

FEDERAL ROAD SAFETY CORPS

VERIFIED ACTION STATUS

OF

MANAGEMENT ASSIGNED TASKS

BY

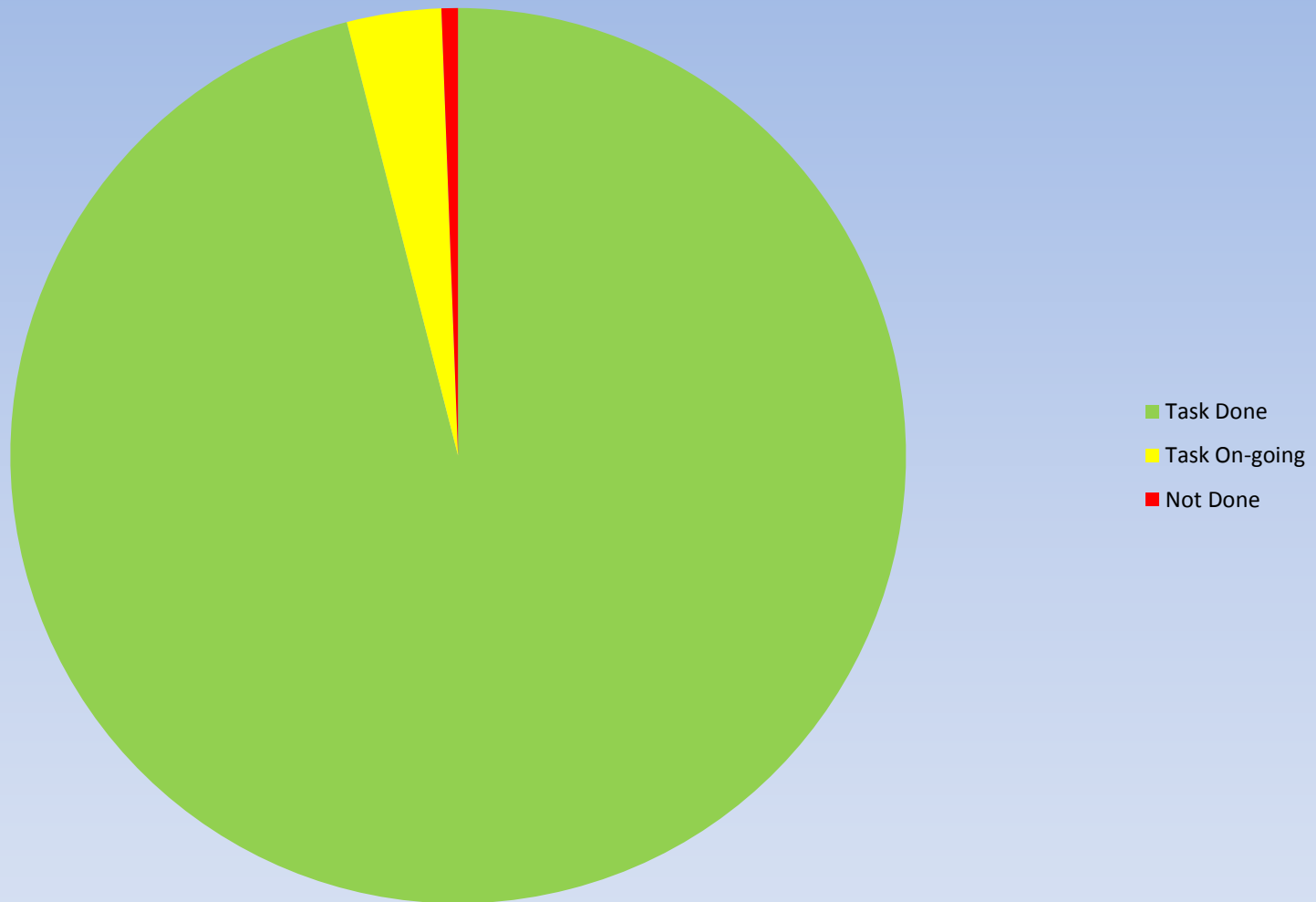
THE PROJECT IMPLEMENTATION OFFICE

RSHQ, ABUJA

FROM

JAN-DEC, 2013

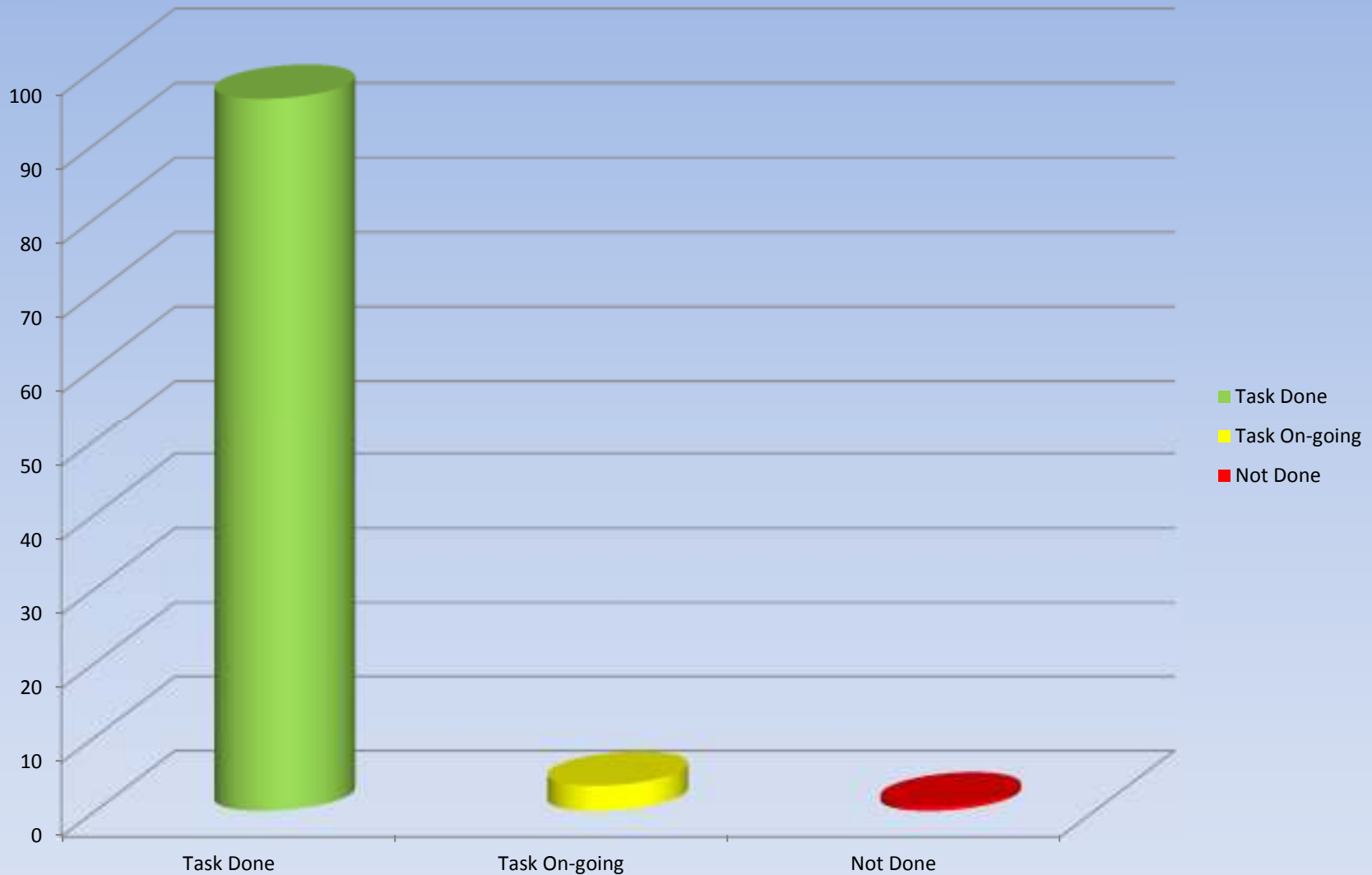
ACTION STATUS OF MGT ASSIGNED TASK FROM JAN-DEC, 2013



ACTION KEYS

Green	-	Task Done	=	501 (96%)
Yellow	-	Task On-going	=	18 (3.6%)
Red	-	Not Done	=	3 (0.6%)
Total	-			522

ACTION STATUS OF MGT ASSIGNED TASK FROM JAN-DEC, 2013



ACTION KEYS

Green	-	Task Done	=	501 (96%)
Yellow	-	Task On-going	=	18 (3.4%)
Red	-	Not Done	=	3 (0.6%)
Total	-			522

S/N	DATE OF MEETING	ACTION	ACTION BY	ACTION STATUS
1	29/01/2013	CMRO should work with the eye consultant and the Corps' Optometrists during the conduct of Optic Vision Test for drivers.	CMRS	Done
2	29/01/2013	CMRO should develop a specialized rescue training programme for rescue personnel and present to Chairman.	CMRS	Done
3	29/01/2013	DCM (Ops) should direct patrol teams to obtain vehicle registration numbers, drivers name and NDL number of vehicles stopped for inclusion in the dashboard henceforth.	Ops	Done
4	29/01/2013	CLA should issue a circular to Commands that failed to conduct mobile court to comply henceforth.	CLA	Done
5	29/01/2013	CS should give analysis of ARCs that have resigned between 2007 till date.	CS	Done
6	29/01/2013	HPAU should include number of rallies, number of visits to schools, TV and radio programmes, and yearly summary of offenders educated in the Corps' Performance Indicators for 2012.	PAU	Done
7	29/01/2013	SED to reflect cost of vehicles involved in RTCs.	SED	Done
8	29/01/2013	Dashboard report to be signed by DCM (Ops).	Ops	Done
9	29/01/2013	CMRO should compile the lists of all RTC clinics that requires medical staff for approval.	CMRO	Done
10	29/01/2013	Letters of Commendation be issued to the Magistrate with highest court sittings and convictions.	CLA	Done
11	29/01/2013	The Judiciary to be commended for their partnership.	CLA	Done





12	29/01/2013	CLog to sever FRSC relationship with SD motors and effect repairs of CLA's vehicle.	CLog	Done
13	29/01/2013	The rank of Medical Laboratory Scientists be adjusted from ARCs to DRCs on Grade Level 09.	CS	Done
14	29/01/2013	Corps Intelligence and Provost to beef up security at FRSC formations.	CP CIO	Done
15	05/02/2013	CS should convey Management directives to Clog, CP and CIO that the back entrance to FRSC National Headquarters at Wuse Zone 3 should be manned and locked up during weekends (from 1800hrs on Fridays to 0600hrs on Mondays) including public holidays.	CS	Done
16	05/02/2013	CP and CIO should make provision to beef up security at nights and weekends as regards guard duties in FRSC National Headquarters, Wuse Zone 3.	CP CIO	Done
17	05/02/2013	Commanding Officers should warn staff to desist from exhibiting careless attitude to guard duties and should be security alert and conscious of their environment all the times.	CS	Done
18	05/02/2013	Preference should be given to deployment of male staff for guard duties at nights, weekends and public holidays but in a situation of dearth of male staff in a Command, female staff could be utilized but supported by a male staff.	CS	Done
19	05/02/2013	All CRCs not at the COMACE parade of 04 February, 2013 should be tried by CP.	CP	Done
20	05/02/2013	Ag. HOD (F&A) should include SED among Departments and Corps Offices to be given priority in the disbursement of funds for execution of 2013 work plan.	F&A	Done
21	05/02/2013	Ag. HOD (SED) should liaise with Project Consultant to obtain technical details on current intervention on World Bank road projects.	SED	Done

22	05/02/2013	Ag. HOD (SED) to brief Management on the outcome of meetings with SON with respect to working out technical details and standards on the speed limits.	SED	Done
23	05/02/2013	CLA should issue letters of commendation to the identified Mobile Court Magistrate who had highest sittings and convictions during the "2012/2013 Operation Zero Tolerance" activities	CLA	Done
24	05/02/2013	1 st Quarter Free Vehicle Safety Checks should be brought forward to Monday 18 th and Tuesday 19 th February, 2013.	Ops	Done
25	05/02/2013	DCM (Ops) and CIO should embark on Special Patrol once a week after the FRSC anniversary with focus on apprehending vehicles with fake number plates.	Ops CIO	Done
26	05/02/2013	ACM (TSSD) should present a status update on ID card production for Regular and Special Marshals	TS/SD	Done
27	05/02/2013	All staff posted but refused to report should be issued query.	AHR	Done
28	05/02/2013	All Commanding Officers who fail to release their posted staff or fail to initiate action against staff posted to their Command but did not report should be written for explanation.	AHR	Done
29	05/02/2013	Allocation should be released to Lambar-Bakura, Koza and Chiromawa RTC Clinics.	F&A	Done
30	05/02/2013	Personnel should be posted to Lambar-Bakura, Koza and Chiromawa RTC Clinics.	AHR CMRO CS	Done
31	05/02/2013	DCM (Ops) and PSO should inform the Chairman on the need to discuss the planned protest by commercial bus drivers with FCT Minister.	Ops PSO	Done
32	05/02/2013	Members of Management should instruct staff under their purview to visit the FRSC website for explanatory notes attached to all offences.	All	Done

33	14/02/2013	CPEO should direct PE Officers in the Field Commands to intensify campaign on the new NDL including the expiration of the current one.	CPEO	Done
34	14/02/2013	CPEO should monitor press interviews granted by Officers in the Field Commands to avoid misrepresentation.	CPEO	Done
35	14/02/2013	CS and CPEO should liaise on posting of efficient staff as PE Officers in the Field Commands.	CS CPEO	Done
36	14/02/2013	DCM (AHR) should post a rider to RS7.2 Niger State Sector Command.	AHR	Done
37	14/02/2013	Ag. HOD (SED) should direct SED Desk Officers in the Field Commands to inform road construction companies to place adequate warning signs in their sites.	SED	Done
38	14/02/2013	Ag. HOD (F&A) should advise COMACE appropriately on the need to make funds available for special intervention patrols.	F&A	Done
39	14/02/2013	Ag. HOD (SED) should liaise with Ag. HOD (F&A) for remission of funds to Standards Organization of Nigeria (SON) on standardized speed limit device.	SED F&A	Done
40	14/02/2013	CMRO should follow up the clearance of ambulance donated by Senator Smart Adeyemi to the Corps.	CMRS	On-going
41	14/02/2013	CP and CIO should ensure that there was no loitering by staff at the venue of the Conference.	CP CIO	Done
42	14/02/2013	CS should convey Management's decision on the postponement of the dinner party to PMC and Mess Secretary.	CS	Done
43	14/02/2013	HODs and Corps Officers should hold a meeting with their staff on the need to participate fully in all the activities of the Anniversary.	All	Done
44	14/02/2013	PSO II should ensure orderliness of staff during the Walking/Jogging exercise.	PSO II	Done



45	14/02/2013	ACM (TS/SD) should commence the process of production of ID Cards of 1000 Special Marshals whose forms had been screened on or before 01 March, 2013.	TSSD	Done
46	14/02/2013	All other Special Marshals forms not properly completed should be sent back to their Commands.	TSSD	Done
47	14/02/2013	CS should issue circular to Commands to commence the use of the attached report rendition format to forward their Durbar report to DCM (AHR) and copy Operations Department.	CS	Done
48	14/02/2013	DCM (AHR) should appoint Desk Officers to review and analyze Durbar reports from the Field Commands and forward update to the Management.	AHR	Done
49	14/02/2013	CS should remind Commands on the need to organize Durbar at least once in a quarter.	CS	Done
50	28/02/2013	Interdiction should be removed from the punishment that could be awarded by DCMs and ACMs.	CLA	Done
51	28/02/2013	Any offence whose punishment is Major Entry and below and whose appellate authority is the ZCOs and SCs, such cases should be dispensed with finally at the appellate authority's level. However, DCM (AHR) should be informed.	CLA	Done
52	28/02/2013	All offences having punishment above Major Entry which RSHQ would need to review, should be referred to RSHQ (AHR) as the appellate authority.	AHR CLA	Done
53	28/02/2013	DCM (AHR) should commence the process of trials of the Officers who submitted minority report to COMACE without following proper channel of communication.	AHR	Done
54	28/02/2013	The dichotomy between degree and HND holders should be sustained.	CS,AHR	Done
55	28/02/2013	The grace period granted HND holders to acquire requisite certificates was extended from four (4) to six (6) years, to terminate by 2016.	CS, AHR TSC	Done
56	28/02/2013	The status of the Corps as a Para-military outfit should be clearly stated in the FRSC Scheme of Service and Conditions of Service.	All CLA	Done
57	28/02/2013	The Committee should review its recommendations in line with the Corps as a Para-military organization.	AHR	Done



58	28/02/2013	A Committee to review FRSC Scheme of Service was constituted with the following as members:		MVA CS	Done
	DCM (MVA)	-	Chairman		
	ACM (SMP)	-	Member		
	CLA	-	"		
	MR (ISO)	-	"		
	CP	-	"		
	Ag. HOD (F&A)	-	"		
	HPIO	-	"		
	HPAU	-	"		
	HOU (Pers)	-	"		
	Ag. CS	-	Sec/Mem		
59	28/02/2013	Job functions of Section and Units should be tinkered with to reflect more on post activity and more of review than just collation.	Ops	Done	
60	28/02/2013	A portion should be created at the end of the Wedding proposal form for CIO's confirmation and endorsement.	CS CIO	Done	
61	12/03/2013	DCM (Ops), CMRO and Ag. HOD (SED) should rectify the error on RTC cumulative data posted on the Dashboard for Weeks 9 and 10 and circulate the updated information to members on or before 1200hrs on 13/03/2013.	Ops CMRS SED	Done	
62	12/03/2013	DCM (AHR) should convey Management displeasure to DCM (TSC) for failure to properly brief his representative at the Management meeting of 12/03/2013.	AHR	Done	
63	12/03/2013	CP should update records on concluded summary trials and submit to the Dashboard Desk Officer for subsequent presentations.	CP	Done	
64	12/03/2013	CS should convey approval to DCM (MVA), ACM (SMP), ACM (TS/SD), Rep. CIO and National Co-ordinator (SMP) as members of the Committee to determine the current status in the supply and distribution of Special Marshals' regalia and ID Cards on Commands basis and should present report to Management in a fortnight.	DCM (MVA) CS	Done	



65	12/03/2013	Representative of CIO should put mechanisms in place to monitor the activities of reporters of prints and electronic media on information that affects the Corps.	CIO	Done
66	12/03/2013	CPEO should work with CLA to generate a report of complaint to the Management of Crowther Love FM radio station over the conduct of their presenter on FRSC activities.	CLA CPEO	Done
67	12/03/2013	The inauguration/recruitment of new Special Marshal Units should be suspended until the inaugurated Units on ground have their regalia and ID cards.	SMP	Done
68	12/03/2013	DCM (Ops) should harmonize the proposals on intervention strategies in RTC locations and advise COMACE on the way forward.	Ops	Done
69	12/03/2013	CPEO should prepare a letter on the dangers of Speed Limit Violation for circulation to faith leaders to preach to their followers during worship.	CPEO	Done
70	12/03/2013	Monitoring and Evaluation Section and two component Units (Evaluation and Monitoring) should be established in Operations Department.	Ops CS	Done
71	12/03/2013	CS should deploy a Corps Commander to head the new Evaluation and Monitoring Section in Operations Department.	CS	Done
72	12/03/2013	Mgt Rep (ISO) should note the establishment of the new Evaluation and Monitoring Section in Operations Department and cause adjustment in the Quality Manual of the Department	Mgt Rep. (ISO)	Done

73	19/03/2013	CMRS should keep records of drivers who failed vision optic test and referred to hospital.	CMRS	Done
74	19/03/2013	DCM (Ops) should liaise with Sector Commander RS1.2 Kano Sector Command to get detailed information of passengers involved in luxury bus bombing incidence in Kano	Ops	Done
75	19/03/2013	CPEO should ensure that radio/TV programmes presented by Commands were educative and informative.	CPEO	Done
76	19/03/2013	CLA should confirm Commands that did not conduct Mobile Courts from January, 2013 till date.	CLA	Done
77	19/03/2013	DCM (Ops) should write to Commands that did not conduct Mobile Courts from January 2013 till date to step up the exercise.	Ops	Done
78	19/03/2013	DCM (Ops) and CMRS should liaise and bring out number of victims not injured in comparative analysis of RTC data from January, 2011 till date.	Ops CMRS	Done
79	19/03/2013	Ag. HOD (SED) should identify corridors with high incidences of RTCs and Commands along the routes.	SED	Done
80	19/03/2013	CTSO should direct all TSOs in the Field to visit all Fleet Operators in their domain; collect list of their insurers and policy numbers between 2008 to 2013.	CTSO	Done
81	19/03/2013	CPEO should publish an advertorial intimating passengers to be wary of the incidences of crashes involving Toyota made vehicles, especially Hiace buses.	CPEO	Done
82	19/03/2013	Ag. HOD (SED) should draft a letter to Toyota Nigeria Limited availing them of data at the disposal of the Corps on incidences of RTCs involving Toyota vehicles.	SED	Done

83	19/03/2013	HND holders proceeding on further studies should be informed that they must apply for approval to proceed on such studies.	AHR CS	Done
84	19/03/2013	HND holders having acquired requisite certificate shall be qualified to be presented for promotion in the year their certificate was presented.	AHR CS	Done
85	26/03/2013	CMRO should develop a template for hospital referral of NDJ applicants who fail vision optic test.	CMRS	Done
86	26/03/2013	CLA and CIO should take appropriate action to ensure that justice is done to FRSC patrol team assaulted at Nyanya.	CLA CIO	Done
87	26/03/2013	Ag. HOD (SED) and comments by members, Management decided that Ag. HOD (SED) should identify top four routes of crashes in the country from January to-date and present it in the next meeting.	SED	Done
88	26/03/2013	DCM (TSC) was directed to reflect the names of members of Management Committee on Further Studies and not that of the Technical Sub-Committee, subsequent reports.	TSC	Done
89	26/03/2013	DCM (TSC) was commended for the improvement in his report and was directed to convey Management approval to the seventy three Officers and seventy nine Marshals who applied and qualified for further studies in 2012/2013 and 2013/2014 academic session.	TSC	Done
90	26/03/2013	The Committee on the Supply and Distribution of Special Marshal's kits and ID cards should review and provide details on the status of contract and contractor handling the Special Marshals kits and present in the next meeting.	MVA	Done
91	26/03/2013	The contract for the supply and distribution of Special Marshal's kits did not follow the FRSC Procurement Guidelines therefore, should be terminated forthwith.	MVA	Done

92	26/03/2013	ACM (SMP) and National Co-ordinator (SMP) should give a time-line to Special Marshals to provide the necessary details required for the production of SMP ID cards.	SMP Nat. Coord	Done
93	26/03/2013	CS should convey Management decision that staff going in or out of FRSC office premises must either be in uniform or display ID card for ease of identification by staff on guard duty.	CS	Done
94	26/03/2013	The Project Consultant was directed to brief Management on his involvement in the NIIMP Committee at the next meeting.	Proj. Consultant	Done
95	09/04/2013	C MRO should develop a template for hospital referral of NDL applicants who fail vision test and present at the next meeting.	CMRS	Done
96	09/04/2013	CTSO should review the passengers manifest format to include details of the vehicle driver and his motor boy and present next week.	CTSO	Done
97	09/04/2013	DCM (AHR) should prepare the list of deceased staff from January, 2013 till date to include causes of death and present in the next meeting.	AHR	Done

98	09/04/2013	A separate column should be created on the Dashboard to reflect causes of death of FRSC staff by terrorists attack.	AHR	Done
99	09/04/2013	CLog, Mgt. Rep (ISO) and HPIO should present a report on the status of vehicles donated to FRSC in 2010, 2011, 2012, and 2013 for painting, tracking and installation of authority devices.	CLog Mgt. Rep (ISO) PIO	Done
100	09/04/2013	DCM (Ops) should meet with Chairman to inform him of members' concern on the rampant cases of RTC and casualties in the country and the need for state of emergency.	Ops	Done
101	09/04/2013	CMRO should develop a template for hospital referral of NDJ applicants who fail vision test and present at the next meeting.	CMRS	Done
102	09/04/2013	CTSO should review the passengers manifest format to include details of the vehicle driver and his motor boy and present next week.	CTSO	Done
103	09/04/2013	DCM (AHR) should prepare the list of deceased staff from January, 2013 till date to include causes of death and present in the next meeting.	AHR	Done



104	09/04/2013	A separate column should be created on the Dashboard to reflect causes of death of FRSC staff by terrorists attack.	AHR	Done
105	09/04/2013	CLog, Mgt. Rep (ISO) and HPIO should present a report on the status of vehicles donated to FRSC in 2010, 2011, 2012, and 2013 for painting, tracking and installation of authority devices.	CLog Mgt. Rep (ISO) PIO	Done
106	09/04/2013	DCM (Ops) should meet with Chairman to inform him of members' concern on the rampant cases of RTC and casualties in the country and the need for state of emergency.	Ops	Done
107	09/04/2013	CTSO should update the status of transport companies that failed to register with RTSSS and present at the next meeting.	CTSO	Done
108	09/04/2013	CLA should prepare a brief on the judgment given in favour of FRSC by a Benin Court and circulate to Management at next meeting.	CLA	Done
109	09/04/2013	SACOMACE should make available daily returns on presence of patrol vehicles on the road to DCM (Ops) for real time assessment.	Ops SACOMA CE	Done

110	09/04/2013	DCM (AHR), CLog, Mgt. Rep. (ISO) and HPIO should work out details on number of drivers and riders that were trained at Lokoja and Keffi in 2012 with a view to ascertain their age and place of deployment, and present at the next meeting.	AHR CLog Mgt Rep (ISO) PIO	Done
111	09/04/2013	HPIO should confirm from CLog and F&A if the list of donated vehicles has been forwarded to F&A and report at the next meeting.	CLog F&A PIO	Done
112	09/04/2013	Duty Room Officers who spent 6 months and above in post should be redeployed forthwith.	Ops CS	Done
113	09/04/2013	CLA should brief Management on the status of the petition filed by Sector Commander, RS7.1 FCT to the Chief Justice of the Federation on the case of assault on FRSC patrol team at Nyanya at the next meeting.	CLA	Done
114	09/04/2013	CTSO should update records on the number of luxury buses travelled in weeks 11 & 12 for Zone RS8, Ilorin and present at the next meeting.	CTSO	Done
115	09/04/2013	The Committee on the Supply and Distribution of Special Marshal's kits and ID cards should review and provide details on the status of contract with the contractor handling the Special Marshals kits and present at the next meeting.	MVA	Done
116	09/04/2013	The contract for the supply and distribution of Special Marshal's kits should be confirmed if it followed the FRSC Procurement Guidelines, otherwise it should be terminated.	MVA	Done

117	09/04/2013	ACM (SMP) and National Co-ordinator (SMP) to make adequate arrangement for the inauguration of Special Marshal Unit in Lagos State.	SMP Nat. Coord	On-going
118	09/04/2013	ACM (TSSD) should work with HPIO to harmonize the FRSC Honours Award Guidelines with the National Honours Award Standard Guidelines.	TSSD PIO	Done
119	09/04/2013	CMRO should modify his presentation on Health Status of FRSC Senior Staff and present at the next meeting.	CMRS	Done
120	09/04/2013	CLA to hasten the work on MVA Model Law and submit on or before 12 April, 2013	CLA	Done
121	14/04/2013	CPEO should extend appreciation of the Corps to Management of AIT on publicity of the Corps' programmes.	CPEO	Done
122	14/04/2013	DCM (AHR) should create separate columns for Officers and Marshals on the dashboard for stoppage of salary and resignation of appointment	AHR	Done
123	14/04/2013	CLog should issue a circular to Departments, Corps Offices and Field Commands to obtain clearance before proceeding with repairs of official vehicles.	CLog	Done
124	14/04/2013	DCM (PRS) and HPAU should liaise together and reconcile their data before presentation to relevant bodies.	PRS HPAU	Done
125	14/04/2013	CPEO should liaise with SACOMACE on the back up of the Corps programmes and forward to DCM (Ops) before the end of the day.	CPEO SACOMACE	Done
126	14/04/2013	DCM (Ops), DCM (PRS), CMRS and SED should work together on four years statistics of RTC and present to Management.	Ops, PRS, CMRS, SED	Done

127	14/04/2013	Ag. HOD (SED) should create a column on the Crash Analysis Report to include "Number of people rescued".	SED	Done
128	14/04/2013	All Management staff should set up a small team in their various offices to study the Reviewed Special Marshals' Guidelines and forward their input to ACM (SMP) by 1200hrs on Friday 17 May, 2013.	All	Done
129	14/04/2013	ACM (SMP) should present the Reviewed Special Marshals Guidelines to Management in a fortnight.	SMP	Done
130	14/04/2013	DCM (TSC) and CLog should collate all the documents relating to FRSC Training School, Mubi and forward to PSO.	TSC CLog	Done
131	14/04/2013	DCM (PRS) and DCM (TSC) should liaise and present data on courses/training programmes attended by staff on a weekly basis and present next week.	PRS TSC	Done
132	14/04/2013	CLog should provide a conference room and hand over to Protocol Unit for use by Departments and Corps Offices.	CLog	Done
133	14/04/2013	CLog should ensure improvement in illumination of Wuse Zone 3 office complex.	Clog	Done
134	14/04/2013	CLog should ensure that the Corps Fire Officer conducts fire drills at least once in a quarter.	CLog	Done
135	14/04/2013	Ag. HOD (F&A) should provide breakdown of N12.5million owed by Commands on remittance of Highway Code.	F&A	Done
136	14/04/2013	Departments and Corps Offices that had not forwarded their inputs on template for assessment of Commanding Officers should comply on or before Friday, May 17, 2013.	All	Done
137	14/04/2013	PSO II COMACE should forward the World Bank Consultant's presentation to all Management staff.	PSO II	Done

138	14/04/2013	PSO COMACE should produce a draft copy of a letter to the Head of Service for Chairman's signature for the use of Public Service Institute before 0900hrs Thursday 16 May, 2013.	PSO	Done
139	14/04/2013	CPEO should organize a press chat on the World Bank Training programme on or before Friday, 17 May, 2013.	CPEO	Done
140	14/04/2013	DCM (Ops), DCM (AHR), DCM (TSC), CS, HPIO, HPAU and PSO II COMACE should work together and develop a framework for the training programme.	Ops, AHR, TSC, CS, HPIO, HPAU	Done
141	14/04/2013	Rep. CIO should continue with the update on illegal sales of Highway Codes and present when the Chairman is available.	CIO	Done
142	14/04/2013	DCM (TSC) should consult and come up with a training programme for Officers on the act of public speaking.	TSC	Not Done
143	14/04/2013	CP and CIO should liaise and conduct a security assessment of the office complex towards the possibility of creating a second entrance to the building.	CP CIO	Done
144	30/04/2013	DCM (AHR) should liaise with CP to identify the staff that were responsible for cleaning the office premises at Wuse Zone 3 on 30 April, 2013 and commence disciplinary procedure on them for not doing their job.	AHR CP	Done
145	30/04/2013	CP should carry out fatigue in the office premises to involve all staff at Wuse Zone 3, on 02 May, 2013.	CP	Done
146	30/04/2013	The Representative of CIO should find out the effect of the ban on Operations of Commercial Motorcycle riders (Okada) in Kano on the public and report to Management in the next meeting.	CIO	Done
147	30/04/2013	CS should convey Management directives requesting the ZCO, Zone RS7HQ Abuja to provide details on in-house lectures conducted in the Zone for weeks 16 and 17.	CS	Done
148	30/04/2013	CLog should hasten the deployment of the new motorbikes to the 73 designated corridors for commencement of patrol activities.	CLog	Done

149	30/04/2013	DCM (AHR) should ensure deployment of motorbike riders to the designated corridors	AHR	Done
150	30/04/2013	Ag. HOD (SED) should create a column on the Crash Analysis Report to include "Type of Road".	SED	Done
151	30/04/2013	Ag. HOD (SED) should ascertain the existence of the Vehicle Inspection Manual that was produced some years back.	SED	Done
152	30/04/2013	CLog should submit the list of all serviceable FRSC Vehicles in RSHQ to DCM (Ops) for the commencement of Free Vehicle Safety Check.	Ops CLog	Done
153	30/04/2013	DCM (Ops) should direct Field Commands to subject all FRSC Vehicles to Free Vehicle Safety Check every quarter starting from the second quarter, 2013.	Ops	Done
154	30/04/2013	Rep. of CIO should investigate the Commands that were illegally selling Highway Codes and the amount and report to Management in 2 weeks	CIO	Done
155	30/04/2013	Departments and Corps Offices should design patrol roster for deployment of staff to "Operation Shield" with their locations on two shifts per week and submit to DCM (Ops) on or before 02 May, 2013.	All	Done
156	30/04/2013	CLA should send a clean copy of the Regulations on the Maintenance of Discipline to SACOMACE for uploading on FRSC website before the next meeting.	CLA SACOMA CE	Done
157	30/04/2013	Ag. HOD (SED) should forward the comprehensive list of Accident Investigators posted out of SED to CS for reversal of posting.	SED CS	Done
158	30/04/2013	DCM (TSC) should liaise with DCM (PRS) to appoint a Desk Officer to collate data on weekly basis on all Courses/Training programmes attended by staff.	TSC	Done
159	30/04/2013	DCM (AHR) and CS should deploy all redundant staff in RSHQ to the corridors that were lacking personnel.	AHR CS	Done

160	30/04/2013	DCM (Ops) and SACOMACE should redo the codification of the 292 routes and present at the next meeting.	Ops SACOMACE	Done
161	30/04/2013	CP should produce the list of staff tried for absenteeism in "Operation Shield" patrol activities and include PIN and date of trials, and submit to the Chairman on or before 1200hrs on 02 May, 2013	CP	Done
162	30/04/2013	DCM (AHR) should convey the disciplinary action taken on the 102 staff tried for absenteeism in "Operation Shield" patrol activities, and specifically inform them of the number of Awards given to them.	AHR	Done
163	30/04/2013	CMRO should liaise with Ag. HOD (F&A) to ascertain the level of indebtedness and status of retainership with Zankli Medical Centre.	CMRO	Done
164	30/04/2013	Ag. HOD (F&A) should forward the Highway Code books file to CLA for further legal views on the matter.	CLA F&A	Done
165	30/04/2013	HPIO should liaise with CPRO to ascertain the quantity and provide good storage facility for the Road Safety Tips for children books.	PIO	Done
166	30/04/2013	ACM (SMP) should facilitate the development of an MOU between Special Marshals and the Contractor of their choice in supplying Special Marshal Kits.	SMP	Done
167	30/04/2013	DCM (Ops), ACM (SMP), CLA, Ag. HOD (F&A) and Rep. of CIO should work as a Committee to verify the existing legal issues and payment by Commands on Highway Code books and present in the next meeting.	Ops SMP CLA F&A CIO	Done
168	30/04/2013	DCM (AHR) should liaise with CPRO and request for explanation from Admin Officers of Departments and Corps Offices who failed to make entries in the inventory board.	AHR CPRO	Done
169	30/04/2013	CLA should forward soft copy of the MVA Model Regulations to PSO on or before 02 May 2013 and hard copies to DCM (MVA), Ag. HOD (SED) and HPIO.	CLA	Done

170	30/04/2013	CC (Fed. Ops) should release 20 pairs of Ceremonial dresses to CP in preparation for the relocation ceremony of COMACE Office to Wuse Zone 3.	Ops	Done
171	30/04/2013	CLog should provide new set of National and FRSC flags to CP in preparation for the relocation ceremony of COMACE Office to Wuse Zone 3.	CLog	Done
172	30/04/2013	CPEO should ensure wide publicity in the movement of COMACE office to Wuse Zone 3, Abuja.	CPEO	Done
173	30/04/2013	Corps Protocol Office should take the visiting World Bank Officials round the Offices and introduce them to members of Management.	CPO	Done
174	07/05/2013	CMRO should withdraw some of the ambulances in Zone RS12 Bauchi and deploy them to Commands where they could be optimally utilized.	CMRO	Done
175	07/05/2013	DCM (AHR) and CS should work out modalities to redeploy some of the staff in the Zone RS12 Bauchi and part of RS3 Yola.	AHR CS	Done
176	07/05/2013	DCM (Ops) should direct Commanding Officers to always ensure that patrol teams adhere strictly to patrol procedures, be courteous to motorists and avoid extortion.	Ops	Done
177	07/05/2013	CP should complete the summary trial of all staff that failed to carry out the cleaning of RSHQ Wuse Zone 3 premises on 30 April, 2013 before close of work on 8 May, 2013 and forward the report to AHR.	CP	Done
178	07/05/2013	Mgt. Rep. (ISO) to break the codified 292 routes into Commands for Operations Department to forward to Commands for use. PAU to note this as one of Chairman's achievements.	Ops PAU MR (ISO)	Done
179	07/05/2013	DCM (PRS), Ag. HOD (SED) should look at the states that banned okada riders and the attendant decrease in the level of crashes in these states.	PRS SED	Done

180	07/05/2013	DCM (PRS) and Ag. HOD (SED) and CMRO should develop a position paper on the effect of Okada ban as regards crashes and present in two weeks.	PRS, SED CMRO	Done
181	07/05/2013	Ag. CIO should update his report on illegal sales of Highway Code and present to Management in the next meeting.	CIO	Done
182	07/05/2013	(i) Management stepped down the presentation on the Reviewed Special Marshals Guidelines and directed Heads of Departments, Corps Offices and Heads of special units to peruse the presentation and forward their contributions to ACM (SMP).	All	Done
183	07/05/2013	(ii) The date when the Special Marshals Guidelines was last reviewed should be indicated in the report.	SMP	Done
184	07/05/2013	DCM (TSC) should relocate the staff and properties in FRSC Training School, Mubi and also explore avenue for compensation on FRSC investments in FRSC Training School, Mubi.	TSC	On-going
185	07/05/2013	Heads of Departments, Corps Officers and Heads of Special Units should ensure that outgoing files were monitored to ensure that they meet the system requirement and also encourage their Admin Officers to imbibe the new filing system.	All	Done
186	07/05/2013	PSO should write an appreciation letter to the Governor of Gombe State who had already donated two Life Support vehicles to the Corps within a year.	PSO	Done
187	07/05/2013	CMRO should initiate action on establishing "Zebra" Unit along Bauchi/Alkaleri/Gombe Road near Gombe Airport.	CMRO	Done
188	07/05/2013	CLog should ensure number plates were provided for the vehicle donated to FRSC by the Chairman, Kaltungo Local Government Council.	CLog	Done
189	07/05/2013	Heads of Departments and Corps Officers should ensure compliance by their staff to the activities marking the forth coming United Nations Organization Safety Week.	All	Done



190	07/05/2013	DCM (AHR), DCM (TSC), CP and CS should supervise Quarter Guard rehearsals for the relocation ceremony.	AHR, TSC, CP, CS	Done
191	07/05/2013	All Departments and Corps offices should forward their reports of courses, conferences, retreats, etc to PRS without further delay.	All	Done
192	07/05/2013	CLog should ensure that the office facilities in RSHQ Wuse Zone 3 were made functional.	CLog	Done
193	07/05/2013	CP and CIO should beef up security and improve on the sanitation of RSHQ Wuse Zone 3 office complex.	CIO CP	Done
194	07/05/2013	Head, Protocol Unit should provide portraits of Mr. President and Corps Marshals as well as flags and wall clock in Corps Marshal Conference Room.	Protocol	Done
195	07/05/2013	CLOG should liaise with PSO for the provision of office accommodation in RSHQ Wuse Zone 3. Dr. Mene Wworld Bank Consultant) staff officers.	PSO CLOG	Done
196	07/05/2013	CS should post two Civil Engineers to work with the Project Consultant.	CS	Done
197	07/05/2013	Pending actionable items from the Management meeting of 30 April, 2013 were as follows: CLog should hasten the deployment of motorbike riders to the designated corridors.	CLog	Done
198	07/05/2013	DCM (AHR) should ensure deployment of motorbike riders to the designated corridors.	AHR	Done
199	07/05/2013	CLog should submit the list of serviceable FRSC vehicles in RSHQ to DCM (Ops) for the commencement of Free Vehicle Safety Check.	Ops CLog	Done

200	07/05/2013	Ag. HOD (SED) should forward the comprehensive list of Accident Investigators posted out of SED to CS for reversal of posting.	SED CS	Done
201	07/05/2013	DCM (TSC) should liaise with DCM (PRS) to appoint a Desk Officer to collate data on weekly basis on all courses/training programmes attended by staff.	TSC PRS	Done
202	07/05/2013	DCM (TSC) should incorporate some self-defense activities like martial arts for staff in its training programmes.	TSC	Done
203	07/05/2013	CMRO should liaise with Ag. HOD (F&A) to ascertain the level of indebtedness and status of retainership with Zankli Medical Centre.	CMRO F&A	Done
204	07/05/2013	Ag. HOD (F&A) should forward the Highway Code books file to CLA for further legal views on the matter.	CLA F&A	Done
205	07/05/2013	ACM (TSSD) should provide temporary ID Cards to the visiting World Bank officials to cover the period of their stay.	TSSD	Done

206	07/05/2013	Pending items on the action sheet should be completed before next meeting and evidence submitted to CS.	All	Done
207	21/05/2013	CTSO should write a letter to National Association of Road Transport Owners (NARTO) and PTD inviting them to meet with COMACE on 22 May, 2013.	CTSO	Done
208	21/05/2013	DCM (AHR) and CS should inform staff that henceforth, letters of resignation written by staff should be submitted to RSHQ in soft copy to pass through SAP process before circulating the hard copy through the appropriate channel	AHR CS	Done
209	21/05/2013	CMRO, Mgt. Rep (ISO) and Budget should verify and provide full details on the case of staff who resigned and salary was paid to his account for a period of about 15 months after resignation and present in the next meeting.	CMRO MR Budget	Done
210	21/05/2013	DCM (AHR), SACOMACE and CS should provide the list of staff that were dismissed, terminated or resigned their appointment for the past 2years ascertain their status on the payroll and present in the next meeting.	AHR SACOMACE CS	Done
211	21/05/2013	ACM (TSSD) should factor in Badge of Honour for deserving staff in the activities of his office.	TSSD	Done
212	21/05/2013	CLog should ensure that the new motorbikes kept in RSHQ Zone 3 were moved to the designated Commands before the next meeting.	CLog	Done
213	21/05/2013	DCM (Ops) should submit a proposal on "Operation Rainstorm" to COMACE as crash intervention strategy during the rainy season.	Ops	Done
214	21/05/2013	Ag. HOD (SED) should create a column on the Crash Analysis Report to include suggested intervention at crash prone areas.	SED	Done
215	21/05/2013	Ag. HOD (SED) should provide update on the suggested intervention strategy pin-pointed on the Crash Analysis Report for Week 20 214before submission to COMACE.	SED	Done

216	21/05/2013	CLog should issue a circular to Departments, Corps Offices and Field Commands to obtain clearance before proceeding with tracking upgrade of official vehicles.	CLog	Done
217	21/05/2013	All Management staff should set up a small team in their various offices to study the Reviewed Special Marshals' Guidelines and forward their input to ACM (SMP) by 1200hrs on Friday 17 May, 2013.	All	Done
218	21/05/2013	DCM (PRS) and DCM (TSC) should liaise and present data on courses/training programmes attended by staff on a weekly basis and present next week.	PRS, TSC	Done
219	21/05/2013	CLog should assess the status of the 14 Commands directly affected by the State of Emergency rule and incorporate them in the list of Commands to be renovated in 2013 budget.	CLog	Done
220	21/05/2013	Accidents Investigation Officers should be detailed to investigate the latest incident and un-earth the root cause of the accidents.	SED	Done
221	21/05/2013	Commanding Officers should be written to highlight causes of such accident in their Commands and action needed towards averting such.	Ops	Done
222	21/05/2013	Head of Operations should be directed to always have about 20minutes safety talk with patrol teams before embarking on patrol.	Ops	Done
223	21/05/2013	DCM (AHR) should update Management on efforts made so far on insurance and other entitlement of staff knocked down by motorists.	AHR	Done
224	21/05/2013	CMRO should update Management on the medical status of staff that survived knock down by motorists.	CMRS	Done

225	21/05/2013	20ft container should be procured to serve as office for the rescue personnel and other facilities at the proposed emergency ambulance centre along Bauchi-Gombe road in Gombe State.	CPRO	On-going
226	21/05/2013	Car port should be constructed to house the ambulance at the proposed emergency ambulance centre along Bauchi - Gombe road in Gombe State.	CLog	On-going
227	21/05/2013	Paramedics should be posted to run the centre at the proposed emergency ambulance centre along Bauchi-Gombe road in Gombe State	AHR CS	Done
228	21/05/2013	Monthly allocation should be released to the centre at the proposed emergency ambulance centre along Bauchi-Gombe road in Gombe State.	F&A	Not Done
229	21/05/2013	A proposal on the structural design incorporating the additional staircase and the linkage extension without distortion to the beauty of the building should be submitted to the Chairman.	CLog	On-going
230	21/05/2013	DCM (Ops) should direct the Commands indebted to the sale of Highway Code to make refund.	Ops	Done
231	21/05/2013	Commanding Officers found to be involved in the sale of Highway Code without making due remittance should be sanctioned.	Ops	Done
232	21/05/2013	The Committee on Highway Code should further investigate the source(s) of production and sale of illegal Highway Code.	Ops CIO	Done
233	21/05/2013	CLog should facilitate the removal of old and abandoned vehicles left behind by the Foreign Affairs Ministry.	CLog	Done
234	21/05/2013	CP should take action and warn provost staff to desist from selling of wares of any kind in the office premises.	CP	Done
235	21/05/2013	CLog should ensure that all existing toilets in the building were in good condition and report progress to the Chairman before 24 May, 2013.	CLog	Done
236	21/05/2013	CLog should produce a plan of illuminating RSHQ office complex and present to Management.	CLog	Done

237	21/05/2013	Heads of Departments and Corps Officers should ensure that no staff sell or eat food in the office.	All	Done
238	21/05/2013	All staff should be warned to desist from hanging shirts openly in the office.	All	Done
239	21/05/2013	Ag. CIO should monitor staff compliance to the ban on selling and eating food including hanging shirts openly in the offices and give weekly updates to Management	CIO	Done
240	21/05/2013	ACM (TSSD) should contact the affected Commands that did not send information for staff ID card and update the Chairman before close of work on 22 May, 2013.	TSSD	Done
241	21/05/2013	CLog should work out the possibilities of providing presentation screens on the three walls of the conference room.	CLog	Done
242	21/05/2013	SACOMACE should provide desk phone with CUG number in the conference room and set up conference code for the desk CUG to aid conference calls.	SACOMACE	Done
243	21/05/2013	HPIO should fulfill all righteousness and instruct his staff to contact Departments and Corps offices to comply with the deadline of submitting job binders including names of assessors of APER forms.	PIO	Done
244	21/05/2013	SACOMACE and HPIO should look into the possibility of having a session of training with RSHQ staff on all the things needed for the Field Commands and those trained would in turn have special session with Field Commands to explain all the requisition from RSHQ for total compliance during special patrol	SACOMACE PIO	Done
245	28/05/2013	DCM (Ops) should present a full report to Management on "Operation Shield 2" in the next meeting.	Ops	Done
246	28/05/2013	CIO should investigate the Field Commands that did drivers' training in Week 21.	CIO	Done

247	28/05/2013	CLA should create a column for cases settled through ADR on the Dashboard.	CLA	Done
248	28/05/2013	Management staff that had not presented their vehicles for Free Vehicle Safety Checks should comply latest 1200hrs Wednesday 29 May, 2013.	All	Done
249	28/05/2013	Management stepped down proposed "Operation Rainbow" in RS12 Bauchi, Damaturu, Benisheck, Biu, Bama, Michika and Dikwa because of the present security situation.	Ops	Done
250	28/05/2013	Ag. HOD (SED) and CS should liaise and post trained AIO appropriately.	CS SED	Done
251	28/05/2013	Ag. HOD (SED) should conduct first line training on accident investigation for staff along critical corridors	SED	Done
252	28/05/2013	DCM (Ops) should conduct an appraisal of special intervention patrol of Lagos corridor and present to Management a week after the proposed "Operation Rainbow"	Ops	Done
253	28/05/2013	CLog should liaise with PSO on the approval for the release of rider's kits by the Chairman for the donated World Bank bikes.	CLog PSO	Done
254	28/05/2013	DCM (TSC) and CLog should explain to Management how a computer operator was trained as a rider.	TSC CLog	Done
255	28/05/2013	DCM (AHR) should query the Commanding Officer that sent a computer operator to Rider's Training.	AHR	On-going
256	28/05/2013	CIO should verify the actual status of staff trained as riders.	CIO	Done
257	28/05/2013	DCM (TSC) should forward list of staff trained as riders to CIO.	TSC	Done
258	28/05/2013	The Distribution of motorbikes to pend until the status of trained Riders are determined.	CLog	Done

259	28/05/2013	CLog should confirm to Ag. Chairman the insurance status of World Bank donated vehicles and motorbikes before 1500hrs on Tuesday, 28 May, 2013.	CLog	Done
260	28/05/2013	MR (ISO) should present an update report of staff knocked down by motorists to Management in the next meeting.	MR (ISO)	Done
261	28/05/2013	DCM (AHR) should query Sector Commanders RS5.2 Delta and RS6.2 Cross River for failing to report incidences of their staff knocked down by motorists to HQ promptly.	AHR	Done
262	28/05/2013	DCM (AHR) should forward a memo to Commands on the need to send First Information Report (FIR) on their staff knocked down on patrol within 48 hours as required by Insurance Underwriters.	AHR	Done
263	28/05/2013	CLog should forward proposal to COMACE for quarterly fumigation of the office.	CLog	Done
264	28/05/2013	CS should write to Command to forward to RSHQ a detailed report on any loss involving Government vehicles or other Government properties backed up with Police extract and other necessary documents.	CS	Done
265	28/05/2013	CLog should ensure that the canteens in RSHQ premises provide variety of food for staff.	CLog	Done
266	28/05/2013	CP should monitor the canteens in RSHQ premises and forward update report to Management.	CP	Done
267		CLA should monitor the status of cases involving staff in court.	CLA	Done
268	28/05/2013	CS should ensure that the Sector Commander RS6.4 Bayelsa, constantly update Management on court proceedings of the case of staff killed in the Command.	CS	Done
269	28/05/2013	CLog should write the property owners in Nasarawa and Benue states of the intention of the Corps to acquire them.	CLog	Done
270	28/05/2013	TSSD should conclude all issues on ID cards before the end of the second quarter and forward a full report to Management.	TSSD	On-going

271	28/05/2013	CLog should send a staff to verify the status of the property allocated to the Corps in Unit Command Mokwa by the Local Government to enable the Corps acquire it.	CLog	Done
272	28/05/2013	CS should write to all Departments and Corps Offices to re-forward names of their staff to Operations and indicate those excluded for the exercise latest by Thursday 30 May, 2013.	CS	Done
273	28/05/2013	Ag. CS should note the wedding date of the daughter of ACM CD Nwachukwu (CLA) scheduled for 15/6/2013 and remind Management accordingly.	CS	Done
274	28/05/2013	Ag. CS to include the following recommendations in FRSC Conditions of Service as approved by Management: (i) Officers and men should be entitled to training allowances throughout the duration of training. (ii) Full salary to successful candidates at the end of the training. (iii) At the end of their Basic Courses, Officers and Marshals be paid their kilometer coverage as stated in the Conditions of Service.	CS	Done
275	28/05/2013	a. CPEO should organize a press chat on the World Bank Training programme on or before Friday, 17 May, 2013.	CPEO	Done



276	04/06/2013	DCM (PRS) should liaise with DCM (TSC) and update records on conferences and seminars on the Dashboard for Week 1 to-date and present in 2 weeks.	PRS TSC	Done
277	04/06/2013	DCM (AHR) and CS should filter out the names of staff awarded Major Entry and above from list of staff eligible for promotion.	AHR CS	Done
278	04/06/2013	CLA should provide an update on mobile court sittings during the just concluded "Operation Shield" and present in the next meeting.	CLA	Done
279	04/06/2013	Ag. HOD (SED) should write a proposal to COMACE towards fast-tracking the approval and release of ISO standard on Speed Limiter by SON.	SED	Done
280	04/06/2013	Ag. HOD (SED) should include the official e-mail addresses of CIO, Project Consultant and National Coordinator (SMP) in his mailing list.	SED	Done
281	04/06/2013	Ag. CS was commended for conveying decisions of Management properly and directed that pending actionable items on the action sheet should be reflected in the next meeting.	CS	Done
282	04/06/2013	Ag. HOD (SED) and CS should work together and commence the posting of trained AIOs with immediate effect.	SED CS	On-going
283	04/06/2013	Ag. HOD (SED) should prepare a brief on the status and programme of first line training on accident investigation for staff along critical corridors and present in the next meeting.	SED	Done
284	04/06/2013	CLog should work with DCM (AHR) to reconcile the status of vehicles donated to FRSC by some State Governments and those donated by World Bank for insurance coverage.	AHR CLog	Done



285	04/06/2013	CLog and CA should request for Police report from Commands that incurred losses through crashes involving FRSC vehicles to be forwarded to RSHQ on or before 07 June, 2013.	CLog CA	Done
286	04/06/2013	HPIO should include issues on FRSC staff knocked down during patrol in the sensitization visit during "Operation Rainstorm".	PIO	Done
287	04/06/2013	ACM (TSSD) should hasten the production of staff ID cards giving preference to the seven (7) underlisted members of Management and 1 secretariat staff. a. CD Nwachukwu ACM CLA b. AH Ringim CC CMRO c. JA Asom, mni CC PSO d. GO Omiko CC Ag. CS e. PI Ugwu ACC Ag. CIO f. LD Shehu ACC Secretariat g. TS Mene Project Consultant h. Sini Kwabe National Coordinator (SMP)	TSSD	Done
288	04/06/2013	The adjusted draft templates for Commanding Officers quarterly assessment was approved and Management directed that DCM (Ops) should produce summary details, as per PMS standard on Zonal Commanding Officers, Sector and Unit Commanders Quarterly Assessment report for final endorsement in the next meeting.	Ops	Done
289	04/06/2013	Ag. HOD (F&A) should stop the salaries of the 29 disengaged staff forthwith	F&A	Done
290	04/06/2013	CS should convey Management's decision to Ag. HOD (F&A), CA and CIO to work as a committee to investigate and unravel those involved in the shady arrangement of continuous payment of salaries to the 29 disengaged staff, liaise with IPPIS and recommend further necessary action.	CS F&A CA CIO	Done
291	04/06/2013	DCM (Ops) should work backwards to 2012 and beyond to present an update on staff knocked down by motorists while on duty for verification by DCM (AHR) in 2 weeks	AHR	Done
292	04/06/2013	DCM (AHR) should write and remind Field Commands to always send report on cases of staff knocked down by motorists while on duty to RSHQ in good time for prompt settlement of claims.	AHR	Done
293	04/06/2013	DCM (AHR) should develop a template to capture pending insurance claims of staff knocked down by motorists while on duty and forward to HPIO before 05 June, 2013 for administration in Field Commands during "Operation Rainstorm".	AHR	Done



294	04/06/2013	DCM (AHR) should create a column on the dashboard for reporting insurance claims by staff knocked down by motorists while on duty.	AHR	Done
295	04/06/2013	CMRO should make efforts to trace the family of a former FRSC staff believed to be mentally unstable and was seen hanging around the RSHQ neighboring building for possible rehabilitation.	CMRO	Done
296	04/06/2013	Ag. CIO should prepare a detailed report on FRSC trained bike riders to capture: i. When was the training conducted? ii. How was the training done? iii. List of staff nominated for the training iv. List of successful riders after the training v. List of unsuccessful staff after the training vi. Nature of posting of successful riders vii. Wrong inclusion of non-riders on the training list viii. Finances involved in the course of the training exercise. The report should be presented to Management with all the annexures attached at its next meeting.	CIO	Done
297	04/06/2013	All members should study the Reviewed Special Marshals Guidelines, make inputs and submit in the next meeting.	All	Done
298	04/06/2013	DCM (AHR) should verify if FRSC could benefit from the para-military housing estate project which foundation was laid in Abuja by Mr. President.	AHR	Done
299	18/06/2013	CMRO should liaise with SACOMACE to design a column on the Dashboard to capture the number of RTC relative to the time of occurrence.	CMRO SACOMACE	Done
300	18/06/2013	CP should take the issue of security with all seriousness and convey same to Provost staff in all FRSC Commands formations.	CP	Done



301	18/06/2013	Heads of Departments and Corps Officers should submit the names and appointments of their functional Heads or line staff in Field Commands to SACOMACE before close of work on 19 June, 2013.	All	Done
302	18/06/2013	DCM (Ops) should liaise with CLA to issue a circular to Field Commands on the legal implication of using FRSC patrol vehicle in blocking suspected traffic offenders.	Ops CLA	Done
303	18/06/2013	HPAU should reflect number of educated traffic offenders and rallies in quarterly report.	PAU	Done
304	18/06/2013	Head of Protocol Unit should present the list of functions of his office in the next meeting.	Prot	Done
305	18/06/2013	Ag. HOD (F&A), Ag. HOD (TSC), CTSO and CA to work as a Committee to bring out a position paper on standard procedures on the sharing formula for monies realized from external training of drivers including allowance to be paid to trainers and present in 2 weeks.	F&A TSC CTSO CA	Done
306	18/06/2013	CTSO should verify the cumulative data on vehicle kilometer coverage posted on the Dashboard for Week 24 and present in the next meeting.	CTSO	Done
307	18/06/2013	CLA should liaise with HPIO to write a letter to IGP providing necessary details on the act of ignorance displayed by FCT Police Commissioner on FRSC mandate.	CLA PIO	Not Done
308	18/06/2013	Ag. HOD (SED) should identify, take photographs and make report of roads that needed marking/furniture(s) and forward to Minister of Works for necessary action.	SED	Done
309	18/06/2013	Ag. HOD (SED) should write an update on the pattern of crashes on Jos-Bauchi road and present in the next meeting.	SED	Done
310	18/06/2013	DCM (Ops) should leverage on the UBA campaign on UPWD and the Corps Operators meeting to carry out 3 days intensive patrol on UPWD in FCT.	Ops	Done
311	18/06/2013	a. Ag. HOD (SED) should update Management on preparation to conduct Road Safety Audit this year.	SED	Done
312	18/06/2013	a. Ag. HOD (SED) should interface with the FCT Transport Administration and sensitize its authority on the impropriety of the newly introduced buses for mass transit purpose and conduct Safety Impact Assessment within 1 week for further action.	SED	Done



313	18/06/2013	Sequel to the approval of the Special Marshals Guidelines (2013), ACM (SMP) should effect the amendments.	SMP	Done
314	18/06/2013	ACM (SMP) should spearhead the printing and distribution of the Guidelines to all Special Marshals, Commanding Officers, Heads of Departments, Corps Officers, Head of Special Units, etc.	SMP	Done
315	18/06/2013	ACM (SMP) should liaise with CS to comply with the provisions of FRSC organogram regarding appointments of Head of Special Marshals at all levels for effective execution of the guidelines.	SMP	Done
316	18/06/2013	DCM (AHR) should commence disciplinary action against the Commanding Officers of RS4.1 Plateau, RS5.1 Edo, RS5.3 Anambra, RS2.14 Lagos Island, RS2.25 Sagamu, RS5.11 Auchi and RS6.11 Eleme who organized Drivers' training without following the due process.	AHR	Done
317	18/06/2013	Rep. CIO should liaise with DCM (AHR) and Ag. HOD (TSC) to determine the point of discrepancy in the list of FRSC Bike Riders trained at RS8.3 Kogi between 04 and 07 November, 2012 and present in the next meeting.	CIO	Done
318	18/06/2013	CS should convey approval for the new date to conduct a Free Knowledge Sharing Session for Federal Road Safety on Driving High Institutional Performance for the Corps and provide tea and coffee as well as kolanuts for the lecture.	CS	Done
319	18/06/2013	The inclusion of COMACE Special Sensitization exercise for the Field Commands during special patrol operations and its extension as an integral part of any official assignment to Field Commands was approved by Management.	PIO	Done
320	18/06/2013	DCM (MVA) should reach out to the Chairman, Taraba State Board of Internal Revenue to settle the PAYE tax remittance case out of court.	MVA	Done



321	02/07/2013	DCM (AHR) and Ag. CS should deploy staff including paramedics to the two newly created Unit Commands in Katari and Owan Esigie.	AHR, CS	Done
322	02/07/2013	Ag. HOD (F&A) should release allocations for the smooth take off of the two newly established Unit Commands.	F&A	Done
323	02/07/2013	Ag. HOD (TSC) should report on the status of FRSC Academy Band by next meeting.	TSC	Done
324	02/07/2013	<p>HPAU should send COMACE directive on the NATO/PTD stakeholders meeting to Commands for implementation and copy Management staff.</p> <p>The Committee for engaging NATO/PTD to submit her report at the next meeting and should take into cognizance the success story of ABC transport with respect to speed governor. CLA was co-opted as a member of the Committee.</p>	PAU	Done
325	02/07/2013	Corridor patrols should be sustained taking into cognizance its success.	OPS	Done
326	02/07/2013	Following the presentation, Management decided that CPEO should modify the presentation with options and represent at next meeting.	CPEO	Done



327	02/07/2013	Following the information, Management directed that CLA should give an update of mobile courts conducted next week	CLA	Done
328	02/07/2013	Following the information, Management directed that CMRO, CIO and CP should intensify efforts on rehabilitating the former staff.	CMRO, CIO & CP	Done
329	02/07/2013	Management noted the information and directed CLOG to inform the Zonal Commanding Officer RS6 to convey COMACE appreciation to EXXON Mobil.	CLOG	Done
330	02/07/2013	Inspection of Driving Schools should be done by the Field Commands with guide lines while certification should be done by HQ.	TSC	Done
331	02/07/2013	Nodal Officer SERVICOM should note and inform members of Servicom Committee in their next meeting.	Nodal Officer	Done
332	02/07/2013	ACM (TSSD) should take note and hasten the production of ID cards.	TSSD	Done
333	02/07/2013	CIO should investigate the case and present a brief to Management in the next meeting.	CIO	Done
334	02/07/2013	CS should post Commanding Officers to the new Unit Command at Owan Esigie	CS	Done
335	02/07/2013	Ag. HOD (F&A) should include the new Unit Command at Owan Esigie on the monthly allocation list.	F&A	Done
336	02/07/2013	CPEO should get the 2 codes of FRSC caller tune jingles and forward to DCM (Ops) for use in CUG phones.	CPEO	Done



337	02/07/2013	DCM (Ops) and CPRO should work on the possibility of supplying more cones to rescue teams.	OPS CPRO	Done
338	02/07/2013	CLA should accelerate action after obtaining court judgment on legal implication of using FRSC patrol vehicles to block suspected traffic offenders.	CLA	Done
339	02/07/2013	PSO and Head of Protocol Unit should remind COMACE to interact with IGP on the act of ignorance displayed by FCT Commissioner of police.	PSO	Done
340	02/07/2013	Ag. HOD (SED) should identify, take photographs and make report of roads that needed marking/furniture and forward to Minister of Works for necessary action.	SED	Done
341	02/07/2013	Ag. HOD (SED) should update Management on preparation to conduct Road Safety Audit this year.	SED	Done
342	02/07/2013	Ag. HOD (SED) and CS should liaise with PSO and commence the posting of trained AIOs with immediate effect.	SED PSO	Done
343	02/07/2013	Ag. HOD (SED) should prepare a brief on the status and programme of first line training on accident investigation for staff along critical corridors, give date and copy HPIO on or before 05 July, 2013	SED	Done
344	02/07/2013	Clog, CA and CPRO should request for police report from Commands that incurred losses through crashes involving FRSC properties/vehicles to be forwarded to RSHQ.	CLOG CA CPRO	Done



345	02/07/2013	ACM (SMP) should spearhead the printing and distribution of the Special Marshal guidelines 2013 to all Special Marshals, Corps Officers, and Head of Special Units etc.	SMP	Done
346	02/07/2013	ACM (SMP) should liaise with CS to comply with the provisions of FRSC organogram regarding appointments of Head of Special Marshals at all levels for effective execution of the guidelines.	SMP	Done
347	02/07/2013	Ag. HOD (SED) should engage Standard Organization of Nigeria (SON) on vehicle standards in regards AbMuja BRT Buses and present in 2 weeks.	SED	Done
348	02/07/2013	DCM (MVA), CLA, Ag. HOD (F&A) and CA should meet with the reconciliation team at Taraba State Board of Internal Revenue before the end of August, 2013 and decide on the amount of the PAYE tax to be remitted to the state.	MVA CLA F&A CA	Done
349	02/07/2013	Secretary, FRSC Staff Housing Co-operative should come up with a subtle package and available options that could assist member staff in payment of outstanding balance on the purchase of Lokogoma houses	Ops	Done
350	02/07/2013	DCM (Ops) should make further enquiries from Sector Commanders on their relationship with Police Commissioners in the states and prepare a memo for COMACE to IGP.	Ops	Done
351	02/07/2013	CLog should refer to the FRSC Housing Policy and prepare a submission on standard procedure on residential accommodation for Commanding Officers with emphasis on Unit Commanders.	CLog	Done



352	02/07/2013	CLA should liaise with DCM (PRS), Ag. HOD (SED) and HPAU to obtain relevant documents and information on the age of vehicles to be imported into the country for preparation of memorandum.	CLA	Done
353	02/07/2013	CS should write to the affected staff that did not comply with Management directives on the completion of the System Application Product (SAP) Form of Management decision to stop their salaries.	CS	Done
354	02/07/2013	DCM (Ops), CLog and CA should work out proposal on painting and provision of authority devices on the vehicles donated to FRSC and present in the next meeting	Ops CLog CA	Done
355	02/07/2013	DCM (AHR) and Ag. CS should deploy staff including paramedics to the two newly established Unit Commands in Katari and Owan Esigie.	AHR, CS	Done
356	16/07/2013	Ag. HOD (F&A) should release allocations for the smooth take off of the two newly established Unit Commands.	F&A	Done
357	16/07/2013	CLA should be made to get the Chief Justice of Abuja to assign at least two magistrates to handle mobile courts in FCT.	CLA	Done
358	16/07/2013	The Committee for engaging NATO/PTD should submit her report at the next meeting.	OPS	Done
359	16/07/2013	Ag. HOD (F&A) should include the newly established Unit Command at Owan Esigie on the monthly allocation list.	F&A	Done
360	16/07/2013	PSO and Head of Protocol Unit should remind COMACE to interact with IGP on the act of ignorance displayed by FCT Commissioner of police.	PSO PROTOCOL	Done



361	23/07/2013	CTSO should verify the data captured on the Dashboard for Week 29 and report to Management.	CTSO	Done
362	23/07/2013	All HODs and Corps Officers involved in Dashboard should authenticate the data collated by their Desk Officers and forward by 1100hrs every Friday via e-mail to DCM (Ops) and copy COMACE, SACOMACE, HPIO and HPAU.	All	Done
363	23/07/2013	CLog and Ag. HOD (F&A) should work together towards the painting of the two (2) patrol cars donated by the Cross River State Government.	CLog F&A	Done
364	23/07/2013	PSO-COMACE should write a letter of appreciation for COMACE endorsement to Cross River State Government on the donated patrol cars.	PSO- COMACE	Done
365	23/07/2013	PSO-COMACE should assist in the release of paramedics to the two new Unit Commands at Katari and Owan Esigie.	PSO	Done
366	23/07/2013	Ag. HOD (SED) should formally present a report of first line training on Accident Investigation for staff along critical corridors.	SED	Done
367	23/07/2013	CLog should constantly monitor FRSC vehicles going above speed limits and query the driver appropriately.	CLog	Done
368	23/07/2013	Clog should conduct a training programme for Management staff on how to activate the distress button in FRSC tracked vehicles when under attack.	Clog	Done



369	23/07/2013	CS should remind all Management staff to procure their ipads before the first week of September, 2013.	CS	Done
370	23/07/2013	Sector Commander RS1.1 Kaduna should relocate to the assigned Sector Commander's flat at the FRSC quarters within one week pending when a befitting accommodation would be provided.	CLog	Done
371	23/07/2013	The Status of the accommodation of other Sector Commanders should be ascertained and reported to Management.	Clog	Done
372	23/07/2013	Based on the cost involved, there should be a re-presentation on FRSC Academy Regimental Band when Chairman is available.	TSC	Done
373	23/07/2013	The report on the status of Mobile Courts in the Field Commands should be re-presented showing the breakdown on Sectoral basis from Week 1 - Week 29, 2013.	CLA	Done
374	23/07/2013	The review of the judgment in suit between Thomas J Emakhena Esq. vs FRSC and 2 Others that recommendation payment to the offender as against appeal should be struck off and the paper be re-presented.	CLA	Done
375	23/07/2013	15 days be approved to collect the required data for Regular Marshals' ID cards and 30 days after for UBA production, while 30 days should be granted for collection of Special Marshals data after NEC meeting and 60 days after for production.	TSSD	On-going
376	23/07/2013	The date proposed for a meeting with officials of Code of Conduct Bureau compliance training for Officers of FRSC as being conducted in all Federal MDAs be shifted from Tuesday 30 July, 2013 to September, 2013.	CS	Done



377	23/07/2013	The way forward to assisting staff of Lokogoma Housing Project should be fine-tuned and submitted for approval.	CS	Done
378	23/07/2013	The list of all allottees of Lokogoma Housing Project should be compiled (the type of houses and outstanding sum) and presented at the next Management meeting.	CS	Done
379	23/07/2013	The sketch of the "use of seatbelt before entry" was adopted by Management as amended.	CPEO	Done
380	23/07/2013	The time of next Management meeting is shifted forward by 2 hours on 30 July, 2013 because of the on-going promotion exercise.	CS	Done
381	23/07/2013	The Sector Commander of RS7.1 FCT should be written conveying the displeasure of Management at the poor maintenance of the former RSHQ office and the need for proper maintenance of the facility.	CS	Done
382	23/07/2013	CLog should carry out routine check on the maintenance of the former RSHQ office.	CLog	Done
383	03/09/2013	CLA should compute the average number of mobile court sittings per Commands from January-July, 2013 as an effort to determine National average and present in the next meeting.	CLA	Done
384	03/09/2013	CPEO should monitor the use of FRSC caller tune in CUG phones within the next 30days and report progress.	CPEO	Done
385	03/09/2013	Committee on Recovery of Highway Code Proceeds should convey its recommendations to the affected officers for compliance and report progress at the next meeting.	Ops	Done



386	03/09/2013	SACOMACE should check the problem associated with data entries on the e-Dashboard for possible remedy.	SACOMACE	Done
387	03/09/2013	All members of Management should display their iPads for inspection at the next meeting.	All	Done
388	03/09/2013	CLog should make a detailed report on the status of residential accommodation for the 37 Sector Commanders and present in the next meeting.	CLog	Done
389	03/09/2013	CS should develop a template for exiting members of Management to provide feedback to Management.	CS	Done



390	08/10/2013	CMRO should send qualified optometrists to carry out vision acuity test for 2 weeks on NDL applicants in Zones RS1 Kaduna, RS3 Yola, RS4 Jos, RS8 Ilorin, RS9 Enugu, RS10 Sokoto, RS11 Osogbo and RS12 Bauchi	CMRS	Done
391	08/10/2013	CMRO should compile the list of Government hospitals in the states (Command basis) that FRSC approved for issuance of medical certificate on vision acuity test to include list of Doctors, their phone numbers and specimen signatures for the purpose of verification and present in the next meeting	CMRO	Done
392	08/10/2013	DCM (MVA) should provide the breakdown on weekly production of commercial and private NDL which should also reflect the class of license and present in the next meeting	MVA	Done
393	08/10/2013	DCM (Ops) should confirm the method and equipment used to detect Driving Under Influence (DUI) violation posted on the Dashboard for week 40 for Zones RS11 Osogbo and RS12 Bauchi.	OPS	Done
394	08/10/2013	DCM (Ops) should issue a circular to Field Commands on the temporary suspension of booking of traffic offenders for Fire Extinguisher Violation and educate offenders on its importance.	OPS	Done
395	08/10/2013	CMRO should compare the RTC figures sent by sms and that sent through e-mails, make analysis and present in the next meeting.	CMRS	Done



396	08/10/2013	DCM (Ops) should compile the list of vehicles involved in crashes for the purpose of obtaining the particulars of drivers involved in the crash	OPS	Done
397	08/10/2013	Ag. HOD (SED) should provide year-to-date cumulative figures on vehicles type involved in most crashes and crash prone routes to guide Management in decision making	SED	Done
398	08/10/2013	ACM (SMP) should liaise with Nigeria Communication Commission (NCC) as a follow-up, to call up a meeting between FRSC and the network providers to fashion out ways in reaching out to the public.	SMP	Done
399	08/10/2013	DCM (TSC) should develop a central questions bank for quarterly assessment on Test of Understanding at the Zonal level.	TSC	On-going
400	08/10/2013	CTSO should verify the data posted on the Dashboard on vehicles kilometre coverage for week 40 and present in the next meeting.	CTSO	Done
401	08/10/2013	CTSO should provide details on crashes involving company vehicles and submit to COMACE before close of work on 08 October, 2013.	CTSO	Done



402	08/10/2013	DCM (TSC) and CPEO should work together and issue a clearly defined administrative instruction to Field Commands to increase the percentage of booked traffic offenders that went through public enlightenment in the Command	TSC	Done
403	08/10/2013	CLog should reconcile the figures on tracked stagnant vehicles as posted on the Dashboard for week 40 and present in the next meeting.	CLOG	Done
404	08/10/2013	CMRO should verify the comparative cumulative data entries between 2012 and 2013 for CMRS activities and present in the next meeting	CMRS	Done
405	08/10/2013	DCM (Ops) should send memo to Field Commands identified to have trend of crashes and suggest specific intervention measures to be put in place	OPS	Done
406	08/10/2013	Ag. HOD (SED) should make correction on day to day information as it affects the Crash Analysis Report for proper data analysis.	SED	Done
407	08/10/2013	Minutes of meeting, e-Dashboard, Crash Analysis Report and Briefs should be sent to members e-mail addresses to be accessed from their iPads for deliberation during Management meeting.	CS	Done
408	08/10/2013	Committee on Recovery of Highway Code Proceeds should convey its recommendations to the affected officers for compliance and report progress at the next meeting	OPS	Done



409	08/10/2013	Ag. HOD (SED) should work out modalities for training all patrol men in batches at Sector level on crash investigation.	SED	Done
410	08/10/2013	Ag. HOD (SED) and CS should liaise with the Commandant FRSC Academy to train the trainees on Crash Investigation and Rescue Operational courses	SED CS	Done
411	08/10/2013	CLA should send letter of commendation to Commands that recorded above average in the number of mobile court sittings while those below average should be advised to improve before the end of the year	CLA	Done
412	08/10/2013	CLA should ensure that number of offenders prosecuted by Commands are reflected in the subsequent reports.	CLA	Done
413	08/10/2013	DCM AHR should find out if the list of Marshals who have spent 10 years and above in the Corps and obtained additional qualifications have been compiled and forwarded to COMACE	AHR	Done
414	08/10/2013	The rent rate for Port Harcourt, Abuja and Lagos should reflect upper and lower limit	CLOG	Done
415	08/10/2013	Proposed rent rate for other states should be maintained.	CLOG	Done
416	08/10/2013	F&A should lobby Service Wide vote to take care of rent and furnishing of Commanding Officers official residence.	F&A	Done
417	08/10/2013	Following the presentation and comments by members Management directed Corps Secretary to take note of the observations and represent the corrected template for existing Management staff in the next meeting	CS	Done



418	08/10/2013	All staff should be issued a prepaid card irrespective of the bank they were operating accounts with	TSSD	Done
419	08/10/2013	TSSD to liaise with UBA to fast track the production of Special Marshals ID cards	TSSD	Done
420	08/10/2013	Briefs should be sent in soft copy not later than Friday preceding the week of the meeting	ALL	Done
421	08/10/2013	Recommendation a - c were approved	CS	Done
422	08/10/2013	Following the presentation Management decided that CIO should conclude the investigation and submit report to Management next meeting	CIO	Done
423	08/10/2013	Following the information Management directed that Provost personnel that were not smart should be replaced.	CP	Done
424	22/10/2013	CLog should liaise with DCM (TSC) to develop a plan of action for training of personnel and maintenance of heavy duty trucks	CLOG	Done
425	22/10/2013	DCM (TSC) and CLog should submit a proposal for retraining of drivers and riders and present in the next meeting	TSC CLOG	Done
426	22/10/2013	HOD (F&A), PSO and CLog should put heads together to ensure prompt settlement of vehicle maintenance bills	F&A PSO CLOG	Done
427	22/10/2013	DCM (Ops) and CPEO should work together and issue a clearly defined administrative instruction to Field Commands to increase the percentage of booked traffic offenders that go through public enlightenment in the Commands	OPS CPEO	Done



428	22/10/2013	DCM (Ops) should provide details of bookings of traffic offences showing category of vehicles (cars, buses, trucks) and present in the next meeting.	OPS	Done
429	22/10/2013	DCM (Ops) should send memo to Field Commands identified to have trend of crashes and suggest specific intervention measures to be put in place.	OPS	Done
430	22/10/2013	DCM (AHR) should verify the status of the report of the Committee on Career Related Policies as regards to Marshals with 10years additional qualification and present at the next meeting	AHR	Done
431	22/10/2013	Ag. HOD (SED) should provide the last quarter cumulative figures of RTC recorded in the 6 critical corridors believed to be crash prone.	SED	Done
432	22/10/2013	Summary of very important numbers in the week be used on our Facebook and NAN alert	CPEO	Done
433	22/10/2013	CIO should carry out a thorough investigation on the updated list of Commands selling Highway Code, recommend action to be taken and present at the next meeting	CLA CTSO CIO	Done
434	22/10/2013	ACM (SMP) should get details of the reported cases of death of Special Marshal and Road Safety Club members in RS9 Enugu and RS12 Bauchi respectively and present in the next meeting.	SMP	Done
435	22/10/2013	DCM (TSC) and ACM (PRS) should liaise with Protocol Office to fashion out ways of reporting foreign courses, conferences, seminars and workshops attended by staff.	TSC PRS	Done



436	22/10/2013	CLog should report to insurance companies the FRSC vehicles involved in RTC at Yangoji and Itigidi Unit Commands	CLOG	Done
437	22/10/2013	CLog should liaise with SA-COMACE for the working of real time motoring of patrol vehicles by ZCOs on daily basis.	CLOG	Done
438	22/10/2013	CLog should liaise with SA-COMACE to determine the location of FRSC vehicle stolen at Benisheck and report to DCM (Ops) before close of work on 22 October, 2013.	CLOG	Done
439	22/10/2013	CS should convey Management approval of temporary relocation of RS12.24 Benesheck Unit Command in Borno State to Malumfashi in Katsina State with Code as RS1.34 Malumfashi Unit Command.	CS	Done
440	22/10/2013	DCM (Ops) should source a befitting accommodation in Pambeguwa in Kaduna State for the temporary relocation of RS12.32 Dogon Kuka Unit Command and recommend to Management for approval in the next meeting.	OPS	Done
441	22/10/2013	DCM (AHR) and CS should temporarily deploy the staff of the two Unit Commands to their new locations while CLog should source vehicle from Zone RS12 for the Commands.	AHR CLOG CS	Done
442	22/10/2013	DCM (TSC) and CLog should liaise with PSO to fast-track the compensation process with FERMA on the vandalized FRSC property at RS12.14 Toro Unit Command and report progress in the next meeting	TSC CLOG	Done
443	22/10/2013	The Brief on the Quest for proper Rank Titling for FRSC staff presented by DCM (Ops) should be studied for deliberation in the next meeting.	ALL	Done
444	22/10/2013	ACM (TSSD) should forward a memo on the preference of prepaid card to Debit Cards to COMACE and copy DCM (Ops), SA-COMACE and CS.	TSSD	Done
445	22/10/2013	CS should re-adjust the template for exiting Management staff to cover the conduct of Management meetings only and present in the next meeting.	CS	Done



446	22/10/2013	DCM (MVA) should issue circular to all Command formations to publicize the extension of the deadline for old number plate to the motoring public.	MVA	Done
447	22/10/2013	ACM (SMP) should present the report on 2013 National Essay Competition for NYSC/RSC members in form of a brief in the next meeting.	SMP	Done
448	22/10/2013	ACM (TSSD), ACM (SMP) and Representative of ACM (PRS) should represent the Management at the Book launch authored by ACM RC Osayi (Rtd).	TSSD SMP PRS	Done
449	22/10/2013	Members of Management should endeavour to contribute the sum of N2,000.00 each as donation towards the book launch of ACM, RC Osayi (Rtd),	ALL	Done
450	22/10/2013	CS should reflect all inconclusive actions of Management meetings in the next meeting.	CS	Done
451	29/10/2013	HODs on leave or official engagements outside their domain should ensure proper completion of DOA form before proceeding.	ALL	Done
452	29/10/2013	HODs should inform officers taking over responsibilities in their absence to liaise with the Corps Secretary on the issue of Management meeting	ALL	Done
453	29/10/2013	DCM (TSC) and Clog should submit a proposal for retraining of drivers and riders and present in the next meeting	TSC CLOG	Done



454	29/10/2013	CLA to come up with draft Regulation that will empower FRSC to prosecute companies that do not comply with RTSSS standards and whose vehicles are often involved in RTC.	CLA	On-going
455	29/10/2013	CIO should carry out a thorough investigation on the updated list of Commands selling Highway Code, recommend action to be taken and present at the next meeting.	CIO	Done
456	29/10/2013	ACM (AHR) should issue query to the Zonal Commanding Officers whose commands under their preview flouted COMACE's directive on suspension of bookings on FEV and LSV.	AHR	Done
457	29/10/2013	ACM (PRS) and CMRO should liaise and sort out the data distortions in CUG records with e-dashboard.	PRS CMRO	Done
458	29/10/2013	All HODs and Corps Officers should always authenticate the data collated by Desk Officers before forwarding to DCM (Ops).	CTSO	Done
459	29/10/2013	CLA should collate the status of mobile court activities in each Command and present in the next meeting.	ALL	Done
460	29/10/2013	CTSO should amend the figure posted on luxury bus travelled for week 43 and present in the next meeting.	CLA	Done
461	29/10/2013	All HODs and COs should forward two (2) hard copies of their presentations to Corps Secretary.	CTSO	Done
462	29/10/2013	Ag. HOD (SED) should give feedback to Management on the Speed Limiting device by Standards Organisation of Nigeria (SON)	SED	Done
463	29/10/2013	ACM (PRS) and Rep. (AHR) should work out the standardized abbreviations for the rank of FRSC staff.	AHR PRS	Done
464	29/10/2013	ACM (TSSD) should handover the donated books by Dr. Osayi to ACM (PRS) for the Corps' Library.	TSSD PRS	Done



465	29/10/2013	MR (ISO) should prepare a brief for Management officially on the distribution of quality manual.	MR. (ISO)	Done
466	05/11/2013	DCM (Ops) should direct ZCO RS1 Kaduna to further negotiate with Kubau Local Government and the Emir on allocating the entire building meant for the relocation of Dogon Kuka Unit Command to PambeGuwa in Kaduna State.	Ops	Done
467	05/11/2013	Ag. HOD (SED) should fast-track the process on Speed Limiting Device with SON and report in the next meeting.	SED	Done
468	05/11/2013	HPIO should review the completion of DOA for HODs and Corps Officers on leave, Courses and assignment outside the country and present in the next two (2) weeks.	PIO	Done
469	05/11/2013	Ag. HOD (F&A) and CLog should work together to find the possibilities of accommodating the cost of renting, buying and furnishing of official residential accommodation in the service-wide vote.	F&A CLog	On-going
470	05/11/2013	CPEO should submit progress report on the use of FRSC caller tune in CUG phones at the next meeting.	CPEO	Done
471	05/11/2013	CPEO should publish names of companies whose vehicles were involved in crashes and failed to comply with safety standards.	CPEO	Done
472	05/11/2013	CPEO should liaise with SACOMACE to work out the details and level of compliance from Field Commands on offenders educated and present in the next meeting	CPEO	Done
473	05/11/2013	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 in the next meeting.	F&A	On-going
474	05/11/2013	Head of Protocol Unit should sort out foreign trips on training, conferences, seminars and workshops for the last one month and forward to DCM (TSC) and ACM (PRS) as appropriate for the update of records.	Prot.	Done



475	05/11/2013	ACM (PRS) and CMRO should liaise and sort out the data distortions in CUG records with e-dashboard.	PRS CMRO	Done
476	05/11/2013	CPEO should forward publicity handbills on the emergency toll-free number, 122 to DCM (Ops) before close of work on 05 November, 2013.	CPEO	Done
477	05/11/2013	CTSO should verify the data posted on passengers travelled in Zones RS6 Port Harcourt and RS11 Osogbo in week 44 and present it the next meeting.	CTSO	Done
478	05/11/2013	DCM (Ops) should forward a draft memo to PSO on acknowledgement of a patrol vehicle donated to FRSC by Mountain of Fire and Miracles Church.	Ops	Done
479	05/11/2013	ACM (SMP) and National Coordinator (SMP) should arrange to have audience with the General Overseer of the Redeemed Christian Church of God during his visit to Abuja.	SMP Nat. Coord.	Done
480	05/11/2013	ACM (PRS) should propose a template for monthly analysis of RTC.	PRS	Done



481	05/11/2013	DCM (AHR), ACM (TSSD) and CS should harmonize the two rank short writing format (abbreviation/ acronyms) generated to meet International standard of abbreviations and present at the next meeting.	AHR TSSD CS	Done
482	05/11/2013	CS should convey Management decision on the five Officers indicted on the recovery of Highway Code proceed as follows: i. FO Udoma (CC) should be made to pay back the sum of one million four hundred thousand naira (N1,400,000.00) within fifteen days. i. ACC, CP Ozonnadi and ACC, BE Chukwu are to be cleared only after F&A must have confirmed that payment Tellers presented were genuine. i. CRC, O Ekekpe should be made to pay for the balance of 42 copies of Highway Codes unaccounted for. i. DRC, EP Onyeckwere (CPRO) should be made to pay for the 2400 copies of the Highway code that were not issued to RS12.3 Yobe Sector Command.	CS	Done
483	05/11/2013	Rep. CIO should make available hard copy of the Report on the Recovery of Highway Code proceeds to DCM (AHR) for further necessary action.	CIO	Done
484	05/11/2013	Rep. CIO should conclude the investigation on the illegal sale of Highway Code and present in the next meeting	CIO	Done



485	12/11/2013	ACM (SMP), CTSO and CPEO should reach out to the public at churches, mosques, schools and motor parks to distribute publicity handbills on Emergency Toll-free number, 122.	SMP CTSO CPEO	Done
486	12/11/2013	CTSO should issue circular to TSOs in the Field Commands to intensify visit to motor parks	CTSO	Done
487	12/11/2013	DCM (MVA) should discuss with COMACE on the issue of scarcity of vehicle number plates as insinuated by some states and FCT.	MVA	Done
488	12/11/2013	CMRO should identify Commands that did not render proper crash report and invite them to RSHQ for explanation.	CMRO	On-going
489	12/11/2013	Arising from the presentation and comments by members, Management approved the lifting of embargo on Enlistment of Special Marshals. ACM (SMP) and National Coordinator to implement accordingly.	SMP/NC	Done
490	12/11/2013	Members should study the presentation on proposed FRSC Handbook on Medals and Awards for deliberation at the next meeting.	All	Done
491	12/11/2013	DCM (MVA), CLA, CC (Fed. Ops), CP, HPAU and Nat. Coord. (SMP) should work as a Committee to come up with strategies that could curtail the excesses of reckless drivers who refuse to stop for patrol teams and present in two weeks.	MVA	Done



492	03/12/2013	DCM (Ops) should direct ZCO RS2 Lagos to arrange to have audience with the General Overseer of the Redeemed Christian Church of God as regards to a pledge made to support FRSC activities.	Ops	Done
493	03/12/2013	CPEO should submit progress report on the use of FRSC caller tune in CUG phones at the next meeting.	CPEO	Done
494	03/12/2013	CPEO should liaise with CLA and CTSO to publish names of companies whose vehicles were involved in crashes and failed to comply with safety standards.	CPEO	Done
495	03/12/2013	CPEO should liaise with SACOMACE to work out the details and level of compliance from Field Commands on offenders educated and present at the next meeting	CPEO	Done
496	03/12/2013	CLog should compile names of drivers attached to VIPs and present to Management at the next meeting.	Clog	Done
497	03/12/2013	CPEO should liaise with social media coordinator to further educate the public on the importance of the emergency toll-free number, 122 through PE Officers in Field Commands and report progress in the next meeting.	CPEO	Done
498	03/12/2013	ACM (PRS) should carry out a feedback study on public opinion on 122 and impact of special patrols on the reduction of RTC and present at the next meeting.	PRS	Done
499	03/12/2013	ACM (PRS) should liaise with SED and CMRO to prepare an RTC report on monthly basis and present at every first meeting of the month.	PRS	Done



500	03/12/2013	SACOMACE to coordinate the social media group/online marketing program and present to Chairman next week	SA COMACE	Done
501	03/12/2013	HPAU should coordinate Crash Prediction for the year 2014 and present at next meeting.	PAU	Done
502	03/12/2013	DCM (Ops) should convey approval for the establishment of new Unit Commands at Yahe, Ndubia, Bara, Tashan-Yari; Jos Bye Pass,	Ops	Done
503	03/12/2013	Zaki Biam and Oraifite and relocation of RS12.32 Dogon Kuka to RS1HQ Kaduna.	AHR CS	Done
504	03/12/2013	DCM (AHR) and CS should post staff to the seven Unit Commands newly established at Yahe, Ndubia, Bara, Tashan-Yari, Jos Bye Pass, Zaki Biam and Oraifite.	AHR CS	Done
505	03/12/2013	DCM (AHR) and CS should redeploy staff of RS12.32 Dogon Kuka to RS1.110 Kachia Unit Command.	AHR CS	Done
506	03/12/2013	Ag. HOD (F&A) should process the release of monthly allocation to the seven newly created Unit Commands.	F&A	On-going
507	03/12/2013	DCM (TSC) and CC (Budget) should work together to produce a template for sharing formula of monies realized from external training of drivers and present in the next meeting.	TSC Budget	Done
508	03/12/2013	CA should monitor all notifications for removal from payroll until actions have been taken.	CA	Done
509	03/12/2013	DCM (AHR), Ag. HOD (F&A) and CA should map out the process of responsibility as regards issues of disengaged staff.	AHR F&A, CA	Done



510	03/12/2013	CS should ensure that all ongoing and inconclusive actionable items were continually reflected on the Action Sheet.	CS	Done
511	03/12/2013	Nodal Officer (SERVICOM) to convey Management decision on selecting the white suggestion box model but painted in FRSC colour code.	SERVICO M	Done
512	03/12/2013	CMRO should establish more contacts in the major hospitals to collate RTC data as regards Name, Age, Sex, etc of victims.	CMRO	On-going
513	03/12/2013	DCM (MVA) should liaise with BIR Committee and Motor Licensing Authorities in the states and FCT to advise motorists who request for the renewal of Vehicle License to do so alongside the revalidation of new number plates.	MVA	Done
514	03/12/2013	CS should issue out invitation for Management meeting to be held on Thursday 05 December, 2013.	CS	Done
515	03/12/2013	ACM (PRS) should ensure proper planning of the Annual Lecture Series, send out invitations including Short Message Service and join COMACE media campaign team to start campaign on 03 December, 2013.	PRS	On-going
516	03/12/2013	HPAU to liaise with SACOMACE to reconfigure the e-Dashboard to accommodate collection of necessary data in details.	PAU	Done
517	10/12/2013	CPEO should contact a renowned musician to do more ring tones on FRSC caller tunes.	CPEO	



517	10/12/2013	DCM (Ops) should convey Management decision to Commanding Officers on forwarding of faulty data to RSHQ on offenders educated.	Ops	Done
518	10/12/2013	CLog should present a memo designing the rules of engagement of drivers attached to VIPs and present at the next meeting.	CLog	Done
519	10/12/2013	ACM (SMP) should reach out to Shell and other partners to assist in producing handbills on the use of Emergency Toll-free Number, 122 by the motoring public.	SMP	Done
520	10/12/2013	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 in the next meeting.	MVA	Done
521	10/12/2013	DCM (TSC) and CA should review the report on Sharing Formula for Training of Drivers and present at the next meeting.	TSC CA	Done
522	10/12/2013	ACM (PRS) and HPAU should coordinate crash prediction for the year 2014 and present at next meeting.	PRS PAU	Done

Thank You



Phone Only



+ 234 (0) 700 - CALL - FRSC
+ 234 (0) 700 - 2255 - 3772
122 (TOLL FREE)-MTN

<https://www.facebook.com/federalroadsafetycorps>

<https://twitter.com/#!/FRSCNigeria>

<http://www.youtube.com/frscnigeria>

www.frsc.gov.ng

SMS Only



+ 234 (0) 80 7769 0362