



National Open University of Nigeria

SOP Title	Anti-Corruption and Transparency Unit
SOP No:	NQSA/SOP/IGM/012
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Anti-Corruption and Transparency Unit
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

Is to promote integrity, transparency and accountability within the National Open University of Nigeria (NOUN) which aims to prevent and combat corruption, ensure ethical behaviour and uphold the University's values and standards.

Anti-Corruption and Transparency Unit Activities

1. Prevention
2. Education and Enlightenment
3. Detection/Investigation

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1	Prevention	1. The Unit embarks on different forms of sensitisation programmes like trainings, workshops, lectures, webinars	30 Days		1. Standing Order for ACTUs 2. Work plan, minutes, reports 3. Memos, Letters etc 4. Sensitization materials shared amongst staff and students of the University.
		2. To actualise this mandate, The NOUN ACTU Committee meets to decide on the activity to deploy and the details	5 Days		1. Standing Order for ACTUs 2. Work plan, minutes, reports 3. Memos, Letters etc Sensitization materials shared amongst staff and students of the University.
		3. The NOUN-ACTU Committee advises on the sensitisation materials and other publicity details for the activity.	3 Days		1. Sensitization materials shared amongst staff and students of the University and any other relevant details. 2. Memo to Printing Press

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		4. The Secretariat prepares a proposal for the activity and forwards same to the Vice-Chancellor for consideration	5 Days		The Proposal of the activity forwarded to the Vice-Chancellor for approval
		5. The ACTU Secretariat implements the approved proposal by:	5 Days		Emails, Memos Minutes
		6. Carrying out the necessary documentations.	3 Days		Emails, Memos Minutes
		7. Preparing notices and papers for meetings e.g. Agenda, Matters Arising, Minutes.	14 Days		Agenda, Matters Arising, Emails, Memos, Minutes
		8. Communication of extracts of decisions from the meetings.	5 Days		Emails, Memos

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		9. Liaises with the Independent Corrupt Practices and Related Offences Commission (ICPC).	14 Days		Memo to Independent Corrupt Practices and Related Offences Commission (ICPC)
		10 Making necessary phone calls	5 Day		The NOUN-ACTU hot Line and Emails
		11. Sending Invitation to speakers, anti-corruption agencies like ICPC and participants	5 Days		The Invitation letters
		12. Arrangement for refreshments	5 Days		Memo for the supply of refreshments.
		13. Dissemination of sensitization materials through the University Websites, Study Centres, notice boards.	14 Days		1. Emails and WhatsApp platforms 2. NOUN News media and NOUN Website

		14. Publicity of the event through various forms of social media .	5 Days		Emails and WhatsApp platforms NOUN News media
		15. Sending Memos to the affected offices and officers.	5 Days		Emails, Memos
		16. Supervises the appropriate recording and retrieval of information, data and records of the Unit	5 Days		Emails, Memos

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		17. Managing the social media handles of the Unit.	30 Days		Whatsapp group of all NOUN-ACTU Committee members
		18. Preparation of reports of events.	30 Days		The reports
		19. Manages the Imprest of the Unit	30 Days		Copies of the Imprest of the Unit
		20. The Clerical Officer handles the dispatch of all internal documents.	2 Days		Copies of the internal documents to be dispatched
		21. He receives and files all documents	1 Day		The Documents to be filed.
		22. He follows up and takes delivery of all requisition	14 Days		Office requisition

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
2	Education and Enlightenment	1. The NOUN ACTU Committee carries out Sensitisation programme/ campaign through flyers, stickers, posters etc. and other Anti-Corruption literature and publications.	60 Days		1. Report to the management 2. Proposals to management. 3. Invitation Letters, emails
		2. Provide guidance and advice on ethics and integrity.	30 Days		Hand bills, Fliers, Code of Ethics
		3. Encourage and emphasise on ethical behaviour to assist staff resist corrupt tendencies.	30 Days		Hand bills, Fliers, Code of Ethics

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		4. Organise educational awareness programs for staff through workshops, seminars, etc.	30 Days		Event of the programme, Reports, photos, videos, copies of speeches presented
		5. Organise an in-house integrity evaluation forum	30 days		Event programme, Reports, photos, videos, copies of speeches presentation
		6. Celebrate African Anti-Corruption Day on the 11th of July every year and International Anti-Corruption Day on the 9th of December every year.	1 Day		Event of the programme, Reports, photos, videos, copies of speeches presentation

3.	Detection/Investigation	1. The Detection mandate of the NOUN- ACTU is done through conducting of system studies – examining the practices, systems and procedures within the University and make appropriate recommendations to the Management	90 Days		1. Report of detection mandate of NOUN- ACTU 2. List of criteria used for monitoring and monitoring reports.
		2. The NOUN-ACTU decides on the focal area for a System Study. The Committee also constitutes a Sub-Committee to carry out the System Study	30 Days		System Study Review report

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		3. The NOUN-ACTU Committee handles all issues of budget preparation and monitoring.	14 Days		NOUN ACTU Budget File Reports of investigations on completed cases
		4. Petitions are usually received from staff, students and stakeholders.	30 Days		Copies of petitions
		5. These petitions are forwarded to the NOUN-ACTU Committee for preliminary investigation	7 Days		Copies of petitions
		6. Investigations are made on these petitions; recommendations	21 Days		1. Reports/ minutes from the Sub-Committee

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		and reports are submitted to the NOUN ACTU Committee and finally forwarded to the Vice-Chancellor for further action and directive.			
		7. In this regard, the ACTU Secretariat continues to carry out its routine activities.	14 Days		Emails, Memos
		8. Corrupt practices are also detected through Whistleblowing:	5 Days		Emails, Phone calls
		9. NOUN-ACTU shields the employee who discloses information on certain matters which they	14 Days		

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		reasonable believe and in good faith.			
		10. Scheduled reports on the activities of ACTU Committee are usually sent the ICPC and the University Management.	60 Days		Reports of the activities of the NOUN-ACTU Committee.
		11. Directing, monitoring and supervising the activities of the Desk officers at the Study Centres. The ACTU upon receipt of petitions from the Deskofficers conducts preliminary investigation following the directive of the Head ACTU.	30 Days		1. Communications with the NOUN ACTU Deskofficers through their WhatsApp platform 2. Copies of the petitions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		12. All findings and reports on investigations by the NOUN-ACTU Committee are forwarded to the Vice-Chancellor by the ACTU Secretariat.	30 Days		1. Report on investigation on completed cases. 2. Investigations and case files 3. Reports of NOUN-ACTU events to the Vice-Chancellor
		13. Annual report and reports of specific events hosted by the NOUN ACTU are also forwarded to the University Management	30 days		1. Report on investigation on completed cases. 2. Investigations and case files 3. Reports of NOUN-ACTU events to the Vice-Chancellor
		14. The Head, ACTU through the ACTU Secretariat communicates the NOUN ACTU Desk officers on actions to take on identified events.	14 Days		3. Communications with the NOUN ACTU Deskofficers through their WhatsApp platform 4. Reports of orientation exercises from the Deskofficers.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		15. The Secretariat disseminates the information and monitors compliance.	14 Days		NOUN-ACTU Deskofficers Whatsapp group

The List of NOUN-ACTU Committee members are:

1. Doris Nzenwa C-L (Mrs)– 0377 – Head NOUN-ACTU
2. Dr. Moses Shaibu – 05005
3. Dr. Nnamdi Chukwuto – 1997
4. Dr. Jelili Sufian – 02698
5. Mr. Paul Aliyu- 0645
6. Barr. Fatima kabir- 3823
7. Ms. Yemisi Amurawaiye- 01121
8. Barr. Julna Nimpar- Puepet – 03131
9. Qs Abdulkadir Umar – 02688

Team of Developers

1. Doris Nzenwa C-L (Mrs) Head, NOUN-ACTU
2. Igoru Abel Okiemute
3. Blessing U. Ozukwe