



CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS

(Establishment Act No. 16 2015)

OFFICE OF THE REGISTRAR-GENERAL

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From: National Secretariat, HQ Lagos

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Date: 30th March, 2017

To: Zonal Coordinators
State Chairmen and Secretaries
Chapter Chairmen and Secretaries
Liaison Officers

2017 INTERNATIONAL SECRETARIES & OFICIAL REPORTERS WEEK CELEBRATION IN NIGERIA – APRIL 24TH – 28TH

Please note that the National Executives meeting of 10th March 2017 resolved and recommended to celebrate this year's International Secretaries Week on April 24th to 28th. The Governing Board's meeting of 24th march 2017 has approved the date, and recommendations were made as follows.

- That all State Branch of the Institute should observe a week's celebration
- All Chapters in various organisation and institutions should observe a day's celebration
- Any State or Chapter that is unable to celebrate the occasion during the approved week should write or apply to the National Secretariat for any date between 1st and 31st of May 2017.

Please take note that no event or celebration will take place after 31st of May as a result of the Annual General Meeting, Induction, and Re-certification of members between June and July 2017.

The central theme for the 2017 International Secretaries Week is focused on **Digitalization: the Role and impact on OTM (Secretarial and Verbatim Reporters Career).**

Objectives: The fundamental objectives of this celebration in Nigeria which is a worldwide event is.

1. To create awareness and publicise the Institute and work of secretaries and official reporters as an important ingredient for effective management of

- organizations (All awards and honours must be approved in writing by the President and or Registrar on behalf of the Governing Board)
2. To recognize important personalities who have contributed to the development of humanity in industry, commerce, the professions and the work of the Institute
 3. To facilitate exchange of ideals and knowledge towards the promotions of secretarial and reportorial profession/practice
 4. To institutionalize and annual forum for recognizing the importance and contributions of Secretaries and Official Reporters by employers in organizations
 5. To market the silent import of the chartered status of the Institute and the new roles which the Certified Chartered Secretaries and Reporters play in Management Information System (MIS) as a Career path.

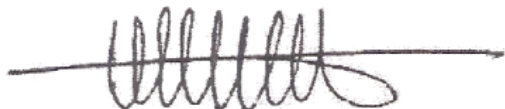
The National Executive and the Governing Board are of the view that each Branch/Chapter should raise fund to carry out very modest celebration. Any fund generated during the programme will be shared 70:30% gross income. Seventy (70) percent will go to the State Branch or Chapter while 30% will be remitted to the National Secretariat Headquarter.

The National Secretariat Headquarter will provide printed letter head papers to avoid mistake of the past where people print Institutes letter-headed papers and other instruments indiscriminately that doesn't represent the standard and image of the Institute. The President address will be read by his representative who will officiate at the programme. The Founder/Registrar will present a goodwill message that will cover the main theme focus to be used by all celebrating Branches and Chapters.

However for the sake of the symposium public lecture State Branches and Chapters are allowed to have only one guest speaker whose presentation must be submitted to the Governing Board Ad-Hoc Committee on 2017 International Secretaries Week for sighting and approval before it is presented in the name of the Institute.

For further information, please feel free to call the Corporate Services Officer (Membership) Blessing 08167612006.

Thank you for your understanding and cooperation.



**S.O.A. OZOMAH. FCSR, MNIM, FIDPM
REGISTRAR/CEO (Founder)**