



INTERNAL MEMO

TO: ALL STAFF

FROM: MD/CEO

DATE: 1ST OCTOBER, 2024

SUBJECT: COMPULSORY MONDAY WEEKLY MEETINGS FOR UNIT HEADS

Dear Team,

This is to inform you that starting from Monday 14th October 2024, we will be holding compulsory and routine weekly meetings every Monday for all unit heads. These meetings are essential for ensuring effective communication, alignment on our goals, and addressing any immediate concerns. Please, note that attendance is compulsory for all unit head including those at **Lekki and Apapa** stations. In case where there is an emergence job to be handled at any station that necessitates the unit head's absence from the meeting permission should be obtained from the HR.

Details of the Meeting:

Day: Every Monday

Time: 9.am prompt

Venue: At the- Conference Room

Duration: 1 hour

Attendance is mandatory for all unit heads. Please ensure that you are punctual and prepared for these meetings.

Your cooperation and commitment to these meetings are highly appreciated as we strive to improve our operations and achieve our objectives.

Thank you for your attention to this matter.

Signed(for MD/CEO)

