

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

Office of the secretary to the

Government of the Federation,  
The Presidency,  
snenu 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, Ibadan, 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/](http://www.finance.gov.ng/)).

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

**⟨Mrs⟩ Habiba M. Lawal**

Acting secretary to the Government of the Federation



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MDA Name & Location	Type of Hall	Seating Capacity		Contact Person
		As Inspected by FMF	NCR	
Corporate Affairs Commission Head Office Plot 420, Tigris Crescent, Maitama, Abuja.	Auditorium Others Multipurpose Hall Board Room	30		A. F. Ajetomobi 09030808074
		23		
Corporate Affairs Commission FCT, Office, Wuse Zone 5.	Auditorium	300		mammud1602@yahoo.com 09030808074
Council of Legal Education	Auditorium	30		
		30		
Federal Road Safety Corps Headquarters 4, Maputo Street, Wuse 3.	Auditorium	1,529		
		2,000		
Joint Admission and Matriculation Board, Opposite Bwari Area Council, Bwari	Auditorium	1,000		
		400		D. O. Kareem DD Estate Matters kareemajorutu@gmail.com 08028571870
National Biotechnology Development Agency	Conference (2Nos) Conference	50		
		50		
National Bureau of Statistics, Plot 762, Independence Avenue, CBD.	Conference	50		
		200		
National Human Rights Commission No. 19 Aguiyi Ironsi Street, Maitama	Auditorium	250		Mabel E. Agbehaku mabelagbehaku@yahoo.com 08033775252
		250		
National Bureau of Statistics, Plot 762, Independence Avenue, CBD.	Conference	200		
		200		
National Human Rights Commission No. 19 Aguiyi Ironsi Street, Maitama	Auditorium	250		
		250		

MDA Name & Location	Auditorium	Type of Hall	Seating Capacity As Inspected by FMF	Contact Person	e-mail	Phone No
National Orientation Agency NOA National Headquarters, Block B, Old Federal Secretariat, Area1, Garki		Conference	200	Nasamu	<a href="mailto:nasamu@yahoo.com">nasamu@yahoo.com</a>	08078822
National Power Training Institute of Nigeria NAPTIN Corporate HQ, Plot 21, Idu Industrial Area, by Wupa Waste Treatment Plant		Conference	300	Uzair		08033223
National Space Research and Development Agency		Conference	600	Abdul Ibrahim	<a href="mailto:ibraconfiorida@yahoo.com">ibraconfiorida@yahoo.com</a>	08065776657
Obasanjo Space Centre, Pyakasa, Junction, Airport Road.		Conference	20			
Nigeria Atomic Energy Commission		Conference	20			
NAEC's Researchers Hostel and Conference Centre (RHCC), Sheda		Board Room (2 Nos) Lecture Rooms (4 Nos)	19			080 228 22
Nigeria Communications Satellite Limited		Conference	200			0807027778
Obasanjo Space Centre, Musa Ya'Adua Express Way, Lugbe		Conference	200			
Nigerian Electricity Regulatory Commission		Conference	200			
Adamawa Plaza, Plot 1099, First Avenue, Off Shehu Shagari Way, CBD.		Conference	200		<a href="mailto:omyebuchi.okechukwu@nerc.gov.ng">omyebuchi.okechukwu@nerc.gov.ng</a>	0802222

70

	Type of Hall	Seating Capacity	As Inspected by	NFCR	Contact Person	e-mail	Phone No
ZE	Nigerian Export Promotion Council, NEPC Headquarters, Plot 242, Aguiyi Ironsi Way, Maitama.	Auditorium	0	Principal Trade Promotion Office	<a href="mailto:amina.aminu@rocketmail.com">amina.aminu@rocketmail.com</a>	08033304131	
ZE	Nigeria Investment Promotion Commission Plot 1181, Aguiyi Ironsi Way, Maitama	Conference	100	0	0808022503		
ZE	Nigeria Nuclear Regulatory Authority NNRA Independence Avenue, Airport Road, CBD	Conference	80	0	08050980085	08037204131	
ZE	National Commission for Colleges of Education	Auditorium	0	0			
ZE	Raw Material Research and Development Council No. 17, Aguiyi Ironsi Street, Maitama,	Auditorium	100	0	<a href="mailto:ekwawaya@yahoo.com">ekwawaya@yahoo.com</a>	0808022503	
ZE	Council of Legal Education	Auditorium	100	0			
ZE	Nigeria Law School, Lagos Campus, Victoria Island	Dining Hall	0	Mrs. F. A. Adewale	CE	08036581084 0806646964	
ZE	National Agency for Food Drug Administration Control No. 3/5 Oshodi Apapa Expressway	Conference	0	0		0808022503 0808022503	

MDA Name & Location	Type of Hall	Capacity	Responsible Person	Contact No
National Power Training Institute of Nigeria	Class rooms	50	Mr. Oluwole	080 7 111 111
Regional Training Centre, Akangba, 67 Adelabu Street, Surulere	Class rooms	50	Mr. Oluwole	080 7 111 111
News Agency of Nigeria	Training Hal	50	Margaret Oke	080 7 111 111
Inside National Theatre, Iganu	Training Hal	50	Margaret Oke	080 7 111 111
Nigeria Export Promotion Council	Training Hal	50	Margaret Oke	080 7 111 111
Ladipo Oluwole Road, Marine Road, Liverpool, Apapa	Council	20	Mr. Oluwole	080 7 111 111
Nigeria Institute of Advance Legal Studies	Auditorium	30	Mr. Oluwole	080 7 111 111
University of Lagos, Yaba	Lecture Theatre	70	Mr. Oluwole	08148522652
Nigerian Railway Corporation, Ebute Meta, Lagos.	Conference	45	Mr. Bello	08023221437
Council of Legal Education Nigerian Law School, Yola Campus	Conference	100	Mr. Bello	08023221437
Nigerian Content Development & Monitoring Board	Multipurpose	70	Mr. Oluwole	080 7 111 111
Glass House, Isaac Boro	Conference	50	Mr. Oluwole	080 7 111 111
Expressway	Conference	0	Mr. Oluwole	080 7 111 111
Nigerian Content Development & Monitoring Board	Conference	0	Mr. Oluwole	080 7 111 111
Revenue House, Onopa	Conference	2	Mr. Oluwole	080 7 111 111

Inspected by FMF

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