



**2021 ANNUAL PROGRESS REPORT  
OF THE  
POLITICAL AND ECONOMIC AFFAIRS OFFICE (PEAO)  
OFFICE OF THE SECRETARY TO THE GOVERNMENT OF THE  
FEDERATION**

**THE PRESIDENCY**

**JANUARY, 2022**

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
LIST OF FIGURES.....	ii
LIST OF TABLES.....	ii
ABBREVIATIONS.....	iii
ACKNOWLEDGEMENT.....	ix
1.0 INTRODUCTION.....	1
2.0 POLITICAL AND ECONOMIC AFFAIRS OFFICE (PEAO).....	1
3.0 DEPARTMENTS AND UNIT IN THE POLITICAL AND ECONOMIC AFFAIRS OFFICE (PEAO).....	7
3.1 PUBLIC AFFAIRS DEPARTMENT (PAD).....	7
3.2 INTERNATIONAL ORGANIZATION DEPARTMENT (IOD).....	7
3.3 NIGERIAN NATIONAL VOLUNTEER SERVICE (NNVS) DEPARTMENT.....	8
3.4 POLITICAL RESEARCH AND CONSTITUTIONAL MATTERS (PRCM) DEPARTMENT.....	9
3.5 ECONOMIC MONITORING, MULTILATERAL AND RESEARCH (EMMR) DEPARTMENT.....	10
3.6 PUBLIC AFFAIRS AND BILATERAL RELATIONS (PBR) DEPARTMENT.....	11
3.7 NATIONAL AUTHORITY ON CHEMICAL & BIOLOGICAL WEAPONS CONVENTIONS (NAC&BWC) UNIT.....	12
4.0 STAFF STRENGTH.....	14
5.0 ACHIEVEMENTS.....	15
5.1 STRATEGIC.....	15
5.2 TRANSACTIONAL.....	53
6.0 CHALLENGES.....	71
7.0 WAY FORWARD.....	72
Appendix I:.....	73



## LIST OF FIGURES

Figure 1: POLITICAL AND ECONOMIC AFFAIRS OFFICE ORGANOGRAM.....6

## LIST OF TABLES

Table 1: Summary of PEA0 staff disaggregated by Cadre.....14



## ABBREVIATIONS

ACCI	Abuja Chambers of Commerce and Industry
ACHPR	African Commission for Human and People's Rights
ADP	Agricultural Development Programmes
AfCFTA	Africa Continental Free Trade Area
APPIT	Ajaokuta Project Presidential Implementation Team
APRM	African Peer Review Mechanism
ALGON	Association of Local Governments of Nigerian
ARCN	Agric Research Council of Nigeria
ASCL	Ajaokuta Steel Company Limited
ASCON	Administrative Staff College of Nigeria
AU	African Union
BTRP	Biological Threat Reduction programme
BTWC	Bacteriological Toxin Weapons Conventions
BWC	Biological Weapons Convention
BWC-ISU	Biological Weapons Convention-Implementation Support Unit
CAO	Cabinet Affairs Office
CBO	Community Based Organization
CBN	Central Bank of Nigeria
CBM	Confidence Building measures
CCP	Central Counterparty
CDC	Oil & Gas Competence Development Centre
CHOGM	Commonwealth of Nations and Heads of Government
CMD	Centre for Management Development
CON	Commander of the Order of the Niger
COPAZ	Co-prosperity and Alliance Zone
COVID-19	Coronavirus Disease 2019
CSO	Civil Society Organizations
CWC	Chemical Weapons Convention



DPR	Department of Petroleum Resources
DRC	Oil & Gas Dispute Resolution Centre
DTRA	US Defence Threat Reduction Agency
ECOWAS	Economic Community of West African States
ETLS	ECOWAS Trade Liberalization Scheme
ECA	Economic Commission for Africa
ECSU	Ecosystem Coordination Strategic Unit
EFA	Education for All
EMG	Election Monitoring Group
EMMR	Economic Monitoring and Multilateral Relations Department
EPO	Ecological Project Office
EU	European Union
FAO	Federal and Agriculture Organization
FAN	Forestry Association of Nigeria
FBO	Faith Based Organization
FCC	Federal Character Commission
FCT	Federal Capital Territory
FEC	Federal Executive Council
FMARD	Federal Ministry of Agriculture and Rural Development
FMoFBNP	Federal Ministry of Finance, Budget and National Planning
FMITI	Federal Ministry of Industry Trade and Investment
GCON	Grand Commander of the Order of the Niger
GES	Growth Enhancement Scheme
GL	Grade Level
GSO	General Services Office
HCSF	Head of the Civil Service of the Federation
IBP	International Business Partnership
IBRD	International Bank for Reconstruction and Development
ICRC	Infrastructure Concession Regulatory Commission
ID4D	Identification for Development Project



IDA	International Development Association
IDMAC	Integrated Data Mining & Analytics Centre
IFAD	International Fund for Agricultural Development
IHSD	Institute for Humanitarian Studies and Development
ILO	International Labour Organization
IMF	International Monetary Fund
IMC	Inter-Ministerial Committee
INEN	Institute of Economists of Nigeria
INEC	Independent National Electoral Commission
IOD	International Organization Department
IOM	International Organization on Migration
IQAN	Institute of Quality Assurance of Nigeria
ISCM2	International Security Management Course 2
IVD	International Volunteer Day
JCC	Joint Coordination Committee
KRA	Key Result Area
LBC	Local Bilateral Committee
LCCI	Lagos Chambers of Commerce and Industry
LG	Local Government
MAN	Manufacturers Association of Nigeria
MDAs	Ministries, Extra-ministerial Departments and Agencies
MMR	Mini Modular Refinery
MOFA	Ministry of Foreign Affairs
MOPS	Members of Organised Private Sector
NA	National Assembly
NAC&BWC	National Authority on Chemical and Biological Weapons Convention
NACCIMA	Nigerian Chambers of Commerce and Industry Mines & Agriculture
NABDA	National Biotechnology Development Agency
NAFDAC	National Agency for Food and Drug Administration and



	Control
NAM	Non-Aligned Movement
NAPIV	National Policy on Inclusive Volunteerism
NASC	National Agricultural Seed Council
NBMA	National Bio-safety Management Agency
NC&BEPRP	National Chemical and Biological Emergency Preparedness and Response Plan
NCS	Nigeria Customs Service
NCDC	Nigeria Centre for Disease Control
NCSTI	National Council on Science, Technology and Innovation
NCH	National Council on Hydrocarbons
NDE	National Directorate of Employment
NECA	National Employment Consultative Association
NESG	Nigerian Economic Summit Group
NESS	Nigerian Export Supervision Scheme
NGA	Non-Governmental Agencies
NGF	Nigeria Governors Forum
NGO	Non-Governmental Organization
NIFOR	Nigeria Institute for Oil Palm Research
NIIA	Nigeria Institute of International Affairs
NIOMCO	National Iron Ore Mining Company Limited
NIORC	National Improved Oil Recovery Centre
NIPC	Nigerian Investment Promotion Commission
NISER	Nigeria Institute of Socio-Economic Research
NLC	Nigeria Labour Congress
NLNG	Nigeria Liquefied Natural Gas
NNPC	Nigeria National Petroleum Company
NNVS	Nigerian National Volunteer Services Department
NNJC	Niger Joint Commission for Cooperation
NOGEC	Nigeria Oil and Gas Experience Centre
NPC	National Planning Commission



NPMS	Nigerian Production Monitoring System
NPPPN	Nigeria Public Private Partnership Network
NPRGS	National Poverty Reduction with Growth Strategy
NSIWC	National Salaries Income & Wages Commission
NTFC	Nigeria's Trade Facilitation Committee
OHCSF	Office of the Head of the Civil Service of the Federation
OPCW	Organization for the Prohibition of Chemical Weapons
OPPP	Office of the Public Private Partnerships
ONSA	Office of the National Security Adviser
OSGF	Office Secretary to the Government of the Federation
PAD	Public Affairs Department
PBR	Public Affairs and Bilateral Relations Department
PEAO	Political and Economic Affairs Office
PEAC	Presidential Economic Advisory Council
PESC	Project Ecosystem Steering Committee
PIA	Petroleum Industry Act
PIU	Project Implementation Unit
PMS	Performance Management System
PPP	Public Private Partnership
PRACM	Political Research, Awards and Constitutional Matters Department
PS	Permanent Secretary
PSPVPS	Public Service Project Vehicle Pooling System
RMFAC	Revenue Mobilization Allocation & Fiscal Commission
SAN	Senior Advocate of Nigeria
SERVICOM	Service Compact
SeRAS	Search, Rescue and Surveillance
SGF	Secretary to the Government of the Federation
SG	State Government
SHESTCO	Sheda Science and Technology Complex
SPO	Special Services Office



SSG	Secretaries to State Government
SHA	State Houses of Assembly
NTIP	Tool on Nigeria Trade information Portal
TUC	Trade Union Congress
UN	United Nations
UNDP	United Nations Development Programme
UNCTAD	United Nations Conference on Trade and Development
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNIDO	United Nation Industrial Development Organization
VSO	Voluntary Service Overseas
WB	World Bank
WFP	World Food Programme
WTO	World Trade Organization
YESSO	Youth Employment and Social Support Services



## ACKNOWLEDGEMENT

On behalf of the staff of the Political and Economic Affairs Office, I want to appreciate God for sparing our lives and directing our paths in the year 2021. As the COVID -19 pandemic continued its disruptions, it also affected the level of output in our duties and ultimately expected outcomes to the Nigerian public from our efforts. For most part of the year Officers below Grade Level 12 stayed at home and to reduce this impact, some officers were constituted as essential staff and we were able to record some modest achievements as evident when we had to organise what could be considered a Super-Spreader Event like the Sixty First Anniversary Independence Celebration.

I also want to acknowledge the support and guidance of Boss Mustapha, the Secretary to the Government of the Federation, without whom nothing much would have been achieved. I also appreciate the push of Dr Folasade Yemi-Esan, the Head of the Civil Service of the Federation, whose consistent focus on reforms in the Civil Service gave us a good dose of comfort in pushing beyond the frontiers of our boundaries.

Personally, I want to thank all my colleagues of the PEAO for their support, which could have offered more but for an innate bounded rationality that are being gradually shed.

I look forward to a better and greater 2022.



**Andrew, David Adejo**  
**Permanent Secretary**



## 1.0 INTRODUCTION

1.1 The Office of the Secretary to the Government of the Federation (OSGF) has the mandate to coordinate, monitor and ensure full implementation of Government Policies and Programmes and serve as the frontline advisory institution of the Presidency.

## 1.2 FUNCTIONS

- i. Coordinates policy design and formulation by Ministries, Departments and Agencies;
- ii. Serve as the Secretariat to the Council of State, the Federal Executive Council (FEC) and other constitutional Councils which are chaired by the President;
- iii. Coordinates the activities of Ministries and Government Agencies as well as monitor the implementation of Government decisions, policies and programmes;
- iv. Handles constitutional, political and socio-economic matters as may be referred to the Presidency;
- v. Serve as the Chief Adviser to Mr. President and the Vice President on policy issues;
- vi. Provides administrative support services for Administrative Tribunals, Commissions and Panels of Enquiry;
- vii. Coordinates national security and public safety matters;
- viii. Processing of communication and documentation and conveying the directive of the President;
- ix. Processing and granting of Government approval for overseas tours, intergovernmental meetings, Conferences and medical/check-up treatment for Public Offices;
- x. Processing of requests for overseas duty tours/conferences, including medical/check-up treatment abroad for members of the Judiciary, Chairman and members of Statutory Commissions for approval by the President;
- xi. Processing of appointments to the Headship of Statutory Bodies, Commissions and Agencies by the President;
- xii. Matters relating to the conditions of service of Political Office Holders;



- xiii. Intergovernmental affairs and relations with State and Local Governments;
- xiv. Liaison with Secretaries to State Governments; and
- xv. Provision of Office accommodation and support services to Political Office Holders.

### **1.3 STRUCTURE**

**1.3.1** The Office of the Secretary to the Government of the Federation (OSGF) consists of five (5) Offices. These are:

- i. General Services Office (GSO);
- ii. Cabinet Affairs Office (CAO);
- iii. Special Services Office (SSO);
- iv. Political and Economic Affairs Office (PEAO); and
- v. Ecological Project Office (EPO).

### **1.4 UNITS**

**1.4.1.** The Office also has the following Units:

- i. Legal;
- ii. Internal Audit;
- iii. SERVICOM; and
- iv. Press and Information.



## **2.0 POLITICAL AND ECONOMIC AFFAIRS OFFICE (PEAO)**

**2.1** The mandate of the PEAO entails with monitoring, processing, research and analysis of prevailing political and economic issues, locally and internationally; advises Government on available options with a view to making evidence based informed decisions; monitoring the implementation of FEC approved projects and engagement, multilateral and international organisations. This mandate is executed within two broad areas viz Political and Economic.

**2.2.** The above mandate of the Political Affairs Office entails providing supportive services to the Secretary to the Government of the Federation in his task of monitoring, coordinating and facilitating the implementation of all political activities and policies of the Government. On the other hand, the statutory responsibility of Economic Affairs Office relates to providing supportive services to the Secretary to the Government of the Federation (SGF) in his task of coordinating the implementation of Government's Economic Policies/Programmes/ Initiatives that are referred to him on regular basis.

**2.3** In addition, the Office handle relations with Multilateral and Bilateral Agencies and perform several ad-hoc assignments which are proactive or reactive to prevailing political and economic situations, as may be directed by the President and Commander-In-Chief of the Federal Republic of Nigeria and assigned by the Secretary to the Government of the Federation.

## **2.4 FUNCTIONS**

**2.4.1.** The functions of the Political and Economic Affairs Office (PEAO) are as follows:

- (i) Monitoring, processing, research and analysis of political & economic policies, programmes and activities of government
- (ii) Appraisal of performance and impact of key political and economic agencies of government
- (iii) Serve as an advisory on political and economic matters
- (iv) Represent SGF on economic, political and border related Boards and Parastatals
- (v) Processing of petitions from the general public;
- (vi) Preparation of Speeches/Papers on Political and Economic Matters for presentation by Mr. President and/or the SGF;
- (vii) SGF secretariat on some committees, commissions, panels and meetings of



- economic matters;
- (viii) Serves as Secretariat to the Forum of Secretary to the Government of the Federation and Secretary to State Governments;
  - (ix) Coordinate the celebration of National Events (Inauguration, Democracy and Independence Days);
  - (x) Represent the SGF at inter-ministerial meetings and international fora on economic matters;
  - (xi) Secretariat for the National Authority on Chemical and Biological Weapons Convention (NACBWC);
  - (xii) Monitoring implementation of Federal Executive Council (FEC) approved projects by Ministries, Departments and Agencies of Government;
  - (xiii) Advising and offering second opinion on economic issues to the Secretary to the Government of the Federation (SGF) at the initiative of the Office or as directed by the SGF;
  - (xiv) Providing effective representation for the Office of the SGF at Inter-Ministerial meetings and at other International Economic fora and bilateral meetings;
  - (xv) Providing Secretariat for meetings of the SGF on matters that affect the economy;
  - (xvi) Initiating measures towards effective implementation of Government's economic policies;
  - (xvii) Providing mini think-tank services to the SGF on economic issues;
  - (xviii) Monitoring capital projects and economic programmes of special interest to the Presidency;
  - (xix) Evaluating Government programmes/projects and making appropriate policy recommendations;
  - (xx) Preparing reports on selected Federal Government Projects, as may be directed by the SGF;
  - (xxi) Member, Secretariat of the Committee on the funding of Foreign Missions and Ministry of Foreign Affairs Headquarters;
  - (xxii) Member, Planning Committee of High-Level Group Meeting on Education for All (EFA) and the Special Parliamentary Forum Organized by UNESCO;
  - (xxiii) Examination of Political Reports on various Countries and events in the international arena and advising the Secretary to the Government of the Federation on Nigeria's position;



- (xxiv) Custody of important political documents, reports and other related documents of historical and current value to the development of Nigeria in Specialized Political Library;
- (xxv) Coordination of Matters relating to bilateral, multilateral Organizations; and
- (xxvi) To utilize the skills, knowledge and experience of Nigerians living in Nigeria who, during their career in the private sector or after retirement from the public sector are able and willing to offer volunteer services to the country. National Volunteerism.

## 2.5 CLIENTS OF PEAO

- Political Research and Educational Institutes
- National Assembly
- Political Parties
- Election Monitoring Groups NGO's)
- Religious Bodies
- Federal Ministries, Extra-Ministerial Departments and Agencies
- State Governments
- Corporate entities or Organizations
- General Public
- Redress Seekers, Petitioners
- Pressure Groups & other Stakeholders
- International and Regional Organizations
- Bilateral (Agreements, Meetings, Conventions) Agencies
- Multilateral (Agreements, Meetings, Conventions) Agencies
- Judiciary
- Various stakeholders in the Nigerian economy, which include the following:
- Government Agencies handling Socio-economic issues (e.g. Federal Ministries of Finance, Industry Trade & Investment)
- Productivity, National Planning Commission, Central Bank of Nigeria, Nigeria Customs Service, National Salaries Income & Wages Commission, Revenue Mobilization Allocation & Fiscal Commission etc);
- State Chamber of Commerce & Industries (e.g. Lagos State Chamber of Commerce, Abuja Chamber of Commerce, Kaduna State Chambers of



- Commerce, etc.)
- Members of Organised Private Sector (Manufacturers Association of Nigeria, Nigerian Association of Chambers of Commerce & Industries Mines & Agriculture, etc.)
- Labour Unions & Associations (e.g. Nigeria Labour Congress, Trade Union Congress, National Employment Consultative Association, etc.)
- Knowledge Based Institutions (e. g. Nigeria Institute of Socio-Economic Research, Centre for Management Development, Institute of Economists of Nigeria, Federal Universities, etc.);
- Bilateral and Multilateral Agencies (Bi-National Commissions with countries, World Bank and its affiliates, World Trade Organization, International Monetary Fund, etc.);
- Foreign companies seeking for exemption from incorporation in Nigeria.

## **2.6 SERVICOM PLEDGE**

- Provide quality Services as stipulated in the Service Charter;
- Interaction in plain & simple language through Information, Education and Communications materials;
- Timely and orderly service-rendering to the public that requires the attention of the office;
- Supply details and update information to the benefit of all parties; and
- Prompt, efficient and quality service delivery.

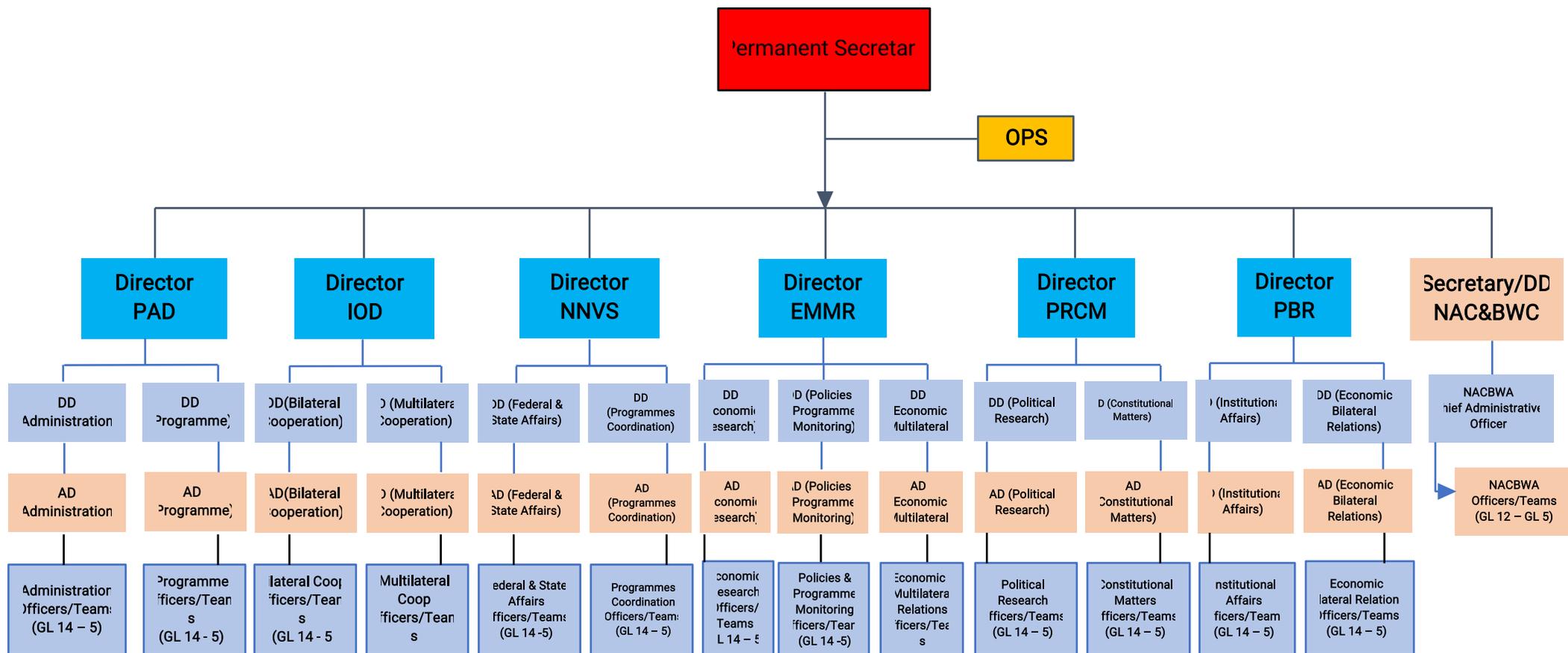
## **2.7 ADMINISTRATIVE STRUCTURE**

To undertake its functions, the PEAO is made up of Six (6) Departments and One (1) specialized unit depicted as follows:

- i. Public Affairs Department (PAD);
- ii. International Organization Department (IOD);
- iii. Nigerian National Volunteer Services (NNVS) Department;
- iv. Political Research and Constitutional Matters (PRCM) Department;
- v. Public Affairs and Bilateral Relations (PBR) Department;
- vi. Economic Monitoring and Multilateral Relations (EMMR) Department; and
- vii. National Authority on Chemical and Biological Weapons Convention (NAC&BWC) – Unit.



Figure 1: POLITICAL AND ECONOMIC AFFAIRS OFFICE ORGANOGRAM



### **3.0 DEPARTMENTS AND UNIT IN THE POLITICAL AND ECONOMIC AFFAIRS OFFICE (PEAO)**

#### **3.1 PUBLIC AFFAIRS DEPARTMENT (PAD)**

3.1.1 The Public Affairs Department consists of two Divisions: Programme and Administration. The major functions of the Department are as follows:

##### **3.1.2 PROGRAMME DIVISION:**

- (i) Organizing and Executing National Day Celebrations such as Inauguration, Democracy Day and Independence Anniversary;
- (ii) Prepares and collate the Annual Budget for the Political and Economic Affairs Office;
- (iii) Monitors National Political events that affect the public in Nigeria in collaboration with other relevant Government Agencies; and
- (iv) Secretariat for the Forum of Secretary to the Government of the Federation and Secretaries to State Governments (SSGs).

##### **3.1.3 ADMINISTRATION DIVISION:**

- (i) Serve as Secretariat of both the Top Management and General Meetings of the Political and Economic Affairs Office;
- (ii) Handles issues of Staff Welfare, Discipline and Promotion;
- (iii) Collates information and data on all staff of Political and Economic Affairs Office;
- (iv) Processes Training needs for all staff of Political and Economic Affairs Office;
- (v) Maintains an effective Political and Economic Affairs Office Registry; and
- (vi) Carryout any other ad-hoc duty/assignment that may be assigned.

#### **3.2 INTERNATIONAL ORGANIZATION DEPARTMENT (IOD)**

3.2.1 The International Organization Department (IOD) collaborates with Ministries/Stakeholders to attend regular statutory meetings and participates in the implementation of government policies as it affects international political matters to achieve its mandate.

##### **3.2.2 FUNCTIONS**



- Examining political reports on various countries and events in the international arena and advising the Secretary to the Government of the Federation of Nigeria's position;
- Monitoring the implementation of government policies on international relations;
- Assisting Ministries, Departments and Agencies (MDAs) in the achievement of government policies on international matters by participating in local and international meetings;
- Ensuring proper and effective co-ordination by MDAs of matters relating to the organization listed below:
  - ✓ African Union;
  - ✓ ECOWAS matters;
  - ✓ South-South Commission (G.15);
  - ✓ African Commission for Human and People's Rights;
  - ✓ The United Nations and its related agencies;
  - ✓ European Union;
  - ✓ The Commonwealth of Nations and Heads of Government; (CHOGM);
  - ✓ Non-Aligned Movement;
  - ✓ Commonwealth Secretariat (London);
  - ✓ Co-prosperity and Alliance Zone (COPAZ);
  - ✓ Bi-National Commissions between Nigeria and other countries;
  - ✓ Joint Commission between Nigeria and other countries; and
  - ✓ Gender and Women issues.
- AD-HOC assignments include serving in Committees and similar bodies;
- Writing of reports on outcomes of bilateral and multilateral meetings and providing a second opinion to the PS/SGF.
- Preparation of work programmes, annual budget and training proposals for the Department; and
- Ensuring staff welfare and discipline of subordinate staff and any other function as may be directed by the PS/SGF.

### **3.3 NIGERIAN NATIONAL VOLUNTEER SERVICE (NNVS) DEPARTMENT**

**3.3.1** The Nigerian National Volunteer Service (NNVS) is a volunteer Institution set up by the Federal Government to manage the volunteering efforts of Nigerians to complement government efforts towards national development as volunteers are known to contribute immensely to the growth of the economy and encourage social cohesion in many countries where they are involved in the development process.



### **3.3.2 FUNCTIONS**

- Advocacy – creating awareness and raising the profile of volunteerism through organizing sensitization seminars and Workshops in all the six geo-political zones;
- Facilitate the establishment of NNVS Offices at the State Level and Desk Officers at Local Government areas;
- Building capacity of NGOs and volunteers through seminars Workshops to create knowledge in volunteer management;
- Engagement of youths in volunteering programmes with the aim of promoting skills acquisition and work experience;
- Working with corporate bodies in Nigeria and developing corporate social responsibility programmes that will encourage employers to support volunteers in volunteering work;
- Developing appropriate policies and legislation to outline the rights and responsibilities of volunteers as well as standards on volunteer recruitment/selection, management and support;
- Building and developing partnership with federal and State Government Agencies, Community Based Organization (CBOs) and Faith Based Organization (FBOs) that might require the professional skills and competencies of volunteers;
- Monitoring, assessing and reviewing the progress of volunteer service programmes;
- Developing, administering and managing volunteer service programmes;
- Create and maintain a national data base of volunteers;
- Carrying out research work on the needs, impact and problems relating to volunteer service programmes.

### **3.4 POLITICAL RESEARCH AND CONSTITUTIONAL MATTERS (PRCM) DEPARTMENT**

**3.4.1** The Department has two divisions namely, Political Research and Constitutional Matters.

**3.4.2 Political Research Division:** The Political Research Division has the following statutory functions:



- i. Evaluating, analysing and articulating political trends within and outside Nigeria;
- ii. Packaging policy options to aid in advising the government on what to do in relation to the whole spectrum of political arena;
- iii. Collects, collates, analyses and make recommendations on political reports received from other relevant government, especially Ministry of Foreign Affairs, Special Adviser to Mr. President on Political Matters, the Special Services Offices, OSGF;
- iv. Maintenance of a standardized library dedicated to research and modern publications;
- v. Organizing workshops/seminars for political party officers to promote transparent and reliable election;
- vi. Youth mobilization for peaceful conduct of election;
- vii. Biannual consultative meetings with stakeholders;
- viii. Sensitization program against thuggery and election violence; and
- ix. Ad-hoc duties that may be assigned by the Permanent Secretary;

**3.4.3 Constitutional Matters Division:** The Division has the following functions:

- i. Processing of public petitions, papers, suggestions and reports of political nature to the government, from individuals, organizations, institutions, companies etc within and outside the country;
- ii. Relating with bodies and agencies such as the Independent National Electoral Commission, (INEC), Federal Character Commission, National Assembly, State Houses of Assembly;
- iii. Monitoring elections at both National and International levels; and
- iv. Any other assignment directed by the Permanent Secretary.

**3.5 ECONOMIC MONITORING, MULTILATERAL AND RESEARCH (EMMR) DEPARTMENT**

**3.5.1** The Department of Economic Monitoring, Multilateral & Research (EMMR) is mandated to serve as a strategic vehicle for monitoring the Implementation of Government's economic policies and programmes in order to ensure effective and efficient service delivery to the public. Multilateral Relations and Research activities also form part of the mandate of the Department.



### **3.5.2 FUNCTIONS**

- (i) Initiates measures aimed at effective implementation of Government economic policies;
- (ii) Provides an in-house mini think-tank on economic issues for SGF's office;
- (iii) Monitors capital projects and economic programmes of special interest to the SGF;
- (iv) Monitors the economic performance of the various sectors of the economy;
- (v) Evaluates Government programmes/projects and make appropriate policy recommendations;
- (vi) Engages in macro-economic analysis;
- (vii) Carries out research in key industries (having high linkage effects) in the economy;
- (viii) Prepares reports on selected Federal Government projects, as may be directed by the SGF;
- (ix) Undertakes special studies and investigations as may be directed by the SGF on the economic policies of Government;
- (x) Relates with economic research-oriented Agencies/Institutions;
- (xi) Assembles socio-economic report from other Agencies, e.g. the Federal Ministry of Finance, National Planning Commission, Central Bank of Nigeria, etc.; and
- (xii) Handles relations with multilateral Organizations, including the World Bank Group (IBRD, IDA, IFAD, UNIDO and WTO), relevant United Nations Programmes (UNDP, UNCTAD, WFP), specialized Agencies/Commissions (ILO, FAO, ECA) and non-United Nations Multilateral Organizations.

### **3.6 PUBLIC AFFAIRS AND BILATERAL RELATIONS (PBR) DEPARTMENT**

**3.6.1** The Department of Public Affairs and Bilateral Relations has the mandate to monitor the performance of various sectors of the economy and to assess the level of compliance with the implementation of Government economic policies, programmes and projects by Agencies of Government with a view to making appropriate policy observations, findings and recommendations.

#### **3.6.2 FUNCTIONS:**

- (i) Evaluates economic report from Diplomatic Missions, State Governments, Federal Ministries and Non-Governmental Agencies;
- (ii) Participates in the activities of Nigerian-Vietnam Chamber of Commerce and Industries, both within and outside Nigeria;



- (iii) Evaluates proposals and petitions on economic issues from the Ministries, Departments, Agencies and the public;
- (iv) Serves as Secretary/Secretariat to Committees and Panels constituted by the SGF;
- (v) Represents the SGF on Bilateral/Multilateral Ministerial Committees and Commissions;
- (vi) Represents the SGF on Boards of Government Parastatals/Agencies;
- (vii) Coordination of Local Bilateral Committee (LBC) meetings under the Nigeria – Niger Joint Commission for Cooperation (NNJCC);
- (viii) Coordinates/processes issues on forfeited Assets; and
- (ix) Any other duties assigned by the SGF.

### **3.7 NATIONAL AUTHORITY ON CHEMICAL & BIOLOGICAL WEAPONS CONVENTIONS (NAC&BWC) UNIT**

**3.7.1** The National Authority on Chemical and Biological Weapons Conventions (NAC&BWC) provides national level guidance for the effective implementation of the Chemical Weapons Convention (CWC) and Bacteriological (Toxin) Weapons Conventions (BTWC) also called Biological Weapons Convention (BWC). One of its main focus is to ensure that all weapons of mass destruction are prohibited and eliminated from Nigeria.

#### **3.7.2 FUNCTIONS**

- (i) The NAC&BWC coordinates and oversees the implementation of the Chemical and Biological Weapons Conventions in Nigeria;
- (ii) It serves as the National Focal Point for effective coordination of the activities of the relevant MDAs in Nigeria in the implementation of the CWC and BWC;
- (iii) The NAC&BWC acts as the liaison for relevant Stakeholders in relating with the Organization for the Prohibition of Chemical Weapons (OPCW), which is the global implementing body of the CWC based in The Hague, Netherlands and Biological Weapons Convention-Implementation Support Unit (BWC-ISU) in Geneva, Switzerland for effective implementation of the Conventions;
- (iv) Sensitizing relevant national stakeholders involved in the implementation of the CWC and BWC through interactive fora such as meetings, seminars, workshops,



amongst others;

- (v) Organizing meetings of the Inter-Ministerial Committee on Chemical and Biological Weapons Conventions on quarterly or bi-annual basis or as the need may arise;
- (vi) Screening and endorsement of applications from eligible Nigerians seeking sponsorship to attend Capacity Building Programs/Training organized by the OPCW;
- (vii) Facilitating admission/employment of qualified Nigerians to occupy positions at the OPCW;
- (viii) Conducting obligatory Industrial Declaration/Inspection visits to chemical industries nationwide to ascertain the peaceful use of imported Scheduled Chemicals and their exact quantity and declare same to the OPCW;
- (ix) Developing and maintaining relevant institutional policy and infrastructural frameworks for effective national implementation of the Chemical and Biological Weapons Conventions;
- (x) Fostering enduring partnerships for purposes of building relevant national capacities with intent to meet Chemical and Biological Weapons Conventions obligations;
- (xi) Fostering the peaceful use of Chemistry and Biology;
- (xii) Collaboration with relevant Agencies in Nigeria such as the Nigeria Centre for Disease Control (NCDC), National Bio-safety Management Agency, amongst others, to protect Nigeria and Nigerians from Biological threats;
- (xiii) Coordinating the implementation of National Chemical and Biological Emergency Preparedness and Response Plan (NC&BEPRP);
- (xiv) Facilitating the process of payment of Nigeria's annual assessed contribution to the OPCW and BWC-ISU;
- (xv) Representation at the statutory meetings of the OPCW and BWC; and
- (xvi) Submission of Annual Declaration (data on Scheduled Chemicals) to the OPCW as well as submission of Confidence Building measures (CBM) to the BWC –



ISU as at when due.



## 4.0 STAFF STRENGTH

4.1. As at December, 2021, the Political and Economic Affairs Office has One Hundred and Twenty-Two (122) staff, summarised in Table 1 below and detailed in Appendix I.

**Table 1: Summary of PEAO staff disaggregated by Cadre**

S/No	DEPARTMENT	DIRECTORATE (GL 15 – 17)	MIDDLE CADRE (GL 07 – 14)	JUNIOR CADRE (GL 03 – 06)	TOTAL.
1	Office of the Permanent Secretary (OPS)	Perm Sec	8	2	11
2	Public Affairs Department (PAD)	3	12	4	19
3	International Organization (IOD)	2	5	2	9
4	Nigerian National Volunteer Services (NNVS)	3	10	4	17
5	Political Research, and Constitutional Matters (PRCM)	2	7	3	11
6	Public Affairs and Bilateral Relations (PBR)	3	12	3	16
7	Economic Monitoring and Multilateral Relations (EMMR)	3	15	5	23
8	National Authority on Chemical and Biological Weapons Convention (NAC&BWC) – Unit.	2	8	3	11
	<b>Total</b>	19	77	26	122



