



FEDERAL MINISTRY OF HEALTH & SOCIAL WELFARE

General Coordinator
Dr. John A. Ovuoraye
Director : DHPRS

67TH REGULAR NCH SUB-COMMITTEES CHAIRS / SECRETARIES / MEMBERS

S/N	NAME OF SUB-COMMITTEES	MANDATES	COMMITTEE LEADS	RESPONSIBILITY
1	TECHNICAL/PROGRAMMES	I. Provide technical expertise and advice on event. II. Develops the meeting agenda and coordinates speakers III. Review and analyze technical documents, plans, and proposals. IV. Identify and resolve technical problems or issues. V. Make recommendations on technical matters, including solutions, approaches, and best practices. VI. Collaborate with other teams, and stakeholders to ensure efficiency	1. Dr. John Ovuoraye 2. Dr. Adaeze Okonkwo	- Chairman - Secretary
2	FINANCE	I. Oversee the budget and finance planning. II. Get the detailed budget of each committee. III. Get the detailed budget of each committee IV. Provide the financial updates V. Support the Meeting objectives	1. Mrs. Okonkwo Felicitas Ngozi 2. Mr. Mohammed Abdullahi 3. Nwosu Hyacinth Chukwugozie	- Chairman - Co-Chair - Secretary
3	MEMO CORDINATION/ VETTING	I. Manages the call for, vetting/review, and formatting of all memos submitted to Council II. Ensure proper coordination of all the memos	1. Dr. Akpan Michael Nse 2. Mr. Shadrach Mela	- Chairman - Secretary
4	ICT/MEDIA/PRESS	I. Ensure the functionality of all media equipment, projectors & public-address systems; II. Ensure adequate recording of the proceedings; III. Ensure real-time upload of meeting documents to required platform/Ministry's website; IV. Attend to all technical issues that may occur; V. Liaise with the Secretariat. VI. Develop and maintain relationships with media representatives, including journalists and editors. VII. Draft, review, and distribute press releases to share news and information with the public. VIII. Monitor and analyze media coverage of the organization IX. Develop and implement crisis communications plans to manage and respond to critical issues.	1. Mr. Aderemi Toyin Stephen 2. Ado Bako	- Chairman - Secretary
5	MEDICALS	I. Ensure the availability of essential drugs & commodities, first aid box, etc; II. Provide a functional ambulance at the meeting venue; III. Attend to any health issues; IV. Ensure the availability of medical personnel at any point in time; and V. Ensure the availability of well-manned sickbay at the retreat venue	1. Dr. Olanrewaju Sulaiman 2. Dr. Arongundade Bosede	- Chairman - Secretary
	SECRETARIAT/COMMUNIQUE/ REPORT	I. Ensure quality presentation of NCH communiqué II. Ensure proper documentation of meeting Communique; and III. Ensure timely submission of meeting Report	1. Dr. Charles Nzelu 2. Mr. Damza Peter Dawa 3. Dr. Okara Dogara	- Chairman - Co-Chair - Secretary

6	LOGISTICS TRANSPORT/ PROTOCOL	I. Ensure the availability of vehicles in good condition; II. Coordinate the conveyance of Ministry's officials and meeting materials from Abuja to the Host State; III. Ensure timely conveyance of participants from the airport and hotels to the meeting venue and vice versa; and IV. Liaise with Federal Health Institutions around Host State for Vehicles V. Ensure the comfort and safety of VIPs and others during events VI. Coordinate logistics, timelines, and arrangements for VIPs and others	1. Mr. Suleiman Umar 2. Mrs. Folashade Oje F.	- Chairman - Secretary
7	ACCOMODATIONS/FEEDING	I. Liaise with the Host State to provide conducive accommodation for participants; II. Collect the approved list of Hotels from Host State and disseminate to participating States III. Assign available complimentary accommodation to members of the Secretariat as applicable; and Liaise with the transport sub-committee to convey Participants & Secretariat team to their respective hotels. IV. Liaise with ushers to ensure proper and orderliness in the serving of food for participants V. Inspect the food and the feeding areas and ensures every guest is served. VI. Ensure meal tickets are issued well ahead of Tea and lunch breaks VII. Liaise with (Event planner) Treat the guest with respect	1. Dr. Olufowobi Yusuf Adeola, mni 2. Mrs. Olufunmilola Adegbite B. 3. Mrs. Sube Elamah Ahmed	- Chairman - Co-Chair - Secretary
8	SECURITY	I. Ensuring the safety and security of participants & delegates II. Controlling access to meeting venues and restricted area III. Screening attendees and materials IV. Maintaining order and discipline during meetings V. Protecting confidential documents and information VI. Coordinating with law enforcement agencies as needed VII. Providing emergency response support if required	1. Mr. Sunday Okoh Agiam 2. Mr. Mu'azu Murtala	- Chairman - Secretary
9	REGISTRATION AND DOCUMENTATION	I. Ensure efficient, effective, and timely production of meeting documents; II. Circulate the details of registered participants for correction and subsequent update; and III. Provide participants with relevant meeting documents/materials at point of registration and during the Handle registration and documentation of all the participants. IV. Attend to participants' enquiries satisfactorily V. Liaise with Event Planner for timely production of participants' name tags.	1. Dr. Charlse Nzelu 2. Dr. Gbenga Ijaodola	- Chairman - Secretary
10	SESSION SECRETARIAT	I. Develop the materials needed at the NCH such as table tag, etc II. Offer Administrative support such as photocopying, typing, and distribution of materials	1. Chidinma Ejepu	- Chairman