

**MINUTES OF THE CIVIL SOCIETY STEERING COMMITTEE MEETING HELD ON  
19<sup>th</sup> APRIL 2018 @ THE NEWTON PARK HOTEL, ABUJA**

1.0	<p><b>ATTENDANCE:</b></p> <p>Kolawole Banwo - NSWG-CSSC Chairman</p> <p>Otunba Gbenga Onayiga - NSWG Member</p> <p>Barrister Hannatu Musawa - NSWG Member</p> <p>Obas Esiedesa - Member</p> <p>Dr. Muttaka Muhammad Usman - Member</p> <p>Barr. Ikechukwu Uwanna - Member</p> <p>Peter Egbule - Member</p> <p>Ms. Emem B. Okon - Member</p> <p>Maife Lincoln - Member</p> <p>Ms. Ekaete Judith Umoh - Member</p> <p>Madugu Abdulahi Babayo - Member</p> <p>Dr. Orji Ogbonnaya Orji - NEITI Director, Communications &amp; Advocacy/Secretary</p>	
2.0	<p><b>APOLOGIES:</b></p> <p>Ms. Abiodun Baiyewu-Teru - Member</p> <p>Dr. Mina Ogbanga - Member</p>	
3.0	<p><b>ABSENT:</b></p> <p>Comrade Igwe Achese -NSWG Member</p> <p>Comrade Lumumba I. Okugbawa - Member</p>	
4.0	<p><b>COMMENCEMENT:</b></p> <p>The Meeting commenced at 4:00 pm.</p>	

5.0	<p><b>OPENING REMARKS:</b>  The Chair of the Committee, Kolawole Banwo welcomed members and commended them for their commitment to assignments of the committee. He explained that the Secretariat decided to take advantage of the presence of members at the Civil Society/Media Consultations on Remedial issues, an event held by NEITI with Funding support from Trust Africa, to hold the Committee’s meeting because of funding constraints currently facing the Secretariat. He thanked members for their understanding and cooperation and urged them to, as usual make frank contributions to enable the Committee take useful decisions.</p>	
6.0	<p><b>MINUTES OF THE LAST MEETING:</b>  The minutes of the last meeting was read; comments and observations were taken and noted. The meeting observed that the names of the movers and seconders of the motions for adoption of the minutes should always be recorded. The Secretariat was commended for the minutes.</p>	
7.0	<p><b>ADOPTION OF THE MINUTES:</b>  The meeting formally adopted the minutes through a motion moved by Dr. Muttaka Muhammad Usman and seconded by Barr. Ikechukwu Uwanna.</p>	
8.0	<p><b>MATTERS ARISING FROM THE MINUTES:</b></p>	
8.1	<p><b>Absenteeism of Members</b>  The Chair informed the meeting of his efforts to reach institutional members who have repeatedly absented themselves from meetings. He also informed the meeting that the tenure of Comrade Igwe Achese who represented NUPENG on the NSWG and by extension, a member of the Committee, has ended. He noted that a replacement is being expected from the Union.</p>	

8.2	<p><b>Conversion of the Reports to Accessible Format</b></p> <p>The meeting discussed the issue of conversion of NEITI reports into “accessible format’. The discussion centred on inclusion and roles of Persons Living with Disabilities in NEITI process. It also discussed the benefits of their engagement in the EITI process. The meeting mandated the Secretariat to explore opportunities for conversion of NEITI reports and documents into accessible formats for purposes of inclusivity of all persons.</p>	
8.3	<p><b>STATUS UPDATE FROM THE SECRETARIAT:</b></p> <p>The meeting received a comprehensive report of CSO/Communications related activities at the NEITI Secretariat covering the period November 2017 to April 2018. The report covered stakeholders partnership and collaboration; dissemination of NEITI reports and policy papers; zonal outreaches and workshops; legislative engagements; media appearances, relations and engagements; capacity building programmes; status of ongoing audits exercise, and upcoming events. The meeting commended the Secretariat for what it considered a job well done within the short period and limited resources.</p>	
9.0	<p><b>EITI VALIDATION/CSOs ACTION PLAN</b></p> <p>The Secretary of the Committee, Dr. Orji Ogbonnanaya Orji informed the meeting on the need to produce a final report on implementation of the Kano Action-Plan and send to EITI Secretariat before the Validation exercise in July 2018. He requested members to furnish the Secretariat with a report of activities that their individual organizations have carried out which are in tandem with the Action Plan. The meeting resolved that members should send their individual activity reports by 27<sup>th</sup> April 2018 to enable the Secretariat produce a comprehensive report for submission to the EITI Secretariat before the Validation exercise.</p>	

10.0	<p><b>Endorsement/Adoption of CSOs Action Plan Implementation Report</b></p> <p>The meeting reviewed activities that have so far been carried-out in the CSOs Action Plan and expressed satisfaction on the implementation of corrective action as articulated in the Plan. The meeting endorsed the CSOs Action Plan implementation Report in principle and mandated the Secretariat to produce a final report and send to the EITI International Secretariat.</p>	
11.0	<p><b>REPORTS FROM SUB-COMMITTEES:</b></p> <p>The Chair of Monitoring &amp; Evaluation Sub-committee, Peter Egbule who is also the National Coordinator of Publish What You Pay (PWYP), Nigeria informed the meeting of the formal incorporation of PWYP Nigeria. He pledged to work with the Secretariat to develop an M&amp;E framework before the next meeting. The Committee mandated the Secretary to link him up with the officer in charge of M&amp;E at the Secretariat. In addition, the EITI sub-committee pledged to embark on some activities and report to the Secretariat before the end of June 2018.</p>	
12.0	<p><b>AOB:</b></p> <p>The Chair noted that from the consensus among participants at the Civil Society and Media Consultations on Remedial Issues workshop held by NEITI on 19<sup>th</sup> April 2018, the Inter-Ministerial Task Team (IMTT) as presently constituted is not working. He urged members to step up advocacy on the need to reconstitute and strengthen the IMTT in a way that can make it accountable to higher political authority. He also suggested that the IMTT should publish quarterly report of its activities for public scrutiny in line with the spirit of Open Government partnership. He pledged to share with members a template developed by his organization on how to strengthen IMTT and make it effective and accountable.</p> <p>The meeting was informed that Mr. Maife Lincoln, a youth representative on the Committee was getting married on the 28<sup>th</sup> April 2018 in Delta State. Members of the Committee expressed their best wishes and prayed for a successful marriage life. The Secretary informed the meeting that the Secretariat has already</p>	

	<p>assigned a staff to represent NEITI at the wedding ceremony.</p> <p>The Chair urged members to provide support to Mr. Maife Lincoln and requested any member who is able to attend the event to represent the Committee.</p> <p>13.0 <b>ADJOURNMENT:</b> The meeting adjourned at 5:40pm.</p> <p>14.0 <b>ACTIONABLE ISSUES:</b></p> <ul style="list-style-type: none"><li>➤ Secretariat to produce a final report on implementation of CSO Action Plan and send to the EITI International Secretariat.</li><li>➤ Secretariat to explore opportunities for conversion of NEITI reports and documents into “accessible formats” for purposes of inclusivity of all persons.</li><li>➤ Members to forward their individual activity reports to the Secretariat by 27th April 2018 to enable the Secretariat produce a comprehensive report for submission to the EITI Secretariat</li><li>➤ Secretary to link up PWYP Coordinator, Peter Egbule with the officer in charge of M&amp;E at the Secretariat.</li><li>➤ Chair to share with members a template developed by his organization on how to strengthen IMTT and make it effective and accountable.</li></ul>	
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