

FEDERAL MINISTRY OF SCIENCE AND TECHNOLOGY



SERVICE CHARTER

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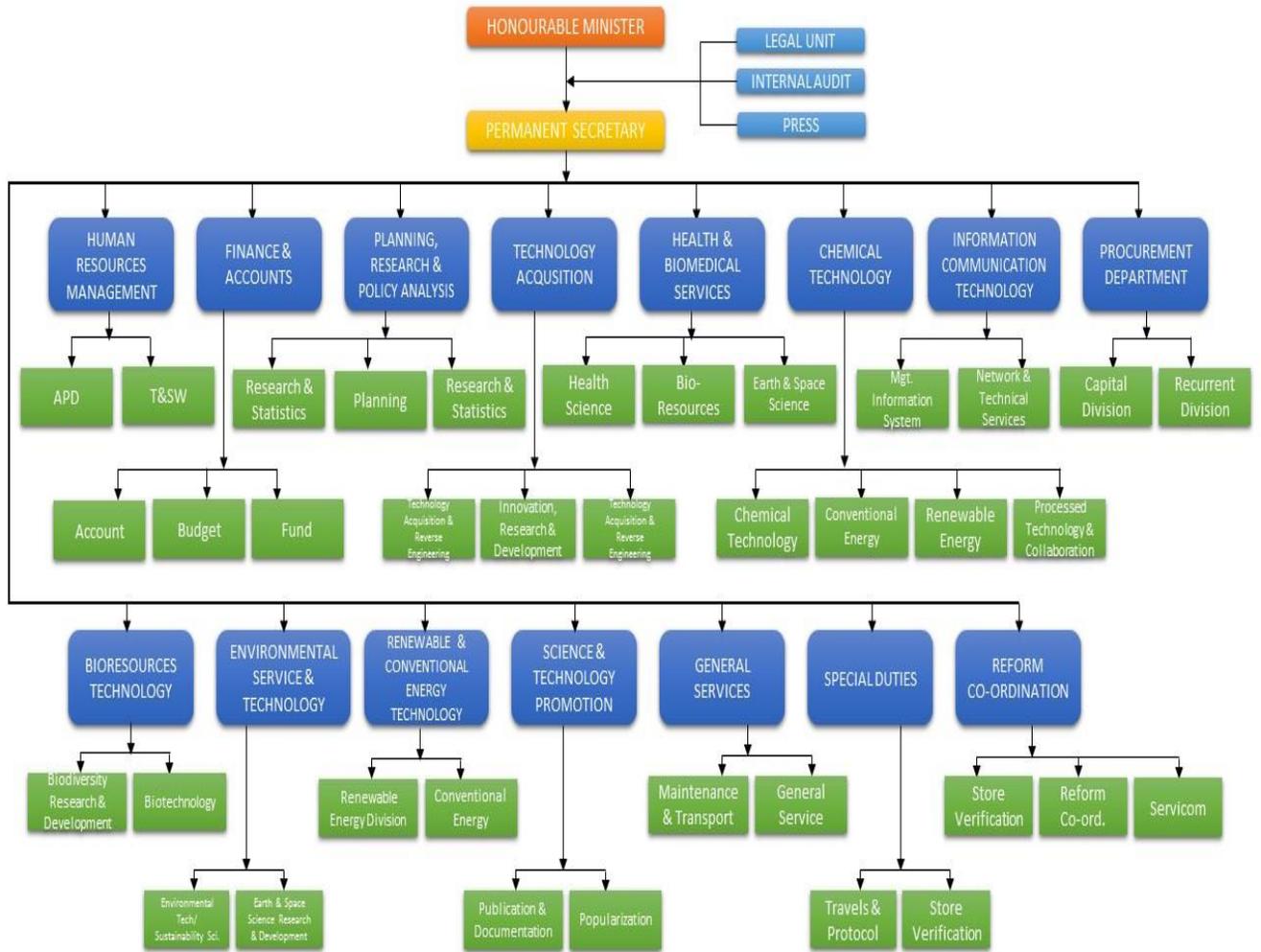
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ORGANOGRAM OF THE MINISTRY



BACKGROUND

The Federal Ministry of Science and Technology was established on 1st January, 1980 through Act No. 1 of 1980, as the successor organ of Government to the National Science and Technology Development Agency (NSTDA) which was established in 1976.

By January, 1984, the Ministry was merged with the Federal Ministry of Education; hence it was re-named Federal Ministry of Education, Science and Technology. By 1985, the Ministry was demerged and named Federal Ministry of Science and Technology. In its chequered history, the Ministry was again scrapped in 1992 and its Research Institutes and Parastatals were shared among other Ministries and Agencies including the Federal Ministry of Industry, Agriculture, Health and the National Agency for Science and- Engineering Infrastructure (NASENI). After scrapping the Ministry in 1992, NASENI was established as an arm of Government for the formulation and implementation of S&T policies. Following the need to centrally coordinate Research and Development (R&D) activities, the Science and Technology Unit (STU) was created in the Presidency in the same year.

The Ministry was again re-established on 26th August, 1993 and the Science and Technology Unit (STU) in thy Presidency were merged with the new Ministry hence it became its nucleus. Some of its Research Institutes including NASENI previously transferred to other Ministries were returned to operate under the purview of the new Federal Ministry of Science and Technology.



VISION

TO MAKE NIGERIA ONE OF THE ACKNOWLEDGED LEADERS OF THE SCIENTIFICALLY AND TECHNOLOGICALLY DEVELOPED NATIONS OF THE WORLD.

MISSION

TO FACILITATE THE DEVELOPMENT, AND DEPLOYMENT OF SCIENCE AND TECHNOLOGY APPARATUS TO HASTEN THE PACE, OF SOCIO-ECONOMIC DEVELOPMENT OF THE COUNTRY.



SERVICEPROVISION:

MANDATE

The mandates of the Ministry have been converted into eight (8) measurable and achievable goals which are itemized as follows:

- Formulation, monitoring and review of the National Policy on Science, Technology and Innovation to attain the macro- economic and social objectives of Vision 20:2020 as it relates to Science and Technology;
- Acquisition and application of Science, Technology and \ Innovation contribution to increase agricultural and livestock productivity;
- Increasing energy reliance through sustainable Research and Development (R&D) in nuclear, renewable and alternative energy sources for peaceful and development purposes;
- Promotion of wealth creation through support to key industrial and manufacturing sectors;
- Creation of Technology infrastructure and knowledge base to facilitate its wide application for development;
- Acquisition and application of Space Science and Technology as a key driver of economic development; and
- Application of natural medicine resources and technologies for health sector development;
- Ensuring the impact of Research and Development (R&D) results in the Nigerian Economy through the promotion of indigenous research capacity to facilitate the country's relevant technology transfer.



SERVICE DELIVERY: In line with its stated vision, mission, mandates and functions, the Ministry is poised to continue to chart the course of science and technology development of the nation and to continue to deliver services in the under listed general areas.

DETAILS OF SERVICE DELIVERY

- i. Coordination and funding of targeted Research and Development (R&D) activities in all areas science and technology;
- ii. Identification of urgent priority research projects in health, agriculture, industry, energy and natural sciences and commissioning identified national experts for implementation.;
- iii. Collation and dissemination of latest" progress in scientific and technological research among-industrial and educational communities within the country and the Sub-region;
- iv. Setting research targets for the various Research and Development (R&P) efforts of public research establishments in line with overall development plan of the nation;
- v. Publication and popularization of completed valuable Research and Development (R&D) results for end-users wishing to adopt them;
- vi. Technical support to local industries on their trouble shooting/technical problems;
- vii. Facilitating the extension and liaison service for the diffusion of research results to targeted end-users;
- viii. Facilitating the acquisition and adoption of relevant foreign technologies and monitoring of technology transfer agreements by local industries;



- ix. Facilitating linkage of researchers and Research Institutes with existing and potential entrepreneurs for the commercialization of valuable research results;
- x Utilizing the facilities of Technology Incubation Centers (TICs) and Science and Technology Parks (STP) to nurture new high-risk, value-added technology-driven enterprises, especially in areas of national priority;
- xi. Funding of selected strategic research proposal from individuals and institutions as may be deemed necessary for the pursuit of national technological and economic prosperity;
- xii. Facilitating and funding the establishment of pilot commercial enterprises from projects that are strategic to the cause of aggregate national development;
- xiii. Organization and hosting of the annual meeting of the National Council for Science and Technology (NCST);
- xiv. Processing of applications from Nigerian scientist for fellowships, scholarships and research grants obtainable from international scientific organizations;
- xv. Facilitating human capacity development in technology management and policy formulations locally and regionally;
- xvi. Establishment and operating database as well as publication of information brochure of our natural resources and raw materials (including derivatives from air, land, minerals and water) for effective exploitation and management;
- xvii. Provision of intervention through Research and Development (R&D) after due identification of technical constraints to effective local education and health care delivery systems;
- xviii. Coordination and funding of the development and management of database for the exploitation of our renewable energy resources;



- xix. Provision of back-up facilities for effective national defense and security internally and at the borders, especially, microelectronics- based high-tech hardware, software and satellite coverage.
- xx. Provision, and deployment of necessary and appropriate working tools and equipment.
- xxi. Maintenance of Conducive working environment for staff of the Ministry;
- xxii. Provision and maintenance of tangible staff welfare system for staff of the ministry then the need arises.

OBLIGATIONS AND EXPECTATIONS

The entire management of the Federal Ministry of Science and Technology (FMST) is committed to deploy all necessary support in terms of fund provision, appropriate training and capacity building of its human resources as well as ensuring that adequate infrastructure are in place to facilitate the actualization of the goals of its vision. The Ministry is by this Charter, presenting necessary information for easy access of customers to the various service provided and delivered in all its Departments, Parastatals, Agencies and Centers nationwide.

THE STAFF

The entire staff of the Ministry is the tangible factor that operates the mission of the Ministry. All staff of the Ministry is disposed to utilize all available capabilities to pursue the actualization of the goals of the Vision of the Ministry.

CUSTOMERS/CLIENTS

The entire Ministry is committed by this Charter to provide and deliver service to all its customers within the provision of available resources as promptly courteously, effectively, timely and in a transparent manner at all times.

The customer/clients of Federal Ministry of Science and Technology (FMST) are as follows;

- Private Policy Makers;
- Private Researchers;
- Private Researchers, Association and Investors;
- Private Investors;



- Private Consultants;
- Industrial Enterprises;
- Small and Medium Scale Industries and Industrialists;
- Professionals and trade Associations;
- Non-Governmental bodies' and Associations.

INTER

- Public Policy makers and Development partners e.g. Ministries, Agencies and state governments etc.
- Public Research Institutions
- Tertiary Institutions of learning
- Students and the Academia
- Expert Institutions e.g. Academy of Science

INTRA

- Public Servants
- Staff of Federal Ministry of Science and Technology (FMST)

CUSTOMER CARE POLICY/GRIEVANCE PROCEDURE:

Where and whenever service delivery fails to meet expectations, a client shall be entitled to seek redress in the following channels:-

- i. Lodge details of grievances with the Honorable Minister's Office;
- ii. Seek redress through the Permanent Secretary, Federal Ministry of Science and Technology (FMST);
- iii. Seek redress through the suggestion boxes placed at strategic locations from 4th - 7th floor of the Ministry at Block D, Phase 11, Federal Secretariat, Abuja.
- iv. Seek redress through any of the Heads of Department;



- iv. Contact Nodal Officer, SERVICOM Unit of the Federal Ministry of Science and Technology;
- v. Seek redress through the Director General/Chief Executive Officers on issues relating to parastatals.

EXPECTATIONS FROM THE CLIENTS

It is expected that clients shall:

- a. Have access to the Federal Ministry of Science and Technology (FMST) Service Charter which will be produced as a hand book and hand bills and also displayed in Offices.
- b. Submit in writing all requests that require the attention of the Federal Ministry of Science and Technology
- c. Report to the Office as may be required to facilitate the timely processing of their requests/complaints; and
- d. Provide feedback to facilitate bi-annual evaluation/assessment of service delivery system.

The Federal Ministry of Science and Technology (FMST) Management has put in place, appropriate Mechanism to address any dissatisfaction that may result from incidence of service failure within the provision of this charter all incidences of service failure should be reported to the appropriate channel to be treated.

EXISTING LIMITATIONS

Service delivery at all Federal Ministry of Science and Technology Service Frontlines is guaranteed within available resources to the Ministry.

STAKEHOLDERS PARTICIPATION IN SERVICE PROVISION:



The Federal Ministry of Science & Technology (FMST) regularly participates in meetings and hold consultations with partners in the Science and Technology sector and other sister organizations, attends conferences, training courses and workshops organized by institutions. The Ministry holds the National Council on Science and Technology meeting annually that brings all stakeholders together and make suggestions on the way forward on matters relating to Science and Technology advancement in the country.

SPECIAL NEEDS PROVISION

For easy dissemination of information for members of staff in our Agencies, the following are considered: '

- (a) Opening of official E-mail address for all officers in the Ministry and Parastatals;
- (b) Opening of postal address;
- (c) Having blog e-mail for staff interaction. However, in the interim, the text messages and telephone calls have been very useful.

HONOURABLE MINISTER/PERMANENT SECRETARY AND DEPARTMENT:

The Federal Ministry of Science and Technology is made up of the Honourable Minister's Office, Permanent Secretary's Office and Fifteen (15) Departments, (9) Departments are Technical in nature while the other Six (6) are Service Departments and Four (4) Units. The Departments provide support and Supervision to the Seventeen (17) Parastatals and Agencies of the Federal, Ministry of Science and Technology to execute their mandates. The Departments are as follows:



HUMAN RESOURCES MANAGEMENT DEPARTMENT

The Human Resources Management Department ensure adequate, motivated trained and qualified personnel are provided for the Ministry within an enabling environment.

DETAILS OF SERVICE PROVISION AND DELIVERY:

- I. Appointment, Promotion and Discipline of staff.
- II. Staff Welfare and Training.
- III. Establishments and Records.
- IV. Pension Matters.
- V. Secretariat of the Ministry's Management Committees.
- VI. Preparation of Annual Manpower budget and Staff Audits.
- VII. Ensures that Circulars are promptly distributed to all concerned and the contents of the Circulars complied with.
- VIII. Liaises with the relevant bodies outside the Ministry: OHCSF, OSGF, FCSC, National Planning Commission, Federal Character Commission etc.
- IX. Handling of IPPIS Human Resources Components.

PLANNING RESEARCH AND POLICY ANALYSIS DEPARTMENT



The Planning Research and Policy Analysis (PRPA) Department is responsible for Planning, coordinating, monitoring and evaluating programmes of the Ministry, the department's functions cut across the activities of all the departments in the Ministry as well as the Agencies under the purview of the Ministry.

DETAILS OF SERVICES PROVISION AND DELIVERY:

The following are details of the Services provided by the PRPA Department:

- i. Departmental Administrative Matters;
- ii. Supervision of NACETEM;
- iii. Linkages with other Federal and State MDAs;
- iv. Meetings of HMST, Permanent Secretary with *DGs/CEOs* and Directors;
- v. Development Plans and Capital Budget / Rolling Plan Preparation (MTSS);
- vi. MTB / Due Process;
- vii. National Council on Science and Technology (NCST) Matters;
- viii. Organization of Meetings, Workshops & Conferences;
- ix. Liaison with National Assembly;
- x. Settlement of Nigeria's obligations / Debts to scientific International Bodies;
- xi. Project Monitoring & Evaluation.
- xii. Compilation and documentation of quarterly / annual Reports of the Ministry and its Parastatals.
- xiii. Linkages with other Research Institutes, industries and the private sector.
- xiv. Peer Review.
- xv. Manpower Survey.
- xvi. Organization and report of the Annual Ministerial Press Briefing.
- xvii. Research grants, solicitation, sourcing and administration.
- xviii. Collation and interpretation of Ministry's statistical data
- xix. Operations, Organization and Management Research (OOMR).
- xx. Coordination of National and International Scientific Organizations and the Education Sector.
- xxi. National Research and Innovation Council (NRIC) Matter.
- xxii. Federal Executive Council Memos.
- xxiii. Ministerial Retreat.
- xxiv. Library & Documentation.
- xxv. Handling S&T Policy issues.
- xxvi. Linkages with NPC on SDGS NV20:2020, STISA 2024 etc.



- xxvii. Handling African Academy of Science (AAS) matters.
- xxviii. Organization and documentation of Reports of Honorary Presidential Advisory Council on Science & Technology (HPAC/S&T) Meetings.
- xxix. Linkages with Nigerian Academies / Professional Bodies, NUC Project.
- xxx. Coordination of Bilateral & Multilateral issues.
 - Nigeria - UNESCO, Special plan of corporation for the reform and revitalization of Nigeria STI system.
 - Nigeria - World Bank: STEP-B,
 - Nigeria - Asia (Japan, India, Korea, China:, etc),
 - Nigeria - Europe (EU, Spain, Russia, Ukraine, etc),
 - Nigeria - Africa (AUINEPAD, ADB, etc)
 - Nigeria - America & Oceania (USA, Brazil, Cuba, etc)
- xxxi. Professional Bodies.
 - Commonwealth,
 - Non-Aligned Movement Science & Tech. (NAMS&T),
 - African Regional Centre for Technology (ARCT, Senegal),
 - African Academy of Science (AAS),
 - Nigeria Academy of Science (NAS) and other Professional Bodies,
 - Nelson Mandela Institution (AIST, etc.),
 - Nigeria Economic Summit Group (NESG) etc.

FINANCE AND ACCOUNTS DEPARTMENT

The Finance and Accounts Department is in charge of Providing Accounting Services and Advice to the Ministry and other Service providers.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Liaising with the Federal Ministry of Finance, Budget Office and Office of the Accountant General of the Federation, on Budget preparations and releases;
- ii. Processing of approved benefits/bills for payment to Ministry's Staff and Service Providers;
- iii. Providing financial advice to the management;
- iv. Ensure prompt preparation and rendition of all reforms;
- v. Maintain proper accounting records such as books of Accounts, Main and



Subsidiary Ledgers;

- vi. Ensure adequate supervision of disbursement of funds and proper monitoring and accounting for revenue;
- vii. Ensure compliance with Financial Regulations and the Accounting Code by all staff under his control;
- viii. Compiling and defending the budget Proposals of the Ministry and ensuring effective budgetary Control by matching/Comparing Budgeted

figures with actual expenditure and advise the management appropriately;

- ix. Response to queries from Internal Audit, OAGF, office of the Auditor General of the Federation and Public Account Committee of the National Assembly;
- x. Carry out monitoring and evaluation of Agencies Expenditure and revenue generation.

CHEMICAL TECHNOLOGY DEPARTMENT

The Chemical Technology Department promotes the deployment of appropriate Chemical technologies in the development and transformation of Industrial materials/chemicals and promotion of clean technologies for sustainable national development.

DETAILS OF SERVICE PROVISION AND DELIVERY

- I. Initiate, develop and review policies on chemicals and materials technologies.
- II. Liaise and partner with states and MDAs on appropriate deployment and domestication of chemical and material technologies.
- III. Collaborate with government funded and private tertiary and research institutions on the development, training and utilization of indigenous chemical and process technologies.
- IV. Partner and collaborate with appropriate MDAs and international bodies on sound chemical handling and safety management.



- V. Promote, facilitate, execute, coordinate, monitor and evaluate activities, projects and programmes for the reduction of Persistent Organic Pollutants (POP) in Nigeria.
- VI. Partner with petrochemical sector on the utilization and domestication of petrochemical processes in Nigeria.
- VII. Initiate, develop and review policies on leather technology within the country, liaise and partner with States, MDAs and Stakeholders on the development of the Leather Sector for national economy development.

- VIII. Collaborate with MDAs and the Private Sector on the development and domestication of indigenous agricultural inputs (Organic Fertilizer) for sustainable food security.
- IX. Collaborate with D-8 Secretariat on implementation of D-8 decisions on Industrial chemical, leather technology, solid minerals processing technology and emerging technologies activities in Nigeria.
- X. Initiate, develop and review policies in collaboration with the appropriate MDAs and other relevant stakeholders to harness the nation's solid minerals and mining sectors.
- XI. Initiate, develop and review a National Policy on Nanotechnology in collaboration with the appropriate MDAs and other relevant stakeholders.
- XII. Liaise and partner with national, regional and international Groups/Bodies on capacity building in chemical and materials technologies.
- XIII. Promote, facilitate, execute, coordinate, monitor and evaluate national research and development activities in government funded and private tertiary and research institutions in chemical and materials technologies.
- XIV. Initiate, develop and review policies that will facilitate the growth of emerging technologies including materials technology in the nation's industrial sector.



- XV. Initiate and develop activities and programmes in collaboration with relevant MDAs and other stakeholders to promote the application of clean technologies.
- XVI. Promote the development and deployment of appropriate technologies for sustainable exploration and mining processes of the nation's solid minerals.
- XVII. Partner and collaborate with appropriate MDAs and international bodies on chemical and biological weapons.
- XVIII. Initiate and develop activities in the coordination of dye production from locally sourced materials to support the textile industry for national economy development.

- XIX. Supervise and coordinate the activities of relevant chemical technology Research Institutions of the Federal Ministry of Science and Technology which are:
 - Nigerian Institute of Leather Science and Technology (NILEST), Zaria.
 - National Research Institute for Chemical Technology (NARICT), Zaria.

TECHNOLOGY AND ACQUISITION AND ADAPTATION DEPARTMENT

The Department of Technology Acquisition and Adaptation (TAA) was established to bridge the gap that existed between Research and Industry. The lapses was traced to the absence of a clearly articulated plan showing how Research and Development (R&D) result could effectively be translated into viable industrial enterprise to, produce useful products or service for the benefit of the populace. The activities of the Department shall focus and provide guidelines to addressing these impacts through

- i. Pursuit of the Commercialization of R&D results for effective research to industry linkage using the Technology Incubation Programme
- ii. Pilot commercialization ventures in collaboration with Private investors
- iii. Consolidation and improving the activities of Technology Incubation Programme



- iv. Encouraging and promoting of indigenous inventively and creativity
- v. Identifying the current technology Needs in some selected critical sectors of the economy for the purpose of acquisition, adoption and adaptation of appropriate technologies.
- vi. To generate development-friendly Technology acquisition, adaptation and deployment structure that will support Consultation and Coordination amongst stakeholders to prosecute implementation processes.

In addition to the above activities, the following are the Functions of the Department:-

- Formulation of Policies on and Coordination of activities for the :
 - a. Acquisition of technology from the Nation’s Research Institutes and Tertiary Institutions of Learning;
 - b. Assessment and acquisition of relevant and profitable technologies from other countries; and
 - c. Assessment and promotion of technologies developed by indigenous inventors and entrepreneurs;
- Design and Coordination of Programmes for the Setting up of incubator industries resulting from technologies outlined on the above mentioned through collaborations with indigenous and/ or foreign technical or financial partners;
- Liaise with the legislative functionaries of Government to appropriate laws to protect Nigerian enterprises resulting from locally motivated research and development results or from acquired foreign technologies;
- Liaise with appropriate Federal and State Ministries, their agencies and private sector on matter relating to the translation of R&D results into viable industrial enterprises;
- Co-operate with, as well as monitoring, co – ordination and supervision of the Parastatals/agencies under the Department;

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-



- i. Establishment of Science and Technology Parks/Villages Programmes in Nigeria;
- ii. National Technology Needs Assessment (NTNA) Programme in the following identified sectors;
 - a. Agriculture;
 - b. Energy;
 - c. Health;
 - d. Transportation;
- iii. Technology Impact Assessment (TIA) Survey of Parastatals under the supervision of the Department (TAA);
- iv. Presidential Standing Committee on Innovations and Inventions (PSCII);
- v. Technology Transfer and Diffusion (TTD);
- vi. Technology Foresight (TF); and
- vii. African Ministerial Conference on Science and Technology (AMCOST) Bureau III.

PROCUREMENT DEPARTMENT

The Procurement Department is headed by a Director. He has the responsibility for ensuring efficient and effective procurement procedures that engender competition, transparency, accountability and value for money in the Federal Ministry of Science and Technology. The Procurement Department reports directly to the Permanent Secretary, who is the Accounting Officer, Statutorily charged with the line Supervision of the conduct of all Procurement processes of the Ministry.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- (I) Procurement of works, goods and Services.
- (II) Project Monitoring & Evaluation of Both the Ministry and Parastatal Projects
- (III) Monitoring of Capital Projects and programmes of the Ministry and Parastatals.
- (IV) Participating in Public Private Partnership (PPP) initiatives.
- (V) Ensuring that Ministry's Procurement activities are transparent, efficient, effective and timely Service delivery.



- (VI) Overseeing the Parastatals/Agencies capital projects for value addition.
- (VII) Liaising with the Bureau for Public Procurement (BPP) on behalf of the Ministry on Procurement issues.
- (VIII) Monitoring of Procurement Process in Parastatal to ensure Compliance with Procurement ACT 2007.

RENEWABLE AND CONVENTIONAL ENERGY TECHNOLOGY DEPARTMENT

The Renewable and Conventional Energy Technology Department promotes and coordinates Research and Development (R&D) support in Renewable and Conventional Energy for socio- economic development of the nation.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Initiate, Develop and Review policies in collaboration with appropriate MDAs, Stakeholders in the Organized Private Sector on Conventional and
- ii. Renewable Energies and ensure that sectoral energy policies are consistent with the National Energy Policy.
- iii. Develop priorities in Energy Research and development in Conventional and Renewable Energy including Nuclear Energy, Oil and Gas, Tar sand, etc and determination of programmes and projects for their implementation in the country.
- iv. Promote Research and Development for providing solutions to Energy related problems associated with Environmental Degradation, Pollution and Climatic Changes.
- v. Supervise relevant Energy Research Institutions of the Federal Ministry of Science and Technology.
- vi. Develop Roadmap in collaboration with appropriate MDAs and Stakeholders in the Organized Private Sector for the integration of Renewable Energy into the existing energy mix.
- vii. Develop strategies for deployment and utilization of Renewable Energy for the transformation of rural communities.
- viii. Continually organize sensitization activities and programmes on availability and utilization of Renewable and Conventional Energy sources.



- ix. Promote in collaboration with appropriate MDAs and Stakeholders in the Organized Private Sector the development and deployment of locally produced Renewable Power Equipment for sustainable power industry.
- x. Liaise and partner with National, Regional and International Groups/Bodies on capacity building and strengthening collaboration on Conventional and Renewable Energy Technology.
- xi. Develop and manage repository on Energy Statistics and Economics.
- xii. Initiate and develop activities and programmes in collaboration with appropriate MDAs and Stakeholders in the Organized Private Sector for the implementation of Clean Coal Technology.
- xiii. Partner with the International Atomic Energy Agency (IAEA) on the development of Nuclear power.
- xiv. Partner with appropriate International, Regional and National Bodies on the use of radioactive agents.
- xv. Develop R&D, Demonstrate and Develop capabilities in Solar, Wind, Biofuel, Hydro and other Renewable Energies.

- xvi. Promote the use of safe, clean, efficient and Sustainable Energy Technologies for National Development.
- xvii. Encourage the development of Energy Conversion Technologies for sustainable power generation.
- xviii. Facilitate the adaptation of appropriate Energy Technologies for rural development.
- xix. Encourage the development and deployment of locally produced power equipment for sustainable Power Industry.
- xx. Support national vision to acquire Technologies for sustainable Power Industry.
- xxi. Continually organize sensitization activities and programmes on availability and utilization of Renewable Energy sources.
- xxii. Liaise and partner with National, Regional and International Groups/Bodies on capacity building and strengthening on Renewable and Conventional Energy Technologies.
- xxiii. Develop R&D, Demonstrate and Develop Capabilities in Thermal (coal, oil, and gas), and Nuclear Technologies.



- xxiv. Develop requisite Infrastructure and Human Capabilities for Acquisition and deployment in Nuclear Power Technology.

SCIENCE AND TECHNOLOGY PROMOTION DEPARTMENT

- i. The Science and Technology Promotion Department is responsible for Formulation of guidelines for the promotion and popularization of Science, Technology and Innovation in general and at all levels;
- ii. Promotion of science culture in general and especially in rural areas and amongst women and children;
- iii. Popularization of Science, Technology and Innovation through activities such as; National Science and Technology Week (NASTECH), ST&I Trade Fairs and Exhibition, Workshops, Conferences and Seminars, Print and Electronic Media Programmes in collaboration with the Press Unit etc;
- iv. Promotion of activities for the encouragement of indigenous science, technology and Innovation through merit awards, profiling of Nigerian scientists, Technologists and Innovators and commercialization of research results, inventions and innovations;

- v. Gathering, processing documenting and disseminating scientific, technological and innovative information relevant to national development and security of persons and property;
- vi. Publication and distribution of scientific, technological and innovative textual materials, such as FMST Science Journal, other science periodicals, books, newsletters, proceedings of conferences etc;
- vii. Establishment, management and coordination of the National Science and Technology Museum (NSTM);
- viii. Liaising with international and national organizations dealing with Science, Technology and Innovation information and promotional activities;

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Information dissemination (STI News Bulletin/Journals, etc) on STI activities of FMST and its Agencies;



- ii. Liaison and Collaboration with stakeholders on STI activities.

BIORESOURCES TECHNOLOGY DEPARTMENT

- i. The Bioresources Technology Department is in Charge of Monitoring and coordination of relevant research and development (R & D) activities on Bioresources Technology in Nigerian Research Institutes;
- ii. Facilitating and promotion of appropriate guidelines on conservation and utilization technologies for Nigeria's Bioresources;
- iii. Facilitating the formulation and promotion of appropriate guidelines on the development and commercialization of products from Nigerian's Bioresources;
- iv. Monitoring and coordination of research and development (R & D) findings/outcomes in Bioresources technology in Nigerian Research Institutes;
- v. Facilitating the formulation of appropriate guidelines on the use of genetic conservation, utilization and agricultural Varietal release in Nigeria;
- vi. Facilitating the Promotion of appropriate research and development (R & D) findings/outcomes for value addition of agricultural Produce;

- vii. Collaboration and network with local and International Agencies/Bodies on Conventions, Protocols on Biodiversity research and technology management;
- viii. Facilitating and promoting the development and deployment of appropriate technologies that ensure Bio-safety and Bio-security of Nigeria's Bioresources;
- ix. Foster the Promotion of the development and application of Biotechnology in agriculture, healthcare and wellbeing, industry, environment to establish a sustainable bio-industry for the country;
- x. Facilitating and Promoting the development and deployment of innovative technologies for biological prospection for sustainable development of bio-entrepreneurs for the country;
- xi. Conducting oversight function on science, technology and innovation programmes on Bioresources technology in the Federal Ministry of Science



and Technology Agencies/Parastatals, particularly Raw Materials Research and Development Council (RMRDC) and National Biotechnology and Development Agency (NABDA);

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. To deploy appropriate technologies in the exploitation of the nation's bio resources to enhance high standard of living and global competitiveness;
- ii. To promote the development, adaptation, diffusion and application of technologies to the sustainable exploitation of the natural resources for socioeconomic development of the nation;

ENVIRONMENTAL SCIENCES AND TECHNOLOGY DEPARTMENT

- i. The Environmental Sciences and Technology Department Initiate, develop and review Policies on Environmental Sciences and Technology;
- ii. Promotion of Environmentally Sound Technologies including inventions and innovations that impact on the environment and contribute to environmental sustainability;
- iii. Collaboration and partnership with local and international Organizations/Bodies in the promotion of Environmental issues, sustainable livelihoods and Sustainable Development Goals (SDGs) in the area of Environment;
- iv. Liaise and partner with National, Regional, International and Multilateral Organizations/Bodies on capacity building and capacity strengthening in environmental Sciences and Technology to build a critical mass of professionals;
- v. Promotion and coordination of R & D in Environmental Protection and Climate Change including transfer of Eco-friendly Technologies to Private Sector;
- vi. Coordination, Monitoring and Evaluation of Research and Development (R&D) findings in Environmental and Earth Sciences;
- vii. Coordination, Monitoring and Evaluation of Research and Development findings in Space Technology;
- viii. Promotion, facilitation, execution, coordination, monitoring and evaluation of activities, projects and programs for the appropriate deployment of Environmentally Sound Technologies (ESTs) in the country;



- ix. Collaborate with private sector on the upgradation of indigenous technologies and knowledge that are eco- friendly in the Nigeria;
- x. Collaborate with Public and Private Research Institutions on the development, training and utilization of indigenous environmentally sound technologies;
- xi. Collaborate and partner with Public and Sectors on the domestication of cutting edge and emerging technologies in Nigeria.
- xii. Participation in Nigeria's Delegation to the United Nations Framework Convention on Climate Change (UNFCCC) Negotiations and participation in other Conventions and protocols in environment ratified by Nigeria;
- xiii. Collaboration and Partnership with Local and International Agencies/Bodies in Environmental programs and projects;
- xiv. Organization and participation in International and Local Workshops, Seminars, Meetings in Climate Change and other environmental programs in the area of deforestation and land degradation;
- xv. Monitor, coordinate and evaluate the activities, programs and projects of two (2) Agencies under the purview of the Federal Ministry of Science and Technology, namely:
 - National Space Research and Development Agency (NASRDA), Abuja; and
 - Nigerian Building and Road Research Institute (NBRI), Abuja.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. To ensure Environmental Sustainability through promotion of use of Environmentally Sound Technologies (ESTs);
- ii. To reduce the health environmental and socioeconomic challenges caused by global warming from increased generation of wastes;
- iii. To develop skillful and effective business sector that generate wealth from recyclable and reuse materials;
- iv. To create public awareness on the economic potentials of wastes as raw material resources for valuable household and industrial products;
- v. To empower Youths and Women in rural/satellite districts in Nigeria using Waste to Wealth programme;



- vi. To minimize the generation of wastes as well as the total system cost of waste disposal;
- vii. To minimize the volume of biodegradable waste dumped in landfills which can be useful for composting;
- viii. To domesticate and implement globally recognized efficient cook stove standards with a unified matrix on environment;
- ix. To mitigate and adapt to impact of climate change through deployment of Environmentally Sound Technologies;
- x. To promote the application of scientific and technological concepts in solving everyday life challenges in the Environment;
- xi. To minimize the rate of deforestation and consumption of petroleum based fuels;
- xii. To promote and organize annual Sustainability Science Dialogue;
- xiii. To coordinate, monitor and Evaluate National Programme on Waste - to – Wealth Using Appropriate Technologies;
- xiv. To undertake regular Technology Needs Assessment (TINA) for Climate change in Nigeria;

HEALTH AND BIO-MEDICAL SCIENCES DEPARTMENT

- i. The Health and Bio-Medical Science Department initiate, develop and review policies on health and biomedical sciences/technologies;
- ii. Promoting inventions and innovations in health, biomedical science and technologies that address local needs and contributes to national development;
- iii. Collaboration and partnership with Agencies/Bodies in the promotion security matters; with local and international of nutrition, food safety and food ;
- iv. Liaise and partner with national, regional and international groups/bodies on capacity building and capacity strengthening in health and biomedical sciences / technologies to build a critical mass of professionals;



- v. Promote, facilitate, execute, coordinate, monitor and evaluate activities, projects and programmes for the appropriate deployment of health and biomedical innovations in the country;
- vi. Collaborate with the private sector to facilitate the adoption of indigenous health and biomedical innovations for deployment in the country;
- vii. Collaborate with Public and Private Research Institutions on the development, training and utilization of indigenous health and biomedical / sciences technologies;
- viii. Promote, facilitate, coordinate, monitor and evaluate national health and biomedical - related Research and Development (R&D) activities in Government Funded Private Tertiary and Research Institutions under the supervision of FMST;
- ix. Participate in the supervision of Science, Technology and Innovation Programmes in FMST Agencies/Parastatals; and
- x. Monitor and coordinate the activities, programmes and projects of three (3) Agencies under the purview of the Federal Ministry of Science and Technology, namely:
 - Nigerian Institute for Trypanosomiasis and Onchocerciasis Research (NITR), Kaduna;
 - Nigerian Natural Medicine Development Agency (NNMDA), Lagos; and
 - Federal Institute of Industrial Research Oshodi (FIIRO), Lagos.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Initiate, develop and review policies on health and biomedical Sciences / technologies;
- ii. Promoting inventions and innovations in health and biomedicine that address local needs and contributes to national development.
- iii. Collaboration and partnership with local and international Agencies/Bodies in the promotion of nutrition, food safety and food security matters;



- iv. Liaise and partner with national, regional and international groups/bodies on capacity building and capacity strengthening in health and biomedical sciences / technologies to build a critical mass of professionals;
- v. Promote, facilitate, execute, coordinate, monitor and evaluate activities, projects and programmes for the appropriate deployment of health and biomedical innovations in the country;
- vi. Collaborate with the private sector to facilitate the adoption of indigenous health and biomedical innovations for deployment in the country;
- vii. Collaborate with Public and Private Research Institutions on the development, training and utilization of indigenous health and biomedical technologies;
- viii. Promote, facilitates, coordinate, monitor and evaluate national health and biomedical related Research and Development (R&D) activities in Government Funded Private Tertiary and Research Institutions under the supervision of FMST;
- ix. Participate in the supervision of Science, Technology and Innovation Programmes in FMST Agencies/Parastatals; and
- x. Monitor and coordinate the activities, programmes and projects of three (3) Agencies under the purview of the Federal Ministry of Science and Technology, namely:
 - xi. Nigerian Institute for Trypanosomiasis and Onchocerciasis Research(NITR), Kaduna;
 - Nigerian Natural Medicine Development Agency (NNMDA), Lagos; and
 - Federal Institute of Industrial Research Oshodi (FIIRO), Lagos.

GENERAL SERVICES DEPARTMENT

The General Service Department is the physical resource Management and Services provider of the ministry.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-



Transport Administration

- i. Specifications and purchase of vehicles In conjunction with Procurement Department.
- ii. Registrations / Documentations of vehicles.
- iii. Allocation of vehicles.
- iv. Servicing/ Repair of vehicles.
- v. General Supervisors of Ministry's Drivers in line with extant regulations

Utilities

- i. Functional electricity, water and wastes management by timely settlement of bill and repairs as they arise.

Stores Management

- i. Provision/Procurement of basic store items in conjunction with Procurement Department.
- ii. Distribution of store items to Departments/Units for seamless operations of Department/Units.
- iii. Ensuring equity, probity in the distribution of store items.
- iv. Applying extant regulations to block wastages and pilferages by some compromised staff.

Facility Management

- i. Ensuring physical maintenance of offices.
- ii. Ensuring cleanliness of inside and outside of the office complex.
- iii. Ensuring that a well-qualified and reputable cleaning outfit is engaged
- iv. Designation of office manager to ensure proper supervision and feed backs.

Office Allocation

- i. Ensuring that staff are properly accommodated, thereby enhancing.

Security Service

- i. Ensuring that offices and staff are properly secured.

- ii. Posting of security Personnel's to strategic positions in and around the office complex.
- iii. Making sure that the remunerations, welfare of the security personnel's are promptly paid.
- iv. Provision of working materials for the security personnel's e.g. Torch Light, Uniforms etc.

SPECIAL DUTIES DEPARTMENT

The Special Duties Department provides Protocol Services to the ministry, Internal-check of procurement processes and management of inventory

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Internal check of procurement activities, stores, motor-vehicles, assets and inventories;
- ii. Visa provision;
- iii. Request for note verbale from foreign affairs;
- iv. Organizing meetings for Honorable Minister and Permanent Secretary for programmes (local and international);
- v. Serving as one of the implementation mechanism for the corruption prohibition and prevention mandates of ICPC.

REFORM COORDINATION AND SERVICE IMPROVEMENT DEPARTMENT

The Reform Coordination Department Manage the Department to serve as focal points for driving all change; Reform; Innovations and Improvement efforts within the Ministry in line with overall frame work set by OHCSF. Manage and drive servicom aims and initiatives within the Ministry and its agencies. To work with

the Leadership of the Ministry to identify process, systems and Service gabs etc. Troubleshoot services failures and develop proposals to address them. Research and identify good practices that can be adopted/adapted to improve service delivery in the Ministry. Develop and launch initiatives to drive and mainstream a continuous service improvement culture within the Ministry. Develop and deploy change management tools and practices to institute sustainable improvements in



the Ministry. Assist the Leadership of the Ministry to articulate and coordinate their change agenda in line with service policies and standards.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i) Provide advice, leadership and guidance on all matters of reform and innovative practices in the MDA, including special assignments;
- ii) Coordinate, monitor and evaluate the implementation of reform activities and programmes to ensure that reform objectives are being realized in the MDA.
- iii) Conduct and Support research and analysis on public Service reforms implementation efforts, and in particular, those with policy implication.
- iv) Disseminate information on all aspects of public service reform activities in the MDA.
- v) Collect baseline data on service delivery issues and levels, and identify critical areas for reform.
- vi) Liaise with reform coordination Directorates in other MDAs on cross-cutting reform issues.
- vii) Maintain a regular flow of information on reform issues between the MDA and BSR.
- viii) Monitor social economic and political trends that might affect the MDA's implementation or support for reforms and making recommendations to enhance service delivery.
- ix) Conduct surveys, internal and external, to identify impediments to high performance and develop interventions to overcome challenges.
- x) Spearhead the MDA Service Delivery Initiatives through SERVICOM Compliance.

INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT

The Information and Communication Technology Department is in charge of Deployment, Commissioning, Maintaining and Decommissioning of all ICT activities, systems and training in the Ministry.



DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Provision, Establishment and Administration of functional and reliable computer networks and internet connectivity of the Ministry;
- ii. Establishment, coordination and maintenance of a standard portal that will facilitate access to Research & Development (R&D) activities and other relevant information in the Science & Technology Sector;
- iii. Coordination and supervision of ICT programmes and Projects.
- iv. Maintenance of adequate Information & Communication Technology (ICT)resources of the Ministry;
- v. Representing the Ministry in Inter-Ministerial, Regional and National Committees on Information & Communication Technology (ICT) development and other related matters;
- vi. Providing inputs for periodic review of the Information & Communication Technology (ICT) Policy;
- vii. Representing the Ministry in Local and International Information &Communication Technology (ICT) related Conferences, Summit, Seminars and Workshops, etc;
- viii. Ensuring that the Ministry's activities are ultimately Information Technology (IT) driven;

PRESS AND PUBLIC RELATIONS UNIT

- i. The Press and Public Relation Unit is responsible for supervision of staff in the unit;
- ii. Formulate and articulate a dynamic strategy for achieving effective Press and Public Relations functions of the ministry;
- iii. Handle the overall responsibility of projecting the policies, programmes, plans and activities of the ministry through press releases, statements, press conferences, feature articles, social media, pamphlets, brochures, posters, films, photos and journals;
- iv. Monitor all shades of public opinions and reactions to the MOAs Plans, Policies, and Projects on daily basis; all press comments in the news media about the MOA and ensuring that clippings are cut and preserved as future reference materials;



- v. Issue rejoinders, where the need arises on any adverse publications on the activities of the MOAs and answer press enquiries when necessary;
- vi. Organize and cover familiarizations tours and facility visits;
- vii. Produce and circulate publicity materials by working closely with other team members in the unit;
- viii. Ensure that the newly introduced 27 point publicity templates are implemented in their MDAs;
- ix. Maintain regular link charts on their activities. Must notify the ministry of information about the activities;
- x. Special events management is being alienated;
- xi. Ensure transmission of Press releases, feature Articles, photographs/ chips and other publicity materials to the Federal Ministry of Information, particularly in the area of populating the Ministry's website (www.flmc.gov.ng) and national portal (www.nigeria.gov.ng).

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Be responsible for supervision of staff in the unit
- ii. Formulate and articulate a dynamic strategy for achieving effective Press and Public Relations functions of the ministry.
- iii. Handle the overall responsibility of projecting the policies, programmes, plans and activities of the ministry through press releases, statements, press conferences, feature articles, social media, pamphlets, brochures, posters, films, photos and journals.
- iv. Monitor all shades of public opinions and reactions to the MDAs Plans, Policies, and Projects on daily basis; all press comments in the news media about the MDA and ensuring that clippings are cut and preserved as future reference materials.
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- viii. Ensure that the newly introduced 27 point publicity templates implemented in their MDAs



- ix. Maintain regular link charts on their activities. Must notify the ministry of information about the activities

LEGAL UNIT

The Legal Unit represents the Ministry in all Legal Issues.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Representation of cases in court.
- ii. Preparation of Agreements, Memoranda of Association.
- iii. Preparation and vetting of bilateral Agreements.

SERVICOM UNIT

The Ministerial SERVICOM Unit is the Primary driver of the new service culture of Government in both the Ministry and its Parastatals. It is an instrument purely designed to ensure that Service Providers in the Organization provide quality Service, timely, fairly, honestly, effectively and transparently.

DETAILS OF SERVICES PROVISION AND DELIVERY:

- i. To evolve strategies for the improvement of Service delivery;
- ii. To produce, review and monitor performance of charters from the Ministry and its Parastatals;
- iii. Manage the Ministry's Customers relations policy;
- iv. Provide opportunities for customer feedback on services;
- v. Institute a complaints Procedure including grievance redress mechanism for the Ministry and its Parastatals.
- vi. Institute appropriate market research techniques for identifying customer needs and expectations.
- vii. Ensure the promotion of quality assurance and best practices in the Ministry's performance of its functions;
- viii. Provide comprehensive and effective training policy on customer relations and related matters;

- ix. Disseminate best practices and other tips on service delivery improvement;



- x. Manage links with strategic partners and other Stakeholders on Service Delivery, market research and customer care/relations.
- xi. Facilitate a safe and conducive working environment for staff at all levels of service delivery, and
- xii. Develop service quality improvement process.

INTERNAL AUDIT UNIT

The Internal Audit Department Audits all financial and other transactions of the Ministry to ensure compliance with due process so as to add value to transactions, to issue Monthly, Quarterly and Half-yearly Reports to the Permanent Secretary with copies to Office of the Accountant -General of the Federation and Office of the Auditor-General for the Federation.

DETAILS OF SERVICE PROVISIONS AND DELIVERY:-

- i. Pre-payment audit of all raised payment Vouchers;
- ii. Monthly audit of accounts and other records of the Ministry;
- iii. Management audit of all Departments/ Units as regards the directing and reporting system of the Ministry;
- iv. Partake in end of year stock taken of the Ministry;
- v. Periodical verification of the records of parastatals under the Ministry;
- vi. Issuance of monthly quarterly, half/yearly audit reports to the Permanent Secretary with copies to the Accountant General of the Federation and the Auditor-General for the Federation;



**HONOURABLE MINISTER, PERMANENT SECRETARY AND HEAD
OF DEPARTMENTS CONTACT ADDRESS**

HONOURABLE MINISTER (FMST)

Dr Ogbonnaya Onu

Office Location - Room 434

PERMANENT SECRETARY

Mr. Bitrus Nabasu

Office Location: - Room 451

HUMAN RESOURCES MANAGER

Director of Department - Mr Ogamanya Dominic

Office Location - Room 436

PLANNING RESEARCH AND POLICY ANALYSIS DEPARTMENT

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Email Address - sulebazai@yahoo.com

TECHNOLOGY ACQUISITION AND ASSESSMENT DEPARTMENT

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FINANCE AND ACCOUNTS DEPARTMENT

Director of Department - Mr. Ibrahim Yusufu.

Office Location - Room 720

INFORMATION COMMUNICATIONS TECHNOLOGY DEPARTMENT

Director of Department - Mr Idowu Afe

Office Location - Room 439

CHEMICAL TECHNOLOGY AND ENERGY RESEARCH DEPARTMENT

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RENEWABLE AND CONVENTIONAL ENERGY TECHNOLOGY DEPARTMENT

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INTERNAL AUDIT UNIT

Head of Unit - Mrs Ajoke Okeye
Office Location - Room 723 & 725

PRESS AND PUBLIC RELATIONS UNIT

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