



MEMORANDUM

From: Human Resources Director
To: All Staff
Date: June 1, 2010
Subject: STRUCTURE OF MEETINGS IN NN24

Dear all,

Management will like to bring to our notice structure for meetings in NN24.

Please note that, the following meetings can hold without necessarily seeking authorization from management.

1. Meetings within a department, unit or section.
2. Meetings that are editorial for news and programs
3. Meeting of a committee set-up by management for a particular purpose.

However, such meetings should be geared towards setting action plans for work, work critique, mentoring and creativity and must be structured and scheduled as daily, weekly or monthly work/activity.

Any other meeting, that cuts across the various departments and which agenda is different from the above mentioned, will have to be authorised by management.

Thank you for your usual cooperation

Abba Aliyu