

Input

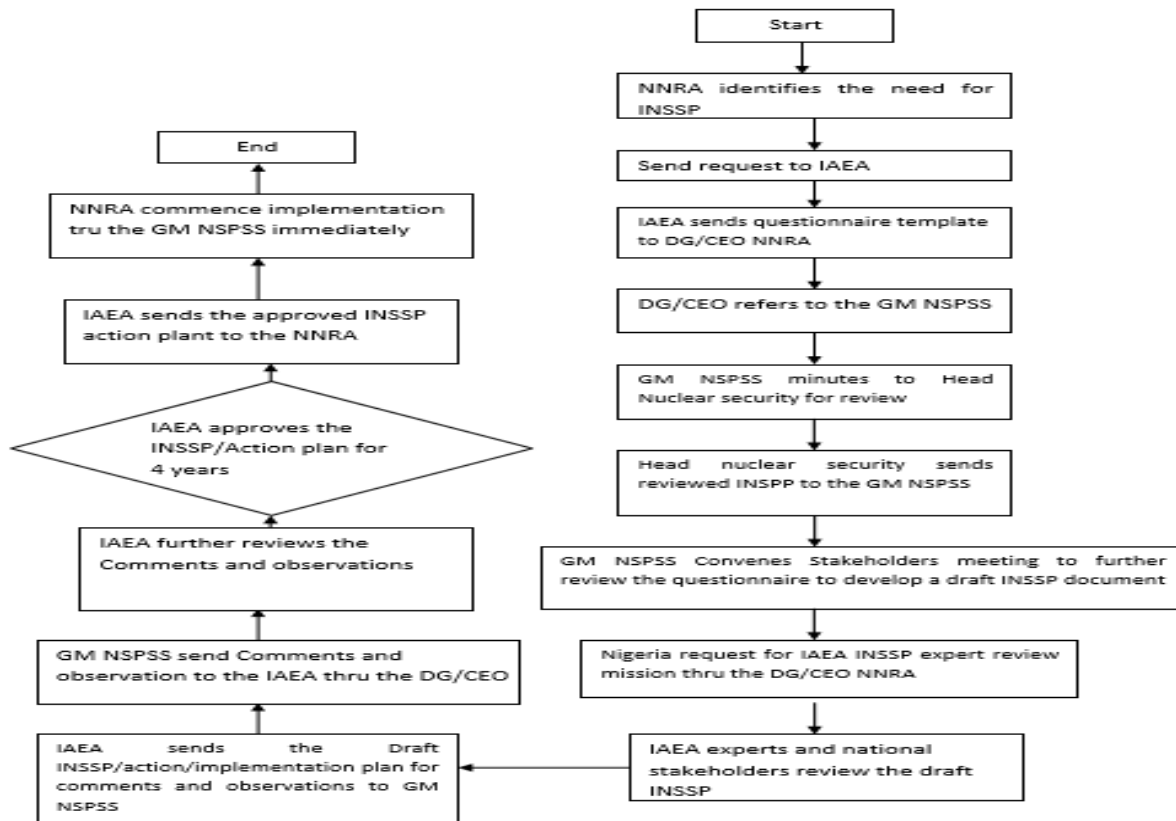
- i. IAEA Questionnaire/template
- ii. Nuclear security series publications

Sequence and stages

- i. NNRA Identifies the need for the INSSP
- ii. Send request to IAEA
- iii. IAEA sends questionnaire/template to the NNRA
- iv. The questionnaire is reviewed internally
- v. National stakeholders meeting is convened in the NNRA further review the questionnaire to develop a draft national INSSP document
- vi. Nigeria request for IAEA INSSP expert review mission to Nigeria.
- vii. IAEA sends the Draft INSSP/action/implementation plan for comments and observations
- viii. Comments and observation are sent to the IAEA for further review
- ix. IAEA approves the INSSP/Action plan for a period of four years
- x. Implementation of the INSSP commences immediately

Output

INSSP Plan for Nigeria



Review and Assessment of Design Basis Threat (DBT)

A DBT is the State's description of a representative set of attributes and characteristics of adversaries, based upon (but not necessarily limited to) a threat assessment, which the State has decided to use as a basis for the design and evaluation of a physical protection system.

Input

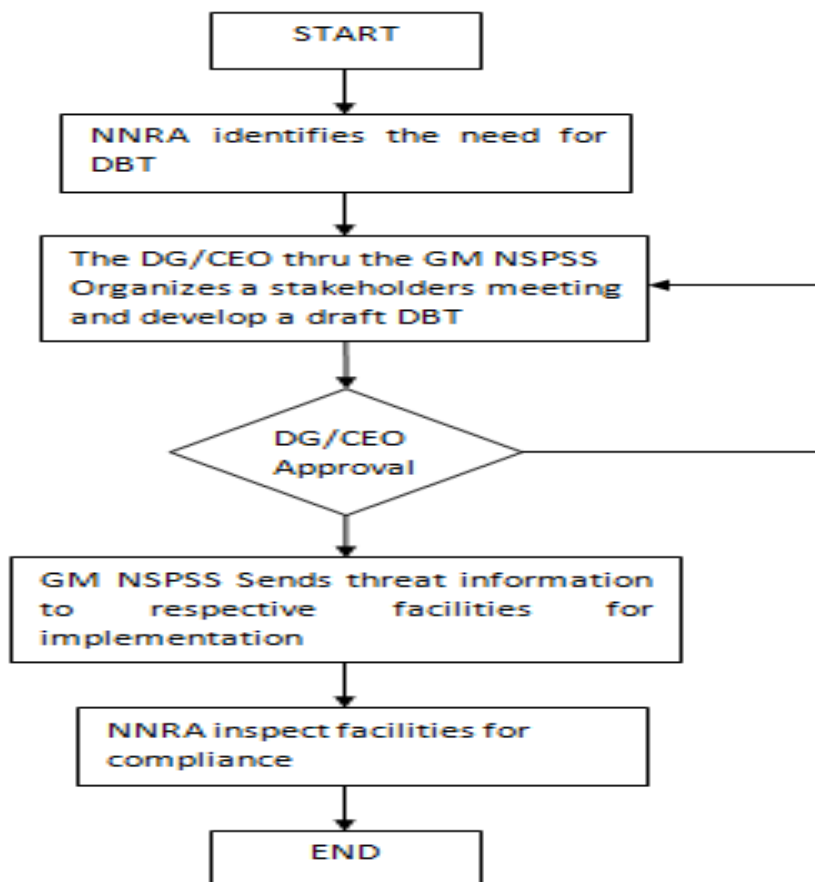
- i. NNRA Regulations
- ii. Threat Assessment
- iii. Guidelines on Development, use and maintenance of Design Basis Threat

Sequence and Stages

- i. Identification for the need for a DBT
- ii. Organize stakeholders meeting
- iii. Send the draft DBT to management for approval
- iv. Communicate the threat information to respective facilities to design their facilities based on the threat
- v. NNRA inspects facilities for compliance

Output

Developed/Revised DBT Document



Search and Secure

Search and secure of Nuclear and Radioactive material out of Regulatory Control

Purpose

To identify and bring back nuclear and other radioactive material out of regulatory control and under the regulatory control of the NNRA.

Inputs

- i. NNRA acts
- ii. NNRA regulations
- iii. Notification sent to the NNRA

Sequence and stages

- i. Notification of missing/stolen nuclear and/or other radioactive material to the NNRA. It can be organized from time to time for organizations that predate NNRA or if the NNRA is suspecting. It can be done annually or biannually depending on the availability funds.
- ii. The NNRA identifies the need for the search and secure
- iii. Request for approval for the conduct of the search and secure
- iv. The nuclear security unit coordinate and organize search and secure
- v. Search and secure report to the management for implementation approval
- vi. If approved implementation begins immediately

Output

Search and Secure Report

Nuclear Safeguards Division

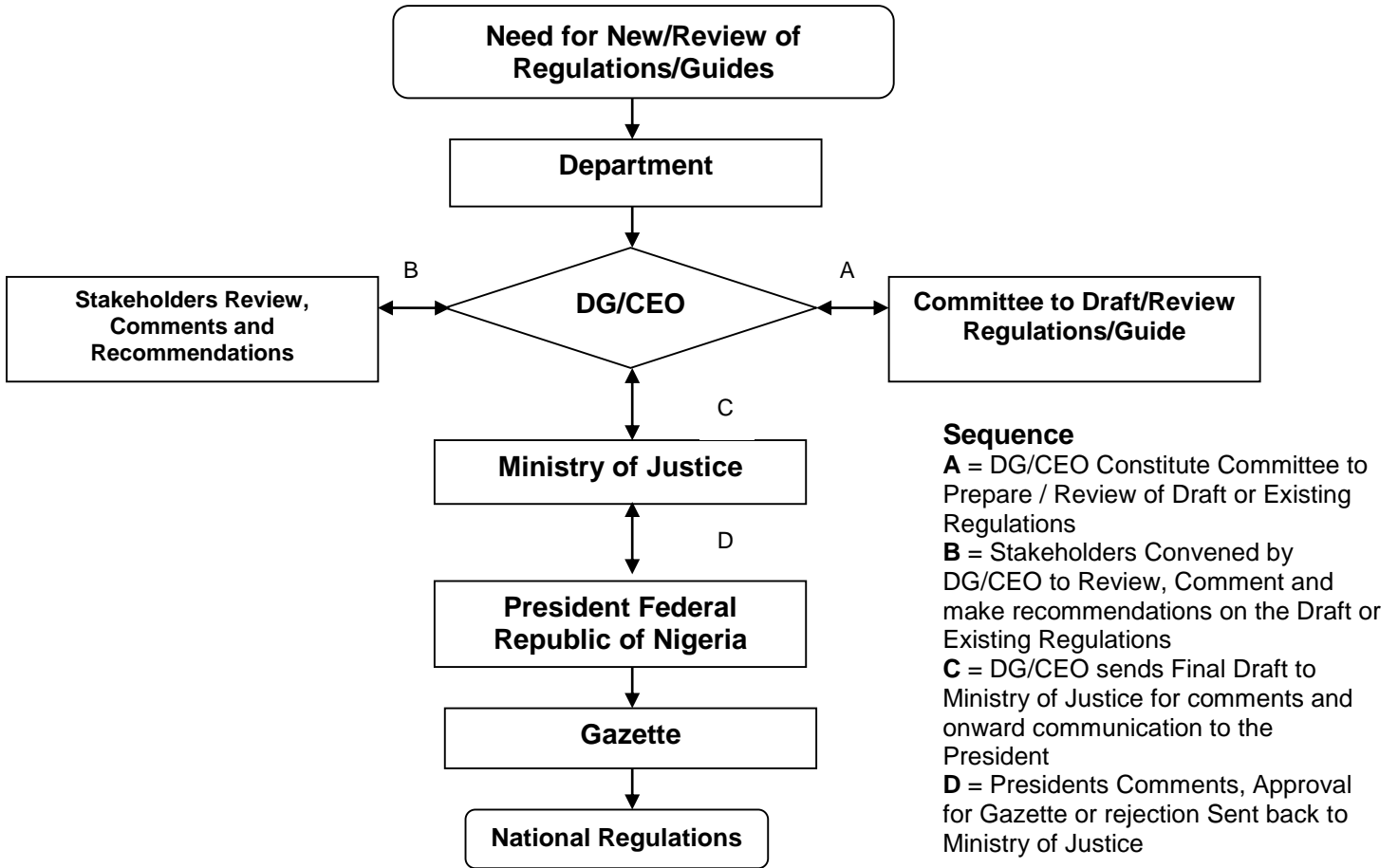
The Safeguards Division is one of the Divisions under the Department of Nuclear Safety, Physical Security and Safeguards of the Authority.

Responsibilities of Nuclear Safeguards

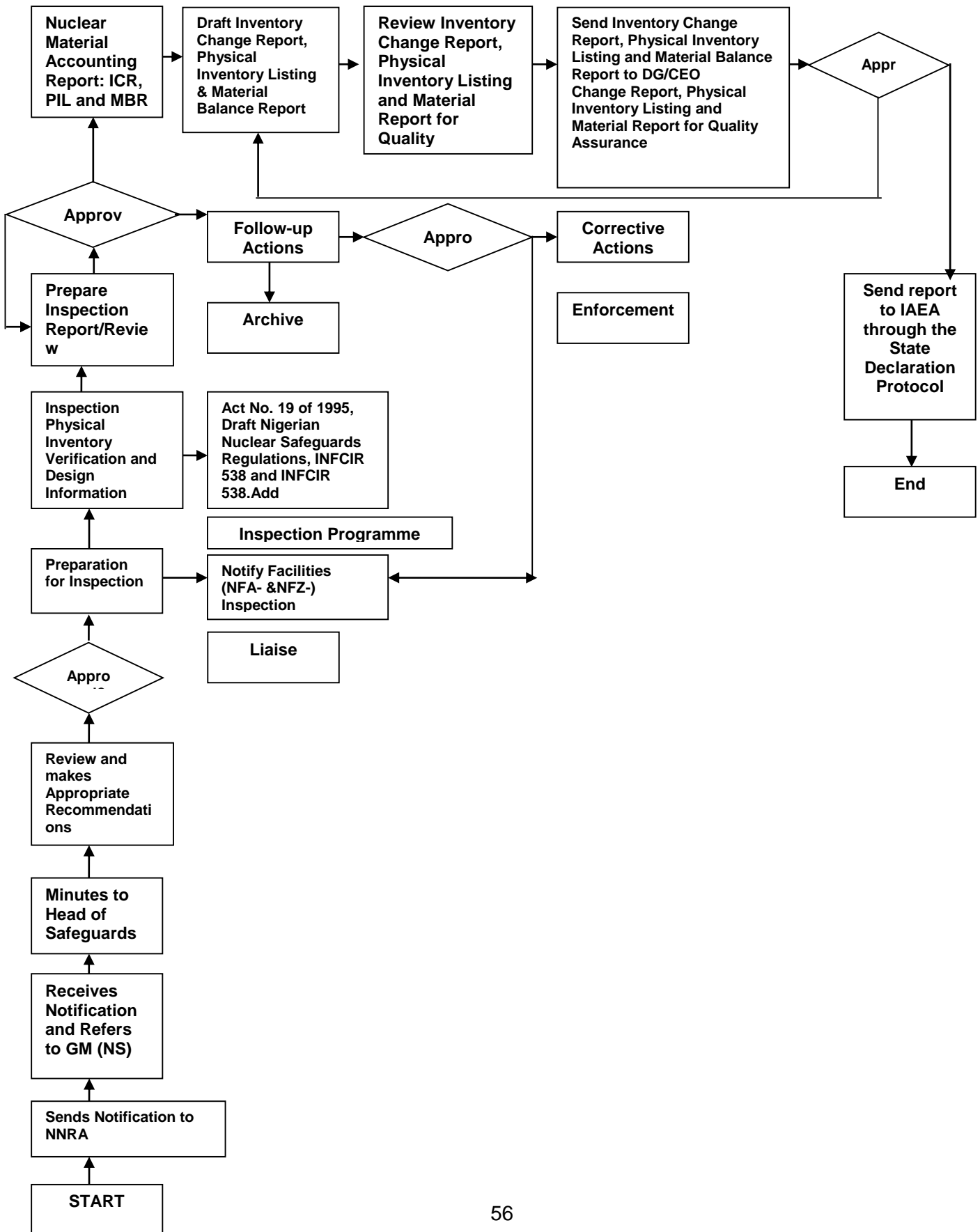
The Safeguards Division is charged with the responsibility of performing all necessary functions to enable Nigeria meet its International and national safeguards obligations in the application of nuclear energy and ionizing radiation. Some of these responsibilities include;

- i. The establishment and maintenance of the State System of Accounting for and the Control of nuclear material in line with Nigeria's Comprehensive Safeguards Agreement with the International Atomic Energy Agency (IAEA)
- ii. The implementation of the Protocol Additional to Safeguards Agreement and preparing relevant report in a timely manner for submission to the IAEA
- iii. Domestic inspection in respect of INFCIRC358 and INFCIRC358/Add.

Process of Developing Regulations and Guides



Nuclear Safeguards Inspection Flow



DEPARTMENT OF RADIOLOGICAL SAFETY (RS)

RADIOLOGICAL SAFETY DEPARTMENT

The Radiological Safety Department (RSD) is one of the four departments of the Nigerian Nuclear Regulatory Authority (NNRA) as provided in Section 9(1) of the Nuclear Safety and Radiation Protection Act No.19 of 1995 (Act).

The RSD is mandated with the responsibilities of ensuring compliance with the Act, Nigeria Basic Ionizing Radiation Regulations (NiBIRR) and other relevant established regulations in all operations and activities associated with ionizing radiation, to ensure protection of workers, public and the environment from harmful effects of ionizing radiation and to complement the obligations of the NNRA in regards to enabling Nigeria meet international obligations on Radiation Safety Standards.

The Department is responsible for:

- i. Development and review of Regulations and Guides relevant to radiation safety and protection
- ii. Regulatory oversight of facilities and activities associated with exposure to ionizing radiation to ensure compliance with established regulations, relevant national and international safety standards, terms and conditions of issued authorization
- iii. Review and assessment of technical reports, including inspection reports, environment radiological data, radiological impact assessment reports, and personnel dose monitoring records, workplace radiation monitoring records, environmental dose assessment reports, etc.
- iv. Radiological monitoring assessments and radiation surveys
- v. Review and assessment of technical services providers
- vi. Undertake investigations and research into ionizing radiation sources and practices
- vii. Training of Radiation Safety Officers and other radiation workers
- viii. Liaise with and foster co-operation with international and other organizations or bodies concerned having similar or related objectives or mandates
- ix. Pilot Survey and identification of practices associated with ionizing radiation
- x. National occupational dose monitoring/Registry
- xi. Collaboration with international organizations such as the United Nation Scientific Committee on Effects of Atomic Radiation (UNSCEAR), IAEA and others to collate and analyze radiation data for establishment of effects of ionizing radiation and development of models for radiological impact assessment.
- xii. Any other role assigned by the Director General/CEO

Structure of the Department

The department has four (4) Divisions and seven (7) zonal offices strategically positioned to enable the department meet its mandates.

The Divisions mandates and activities are as follows:

A. Medical Application Safety Division

The Medical Application Safety Division (MASD) is responsible for ensuring that medical

practices including radiotherapy, nuclear medicine, diagnostic and interventional radiology comply with the Act, NiBIRR and all relevant national and international regulations necessary for radiation safety and protection. The division is divided into three (3) units namely; Diagnostic and Interventional Radiology, Radiotherapy and Nuclear Medicine Units.

- i. Diagnostic and Interventional Radiology unit is responsible for:
 - a. Regulatory oversight of diagnostic and Interventional radiology medical facilities
 - b. Development and review of regulations and guides relevant to diagnostic and interventional radiology facilities
 - c. Review and Assessment of relevant technical reports and documentation
 - d. Survey of ionizing radiation emitting equipment in diagnostic radiology practices and maintenance of established inventory
 - e. Establishing diagnostic radiology reference level in cooperation with other relevant bodies
 - f. Any other assigned role by the Director General/CEO and the Heads of Department and Division
- ii. Radiotherapy Unit is responsible for:
 - a. Regulatory oversight of Radiotherapy Facilities
 - b. Review and Assessment of relevant technical reports and documentation
 - c. Development and review of regulations and guides relevant to radiotherapy practices
 - d. Any other assigned role by the Director General/CEO and the Heads of Department and Division
 - e. Any other assigned role by the Director General/CEO and the Heads of Department and Division
- iii. Nuclear Medicine Unit is responsible for ensuring adherence to regulatory requirements established in the Act, NiBIRR, Nigerian Radiation Safety in Nuclear Medicine Regulations 2006 and other relevant regulations

B. Industrial Application Safety Division (IASD)

The IASD is responsible for ensuring that practices such as well logging, industrial radiography, industrial irradiators, nuclear and x-ray gauges in manufacturing, security, etc comply with the Act and relevant regulations. The division is divided into three (3) units namely; Industrial Radiography, Nuclear Well Logging, Gamma Irradiation, Nuclear Gauging and Baggage & Security scanners units. The activities of the Division include:

- i. Regulatory inspection of industrial radiography facilities, well logging sites, gamma irradiation facility, nuclear gauges, security and baggage scanners using ionizing radiation
- ii. Development and review of relevant regulations and guides
- iii. Review and Assessment of documents and reports from operators and inspection of the facilities and activities under this division
- iv. Any other assigned role by the Director General/CEO and the Head of Department

C. Radioactive Waste, Transport and Environment Safety Division (WTESD)

The WTESD is responsible for ensuring that the management of radioactive waste, natural occurring radioactive materials (NORM), transport of radioactive material and activities that

have potential environmental consequences or contamination comply with the requirements of the Act, NiBIRR, Nigerian Radioactive Waste management Regulations 2006, Nigerian Radiation Safety in NORM Management Regulations 2008 and other relevant national and international safety standards. The Division is divided into three (3) units comprising of Radioactive Waste Safety, Environment Safety and Transport Safety Divisions. The activities of the Division include the following:

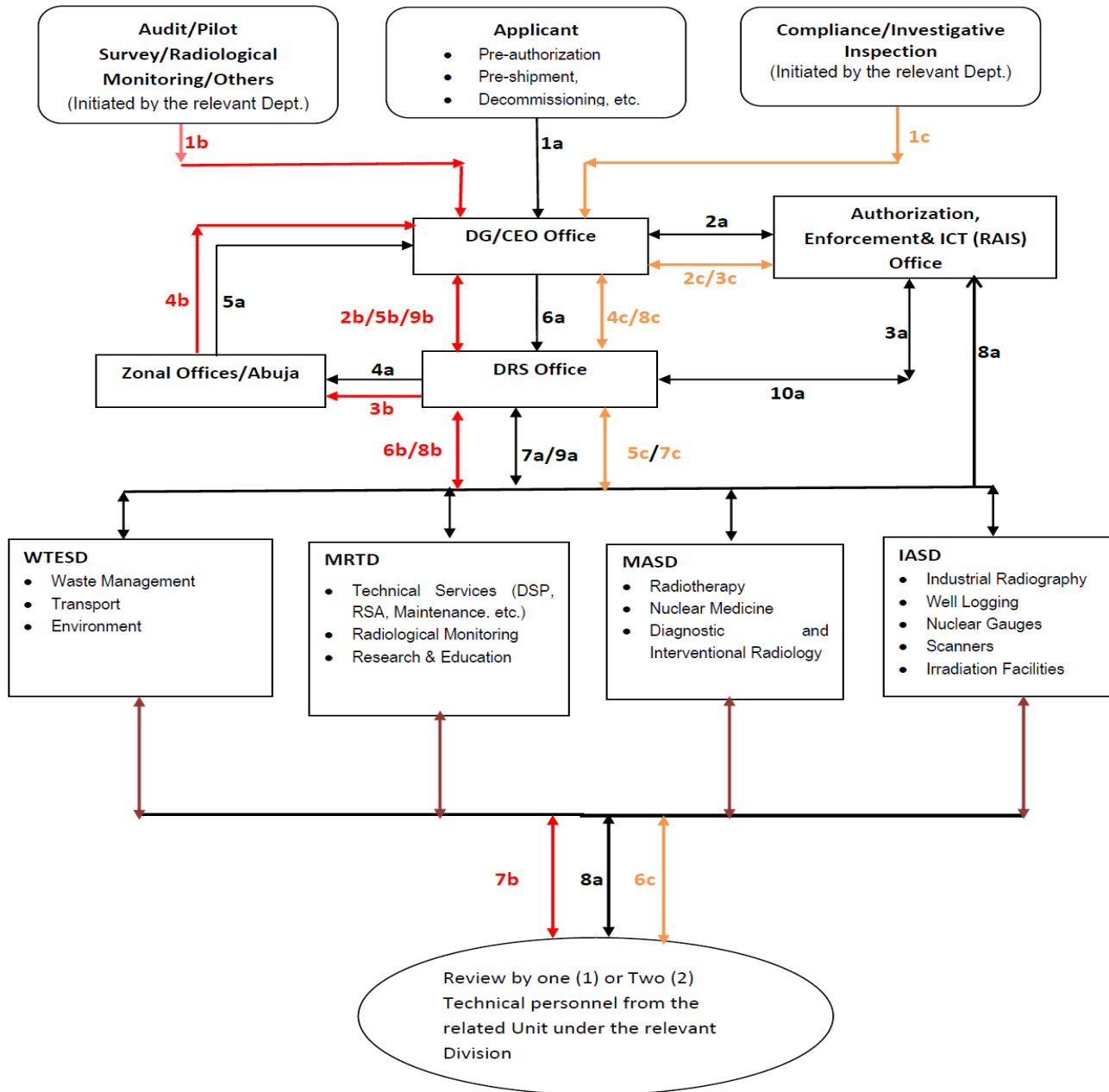
- i. Regulatory oversight of Radioactive Waste, orphan and legacy sources management or storage facilities.
- ii. Regulatory inspection of facilities having roles in the transport of radioactive materials
- iii. Pre-shipment inspection of radioactive packages for transportation
- iv. Control of safe management of Natural Occurring Radioactive Materials (NORM)
- v. Establishing and maintaining national radioactive waste registry
- vi. Development and review of relevant regulations and guides
- vii. Review and Assessment of documents and safety reports from operators and inspection of the facilities and activities under this division
- viii. Any other assigned role by the Director General/CEO and the Head of Department

D. Public Exposures and Environmental Safety Division (PEESD)

The PEES is responsible for overseeing the operations of technical service providers including radiation safety adviser, dosimetry services providers, universities or institutions, maintenance and sales companies to ensure that they comply with regulatory requirements in line with the Act, relevant regulations and international standards. The division is divided into three (3) units namely; Technical Services and Research, Environmental Radiological Monitoring and Dose Assessment. The activities carried out under the division include the following:

- i. Review of dose monitoring records and evaluations
- ii. Establishing and maintaining national dose monitoring registry
- iii. Overseeing universities and institutions carrying out radiometric analysis
- iv. Regulatory oversight of organizations providing dosimetry services, calibration services, sales and maintenance associated with sources of ionizing radiation
- v. Environmental radiation survey and radiological assessment
- vi. Verification of workplace radiation monitoring records
- vii. Development and review of relevant regulations and guides
- viii. Any other assigned role by the Director General/CEO and the Head of Department

Flow Chart of Radiological Safety Department Oversight Function



SEQUENCES/STAGES (A)

- 1a - Applicant applies directly to the Director General/CEO (DG/CEO) and submits duly completed NNRA authorization form with other relevant supporting document to the NNRA DG/CEO office.
- 2a - The Applicant's Application and supporting document are filed appropriately in the DG/CEO office. The filed document is directed by the DG/CEO to the General Manager/Director of Authorization & Enforcement Department (A&E)
- 3a - The Application and supporting document are assessed by the A&E department. The Assessment report is directed to the DRS for further actions
- 4a - At the DRS office, inspection of facility of applicant is scheduled and communicated to the concerned zones or Unit in Headquarter for implementation. Relevant technical staffs are appointed to participate in the inspection
- 5a - The Zone/Unit carries out preauthorization inspection exercise and submit Inspection report, concordance

- statement and other relevant document received from Applicant during inspection to the DG/CEO office
- 6a - The Inspection report, concordance statement and associated document are filed at the DG/CEO office. The DG/CEO directs filed report to the DRS for further actions
- 7a – The DRS directs the Head of relevant Division under the department to ensure the review and registration of the process in the Regulatory Authority Information System (RAIS)
- 8a - The Head of relevant unit directs an independent review of the inspection report and registration in RAIS by one (1) or two (2) technical personnel (Reviewer) under the unit
The Reviewer reviews the inspection report in consideration of required elements relevant to radiation safety and protection of the practice, and in conformity to specified review formats. Recommendations consisting of corrective actions if any to the Applicant and/or recommendation to grant authorization is specified in reviewed report returned to the Head of Division
- 9a – The Head of Division, on approval of the reviewed report with its recommendations, sends it to the DRS for further actions
- 10a – If Authorization is recommended and approved by the DRS, the DRS recommends to the DAE to grant the Applicant the relevant Authorization. Or,
If Authorization is not recommended based on non-compliance with very significant safety requirement highlighted in corrective actions, the Head of Division, following the directive of the DRS, communicate corrective actions to Applicant.
The Applicant send additional document related to implementation of corrective actions through the office of the DG/CEO. The sequence continues from '6' straight down until authorization granted or denied is recommended

SEQUENCES/STAGES (B)

- 1b - The DRS initiates an activity (Audit of radiotherapy facilities, pilot survey to identify and strengthen control of activities associated with ionizing radiation, radiation survey, radiological monitoring, safety assessment of waste storage facilities, etc.) in pursuance of its mandate and send recommendation or proposal to the DG/CEO for approval
- 2b – If proposal is approved by DG/CEO in consideration of availability of logistics, the DG/CEO directs the DRS to facilitate its implementation
- 3b - The DRS schedules inspection, appoint inspectors and directs implementation of inspection exercise by the relevant zones or unit at headquarters
- 4b – Reports of Inspection/technical reports are sent to the DG/CEO office for documentation and appropriate filing.
- 5b - The DG/CEO directs the DRS for further actions on inspection report
- 6b – the DRS directs the Head of relevant Division to ensure the timely review of inspection reports and registration into the RAIS
- 7b – the Divisional head assigns the report to two reviewers for timely review and registration in RAIS
The reviewers reviewed the report based on the required format and returns back reviewed report, including recommendations to the Head of relevant Division for further action
- 8b – The head of division crosscheck the reviewed report including recommendations and minutes it to the DRS for further directive
- 9b – on approval of the recommendations highlighted in reviewed report, the DRS recommends implementation of the recommendations to the DG/CEO

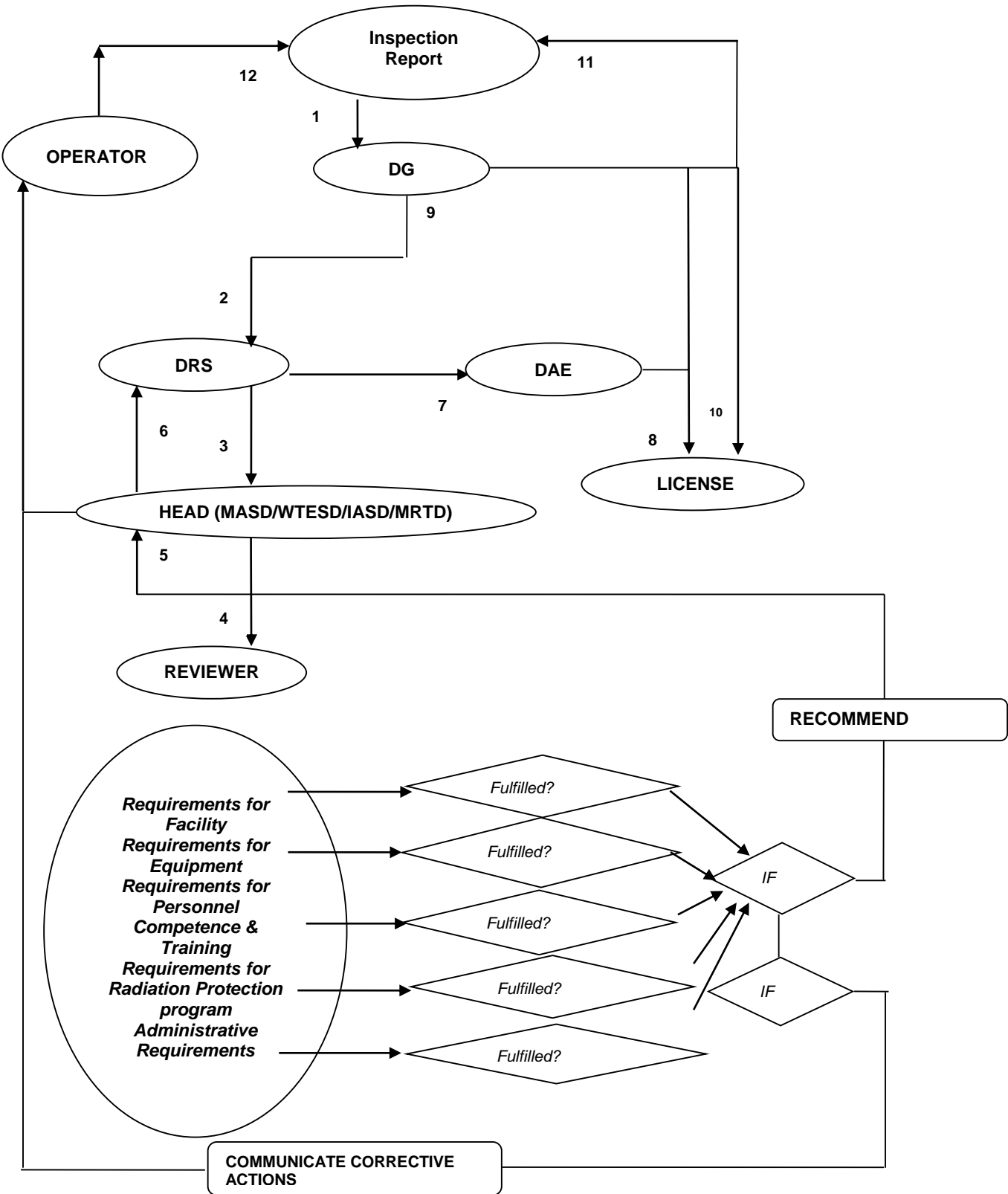
SEQUENCES/STAGES (C)

- The Authorization and Enforcement Department initiates compliance inspection exercise with the objective of verifying Licensees' compliance with terms and conditions of license. The compliance inspection also verifies implementation of non-compliant issues identified to be requiring immediate correction by Licensees
- 1c – The DAE (Director of Authorization and Enforcement) sends compiled list of facilities requiring compliance

inspection to the DG/CEO for approval

- 2c – The DG/CEO grants approval, in consideration of availability of necessary logistics, and direct the DAE to take further actions on implementation
- 3c – The Department of Authorization and Enforcement schedules, appoints inspectors and carry out the compliance inspection exercise. The inspection reports is submitted to the DG/CEO office
- 4c – Compliance inspection report is documented and appropriately filed at the DG/CEO office. The DG/CEO directs the DRS to take further actions on the report
- 5c – The DRS directs the Head of relevant Division to ensure the timely review of the compliance inspection report and register in RAIS
- 6c – The Head of relevant division assigns the report to one or two personnel to review and register the report as appropriate within specified time. The reviewed report including recommendations to the DG/CEO is returned back to the Head of Division
- 7c – The Head of Division crosschecks the reviewed report and minutes it to the DRS for further directives
- 8c – If the DRS approve the recommendations of the report, he minutes it to the DG/CEO for further actions

Flow Chart for Review of Inspection Report



AUTHORIZATION AND ENFORCEMENT DEPARTMENT

Format for Reviewing New / Renewal Application

- i. Introduction
- ii. Documents Submitted
- iii. Authorization Fees
- iv. Authorization Status
- v. Inspection/Inspectors
- vi. Observations
- vii. Recommended Corrective Actions
- viii. Recommendations

Format for Reviewing Additional Submissions

- i. Introduction
- ii. Application
- iii. Letter Requesting Additional Information / Correspondence from NNRA
- iv. Additional Documents Submitted
- v. Inspection/Inspectors
- vi. Authorization Fees
- vii. Authorization Status
- viii. Observations
- ix. Recommended Corrective Actions
- x. Recommendations

Process to Draft Approved Authorizations

Upon receipt of approval to grant Authorization(s), the License Officer should:

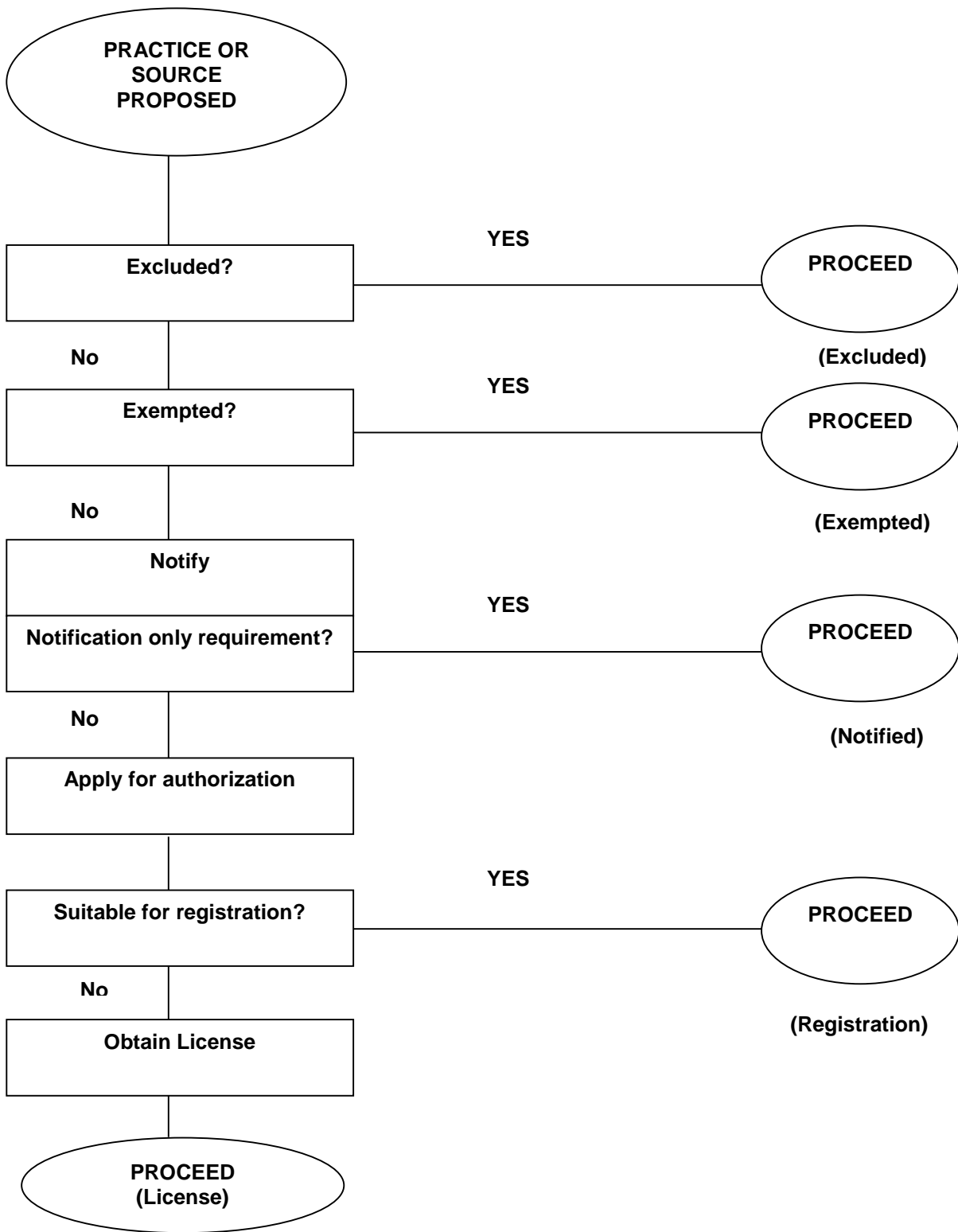
- i. Verify if the approved Authorization(s) is/are the same with that in Applicant's application
- ii. Verify if the Applicant has met the requirements for Authorization(s)
- iii. Verify if the details of the radioactive sources, Equipment, Rigs, Vessels, Vehicles, etc, approved for Authorization is/are the same with the details provided by the Applicant
- iv. Verify if the details of the facility e.g. Name, Address, Legal Person, etc. is the same as the ones provided by the Applicant.
- v. Use appropriate template(s) to draft the Approved Authorization(s).

NNRA Procedure for Notification and Authorization

The procedure for notification and authorization by registration or licensing by the NNRA:

- i. The applicant submits a notification to the NNRA of such intention, except for sources, which are excluded or exempted from the requirements of these Regulations.
- ii. The applicant submits an application for registration or licensing for all sources except those that is exempt and that for which notification only is required (The NNRA would have specified those sources for which notification only is required). An application for registration or licensing fulfils the obligation of notification.

General Procedure for notification and authorization (by registration or licensing)

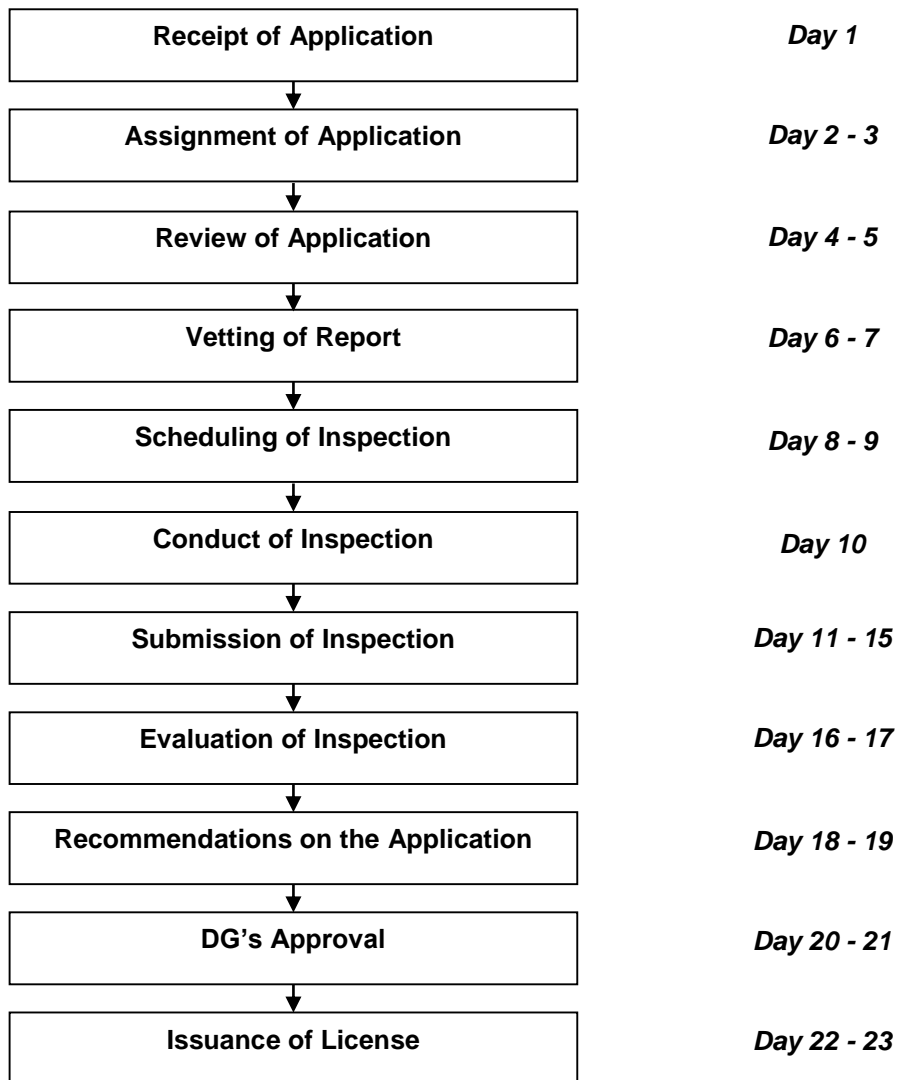


NNRA 30 Working Days Authorization Procedure

NNRA AUTHORIZATION FLOW CHART

STEP1 – Notification
 Regulation 7 of the NiBIRR 2003 requires all users to notify the NNRA of their practices and to seek authorizations accordingly.
All notifications must be in writing

STEP2 - Application
STEP3 - Assessment of Application
STEP4 - Inspection
STEP5 - Review of Inspection Report
STEP6 - Grant Authorization
 Authorization is denied or granted to the applicant. If granted, it takes the form of *Licence, Certificate, Permit* or Exemption



NB – Day one commences upon the receipt of application by the NNRA

Enforcement

This is an action taken by the Authority to ensure that the responsible party corrects non-compliance with regulatory requirements.

Non-compliance Situations

- i. Radiation Source safety compromised
- ii. New sources are not notified to the RA for licence amendment
- iii. Inappropriate storage not properly secured or other hazardous substances in same storage

- iv. Warning notices or labels missing
- v. Source inventory outdated or missing
- vi. Insufficient operation instructions
- vii. Worker protection compromised
- viii. Area classification: controlled area not demarcated or warning notices missing
- ix. Local rules and supervision: rules outdated or missing or equipment is not used in accordance with prescribed operating procedures
- x. Monitoring
- xi. Inappropriate leak test periods
- xii. Public protection compromised
- xiii. Control of visitors, i.e. deficiencies in visitors' access to controlled or supervised areas
- xiv. Radioactive waste and discharges: no plan for disposal of unused sources, no control of discharges to the environment in the event of contamination or leakage, irretrievable sources abandoned in wells are not properly notified to the Regulatory Authority and other authorities
- xv. Lack of Emergency preparedness
- xvi. Emergency plan does not cover all practices, emergency contact information is outdated (e.g. wrong phone numbers) and appropriate emergency equipment is not available (e.g. source handling tools)
- xvii. Training and exercises insufficient emergency training of workers and or no rehearsals arranged

Means of Enforcement

i. Informal Advice

Advice (perhaps given verbally by an inspector) to correct a minor or potentially minor breach where there is no immediate threat to health and safety.

- a. Should be followed up in writing and a written response required (unless the matter can be corrected during the inspection); and
- b. Must be properly documented.

ii. Formal Advice

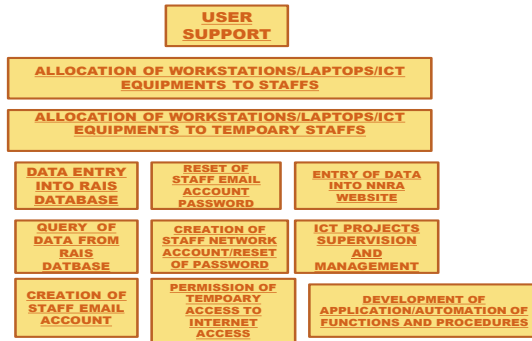
- a. Written advice, perhaps in the form of directions, and which may include confirmation of earlier informal advice.
- b. It must be clear, unambiguous and presented to the user in a timely manner.
- c. It should identify the regulations where alleged breaches have been identified and should state a time frame for correction and a written response from the user.

Enforcement can lead to:

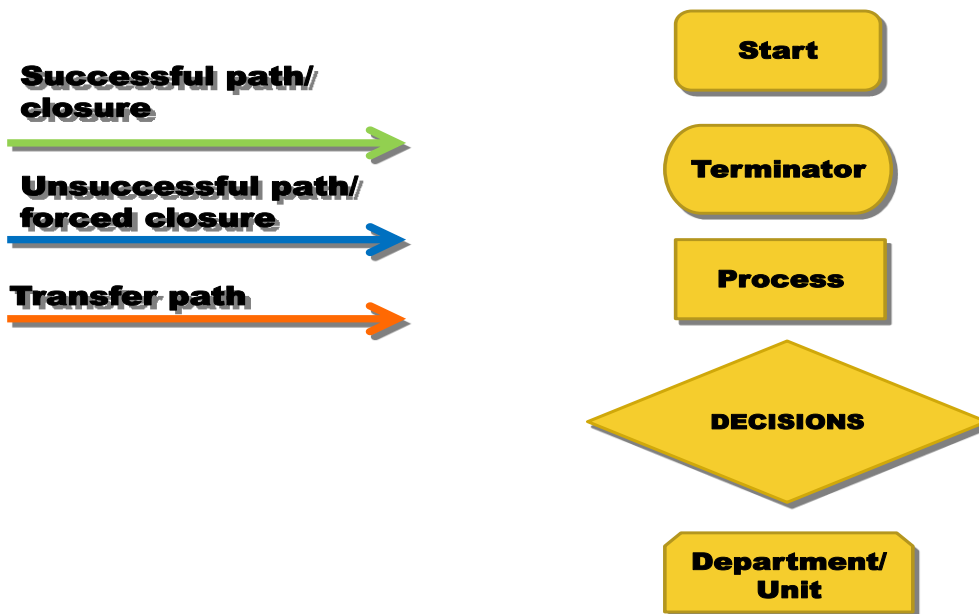
- i. Suspension of License
- ii. Revoke of license
- iii. Closure of facility
- iv. Prosecution in court of law
- v. Fine or jail time or BOTH

ICT DIVISION

PROCESSES



LEGEND:



Process details User Support

Purpose: User Support is a core function of the ICT division. To ensure that all staff at all time is able to use all ICT equipment for the seamless discharge of her duties. User supports cuts across all ICT staff.

Inputs: User request for support from ICT staff

Processes: 1st level ICT staff intervenes. If problem cannot be solved then it is escalated to other units in the ICT Division

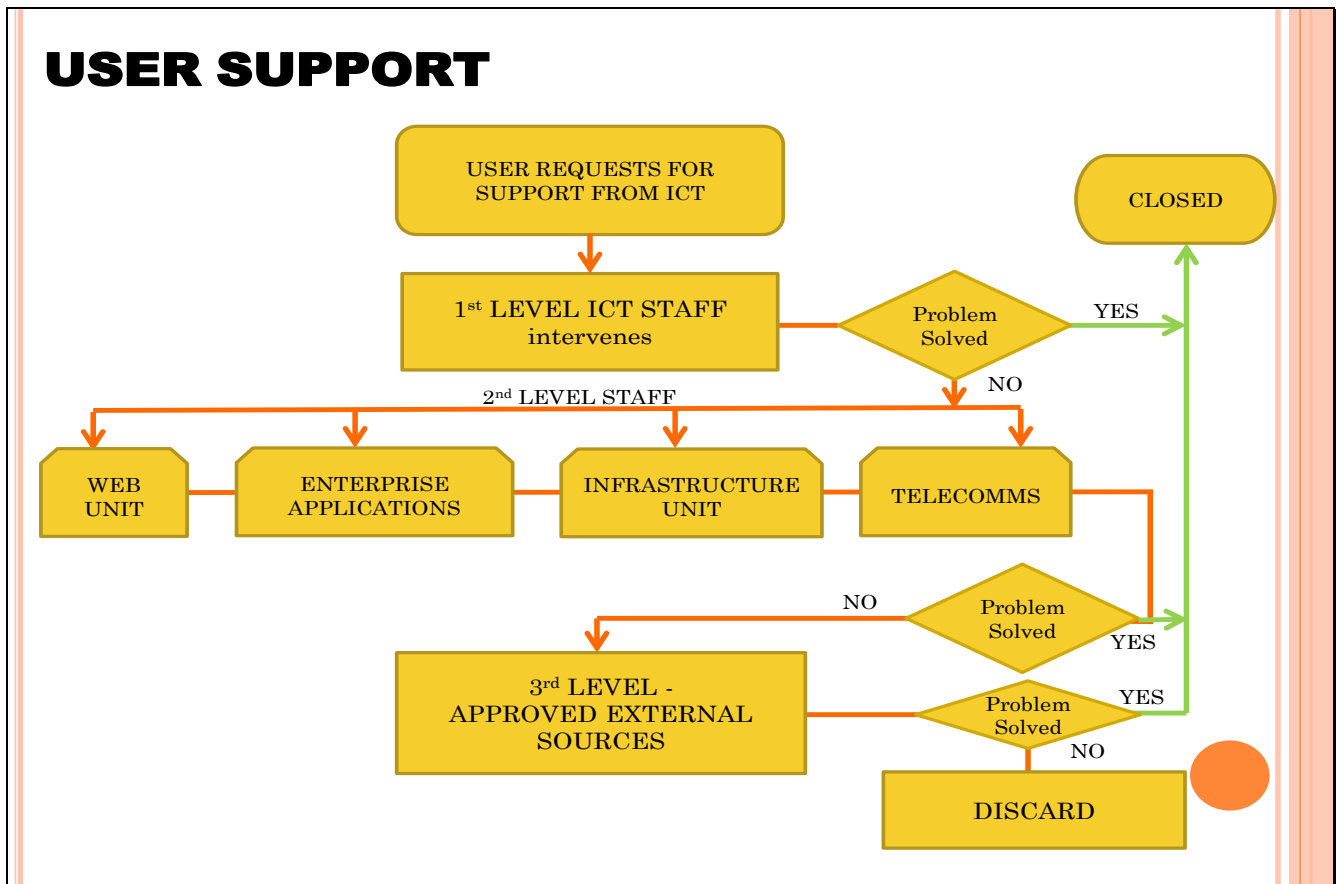
Outputs: Case Resolved or Case Discarded

Interfaces: ICT Staff

Performance Criteria:

1st Level Interface between 5-30mins

2nd Level Interface within 24hrs

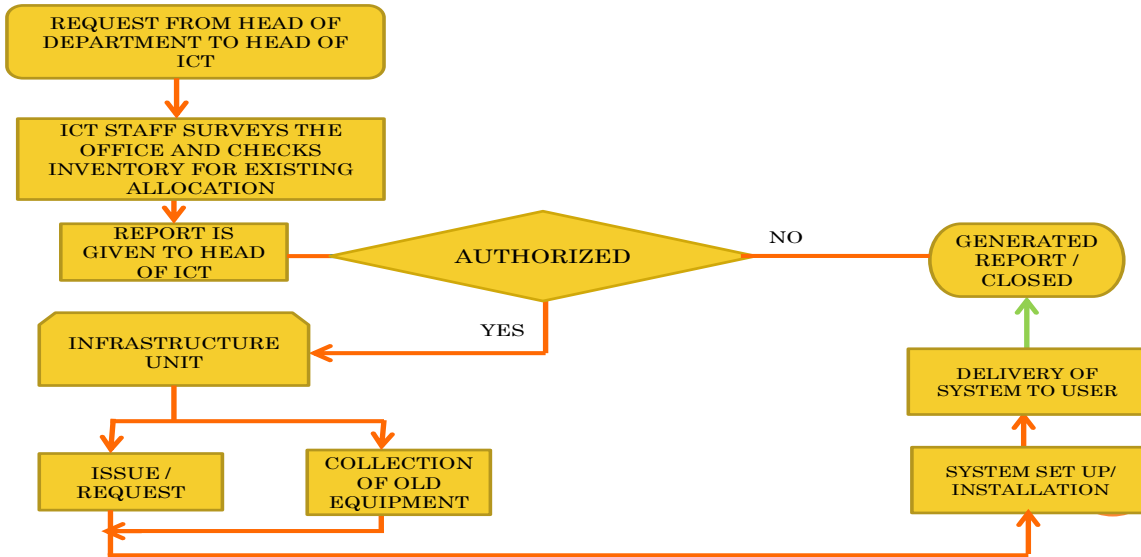


Process details

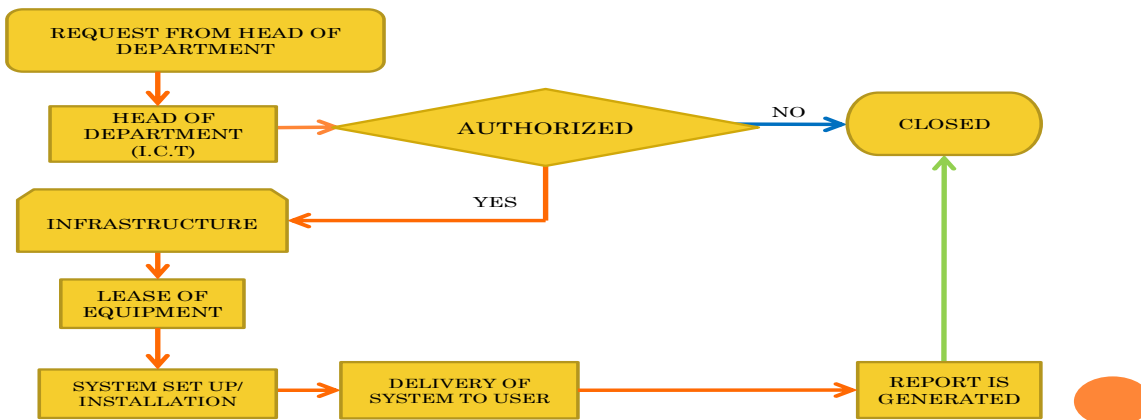
Allocation and replacement of temporal and permanent workstations/ICT equipment for Staff

Purpose: ICT Division is responsible for the management, control and allocation of all ICT equipment. Based on staff work Schedule, the ICT division provides computer workstations and other ICT equipment to enable staff meet daily schedule seamlessly.

ALLOCATION & REPLACEMENT OF WORKSTATIONS/ICT EQUIPMENT TO STAFF



ALLOCATION OF TEMPORARY WORKSTATIONS TO TEMPORARY STAFF



Process details

Data Entry into RAIS and Query of Data from RAIS

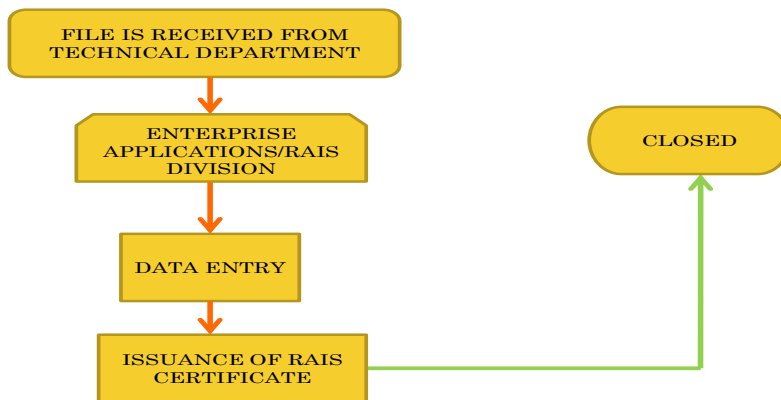
Purpose:

The Regulatory Authority Information System (RAIS) is a system that stores cradle to grave

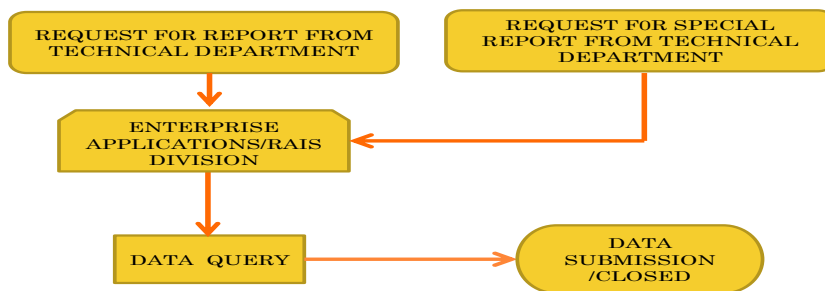
data on ionizing radiation sources. RAIS is a core regulatory system the nuclear regulatory body. Data on Sealed & unsealed sources, License issued, inspection and other regulatory information data are stored in RAIS database an SQL DBMS.

Performance Criteria:
Within 24 hours

DATA ENTRY INTO RAIS DATABASE



QUERY OF DATA FROM RAIS DATABASE



Process details

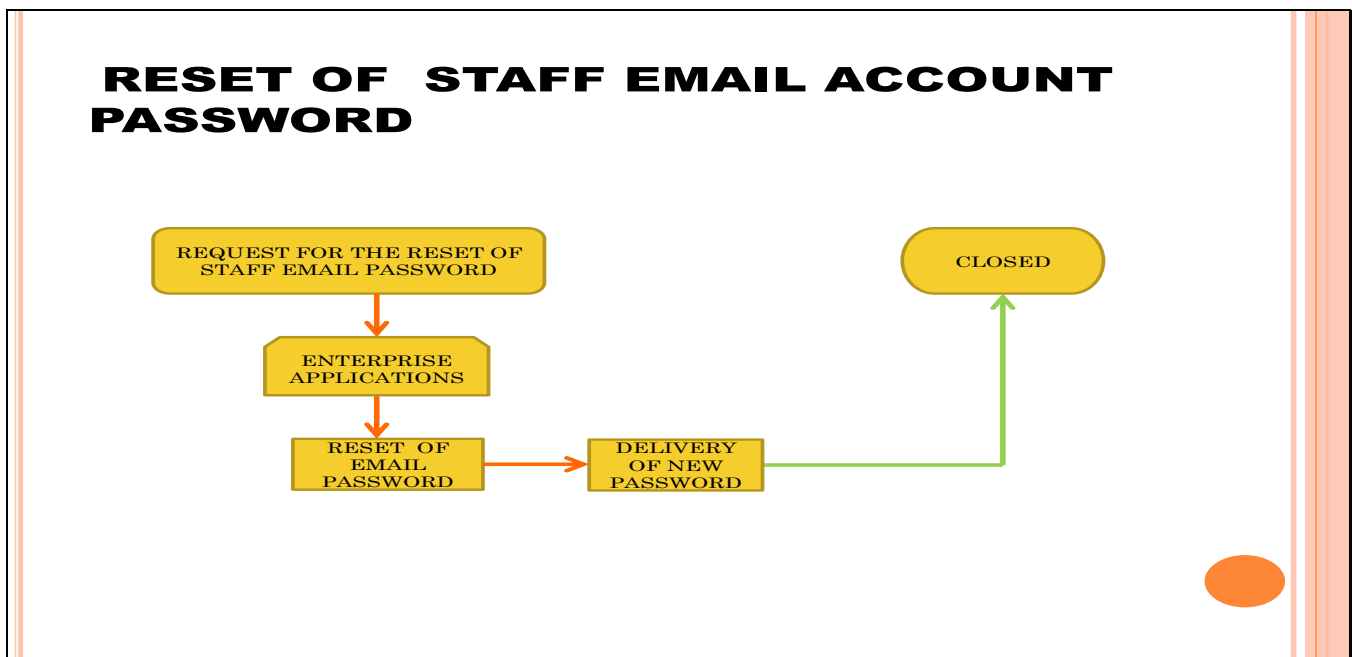
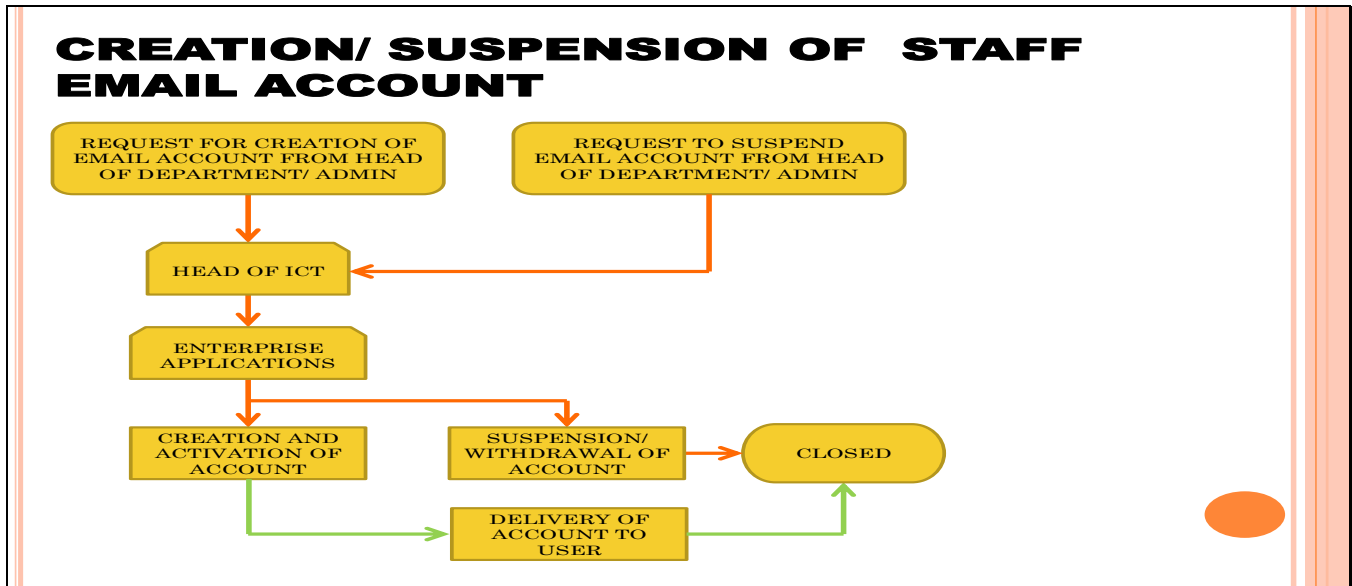
Creation and Suspension of Staff Email Accounts

Purpose:

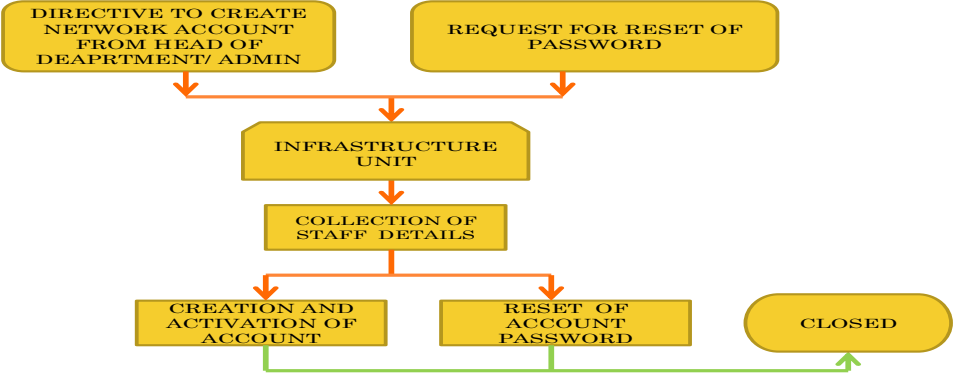
User Support is a core function of the ICT division. To ensure that all staff at all time is able to use all ICT equipment for the seamless discharge of her duties. User supports cuts across all ICT staff.

Performance Criteria:

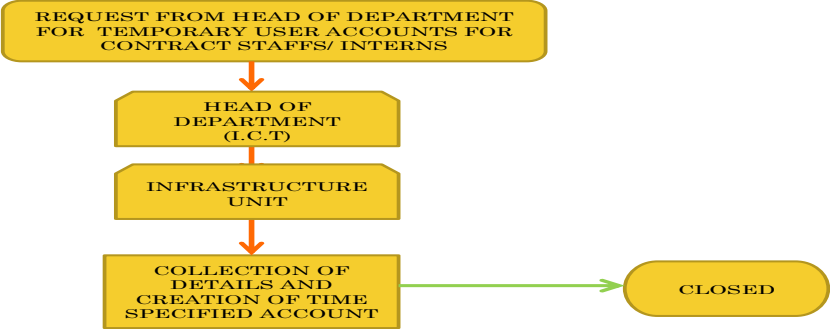
within 30mins



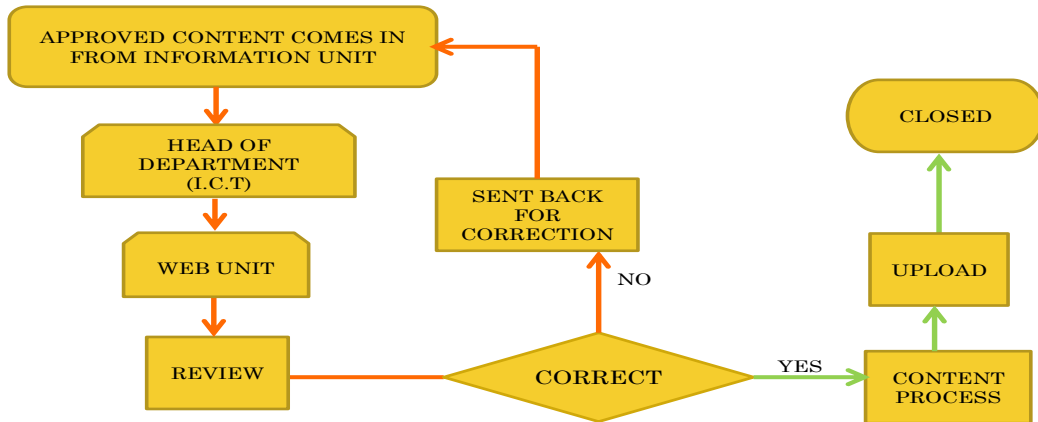
CREATION OF STAFF NETWORK ACCOUNT/RESET OF PASSWORD



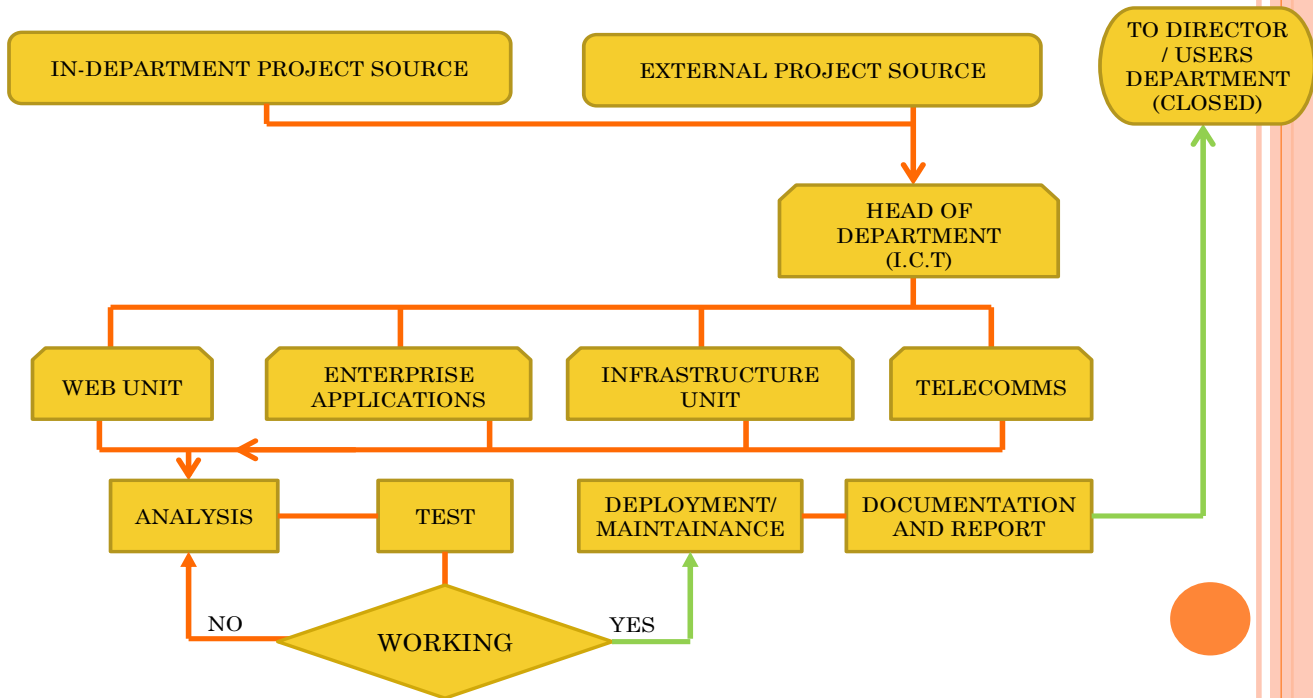
PERMISSION OF TEMPORARY ACCOUNTS FOR INTERNET ACCESS



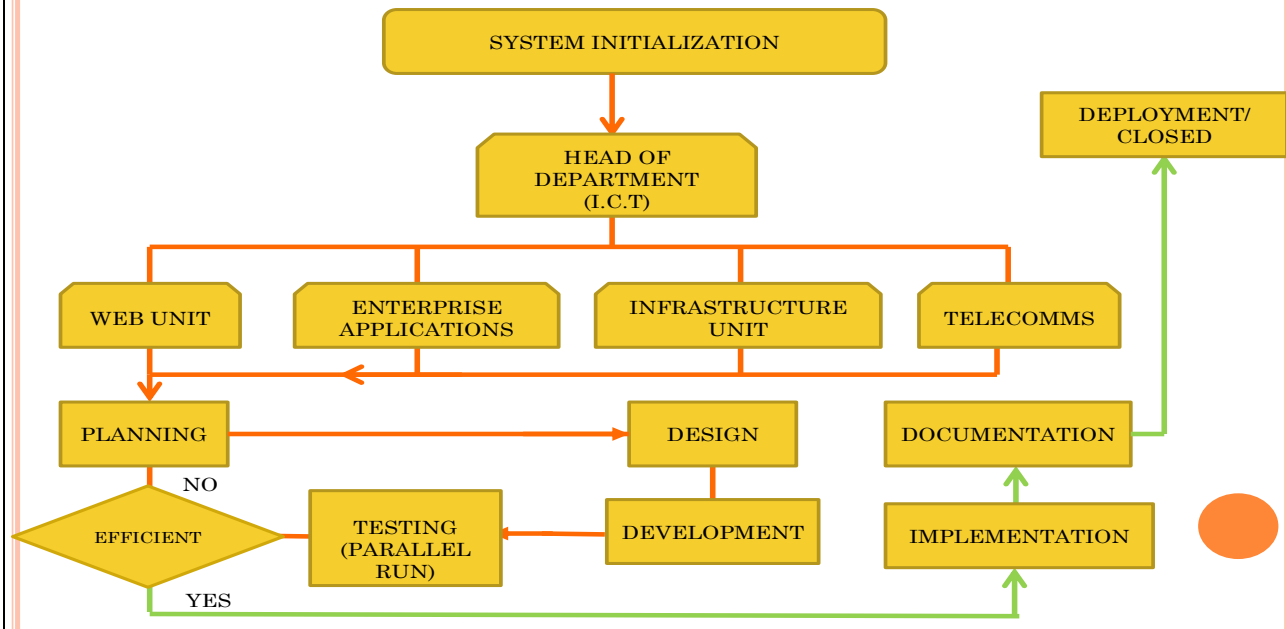
ENTRY OF DATA INTO NNRA WEBSITE



ICT PROJECTS SUPERVISION AND MANAGEMENT



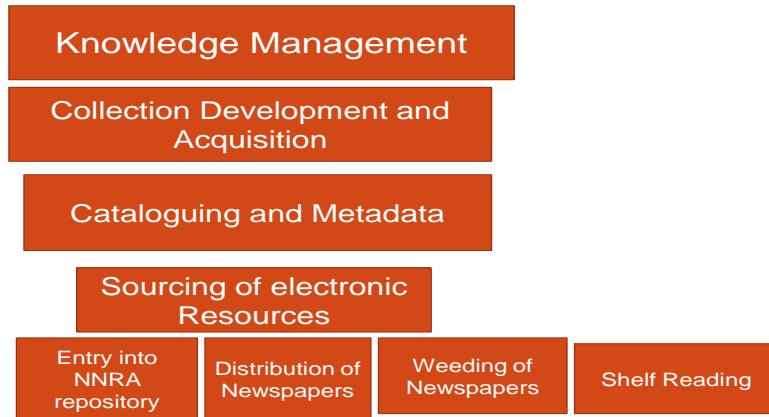
DEVELOPMENT OF APPLICATION/AUTOMATION OF FUNCTIONS AND PROCEDURES



NNRA LIBRARY

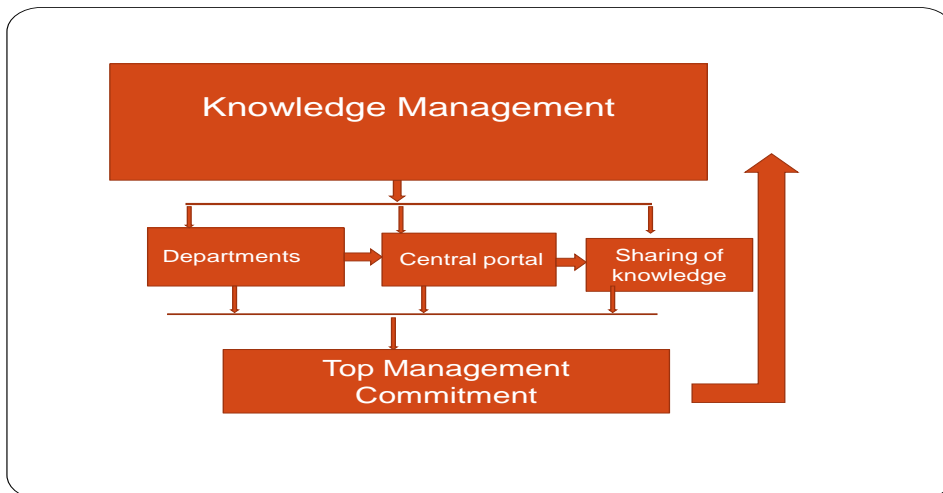
NNRA Library Workflow

The Process



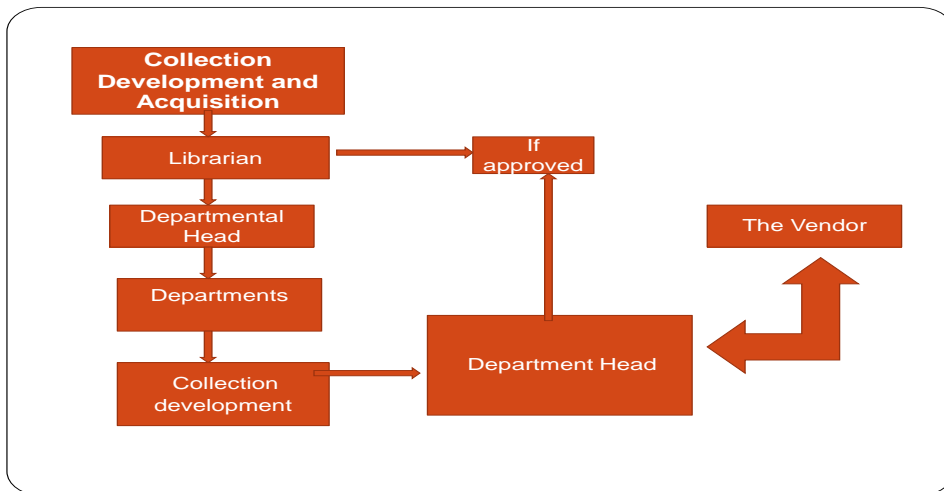
The Process

- i. Knowledge Management
- ii. Collection Development and Acquisition
- iii. Cataloguing and Metadata
- iv. Sourcing of electronic Resources
- v. Entry into NNRA repository
- vi. Distribution of Daily Newspapers
- vii. Weeding of Newspapers
- viii. Shelf Reading



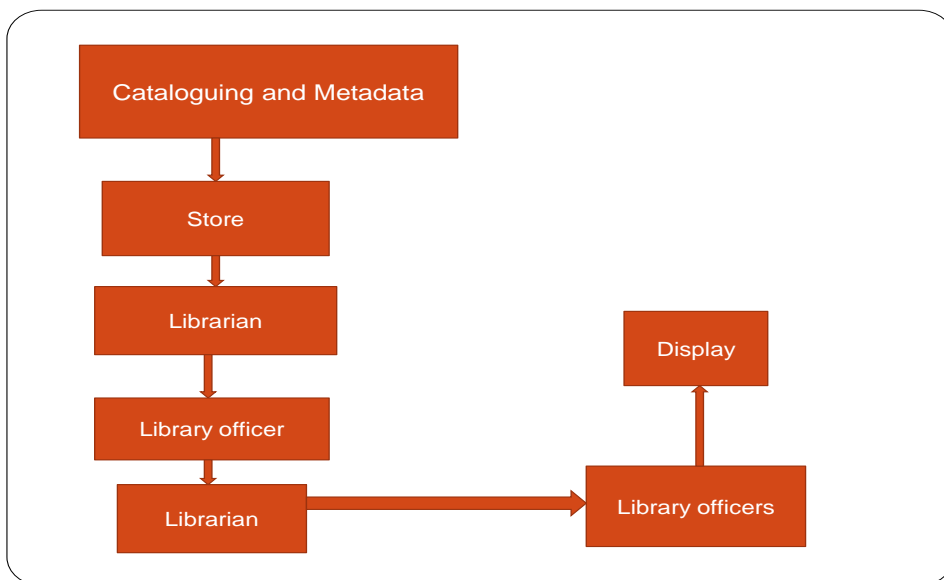
A. Knowledge Management Sequence

- i. Collection of Knowledge from Departments, nuclear literature, and articles
- ii. Organization of knowledge to a central portal customized by ICT
- iii. Sharing of Knowledge through face to face discussions, mentorship, departmental meetings and presentations
- iv. Top Management Commitment plays a major role for implementation and sustainability of knowledge management



B. Collection Development and Acquisition

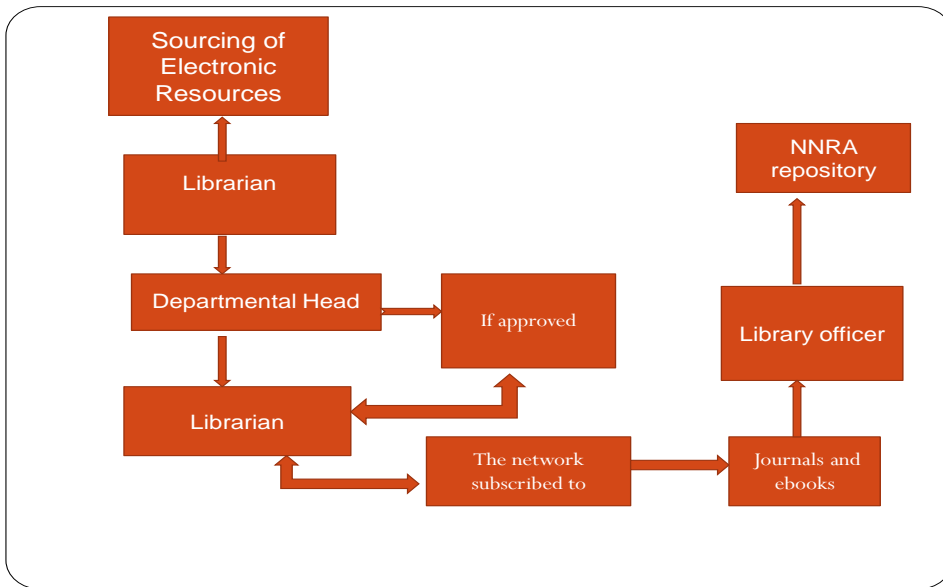
- i. The Librarian identifies collection needs and make a submission to the Departmental Head for an approval
- ii. Distribution of forms to Departments for inputs
- iii. Selection and completion
- iv. Submit the selected resources to the Department Head for approval
- v. The vendor supplies



C. Cataloguing and Metadata

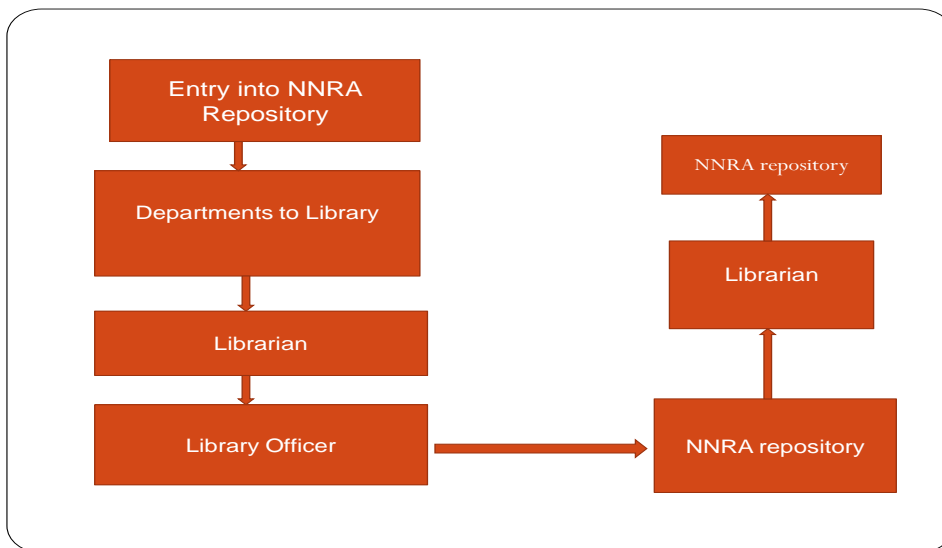
- i. Store receives the ordered resources
- ii. The Librarian makes a request from the store

- iii. Register them on the accession book for accession numbers
- iv. The Librarian sorts out for the type of cataloguing
- v. Fill the metadata
- vi. Display



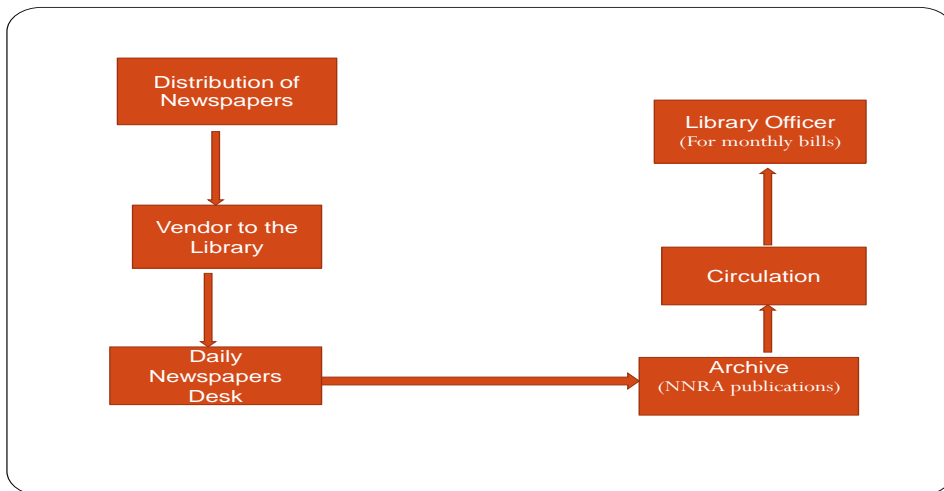
D. Sourcing of Electronic Resources

- i. Identify relevant networks that meet NNRA needs
- ii. Make a submission to the Departmental Head for an approval
- iii. Subscribe to the approved network
- iv. The subscribed networks will make available
- v. eBooks and journals from the subscribed networks
- vi. Fill the metadata of the available books and journals
- vii. Upload on the NNRA repository



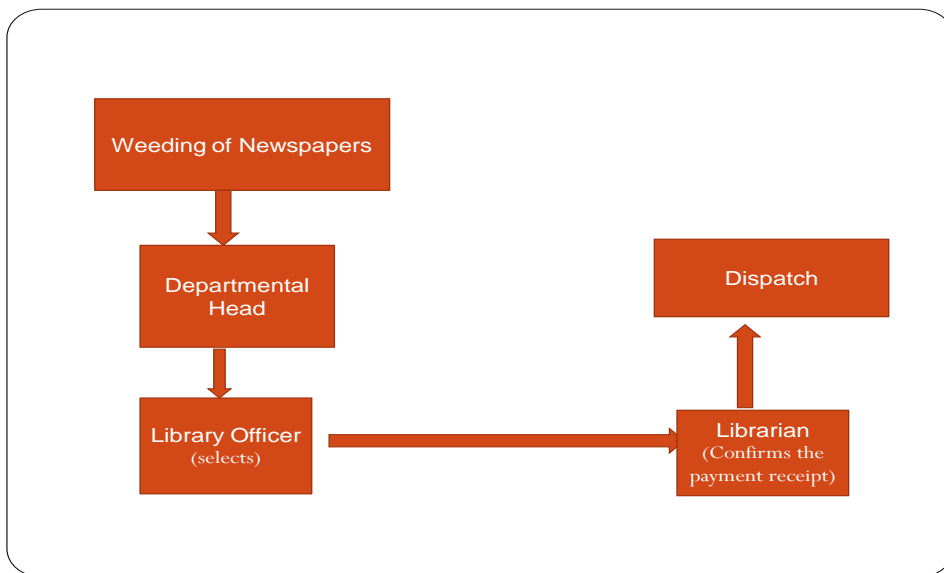
E. Entry into NNRA repository

- i. Receive training, workshop, in house presentation, Theses, abstracts, from Departments
- ii. Select according to collection categories
- iii. Make an abstract or description of the collection and fill the metadata
- iv. Submit to the NNRA repository
- v. Edit, Reject or Accept the submission
- vi. Upload to the Repository



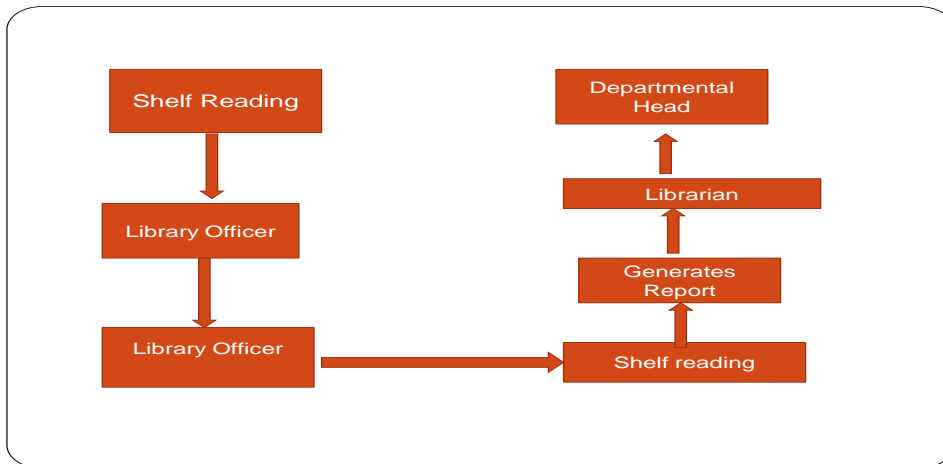
F. Distribution of Daily Newspapers

- i. Receive the daily newspapers from the vendor
- ii. Register in the newspaper and magazine record book
- iii. Search and photocopy NNRA publications from the daily newspapers
- iv. Send the Daily newspapers to Directors
- v. Prepare a bill for payment at the end of the month



G. Weeding of Newspapers

- i. Submission to weed to the Departmental Head
- ii. Selection of the newspapers that are due for weeding
- iii. Arrange according to the newspaper name and year
- iv. The vendors payment receipt will be confirmed
- v. Dispatch to vendor



H. Shelf Reading

- i. Compilation of the library resources
- ii. Arrange according to the categories
- iii. Take the shelf reading every other week
- iv. Make a report of shelf reading to the Librarian
- v. Then to the Head of the Department

ADMIN AND FINANCE DEPARTMENT

Appointment and Promotion

Introduction

The Appointment and Promotion Unit is charged with the responsibility of handling matters of Promotion, Confirmation, Conversion, Upgrade and other Human Resource matters. It is further charged with the responsibility of interpreting, implementing and applying government policies (Rules and Procedures) as they affect staff, for the smooth running of the Authority.

Other job functions include:

- i. Coordinating Appointments and Promotion.
- ii. Organizing meetings of the Junior and Senior Staff Management Committee.
- iii. Responsible for preparing brief on staff confirmation, promotion, advancement, conversion and upgrading for Senior Staff Management Committee consideration.
- iv. Monitor the performance and conduct of staff and ensure that staff fill APER forms every year.
- v. Ensure that staff comply with the Rules and Regulations governing Public Service and recommend appropriate disciplinary measures on matters referred to it.
- vi. Perform any other duties that may be assigned to by the Authority.

The Unit is divided into Senior and Junior staff matters schedule which handles promotion, confirmation, conversion of senior staff while the junior staff matter handles matters that pertain junior staff.

i. Promotion Matters

- a. The desk officer collates the names of staff who have spent the numbers of years required and are due for promotion
- b. The APER scores of the qualified staff (three 3 years for senior staff and 2 years for junior staff) are also collated
- c. Briefs are prepared on each staff indicating First Date of Appointment, Date of confirmation and other necessary information necessary on each officer
- d. The list is forwarded to the Head of the Unit for perusal.
- e. The names of officers and briefs are forwarded to the General Manager (Admin & Finance) for consideration and further necessary action
- f. The briefs are forwarded to the Senior Staff Management Committee for consideration, and to the Junior Staff Management Committee in case of the junior staff
- g. Following the meeting of the SSMC/JSJC, a report is forwarded to the Governing Board for approval.
- h. Following response from the Governing Board, letters would be issued to successful candidates

ii. Confirmation Matters

- a. The desk officer collates the names of officers who have spent the required number of years (2 years)
- b. The APER score for 2 years of the qualified staff is collated
- c. The list is forwarded to the Head of the Unit
- d. It is then forwarded to the General Manager (Admin & Finance)
- e. The briefs of the staff are forwarded to the Senior Staff and junior staff committee respectively.

iii. **Conversion/Upgrading**

- a. An officer submits request for conversion/upgrade
- b. The officer's certificate is verified from the institution in line with the officer's new qualification
- c. The officer's brief is forwarded to the SSMC or JSMC for consideration.

BUDGETING UNIT

The Budget cycle consists of four phases:

- i. Preparation and Submission
- ii. Approval
- iii. Execution and
- iv. Budget Monitoring and Reporting.

The Budget process of the Authority starts or commence right from the issuance of Budget call Circular (simply the guidelines on what is expected of the respective MDAs) from the Budget Office of the Federation (BOF).

The Budget division of the Authority is saddled with the following responsibly:

- i. Budget Preparation,
- ii. Budget Defense
- iii. Budget submission, monitoring and performance and
- iv. Budget reporting and response to oversight functions by stakeholder, MDAs & NASS.

Furthermore, the division is charged with the task of liaising with the BOF and National Assembly with other stakeholder in regards to budget matters. Also, to analyse and submit budget proposal to the supervisory Ministry which is the Ministry of Petroleum Resources (MPR) and also, to oversee budget implementation, and budget monitoring and evaluation. Other functions of the budget division include the implementation of the approved budget and preparation of budget performance in respect of the releases on Personnel, Overhead and Capital account. And to also ensure expenditure carried out aligns with the appropriation bill of the fiscal policies, to maintain aggregate fiscal discipline, allocate resources, and promote the efficient delivery of services.

To develop a framework for the annual budget:

- i. Upon the receipt of the budget call circular,
- ii. The DG/CEO would be notified
- iii. Memo would be written to intimate the heads of department for their inputs or areas of needs towards budget preparation and
- iv. The formation of Budget committee to map and scrutinize priority projects in accordance with government priorities for the Authority.

It's also important to note that, Budgets cannot be implemented unless they are accepted or approved by the legislature by the beginning of the pertaining year. All revenues and expenditures shall be indicated in the budgets with their gross values and specific expenditure shall be strictly adhered to as planned.

FINANCE PAYMENT UNIT

Finance Payment Flow

Finance is a section under Department of Administration & Finance. It is segmented into 3 (three) major units of Finance, Accounts and Budget.

The division is responsible for receiving all incomes due to the authority subventions and allocation from Federal Government, Internally Generated Revenue (IGR), making authorized payments, disbursement and managing the funds.

In summary the functions of Finance Division as below;

- i. Provides Financial Services to the NNRA
- ii. Preparation of Annual budget
- iii. Submission and defense of the Budget to Budget Office of the Federation and the National Assembly
- iv. Receipt and Disbursement of Funds to Headquarters, Institute and Zonal Offices
- v. Monitoring of Budget Performance
- vi. Process all approved payments
- vii. Prompt and accurate processing of monthly salaries
- viii. Maintains all the necessary and statutory books of Accounts
- ix. Prompt processing and payment of all approved personal advances
- x. Processing retirement for Advances
- xi. Payment of approved purchases, supplies and contracts
- xii. Remittance of contributory Pension Deductions when salaries are paid.
- xiii. Prompt rendition of Accounts to the appropriate authority e.g. National Assembly, Ministries, management etc.

The division/unit below deals with the Accounting and Finance aspect

- i. Cash Office
- ii. Personnel
- iii. Other charges
- iv. Staff Advances
- v. Vote
- vi. Reconciliation and
- vii. Final Account

Preliminary Stage

Vote:

The vote is used to manage the fund of the Authority by recording all the expenditures and capture all the commitments/ liability incurred. Authority Signed contracts must be entered into the commitment column of the vote Book. The purpose of the Vote Book is to prevent overspending of the amount allocated to the various Votes of the Authority.