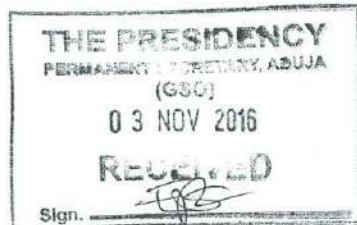


## CIRCULAR

Ref. No. SGF/OP/IS.3/12/7



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

2<sup>nd</sup> November, 2016

Chief of Staff to the President,  
Deputy Chief of Staff to the President, Office of the Vice-President,  
Honourable Ministers/Ministers of State,  
Head of the Civil Service of the Federation,  
Chairman, Federal Civil Service Commission,  
Chairman, Federal Character Commission,  
Chairman, Independent National Electoral Commission,  
Chairman, Revenue Mobilization, Allocation  
and Fiscal Commission,  
Chairman, National Population Commission,  
Chairman, Code of Conduct Tribunal,  
Chairman, Code of Conduct Bureau,  
Permanent Secretaries,  
Special Advisers/Senior Special Assistants,  
Service Chiefs/Inspector-General of Police,  
Governor, Central Bank of Nigeria,  
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,  
Clerk of the National Assembly,  
Chief Registrar, Supreme Court of Nigeria,  
Secretary, National Judicial Council,  
Auditor-General for the Federation,  
Accountant-General of the Federation,  
Heads of Extra-Ministerial Departments/Directors-General/Chief  
Executive Officers of Parastatals, Agencies and Government-Owned  
Companies.

**THE NEED FOR PUBLIC OFFICERS UNDERTAKING FOREIGN TRIPS  
TO RECEIVE BRIEFINGS FROM MINISTRY OF FOREIGN AFFAIRS**

It has come to the attention of Mr. President that Public Officials attend Conferences, Seminars, Trade Fairs, Workshops, etc. outside the country in uncoordinated manner and without proper background briefings on government policies. It is also observed that Government officials and high-ranking political office holders undertake trips abroad without prior checks on the state of our relations with the countries to which they travel. Such practices have no doubt profoundly embarrassed Government, often leaving in its wake, fallouts for the Ministry of foreign Affairs to manage.

2. In the light of the foregoing, Government has decided as follows:
  - (i) The Ministry of Foreign Affairs should be notified of all impending overseas trips in order to obtain appropriate diplomatic and consular briefings from the Ministry. The involvement of the Ministry will also facilitate diplomatic assistance and proper

conduct of official business as well as protect Nigeria's national interest abroad;

- (ii) It is mandatory that pre-conference meetings and consultations should be held with the Ministry of Foreign Affairs in Nigeria, well in advance of the event to consider and adopt Nigeria's position on issues for clearance by competent authorities before the event. On return from such visits, a comprehensive report of the proceedings at the meeting should be prepared and sent to this Office not later than two weeks; and
  - (iii) Where responsibility for a particular foreign activity cut across Ministries and Agencies, an inter-ministerial meeting comprising all affected Ministries/Agencies should be held with the Ministry of Foreign Affairs to align the position of Nigeria and obtain appropriate diplomatic and consular briefings in order to obviate possible unnecessary diplomatic and consular challenges posed to the Ministry. The position of Nigeria as articulated should accompany the application for approval. The delegation to participate in such events should be restricted to only functionaries of the core Ministries/Agencies directly involved.
3. Please bring the contents of this Circular to the attention of all concerned for immediate compliance.



**Engr. Babachir David Lawal, FNSE, FNCS, FNIEEE**  
Secretary to the Government of the Federation

**CIRCULAR**

Ref. No. SGF/OP//S.3/XI756



Office of the Secretary to the  
Government of the Federation,  
The Presidency  
Federal Secretariat Complex,  
Shehu Shagari Complex,  
Abuja.

2<sup>nd</sup> November, 2016

Chief of Staff to the President,  
Deputy Chief of Staff to the President, Office of the Vice-President,  
Honourable Ministers/Ministers of State,  
Head of the Civil Service of the Federation,  
Chairman, Federal Civil Service Commission,  
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and Fiscal Commission,  
Chairman, National Population Commission,  
Chairman, Code of Conduct Tribunal,  
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Related Offences Commission,  
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Chairman, National Drug Law Enforcement Agency,  
Chairman, National Assembly Service Commission,  
Clerk of the National Assembly,  
Chief Registrar, Supreme Court of Nigeria,  
Secretary, National Judicial Council,  
Auditor-General for the Federation,  
Accountant-General of the Federation,  
Heads of Extra-Ministerial Departments/Directors-General/Chief  
Executive Officers of Parastatals, Agencies and Government-Owned  
Companies.

#### **ADDITIONAL GUIDELINES ON LOCAL AND INTERNATIONAL TRAVELS**

In view of the ensuing budgetary and fiscal challenges faced by the Federal Government arising from low oil revenue, it has become necessary to review the Guidelines for Local and International Travels as provided for in Circular Ref. No. SGF.6/S.2/X/542 of 31<sup>st</sup> March, 2016 with a view to further prune recurrent expenses on travels and tours.

2. Accordingly, Government has decided that all Civil and Public Servants in the rank of Directors and below in Federal Ministries, Departments and Agencies as well as Chief Executive Officers (Managing Directors, Executive Secretaries, Directors-General, etc.) of Federal Government Parastatals, Agencies and Institutions are henceforth to travel on Economy Class for both Local and International travels. Similarly, all non-executive Chairmen and members of Federal Government Boards of Parastatals are henceforth to travel by Economy Class.

3. Honourable Ministers, Permanent Secretaries, Presidential Aides, Service Chiefs and relevant Heads of the Armed and Para-Military Services are to continue to travel on Business Class.

4. I am to request for immediate compliance with the foregoing decision of Government until otherwise reviewed. For the avoidance of doubt, it should be noted that Government will monitor the implementation of this directive and any breach will be appropriately sanctioned.



**Engr. Babachir David Lawal**, FNSE, FNCS, FNIEEE  
Secretary to the Government of the Federation