



THE EDITOR'S DESK

A MESSAGE FROM OUR EDITOR



his edition of the Authority's newsletter highlight plans by the NPA Management Team led by Bello Koko to carry out massive rehabilitation of port infrastructure to enhance service delivery.

The project which has been commended by stakeholders would take place across all the ports in the country. When concluded, it would further rejuvenate the present state of the ports constructed centuries ago.

In another development, the Authority's soccer team, koko **Marines** defended their title in the 13th edition of the Maritime Cup competition organised by Ships and Ports and presented their trophy to Management in a vibrant ceremony held at the Corporate Headquarters.

Our regular features like Vox Pop, Health & Safety, Maritime Terminologies as well as work ethics also included in this edition.

NPANews online crew wishes all Happy Christmas and a prosperous New year.



All correspondence to be sent through:npanews@nigerianports.gov.ng

EDITORIAL

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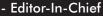
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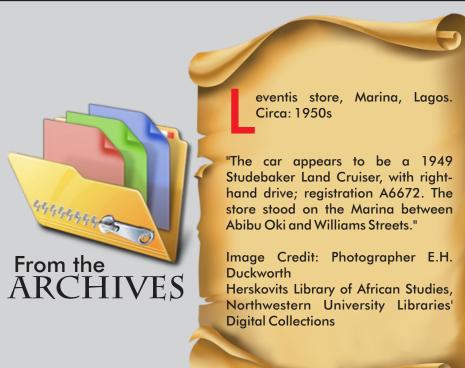


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- Reporter (People & Events)
- Reporter

- Graphics



LATEST "A Smooth Sea Never Made a Skilled Sailor." -Franklin D. Roosevelt





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



CRISIS MANAGEMENT

etter planning, improved efficiency, and increased productivity, can reduce the number of crises you encounter.

When the Storm Hits

The key to successfully handling a crisis is to act quickly and decisively, and carefully. The first step when a crisis hits is to identify the point of contact and make them aware of the situation. (For this article, we'll assume that point of contact is you.) Then, you will want to gather and analyze the data by asking crucial questions.

- *What happened?
- *What were the direct causes?
- *What were the indirect causes?
- *What will happen next? What could happen next?
- *What events will this impact?
- *Who else needs to know about this?

Above all, take the time to do thorough and proper research. You don't want to jump into action based on erroneous information and make the crisis worse. You will also want to identify the threshold time: the time that you have before the situation moves out of your control, and becomes exponentially worse. You may also find that the crisis will resolve itself after a certain point in time.

Creating a Plan

Once you have gathered the data, it's time to create a plan. The best approach is to identify the problem, decide on a solution, break it down into parts, and create a timeline.

Executing the Plan

During the plan execution, make sure that you continuously evaluate if the plan is working. It is important to stay organized and on top of events to make sure that your plan is still applicable. This will also help you deliver accurate, effective communication to others affected by the crisis.

Lessons Learned

After the crisis is over, take a moment to look at why it happened and how to prevent it in the future. However, you will likely find that you're always adjusting and perfecting your approach, so it is important to learn from the times when those tools don't work. You can even be prepared for disasters that can't be predicted, such as illness, fire, or theft. In the case of illness, for example, you could prepare a short contingency plan indicating who will be responsible for your correspondence, projects, and general responsibilities in case you are ill for an extended period. Make sure you share these plans with the appropriate people so that they can be prepared as well.



ME CUP

MD NPA RECEIVES GALLANT **KOKO MARINES TEAM**

he Managing Director of Nigerian Ports Authority (NPA), Mohammed Bello- Koko alongside other top Management team, recently hosted the NPA Koko Marines at the Corporate Headquarters over their victory at the 13th edition of Ships & Ports Maritime Cup, after defeating Nigeria Customs Service 5-4 aggregate on penalties in the final match played at the Stable Bode Thomas Sports Ground, Lagos.

Koko Bello commended the team for its fighting spirit which helped them to retain the trophy, stating that he will always be in contact with the team manager whilst the tournament was ongoing. He stressed that, although the work environment is where we spend most of our time, a sporting event is not just necessary for our health, but it brings a blend of official and non-official interactions between staff and job satisfaction.

He further charged Port Managers and the Unions to encourage sporting activities at their port locations, promising that management would do whatever it takes to support the football and the athlete team who were preparing to represent the NPA at the Federation of Public Service Games (FEPSGA).

Earlier, the Team Manager of the NPA Koko Marines, Charles Okaga in his response, appreciated the MD and his team for their unflinching support over the years. "We thank the management for their unflinching support all through the competition. History is made again. We fought as a team to retain this trophy. Not just that MD sir, this team you are seeing here played with passion and commitment."

The Management and entire crew of NPANews online heartily congratulate the team on its victory!!!

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



Compiled by Albert Orem

CONT. FROM LAST EDITION

cargo: The freight (goods, products) carried by a ship, barge, train, truck or plane.

Carrier: An individual, partnership or corporation engaged in the business of transporting goods or passengers (See also: **ocean carrier.**)

cartage: Originally the process of transporting by cart. Today, the term is used for trucking or trucking fees.

chandlers: Like a hotel at sea, a ship needs many supplies to operate and serve its crew-- groceries; paper products; engine parts; electronics; hardware; etc. A chandler sells these supplies to the ship's agent. Originally, chandlers (candle makers) provided illumination to ships. Over time they expanded the variety of products they could provide to ships.

channels of distribution: The routes by which products are transported from origin to destination. This includes the physical routes, as well as the different companies involved in ultimately delivering the goods to buyers.

checkers: See clerks.

chock: A piece of wood or other material put next to cargo to prevent it from shifting.

civil service: Some U.S., state, city and parish government jobs are protected under civil service systems which are designed to provide a degree of security to employees and to deter nepotism, political patronage and arbitrary treatment of workers.

clerks: When cargo is unloaded from a ship, a clerk checks the actual count of the goods (number of boxes, drums, bundles, pipes, etc.) versus the amount listed on the ship's manifest. He will note shortages, overages or damage. This is used to make claims if needed.

CONT. NEXT EDITION



REQUIREMENTS FOR MEETING/CONFERENCE/TRAINING VISA TO MOROCCO

equirements for Meeting/Conference/Training Visa to Morocco

- Invitation letter from Moroccan counterpart (dully signed and stamped).
- > Original Introduction letter from your organization/self-Introductory letter.
- For Non-Governmental Org (NGOs): Certificate of Incorporation & tax receipts are required.
- National Identity Number (NIN) slip or card and work ID card
- > Copy of passport data page and valid visas obtained.
- One (1) passport photograph (white background).
- > Detailed hotel reservation or an apartment to be lodged in Morocco and Flight itinerary.
- > Travel Insurance valid for 90 days.
- Original Statement of Account (Personal or Salary) for 6 months, dully signed and stamped for corporate account, proof of signature from bank is required.
- Residence permit valid for six (6) months for non-Nigerian.

All documents should be packaged in a flat file.

COUPLE APPLICANTS to add:

- Marriage certificate and evidence of change of name.
- ▶ Birth Certificate & Letter of consent from a parent for minor applicant.

STUDENT APPLICANT to add:

> Educational history in details for student applicant.

Please note the following important information:

- > Do not paste the photo.
- > Do not staple any document.
- Documents should not be folded, roughed, squeezed or torn.
- PLS write your name at back of your photograph

Download Visa form by typing "Morocco Visa New Form" on google. Then fill it in.

The Visa section open from Monday till Thursday. Excluding Nigerian and Moroccan holidays.

Submission Time: 10:30am-1:00pm Collection Time: 1:30pm-3:30pm

Note:

 Satisfaction of these requirements does not guarantee the applicant a visa to enter Morocco



Take these simple precautions to prevent fires:

- Lock up matches and lighters. Secure matches, lighters, and flammable liquids in a locked cabinet or drawer. Teach children that matches and lighters aren't toys.
- Be careful with candles and cigarettes. Keep burning candles out of reach, and extinguish them before leaving the room. If you smoke, avoid doing so indoors— especially in bed. Be sure cigarettes are fully extinguished before disposal.
- Use space heaters with care. Keep space
 - heaters at least three feet away from bedding, drapes, furniture, and other flammable materials. Keep children away from space heaters. Never leave a space heater on when you go to sleep or place a space heater near someone who's sleeping.
- Keep your fireplace clean. An annual cleaning and inspection can help prevent a chimney fire.

In case of emergency, keep upto-date fire extinguishers handy throughout your home. Teach children to leave a burning building by crawling under the smoke, and to stop, drop, and roll if clothes catch fire. Practice a mock fire drill in your home. Be sure to install and maintain smoke alarms on every level of your home and outside sleeping areas. Check your smoke alarms yearly and replace the batteries every year. Being prepared for an emergency can be the best safety tool of all.

West Bend Mutual Insurance Company, Wisconsin US



By Engr. Dafe T. S. Asst. Gen. Manager, Safety (Retired)



Compiled by ALBERT OREM

WORK HOUR RELAXATION

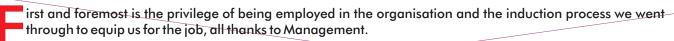
IN THIS EDITION, WE SAMPLED OPINIONS FROM OUR EMPLOYEES ON THEIR MOST MEMORABLE MOMENT IN THE OUTGOING YEAR FROM MANAGEMENT. PLEASE RELAX AND READ THE MIND OF OUR VARIOUS CONTRIBUTORS.





he difference between last year's upfront and this year's and the continual prompt payment of salary is worth appreciating the Management.

Obazu Godfrey Engr. Department, Delta Port.





Emaikwu Priscilla Ojotule

Enterprise Risk Management, Delta Port.



he Management of Nigerian Ports Authority have been of great help to me all through my years of service. They assisted me when I had health issues and needed surgery/treatment. Today I am strong but still undergoing treatment. Long live Nigerian Ports Authority.

Odunsi Regina

Environment Development, Calabar Port

ne of the memorable moments this year was the quick release of promotion and upgrading designation of its employees before those who were due to retire bowed out. It was a good gesture from the Management.



Ahmad .S. Gezawa

Human Resources Operations, HQ

y most memorable moment was when I got nominated to be present at the Management Retreat to work at the front desk. I was not expecting anything like that to happen. I am looking forward to the experience and getting exposed to other responsibilities outside my schedule of duty and Department.







he most memorable moment will be when I got my promotion letter as Principal Manager, Human Resources Operations. It remains an unforgettable moment in my career. I am grateful to the Management of NPA for this feat.

Akintoye Kehind Festus Human Resources Operations, HQ



- 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:

Lagos Port Complex, Apapa P.M.B. 1021 Apapa Lagos Email Address: Ipcinfo@nigerianports.gov.ng Tin Can Island Port P.M.B. 1201, Apapa, Lagos Email Address: tcipinfo@nigerianports.gov.ng Rivers Port, Port-Harcourt Basket House, P.M.B. 5043 Port-Harcourt-Rivers State Email Address: riversinto@niaerianports.gov.na Delta Ports, Warri P.M.B. 1054, Warri Delta State *Email Address:* deltainfo@nigerianports.gov.ng Calabar Port Complex, Calabar New Calabar Port Complex P.M.B 1014 Calabar, Cross-River State Email Address: calabarinfo@niaerianports.gov.na Onne Port Complex, Onne
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