per day on Wednesdays and Thursdays from 28th June, to 27th July, 2017;
- (ii.) the First Session each day would commence at 9.00am while the Second Session would start at 2.00pm;
- (iii.) the venue of the Workshop shall be the Conference Room, Office of the Secretary to the Government of the Federation, Shehu Shagari House, Three Arms Zone, Asokoro, Abuja;
- (iv.) prior to the Workshops, the MDAs are required to submit their Operationalization Plan (OP) to the Head of the Civil Service of the Federation, attention the Permanent Secretary, Common Services Office (CSO), OHCSF, 1st Floor, Block A, Federal Secretariat, Phase II, one week ahead for prior review and discussion at the Workshop. However, participants of the 1st and 2nd Workshops shall come along with their OPs;
- (v.) the Implementation Team of MDA will be required to make a presentation of the highlights of their OP during the workshop; and



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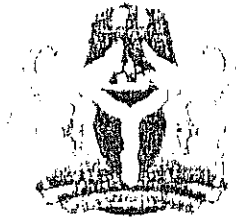
(vi.) the individual MDAs shall be responsible for the payment of travelling entitlements of all officers attending the Workshop from outside the FCT.

3. The schedule herewith attached as **Annex II** contains details of participating MDAs and the respective dates and time of their participation. It is to be emphasized that attendance is mandatory for nominated officials, and as earlier directed, Ministries would be expected to hold In-House workshops thereafter that will include their other staff and agencies under their supervision.

4. Permanent Secretaries and Heads of Agencies in the case of Extra-Ministerial Departments and Agencies not under the supervision of a Ministry should forward to the **Permanent Secretary, CSO in the OHCSF** the names and designations of Members of their respective Implementation Teams in the template attached as **Annex III**, since only nominated officials be admitted into the Venue.

5. Permanent Secretaries are hereby enjoined to bring the content of this Circular to the attention of all concerned for compliance, please.

Mrs. Winifred Ekanem Oyo-Ita, FCA
Head of the Civil Service of the Federation



HUMAN DEVELOPMENT
 ENABLING BUSINESS
 ENVIRONMENT COUNCIL (EBEC)
 Enabling Business Environment Secretariat

Appendix 1: Integrated Operationalisation Plan (IOP) – checklist

Executive Order Responsibility 1: Transparency in MDAs

A. Requirement:

- Website to be fully operational
- Complete list of all requirements or terms relating to service delivery
- Fees & Timelines pasted on premises and on the website
- Up to date information accessible to the customers (MDA head responsibility)

B. Key measures:

- Complete list of all requirements and terms clarified and are on the website
- MDA head to issue circular to MDA on agreed procedures/requirements/condition
- Commission ICT team to update website where necessary
- User-friendly review of website to ensure information is presented in friendly fashion
- Set up complaint email address as well as a customer services unit with appropriate escalation procedures and agreed timeline for query and complaints turnaround
- Update the communication strategy - review impact of existing communications channels
- Ensure service level agreements (SLA) is publicized internally and externally

Executive Order Responsibility 2: Default Approvals

A. Requirement:

- Website with stipulated time for response on applications or interface with public
- Two means of correspondence with public & follow up
- Means to acknowledge application
- Document management system
- Approval communication

B. Key Decisions:

- Set up desks to handle correspondence to public & acknowledge correspondence
- Ensure means (e-mail, phone call & mail) to communicate application stages is in place
- Set up document management system and timeline for desk stay of file

SCHEDULE ON SELECTION OF PARTICIPANTS OF FOCUS WORKSHOP ON THE OPERATIONALIZATION OF EXECUTIVE ORDER 001, 2017

S/N	DEPT. / MIN.	MINISTRIES, PARASTATALS, DEPARTMENTS AND AGENCIES	NUMBER OF PARTICIPANTS	DATE OF WORKSHOP	EDUCATION LEVEL
1	1	Federal Ministry of Finance	2	6 June Wednesday, 20th June '17	
2	2	Nigeria Customs Service	5	6 June Wednesday, 20th June '17	
3	3	Federal Inland Revenue Service	5	6 June Wednesday, 20th June '17	
4	4	Ministry of Budget & National Planning	5	6 June Wednesday, 20th June '17	
5	5	Nigeria Police Force	2	6 June Wednesday, 20th June '17	
6	6	Nigerian Immigration Service	2	6 June Wednesday, 20th June '17	
7	7	Office of the Head of Civil Service of the Federation	5	6 June Wednesday, 20th June '17	
8	8	Ministry of Foreign Affairs	2	6 June Wednesday, 20th June '17	
9	9	Bureau of Public Procurement	2	6 June Wednesday, 20th June '17	
10	10	Central Bank of Nigeria	2	6 June Wednesday, 20th June '17	
11	11	Ministry of Power, Works And Housing	2	6 June Wednesday, 20th June '17	
12	12	Nigeria Electricity Management Service Agency (NEMSA)	5	6 June Wednesday, 20th June '17	
13	13	Nigerian Electricity Regulatory Commission	2	6 June Wednesday, 20th June '17	
14	14	Federal Ministry of Justice	2	6 June Wednesday, 20th June '17	
15	15	National Drug Law Enforcement Agency	2	6 June Wednesday, 20th June '17	
16	16	Federal Ministry of Information & Culture	5	6 June Wednesday, 20th June '17	
17	17	Nigeria Agricultural Quarantine Service	2	6 June Wednesday, 20th June '17	
18	18	Federal Ministry of Industry, Trade And Investment	2	6 June Wednesday, 20th June '17	
19	19	Nigerian Export Import Fair (Nigeria Fair)	5	6 June Wednesday, 20th June '17	
20	20	Nigerian Export Promotion Council	5	6 June Wednesday, 20th June '17	
21	21	Nigerian Export Processing Zones Authority	5	6 June Wednesday, 20th June '17	
22	22	Corporate Affairs Commission	5	6 June Wednesday, 20th June '17	
23	23	Federal Ministry of Transportation	2	6 June Wednesday, 20th June '17	
24	24	Federal Airports Authority of Nigeria	2	6 June Wednesday, 20th June '17	
25	25	Nigerian Civil Aviation Authority	2	6 June Wednesday, 20th June '17	
26	26	Nigerian Maritime Administration And Safety Agency	2	6 June Wednesday, 20th June '17	
27	27	Nigerian Ports Authority	5	6 June Wednesday, 20th June '17	
28	28	Nigerian Shipways Company	2	6 June Wednesday, 20th June '17	
29	29	Department of State Services	2	6 June Wednesday, 20th June '17	
30	30	Special Control Unit for Motor Licensing	2	6 June Wednesday, 20th June '17	
31	31	Port Health Services	2	6 June Wednesday, 20th June '17	
32	32	National Intelligence Agency	5	6 June Wednesday, 20th June '17	
33	33	National Sovereign Wealth Fund	5	6 June Wednesday, 20th June '17	
34	34	National Intellectual Property	2	6 June Wednesday, 20th June '17	
35	35	Federal Ministry of Industry, Trade And Investment	2	6 June Thursday, 21st July '17	
36	36	Commercial Tax Department	2	6 June Thursday, 21st July '17	
37	37	Community Development Services Department	2	6 June Thursday, 21st July '17	
38	38	Planning & Resource Use, Government	5	6 June Thursday, 21st July '17	
39	39	Bank of Industry	5	6 June Thursday, 21st July '17	
40	40	National Social Development Commission	5	6 June Thursday, 21st July '17	
41	41	Nigeria Investment Promotion Commission	2	6 June Thursday, 21st July '17	
42	42	Industrial Training Fund	2	6 June Thursday, 21st July '17	
43	43	Financial Reporting Centre of Nigeria	2	6 June Thursday, 21st July '17	
44	44	Standards Organisation of Nigeria	2	6 June Thursday, 21st July '17	
45	45	Small And Medium Enterprise Development Agency (SMEDA)	5	6 June Thursday, 21st July '17	
46	46	Lagos International Trade Centre Complex (LITCC)	5	6 June Thursday, 21st July '17	
47	47	Lagos Business Square Management Board (LBSMB)	5	6 June Thursday, 21st July '17	
48	48	Abuja Free Zone Authority	2	6 June Thursday, 21st July '17	
49	49	Consumer Protection Council	2	6 June Thursday, 21st July '17	
50	50	Federal Ministry of Finance	2	6 June Thursday, 21st July '17	
51	51	Debt Management Office	2	6 June Thursday, 21st July '17	
52	52	Investment And Securities Tribunal	5	6 June Thursday, 21st July '17	
53	53	Personnel Transition Arrangement Department	2	6 June Thursday, 21st July '17	
54	54	Science and Technology Commission	2	6 June Thursday, 21st July '17	
55	55	Ministry of Budget & National Planning	5	6 June Thursday, 21st July '17	
56	56	Centre for Management Development	2	6 June Thursday, 21st July '17	
57	57	Nigeria Institute for Social & Economic Research	2	6 June Thursday, 21st July '17	
58	58	Budget Office of the Federation	5	6 June Thursday, 21st July '17	
59	59	National Bureau of Statistics	5	6 June Thursday, 21st July '17	
60	60	Budget and National Plan (MDAs) Unit	2	6 June Thursday, 21st July '17	
61	61	Ministry of Interior	2	6 June Thursday, 21st July '17	
62	62	Nigeria Prison Service	5	6 June Thursday, 21st July '17	
63	63	Nigeria Security & Civil Defence Corps	2	6 June Thursday, 21st July '17	
64	64	Civil Defence, Immigration And Prison Service Boards	2	6 June Thursday, 21st July '17	
65	65	Federal Fire Service	5	6 June Thursday, 21st July '17	
66	66	Nigeria Police Academy World Class	5	6 June Thursday, 21st July '17	
67	67	Customs, Immigration, Prison Personnel	2	6 June Thursday, 21st July '17	
68	68	Ministry of P. U.	2	6 June Wednesday, 12th July '17	
69	69	Federal Capital Development Authority	2	6 June Wednesday, 12th July '17	
70	70	Abuja Geography of Information System	2	6 June Wednesday, 12th July '17	
71	71	Abuja Development Council	2	6 June Wednesday, 12th July '17	
72	72	Abuja Environmental Protection Agency	2	6 June Wednesday, 12th July '17	

Week 1

- Automatic approval communication system. Set up means of communication verification or non-verification to customer

Executive Order Responsibility 3: One Government

A. Requirement:

- FG MDA only requires enough information (not more than photocopy) to verify from other MDA – establish SLA between MDAs
- Ensure new documentary requirement is reflected in procedures

B. Key Decisions:

- Identify all documentation within MDA process that requires verification from another MDA
- Establish back channel for inter-governmental verification of such document. Identify means of integration with other MDAs and the SLA for those integrations
- Decide on what form of information (not more than photocopy) is required from customer for back verification
- Refine & communicate internal application process to ensure one government principle

SCHEDULE ON SELECTION OF PARTICIPANTS OF FOCUS WORKSHOP ON THE OPERATIONALIZATION OF EXECUTIVE ORDER 001, 2017

S/N	DEPT S/N	MINISTRIES, PARASTATALS, DEPARTMENTS AND AGENCIES	NUMBER OF PARTICIPANTS	DATE OF WORKSHOP	PERIOD IN WEEKS
231	11	National Theatre	5	1:30pm Thursday 27th July 2017	
232	14	National Gallery of Art	5	1:30pm Thursday 27th July 2017	
233	15	National War Museum (P. Umaru)	5	1:30pm Thursday 27th July 2017	
234	16	National Institute For Culture Orientation	5	1:30pm Thursday 27th July 2017	
235	17	Institute of Archeology And Museum Studies	5	1:30pm Thursday 27th July 2017	
236		Federal Ministry of Environment	5	8:30pm Wednesday 2nd August 2017	
237		Federal Environmental Protection Agency	5	8:30pm Wednesday 2nd August 2017	
238		Forestry Research Institute of Nigeria	5	8:30pm Wednesday 2nd August 2017	
239		National Biosafety Management Agency	5	8:30pm Wednesday 2nd August 2017	
240		National Environmental Standards And Regulations Enforcement Agency	5	8:30pm Wednesday 2nd August 2017	
241		National Oil Spill Detection And Response Agency	5	8:30pm Wednesday 2nd August 2017	
242		Ministry of Power, Works And Housing	5	8:30pm Wednesday 2nd August 2017	
243	6	Energy Commission of Nigeria	5	8:30pm Wednesday 2nd August 2017	
244	7	National Power Training Institute of Nigeria	5	8:30pm Wednesday 2nd August 2017	
245	8	Federal Roads Maintenance Agency	5	8:30pm Wednesday 2nd August 2017	
246	9	Council of Regulation of Engineering in Nigeria	5	8:30pm Wednesday 2nd August 2017	
247	10	Surveyors Registration Council of Nigeria	5	8:30pm Wednesday 2nd August 2017	
248	11	Transmission Company of Nigeria	5	8:30pm Wednesday 2nd August 2017	
249	12	Rural Electrification Agency	5	8:30pm Wednesday 2nd August 2017	
250	13	Ministry of Niger Delta Affairs	5	8:30pm Wednesday 2nd August 2017	
251	14	Niger Delta Development Commission	5	8:30pm Wednesday 2nd August 2017	
252		Federal Ministry of Women Affairs & Social Devt	5	1:30pm Wednesday 2nd August 2017	
253		National Centre For Women Devt	5	1:30pm Wednesday 2nd August 2017	
254		Federal Ministry of Youths & Sports	5	1:30pm Wednesday 2nd August 2017	
255	4	Citizens And Leadership Training Centre	5	1:30pm Wednesday 2nd August 2017	
256	5	National Youth Service Corps	5	1:30pm Wednesday 2nd August 2017	
257	6	Nigeria Football Federation	5	1:30pm Wednesday 2nd August 2017	
258	7	National Sports Institute	5	1:30pm Wednesday 2nd August 2017	
259	8	Federal Ministry of Agriculture & Rural Devt	5	1:30pm Wednesday 2nd August 2017	
260	9	Bank of Agriculture	5	1:30pm Wednesday 2nd August 2017	
261	10	National Agricultural Extension, Research And Demonstration Centre	5	1:30pm Wednesday 2nd August 2017	Week V
262	11	National Veterinary Research Institute	5	1:30pm Wednesday 2nd August 2017	
263	12	Nigerian Agricultural Irrigation Corporation	5	1:30pm Wednesday 2nd August 2017	
264	13	National Root Crops Research Institute	5	1:30pm Wednesday 2nd August 2017	
265	14	Agricultural Research Council of Nigeria	5	1:30pm Wednesday 2nd August 2017	
266	15	Nigerian Institute For Ecogeography And Marine Research	5	1:30pm Wednesday 2nd August 2017	
267	16	Nigerian Institute For Oil Palm Research	5	1:30pm Wednesday 2nd August 2017	
268	17	Abulana Works Printing, Agricultural Services And General Contract	5	1:30pm Wednesday 2nd August 2017	
269	1	Ministry of Petroleum Resources	5	8:30am Thursday 3rd August 2017	
270	2	Nigerian National Petroleum Corporation (NNPC)	5	8:30am Thursday 3rd August 2017	
271	3	Department of Petroleum Resources (DPR)	5	8:30am Thursday 3rd August 2017	
272	4	Nigerian Petroleum Regulatory Authority (NPRA)	5	8:30am Thursday 3rd August 2017	
273	5	Petroleum Equalization Fund Management Board (PEFMB)	5	8:30am Thursday 3rd August 2017	
274	6	Petroleum Content Development Management Board (PCDMB)	5	8:30am Thursday 3rd August 2017	
275	7	Petroleum Technology Development Fund (PTDF)	5	8:30am Thursday 3rd August 2017	
276	8	Petroleum Training Institute (PTI)	5	8:30am Thursday 3rd August 2017	
277	9	Petroleum Products Pricing Regulatory Agency (PPPRA)	5	8:30am Thursday 3rd August 2017	
278	10	Ministry of Communications Technology	5	8:30am Thursday 3rd August 2017	
279	11	National Information Technology Development Agency	5	8:30am Thursday 3rd August 2017	
280	12	Nigeria Communications Satellite Limited	5	8:30am Thursday 3rd August 2017	
281	13	Nigerian Broadcasting Commission	5	8:30am Thursday 3rd August 2017	
282	14	Nigerian Communications Commission	5	8:30am Thursday 3rd August 2017	
283	15	Nigerian Postal Service	5	8:30am Thursday 3rd August 2017	
284	16	National Frequency Management Council	5	8:30am Thursday 3rd August 2017	
285	1	Ministry of Defence	5	1:30pm Thursday 3rd August 2017	
286	2	Nigerian Army	5	1:30pm Thursday 3rd August 2017	
287	3	Nigerian Navy	5	1:30pm Thursday 3rd August 2017	
288	4	Nigerian Airforce	5	1:30pm Thursday 3rd August 2017	
289	5	Defence Space Institute	5	1:30pm Thursday 3rd August 2017	
290	6	Military Pensions Board	5	1:30pm Thursday 3rd August 2017	
291		GRAND TOTAL	5		

SCHEDULE ON SELECTION OF PARTICIPANTS OF FOCUS WORKSHOP ON THE OPERATIONALIZATION OF EXECUTIVE ORDER 001, 2017

DEPT S/N	MINISTRIES, PARASTATALS, DEPARTMENTS AND AGENCIES	NUMBER OF PARTICIPANTS	DATE OF WORKSHOP	PERIOD IN WEEKS
10	Accident Investigation Bureau	5	1:30pm Thursday 20th July 2017	
11	Nigerian Meteorological Agency	5	1:30pm Thursday 20th July 2017	
12	Nigerian College of Aviation Technology	5	1:30pm Thursday 20th July 2017	
13	Maritime Academy	5	1:30pm Thursday 20th July 2017	
14	Council For The Regulation of Freight Forwarding In Nigeria	5	1:30pm Thursday 20th July 2017	
15	Nigeria College of Aviation Technology - Zaria	5	1:30pm Thursday 20th July 2017	
16	Accident Investigation Bureau	5	1:30pm Thursday 20th July 2017	
17	Federal Ministry of Water Resources	5	8:00am Wednesday 26th July 2017	
18	Nigeria Hydrological Services Agency	5	8:00am Wednesday 26th July 2017	
19	Nigerian Integrated Water Resources Management Commission	5	8:00am Wednesday 26th July 2017	
20	National Water Resources Institute	5	8:00am Wednesday 26th July 2017	
21	Corona Water Management Authority	5	8:00am Wednesday 26th July 2017	
22	Federal Ministry of Education	5	8:00am Wednesday 26th July 2017	
23	Joint Admissions and Matriculation Board	5	8:00am Wednesday 26th July 2017	
24	National Examination Council	5	8:00am Wednesday 26th July 2017	
25	Federal Ministry of Education	5	8:00am Wednesday 26th July 2017	
26	National Open University of Nigeria	5	8:00am Wednesday 26th July 2017	
27	National Teachers Institute	5	8:00am Wednesday 26th July 2017	
28	National Universities Commission	5	8:00am Wednesday 26th July 2017	
29	Teachers Registration Council of Nigeria	5	8:00am Wednesday 26th July 2017	
30	National Business And Technical Examinations Board	5	8:00am Wednesday 26th July 2017	
31	National Board for Technical Education (NBTE), Kaduna	5	8:00am Wednesday 26th July 2017	
32	National Commission for Colleges of Education (NCCCE) Abuja	5	8:00am Wednesday 26th July 2017	
33	Universal Basic Education Commission (UBEC) Abuja	5	8:00am Wednesday 26th July 2017	
34	Federal Ministry of Education	5	1:30pm Wednesday 26th July 2017	
35	National Commission for Homadic Education (NCHED) Abuja	5	1:30pm Wednesday 26th July 2017	
36	National Commission for Adult Education Mass Literacy and Non-Formal Education (NCAEMLE) Abuja	5	1:30pm Wednesday 26th July 2017	
37	Formal Education (NMFCE) Abuja	5	1:30pm Wednesday 26th July 2017	
38	Nigerian Educational Research Development Council (NERDC)	5	1:30pm Wednesday 26th July 2017	
39	Sheda, ICF	5	1:30pm Wednesday 26th July 2017	
40	West African Examinations Council (WAEC) Lagos	5	1:30pm Wednesday 26th July 2017	
41	National Institute for Educational Planning & Administration	5	1:30pm Wednesday 26th July 2017	
42	(NIPPA) Omba	5	1:30pm Wednesday 26th July 2017	
43	Nigerian Mathematical Centre (NMC) Sheda, ICF	5	1:30pm Wednesday 26th July 2017	
44	Nigerian French Language Village (NIFLV) Biology, Lagos	5	1:30pm Wednesday 26th July 2017	
45	Nigerian Arabic Language Village (NIALV) Zaria, Borno	5	1:30pm Wednesday 26th July 2017	
46	Nigerian Arabic Language Village (NIALV) Abuja, Abuja	5	1:30pm Wednesday 26th July 2017	
47	National Institute for Nigerian Language (NINL) Abuja	5	1:30pm Wednesday 26th July 2017	
48	Teritary Education Trust Fund (TETFU) Abuja	5	1:30pm Wednesday 26th July 2017	
49	National Library of (NLI), Abuja	5	1:30pm Wednesday 26th July 2017	
50	Computer Professionals Registration Council of Nigeria (CPRC) Lagos	5	1:30pm Wednesday 26th July 2017	
51	Federal Scholarship Board, Abuja	5	1:30pm Wednesday 26th July 2017	
52	Universal Basic Education Commission	5	8:00am Thursday 27th July 2017	
53	Federal Ministry of Mines & Steel Development	5	8:00am Thursday 27th July 2017	
54	Council of Nigerian Mining Engineers And Geoscientists	5	8:00am Thursday 27th July 2017	
55	Nigerian Geological Survey Agency	5	8:00am Thursday 27th July 2017	
56	National Steel Raw Material Exploration Agency - Kaduna	5	8:00am Thursday 27th July 2017	
57	National Metallurgical Development Centre for	5	8:00am Thursday 27th July 2017	
58	Metallurgical Training Institute, Onitsha	5	8:00am Thursday 27th July 2017	
59	National Iron Ore Mining Project Office	5	8:00am Thursday 27th July 2017	
60	Nigeria Institute of Mining And Geoscience	5	8:00am Thursday 27th July 2017	
61	Nigeria Mining Regulatory Office & Centre	5	8:00am Thursday 27th July 2017	
62	Apatuta Steel Company Limited	5	8:00am Thursday 27th July 2017	
63	Solid Mineral Development Fund office	5	8:00am Thursday 27th July 2017	
64	Federal Ministry of Information & Culture	5	8:00am Thursday 27th July 2017	
65	Broadcasting Organisation of Nigeria (BON)	5	8:00am Thursday 27th July 2017	
66	News Agency of Nigeria (NAN)	5	8:00am Thursday 27th July 2017	
67	Nigerian Press Council (NPC)	5	8:00am Thursday 27th July 2017	
68	Nigerian Television Authority (NTA)	5	8:00am Thursday 27th July 2017	
69	Nigerian Television Development Corporation (NTDC)	5	8:00am Thursday 27th July 2017	
70	National Orientation Agency (NOA)	5	8:00am Thursday 27th July 2017	
71	National Institute For Hospitality Tourism Devt Studies	5	8:00am Thursday 27th July 2017	
72	Federal Ministry of Information and Culture	5	1:00am Thursday 27th July 2017	
73	Nigeria Television Authority	5	1:00am Thursday 27th July 2017	
74	Technical Radio Corporation of Nigeria	5	1:00am Thursday 27th July 2017	
75	Yonca of Nigeria	5	1:00am Thursday 27th July 2017	
76	Nigeria Film Corporation	5	1:00am Thursday 27th July 2017	
77	National Broadcasting Commission	5	1:00am Thursday 27th July 2017	
78	Nigeria Press Council	5	1:00am Thursday 27th July 2017	
79	National Film & Video Censor Board	5	1:00am Thursday 27th July 2017	
80	National Film & Video Censor Board	5	1:00am Thursday 27th July 2017	
81	Advertising Practitioners of Nigeria	5	1:00am Thursday 27th July 2017	
82	National Commission For Museums & Monuments	5	1:00am Thursday 27th July 2017	
83	Attitudinal Council For Arts And Culture	5	1:00am Thursday 27th July 2017	
84	Centre for Black African Arts And Consultation	5	1:00am Thursday 27th July 2017	
85	National Theatre of Nigeria	5	1:00am Thursday 27th July 2017	

Week IV

SCHEDULE ON SELECTION OF PARTICIPANTS OF FOCUS WORKSHOP ON THE OPERATIONALIZATION OF EXECUTIVE ORDER 001, 2017

S/N	DEPT S/N	MINISTRIES, PARASTATALS, DEPARTMENTS AND AGENCIES	NUMBER OF PARTICIPANTS	DATE OF WORKSHOP	PERIOD IN WEEKS
6		Federal Ministry of Labour And Productivity	2	8 30am Wednesday, 12th July, 2017	
7		Industrial Rehabilitation Panel	2	8 30am Wednesday, 12th July, 2017	
8		Nigerian Social Insurance Trust Fund (NSITF)	2	8 30am Wednesday, 12th July, 2017	
9		National Directorate of Employment	5	8 30am Wednesday, 12th July, 2017	
10		National Productivity Centre	2	8 30am Wednesday, 12th July, 2017	
11		Sheikh Ibrahim Institute For Labour Studies	2	8 30am Wednesday, 12th July, 2017	
12		Office of the Head of Civil Service of the Federation	2	8 30am Wednesday, 12th July, 2017	
13		Public Service Institute of Nigeria	2	8 30am Wednesday, 12th July, 2017	*
14		Admin Staff College of Nigeria	2	8 30am Wednesday, 12th July, 2017	
15		Bureau for Public Service Reform	2	8 30am Wednesday, 12th July, 2017	
16		Special Duties and Inter Governmental Affairs	2	8 30am Wednesday, 12th July, 2017	
17		Fed. Govt. Staff Housing Loans Board	2	8 30am Wednesday, 12th July, 2017	
18		Federal Ministry of Health	2	1 30 pm Wednesday 12th July, 2017	
19		National Health Insurance Scheme	2	1 30 pm Wednesday 12th July, 2017	
20		National Institute for Pharmaceutical Research And Development	2	1 30 pm Wednesday 12th July, 2017	
21		National Agency for The Control of Aids	2	1 30 pm Wednesday 12th July, 2017	
22		National Agency for Food And Drug Administration And Control	2	1 30 pm Wednesday 12th July, 2017	
23		National Primary Health Care Development Agency	2	1 30 pm Wednesday 12th July, 2017	
24		National Allergies and Vector Research	2	1 30 pm Wednesday 12th July, 2017	
25		Radiographers Registration Board	2	1 30 pm Wednesday 12th July, 2017	
26		Dental Technology Registration Board	2	1 30 pm Wednesday 12th July, 2017	
27		Health Records Registration Board	2	1 30 pm Wednesday 12th July, 2017	
28		Optometrist And Dispensing Opticians Board of Nigeria	2	1 30 pm Wednesday 12th July, 2017	
29		National Hospital, Abuja	2	1 30 pm Wednesday 12th July, 2017	
30		Community Health Practitioners Registration Board	2	1 30 pm Wednesday 12th July, 2017	
31		Nursing And Midwifery Council	2	1 30 pm Wednesday 12th July, 2017	
32		Pharmacist Council of Nigeria	2	1 30 pm Wednesday 12th July, 2017	
33		Medical And Dental Council of Nigeria	2	1 30 pm Wednesday 12th July, 2017	
34		National Agency For Food And Drug Administration And Control	2	1 30 pm Wednesday 12th July, 2017	
35		[Naija] (Naija)	2	1 30 pm Wednesday 12th July, 2017	
36		Medical Rehabilitation Therapy Board	2	1 30 pm Wednesday 12th July, 2017	
37		Federal Ministry of Health	2	8 30am Thursday 13th July, 2017	
38		Federal School of Dental Technology and Therapy, Enugu	2	8 30am Thursday 13th July, 2017	
39		The President	2	8 30am Thursday 13th July, 2017	
40		Code of Conduct Bureau	2	8 30am Thursday 13th July, 2017	
41		Economic And Financial Crimes Commission	2	8 30am Thursday 13th July, 2017	
42		Federal Civil Service Commission	2	8 30am Thursday 13th July, 2017	
43		Federal Character Commission	2	8 30am Thursday 13th July, 2017	
44		Independent Corrupt Practices And Other Related Offences Commission	2	8 30am Thursday 13th July, 2017	
45		Independent National Electoral Commission	2	8 30am Thursday 13th July, 2017	
46		National Boundary Commission	2	8 30am Thursday 13th July, 2017	
47		National Human Rights Commission	2	8 30am Thursday 13th July, 2017	
48		National Identity Management Commission	2	8 30am Thursday 13th July, 2017	
49		Nigerian Christian Pilgrimage Commission	2	8 30am Thursday 13th July, 2017	
50		Public Complaints Commission	2	8 30am Thursday 13th July, 2017	
51		National Lottery Regulatory Commission	2	8 30am Thursday 13th July, 2017	
52		National Health Commission of Nigeria	2	8 30am Thursday 13th July, 2017	
53		National Health Commission of Nigeria	2	8 30am Thursday 13th July, 2017	
54		National Salaries, Incomes And Welfare Commission	2	8 30am Thursday 13th July, 2017	
55		National Emergency Management Agency	2	8 30am Thursday 13th July, 2017	
56		The President	2	1 30pm Thursday 13th July, 2017	
57		Asset Management Corporation of Nigeria	2	1 30pm Thursday 13th July, 2017	
58		Federal Mortgage Bank of Nigeria	2	1 30pm Thursday 13th July, 2017	
59		Fiscal Responsibility Commission	2	1 30pm Thursday 13th July, 2017	
60		Infrastructure Concession Regulatory Commission	2	1 30pm Thursday 13th July, 2017	
61		deRYB, C&I	2	1 30pm Thursday 13th July, 2017	
62		National Bureau of Statistics	2	1 30pm Thursday 13th July, 2017	
63		National Council on Privatisation	2	1 30pm Thursday 13th July, 2017	
64		National Insurance Commission	2	1 30pm Thursday 13th July, 2017	
65		National Pension Commission	2	1 30pm Thursday 13th July, 2017	
66		Nigeria Deposit Insurance Corporation	2	1 30pm Thursday 13th July, 2017	
67		Nigerian Copyright Commission	2	1 30pm Thursday 13th July, 2017	
68		Computer Professionals Registration Council of Nigeria	2	1 30pm Thursday 13th July, 2017	
69		National Economic Reconstruction Fund	2	1 30pm Thursday 13th July, 2017	
70		Nigeria Extractive Industries Transparency Initiative	2	1 30pm Thursday 13th July, 2017	
71		Nigerian Building And Road Research Institute	2	1 30pm Thursday 13th July, 2017	
72		Nigeria Institute of Building	2	1 30pm Thursday 13th July, 2017	
73		Federal Road Safety Corps	2	1 30pm Thursday 13th July, 2017	
74		Ministry of Foreign Affairs	2	8 30pm Wednesday 19th July, 2017	
75		Foreign Service Academy	2	8 30pm Wednesday 19th July, 2017	
76		Technical Aids Corps	2	8 30pm Wednesday 19th July, 2017	
77		Institute of Peace And Conflict Resolution	2	8 30pm Wednesday 19th July, 2017	