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N P A NEWS



DECEMBER, 2023

PERFORMANCE BOND: NPA MD CHARGES STAFF ON EXPECTATIONS

The entire NPA workforce has been charged with the responsibility of ensuring that they align with the agency's Key Performance Indicators (KPIs) in the discharge of their official duties in accordance with the performance bond of the present administration enshrined in all government agencies.

This call was made by the NPA's Chief Executive Officer Mohammed Bello Koko at a retreat recently held for the top echelon of the agency in Lagos, he emphasized strict timelines expected from employees towards achieving expected goals.

In addition, the MD informed participants that every Directorate is expected to meet established on targets in tandem with management's objectives. He reiterating that there are appropriate sanctions for those found wanting and reward diligence in their line of duty.



THE EDITOR'S DESK

A MESSAGE FROM OUR EDITOR



The Editorial team of the Authority's online tabloid warmly welcome our dear readers to 2024. We appreciate your support and contributions towards the successes recorded in 2023, while looking forward to a renewed hope in 2024.

In this edition, our crew brings to your reading delight the recent call by the Managing Director of NPA Mohammed Bello Koko to all Directorates and Heads of units to acquaint themselves with the responsibility of discharging the task assigned to them in line with the recent administrations key performance indicators in all government agencies, towards a more robust delivery of its polices. In addition, there has been a rejig of top echelon of Management at the NPA with the recent appointments of Engr. Olalekan Badmus as the Executive Director, Marine & Operations and Ms. Vivian Richard Edet as the Executive Director, Finance & Administration.

Our vox pop centres around the issues management should address to improve productivity on the job.

We maintain our write up on assisting you in seamless process of acquiring your visa. Our regular features on Health & Safety, Maritime Terminologies, as well as work ethics are also included for your reading.



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At sea, I learned how little a person needs, not how much.

- Robin Lee Graham



Quotable Quote

All correspondence to be sent through: npanews@nigerianports.gov.ng
Contributions are welcome from members of staff. You can send high resolution photographs of your social events like birthdays, marriages, burials, etc

OUR VISION: TO BE THE MARITIME LOGISTICS HUB FOR SUSTAINABLE PORT SERVICES IN AFRICA

From the ARCHIVES



"West African Airways Corporation, or WAAC for short, was an airline that operated from 1946 to 1958, jointly owned by the governments of Britain's four west African colonies, namely The Gambia, the Gold Coast (now Ghana), Nigeria, and Sierra Leone. The carrier was headquartered at the Airways House in Ikeja, Nigeria, and operated from its hub in Lagos Airport. It was dissolved on 30 September 1958."
Location not stated.
E. H. Duckworth Photograph Collection, Northwestern University Libraries' Digital Collections.



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



TIME MANAGEMENT:

Time Management: Working with Others

- Always do the things you need, and promise, to do
- Be punctual – this has an impact on others' perception of you and your organisation
- Delegation can work upwards, downwards and across to colleagues
- Effective communication will prevent misunderstandings, time-wasting and reduce time-stealers
- Take responsibility for your communication
- Time management discipline starts with a personal, inner resolve to do something, regardless of what you would rather be doing.

Barriers to Delegation

- Avoiding giving up control
- Belief that you are indispensable
- Concern about overloading others
- Fear of being replaced/losing job
- Fear of failure
- Imposing unreasonable high standards
- Maintaining the impression of being overworked
- Unwilling to give up the tasks you enjoy, even though it's not an appropriate use of your time
- Unsure of how to delegate effectively – offer due to lack of training

Effective Delegation: A Summary

- Agree on resources needed for the task
- Clarify roles, responsibilities and accountabilities
- Assess the ability and training needs of the person taking on the task
- Define the task clearly
- Discuss desired results
- Define lay down guidelines
- Select the right person for the job



* Badmus

* Richard-Edet

* Cirdazhattau

* Okezie

* Egede

REJIG IN NPA TOP MANAGEMENT

President Bola Tinubu has approved the appointment of new Executive Directors at the NPA under the Federal Ministry of Marine and Blue Economy. The NPT news crew gathered that the appointments which take immediate effect include the following:

- Vivian Richard-Edet — Executive Director, Finance & Administration (NPA)
- Engr. Olalekan Badmus — Executive Director, Marine & Operations (NPA)

In a related development, as part of innovations to ensure port efficiency and productivity, the management of the

Nigerian Ports Authority (NPA) has effected a minor shake-up.

According to our correspondent, Mr. Egede Sylvester, a former Traffic Manager for Lagos Ports Complex and Kirikiri Lighter Terminal (KLT) at different times, is now the Port Manager of Tincan Island Complex, Lagos.

Furthermore, Mr. Cirdazhattau Gangtim has been promoted as Port Manager, Onne Port, Rivers State and Mrs. Okezie Kenechi Edith has been assigned Port Manager, Rivers Port.

The NPT board congratulates the newly appointed officers.

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 Albert Orem

CONT. FROM LAST EDITION

common carrier: Trucking, railroad or barge lines that are licensed to transport goods or people nationwide are called common carriers.

Conference rate: Rates arrived at by conference of carriers applicable to water transportation.

consignment: A shipment of goods. The buyer of this shipment is called the **consignee**; the seller of the goods is called the **consignor**.

Consolidated Freight Station or Container Freight Station (CFS)- Location on terminal grounds where stuffing and stripping of containers is conducted.

consolidator: The person or firm that consolidates (combines) cargo from a number of shippers into a container that will deliver the goods to several buyers.

container: A box made of aluminum, steel or fiberglass used to transport cargo by ship, rail, truck or barge. Common dimensions are 20' x 8' x 8' (called a TEU or twenty-foot equivalent unit) or 40' x 8' x 8', called an FEU. Variations are collapsible containers, tank containers (for liquids) and "rag tops" (open-topped containers covered by a tarpaulin for cargo that sticks above the top of a closed box). In the container industry, containers are usually simply called boxes.

container freight station: The facility for stuffing and stripping a container of its cargo, especially for movement by railroad.

container chassis: A piece of equipment specifically designed for the movement of containers by highway to and from container terminals.

CONT. NEXT EDITION

PATHWAYS

TO

VISA ACQUISITION

- Benedicta Onwuemene



REQUIREMENTS FOR A SCHENGEN VISA

The Schengen visa is a short stay visa which allows an individual to travel to any member of the Schengen area, per stay up to 90 days for tourism or business purposes.

The Schengen visa is the most common visa in Europe and it enables its holder to enter, or travel freely within and leave the Schengen zone from any of the Schengen member country.

Below is the process to apply for a Schengen visa:

1. Determine the visa type, Medical visa, Transit visa, Tourism visa or Business visa.
2. Get the right link, visit the official website of the embassy or consulate of the Schengen country
3. Book an appointment - some Schengen countries insist on online appointment, while others book appointment in person.
4. Complete the Schengen visa application form.
5. Assemble the required documents:
 - a) The completed visa application form
 - b) Valid passport
 - c) Two (2) identical passport photographs
 - d) Travel insurance policy
 - e) Round trip flight itinerary with dates & flight numbers specifically entry and exit from the Schengen area.
 - f) Bank statement as proof of financial means.

The other group is the visa-specific requirements, these documents and their specifications differ from one visa type to the other. In addition, some of the Schengen member states have their own extra requirements for visa application.

6. Submit your application online and print your copy and sign. In the case of a minor, the parents submit the application.
7. Pay visa fee
8. Attend the visa interview.

PLEASE NOTE: if you are going to visit only one Schengen country, file your application at the embassy/consulate or visa collection center where you will be spending most days.

Every embassy requires an ample time to process a visa and cause of that, people are advised to begin the process of the a to Schengen countries on time. The latest you can file a visa application at most is 15 business working days before you intend to travel. This means that the recommended time to file for a visa application at least (3) three weeks.

SOME OF THE QUESTIONS ASKED:

- I. What is the purpose of your visit?
- II. Which countries in the Schengen are you planning to visit Do you have any family members or friend living in the Europe?
- III. Who will pay for your expenses?
- IV. How long are you going to stay in Europe?
- V. Where are you going to stay?
- VI. Are you married? If yes! What does your spouse do for a living?
- VII. Name of your company

HEALTH & SAFETY

HAND and POWER TOOL SAFETY

Approximately 8 percent of industrial incidents result from the improper use of hand tools. Always follow safety precautions, know the common risk factors, and operate all tools properly to avoid injuries ranging from simple cuts, contusions, and abrasions to amputations, fractures, and punctures.

HAND TOOLS

- § Carry all sharp tools in sheath or holsters.
- § Tag worn, damaged, or defective tools as "out of service" and do not use them.
- § Do not use a tool if the handle surface has splinters, burs, cracks, or splits.
- § When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- § Do not carry sharp or pointed hand tools such as probes or knives in your pocket unless the tool or your pocket is sheathed.
- § Do not perform makeshift repairs to tools.
- § Do not throw tools from one location to another or from one employee to another.
- § Transport hand tools only in tool boxes or tool belts.

POWER TOOLS

- § Never carry a tool by the cord or hose.
- § Never yank the cord or the hose to disconnect it from the outlet or receptacle.
- § Check that power tools are grounded or double-insulated. Never remove the ground prong or use a two-prong adapter.
- § Keep cords and hoses away from heat, oil, and sharp edges.

- § Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, and cutters.
- § Keep all observers at a safe distance away from the work area.
- § Ensure all guards and shields are in place before turning on equipment.
- § Secure work with clamps or a vise, freeing both hands to operate the tool.
- § Avoid accidental starting. Do not hold a finger on the switch button while carrying a plugged-in tool.
- § Maintain tools with care, keeping them sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories.
- § Keep good footing and maintain good balance.
- § Remove all damaged tools from work area.

Keep it Sharp

Whether a power tool or a hand tool, if it is designed to cut, keeping the cutting-edge sharp is a safety priority. Sharp tools work better and require less force. When sharpening, adjusting, or changing a blade, bit, or cutting edge, disconnect the tool from the power source by unplugging electrical cords or removing hoses. Cover bits, blades, and cutting tool edges while on the shelf or in the toolbox. This keeps the cutting edge from becoming dull and prevents hand injuries when reaching for the tool.

Check Adjustments

If there are any adjustable parts of a tool, they will most likely be "unadjusted" just when you need the tool. Check all adjustments before using.

Check for Damage

Look at handles, tool edges, power cords, hoses, connections, switches, triggers, casings, and attachments. Check hand tools for cracks dings and chips. Don't use damaged tools. Hand tools generally cannot be repaired and should be thrown away. Use power tools only for their designed purpose. Never attempt to modify a power tool so it can be used for a purpose other than what it is designed to do. Have repairs made only by someone who knows the tool repair craft.

Personal Protective Equipment (PPE)

Use the proper PPE based on the hazards.

Clothing Hazards

When using powered equipment, do not wear long or loose clothing or clothing with tie-strings. Pull back and secure long hair so it doesn't hang in front of the ears. Remove all jewellery such as rings, necklaces, and pendants.

- CATHY BLACK



By Engr. Dafe T. S. Rtd. AGM, Safety

Work Hour Relaxation

VOX-POP

As the year begins, we looked at, what issue would you want management to address towards improved productivity on the job?

Compiled by **ALBERT OREM**



The removal of fuel subsidy and consequent increase in pump price of fuel has brought about high cost of transportation as well as all other commodities. To improve productivity therefore, management should implement a proportionate increase in the salaries and allowances of workers to help cushion the effect of the harsh economic reality.

Anyanebechi Iniye Pearl
HR. Ops., Delta Ports, Warri



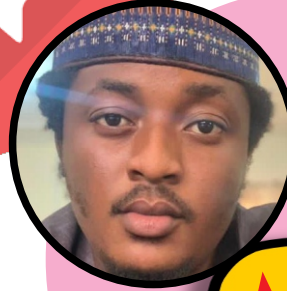
The issues I will like the management to address, is to improve good office environment, working materials and equipment, improve in staff welfare, training and retraining of officers and staffs, timely promotions of officers and staffs of the organization, timely payment of salaries, allowances and others.

Emelis Udeade
Accounts, Delta Ports, Warri



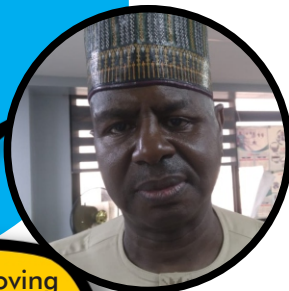
In order to improve productivity of staff, I will implore the management to take into consideration our welfare by creating a suitable platform that will improve the living standards of employees with the view to put a stop to them seeking greener pastures abroad (The Japa Saga).

Olowoseunre gbenga
Admin, LPC



Management should provide more staff welfare buses and operational vehicles, provide computers and laptops, stationaries and stacking shelves for the library.

Haliru Faisal Aliyu
Admin, HQ



My opinion concerning improving productivity is on training and re-training of all staff and officers. This is fundamental to any organisation towards achieving its goal. The need to train employees on the use of modern technology to enhance their productivity.

Kabir .D. Isa
Audit, HQ



While the management has done a good job so far, they should focus on providing greater support for the welfare of their employees. This can be achieved by increasing:
Availability of official cars for Divisional needs.
Ensuring that staff have complete computer systems to alleviate any deficiencies in their work.
Installing more air conditioning units in the administrative building.
Introducing more competitive games among employees.

Engr. Oyetade Joyce Adanma
Engineering, LPC



Engr. Ibrahim Abba Umar
Executive Director
Engr & Tech Services
1st January



Dapo Adekunle
ICT Dept, HQ
12nd January



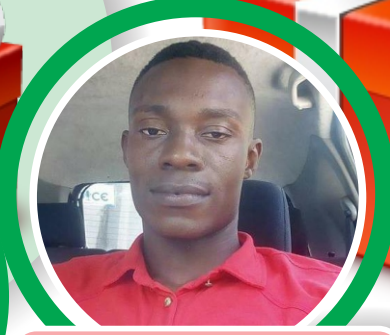
Ballah Yerima
Per. Mng. Dept, HQ
1st January



Zeliha Murtala Muhammed
C&SC Div, HQ
17th January



Deborah Akhabue
Medical Dept, HQ
9th January



Immanuel Ubi
Harbours Dept, Calabar Port
14th January



Solomon Adegoye
Procurement Dept, HQ
30th January



Agazi Bernard
Security LPC
12th January



Mercy Udoh
Engr. Dept. HQ
22nd January



Koleoso Felicia
Planning Dept, HQ
29th January



Jeje Oludare Saheed
HR Opts, LPC
25th January



Abubakar Hassan
C&SC HQ
1st January



Ahmed Abubakar Sadiq
C&SC HQ
31st January



Aliyu Ahmad
Procurement Dept, HQ
25th January

- 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.

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...



www.nigerianports.gov.ng

Our Port Locations:

Lagos Port Complex, Apapa
P.M.B. 1021 Apapa Lagos
Email Address:
lpinfo@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
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