



# NPA NEWS

# INSIDE this EDITION

**FPSGA 2023: WE ASKED AND YOU DELIVERED, WE WILL RETALIATE**  
- BELLO KOKO  
- Pg. 3

**PATHWAYS TO VISA ACQUISITION: US VISA REQUIREMENTS**  
- Pg. 4

**HEALTH AND SAFETY: IMPORTANCE OF HEALTH & SAFETY**  
- Pg. 5

**VOXPOP: HOW DO YOU CALM SOMEONE IN A TENSE ATMOSPHERE WITHIN AN OFFICE SETTING?**  
- Pg. 6

## KOKO BOOSTS PORT SECURITY: COMMISSIONS SEVEN NEWLY ACQUIRED PATROL CRAFTS



In his efforts at maintaining operational efficiency and customer service delivery, the Managing Director of Nigerian Ports Authority Bello Koko, and his management team recently commissioned seven newly acquired crafts.

The crafts according to the MD during the colourful ceremony are a notch higher compliance with the dictates of the International Ships and Ports Facility Security (ISPS) Code of the International Maritime Organisation.

He further stated that the newly acquired crafts align with the Presidential directives aimed at enhancing the performance of the MDAs and increasing vessel traffic to the Eastern corridors.

Present at the event were the Hon. Minister of Marine and Blue Economy, Adegboyega Oyetola, representatives from the Shipping Companies, Maritime Union and the AIG Marine Police Command amongst others.





# THE EDITOR'S DESK

A MESSAGE FROM OUR EDITOR



In this edition, we inform you that the Bello Koko led management has further taken the bull by the horn in the area of operational efficiency and customer service delivery with the acquisition of new crafts for use in the nation's ports, in line with international best practices.

The seven new crafts were recently acquired to enhance and increase vessel traffic within the Eastern axis to compliment port operations at the Lagos corridor.

We congratulate the NPA sporting contingent for emerging tops at the recently concluded 43<sup>rd</sup> edition of the Federal Public Service Games (FEPSGA) held in Niger state with a total of 40 medals.

Our vox pop centres around how to calm someone in a tense atmosphere within an office setting. We maintain our write up on assisting you in seamless process of acquiring your US visa. Our regular features on Health & Safety, Maritime Terminologies, as well as work ethics are also included for your reading.



**Kingsley Ukabiala**  
Editor

## EDITORIAL

- Sarah K. Ballah - Editor-In-Chief
- Ezinne Asinobi - Deputy Editor-In-Chief
- Kingsley Ukabiala - Editor
- Olubiyi Omidiji - Senior Staff Writer
- Ebere Alaezi-Offia - Reporter (Travels & Tourism)
- Albert Orem - Reporter (People & Events)
- Anas Mohammed - Reporter

## PRODUCTION

Olusola Akosile

## PHOTOGRAPHY

Paul I. Erakhifu  
Bidemi Agboola

## SECRETARIAT:

Gbenga Soyomi (Secretary)  
Peter Tovishede



The sea is a teacher, offering lessons in patience, resilience, and the art of navigation.

*Quotable Quote*

All correspondence to be sent through: [npanews@nigerianports.gov.ng](mailto: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



Cocoa House, was completed in July 1964 and commissioned in July 1965. At a height of 105 metres, it was the first skyscraper in West Africa. and was, from 1965 to 1979, the tallest building in Nigeria. It is located in Dugbe, a major commercial area in Ibadan, Oyo State, Nigeria.

A production of the Corporate and Strategic Communications Division Available on [www.nigerianports.gov.ng](http://www.nigerianports.gov.ng) and in emails of all officers/staff of NPA.



## ORGANIZING YOUR WORKSPACE

In order to effectively manage your time and to be productive each day, you must create an appropriate environment. By eliminating clutter, setting up an effective filing system, gathering essential tools, and managing workflow, you will be well on your way to creating an effective workspace.

### De-Clutter

Removing clutter is itself a time-consuming task, but a cluttered workspace significantly impairs your ability to find things, and you will get the time back that you invest – and more! To retrieve materials quickly, you'll need an effective filing system that includes three basic kinds of files:

**Working files:** Materials used frequently and needed close at hand.

**Reference files:** Information needed only occasionally.

**Archival files:** Materials seldom retrieved but that must be kept. For ease of retrieval, organize files in the simplest way possible. For example, you could label files with a one or two word tag and arrange the files alphabetically.

Once clutter has been eliminated and other materials have been filed, the effective workspace includes only what is essential: a set of three trays to control the workflow on your desk, standard office supplies, a computer, and a telephone. Everything else, except for what you are working on at the moment, can and should be filed where it can be retrieved as needed.

### Managing Workflow

How do you process the mountain of material that collects in your paper and electronic in-baskets? The answer is one piece of paper, one electronic message at a time. Many time management experts agree that the most effective people act on an item the first time it is touched. Although difficult at first, the practice can become habitual, and is made easier with the four Ds:

**DO:** If a task can be completed in two minutes or less, do it immediately.

**DELETE:** If the material is trash or junk, delete it. Or, if it's something that you might use later on, file it, and move on.

**DEFER:** If the task is one that can't be completed quickly and is not a high priority item, simply defer it.

**DELEGATE:** If a task is not yours to do, then delegate it.

# FEPSSGA 2023

**WE ASKED AND YOU DELIVERED,  
WE WILL RETALIATE - BELLO KOKO**



The Managing Director of Nigerian Ports Authority, Mohammed Bello Koko along with the top management team recently hosted the gallant NPA Koko Mariners team at the Corporate Headquarters to celebrate their victorious outing at the 43<sup>rd</sup> edition of the annual Federation Public Service Games (FEPSSGA) held in Niger State.

Recall that the MD had before departure charged the Koko Marines team to return as champions. The team heeded the call by winning 22 gold, 12 silver and 6 bronze medals in 8 games out of 30 games they participated, in a competition where 79 MDAs participated and the NPA team topped the medals table with 40 medals.

Mr. Koko while addressing the contingents on arrival, stated that, "it is management's responsibility to provide sports facilities to enhance sports, and by the second quarter of 2024, management will rehabilitate Bode Thomas Sports Centre. I also charge port managers to key into this vision by promoting sports amongst their workforce."

Earlier, the team Manager of the NPA Koko Marines, Mr. Charles Okaga used the opportunity to appreciate the Managing Director and his team for the unflinching support over the years which has always delivered. He however pleaded for more sporting facilities across various ports in the country.

The entire team later took a victory lap and displayed the trophies within the Headquarters environment to the delight of the corporate bodies and the general public.

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

# MARITIME TERMS



Compiled by Albert Orem

CONT. FROM LAST EDITION

**Container crane:** Usually, a rail-mounted gantry crane located on a wharf for the purpose of loading and unloading containers on vessels.

**Container terminal:** A specialized facility where ocean container vessels dock to discharge and load containers, equipped with cranes with a safe lifting capacity of 35-40 tons, with booms having an outreach of up to 120 feet in order to reach the outside cells of vessels. Most such cranes operate on rail tracks and have articulating rail trucks on each of their four legs, enabling them to traverse along the terminal and work various bays on the vessel and for more than one crane to work a single vessel simultaneously. Most terminals have direct rail access and container storage areas, and are served by highway carriers.

**Containerization:** The technique of using a container to store, protect and handle cargo while it is in transit. This shipping method has both greatly expedited the speed at which cargo is moved from origin to destination and lowered shipping costs.

**Container on Flat Car (COFC)-** A container placed directly on a railroad flatcar without chassis.

**Contraband:** Goods prohibited in trade (such as weapons going to Iran, anything to Cuba). Smuggled goods.

**Corps of Engineers:** This department of the U. S. Army is responsible for flood protection and providing safe navigation channels. The Corps builds and maintains the levees, flood walls and spillways that keep major rivers out of low lying communities. The Corps is vital to keeping navigation channels open by dredging sand, silt and gravel that accumulate on river and harbor bottoms.

CONT. NEXT EDITION

# PATHWAYS

TO

# VISA ACQUISITION

- Benedicta Onwuemene



CONT. FROM LAST EDITION

# US VISA REQUIREMENTS

- **Your valid international passport:** It must be valid for at least six months beyond your planned stay in the United States. However, there are some countries that are exempt from this requirement only needing a passport that is valid during their period of stay in the United States. Your passport must have at least one blank page to be able to affix visa.

- **Two passport photograph:** The US visa photo requirement is one of the main requirements for every visa you apply for. Upload the photo while you apply online through the DS-160 form. If the upload fails, you can submit the photo on the appointment day. However, we advise you that, even if you upload the photo online, to still bring it with you in case you need it during the interview.
- **Receipt proving payment of \$185 for a nonimmigrant US visa application:** Differently from the European visa policy where you pay the fee at on the appointment day, for a US visa you need to pay the fee in order to be able to schedule an interview. Keep in mind that the US visa fee is non-refundable if you decide to cancel your appointment or if your visa application is rejected.
- **Social media details.** A list of the social media that you use, and the name of your account in each, phone number, email and social media history of the five previous years.
- **Book an appointment**

Every document not written in either English or the official language of the country in which the interview will take place must be translated. Translations must be certified by a competent translator.

- **An online nonimmigrant DS-160 application form.** If you are applying for a US nonimmigrant visa you should complete the online application form DS-160. You can fill the DS-160 form online via the Consular Electronic ApplicationCenter

Aside from the main documents, there are others you will have to submit in order to support the answers you have given in your application form, such as:

- **Previous USA visas:** If you have visited the US before with an older passport, then you should take it with you on the day of the interview at the embassy or consulate. The US authorities require previously held visas are able to prove that you have entered the country before.
- **Invitation letter:** An invitation letter for US visa is a letter written by a United States citizen or legal resident, confirming that they are willing to admit an international with whom they have family ties or friendship, and also that they have enough room for the visitor for the entire period of their stay in the US.

CONT. NEXT EDITION

# HEALTH & SAFETY



## IMPORTANCE OF HEALTH AND SAFETY AT WORKPLACE

**T**he importance of health and safety to individuals or organisations cannot be over stated, hence, the popular maxim: “health is wealth”.

No matter the type of job being undertaken, there is always the possibility of encountering risks if not properly handled, these risk may result in injuries or accidents that could affect one's efficiency or ability to be productive.

Therefore, understanding health and safety practices in the workplace will help in protecting oneself as well as others from harm, thereby maintaining a safe working environment. Taking deliberate and proactive steps in understanding health and safety will enhance and create a better and safer place for employees and clients.

Health and safety are critical for the overall productivity of the organization. The following are some of the key benefits of health and safety at workplace.

- 1. Increased Productivity and Performance:** Individuals in good health are better equipped to perform daily tasks and excel in professional and personal endeavours.

Therefore, there is a high probability of having productive employees when workplace comply with health and safety standards. Productivity leads to completing tasks more timely, lower overhead costs and greater company growth. We must prioritize health and safety to ensure improved productivity and performance.

- 2. Corporate Reputation:** Prioritizing health and safety in our organization improves its corporate image of the organization. This will consequently create a positive impression and attract more potential customers or investment that will lead to more income and growth for both the organization and the employees.

CONT. NEXT EDITION

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

# WORK HOUR RELAXATION

## Vox Pop

### HOW DO YOU CALM SOMEONE IN A TENSE ATMOSPHERE WITHIN AN OFFICE SETTING?



**A**nger is an emotion we naturally share and is embedded in all humans. Firstly, try to calm the person down, before letting him/her speak as they are trying to voice out an issue. In the process of speaking search for a solution and console the person emotionally before giving a solution.

**Mohammed Ahmed Kagara**  
Human Resources, Delta Ports, Warri



**O**ne can try to immediately change the topic of discussion and get the angry person to leave the scene.

**Saratu Sambo**  
Performance Management, HQ



**I**t is advisable to isolate the person and give him/her space to express the emotions and cool off, then approach them calmly at a later time.

**Onari-Brown Sovic**  
SERVICOM, HQ

- Find out what triggered the anger and validate their perspective
- Have a discussion by letting the person talk while you listen
- Ask if your advice/input is needed
- Be mindful of the questions you ask the angry person, and try to be calm



**Mohammed T. Musa**  
ED, F&A Office, HQ

**S**uggesting a fun activity that will engage their mind and suppress the rage which harboured in their mind. Try to make an emotional connection with him/her to further ease their pain before giving them advice.

**Ajagbe Toju**  
Human Resources, Delta Ports, Warri



**A**nger is a burst of sad or bad emotions, so an angry person needs to be heard. After listening, ensure you suggest solution or join the angry person and rant to show concern, that gives a more secure environment to build trust. Try to make them laugh with jokes and make them rest/sleep if possible.

**Mohammad Abubakar**  
Corporate & Strategic Communications, HQ

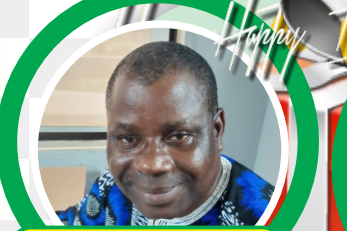




**Ezinne Asinobi**  
21<sup>st</sup> March  
C&SC HQ



**Rabiu Danbatta**  
1<sup>st</sup> March  
Account Dept. HQ



**Joachim Akinseloyin**  
21<sup>st</sup> March  
C&SC Div. HQ



**Ukabiala Kingsley Orji**  
27<sup>th</sup> March  
C&SC Div. HQ, Marina



**Minabere Joshua**  
23<sup>rd</sup> March  
PA ED F&A



**Risqot Giwa Adekoya**  
6<sup>th</sup> March  
Finance HQ



**Juliet Igbru**  
16<sup>th</sup> March  
C&SC Delta Ports



**Emmanuel Okafor**  
2<sup>nd</sup> March  
HR HQ



**Olajumoke oloyede**  
3<sup>rd</sup> March  
Engr. Div. HQ



**Temitope Fadahunsi**  
3<sup>rd</sup> March  
C&SC Div.,HQ



**Lola Yetunde Bishopton**  
31<sup>st</sup> March  
Training Dept., HQ



**Sunday Micah**  
24<sup>th</sup> March  
Engr. Dept. HQ



**Abdul Chindaya**  
15<sup>th</sup> March  
HR, HQ



**Kehinde Sogunwa**  
22<sup>nd</sup> March  
Security Dept. HQ



**Maryann Okeke**  
25<sup>th</sup> March  
Pollution Control Dept, LPC



**Florence Onweagba**  
16<sup>th</sup> March  
C&SC LPC



**Ibrahim Lukeman**  
28<sup>th</sup> March  
Tariff & Billing Dept. HQ



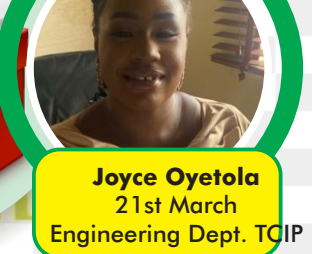
**Onafowokan Olukorede**  
24<sup>th</sup> March  
Engineering Dept. TCIP



**Romeo Okotete**  
24<sup>th</sup> March  
Training Div. TCIP



**Rotimi Holms**  
5<sup>th</sup> March  
Safety Dept. TCIP



**Joyce Oyetola**  
21<sup>st</sup> March  
Engineering Dept. TCIP



**Mohammed Bello Koko**  
25<sup>th</sup> March  
Managing Director



**Gloria Bob-Manuel**  
21<sup>st</sup> March  
Asset Admin., HQ



**Sharon Amu**  
13<sup>th</sup> March  
M & O Div. HQ



**Joy Iroriteraye**  
24<sup>th</sup> March  
Servicom Dept. 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.

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](http://www.nigerianports.gov.ng)

## Our Port Locations:

Lagos Port Complex, Apapa  
P.M.B. 1021 Apapa Lagos  
Email Address:  
[lpinfo@nigerianports.gov.ng](mailto:lpinfo@nigerianports.gov.ng)

Tin Can Island Port  
P.M.B. 1201, Apapa, Lagos  
Email Address:  
[tcipinfo@nigerianports.gov.ng](mailto:tcipinfo@nigerianports.gov.ng)

Rivers Port, Port-Harcourt  
Basket House, P.M.B. 5043  
Port-Harcourt-Rivers State  
Email Address:  
[riversinfo@nigerianports.gov.ng](mailto:riversinfo@nigerianports.gov.ng)

Delta Ports, Warri  
P.M.B. 1054, Warri  
Delta State  
Email Address:  
[deltainfo@nigerianports.gov.ng](mailto:deltainfo@nigerianports.gov.ng)

Calabar Port Complex, Calabar  
New Calabar Port Complex  
P.M.B 1014 Calabar,  
Cross-River State  
Email Address:  
[calabarinfo@nigerianports.gov.ng](mailto:calabarinfo@nigerianports.gov.ng)

Onne Port Complex, Onne  
Onne Port Complex,  
PMB 6199 Onne  
Rivers State  
Email Address:  
[onneinfo@nigerianports.gov.ng](mailto:onneinfo@nigerianports.gov.ng)