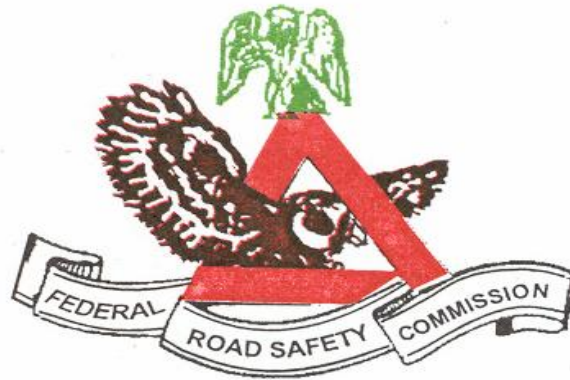


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FEDERAL ROAD SAFETY CORPS

1ST HALF YEAR (JAN - JUN 2018)

VERIFIED ACTION STATUS

OF







MANAGEMENT ASSIGNED TASKS

BY THE PROJECT IMPLEMENTATION OFFICE

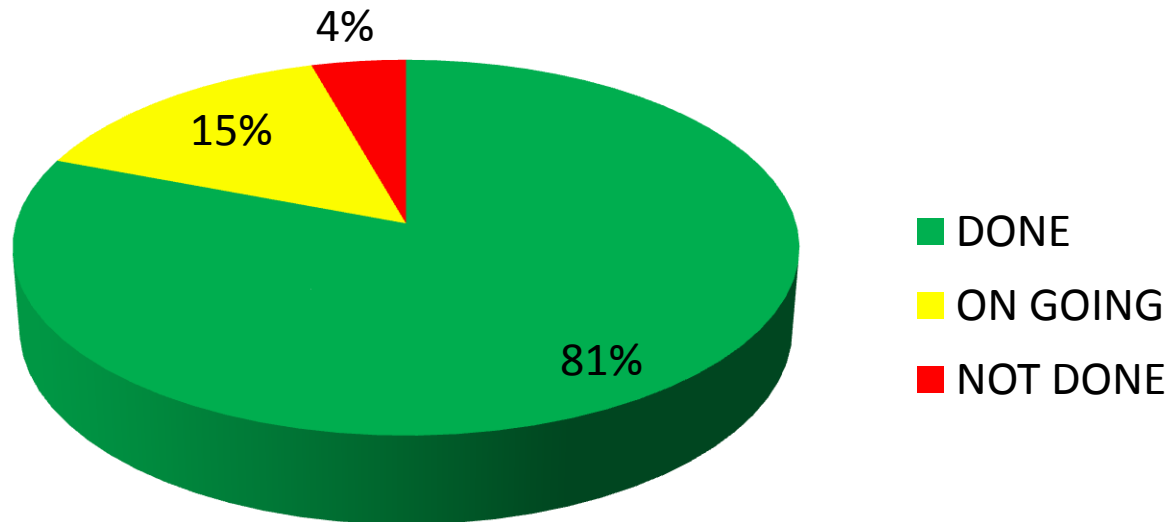
RSHQ, ABUJA.

INTRODUCTION

IN THE COURSE OF THIS PRESENTATION, THE FOLLOWING WILL BE HIGHLIGHTED;

-  **1ST QUARTER (JAN - MAR 2018) VERIFIED MANAGEMENT ACTION SHEET**
-  **2ND QUARTER (APR - JUN 2018) VERIFIED MANAGEMENT ACTION SHEET**
-  **GENERAL OBSERVATIONS MADE IN THE COURSE OF VERIFICATION.**
-  **RECOMMENDATIONS**
-  **FIRST QUARTER 2018 ACTIONABLE ITEMS STATUS**
-  **SECOND QUARTER 2018 ACTIONABLE ITEMS STATUS**

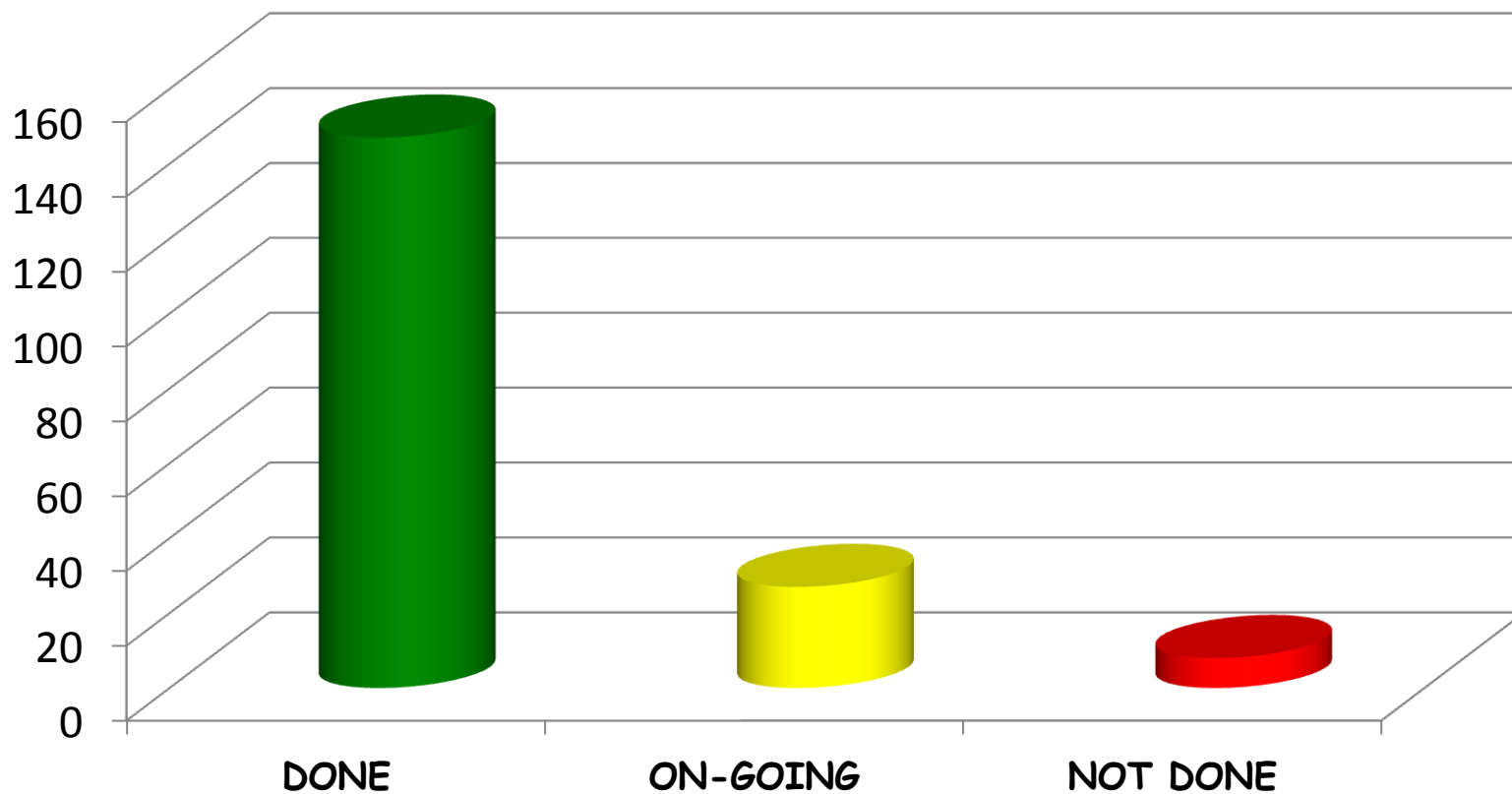
ACTION STATUS OF MGT ASSIGNED TASK FOR FIRST QUARTER 2018



ACTION KEYS

GREEN	-	TASK DONE	=	147
YELLOW	-	TASK ON-GOING	=	27
RED	-	NOT DONE	=	08
TOTAL	-			<u>182</u>

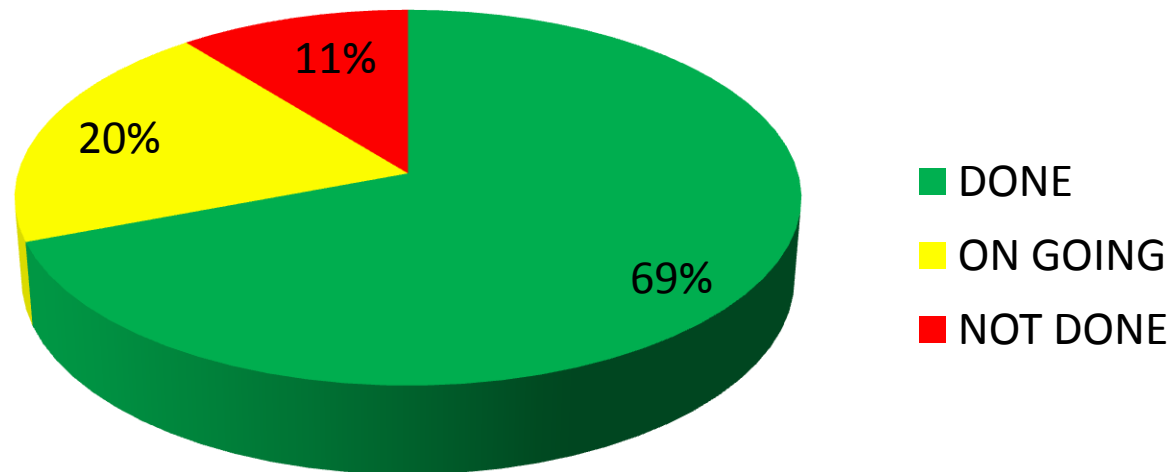
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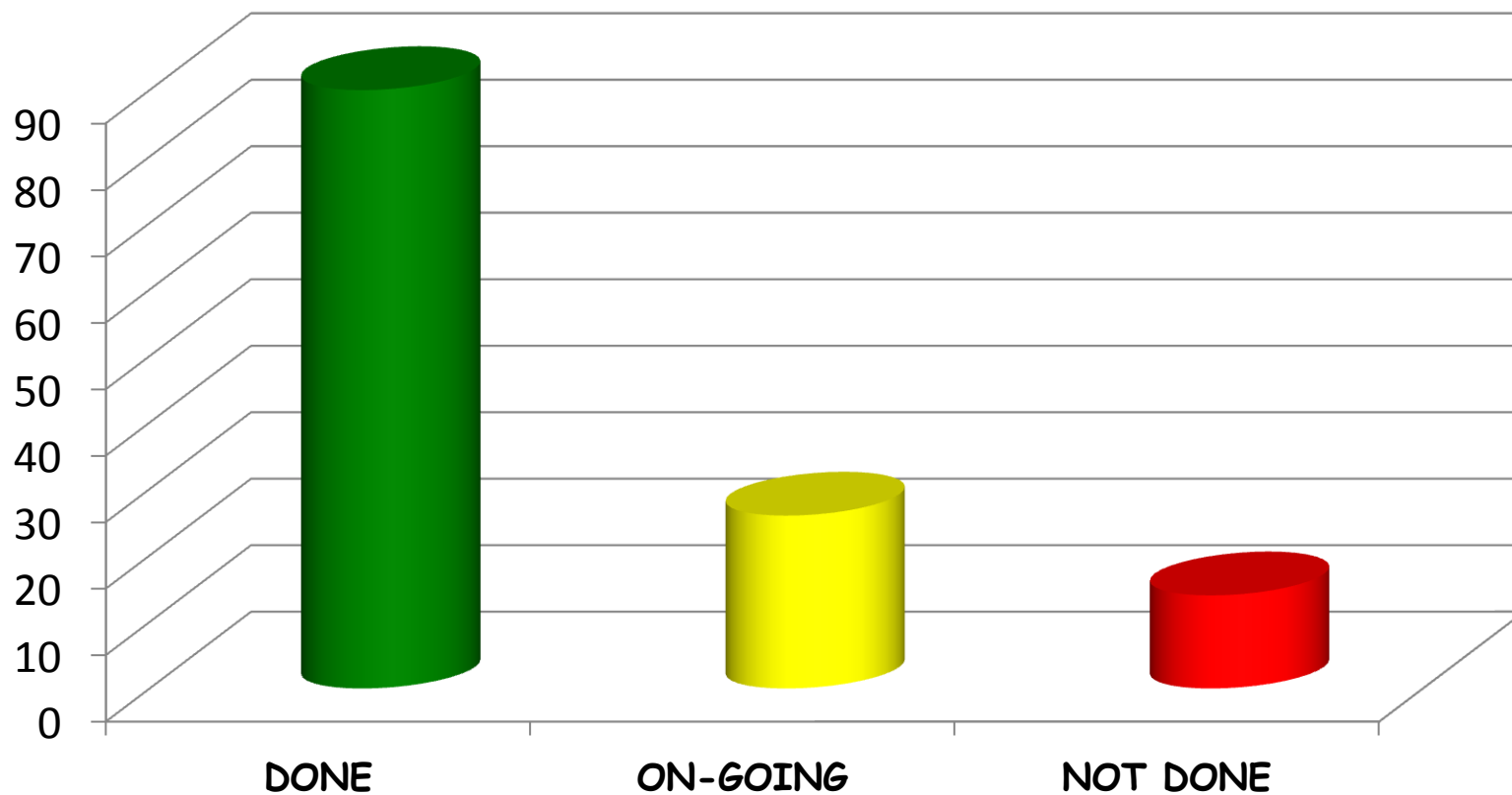
ACTION STATUS OF MGT ASSIGNED TASK FOR SECOND QUARTER 2018



ACTION KEYS

GREEN	-	TASK DONE	=	90
YELLOW	-	TASK ON-GOING	=	26
RED	-	NOT DONE	=	14
TOTAL	-			<u>130</u>

ACTION STATUS OF MGT ASSIGNED TASK FOR SECOND QUARTER 2018



ACTION KEYS

GREEN	-	TASK DONE	=	90
YELLOW	-	TASK ON-GOING	=	26
RED	-	NOT DONE	=	14
TOTAL	-			<u>130</u>

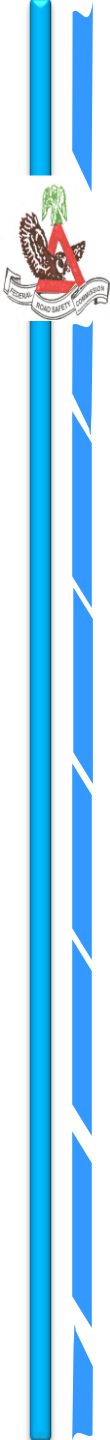


GENERAL OBSERVATIONS


- 🍌 In the first quarter, a total of 182 actionable items were recorded. 147 items were accomplished, 27 are on-going and 08 not done.
- 🍌 In the second quarter, a total of 130 actionable items were recorded. 90 items were accomplished, 26 are on-going and 14 are not done.
- 🍌 Most Heads of Departments and Corps Officers do not make the actionable items available to their subordinates thereby making it difficult for the subordinates to give an update on the actionable items during PIO's visit.

RECOMMENDATIONS


- 🍌 Heads of Departments and Corps Officers should endeavour to intimate their staff on the management assigned tasks.
- 🍌 Responsibility Officers are to ensure that all assigned tasks are diligently and expeditiously executed.




FIRST QUARTER 2018 VERIFIED MANAGEMENT ACTION SHEET




S/ N	DATE OF MEETING	ACTION	ACTION BY	COMMENT
1	04/07/17	DCM (Trg) should pursue the accreditation of the FRSC Academy by NUC to enable the Corp benefit from the TETFUND assistance for researches	Trg	On going
2	04/07/17	DCM (MVA), SA and CS should nominate and profile a competent Technical Team to commence the operation "Traffic Radio".	MVA SA CS	Done
3	15/08/17	DCM (AHR) should put in the Administrative Instructions of 2016 promotion exercise that anybody that fails three promotion exercises will be disengaged from service.	AHR	Not Done
4	13/09/17	PSO should remind CM to appreciate members of Committee on 7 th Annual Lecture Series by issuing them Certificate of Appreciation.	PSO	Not done
5	13/09/17	TSD, MR and CS should develop SOP for retiring staff according to the current Condition of Service. This should include submission of the Corps' property	TSD MR CS	Not Done
6	13/09/17	DCM (Trg) and HPAU should collect past presentations and upload it to FRSC website.	Trg PAU	Not Done
7	13/09/17	DCM (MVA) should activate the process of convening a workshop for Sector Heads of MVA at the end of September, 2017	MVA	Not done
8	19/09/17	DCM (AHR) and CS should commence the review and updating of the Staff Writing Manual to reflect the current realities as applicable in other sister agencies.	DCM (AHR) CS	Not Done
9	26/09/17	DCM (Trg) should negotiate with ASCON, Badagry for a one week intensive course on Cabinet Secretariat and Minutes-Taking for Recorders of Management meeting.	DCM (Trg)	Not Done




10	26/09/17	CPEO should ensure that events on the commissioning of new building for RS8.1 Kwara Sector Command are uploaded on FRSC YouTube platform.	CPEO	Done
11	31/10/17	DCM (AHR) and CS should ensure immediate posting of excess staff out of RSHQ to Field Commands	DCM (AHR) CS	Done
12	31/10/17	SA-CM and HPIO should ensure the full ownership and control of the e-APER platform by FRSC.	SA-CM HPIO	On going
13	12/12/17	ACM (TSD) should take full responsibility of the management of drivers in the Corps and create a Unit to handle their affairs.	TSD	Not done
14	12/12/17	DCM (AHR), DCM (F&A) and SA-CM should study the content of GIFMIS-HR and determine the feasibility of migrating SAP-HR data into GIFMIS-HR platform.	AHR F&A SA-CM	On going
15	12/12/17	Ag. HOD (SD&P) should bring up the customized design for FRSC's uniforms and present to CLA in order to commence the process of securing the patent right	Ag.HOD SD&P	Ongoing
16	09/01/18	Ag. HOD (SD&P) should ensure that completed Expression of Interest Forms for Agric Loan is ready on or before Monday 15 th January, 2018.	Ag. SD&P	Done
17	09/01/18	CIO should ensure the RSHQ back gate is locked by 1900hrs on work days and completely locked by weekends.	CIO	Done
18	23/01/18	PSO-CM to collate documents on FISH from HOU (Housing) and forward to DCM (SD&P) for proper follow up.	PSO-CM	Done
19	23/01/18	DCM (SD&P) should ensure that completed Expression of Interest Forms for Agric Loan are pursued vigorously because the Minister of Agric is favourably disposed.	DCM (SD&P)	Done
20	23/01/18	PSO/MR (QMS) should produce a standard template for recording vehicle inventory which would be used by the Stock Verification Officer (SVO) for nationwide stock verification exercise in 2018.	PSO/MR (QMS)	Done




21	23/01/18	ACM (TSD) should take inventory of all vehicles nationwide and submit report to Management on 15 February, 2018.	ACM (TSD)	Done
22	23/01/18	DCM AHR, CLA and HOU (Welfare) should study the entire content of the Employee Compensation Act, and approach the Agency for proper engagement of staff to benefit from the Agency's services.	DCM (AHR) CLA HOU (Welfare)	Done
23	23/01/18	ACM TSD should make adequate arrangement for the monitoring of Solar Panel street lights in Lokogoma Estate.	ACM (TSD)	Ongoing
24	23/01/18	DCM (AHR) and CS should use staff list from each office to execute the task of posting excess staff from RSHQ within 30 days.	AHR CS	Done
25	23/01/18	MR (QMS) should design an acceptable template for guard duty taking-over and vehicle movement register using standard procedures.	PSO-CM/ MR (QMS)	Ongoing
26	23/01/18	DCM (AHR), CS and CP should overhaul the Provost staff immediately to inject sanity into the process of Provost duties.	DCM (AHR) CS CP	Done
27	23/01/18	SA-CM should produce bound copy of CUG directory for use at the main gate and reception desk.	SA-CM	Done
28	23/01/18	SA-CM should provide 2 sets of box phone with dedicated lines at the reception desk and the main gate, thereafter the numbers should be circulated for use.	SA-CM	Ongoing
29	23/01/18	SA-CM should provide 2 sets of box phone to the print farm.	SA-CM	Done
30	23/01/18	ACM (PRS) should ensure that the 2017 Annual Report is produced and published on or before 31 March, 2018.	ACM (PRS)	Ongoing




31	23/01/18	CS should ensure the removal of UC RS5.24 Ughelli for grounding 2 vehicles.	CS	Done
32	23/01/18	ACM VC Nwokolo (ACM-Ops) to ensure the coordination and hitch-free participation of the Corps in the burial ceremony of Late VP Alex Ekwueme.	ACM (Ops)	Done
33	23/01/18	CIO, CP and PSO should be on the lookout for senior officers that drive staff vehicle.	PSO CIO, CP	Done
34	30/01/18	DCM (Ops) should invite the first National Coordinator Special Marshal to attend the Open House Session planned as part of the activities of FRSC 30 th Anniversary.	DCM (Ops)	Done
35	30/01/18	Members should ensure that the background processes for NDL physical capture are completed before invitation of VIPs	Members	Done
36	30/01/18	DCM (Ops) and CIO should work on the information of corrupt practices by some hidden Commands and submit recommendations to CM on the best ways to address the problem.	DCM (Ops) CIO	Done
37	30/01/18	CA should ensure that report on Commands with grounded vehicles is submitted to CM after the ongoing audit exercise.	CA	Done
38	30/01/18	ACM (TSD) should ensure that all grounded ambulances are repaired	ACM (TSD)	Ongoing
39	30/01/18	SA-CM should ensure proper utilization of IT Training Room and Multi Purpose Hall.	SA-CM	Done
40	30/01/18	DCM (Ops) should organize interactive session between the Management Team and ZCOs during the FRSC 30 th Anniversary ceremony.	DCM (Ops)	Done
41	30/01/18	MR should come up with the streamlined nomenclature in the Corps while CS should release administrative circular on the new nomenclature to all Commands and Formations.	MR CS	Done
42	30/01/18	CLA should revisit all the judgements in favour of the Corps and present report at the next meeting for further action	CLA	Ongoing



43	30/01/18	ACM (MVA) and CIO should work on individual SMS to be sent to owners of NDL and submit report on the way forward at the next meeting.	ACM (MVA) CIO	Ongoing
44	30/01/18	SA-CM should ensure continual improvement of security of IT platforms.	SA-CM	Done
45	30/01/18	ACM (PRS) should submit 2017 productivity measurement report to the Chairman before the end of February, 2018	ACM (PRS)	Done
46	30/01/18	DCM (Ops) should ensure placement of portrait of 2018 Strategic Goals in the CM Conference Room.	DCM (Ops)	Done
47	30/01/18	COSEN should sustain the objectivity in RTC report.	COSEN	Done
48	30/01/18	CS should send the details of the staff that would be attached to the Board Chairman to CIO for profiling.	CS	Done
49	30/01/18	PSO should ensure full implementation of report on RTC involving FRSC patrol vehicle (IVM Double Cabin Pickup VanA01-668RS) and a Nissan Sunny which occurred at MRR Filling Station along Asaba - Benin Expressway, Isele-Ukwu, Delta State.	PSO	Done
50	30/01/18	DCM (Ops) should address the issue of frequent RTC in RS7.1 FCT and RS7.2 Niger and submit report to the Management on or before the end of February, 2018.	DCM (Ops)	Done
51	30/01/18	PSO should circulate to members the input from FRSC Academy on "FRSC in the next decade" immediately after the meeting.	PSO	Done
52	30/01/18	CS should convene Expanded Management meeting for discussion on "FRSC at the Next Decade".	CS	Done
53	30/01/18	DCM (Trg), CMRO and PSO should liaise with the Chief Medical Director of National Hospital for training of staff working in Road Side Clinics and Zebras	DCM (Trg) CMRO PSO	Done




54	30/01/18	Members should liaise with DCM (AHR) and CS for deployment of staff to areas of needs	Members	Done
55	30/01/18	DCM (SD&P) and CMRO should work with Pharmaceutical companies for support with specific drugs for Road Side Clinics	DCM (SD&P) CMRO	Ongoing
56	30/01/18	PSO should ensure that the soft copy of report on SLD is sent to UN	PSO	Done
57	30/01/18	CS should convey actionable items contained in the report on TRB meeting to the concerned offices for implementation	CS	Done
58	30/01/18	DCM (Ops) should send the full report on TRB and related materials to ACM (PRS) for documentation and future reference.	DCM (Ops)	Done
59	30/01/18	ACM (PRS) should note observations made on the survey on Public Assessment of FRSC Rescue Activities for improvement in subsequent research.	ACM (PRS)	Done
60	30/01/18	DCM (Ops) should ensure full enforcement of the use of new number plates on all vehicles plying public roads.	DCM (Ops)	Done
61	30/01/18	CIO should draft a letter to ONSA on the need to flag the issue of unregistered vehicles in the country as threat to National Security and submit to the Chairman for consideration and endorsement.	CIO	Done
62	30/01/18	ACM (PRS), PAU, PIO, ISO Rep should review the content of E-APER and submit report on Tuesday 6 March, 2018.	ACM (PRS) PAU PIO Rep ISO	Ongoing



63	30/01/18	DCM (SD&P), SA, CS, ACM (MPD), CC (Pers) and DCIO should consider observations raised by members, update the promotion policy and submit report on Tuesday 6 March, 2018.	DCM (SD&P) SA CS ACM (MPD) CC (Pers) DCIO	Done
64	30/01/18	DCM (Ops) should ensure that the issue of failure of Commanding Officers to guide their staff on some unnecessary agitation is discussed at the next strategy session with ZCOs	DCM (Ops)	Ongoing
65	30/01/18	DCM (MVA), SA, PSO and HSAP should ensure the appraisal of IT facilities before the next promotion exercise	DCM (MVA) SA PSO HSAP	Done
66	30/01/18	CS should issue circular an extension of completion of APER by one week after which complaint will not be entertained.	CS	Done
67	30/01/18	MPB should ensure that sworn affidavit is not accepted in lieu of certificate of educational qualification in subsequent promotion exercises.	MPB	Done
68	30/01/18	DCM (AHR) should ensure full re-organization of Marshals' records and present comprehensive report on Tuesday 3 April, 2018	DCM (AHR)	Done
69	30/01/18	MR should include two Officers for Management of Marshals' records in the organogram (CC for MIs records and DCC for RMAs records)	MR	Done
70	30/01/18	Members should fully support the Committees set up for update of promotion policy and review of content of e-APER	Members	Done


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71	30/01/18	CS should get the circular on effective date of promotion from Head of Service for circulation to members	CS	Done
72	30/01/18	DCM (SD&P) should take charge of recommendation of staff for productivity and National Merit Awards.	DCM (SD&P)	Ongoing
73	30/01/18	ACM (PRS) should submit comprehensive recommendation on the ways to address observed irregularities in data report by Field Commands	ACM (PRS)	Done
74	30/01/18	CPEO should notify CM whenever there is publication for nomination for productivity and National Merit Awards.	CPEO	Done
75	30/01/18	Members should scan their credentials and upload on cloud as a proactive measure	Members	Done
76	30/01/18	DCM (Ops), DCM (Trg), COSEN and CPEO should meet the President NFF for training of drivers of Football Clubs in batches.	DCM (Ops) DCM (Trg) COSEN CPEO	Done
77	30/01/18	CLA should update the compilation of past judgements in favour and against FRSC for future references.	CLA	Ongoing
78	30/01/18	DCM (Ops) should address the issue of frequent RTCs in RS7.1 FCT and RS7.2 Niger and submit report to the Management before the end of February, 2018.	DCM (Ops)	Done
79	30/01/18	PSO should ensure that the soft copy of report on SLD is sent to UN	PSO	Done
80	30/01/18	DCM (Ops) should send the full report on TRB and related materials to ACM (PRS) for documentation and future reference.	DCM (Ops)	Done




111	09/02/18	DCM (Trg) and CMRO should work out courses relevant to paramedics and first responders for presentation to Management	DCM (Trg) CMRO	Done
112	09/02/18	DCM (Trg) and CMRO should brief Management on the position of the collaboration between FRSC and a private firm in the area of paramedics training at the FRSC Academy, Udi	DCM (Trg) CMRO	Done
113	06/03/18	CS should convey Management commendation to DCC EG Dung for clearing the backlog at the Signage Plant.	CS	Done
114	06/03/18	DCM (F&A) should give DCC EG Dung monetary reward for outstanding performance at Signage Plant	DCM (F&A)	Ongoing
115	06/03/18	ACM (PRS), SA-CM and CS should come up with a proposal on the workshop for Board members.	ACM (PRS) SA-CM CS	Done
116	06/03/18	CS should identify the states of residence of Board members and ensure an interface between them and the Commanding Officers of those areas.	CS	Done
117	06/03/18	DCMs, ACMs and COs should prepare and submit five minutes presentations on their office schedules not later than Friday 16 March, 2018 in preparation for the workshop for Board members.	DCMs ACMs COs	Done
118	06/03/18	CS should determine the venue of the forthcoming workshop for Board members	CS	Ongoing
119	06/03/18	SA-CM, ACM (PRS), CPEO and ACC Protocol should interface on the forthcoming workshop for members of the Board.	SA-CM ACM (PRS) CPEO Protocol	Done
120	06/03/18	CPEO should ensure adequate publicity and press coverage of the forthcoming workshop for Board members	CPEO	Done

121	06/03/18	CLA should assign a legal Counsel to review cases involving Officers for onward delivery to members of the Board	CLA	Done
122	06/03/18	DCM (Ops), DCM (F&A) and ACM (TSD) to see CM on allocation of vehicles to new Commands.	DCM (Ops) DCM (F&A) ACM (TSD)	Done
123	06/03/18	CMRO should do an in-depth medical investigation on staff who submitted medical certificates (excuse duty) to identify those unfit for work in order to face Medical Board.	CMRO	Done
124	06/03/18	DCM (AHR), CS and CIO should ensure staff on desertion are fished out for termination of appointment.	DCM (AHR) CS CIO	Done
125	06/03/18	DCM (AHR), ACM (PRS) and CS should gazette appointments, promotions and termination of staff within 30 days.	DCM (AHR) ACM (PRS) CS	Ongoing
126	06/03/18	DCM (AHR) and CS should ensure that all staff with criminal cases are placed on interdiction till conclusion of such cases.	DCM (AHR) CS	Ongoing
127	06/03/18	CIO should ensure that staff with criminal cases are not reinstated until they produce letter from police absolving the staff.	CIO	Done
128	06/03/18	DCM (Trg) should ensure that the payment of access fee commence in 2018.	DCM (Trg)	Done




129	06/03/18	CLA and Nodal Officer (SERVICOM) should work on the SOP for staff grievance procedure.	CLA SERVICOM	Ongoing
130	06/03/18	CLA should ensure the insertion of the amendment in the Regulations on Discipline.	CLA	Done
131	06/03/18	CLA and CS should issue a memo on the need to insert the proposed amendment on the Regulations on the Maintenance of Discipline for approval by FRSC Board.	CLA CS	Done
132	06/03/18	ACM (PRS) should remind CM to visit Minister of Health and Minister of State for Health to intimate them on the need for data from crashes.	ACM (PRS)	Done
133	06/03/18	ACM (PRS) should bring up a memo on the need to change the nomenclature of FRSC dashboard to Nigeria Road Safety Observatory and the need to improve on the present reporting format.	ACM (PRS)	Done
134	06/03/18	Punitive posting should be discarded as punishment for erring staff as the Regulations on Maintenance of Discipline has adequately tackled the issue..	All	Done
135	06/03/18	SA-CM should ensure close monitoring of activities at the Merit Award Committee to enable the Corps nominates eligible Officers.	SA-CM	Done
136	06/03/18	DCM (AHR) should issue administrative query to Sector Commander RS3.1 Adamawa for embarrassing and tarnishing the image of the Corps.	DCM (AHR)	Done
137	06/03/18	DCM (Ops) should ensure that all National events are well coordinated as recorded during the burial of the former Vice President, Late Dr. Alex Ekwueme.	DCM (Ops)	Done


138	06/03/18	CTSO should bring up the issue of regulating the use of ambulances as a mandate of the Corps in the country for CM's attention.	CTSO	Done
139	06/03/18	CP should initiate and sustain a verifiable means of supervising guard duty to ensure effective performances.	CP	Done
140	06/03/18	DCM (AHR) and CS should overhaul the CP office with a view to identifying and injecting more competent people.	DCM (AHR) CS	Done
141	06/03/18	CPEO should warn the public against patronizing fake portals as regards recruitment and let them know that the Corps will publicize the commencement of its recruitment.	CPEO	Done
142	06/03/18	H (NaRSAC) should liaise with ACM (PRS) to incorporate the presentation on NRSS into the document prepared for the DCMs' visits to Commands.	H(NaRSAC)	Done
143	06/03/18	DCM (AHR) should ensure that all cases of desertion were treated with utmost dispatch to reduce the amount spent on salaries accruing to such staff.	DCM (AHR)	Ongoing
144	13/03/18	DCM (F&A) should ensure that FRSC continues to manage SAP-HR platform until the process of migrating into GIFMIS was completed.	DCM (F&A)	Done
145	13/03/18	CS should incorporate the need for the deployment of staff of Corps Armament office into the recommendations of the report on Officers Audit.	CS	Done
146	13/03/18	DCM (Ops) should convey Management's decision to Field Commands that henceforth FDPs constituted as a result of surveillance activities carried out by component Commands be hosted at the Zonal HQ.	ACM (Ops)	Done




147	13/03/18	DCM (AHR) should make provision for the review of FDP recommendations not considered satisfactory from Field Commands.	DCM (AHR)	Done
148	13/03/18	CIO and CMRO should present a position paper to Management on the rate of abuse of illicit substances/drugs by FRSC staff.	CIO CMRO	Done
149	13/03/18	DCM (AHR) and CS should explore the possibilities of organizing counseling sessions for staff addicted to illicit substances/drugs.	AHR CS	Ongoing
150	13/03/18	DCM (Ops), DCM (F&A) and ACM (TSD) to see CM on allocation of vehicles to new Commands.	DCM (Ops) DCM (F&A) ACM (TSD)	Done
151	13/03/18	CMRO should do an in-depth medical investigation on staff who submitted medical certificates (excuse duty) to identify those unfit for work in order for them to face Medical Board.	CMRO	Ongoing
152	13/03/18	ACM (PRS) should bring up a memo on the need to change the nomenclature of FRSC dashboard to Nigeria Road Safety Observatory and the need to improve on the present reporting format.	ACM (PRS)	Done
153	20/03/18	CMRO should continue to explore the possibilities of treating staff with emergencies in the FRSC Medical Centre using their respective NHIS numbers.	CMRO	Done
154	20/03/18	CMRO should ensure that staff that failed to register as NHIS clients of FRSC Medical Centre are not given drugs except on emergency cases.	CMRO	Done



155	20/03/18	CMRO should encourage staff to register as NHIS clients of FRSC Medical Centre.	CMRO	Done
156	20/03/18	CMRO should invite HMO to make a presentation to Management on the possibility of treating staff with emergencies who are not registered clients of FRSC Clinic with the use of their NHIS Number.	CMRO	Done
157	20/03/18	COSEN should submit a memo to CM on how New Car Assessment Programme (NCAP) can be implemented.	COSEN	Done
158	20/03/18	DCM (Ops) should ensure that the document on "Improving Operations Activities in the Field Commands" was presented at the strategy session scheduled for April, 2018	DCM (Ops)	Ongoing
159	20/03/18	DCM (AHR), CS and CIO should redouble their efforts to ensure that applications for resignation by staff receive prompt attention and acknowledgement without recourse to inviting the staff for counseling.	DCM (AHR) CS CIO	Done
160	20/03/18	CS should ensure that all the pending presentations directed by the Corps Marshals are listed on the agenda for deliberation.	CS	Done
161	20/03/18	CP should ensure that staff are not allowed to enter staff bus until 1615hrs.	CP	Done
162	20/03/18	CS should release a circular to remind COs that the ban on engagement, collaboration or interface with Nigerian Peace Corps is still in force.	CS	Done
163	20/03/18	CS should immediately redeploy the Head of Zebra 32 for diverting drugs/medical facilities for his personal gains and be replaced with an Officer from the same Zone to cut down cost of transfer allowance.	CS	Done




164	20/03/18	DCM (Ops) should ensure all observations made on the presentation titled "Improving Operations Activities in the Field Commands" were effected and same forwarded to DCM (Trg) for use as training document at the Corps training institutions.	DCM (Ops)	Ongoing
165	20/03/18	CS should ensure that the most skilled Officer serves as DCC (Ops) in the Sector Command while in the absence of the Sector Commander most senior DCC should take change.	CS	Done
166	20/03/18	CLA should bring up a directive on the regulation of use of personal phone while on patrol or traffic control and forward same to CS for circulation.	CLA	Not Done
167	20/03/18	CS should bring up a posting proposal of all DCCs who have over-stayed in a Command for five (5) years and above for CM's consideration and approval.	CS	Done
168	20/03/18	ACM (PRS) should update the lecture titled "Attitude of Staff" earlier presented to Management and represent.	ACM (PRS)	Done
169	20/03/18	DCM (Trg) should come up with a position paper on how to improve the conduct of Test of Understanding for staff.	DCM (Trg)	Done
170	20/03/18	DCM (SD&P) should ensure the final report of Committee on promotion policy was presented to Management for consideration at the first meeting of April, 2018.	DCM (SD&P)	Done
171	20/03/18	CA and CMRO should design a template for monitoring mechanism and auditing the dispensation of drugs by Zebras and Roadside Clinics.	CA CMRO	Done
172	20/03/18	DCM (Ops) should ensure that RS7.1 FCT discontinues the conduct of Special Patrol by the Command's premises immediately.	DCM (Ops)	Done




173	20/03/18	PSO should liaise with DCM (Ops) to collate report of DCM's visit to Field Commands carried out in March, 2018 and forward for CM's attention.	PSO	Done
174	20/03/18	DCM (Ops) should delegate a team to carry out on-the-spot assessment of Dutse Outpost along Abuja-Kaduna road and submit report on same forwarded to CM on or before 22 March, 2018	DCM (Ops)	Done
175	20/03/18	CPRO should ensure that 2018 procurement of furniture were largely deployed to Field Commands.	CPRO	Done
176	20/03/18	ACM (TSD) should ensure provision of additional office space for RS8.35 Geregu Unit Command and parameter fence for RS10.33Tsafe Unit Command	ACM (TSD)	Ongoing
177	20/03/18	Nodal Officer should embark on command's sensitization on service delivery to RS7.1 FCT and its component Unit Commands on managing external aggression.	Nodal Officer	Done
178	20/03/18	ACM (TSD) should ensure fencing of RS2.23 Mowe Unit Command to avert subsequent attack on the Command.	ACM (TSD)	Ongoing
179	20/03/18	CPRO and CPEO should bring up cost implication of procuring the NAN agent's items destroyed by staff of RS7.1 FCT during the crisis between the Command and personnel of Abuja Environment Taskforce in March, 2018	CPRO CPEO	Done
180	20/03/18	ACM (PRS) should update the presentation on UN Decade of Action and forward same to CM for onward submission to SGF, FMBNP, FMH, FMPWH and DSS.	ACM (PRS)	Done
181	20/03/18	SA-CM should ensure that the updated presentation on UN Decade of Action is forwarded to SGF, FMB&P, FMPWH and DSS.	SA-CM	Done
182	20/03/18	DCM (SD&P) should submit the list of the new Officers posted to RSHQ to PSO for posting to their geopolitical zones	DCM (SD&P)	Done



		ON GOING TASKS		
01	04/07/17	DCM (Trg) should pursue the accreditation of the FRSC Academy by NUC to enable the Corp benefit from the TETFUND assistance for researches	Trg	On going
02	31/10/17	SA-CM and HPIO should ensure the full ownership and control of the e-APER platform by FRSC.	SA-CM HPIO	On going
03	12/12/17	DCM (AHR), DCM (F&A) and SA-CM should study the content of GIFMIS-HR and determine the feasibility of migrating SAP-HR data into GIFMIS-HR platform.	AHR F&A SA-CM	On going
04	12/12/17	Ag. HOD (SD&P) should bring up the customized design for FRSC's uniforms and present to CLA in order to commence the process of securing the patent right	Ag.HOD SD&P	Ongoing
05	23/01/18	ACM TSD should make adequate arrangement for the monitoring of Solar Panel street lights in Lokogoma Estate.	ACM (TSD)	Ongoing
06	23/01/18	MR (QMS) should design an acceptable template for guard duty taking-over and vehicle movement register using standard procedures.	PSO-CM/ MR (QMS)	Ongoing
07	23/01/18	SA-CM should provide 2 sets of box phone with dedicated lines at the reception desk and the main gate, thereafter the numbers should be circulated for use.	SA-CM	Ongoing
08	23/01/18	ACM (PRS) should ensure that the 2017 Annual Report is produced and published on or before 31 March, 2018.	ACM (PRS)	Ongoing
09	30/01/18	ACM (TSD) should ensure that all grounded ambulances are repaired	ACM (TSD)	Ongoing
10	30/01/18	CLA should revisit all the judgements in favour of the Corps and present report at the next meeting for further action	CLA	Ongoing



11	30/01/18	ACM (MVA) and CIO should work on individual SMS to be sent to owners of NDL and submit report on the way forward at the next meeting.	ACM (MVA) CIO	Ongoing
12	30/01/18	DCM (SD&P) and CMRO should work with Pharmaceutical companies for support with specific drugs for Road Side Clinics	DCM (SD&P) CMRO	Ongoing
13	30/01/18	ACM (PRS), PAU, PIO, ISO Rep should review the content of E-APER and submit report on Tuesday 6 March, 2018.	ACM (PRS) PAU PIO Rep ISO	Ongoing
14	30/01/18	DCM (Ops) should ensure that the issue of failure of Commanding Officers to guide their staff on some unnecessary agitation is discussed at the next strategy session with ZCOs	DCM (Ops)	Ongoing
15	30/01/18	DCM (SD&P) should take charge of recommendation of staff for productivity and National Merit Awards.	DCM (SD&P)	Ongoing
16	30/01/18	CLA should update the compilation of past judgements in favour and against FRSC for future references.	CLA	Ongoing
17	06/03/18	DCM (F&A) should give DCC EG Dung monetary reward for outstanding performance at Signage Plant	DCM (F&A)	Ongoing
18	06/03/18	CS should determine the venue of the forthcoming workshop for Board members	CS	Ongoing
19	06/03/18	DCM (AHR), ACM (PRS) and CS should gazette appointments, promotions and termination of staff within 30 days.	DCM (AHR) ACM (PRS) CS	Ongoing
20	06/03/18	DCM (AHR) and CS should ensure that all staff with criminal cases are placed on interdiction till conclusion of such cases.	DCM (AHR) CS	Ongoing



21	06/03/18	CLA and Nodal Officer (SERVICOM) should work on the SOP for staff grievance procedure.	CLA SERVICOM	Ongoing
22	06/03/18	DCM (AHR) should ensure that all cases of desertion were treated with utmost dispatch to reduce the amount spent on salaries accruing to such staff.	DCM (AHR)	Ongoing
23	13/03/18	CMRO should do an in-depth medical investigation on staff who submitted medical certificates (excuse duty) to identify those unfit for work in order for them to face Medical Board.	CMRO	Ongoing
24	20/03/18	DCM (Ops) should ensure that the document on "Improving Operations Activities in the Field Commands" was presented at the strategy session scheduled for April, 2018	DCM (Ops)	Ongoing
25	20/03/18	DCM (Ops) should ensure all observations made on the presentation titled "Improving Operations Activities in the Field Commands" were effected and same forwarded to DCM (Trg) for use as training document at the Corps training institutions.	DCM (Ops)	Ongoing
26	20/03/18	ACM (TSD) should ensure provision of additional office space for RS8.35 Geregu Unit Command and parameter fence for RS10.33Tsafe Unit Command	ACM (TSD)	Ongoing
27	20/03/18	ACM (TSD) should ensure fencing of RS2.23 Mowe Unit Command to avert subsequent attack on the Command.	ACM (TSD)	Ongoing




		NOT DONE TASKS		
01	15/08/17	DCM (AHR) should put in the Administrative Instructions of 2016 promotion exercise that anybody that fails three promotion exercises will be disengaged from service.	AHR	Not Done
	13/09/17	PSO should remind CM to appreciate members of Committee on 7 th Annual Lecture Series by issuing them Certificate of Appreciation.	PSO	Not done
02	13/09/17	TSD, MR and CS should develop SOP for retiring staff according to the current Condition of Service. This should include submission of the Corps' property	TSD MR CS	Not Done
03	13/09/17	DCM (Trg) and HPAU should collect past presentations and upload it to FRSC website.	Trg PAU	Not Done
04	13/09/17	DCM (MVA) should activate the process of convening a workshop for Sector Heads of MVA at the end of September, 2017	MVA	Not done
05	19/09/17	DCM (AHR) and CS should commence the review and updating of the Staff Writing Manual to reflect the current realities as applicable in other sister agencies.	DCM (AHR) CS	Not Done
06	26/09/17	DCM (Trg) should negotiate with ASCON, Badagry for a one week intensive course on Cabinet Secretariat and Minutes-Taking for Recorders of Management meeting.	DCM (Trg)	Not Done
07	12/12/17	ACM (TSD) should take full responsibility of the management of drivers in the Corps and create a Unit to handle their affairs.	TSD	Not done
08	20/03/18	CLA should bring up a directive on the regulation of use of personal phone while on patrol or traffic control and forward same to CS for circulation.	CLA	Not Done



SECOND QUARTER 2018 VERIFIED MANAGEMENT ACTION SHEET



	DATE	2 ND QTR MANAGEMENT ASSIGNED TASKS	DEPT/ CO	REMARK
1	11/04/18	CLA should study all criminal cases involving staff and advice Management on steps to be taken as internal mechanism to enforce disciplinary measures as stipulated by the FRSC Regulations on Maintenance of Discipline.	CLA	Ongoing
2	11/04/18	CS should convey to CIO and CP to liaise with AHR and ensure that their representatives are part of all counseling sessions organized for staff.	CS	Done
3	11/04/18	CIO should ensure representation at all counseling sessions at AHR	CIO	Ongoing
4	11/04/18	DCM (AHR), CS, and CIO should clone the files of all staff involved in criminal cases.	DCM (AHR) CS CIO	Done
5	11/04/18	CS should ensure the removal of the Route Commander (RC) involved in incest from Bayelsa to the North.	CS	Done
6	11/04/18	CIO should update its records of all criminal cases involving staff and resubmit to CM within one week.	CIO	Done
7	11/04/18	PIO should include the level of moral decadence in the Corps' and making politically motivated statements as part of discussions in the next strategy session.	PIO	Done
8	11/04/18	DCM (SD&P), ACM (CAS), CMRO and CPEO should put together a full report on the National Community Post-Crass Care Initiative for presentation by DCM (SD&P) during the next Management meeting. The report should highlight the following: i. Report of the documentary requested by World Bank on communities' involvement in post crash care along critical corridors. ii. Training sessions of communities on rescue services and post crash care with pictorial evidence.	DCM (SD&P) ACM (CAS) CMRO CPEO	Not Done




10	11/04/18	CS should convey a circular to Departments, offices and Commands to ensure office keys are accessible so as to ensure access to their offices in the event of any emergency.	CS	Done
11	11/04/18	ACM (TSD) should prepare a comprehensive report the status of fire alarms in the RSHQ and present to Management at the next meeting.	ACM (TSD)	Done
12	11/04/18	DCM (MVA) should conduct fire safety assessment at the Gwagwalada Plant and Print Farm Kado to ascertain their safety status.	DCM (MVA)	Ongoing
13	11/04/18	ACM (TSD) should take inventory of all offices using rug and submit report to CM to consider replacement with tiles.	ACM (TSD)	Done
14	11/04/18	ACM (TSD) should ensure that fire safety inspection forms part of the quarterly inspection of FRSC's quarters.	ACM (TSD)	Done
15	11/04/18	ACM (PRS) should write a letter to WARSO President for CM's signature, drawing his attention to the inactive state of the organization, and the need to reactivate it.	ACM (PRS)	Done
16	11/04/18	DCM (Ops) should ensure that Zonal and Sector Commands were empowered to investigate disciplinary cases involving patrol misconducts, DLC related offences, and number plate racketeering.	DCM (Ops)	Not Done
17	11/04/18	ACM (TSD) should inject more vehicles into "Operations Cobra" for increased visibility and enforcement.	ACM (TSD)	Done
18	11/04/18	The promotion policy be adopted as presented with the breakdown of 5 marks for physical fitness to be effected as follows: i. 2 marks for being present. ii. 3 marks for participation in running, press up and sit up.	DCM (SD&P)	Done

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71	11/04/18	DCM (SD&P) should forward the adopted policy to MPB for use in subsequent promotion exercises.	DCM (SD&P)	Done
72	11/04/18	CMRO should liaise with AHR (Pensions and Insurance) to ascertain the status of staff insurance as regards RTC related cases and report back to Management within two weeks.	CMRO	Done
73	11/04/18	CP should synergize with the Counseling Unit in AHR to produce a holistic document that would include among others, modules that could be used for counseling of staff with troubled marriages.	CP	Done
74	11/04/18	CP should secure the buy in of ROSOWA in using the modules for counseling of couples/spouses with troubled marriages.	CP	Done
75	11/04/18	CP should liaise with AHR to propose the inclusion of premarital counseling of staff in the SOP for marriage in the Corps.	CP AHR	Done
76	11/04/18	CMRO should assess the functionality of the Clinics in Plants and present a comprehensive report to Management in two weeks	CMRO	Ongoing
77	11/04/18	DCM (MVA) should enforce the maximum 3 years length of stay for staff posted to Plant	DCM (MVA)	Not Done
78	11/04/18	CIO and CP should enforce the use of protective body gear by all staff as a pre-requisite for entry into the Plant.	CIO CP	Done
79	11/04/18	CS should effect the necessary correction on the posting to include the category of overstayed staff among those to benefit from transfer allowance.	CS	Done
80	11/04/18	DCM (AHR) and CS should note that in subsequent postings only those on compassionate posting will be excluded from transfer allowance.	AHR CS	Done

111	17/04/18	DCM (MVA) should make a position paper on how to retain IT staff in the Corps and present at the next meeting.	DCM (MVA)	Done
112	17/04/18	Following the COSEN should ensure that all recommendations in Crash Analysis report are practicable and realistic.	COSEN	Done
113	17/04/18	Following the presentation and comments, Management directed that DCM (AHR) should work on the report, include appropriate recommendations and represent at the next Management meeting.	DCM (AHR)	Done
114	24/04/18	DCM (Ops) should ensure that the number of obstructions cleared is reflected on the dashboard.	DCM (Ops)	Ongoing
115	24/04/18	DCM (Ops) to ensure follow up on specific intervention assigned to Commands with a view to reversing RTC trend while COSEN should report on the impact of the intervention.	DCM (Ops) COSEN	Done
116	24/04/18	DCM (AHR) should work on the report, include appropriate recommendations and represent at the next Management meeting.	DCM (AHR)	Done
117	24/04/18	CLA should make a presentation to Management on Group Personnel Accident (GPA) Insurance Scheme to throw more light on the benefits as stipulated in the Workmen's Compensation Act.	CLA	Done
118	24/04/18	DCM (AHR) should ensure that Pension and Insurance Section makes a presentation on benefits of subscribing to Group Personnel Accident Insurance Scheme to the Corps' Personnel.	DCM (AHR)	Done
119	24/04/18	CMRO should brief Management with particular interest on the benefits of NHIS vis-a-vis GPA benefits so as to guide Management on whether it should or not subscribe to the scheme.	CMRO	Done
120	8/05/18	CPEO should ensure that FRSC photo library of all FRSC activities (WARSO inclusive) is fully functional within one month and to also ensure the production of the soft copy.	CPEO	Ongoing




121	8/05/18	CS should convey to ACM (PRS) and CPEO to ensure that draft of the pamphlet containing CM's press conference at the 10 th anniversary of WARSO is ready within two weeks.	CS	Done
122	8/05/18	CLA should re-administer the Oath of Secrecy to members of Expanded Management and COs.	CLA	Done
123	8/05/18	CS should convey Management's appreciation to the Commandant General, NSCDC for his prompt response to the request for deployment of his men to secure RSHQ.	CS	Done
124	8/05/18	CS should convey Management's decision to CP to ensure strict compliance to security tips by Personnel	CS	Done
125	8/05/18	CIO and CP should ensure proper manning of FRSC premises and liaise with TSD for the deployment of walkie-talkie for enhanced communication amongst security personnel within RSHQ.	CIO CP	Done
126	8/05/18	CS should convey Management's directive to SC RS2.1 Lagos to identify and train personnel on radio communication, for deployment along corridors within his Command.	CS	Done
127	8/05/18	DCM (ops) should redesign the present radio codes to be used for training programmes.	Ops	Ongoing
128	8/05/18	DCM (Ops), ACM (PRS) and CS should modify the SOP on recruitment to reflect male applicant's dress code as white shorts only.	DCM (Ops) ACM (PRS) CS	Not Done

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129	8/05/18	CLA should subject all sponsorship requests and contracts to CM's endorsement before circulation.	CLA	Ongoing
130	8/05/18	CPRO should liaise with DCM (Ops) to ensure the inclusion of procurement of chainsaw and other operational tools in the 2019 budget.	CPRO	Done
131	8/05/18	CBO should forward a memo to Departments, Corps Offices, Special Units and Commands requesting for input towards the preparation of 2019 budget.	CBO	Done
132	8/05/18	CS should convey Management's directive to COs to forward the lists of eligible staff not captured in the Silver Service Award, to DCM (SD&P).	CS.	Done
133	8/05/18	DCM (Trg) and CIO should shortlist staff of proven integrity and submit to Management in two weeks with a view to redeploying them to FCT and environs for the purpose of FDP sittings to cut cost and risk.	DCM (Trg) CIO	Done
134	8/05/18	PSO-CM should develop SOP for inviting Principal Witnesses to FDP sittings in RSHQ.	PSO-CM	Done
135	8/05/18	DCM (AHR) should convey and ensure that DCCs (AHR) at the Zonal Command HQs head counseling units and conduct pre-marital counseling sessions with intending couples in the Corps.	DCM (AHR)	Done
136	8/05/18	DCM (Trg) should work with the Commandants of the Academy and Training School to follow through the process of accreditation of the Academy with NUC so as to secure FEC endorsement for TETFUND assistance.	DCM (Trg)	Ongoing
137	8/05/18	ACM (TSD) should ensure follow up with FCT Minister on the Corps' request for land to build National Headquarters permanent site and report back to CM in one week.	ACM (TSD)	Ongoing

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138	8/05/18	DCM (AHR) should diligently clean up the list of shortlisted marshals for 2018 conversion exercise and re-submit.	DCM (AHR)	Done
139	8/05/18	DCM (Ops) and CS should constitute a mini Committee to be headed by a DCC to review the presentation made by Commandant Academy to Management.	DCM (Ops) CS	Ongoing
140	8/05/18	DCM (Trg) should ensure that the Corps secures FEC's endorsement for Accreditation of FRSC Academy Udi as degree awarding institution with a view to facilitating NUC's final approval	DCM (Trg)	Ongoing
141	8/05/18	ACM (PRS) and CS should harmonize the template for confidential Course reports obtained from military and other outfits and forward same to Commandants of Academy and Training School for adoption.	ACM (PRS)	Ongoing
142	8/05/18	CS should inform Commandant Training School to provide update to CM on the status of VSAT and internet connectivity of the school before the end of May, 2018.	CS	Done
143	8/05/18	SA-CM should liaise with Galaxy network provider to provide V-SAT at Training School Jos.	SA-CM	Done
144	8/05/18	ACM (TSD) should sort out 5 old vehicles from Field Commands and deploy them to Training School, Jos.	ACM (TSD)	Done
145	8/05/18	ACM (CBO) should collate inputs on the needed items for setting up a regimental band at Training School Jos.	ACM (CBO)	Done
146	8/05/18	CS should inform Commandant Training School to follow through with the Governor of Plateau state and secure the relevant documents of the proposed permanent site of the school at Shendam, to enable the Corps capture it in the 2019 budget.	CS	Done



147	8/05/18	DCM (AHR) and CS should ensure the implementation of recommendations submitted in the report of 2018 Medical Board first session sitting as amended.	DCM (AHR) CS	Done
148	8/05/18	CMRO should ensure that the four (4) staff whose further treatment have been stalled by lack of funds be assisted urgently to enable them undergo definitive surgeries.	CMRO	Done
149	8/05/18	PSO-CM should liaise with F&A to effect the restoration of salaries of eight (8) staff whose salaries were suspended for failure to appear before FMB in July, 2017 following their satisfactory explanation	PSO-CM	Done
150	8/05/18	CS should ensure that the four (4) staff said to be on admission and the one on course were invited to appear before the next FMB sitting in September, 2018.	CS	Not Done
151	8/05/18	CS and CMRO should ensure that ZCO RS10 Sokoto constitutes FDP to investigate the staff earlier invited to appear before FMB sitting and who were said to be on desertion and forward report to RSHQ.	CS CMRO	Ongoing
152	8/05/18	CS should forward to CLA all the relevant documents relating to the three (3) staff injured while on lawful duties and yet to secure succor for possible institution of legal action since ADR have failed.	CS	Done
153	8/05/18	CMRO should bring up all critical medical cases to CM for possible financial assistance to the affected staff.	CMRO	Done
154	8/05/18	CS should convey to staff recommended for further treatment to report to their respective Zonal Commands for assessment by Zonal Medical Officers	CS	Done

155	8/05/18	ACM (PRS) should liaise with CA to communicate Head of Depts, COs and Commands issued with raffle draw tickets and other promotional items to either remit the proceeds or return them by end of June, 2018 or deductions would be made from their individual salaries.	ACM (PRS)	Done
156	8/05/18	ACM (PRS) should prepare a draft budget for hosting CM's Sports Championship to serve as a guide to the next Committee and for inclusion in 2019 budget. The draft to be submitted in two weeks	ACM (PRS)	Done
157	8/05/18	ACM (PRS) should forward the list of members of Committee on CM's Sports Championship for Management Appreciation.	ACM (PRS)	Done
158	8/05/18	CS should convey to MPB Management's recommendation to promote a female Marshal who won 3 Gold Medals at the 2 nd CM's Sports Championship, for outstanding performance.	CS	Done
159	8/05/18	CS should convey Management commendation to HPSS (CC MI Garba) for his prudence in piloting the affairs of PSS without fraud.	CS	Done
160	15/05/18	CS should inform CM to forward recommendation to the Commission for the accelerated promotion of the Officer who won 3 Gold Medal at the 2 nd CM's Sport Championship for her outstanding performance.	CS	Not Done
161	15/05/18	CS should convey Management's appreciation to the person who submitted proposal to curb incessant accidents on the Umar Musa Yar'adua Expressway, Abuja.	CS	Done
162	15/05/18	DCM (Ops) should ensure that FRSC model of enforcement is implemented on the Umar Musa Yar'adua Expressway, Abuja.	DCM (Ops)	Ongong
163	15/05/18	DCM (Ops) should articulate the funding for the special operation on the Umar Musa Yar'adua Expressway, Abuja	DCM (Ops)	Ongoing

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164	15/05/18	DCM (Trg) should re-work the analysis of Staff Attendance in Various Courses for 2017 and present on 28 May, 2018.	DCM (Trg)	Done
165	15/05/18	DCM (Trg) should re-work the Manpower Development Plan: 2018 (Local and Foreign Institutions) and submit on 28 May, 2018.	DCM (Trg)	Done
166	15/05/18	CS, MR, Rep. AHR, CIO and PIO should develop an SOP on attachment of FRSC staff to VIPs and submit report on 28 May, 2018.	CS MR Rep. AHR CIO PIO	Ongoing
167	15/05/18	CS should convey the approved conditions for voluntary resignation of appointment to all Commands and Formations for compliance.	CS	Done
168	15/05/18	ACM (PRS) should reduce the days for programme to mark the World Bicycle Day from five (5) to two (2).	ACM (PRS)	Done
169	15/05/18	ACM (PRS) should forward the approved recommendations on Declaration of June 3 rd as World Bicycle Day for implementation.	ACM (PRS)	Done
170	15/05/18	SA-CM should ensure the improvement of internet services in RSHQ.	SA-CM	Done
171	15/05/18	DCM (MVA) should table the issue of SPY number plate at the JTB meeting for appropriate action.	DCM (MVA)	Not Done
172	5/06/18	SA to remind CM to meet with the Inspector General of Police (IGP) in order to discuss on how to tackle the issue of spy number plate..	SA	Ongoing

173	5/06/18	Following the information, Management directed DCM (AHR) to issue query to the appropriate Officer in RS1 Kaduna for failing to send the report.	DCM (AHR)	Not Done
174	5/06/18	CLA and Head (Pens & Ins) should liaise with NSTIF on the modalities for benefiting from ECA.	CLA H (Pens & Ins)	Ongoing
175	5/06/18	DCM (AHR), DCM (F&A), CLA and CBO should work as a team to determine the best option (between the Self Insurance, GPA Insurance and ECA) that would benefit the Corps.	DCM (AHR) DCM (F&A) CLA CBO	Ongoing
176	5/06/18	DCM (SD&P) should take note of the observations raised by members and make another presentation on Medal Quotation at the next meeting	DCM (SD&P)	Done
177	5/06/18	DCM (SD&P) should come along with the FRSC medal book during the next presentation.	DCM (SD&P)	Done
178	5/06/18	DCM (SD&P) should present a sample of the different certificates awarded staff to allow for informed decision on the different categories of medals.	DCM (SD&P)	Done
179	5/06/18	DCM (SD&P) should furnish Management with the exact number of medals to be printed for both Officers and Marshals and liaise with CBO for the cost implication to reflect in 2019 budget.	DCM(SD&P)	Done
180	5/06/18	DCM (Trg), ACM (PRS), HPIO, HPAU, Nodal Officer and CS as a Committee should look at the training needs of the Corps, total number of staff trained by the Corps and their placement in the Corps and report to Management for their effective utilization.	DCM (Trg) ACM (PRS) HPIO HPAU Nodal Officer CS	Ongoing
181	5/06/18	CPEO should invigorate the social media team with a proactive team that will counter negative post on the Corps.	CPEO	Done
182	5/06/18	CPEO should query the staff from CMO who has persisted in making political statements on social media even after being counseled severally to desist from such practice.	CPEO	Not Done



183	5/06/18	CPEO should explore the possibility of having an FRSC blog, serializing the Highway Code on social media, and utilizing YouTube to project safe driving habits.	CPEO	Ongoing
184	5/06/18	Members should ensure continuous enlightenment of staff on the ills of social media and what should not be posted	All	Done
185	5/06/18	CIO and CP should lecture Marshals posted for sentry duty before deployment to their post and also meet DCM (F&A) for further briefing.	CIO CP	Done
186	5/06/18	Nodal Officer should ensure sensitization of staff on guard duties by taking advantage of Wednesday lectures	Nodal Officer	Done
187	5/06/18	CP should note the observations and the gap and reflect them in his hand over note.	CP	Done
188	12/06/18	Outstanding actionable items should be completed before the next meeting.	All Members	Done
189	12/06/18	PSO-CM should ensure that the report on the National Community Post-Crash Care Initiative is presented during the next Management meeting.	PSO-CM	Done
190	12/06/18	COSEN to forward an updated report on the implementation of Speed Limiting Device to Corps Marshal.	COSEN	Done
191	12/06/18	DCM (Ops) and COSEN should study the presentation and highlight important areas for Ministry of Environment, Ministry of Transportation and FRSC for their implementation.	DCM (Ops) COSEN	Done



192	12/06/18	CS should post ACC NaRSAC, ACC PS Ogbu to COSEN because of his in-depth knowledge on Climate Change and find a replacement for NaRSAC	CS	Ongoing
193	12/06/18	Members should forward the chronicles of former Heads of their Dept and Corps office to CS as requested.	All Members	Done
194	12/06/18	CLA should administer Oath of Secrecy for the Ag. CP in the next meeting.	CLA	Done
195	19/06/18	DCM (MVA), Representative of Ops, SA-CM, PRS, COSEN, CMRO, PIO and CS should review FRSC Weekly Dashboard towards improvement and optimal usage and present a report unfailingly by 17 July, 2018.	DCM (MVA) Rep. Ops SA-CM ACM (PRS) COSEN CMRO HPIO CS	Ongoing
196	19/06/18	COSEN should avail SA-CM of a copy of CM's approval of cost for the training of AIOs to enable him follow through on behalf of Management.	COSEN	Done
197	19/06/18	DCM (Trg) should ensure that the Corps registers under the corporate membership category of CILT.	DCM (Trg)	Not Done
198	19/06/18	CIO should forward the list of identified staff involved in substance abuse to FRSC Medical Board through DCM (AHR) for further advice.	CIO	Done
199	19/06/18	DCM (MVA), ACM (CAS), ACM (TSD) and CIO should ensure that staff to be deployed for the APC Convention on Friday 22 June, 2018 are briefed and the vehicles/ambulances properly deployed.	DCM (MVA) ACM (CAS) ACM (TSD) CIO	Done
200	19/06/18	CPEO should ensure that the image of the Corps is projected in good light at the 2018 APC Convention scheduled for Saturday 23 June, 2018 at Eagle Square Abuja.	CPEO	Done




201	19/06/18	CMRO should make a presentation to Management on health implication of bicycle riding on adults of 45 years and above on or before 3 July, 2018.	CMRO	Not Done
202	19/06/18	SA-CM should come up with a position paper on how to surmount the challenge of assaults on FRSC staff taking into consideration the observations and suggestions raised at Management meeting..	DCM Ops	Ongoing
203	19/06/18	DCM (AHR) should make a presentation to Management on the best way to tackle the challenges of Non-challant of Junior staff deployed to work with retired senior Officers.	DCM (AHR)	Not Done
204	27/06/18	ACM (PRS), Rep. (Ops), Rep. (SA-CM), Rep. (CLA), CIO and Ag. CP should work as a Committee to ascertain the root cause(s) of assaults in the Corps and proffer solutions within 4 weeks (27 June - 17 July, 2018).	ACM (PRS) Rep. (Ops) Rep. SA-CM Rep. CLA CIO Ag. CP	Ongoing
205	27/06/18	CS should convey Management decision to members of the constituted Committee on assaults in the Corps, stating the terms of reference and timeline for the task.	CS	Done
206	27/06/18	ACM (CAS) should crosscheck the Dashboard for week 25/18, effect corrections as observed and reflect the corrections in the succeeding week's Dashboard.	ACM (CAS)	Done
207	27/06/18	CS should convey Management's displeasure to COSEN for his inability to present Crash Report for week 25, 2018 at the Expanded Management meeting.	CS	Done
208	27/06/18	DCM (AHR) should rework the presentation on "Comparative Analysis of Deceased Staff for Q1s of 2017 and 2018" taking note of observations raised and re-present at the next meeting.	DCM (AHR)	Not Done



209	27/06/18	DCM (SD&P) should coordinate the consultation for FRSC's choices as regards uniform fabrics and other products as presented by Crown Natures Nig. Plc.	DCM (SD&P)	Done
210	27/06/18	DCM (SD&P) should interface between FRSC and Buy Naija in relation to FRSC keying into the Federal Government Executive Order 003.	DCM (SD&P)	Done
211	27/06/18	Members contacted by applicants with complaints of non access to the recruitment portal should forward the complainants' names, complaints, e-mail, and phone Nos to SA for appropriate action.	All Members	Done
212	27/06/18	DCM (AHR) should issue queries for disobedience to standing order to Marshals who failed to turn up for promotion exercise at Kaduna.	DCM (AHR)	Not Done



		ON GOING TASKS		
01	23/01/18	MR (QMS) should design an acceptable template for guard duty taking-over and vehicle movement register using standard procedures.	PSO-CM/ MR (QMS)	Ongoing
02	30/01/18	ACM (TSD) should ensure that all grounded ambulances are repaired	ACM (TSD)	Ongoing
03	30/01/18	DCM (SD&P) and CMRO should work with Pharmaceutical companies for support with specific drugs for Road Side Clinics	DCM (SD&P) CMRO	Ongoing
04	06/02/18	SA-CM should ensure that wifi network is functional on all the floors in RSHQ.	SA-CM	Ongoing
05	06/02/18	ACM (PRS) should ensure that FRSC has at least one research work to its credit each year	ACM (PRS)	Ongoing
06	06/03/18	CS should determine the venue of the forthcoming workshop for Board members	CS	Ongoing
07	06/03/18	DCM (AHR), ACM (PRS) and CS should gazette appointments, promotions and termination of staff within 30 days.	DCM (AHR) ACM (PRS) CS	Ongoing
09	06/03/18	CLA and Nodal Officer (SERVICOM) should work on the SOP for staff grievance procedure.	CLA SERVICOM	Ongoing



10	13/03/18	CMRO should do an in-depth medical investigation on staff who submitted medical certificates (excuse duty) to identify those unfit for work in order for them to face Medical Board.	CMRO	Ongoing
11	20/03/18	ACM (TSD) should ensure provision of additional office space for RS8.35 Geregu Unit Command and parameter fence for RS10.33 Tsafe Unit Command	ACM (TSD)	Ongoing
12	20/03/18	ACM (TSD) should ensure fencing of RS2.23 Mowe Unit Command to avert subsequent attack on the Command.	ACM (TSD)	Ongoing
13	27/03/18	ACM (TSD) should establish the electric power requirement of the Medical Centre and proffer solutions.	ACM (TSD)	Ongoing
14	27/03/18	DCM (Ops), DCM (Trg), CLA and CMRO should come up with all the modalities for the proposed partnership on the Paramedics training on or before 24 April, 2018.	DCM (Ops) DCM (Trg) CLA CMRO	Ongoing
15	27/03/18	DCM (Trg) should pursue the accreditation of the FRSC Academy by NUC to enable the Corps' benefit from TETFUND assistance for research.	DCM (Trg)	Ongoing
16	11/04/18	CLA should study all criminal cases involving staff and advice Management on steps to be taken as internal mechanism to enforce disciplinary measures as stipulated by the FRSC Regulations on Maintenance of Discipline.	CLA	Ongoing
17	11/04/18	CIO should ensure representation at all counseling sessions at AHR	CIO	Ongoing
18	11/04/18	DCM (MVA) should conduct fire safety assessment at the Gwagwalada Plant and Print Farm Kado to ascertain their safety status.	DCM (MVA)	Ongoing
19	11/04/18	CMRO should assess the functionality of the Clinics in Plants and present a comprehensive report to Management in two weeks	CMRO	Ongoing

20	24/04/18	DCM (Ops) should ensure that the number of obstructions cleared is reflected on the dashboard.	DCM (Ops)	Ongoing
21	8/05/18	CPEO should ensure that FRSC photo library of all FRSC activities (WARSO inclusive) is fully functional within one month and to also ensure the production of the soft copy.	CPEO	Ongoing
22	8/05/18	DCM (ops) should redesign the present radio codes to be used for training programmes.	Ops	Ongoing
23	8/05/18	CLA should subject all sponsorship requests and contracts to CM's endorsement before circulation.	CLA	Ongoing
24	8/05/18	DCM (Trg) should work with the Commandants of the Academy and Training School to follow through the process of accreditation of the Academy with NUC so as to secure FEC endorsement for TETFUND assistance.	DCM (Trg)	Ongoing
25	8/05/18	ACM (TSD) should ensure follow up with FCT Minister on the Corps' request for land to build National Headquarters permanent site and report back to CM in one week.	ACM (TSD)	Ongoing
26	8/05/18	DCM (Ops) and CS should constitute a mini Committee to be headed by a DCC to review the presentation made by Commandant Academy to Management.	DCM (Ops) CS	Ongoing
27	8/05/18	DCM (Trg) should ensure that the Corps secures FEC's endorsement for Accreditation of FRSC Academy Udi as degree awarding institution with a view to facilitating NUC's final approval	DCM (Trg)	Ongoing
28	8/05/18	ACM (PRS) and CS should harmonize the template for confidential Course reports obtained from military and other outfits and forward same to Commandants of Academy and Training School for adoption.	ACM (PRS)	Ongoing
29	8/05/18	CS and CMRO should ensure that ZCO RS10 Sokoto constitutes FDP to investigate the staff earlier invited to appear before FMB sitting and who were said to be on desertion and forward report to RSHQ.	CS CMRO	Ongoing



30	15/05/18	DCM (Ops) should ensure that FRSC model of enforcement is implemented on the Umar Musa Yar'adua Expressway, Abuja.	DCM (Ops)	Ongoing
31	15/05/18	DCM (Ops) should articulate the funding for the special operation on the Umar Musa Yar'adua Expressway, Abuja	DCM (Ops)	Ongoing
32	15/05/18	CS, MR, Rep. AHR, CIO and PIO should develop an SOP on attachment of FRSC staff to VIPs and submit report on 28 May, 2018.	CS MR Rep. AHR CIO PIO	Ongoing
33	5/06/18	SA to remind CM to meet with the Inspector General of Police (IGP) in order to discuss on how to tackle the issue of spy number plate..	SA	Ongoing
34	5/06/18	CLA and Head (Pens & Ins) should liaise with NSTIF on the modalities for benefiting from ECA.	CLA H (Pens & Ins)	Ongoing
35	5/06/18	DCM (AHR), DCM (F&A), CLA and CBO should work as a team to determine the best option (between the Self Insurance, GPA Insurance and ECA) that would benefit the Corps.	DCM (AHR) DCM (F&A) CLA CBO	Ongoing
36	5/06/18	DCM (Trg), ACM (PRS), HPIO, HPAU, Nodal Officer and CS as a Committee should look at the training needs of the Corps, total number of staff trained by the Corps and their placement in the Corps and report to Management for their effective utilization.	DCM (Trg) ACM (PRS) HPIO HPAU Nodal Officer CS	Ongoing
37	5/06/18	CPEO should explore the possibility of having an FRSC blog, serializing the Highway Code on social media, and utilizing YouTube to project safe driving habits.	CPEO	Ongoing
38	12/06/18	CS should post ACC NaRSAC, ACC PS Ogbu to COSEN because of his in-depth knowledge on Climate Change and find a replacement for NaRSAC	CS	Ongoing



39	19/06/18	DCM (MVA), Representative of Ops, SA-CM, PRS, COSEN, CMRO, PIO and CS should review FRSC Weekly Dashboard towards improvement and optimal usage and present a report unfailingly by 17 July, 2018.	DCM (MVA) Rep. Ops SA-CM ACM (PRS) COSEN CMRO HPIO CS	Ongoing
40	19/06/18	SA-CM should come up with a position paper on how to surmount the challenge of assaults on FRSC staff taking into consideration the observations and suggestions raised at Management meeting..	DCM Ops	Ongoing
41	27/06/18	ACM (PRS), Rep. (Ops), Rep. (SA-CM), Rep. (CLA), CIO and Ag. CP should work as a Committee to ascertain the root cause(s) of assaults in the Corps and proffer solutions within 4 weeks (27 June - 17 July, 2018).	ACM (PRS) Rep. (Ops) Rep. SA-CM Rep. CLA CIO Ag. CP	Ongoing



		NOT DONE TASKS		
01	06/03/18	DCM (F&A) should give DCC EG Dung monetary reward for outstanding performance at Signage Plant	DCM (F&A)	Not Done
02	06/03/18	DCM (AHR) and CS should ensure that all staff with criminal cases are placed on interdiction till conclusion of such cases.	DCM (AHR) CS	Not Done
03	27/03/18	DCM (Ops) should convey Management's decision to Field Commands that henceforth FDPs constituted as a result of surveillance activities carried out by component Commands be held at the Zonal HQ.	DCM (Ops)	Not Done
04	11/04/18	DCM (Ops) should ensure that Zonal and Sector Commands were empowered to investigate disciplinary cases involving patrol misconducts, DLC related offences, and number plate racketeering.	DCM (Ops)	Not Done
05	11/04/18	DCM (MVA) should enforce the maximum 3 years length of stay for staff posted to Plant	DCM (MVA)	Not Done
06	8/05/18	DCM (Ops), ACM (PRS) and CS should modify the SOP on recruitment to reflect male applicant's dress code as white shorts only.	DCM (Ops) ACM (PRS) CS	Not Done
07	8/05/18	CS should ensure that the four (4) staff said to be on admission and the one on course were invited to appear before the next FMB sitting in September, 2018.	CS	Not Done
08	15/05/18	CS should inform CM to forward recommendation to the Commission for the accelerated promotion of the Officer who won 3 Gold Medal at the 2 nd CM's Sport Championship for her outstanding performance.	CS	Not Done



09	15/05/18	DCM (MVA) should table the issue of SPY number plate at the JTB meeting for appropriate action.	DCM (MVA)	Not Done
10	5/06/18	Following the information, Management directed DCM (AHR) to issue query to the appropriate Officer in RS1 Kaduna for failing to send the report.	DCM (AHR)	Not Done
11	5/06/18	CPEO should query the staff from CMO who has persisted in making political statements on social media even after being counseled severally to desist from such practice.	CPEO	Not Done
12	19/06/18	DCM (Trg) should ensure that the Corps registers under the corporate membership category of CILT.	DCM (Trg)	Not Done
13	19/06/18	CMRO should make a presentation to Management on health implication of bicycle riding on adults of 45 years and above on or before 3 July, 2018.	CMRO	Not Done
14	19/06/18	DCM (AHR) should make a presentation to Management on the best way to tackle the challenges of Non-challant of Junior staff deployed to work with retired senior Officers.	DCM (AHR)	Not Done
15	27/06/18	DCM (AHR) should rework the presentation on "Comparative Analysis of Deceased Staff for Q1s of 2017 and 2018" taking note of observations raised and re-present at the next meeting.	DCM (AHR)	Not Done
16	27/06/18	DCM (AHR) should issue queries for disobedience to standing order to Marshals who failed to turn up for promotion exercise at Kaduna.	DCM (AHR)	Not Done

Thank You.

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