



National Open University of Nigeria

SOP Title	Olusegun Obasanjo Centre for African Studies (OOCAS)
SOP No:	
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Olusegun Obasanjo Centre for African Studies (OOCAS)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

To undertake Scientific Research and Studies

Olusegun Obasanjo Centre for African Studies (OOCAS) Activities

1. Developing Scientific Research
2. Awareness of Open and Distant Learning (ODL) to the public
3. Finding solutions to combat Ecological and Environmental problems
4. Organizing lectures, workshops and seminars
5. Promoting good governance in Nigerian and African at large

6. Supporting national anti-corruption and others good governance agenda

7. General Administration

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	Developing Scientific Research	<ol style="list-style-type: none">1. Creating invitation flyers for different Research topics, indicating topic, names of; guest speakers, discussant, host, moderator, and chief host also date and time of meeting.2. Generating zoom link and sending to participants' email addresses.3. Informing Directorate of Media and Publicity to organise zoom meetings.4. Taking minute of meetings.	90 Days		<ol style="list-style-type: none">1. List of scientific research that have been developed in the directorate by S/N, research title, research objectives, research outcomes, and impact on the university and society.2.

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)
		5. Drafting reports			
2	Awareness of Open and Distant Learning (ODL) to the Public	<ol style="list-style-type: none"> 1. Enlightening people of the Open and Distant Learning (ODL) through organising lectures. 2. Sharing flyers to public about the importance and advantages of ODL. 	90 Days		<ol style="list-style-type: none"> 1. List of organised lectures on ODL with dates, objectives, outcomes, attendance register, video clips, and photos from the lecture. 2. List of speakers with their profile.
3	Finding solutions to combat Ecological and Environmental problems	<ol style="list-style-type: none"> 1. Creating invitation flyers for different Research topics, indicating topic, names of; guest speakers, discussant, host, moderator, and chief host also date and time of meeting. 2. Generating zoom link and sending to participants' email addresses. 3. Informing Directorate of Media and Publicity to organise zoom meetings 	90 Days		<ol style="list-style-type: none"> 1. List of discussants and their profile. 2. List of meetings or symposiums held on finding solutions to combat ecological and environmental problems. 3. Attendance list, video clips and photos from the symposiums. 4. Cost of organising the symposiums.

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)
		<ol style="list-style-type: none"> 4. Taking minute of meetings 5. Drafting reports 			
4	Organising Lectures, Workshops and Seminars	<ol style="list-style-type: none"> 1. Contacting guest speakers to schedule date and time of lectures, workshop seminars 2. Drafting memo indicating date, time and venue of lectures, workshops or seminars. 3. Sending memo to guest speakers and also to copied individuals via their email addresses. 	90 Days		<ol style="list-style-type: none"> 1. List of organised programmes (lectures, workshops, and seminars) by title, lectures objectives, outcomes, speaker(s) with their qualification and specialisation, cost, and date. 2. List of attendance by name, gender, organisation, and date.
5	Promoting good Governance in Nigeria and Africa at large	<ol style="list-style-type: none"> 1. Creating invitation flyers for different Research topics, indicating topic, names of; guest speakers, discussant, host, moderator, and chief host also date 	90 Days		<ol style="list-style-type: none"> 1. List of programmes organised to promote good governance in Nigeria and Africa by theme/topic, programme objectives, programme outcomes, cost, and date. 2. List of participants by name, organisation, gender, signature

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)
		<ul style="list-style-type: none"> and time of meeting. 2. Generating zoom link and sending to participants' email addresses. 3. Informing Directorate of Media and Publicity to organize zoom meetings 4. Taking minute of meetings 5. Drafting reports 6. Liaising and collaborating with other Government institutions, private universities and research institutes. 			<ul style="list-style-type: none"> and date. 3. List of collaborators by name of the organisation, purpose of collaboration, and outcomes of the collaboration.
6	Supporting National anti-corruption and other good governance agenda	<ul style="list-style-type: none"> 1. Creating invitation flyers for different Research topics, indicating topic, names of; guest speakers, discussant, 	90 Days		<ul style="list-style-type: none"> 1. list of organised programmes that supported National anti-corruption and other good governance agenda with dates and outcomes. 2. List of participants by names,

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)
		<ol style="list-style-type: none"> 1. host, moderator, and chief host also date and time of meeting. 2. Generating zoom link and sending to participants' email addresses. 3. Informing Directorate of Media and Publicity to organise zoom meetings. 4. Taking minute of meetings. 5. Drafting reports. 			organisation, gender, signature and date.
7	General Administration	<ol style="list-style-type: none"> 1. a Coordinating of work performed at the centre 2. Attending to visitor 3. Preparing reports for the centre 4. Attending to incoming and outgoing correspondence. 			<ol style="list-style-type: none"> 1. List of coordinated work performed at the centre. 2. List of visitors attended to with dates. State the purpose of visit. 3. List of incoming and outgoing mails with dates. 4. List of documents photocopied with dates. 5. List of memos and letters typed with dates. 6. List of documents filed.

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)
		5. Sending out of notice of meeting preparing agenda, taking down minutes of meeting and preparing minutes of meeting. 6. Typing of memo and letters. 7. Handling of confidential files. 8. Photocopies and filing of documents for the centre.			

Team of Developers

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2. Mrs Esther O. Isa
3. Mrs Zubainatu A. Aliyu
4. Igoru Abel Okiemute
5. Blessing U. Ozukwe