

Activity  
Master Plan

Procurement  
Strategy

The  
Mileage  
So Far

Call To Action

"We make a living by what we get, but  
we make a LIFE by WHAT WE GIVE"

— Winston Churchill

Next Milestone

We are on a journey to touch more  
lives around our community. We  
count on your support.



## CONTENT

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- My COVID Survival Story
- NEC Committee Members
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- Where We Are
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2020 is a year certainly to be remembered, surely due to the unprecedented impact of COVID-19, but also for how well-meaning Nigerians have rallied to support and elevate humanity. No doubt it is a privilege to be able to offer time, money and other resources at this period. There are people who cannot afford a decent meal for the day and who don't have access to sanitary facilities and the basics of life. The NLNG Employees Care initiative was initiated in May 2020, as a platform to show care to the less privileged and more vulnerable around us. One of our core values as NLNG is caring and this will not only be measured by what the Company does, but more by what Staff do. Therefore, I want to acknowledge the NLNG Staff who have been steadfast in giving back to the society. It was an inspiration towards setting up this initiative which will not be a one-off but will transform into a sustainable platform that helps to bring together all the clusters of staff initiatives. More details will be revealed in due course. This is the maiden edition of the newsletter, which comes loaded. There are a lot of insightful stories and contributions. One important achievement I cannot fail to mention is the record time we have taken to reach the N10m milestone. Unlike the wonderful IDP contribution of 2014/2015 which took us ~18 months to reach N9m, we achieved this N10 milestone in 15 weeks thus making this the best staff contribution initiative. Kudos to all Staff who have given something. For those who haven't given, what are you waiting for? Our bank account is in the Newsletter and we welcome all. A token will go a long way to reach out to the less privileged.

Happy reading.

*Fola Olanubi*

# NLNG Employees Care (NEC) Initiative Background:

The NLNG Employees Care (NEC) is an NLNG staff-driven initiative with the primary objective to provide a sustainable platform and framework to consistently create opportunities for NLNG staff to volunteer their time, effort and resources for worthy causes in a safe and enabling environment without undue exposure to employees or the company itself.



NLNG Staff before now have supported worthy causes such as the support and relief offered to displaced persons in the various IDP camps across Nigeria in 2015 and many volunteer groups in NLNG, within their individual capacities, have continued to support various initiatives as well till date. With the initiation of NEC in May 2020, NLNG employees now have a structured platform which provides a wider reach whilst at the same time creating opportunities for goodwill and networking for NLNG employees.

In view of the impact and economic disruptions due to COVID-19 pandemic and in accordance with the objectives, NEC has taken up the challenge to raise relief/support funds (target NGN30 million in 3 months) to demonstrate that **WE CARE**

for our most vulnerable immediate neighbours and host communities impacted by pandemic. What a way to kick-off and demonstrate care at this very challenging period!

#StayHome #StaySafe  
#NLNGEmployeesCare

Your contribution can  
*save lives!*

**LET'S MAKE A  
DIFFERENCE.**

Support the NLNG Employees Care COVID-19 Relief Effort





**DONATIONS**

<b>Name:</b> NLNG Employees Care	<b>Account No:</b> 0586664332
<b>Narration:</b> COVID-19	<b>Bank:</b> GTBank



**IDEAS?**  
Send to:  
NLNG-We.Care@nlng.com

**CALL FOR VOLUNTEERS**  
Join us to make the world a better place

Kindly scan the QR Code below to pledge





## CALL FOR VOLUNTEERS

Beyond your financial support, we also call for volunteers to support and help drive the execution of the initiatives by joining the group of amazing and large-hearted volunteers. To join, kindly indicate interest by sending a mail to **NLNG-We-Care@nlng.com**.

Indeed the Covid-19 pandemic has and is still wreaking havoc around the world. The inevitable economic lock-down measures to curtail the spread continues to impact organizations and individuals alike. Countless people have lost their jobs and means of livelihood leading to unprecedented rate of poverty and hunger.

As we try to adapt to the new normal and weather these uncertain times, we will continue to serve by borrowing a life from Winston Churchill; **we make a living by what we get, but we make a LIFE by WHAT WE GIVE.**

We will serve our community and people, lending helping hands to cushion the effect of the global pandemic by providing support and palliatives.

Let us come together and show that we really CARE. Please donate to the NLNG Care Initiative.

We appreciate every dime you support the NEC initiative with as we reach out to the most vulnerable in our society.

In the words of **Oscar Wilde**, ***"The smallest Act of Kindness is worth more than the grandest intention"***.



# CALL TO ACTION



**Got Ideas?**  
Send to: [NLNG-We.Care@nlg.com](mailto:NLNG-We.Care@nlg.com)



## Donations

Name: NLNG Employees Care

Account No: 0586664332

Narration: COVID-19 | Bank: GTBank

# My COVID-19 Survival Story

– Michael Chinwuba

In this very emotional read, Michael Chinwuba shares the roller coaster experience of his entire family when the dreaded COVID-19 struck. Beginning with the death of his lovely sister who died from a non-COVID-19 related health condition, he tells us how despite doing everything right to ensure they protected themselves even during the condolence visits on the death of his sister, the virus still found its way into their homes resulting in a bittersweet ending with the death of another loved one and his own personal victory, despite coming near to death himself.

The harrowing experience of this family is bound to serve as a reminder of the importance of social distancing, use of masks when in public or with other people and more.

It is an insightful and interesting read and you can view the full story here via this link to the [Vanguard Newspaper of June 4 2020](#).



# Protect The Ones You Love

# Meet The NEC Committee Members



**Folaranmi Olanubi**  
Team Lead

**Andy Ohaneje**  
Alternate Lead

**Ijeoma Inwere**  
Secretary

**Uzoamaka Nwobilor**  
Asst. Secretary

**Ben Apute**  
Activity Coordination Team Lead

**Eberechi Ebeze**  
Activity Coordination Alternate Team Lead

**Wukeh Egem-Odey**  
Research Team Lead

**Excel Ukpohor**  
Funding Team Lead

**Jumai Idayi**  
Funding Alternate Team Lead

**Babajide Ogunyale**  
Finance Team Lead

**Emmanuel Archibong**  
Publicity and Technology Team Lead

**Oluwafemi Ogunrotimi**  
Publicity and Technology Alternate Team Lead

**Lois Oni**  
Publicity and Technology Alternate Team Lead

**Lolia Wilcox**  
Procurement Team Lead

**Ophilia Tammy-Aduura**  
Publicity and Technology Team Member

**Mosiwamafa Attaye**  
Distribution / Logistics Team / Publicity Team

**Rachael Souza-Pepple**  
Volunteer Team Lead

**Ijeoma Onyenobi**  
Volunteer Alternate Team Lead

**Ifeanyi Umeh**  
Volunteer Alternate Team Lead

**Iwokiri Aprioku**  
Sustainability Team Lead

**Gbemisola Abiola-Ige**  
Sustainability Alternate Team Lead

## Volunteer Team Members

Olusoji Owoeye  
Duma .M. Pepple  
Soala Pepple  
Adenike Ogundele  
Emmanuel Ikpat  
Michael Akano  
Yahaya Muhammad  
Edwina Odinaka-Igbokwe  
Toyin Bassey-Ekong  
Kayode Ogunro  
Patricia Irigo  
Olayinka Makinde Kentebe  
Ogadinma Onyike

Jessica Jacob-Oba  
Oluwaseun Adedipe  
Zakari Kyari  
Adebayo Ola  
Oluwaseun Akingbade  
Madu Nnamdi  
Jamiu Ali  
Uchenna Nkemakolam  
Eneanya Chinwe  
Victor Egbe  
George-PeppleMielanye  
Linda Ogbu  
Claris Iningba-Olunwa

Ovundaa Ejilemele  
Adebiyi Oluwagbenga  
Kenneth Ezugwu  
Festa Eto  
Yahaya Bello  
Raphael Akinsulire  
Ifeanyi Onwuka  
Maureen Adega-Idumesaro  
Humphrey OJI  
Oyintola Osobu  
Adeiza Yisa  
Ibukun Onasanya  
David Uko  
Femi Lawal

# NEC Work Streams & Functions

## Activity Coordination Team

Integrates all the plans and activities of all the sub-committees, monitors and reports weekly on actual progress and or challenges, highlights and motivates respective team on the key activities of the committee.

## Volunteer Management Team

Collate the list of volunteers, motivates and assigns them mainly by location, shares objectives and plans, highlights the weekly targets for their sub teams, follows up with selected leads, motivates the volunteers per location.

## Funding Team

Design the framework for funding generation from all employee cadres adopting the top down and bottom up approach. Defines target per week (exponential targets based on the minimum target of N30m) and how to achieve it. Conduct stakeholder analysis to provide informed direction.

## Research Team

Researches what existing benchmark associations are doing (end to end as per our sub-committees), integrate and advises the secretariat on learnings. Recommend the most appropriate location for distribution in phases based on projected collection, carryout out needs analysis and determine when to distribute support and palliatives.

## Finance and Reporting Team

Collates and tracks all donations in the bank account, reports progress on collection against weekly target plan, highlights areas to focus more campaign and engagement, defines framework for expenditures of other

team, facilitate the release of fund release to the procurement team, distribution/logistics team and others as may be required, prepares team account on a weekly basis for all collection and expenditure.

## Publicity Team

Coordinates communication, develops campaigns to passionately reach out to key stakeholders. Develops stakeholder mapping and tailors' campaigns towards them using activity plans from other team. Designs posters and campaign mediums, works with the ERP team on how to extract mileage for NLNG during distribution as proposed by the research and distribution/logistics team.

## Technology Team

Identify technologies and social media platforms (in-house and global) to carry out activities of the work stream teams using the stakeholder mapping analysis by the funding team. Drive the use of identified technology platform to set up events, meetings, team and sub-team communication.

## Procurement Team

Prepares and plan for procurement of agreed essential needs, working with the research team, and distribution/logistics for end to end integration, defines the safe way for procurement to ensure members apply social distancing and medical precautions.

## Sustainability

To define the transition of NEC into a sustainable initiative. Works with research team to identify and draw valuable lessons

from other similar initiatives were long established. Define the boundaries for the future, reviews the existing plans of sub teams to ensure NLNG reputation is not impacted, ensures precedence in the current activities are sustainable, and the current activity plan are sustainable.

## Distribution/Logistics

Analyse selected locations and defines best approach to facilitate the logistics from areas of procurement (or storage) to selected location. Incorporates transport and security structure to drive efficient and hassle-free execution.

# The Mileage So Far



- **Activity Timeline:**

- ✓ The NEC committee developed an activity plan with timeline to provide an overview and guide the subgroup/work-stream deliverables.

- **The Sub-Groups:**

- ✓ The work streams were set up with active members.
- ✓ Activity plan for each group developed and tracked on weekly basis.
- ✓ Weekly meetings are held to review execution and ideate new strategies.

- **Research:**

- ✓ An extensive research was carried out on existing Employee Care Initiatives operated by sister IOCs, profit and non-for-profit organizations to better understand and establish a sustainable strategy for NEC.

- **Publicity:**

- ✓ Numerous digital contents which include flyers and videos were developed and

rolled out periodically to canvass for donations towards the NEC initiatives. Person-to-person marketing are adopted to drive donations including publicity at different employee engagement fora and team meetings.

- **Volunteer Recruitment:**

- ✓ About 35 volunteers have been recruited across the organization to help with publicity, procurement and distribution of palliatives.

- **Funds:**

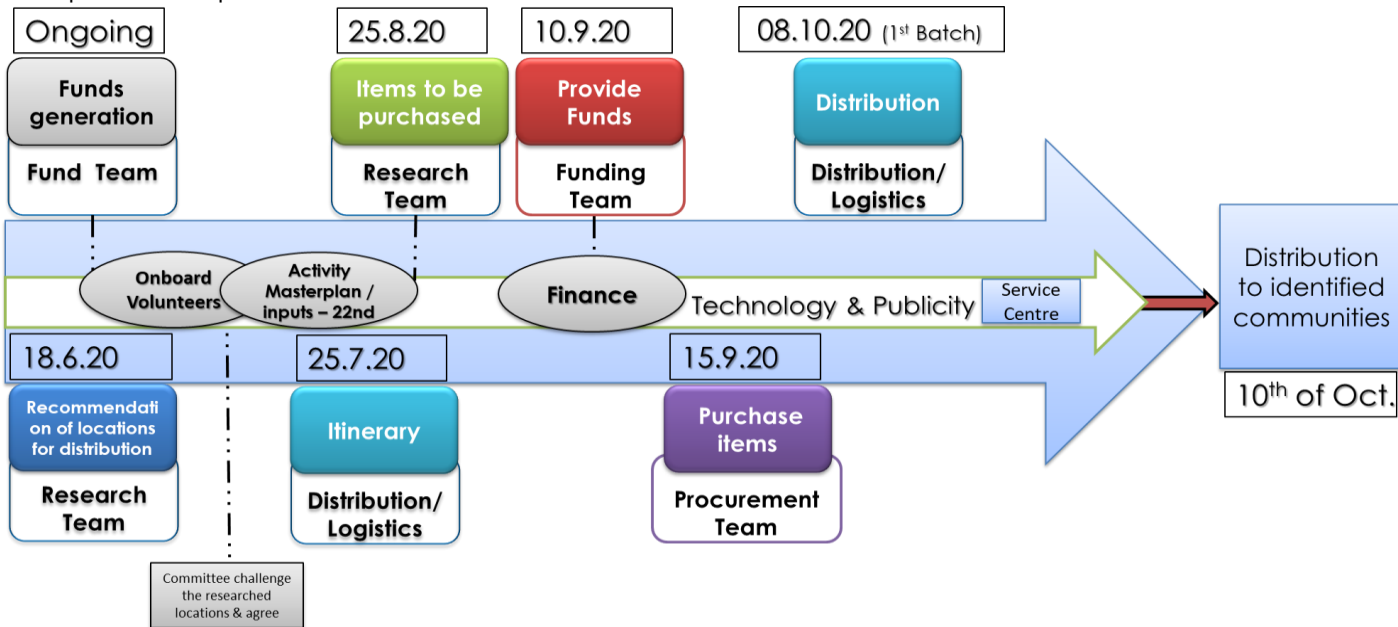
- ✓ As at 13th of September 2020, the sum of **N10,680,000** was donated by a total of **261 donors**
- ✓ A concentration map of the donors were developed and used for target donation publicity.

- **Reporting:**

- ✓ Weekly report capturing donations and activities are developed, reviewed, approved and shared.

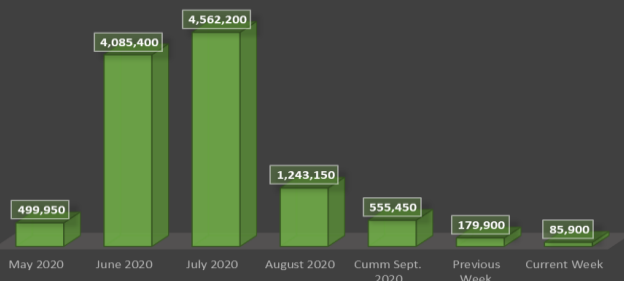
# Activity Master Plan (Timeline)

The activity master plan towards the planned distribution timeline (1st batch) is ambitious, and dependent upon donations and access to funds.

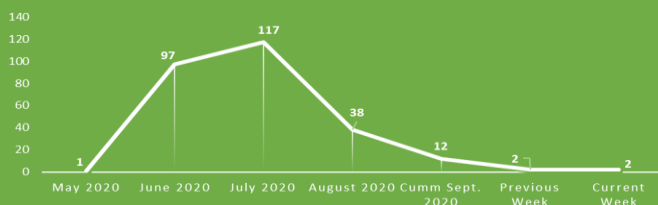


### NLNG Employee Care Program - Weekly Financial Report – 27<sup>th</sup> September 2020

WEEKLY NET DONATIONS RECEIVED (NGN)



NUMBER OF DONORS



**N 10,946,150**

This represents net cumulative collections till date, made up of total donations of N10,959,000 less stamp duty charges of N12,850. Net inflow for the week stood at **N85,900**



**265 Donors**

This represents the total number of individual donations received as at 27<sup>th</sup> September 2020, up by 2 donors from prior week.

**Bank Name:**  
**Beneficiary Name:**  
**Account Number:**  
**Narration:** COVID-19

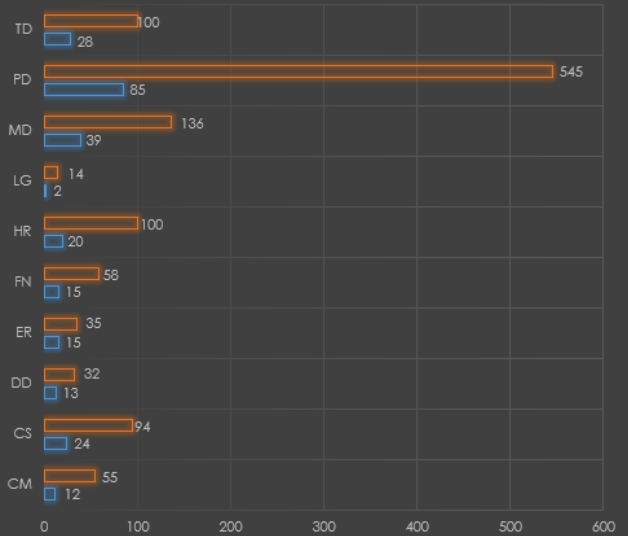
Guaranty Trust Bank (GTB)  
NLNG Employees Care  
0586664332



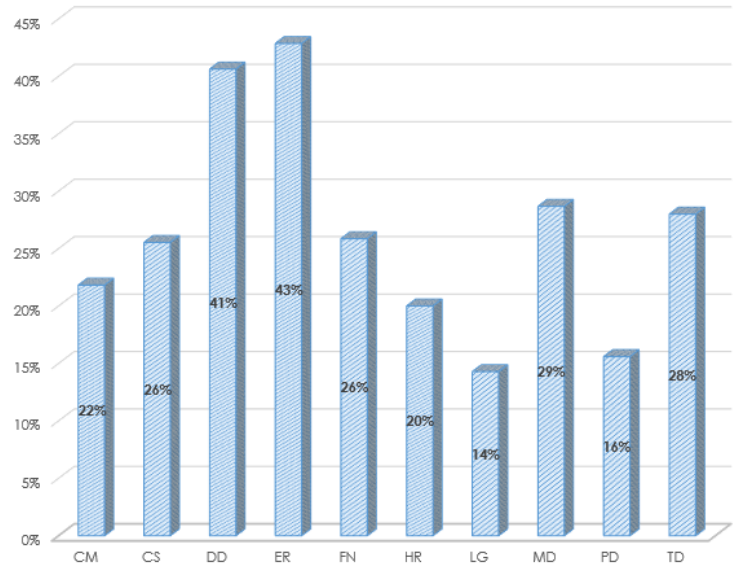
# WHERE WE ARE. THANK YOU

## DONORS VS STAFF

■ Total Staff ■ Contributors



## PARTICIPATION INDEX



# PALLIATIVE DISTRIBUTION

**Target Groups:** Orphanages | Care Homes

**Locations:** Bonny | Port Harcourt | Abuja | Lagos

**PALLIATIVE DISTRIBUTION PHASE 1: N10Million worth of palliatives**

*Volunteers, Support and Fund the Drive!*

**Date** | 3rd & 10th October | 2020

**Donate**  
**Account Name:** NLNG Employees Care  
**Account No:** 0586664332  
**Narration:** COVID-19 | **Bank:** GTBank



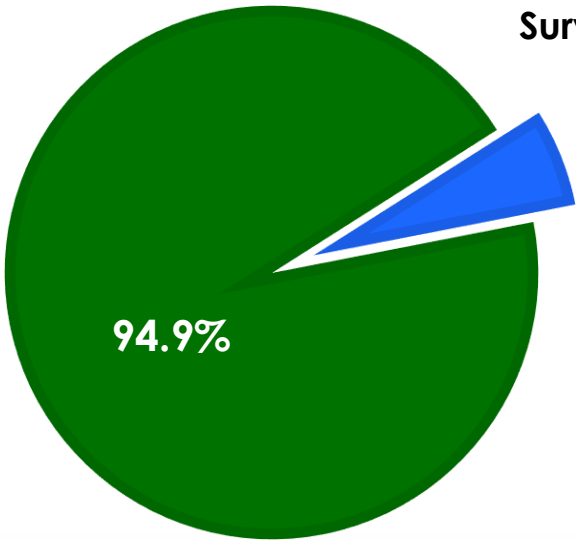
# SURVEY OUTCOME

The NLNG Employees Care initiative provides a platform for NLNG Staff to impact lives and show that we care! As this is a collective effort, we decided to get the input of donors through a survey on the framework and distribution plan of the outreach. Below are graphical representations of responses received.

## NLNG Employees Care Initiative Survey Responses to Target Group Ranking

1

**Question 1:** We have ranked the preferred target groups as follows: Orphanages (1st); Care Homes (2nd); Public Schools (3rd); Isolation Centres (4th); Host Communities (5th). The recommendation is to donate materials to the first 2 target groups (Orphanages and Care Homes). Kindly indicate if you agree or prefer another order.



### Legend

- Yes, I Agree and support the ranking done.
- No, I do not agree to the ranking



Isolation Centers

#### Note:

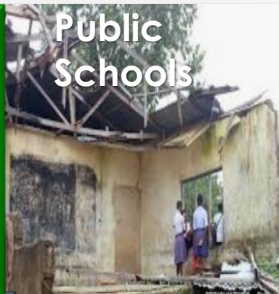
This is one group many have not reached out to during the pandemic



Host Communities

#### Note:

This is another group may donors have not focused on



Public Schools

#### Note:

Donations are made to the State who distributes to the centers



Orphanages

#### Note:

This group has enjoyed donations from Federal Govt. & NGOs

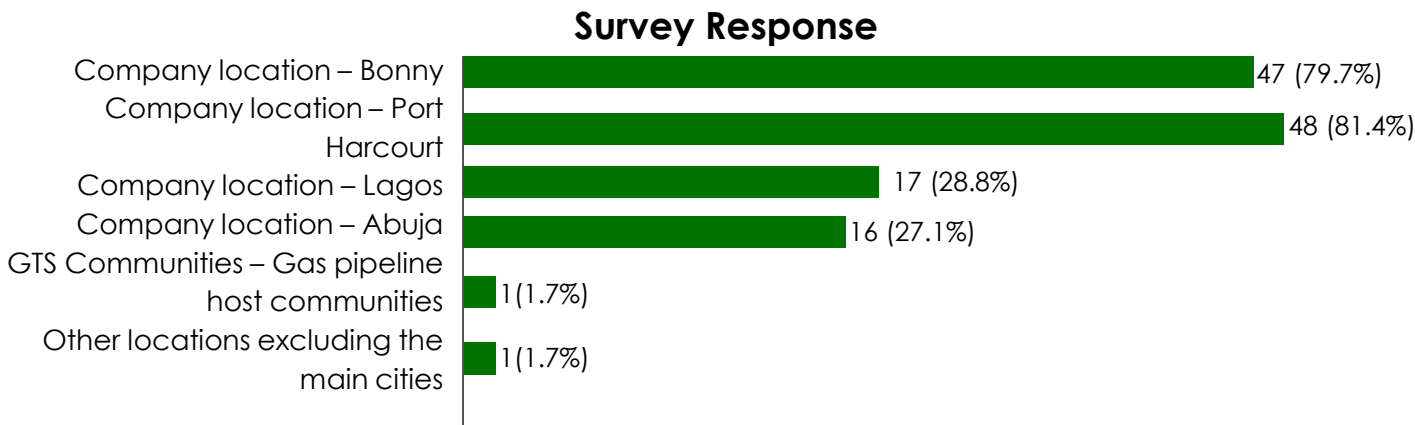


Care Homes

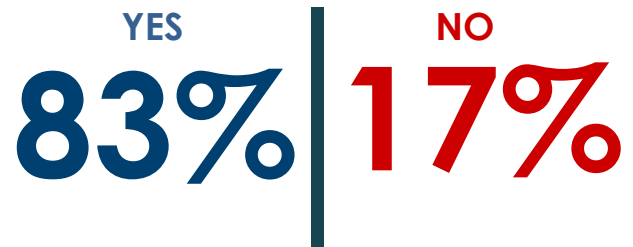
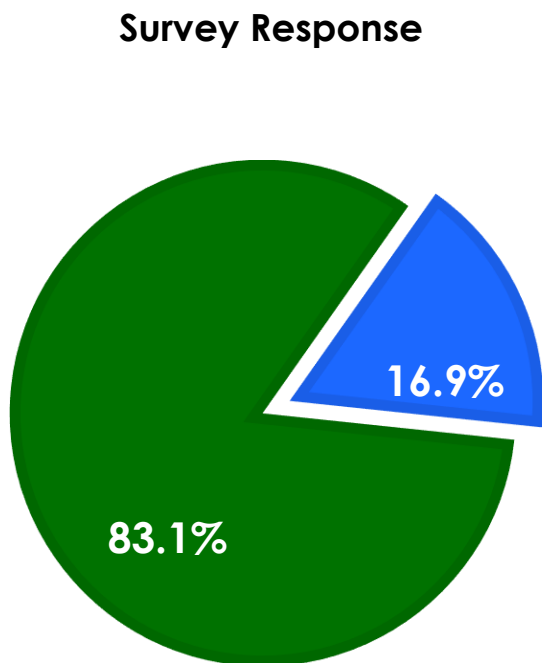
#### Note:

This group has not been impacted as the Host Communities due to the shutdown.

**Question 2:** Indicate your preferred location to be considered for the planned one-off support by the Initiative (You may select more than 1 option, where applicable).



**Question 3:** It is proposed to split fund equally amongst the agreed selected target groups. Kindly indicate if you agree with this split proposal or you prefer a different split.



**Legend**

- Yes, I agree and support the proposed equal split amongst the selected target groups
- No, I do not agree to the proposed split

# Sustainability Plan



Coming  
Soon



## ITEMS TO BE PROCURED AND DISTRIBUTED



- Hand Sanitizers
- Face Masks
- Disinfectant/Cleaning agents
- Hand gloves
- Hand washing equipment
- Tissue papers

Bags of rice  
Cartons of Indomie  
Bags of garri  
Bags of Salt  
Bags of sugar  
Cartons of pasta  
Oil





## PUBLICITY CONTENT GALLERY

# NLNG Employees Care – COVID 19 Support

#StayHome #StaySafe  
#NLNGEmployeesCare



Your  
contribution can  
*save lives!*

### LET'S MAKE A DIFFERENCE.

Support the NLNG Employees Care COVID-19 Relief Effort



#### DONATIONS

Name: NLNG Employees Care  
Narration: COVID-19

Account No: 0586664332  
Bank: GTBank



**IDEAS?**  
Send to:

NLNG-We.Care@nlng.com

**CALL FOR VOLUNTEERS**

Join us to make the world a better place

Kindly scan the QR  
Code below to pledge



NEC is a staff-driven volunteer initiative. Immediate focus is COVID-19 Relief.

**Our aim is to mobilize N30m in 3months.**

**How do I Support?**

**Volunteer & Donate.**

NB. If all Staff donate N50,000 or more, target for initial outreach will be realized.

**Not currently Liquid?**

No problem, kindly scan QR code on the left to pledge or send to **[NLNG-We.Care@nlng.com](mailto:NLNG-We.Care@nlng.com)**



## Got Ideas?

## Feel free to share with us

Send to: [NLNG-We.Care@nlng.com](mailto:NLNG-We.Care@nlng.com)



# PUBLICITY CONTENT GALLERY

**LET'S MAKE A DIFFERENCE**  
Support The NLNG Employees  
COVID-19 Relief Effort

Your contribution can  
*save lives!*

**DONATIONS**  
NLNG Employees Care  
No: 0586664332  
: COVID-19  
Bank

**Got Ideas?**  
Send to  
[NLNG-We.Care@nlng.com](mailto:NLNG-We.Care@nlng.com)

#StayHome #StaySafe  
#NLNGEmployeesCare

**CARE**  
NLNG EMPLOYEES

**LET'S MAKE A DIFFERENCE**  
Support the NLNG Employees Care COVID-19 Relief Effort

**DONATIONS**  
Name: NLNG Employees Care  
Narration: COVID-19  
Account No: 058666  
Bank: GTBank

**IDEAS?**  
Send to:  
[NLNG-We.Care@nlng.com](mailto:NLNG-We.Care@nlng.com)

**CALL FOR VOLUNTEERS**  
Join us to make the world a better place

Kindly scan  
Code below



# PUBLICITY CONTENT GALLERY



Your contribution can **SaveLives!**

**Let's make a DIFFERENCE**

Support the NLNG Employees COVID-19 Relief Effort

**Donations**

Name: **NLNG Employees Care**  
Account No: **0586664332**  
Narration: **COVID-19**  
Bank **GTBank**

Kindly scan the QR Code below to pledge



**CALL FOR VOLUNTEERS**  
Join us make the world a better place

**Got Ideas?** Send to  
NLNG-We.Care@nlng.com



**Let's make a DIFFERENCE**

Support the NLNG Employees COVID-19 Relief Effort

Your contribution can **SaveLives!**



**Donations**

Name: **NLNG Employees Care**  
Account No: **0586664332**  
Narration: **COVID-19**  
Bank **GTBank**

**Got Ideas**  
NLNG-We.Care

## Editorial Team

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**Mosiwamafa Attoyo**

**Ibukun Onasanya**



All correspondence and enquires should be sent to the editorial team.