

PLANNING FOR YOUR TRIP WITH n line with the Management's commitment to enhance efficiency in Port Operations, a world class 80 Tons Bollard Pull Tugboats and two rehabilitated Control Towers in the **COMMUNICATIONS DIVISION** Lagos Pilotage District were commissioned by the Managing Director, Mohammed

Bello Koko.

At the event, the Managing Director said, 'it was part of the fulfilment of the NPA's service charter to provide relevant marine crafts, support port security patrol and surveillance, and most importantly, deliver excellent marine services especially with the commencement of operations at the Lekki Deep Seaport, Nigeria's first Deep Seaport.

With the arrival of the state of the art modern tug boats and the remodelling of the control towers at the Lagos Port Complex and Tin Can Island Port respectively, trade facilitation at the nation's seaports would be enhanced.

NPANews online publication celebrates Management's feat as we continue to witness more infrastructural development in our Port Industry towards the attainment of good governance dividends.



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## THE EDITOR'S <mark>DESK</mark>

A MESSAGE FROM OUR EDITOR

n line with the management's commitment to enhance efficiency in port operations, a set of world class bollard pull tugboats were acquired and deployed while two control towers were also rehabilitated at the Lagos pilotage district. This will boost trade facilitation at the nation's seaport.

We also bring to you our column on Work Ethnics where we looked at the Time Management and Skills in the work place.

The Vox Pop segment highlighting what should be done for the employees towards cushioning the effects of the removal the subsidy resulting in the fuel pump price hike.

We also bring to you a new topic on your pathways to visa acquisition. Our regulars on health & safety, maritime terminologies also made the edition.



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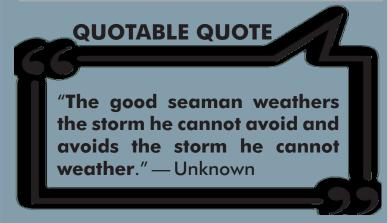
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Contributions are welcome from members of staff. You can send high resolution photographs of your social events like birthdays, marriages, burials, etc



# From the ARCHIVES

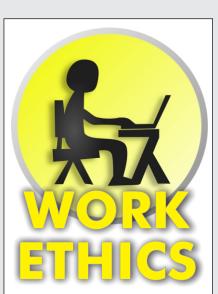
igeria participated in World War II as a British colony in September 1939, following the government's acceptance of the United Kingdom's declaration of war on Nazi Germany. As a British colony, Nigeria entered the war on the side of the Allies. Nigeria was a key country in the African theatre of war, serving as a critical part of the Allied strategy in Africa. In addition to Nigeria's importance as a staging point in Africa, several Nigerian infantry regiments were raised to serve the British Empire in campaigns in Africa and Asia. Throughout the

war, 45,000 Nigerian soldiers served in the British Armed Forces in Africa and southeast Asia. Nigerian regiments formed the majority of the 81st and 82nd West African Divisions of the British Army.

Nigerian soldiers fought in most notably Burma and India. During the war, none of the commanding officers of the Nigerian corps were from Nigeria, continuing pre-war policies. These were instead selected from around the British Commonwealth. The first Nigerian officers were selected towards the war's end. Nigeria's involvement in the Second World War helped fuel the struggle for independence from colonial rule. This was in part because participation of Africans in these wars exposed them to ideas of self-determination and independent rule. From Wikipedia, the free encyclopedia

British officers inspecting Nigerian recruits

A production of the Corporate and Strategic Communications Division Available on <u>www.nigerianports.gov.ng</u> and in emails of all officers/staff of NPA



# TIME MANAGEMENT

n this edition, we bring to you 'Time Management'

Too Little time and too much to do is common condition for many of us at the work place. Everyday demands seem to engulf the day leaving little time to pursue those things we enjoy. Balancing what we need to do with what we want to do can lead to happiness and success. Many of us complain, "there just isn't enough time at the workplace, but the truth is that we have enough time to do what is important for the success of our organization.

What Is Time? Time is one indispensable and irreplaceable resources of accomplishment. It is our very most precious asset.

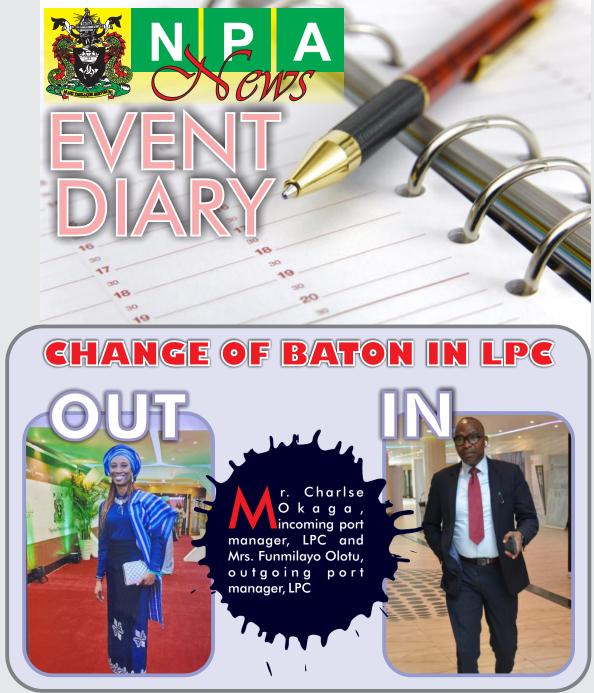
What is Time Management? Time management is more than just managing our time. It is about managing ourselves in relation to time. It is about setting priorities and taking charges.

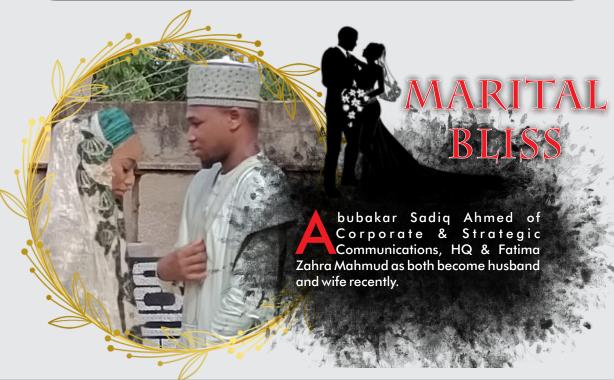
Time Management Skill: Good time management skills helps us get more things done and improve the quality of our work to a greater height.

Important Time Management Skills: a- Goal setting, b-Planning, c- Setting Boundaries.

To be continued.

Courtesy: Mrs. Nwokedi Clara U. Prin. Manager, Training & Manpower Dev.





Contributions are welcome from members of staff. You can send high resolution photographs of your social events like birthdays, marriages, burials, etc



# MARITIME TERMS

Compiled by FRIDAY EZE

ISO: International
Organization for
Standardization. Worldwide
organization formed to
promote development of
standards to facilitate the
international carriage and
exchange of goods and
services.

Labour Union: An organization of workers formed to serve members' collective interest with regard to wages and working conditions.

Landlord Port: At a landlord port, the port authority builds the wharves, which it then rents or leases to a terminal operator. The operator invests in cargo-handling equipment.

**Manifest:** The ship captain's list of individual goods that make up the ship's cargo

Marine Surveyor: Person who inspects a ship hull or its cargo for damage or quality.

Master: The officer in charge of the ship. "Captain" is a courtesy title often given to a master.

Pallet: A short wooden, metal or plastic platform on which package cargo is placed, then handled by a forklift truck.



# PLANNING FOR YOUR TRIP WITH THE CORPORATE AND STRATEGIC COMMUNICATIONS DIVISION

- EBERE ALAEZI-OFFIA

he Corporate & Strategic Communications Division is responsible for the management of the Authority's internal and external communications with the ultimate goal of protecting its image and creating the right perception at all times.

The responsibilities of the Division include but not limited to protocol duties. Every day, employees of the authority relate with the Corporate and Strategic Communications Division for services such as visa procurement, ticketing and hotel reservation.

In this edition, we are focusing on the requirements for visa acquisition, with particular reference to the UK visa.

In order to make your visa application experience a pleasurable one, employees of the authority are advised to consult with the Division (protocol section) for assistance with their visa application processes.

As the Division that manages the reputation of the authority, it is our desire that every visa application comes out successfully, be it UK, U.S.A, Schengen etc. The method of application and documentation goes a long way in determining the outcome of the Visa. In applying for a Visa, like the UK visa, the decision on your visa application is mainly based on the required documents for a UK entry visa.

These listed documents are required and each must comply with the criteria of the embassy.

- 1 A valid international passport with a page that is blank on both sides.
- 2 Completed visa application form with payment (this is filled online).
- 3 Appointment Letter
- 4 Proof of finances (e.g. 6 months' original bank statement signed and stamped by your bank).
- 5 Proof of accommodation (at the location).
- 6 Introduction letter from your company, in this case NPA.
- 7 Six months' payslip
- 8 Invitation Letter: request for an invitation letter from your host if invited. The invitation must include your details, their names, passport numbers, status in the UK, the purpose of the visit, the relationship and the duration of your stay.
- 9 Utility Bills: The host's utility bills should be included in your application (if not staying in a hotel).
  10 Host's Documents: request for the host's work details and bank statements if they intend to pay for part of your expenses in the UK.
- 11 Data Page or Permit of your host or resident permit.

CONT. NEXT EDITION





**CONT. FROM LAST EDITION** 

nvironmental Dangers.

For employees working outdoors, the environment itself can pose many risks. Besides threats from exposure including heat stroke and hypothermia, workers may encounter attacks from wild animals.

#### **Employees Unable to Communicate**

Many safety systems rely on workers to call for the people nearby when they need help. Unfortunately, it's impossible to predict situations where someone will be unable to call for help when the need arises, ranging from medical emergencies to situations of extreme workplace violence.

#### **Remote Workers in Distress**

Remote workers are a special case because in very remote areas employers can face an incredible challenge locating a missing worker. Tracking employees with GPS is a start, but additional details are necessary since an employee can become separated from the equipment that's tracking them.

#### **Medical Emergencies**

To protect their workers, employers need to plan for health-related dangers that can't be anticipated. Medical emergencies like heart attacks and severe allergic reactions can be sudden and happen anywhere.

#### Hazardous Objects

Whether working in construction, warehousing, or even retail areas, workers are often put at risk by the objects near them as they work. Injuries from being struck by or against nearby objects can be serious and include cuts, lacerations, and concussions.

#### **Vehicular Accidents**

Lone workers often need to be mobile, meaning that vehicles are part of their daily routine. Just like when employees are at a worksite, employers are responsible for the safety of their employees when they travel.

#### Violence in the Workplace

People don't always recognize that when they work with the public, they are working alone. Employees working with the public who can easily become isolated are

particularly at risk of violent attacks. When an emergency happens in the workplace, a lone worker system can get workers in distress the help they need. Lone worker systems can provide safety and reassurance for any workplace setting or occupation.

- The SafetyLine Platform



By Engr. Dafe T. S. Asst. Gen. Manager, Safety



HAT DO YOU THINK SHOULD BE DONE FOR THE EMPLOYEES TO CUSHION THE EFFECT OF THE FUEL PRICE HIKE?



he Management should provide more buses for the transportation of employees to and from work locations. Moreover, upward adjustment of employees' remunerations could also be adopted to cushion the effect of the fuel price hike.



Salau R.A.B

Lands and Estate, Headquarters

ntroduction of a special allowance to augment our salary which can be paid in the middle of the month. Staff bus can also assist greatly. Remotely working from home can also be looked at. Shifting can also be introduced in departments where it is not in practice.



#### Ibrahim Mubarak Baba

Estate, Calabar

t's important for the management to assess the specific needs and preferences of their employees and tailor solutions accordingly. Here are some options: Flexible work arrangements, transportation subsidies, carpooling initiatives, education and awareness: Conduct training sessions to educate employees on fuel-efficient driving techniques, remote work infrastructure: Invest in technology and infrastructure to support remote work effectively.



### **Eyituoyo Godwin**

Audit, LPC

n order to cushion the effect of the fuel price hike on employees, management should increase the salaries and travel allowance of the workers. In addition, more staff buses should be provided and deployed to commute workers to the office.



#### Chukwuma Ihuoma A. (Mrs)

Lands & Estate, HQ

mployees from level 12 downward should be coming to work 3 times a week pending when there are more incentives to cushion the effect of the subsidy removal. Salary and allowances increase by at least 150% considering the fuel price increases which was by about 200% and so is the rise in inflation. Provision of staff buses and ferries in all routes. Provision of grants for like car, housing etc., as it is obtainable in other federal agencies.



Giwa - Osagie H. (Mrs)

HR, HQ

he salary (monthly) should be adjusted upward. Working from remote locations should be encouraged. Staff buses should be introduced on more routes.



## **Ayeni Charles**

Accounts, HQ



ost of Living Adjustment (COLA) measures such as transportation allowances should be introduced. The management should consider providing staff bus for the authority. Officers and staff should use carpooling techniques.



#### Gimba Abubakar Sadiq

Hydrographic Services, Calabar Port



- Efficiency - Customer Satisfaction - Safety & Security - Innovation -



The **Nigerian Ports Authority** provides professional port operations that meet the present and future needs of our customers.

Our stakeholders are top priority, little wonder we guarantee customer satisfaction and innovation in managing our 6 ports across the nation with the aim of maximizing operational efficiencies and providing value for money to our stakeholders.

e Excellence

We are a National Brand Asset Anchored on Service Excellence

# **Nigerian Ports Authority**

...To be the Maritime Logistics Hub for Sustainable Port Services in Africa...



#### **Our Port Locations:**

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