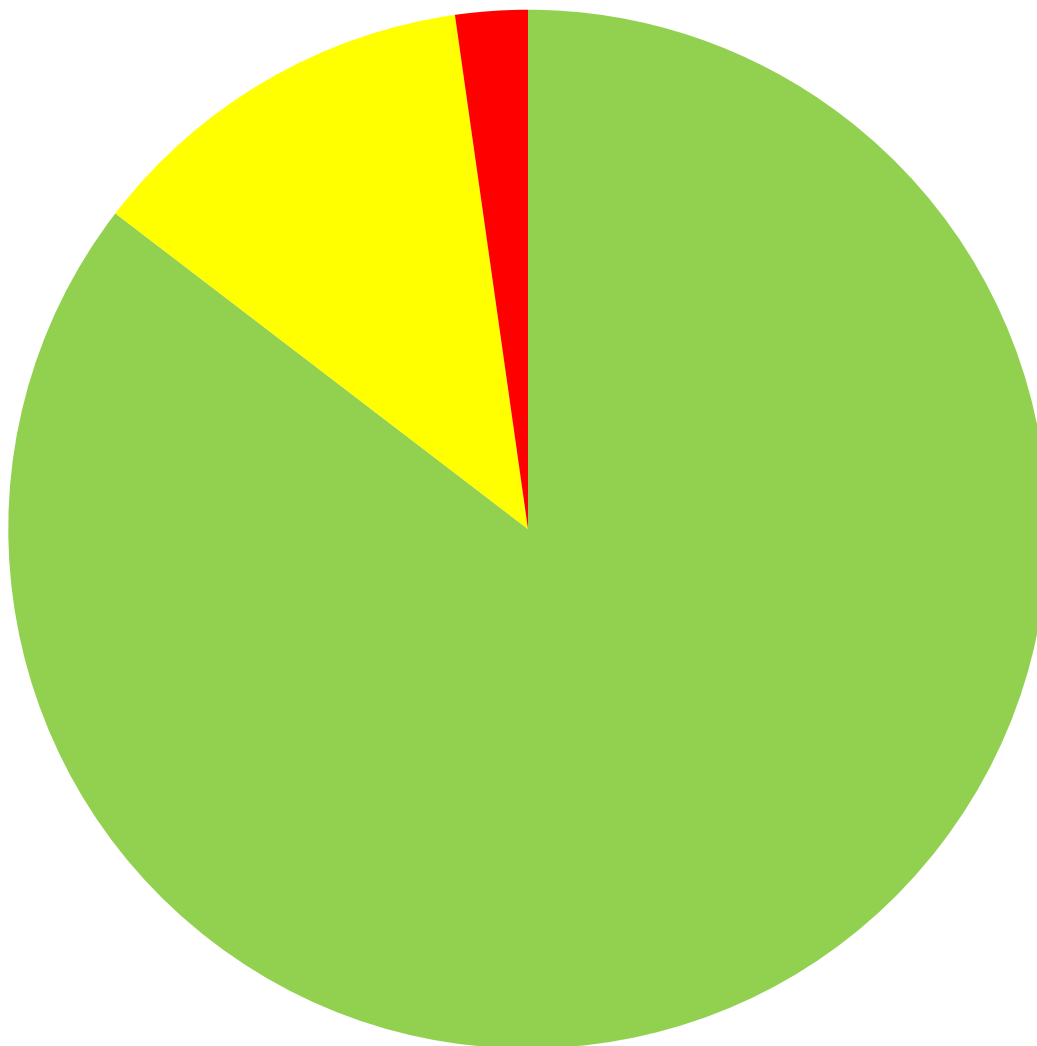


# FEDERAL ROAD SAFETY CORPS

**VERIFIED ACTION STATUS  
OF  
MANAGEMENT ASSIGNED TASKS  
BY THE PROJECT IMPLEMENTATION OFFICE  
RSHQ, ABUJA  
1<sup>ST</sup> QUARTER 2014**

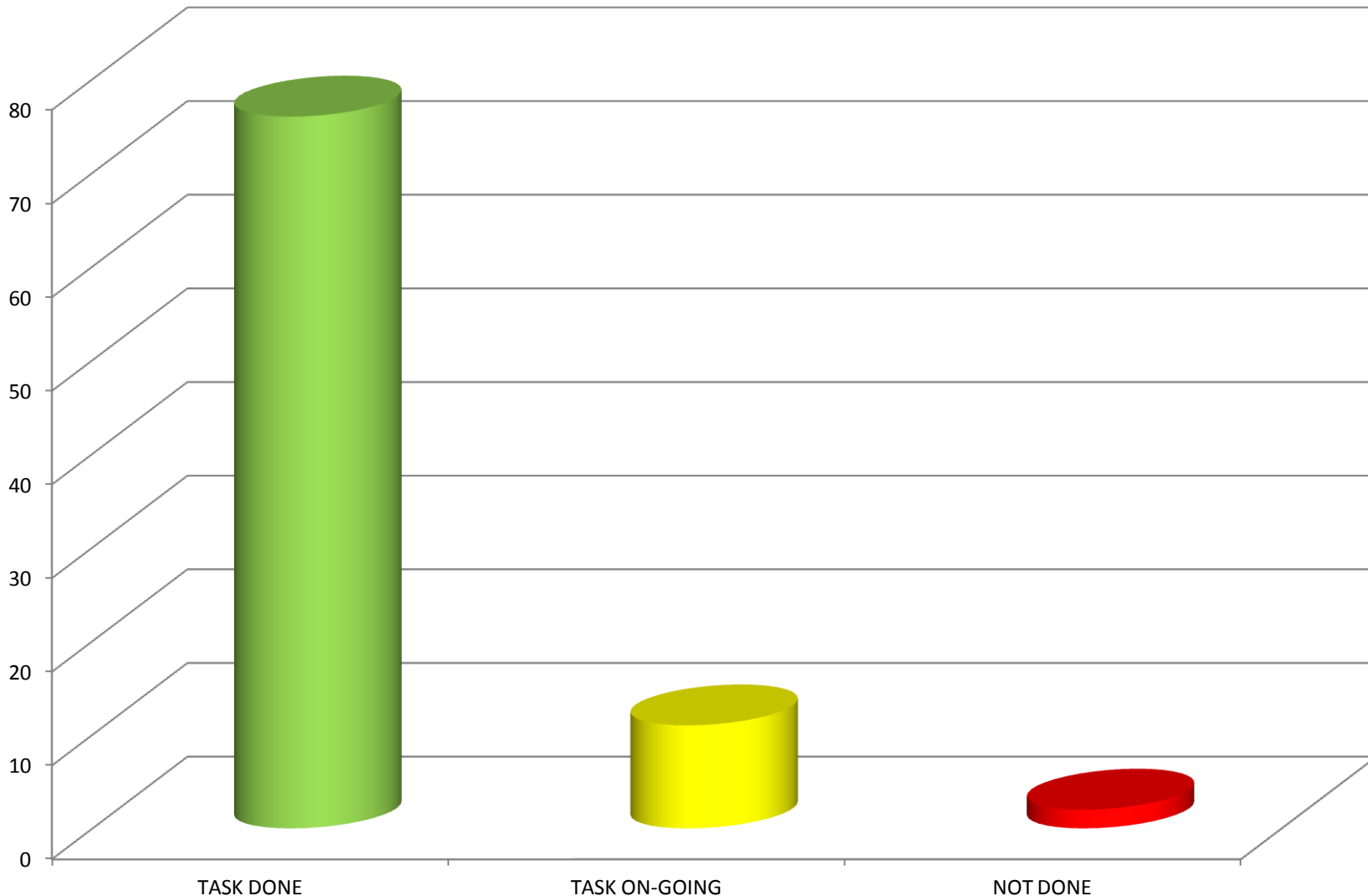
# ACTION STATUS OF MGT ASSIGNED TASK FOR 1ST QUARTER 2014



## ACTION KEYS


Green	-	Task Done	=	76
Yellow	-	Task On-going	=	11
Red	-	Not Done	=	2
Total	-			89

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S/N	DATE OF MEETING	ACTION	ACTION BY	COMMENTS
1	28/01/2014	Departments and Corps Offices should align their strategic goals with the Corps Strategic Objectives and have their retreats before the end of February, 2014.	All	Done
2	28/01/2014	CLog should complete the repairs of the grounded Mercedes Bus (1418) which could be used to ply Lugbe Route and present report in two weeks.	Clog	On-going
3	28/01/2014	CMRO should write a reminder to F&A for payment of monthly allocation to Zebra 23.	CMRS	Done
4	28/01/2014	CLog should enrich the Report on the way forward in assisting Field Commands with vehicle maintenance and present at the next meeting.	Clog	Done
5	28/01/2014	Ag. HOD (F&A) should confirm if allocation was paid to the 7 newly created Unit Commands in December, 2013 and report to Management at the next meeting.	F&A	On-going
6	28/01/2014	DCM (Ops) should direct the Unit Commander RS4.15 Jos By-Pass Unit Command to look for suitable office accommodation for renting and forward request to RSHQ.	Ops	Done
7	28/01/2014	DCM (Ops) should make request to CPRO for items available in the store for the 7 newly created Unit Commands.	Ops	Done

8	28/01/2014	SACOMACE should make contact with Mackenzie of World Health Organization to evaluate FRSC data collection mechanism in relation to other possible sources of data.	SACOMAC E	Done
9	28/01/2014	CS should issue circular to Field Commands on the implication of concealment by Commanding Officers.	CS	Done
10	28/01/2014	CLA should come up with proposal to modify the Notice of Offence Sheet as regards prosecution of Road Traffic Offenders and present at the next meeting.	CLA	Done
11	28/01/2014	CLA should explore means of possible participation of the Corps in conferences and seminars organized for judges.	CLA	Done
12	28/01/2014	DCM (MVA) should highlight the areas to be amended in the reviewed FRSC Conditions and Schemes of Service and resend the documents with the highlights to members to study for deliberations at the next meeting.	MVA	Done
13	28/01/2014	Ag. HOD (F&A) and CLog should work together to find the possibility of accommodating the cost of renting, buying and furnishing of official residential accommodations in the service-wide vote.	F&A Clog	On-going
14	28/01/2014	Ag. HOD (F&A) should present a brief on the process of PAYE Tax deductions from staff salaries by Federal Inland Revenue Service and present at the next meeting.	F&A	Done
15	28/01/2014	ACM (PRS) should carry out a feedback study on public opinion on 122 and impact of special patrol on the reduction of RTC and present at the next meeting.	PRS	Done
16	04/02/2014	FRSC standing Committee on further studies should be headed by DCM (TSC) who would then convey Management approval to the thirty-nine Officers and seventy-one Marshals who applied and qualified for further studies in the 2013/2014 academic session.	TSC	Done

17	04/02/2014	DCM (MVA) should reflect names, phone numbers and transaction ID of NDL applicants who failed Vision acuity test on the Dashboard.	MVA	Done
18	04/02/2014	CPEO should liaise with SA-COMACE to regroup offenders booked by offence type and send them alerts through short message service on monthly basis.	CPEO	Done
19	04/02/2014	CMRO should reconcile and correct the cumulative RTC data for 2013 and present at the next meeting.	CMRS	Done
20	04/02/2014	PSO II should make available radar guns for use by patrolmen on Kubwa expressway while liaising with RSDT for training on its use.	PSO II	Done
21	04/02/2014	Ag. HOD (SED) should study the current RTC counter-measures at Area 1 Roundabout, make recommendation for intervention and present at the next meeting.	SED	Done
22	04/02/2014	ACM (PRS) should meet COMACE to discuss issues relating to Mabushi and Banex junction bridges.	PRS	Done
23	04/02/2014	CMRO should write a letter of appreciation to Hon. Smart Adeyemi for donating an ambulance to FRSC and also relay the information on the standard requirement for an Ambulance.	CMRS	Done
24	04/02/2014	CS should convey Management approval to DCM (Ops) for the relocation of Ndubia Unit Command to Igbagu and retain the identity as RS9.24.	CS	Done
25	04/02/2014	The Committee on Review of FRSC Conditions and Schemes of Service should work with CLA to reflect the amendments observed by members and present at the next meeting.	MVA	Done
26	04/02/2014	CS should convey Management approval to DCM (TSC) for the adoption of sharing formula for training of Drivers.	CS	Done



27	04/02/2014	DCM (TSSD) should set the machinery in motion to commence the production of the FRSC Retirees ID card as amended.	TSSD	Done
28	11/02/2014	DCM (Ops) should dissolve city Commands along critical corridors and relocate same on highways.	Ops	Not Done
29	11/02/2014	DCM (Ops) should arrange for the creation of new Unit Commands to achieve the minimum of 50km and maximum of 70km coverage and present report at the next meeting.	Ops	Done
30	11/02/2014	ACM (PRS) should bring out the data on the consequences of non-compliance to the use of rear seatbelt by passengers in the rear seat of a vehicle that were involved in a crash.	PRS	Not Done
31	11/02/2014	ACM (PRS) should work backward and collate inputs on sitting position of passengers in a vehicle involved in RTC and present at the next meeting.	PRS	On-going
32	11/02/2014	ACM (PRS) should coordinate the stakeholders' forum on National Crash Reporting Information System (NCRIS) to include the Nigerian Police, Ministry of Health and States Traffic Agencies at both state and National Level and report progress at the next meeting.	PRS	Done
33	11/02/2014	ACM (PRS) should write a letter to Commissioners of Health in states nominating them to head the National Crash Reporting Information System Committee.	PRS	Done
34	11/02/2014	ACM (PRS) should direct DIOs in Field Commands to improve on RTC data collection and reporting system.	PRS	Done
35	11/02/2014	ACM (PRS) should identify suitable locations to mount the new traffic count equipment donated by FERMA to commence traffic counting.	PRS	Done
36	11/02/2014	DCM (TSC) should verify the data posted on the Dashboard on in-house training conducted in Weeks 5 and 6 in RS2 Lagos and present at the next meeting.	TSC	Done

37	11/02/2014	DCM (TSC) should confirm the figures on Foreign courses attended as posted on the Dashboard for TSC activities in Week 5 for RS12 Bauchi and present at the next meeting.	TSC	Done
38	11/02/2014	Ag. HOD (SED) should liaise with CLA to bring out the Regulation on the mandatory use of seat belt by all occupants in a vehicle and present at the next meeting.	SED	On-going
39	11/02/2014	Ag. HOD (SED) should contact Ministry of Environment to redeem pledge on donation of Emission Testing equipment to FRSC.	SED	Done
40	11/02/2014	Ag. HOD (SED) and CPEO should start a sensitization process and campaign on the mandatory use of seatbelt by rear passengers in a vehicle with 01 January 2016 as enforcement day in view.	SED CPEO	Done
41	11/02/2014	ACM (SMP) should reach out to NCC through NRSP to get the Mobile Telecom companies to do campaign for FRSC activities.	SMP	Done
42	11/02/2014	SACOMACE should ensure effective internet SharePoint connection to the Conference room during Management meetings.	SACOMAC E	Done
43	11/02/2014	CMRO should review the RTI form to accommodate emerging issues as regards RTC data collection and analysis.	CMRS	Done
44	18/02/2014	ACM (SMP), ACM (PRS) and PSO II should liaise with NRSP to facilitate the donation of breathalyzers and radar gun to FRSC.	SMP, PRS PSO II	Done
45	18/02/2014	ACM (SMP) and CPEO should discuss with GSM Network providers to do campaign for FRSC on the use of phone while driving."	SMP CPEO	Done
46	18/02/2014	DCM (AHR) and CS should liaise with DCM (TSC) to consider the posting of staff on distant learning program to Commands not more than 200km from their study centres.	AHR CS	On-going



47	18/02/2014	CS should advise staff to patronize the National Open University of Nigeria for part-time study programmes.	CS	Done
48	18/02/2014	CS should write to Commanding Officers to stop endorsing application for further studies by staff to institution that is more than 200km from their Commands."	CS	Done
49	18/02/2014	DCM (TSC) should liaise with SACOMACE to effect the corrections on the data posted on the Dashboard for Week 6 on in-house conducted in Weeks 5 and 6 in RS2 Lagos and Foreign Courses attended in Week 5 in RS12 Bauchi.	TSC	Done
50	18/02/2014	Committee on Review of FRSC Conditions and Schemes of Service should circulate the final copy of the documents to members through the SharePoint module.	DCM MVA	Done
51	18/02/2014	CS should write to Ag. HOD (F&A) to present the pending brief on the process of PAYE Tax deduction from staff salaries by Federal Inland Revenue Service unflinching at the next meeting.	CS	Done
52	18/02/2014	DCM (Ops) should invite two ACMs to be in attendance at the next Management meeting.	Ops	Done
53	18/02/2014	CPEO should work with CTSO to do a monthly publication on crashes involving fleet operators.	CPEO	Done
54	18/02/2014	HPIO should facilitate the incorporation of the observed amendments in the e-APERS and report progress at the next meeting.	PIO	Done
55	18/02/2014	ACM (SMP) should generate 3 topics in line with 2014 FRSC Strategic Objectives for the Proposed 2014 Essay Competition for NYSC/RSC members and submit to COMACE for approval and thereafter, update members at the next meeting.	SMP	Done
56	18/02/2014	DCM (Ops) and ACM (SMP) should produce sample of Reflective Jacket that had met standard for ratification at the next meeting.	Ops SMP	Done



57	18/02/2014	ACM (PRS) should liaise with DCM (TSC) to set up a training programme on data collection and analysis to DIOs and other personnel involved in data collection at the FRSC Academy.	TSC PRS	On-going
58	18/02/2014	Ag. HOD (F&A) and CA should review the position paper on the way forward for assisting Field Commands on vehicle maintenance and present at the next meeting.	F&A CA	Done
59	18/02/2014	SACOMACE should discuss with the ICDL Consultants for possible spread out of payment for ICDL training	SACOMAC E	Done
60	18/02/2014	CS should call for a meeting of the FRSC Governing Board to approve the conduct of 2014 Promotion Exercise.	CS	Done
61	25/02/2014	CS should include CAS I and CAS II in the mailing list of members of Management.	CS	Done
62	25/02/2014	CLA should look into the legal provision of patenting FRSC items and brief Management at the next meeting.	CLA	Done
63	25/02/2014	Ag. HOD (SED) should liaise with CMRO to reflect the time of occurrence of RTC on the crash analysis report.	SED	Done
64	25/02/2014	ACM (PRS) should liaise with CMRO to reflect the time of occurrence of RTC on monthly RTC report.	PRS	Done
65	25/02/2014	CPEO should embark on public enlightenment on time of travel to the motoring public and update Management at the next meeting.	CPEO	Done
66	25/02/2014	ACM (PRS), Ag. HOD (SED), HPAU and CMRO should work together to establish a baseline figure to be used in RTC analysis.	PRS SED PAU CMRO	Done
67	25/02/2014	CLog should make provision for conveyance vehicles for the dignitaries.	Clog	Done



68	25/02/2014	Head of Protocol Unit should liaise with Ministry of Foreign Affairs to receive the dignitaries from the airport.	Prot	Done
69	25/02/2014	ACM (PRS) should brief COMACE on the progress of the preparation for the 5 <sup>th</sup> Annual Lecture Series by close of work on Tuesday 25 February, 2014.	PRS	Done
70	10/03/2014	Ag. HOD (SED) should plot the time of crashes for the past 10 weeks between 1000hrs and 1600hrs and present to Management in the next meeting.	SED	Done
71	10/03/2014	All the variables highlighted during the comments other than those contained in the Dashboard should be captured before the live test run of the Business Intelligence Solution Application on Friday 14 March, 2014.	PAU	Done
72	10/03/2014	DCM (Ops) and HPAU should nominate representatives from Commands who would work alongside the Consultants on Business Intelligence Solution during the running of the Business Intelligence Solution Application.	MVA PAU	Done
73	10/03/2014	HOU's and Heads of Corps Offices should make available necessary variables of their offices as would be needed for effective running of the Application.	All	Done
74	10/03/2014	The Ag. HOD (F&A) should ensure that appropriate Tax is implemented for every staff in line with the FIRS PAYE Tax Guide for FRSC and this is to commence immediately.	F&A	On-going
75	10/03/2014	The shortfall of PAYE Tax should be left for individual staff involved to settle at the point of obtaining tax clearance.	F&A	Done
76	10/03/2014	DCM (Ops) should map out strategy the Corps could adopt to reach out to various state governments for donation of vehicles.	Ops	Done

77	10/03/2014	FRSC Academy and Training School, fleet operators nationwide, driving school operators and FRSC RSHQ offices were approved as sales outlets for the Management book titled "Fleet Management Strategies in Nigeria, Road Safety Perspective".	SMP	Done
78	10/03/2014	10% of the proceeds from the sale of the book "Fleet Management Strategies in Nigeria, Road Safety Perspective" should be released to sellers to serve as incentive.	SMP	Done
79	18/03/2014	CPEO should identify Commands that have facilities for educating offenders booked but did failed to utilize them, and summon them to RSHQ.	CPEO	Done
80	18/03/2014	CPEO should identify Commands without facility for educating offenders booked and recommend appropriate action to COMACE.	CPEO	Done
81	18/03/2014	Ag. HOD (SED) should work out the details of repairs of the grounded Mercedes Benz (1418) and communicate COMACE, while updating Management at the next meeting.	SED	Done
82	18/03/2014	CPEO should run an advert on crashes involving fleet operators on 19, 20 and 23 March, 2014 and update Management at the next meeting.	CPEO	Done
83	18/03/2014	DCM (Ops) should direct Sector Commander RS2.1 Lagos to be on air to give the positive side of the story on the assault case on FRSC staff by members of the NURTW.	Ops	Done
84	18/03/2014	DCM (Ops) should send mail to all Commanding Officers instructing them to always have a quick reaction to negative stories on FRSC by print and electronic media.	Ops	Done

85	18/03/2014	CP and Ag. CIO should investigate the case of a staff carried on a bonnet of a vehicle at the gate of RSHQ, Wuse Zone 3, Abuja and present report at the next meeting.	CP CIO	On-going
86	25/03/2014	MR should fine-tune the presentation on FRSC Quality Objective to accommodate inputs provided by members.	MR	On-going
87	25/03/2014	MR should remind Heads of Departments and Corps Officers to submit/forward changes made in their processes which should be reflected in the Quality Manual.	MR	Done
88	25/03/2014	MR should forward proposal for training of 40 Officers as new Internal System Auditors to COMACE for approval.	MR	On-going
89	25/03/2014	MR should advise Heads of Departments and Corps Officers with unclosed NCs to correct them on or before 31 March, 2014.	MR	Done

# Thank You

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