

To Align HR Plans with organisation Plans and Strategies	7.10	Formulating strategies and policies for NEITI Secretariat	Policy Plan		June, 2011	ES/DFA	No of policies	Effective management of NEITI
	7.20	Improving communication within the organisation	Skillful and well informed Staff		Jan - Dec, 2011	Directors/ES		Skill and well informed Staff
	7.30	Preparing framework for the provision of appropriate manpower	Framework plan			ES	HR Plan	Framework plan
To Maitain and Protect NEITI Information System	8.10	Acquisition of blade Servers & enclosure	Central management of information System		September, 2011	DFA/IT	No of server equipment	Good information/Data management
	8.20	Procurement of additional computers and copiers		12	March, 2011			
	8.30	Software license renewal	Licensed software		April, 2011	IT	Licenses renewed	To get genuie software
	8.40	ERP System + IT Consultancy		1	November, 2011	DFA/TL-FIN	working software	
To maintain a conducive working environment	9.10	Logistics and travels		12	Jan - Dec, 2011	TL -HR/ADM	No of logistics	efficient logistics
	9.20	Banking services		12	Jan - Dec, 2011	TL -FIN	Monthly bank statements	Better banking services
	9.30	Procurement planning/Consultant	Working tools	12	Jan - Dec, 2011	DFA	No of procurements	Working tools
	9.40	Procurement of motor vehicles		4	Jan - Dec, 2011			
	9.50	Maintainance of all NEITI Vehicle, Plant & Equipment		12	Jan - Dec, 2011	TL -HR/ADM	Repairs	Improved performance of Vehicle, Plans and equipment
	9.60	Payment of all utility bills and other services as at when due		12	Jan - Dec, 2011	TL -HR/ADM	Bills paid	Available utility services
	9.70	Publicity and advertisements	Advertisement in newspapers	12	Jan - Dec, 2011			
To Secure Additional Funding From	10.10	Engagement with donor agencies to secure additional funding for NEITI	Donor grants	0	May, 2011	ES	Donor grants	Donor grants
To Ensure Co-ordination Synergy and Provide Data Support for the Holistic Anti-Corruption Agenda Inclusive of International Co-operation	11.10	Consultations in: the six [6] geo-political zones;Governors Forum; NASS; Political Parties; etc in respect of the national strategy to combat corruption	Consultative meetings held with relevant stakeholders	6	March-Oct, 2011	Head, TUGAR	Meetings with relevant bodies and reports	Corruption is addressed strategically
	11.20	Preparatory activities for implementation: Corruption Risk Assessment	Corruption risk assessment report		June-December, 2011	Head, TUGAR	Relevant MDAs and States are assessed and reports available	Vulnerable areas of corruption are identified and necessary steps taken
	11.30	Publication of Scoping Survey Conducted in six [6] States and high level seminar on the lauching of survey	Report printed and disseminated	1	March-April, 2011	Head, TUGAR	Reports printed and published	Relevant information available on existing governance and anti-corruption initiatives and the gaps therein.
	11.40	Review of Jordan under the UNCAC; Training of, ACAs & the States; and Prepartion of Nigeria's Statement for the United Nations General Assembly.	Jordan review completed; training of ACAs	1	January - May, 2011	Head, TUGAR	Attendance and contributions to meetings and reports	Fulfilment of Nigerias treaty obligations
	11.50	Research Studies of Anti-Corruption & Governance Survey	Survey reports	1	April - Dec 2011	Head, TUGAR	Report of studies and surveys	Reports available for application
	11.60	Ensure compliance and accountability in resource application	Training of government agencies	1	April - Dec 2011	Head, TUGAR	Reports of findings	Reports available for application
	11.70	Anti-Corruption Coordination	Anti-corruption Day 2011	1	December, 2011	Head, TUGAR	Attendance and reports of activities	Enhanced cooperation and collaboration amongst IATT members
To Design an Effective Filling & Archival System	12.10	1) Develop Sequencing & filing munbering both soft & hard copies, 2) Number files & keep securely in safe custody	Safety in custody		July, 2011	Legal Unit		
To Establish a Legal Library	13.10	Acquire Books, Laws and Journals for Effective Functioning of Legal Unit	To Produce Quality Reports	1	December, 2011	Legal Unit		

To Complete and Disseminate Solid Mineral Audit Report	19.10	Sensitization meetings on scoping of sector with relevant stake holders	Awareness on the importance of the studies to the stakeholders	1	April – December	D-Tech		
	19.20	Monitoring of scoping studies	Periodic reports on the activities of the consultants		May-December	D-Tech	Report	Report on the Scoping of the Mining Sector
	19.30	Review of scoping report/design of implementation framework	Reviewed Report		July-Sept	D-Tech		
	19.40	2007 - 2010 solid mineral Audit Procurement	Report	1	July-Sept	NSWG/ES	Report	Solid Mineral Audit Report
	19.50	Audit Monitoring/field work	Periodic status Reports on field work		Sept-December	D-Tech		
	19.60	Review of audit report	Reviewed Report/ Remediation Plan		January-March 2012	D-Tech		
	19.70	Presentation of Report to the President	Council memo		April, 2012	NSWG/ES		
	19.80	Presentation of Report to NASS, Auditor General	Executive Summary of Report		April, 2012	NSWG/ES		
	19.90	Dissemination of Report to the general public	Published Report	1	May, 2012	D-Com		
To Carry out a Resource Application & Fiscal Allocation Audit 2009-2010	20.10	Audit Procurement	Technical report	1	January-June	NSWG/ES	Report	Disbursement Audit Report
	20.20	Audit Process	Technical report		July-Dec, 2011	D-Tech		
	20.30	Presentation of report to President, National Assembly and Auditor General	Executive Summary of Report		April,2012	NSWG/ES		
	20.40	Dissemination of Report	Published Report	1	May, 2012	D-Com		
To Design a Resource Disbursement Strategy	21.10	Sector Revenue Monitoring Framework and Methodology	Produce monthly report of all revenue items from Extractive Industry	1	Monthly	Team Leader, Resource Disbursement	Report	Monthly Revenue Reconciliation Meeting Report
	21.20	M & E Framework for Remediation	Framework for monitoring revenue from EI sector	1	April-Sept, 2011	D-Tech	Revenue Monitoring Methodology and Framework	Institutionalise a revenue monitoring framework
	21.30	Create awareness on the utilisation of Extractive Industry Revenue receipts.	Engagement with CSOs on the need to follow up with sub-national governments on utilisation of funds received			Team Leader, Resource Disbursement	Ensure CSOs engage with sub-national governments on disbursement	Encourage transparency and accountability on the use of state resources
To Automise the Audit Process	22.10	Meeting with Stakeholders	Meetings	0	February	D-Tech		
	22.20	Design of the concept	Approved concept	1	march-april	D-Tech		
	22.30	Procurements	Software & Equipment	1	april-may	NSWG/ES		
	22.40	Pilot implementation of concept	Improved data collection and effective management of audit process	1	april-may	D-Tech		
	22.50	Capacity building for technical department staffs	Improved capacity of staff	10	january-may	DFA		
To Assess the Impact of NEITI Audits on Extractive	23.10	Follow up on NEITI audit underpayments and non payments	Report	1	May, 2011	D-Tech		
	23.20	Review of metering studies on Oil & Gas industry	Report	1	June, 2011	D-Tech		
To Build a Database of Operators in the	24.10	Compilation of exhaustive information on companies in the extractive sector	Database of Information	1	April, 2011	D-Tech		
To Publicise NEITI at community, regional, national and international levels:	25.10	Produce Radio/ jingles in English, pidgin and local languages	Produced Radio/Jingles	4	Apr-11	D-Com	No of jingles produced and in what languages	Basic information on NEITI's mandate made available to sensitise the public on NEITI's activities
	25.20	Produce TV jingles in English, pidgin and local languages	Produced TV Jingles	4	April, 2011	D-Com		

To Provide information and enlighten stakeholders and the general public on NEITI and issues in the extractive sector	28.10	Publication of NEITI Handbook	Books/manuals/fact sheets are produced	1	Feb, 2011	D-Com	100,000 copies of the publications available to members of the public	More engaging relationship between NEITI , stakeholders and the general public as they gain better insight into NEITI activities and the extractive sector as a whole.
	28.20	Publication of Board Charter		1	Feb, 2011	D-Com		
	28.30	Publication of NEITI Journal	Books/manuals/fact sheets are produced	4	Feb-December, 2011	D-Com		
	28.40	Distribute NEITI publications to target audience (NEITI external and internal publics)	Number of people who receive and have access to NEITI's publications	1	March-December,2011	D-Com	90% of the publications distributed at NEITI's functions and events	Ensure target audience of NEITI have access and receive the publications about NEITI.
	28.50	Distribute NEITI Journal to target audience (NEITI external and internal publics)	Number of people who receive and have access to NEITI's publications	4	March-December,2011	D-Com		
To Develop and design a communication strategy that would guide communication	29.10	Development of communication strategy	A more focused and result oriented Comm. Strategy	1	March-July, 2011	D-Com	Consultant's engagement and strategy document submitted to the department.	An efficient and effective comms strategy that would enhance the image and awareness about NEITI
To Build a brand manual that will improve the visual presentation of publications, Newsletters and stationery	30.10	Concept development and corporate branding of NEITI.	Branded NEITI's facilities, offices premises, Signages, I D cards complimentary cards , stickers, T shirts, Vehicle stickers, corporate designs, branded banners, name tags, souvenirs, etc	10	January, April, July & October 2011	D-Com	No of neiti's facilities, offices, premises and events branded	A visible and corporate environment for NEITI
To build and strenghten the capacity of the MDAs,CSOs, judiciary and parliamentarians on NEITI's principles, methods and process so as to enable them perform their oversight functions more efficiently	31.10	Capacity development for Civil Society Organisaion	Attendance list; photographs, videos, testimonials by participants in the forms of interviews and report of trainings	4	March-July, 2011	D-Com	200 members of CivilSociety Organisations trained on NEITI processes, objectives and methods.	Well trained and informed civil society Organisations engaging with NEITI
	31.20	Capacity building (training) for identified relevant MDAs (IATT, IMTT & covered entities)	Attendance list; photographs, videos, testimonials by participants in the forms of interviews and report of trainings	2	May- Dec. 2011	D-Com	30 personnel from government agencies trained on NEITI processes, objectives and methods	Well trained and informed government officials on NEITI issues
	31.30	Capacity building (training) for the Media	Attendance list; photographs, videos, testimonials by participants in the forms of interviews and report of trainings	2	June & sept, 2011	D-Com		
	31.40	Bi-Annual workshop on EITI for NASS	Attendance list; photographs, videos, testimonials by participants in the forms of interviews and report of trainings	1	Sept. 2011	D-Com	#####	Well trained and informed Parliamentarians on NEITI issues

31.50	NEITI Legislative Dialogue	Attendance list; photographs, videos, testimonials by participants in the forms of interviews and report of trainings	1	Oct-Nov 2011	D-Com		
31.60	International Training Workshop for NASS	Attendance list; photographs, videos, testimonials by participants in the forms of interviews and report of trainings	1	Aug-Sept 2011	D-Com		
31.70	Retreat for Federal Judiciary	Attendance list; photographs, videos, testimonials by participants in the forms of interviews and retreat report	2	July, 2011	D-Com		
31.80	Engagement with professional bodies	Communique, framework for engagement with professional bodies	2		D-Com		
31.90	Support to CSOs/NGOs, and others on extractive revenue transparency activities	Reports of such meetings, Attendance list, photographs, videos, etc	8	April, 2011	D-Com	Collaborative opportunities for NEITI engagement with Civil society organisations, MDAs, other relevant govet. Agencies to NEITI's work and companies.	Better understanding and harmonious relationship with members of the civil society, government agencies and companies