

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/).

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 As Inspected by FMF	NCR	Contact Person	Phone No
Corporate Affairs Commission Head Office Plot 420, Tigris Crescent, Maitama, Abuja.	Auditorium Others Multipurpose Hall Board Room	40 22		A. F. Ajetomobi	08022000000
Corporate Affairs Commission FCT, Office, Wuse Zone 5.	Auditorium Others Open Field	300 30		Mammud1602@yahoo.com	08022000000
Council of Legal Education	Auditorium Others Dining Hall Seminar Halls (12Nos) Hostels (6 blocks)	1,529 2,000 1,000 400 50		DD Estate Kareem Matters kareemajorutu@gmail.com	08028571870
Federal Road Safety Corps Headquarters 4, Maputo Street, Wuse 3.	Auditorium	4		ja.asom@frsc.gov.ng	080771150
Joint Admission and Matriculation Board, Opposite Bwari Area Council, Bwari	Auditorium	300		Mabel E. Agbehaku mabelagbehaku@yahoo.com	080333775252
National Biotechnology Development Agency	Conference (2Nos) Conference Conference	30 50 50		tony.komolafe@yahoo.com enchygod@yahoo.com chisucc2013@gmail.com	08033011333 08022333330 08031111777
National Bureau of Statistics, Plot 762, Independence Avenue, CBD.	Auditorium	200		Juliet H Gbakan nhrcrigeria@yahoo.com	08037873011

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	Nnamdi Nnamdi	nnammu@yahoo.com	0803378823
National Power Training Institute of Nigeria		Conference	300	Uzoma Eze		0803322288
NAPTIN Corporate HQ, Plot 21, Idu Industrial Area, by Wupa Waste Treatment Plant		Conference	300	Abdul Ibrahim	ibrahconfloida@yahoo.com	08065776657
National Space Research and Development Agency		Conference	20			
Obasanjo Space Centre, Pyakasa, Junction, Airport Road.		Conference	20			
Nigeria Atomic Energy Commission		Conference	20			
NAEC's Researchers Hostel and Conference Centre (RHCC), Sheda		Conference	19			080 8281 2211
Nigeria Communications Satellite Limited		Conference	20			
Obasanjo Space Centre, Musa Ya'Adua Express Way, Lugbe		Conference	200			08070276778
Nigerian Electricity Regulatory Commission		Conference	200			
Adamawa Plaza, Plot 1099, First Avenue, Off Shehu Shagari Way, CBD.		Conference	200		omyebuchi.okechukwu@nerc.gov.ng	0803322288

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	Type of Hall	Seating Capacity	As Inspected by	N=CR	Contact Person	e-mail	Phone No
ZE	Nigerian Export Promotion Council, NEPC Headquarters, Plot 242, Aguiyi Ironsi Way, Maitama.	Auditorium			Principal Trade Promotion Office	amina.aminu@rocketmail.com	08033804113
ZE	Nigeria Investment Promotion Commission Plot 1181, Aguiyi Ironsi Way, Maitama	CONFERENCE					08080225011
ZE	Nigeria Nuclear Regulatory Authority NNRA Independence Avenue, Airport Road, CBD	CONFERENCE					08050980085 08037204131
ZE	National Commission for Colleges of Education	Auditorium					08029311178
ZE	Raw Material Research and Development Council No. 17, Aguiyi Ironsi Street, Maitama,	Auditorium				ekwawaya@yahoo.com	08049331111
ZE	Council of Legal Education	Auditorium					
ZE	Nigeria Law School, Lagos Campus, Victoria Island	CONFERENCE			Mrs. F. A. Adewale		08036581084 0806646964
ZE	National Agency for Food Drug Administration Control No. 3/5 Oshodi Apapa Expressway	CONFERENCE					0817221211

MDA Name & Location	Type of Hall	Capacity	Responsible Person	Contact No
National Power Training Institute of Nigeria	Class rooms	50	Mr. Oluwalope	080 7 111 111
Regional Training Centre, Akangba, 67 Adelabu Street, Surulere	Class rooms	50	Mr. Oluwalope	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. Oluwalope	080 7 111 111
Nigeria Institute of Advance Legal Studies	Auditorium	30	Mr. Oluwalope	080 7 111 111
University of Lagos, Yaba	Lecture Theatre	70	Mr. Oluwalope	08148522652
Nigerian Railway Corporation, Ebute Meta, Lagos.	Assembly Ha	70	Mr. Oluwalope	08023221437
Council of Legal Education	Conference	45	Mr. Bello	08023221437
Nigerian Law School, Yola Campus	Conference	100	Mr. Oluwalope	08023221437
Nigerian Content Development & Monitoring Board	Multipurpose	70	Mr. Oluwalope	080 7 111 111
Glass House, Isaac Boro	Conference	50	Mr. Oluwalope	080 7 111 111
Expressway	Conference	0	Mr. Oluwalope	080 7 111 111
Nigerian Content Development & Monitoring Board	Conference	0	Mr. Oluwalope	080 7 111 111
Revenue House, Onopa	Conference	2	Mr. Oluwalope	080 7 111 111

Inspected by FMF

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