



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.

Directorate of 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	90 Days		<ol style="list-style-type: none"> 1. List of presentation committee members and roles. 2. List of approved planned sensitisation programmes (trainings, workshops, lectures, and webinars) by S/N, programme, programme objectives, programme outcomes, target audience, duration, dates, speaker(s), expected number of attendees. 3. List of programmes reports to capture outcomes and dates.
1. To actualise this mandate, The NOUN ACTU Committee meets to decide on the activity to deploy and the details					
2. The Prevention Sub-Committee advises on the sensitisation materials and other publicity details for the activity.					
2 The Secretariat prepares a proposal for the activity and forwards same to					

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		the Vice-Chancellor for consideration and approval.			
		3 The ACTU Secretariat implements the approved proposal by:			
		3. Carrying out the necessary documentations.			
		6. Preparing notices and papers for meetings e.g. Agenda, Matters Arising, Minutes.			
		4. Communication of extracts of decisions from the meetings.			
		7. Liaises with the Independent Corrupt Practices and Related Offences Commission			

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		(ICPC).			
		10 Making necessary phone calls			
		5. Sending Invitation to speakers, anti-corruption agencies like ICPC and participants			
		11. Arrangement for refreshments			
		6. Publicity of the event through various forms of media emails.			
		12. Dissemination of sensitisation materials through the University Websites, Study Centres, notice boards.			
		7. Sending memos to affected offices and officers.			
		13. Supervises the appropriate recording and			

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		retrieval of information, data and records of the Unit			
		14. Managing the social media handles of the Unit.			
		8. Preparation of reports of events.			
		15. Manages the Imprest of the Unit			
		9. The Clerical Officer handles the dispatch of all internal documents.			
		16. He receives and files all documents			
		10. He follows up and takes delivery of all requisition			
		21 The NOUN ACTU also carries out sensitisation through presentations on			

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		anticorruption during students' orientation exercises.			
2	Education and Enlightenment	<p>1. The NOUN ACTU Committee undertake a Sensitisation programme/ campaign through flyers, stickers, posters etc. and other Anti-Corruption literature and publications.</p> <p>1. Provide guidance and advice on ethics and integrity.</p> <p>2. Encourage and emphasise on ethical behaviour to assist staff resist corrupt tendencies.</p> <p>3. Organise</p>	90 Days		<p>1. List ACTU Committee members, their designation, and roles.</p> <p>2. List of guidance and advice provided on ethics and integrity, ethical behaviour. State the person(s) that received the guidance, the method of dissemination, and outcomes.</p> <p>3. Feedback report from participants.</p> <p>4. Outcomes of the celebrated Global Anti-Corruption Day.</p> <p>5. Impact of ACTU activities on NOUN staff and operations.</p>

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		<p>educational awareness programs for staff through workshops, seminars, etc.</p> <p>4. Organise an in-house integrity evaluation forum</p> <p>6. Celebrate Global Anti-corruption day (December 9th every year).</p>			
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		<ol style="list-style-type: none"> 1. Report of detection mandate of NOUN-ACTU 2. List of criteria used for monitoring and monitoring reports. 3. List of petitions received from NOUN staff, action taken, and outcomes with dates 4. List of reports sent to ICPC and the university management with dates by report title, outcomes, and dates. 5. List of reports submitted to the university management

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		<p>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</p>			<p>by report title, purpose, outcomes, and date.</p> <p>6. List of information received from whistle blowing by S/N, information, How the information was used, cost for obtaining the information, nature of protection given to the whistle blowers.</p>
		<p>3. Proposal is sent to the Vice-Chancellor for approval Letter of appointment is given to the members of the Sub-committee</p>			
		<p>1. The Sub-Committee swings into action upon receipt of the Vice chancellor approval.</p>			

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		4. The Sub-Committee on Detection and Investigation handles all issues of budget preparation and monitoring.			
		2. Petitions are usually received from staff, students and stakeholders.			
		5. These petitions are forwarded by the Secretariat to the Sub-Committee on Detection and Investigation.			
		6 Investigations are made on these petitions; recommendations			

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		<p>and reports are submitted to the NOUN ACTU Committee and finally forwarded to the Vice-Chancellor for further action and directive.</p>			
		<p>6. In this regard, the ACTU Secretariat continues to carry out its routine activities.</p>			
		<p>7. Corrupt practices are also detected through Whistleblowing:</p>			
		<p>8. NOUN-ACTU shields the employee who discloses information on certain matters which they</p>			

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		reasonable believe and in good faith.			
		9. Schedules reports on the activities of ACTU Committee are usually sent the ICPC and the University Management.			
		12 Directing, monitoring and supervising the activities of the Desk officers at the Study Centres The ACTU Unit upon receipt of petitions conducts preliminary investigation upon the directive of the Head ACTU.			
		10. All findings and reports on			

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		investigations by the Sub-Committee on Detection and Investigation are forwarded to the Vice-Chancellor by the ACTU Unit.			
		11. Annual report and reports of specific events hosted by the NOUN ACTU are also forwarded to the University Management findings to management			
		12. The Head, ACTU through the ACTU Secretariat communicates the NOUN ACTU Desk officers on actions to take on identified events.			

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		15. The Secretariat disseminates the information and monitors compliance.			

Team of Developers

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2. Igoru Abel Okiemute
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