



CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS OF NIGERIA

(Founded 1981 Chartered by Act No. 16, 2015)

National Secretariat:

Our Ref: CICSRN/36/NSMC/04-2023/Voi.1

Date: 3rd April, 2023

No. 137 Idimu Egbeda Road Elepo Alhaji Bus Stop, Lagos State
P.M.B. 038, SHOMOLU, Lagos Nigeria.

Phone: 08034072979, 08037849729, 08124579111

Website: www.cicsrng.org **Email:** icsr204@yahoo.com

icsr205@gmail.com, icsrtransictee@yahoo.com, info@cicsrng.org



Re: INVITATION TO ATTEND THE 36TH ANNUAL NATIONAL CONFERENCE/SEMINAR NOVEMBER 14 – 17, 2023 (ABUJA 2023).

We humbly invite you to sponsor our registered members and other eligible officers of your organization to the above-mentioned conference/seminar. It is a mandatory continuous professional development programme (MCPDP) for Official Verbatim Reporters, Confidential Secretaries, Secretarial Assistant Officers, Data Processors, Executive Officers and other categories of Administrative Officers and Professionals who hold positions of responsibility. We also seize this opportunity to thank you immensely for your past patronage, consistent cooperation and sponsorship of your secretarial officers to our various result-oriented manpower development and training programmes.

The theme and sub-themes of this year's conference are tailor-made to broaden the skills and scope of responsibility of participants for greater relevance within integrated management frame work of secretarial and administrative professionals. The career path of secretaries is now focused on management information services which every modern organization needs in this ICT era. The conference is also aimed at ensuring that all administrative professionals are developed to acquire relevant ICT knowledge that would enhance managerial effectiveness and inclusive participation in promoting good corporate governance. It would also facilitate productivity in today's position and enhance competence and responsibility for future opportunities. The following has been chosen and approved by the Governing Board as the topical issues of national and professional interests to be focused upon by the Institute in 2023.

Main theme: "FUTURE AND PROSPECTS OF CHARTERED SECRETARIES & REPORTERS IN NATION BUILDING".

Sub-Themes:

- Prospects and Scope for Private Practice Package (PPP).
- Capacity and Competency development towards nation building: Place of Professionalism, Integrity, Transparency, Accountability, Information Services and Management.
- Data and data Security Management Information Services: Use of Cloud Computing Technique.

Conference Registration Fee: *N70,000 for ICSR-Members and N80, 000 for Non-Members payable by e-payment into ICSR-UBA Plc. Acct No. 1000535871 or ICSR-FBN Plc. Acct. No. 2000861708. Credit participation is NOT ALLOWED*

Conference Venue: Royal Choice Hotel/Inn, Beside National Christian Centre, (Ecumenical) behind new CBN HQ, Sanni Abacha Way, Central Business District, Abuja.

Conference Date: 14 – 17, November 2023.

Our request is for you to kindly forward the nomination of our members' in your Organization as well as pass information to the various Departments in your organization for service-wide nomination and sponsorship of sizeable number of delegates to this year's stimulating Conference/Seminar.

**Oshili O. Francis, B.Sc, PGDE, MCSR, ITETO,
for: Registrar/CEO**

Governing Board:	President:	Elder (Mrs).	Charity Favour Nwoko,	FCSR,	MBA,
Founder/Registrar:	Samuel O. A. Ozomah,	FCSR, MNIM, FIDPM, DIL,	Obong Louis Ekpah,	FCSR,	
	Engr. H. I Anyanwu,	FCSR, FMS, FCPQM, FIIE, FNIIE,	Mrs. Olufunmilayo J. Sado, MSc, FCSR.	Mr. Joseph C. Chikagwa	FCSR,
Govt. Representatives:	Mrs. Juliana Muolokwu (NBTE),	Mr. Essien Sunday Essien (NUC),	Mrs. Anna Chima (FME)		
(Two Reps. Office of the Head of Civil Service of the Federation)					