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

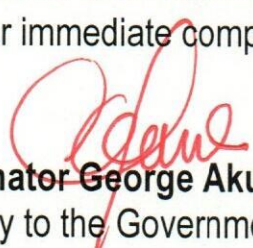
18th December, 2024

Chief of Staff to the President
Deputy Chief of Staff to the President, Office of the Vice-President,
Honourable Ministers/Minister of State,
Head of the Civil Service of the Federation
National Security Adviser,
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, Federal Inland Revenue Service,
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.

RE: PRESIDENTIAL DIRECTIVE ON MINISTRIES, DEPARTMENTS AND AGENCIES SCHEDULE OF EVENTS REQUIRING THE PRESENCE OF MR. PRESIDENT

It has become necessary to reiterate the need for early and adequate planning of scheduled events of Ministries, Departments and Agencies (MDAs) requiring the presence of Mr. President, and specifically, regarding the submission of speeches/talking points for the President's speaking role at the events.

3. Accordingly, all MDAs requiring the presence of Mr. President at scheduled events must forward details of the event programme and draft Presidential Address/ Talking Points at least Five (5) working days prior to the scheduled date of event.
4. Additionally, MDAs are also required to submit before the incoming year, their respective Annual Schedule of Activities/Programmes that require the presence of Mr. President in 2025, to the Office of the Chief of Staff to the President, to prepare Mr. President's calendar of programmes and ensure adequate planning.
5. The content of this circular should be brought to the attention of all Government Agencies for immediate compliance.


Senator George Akume, fnim, CON
Secretary to the Government of the Federation