

MINISTRY OF WOMEN AFFAIRS AND SOCIAL WELFARE

In Collaboration with

BENUE STATE BUDGET & ECONOMIC PLANNING COMMISSION

SEMINAR REPORT

Aim:

Participation | Accountability | Efficiency | Impact



REPORT OF THE ONE- DAY CAPACITY- BUILDING SEMINAR ON BUDGET PREPARATION AND PERFORMANCE



1.0 INTRODUCTION

A one-day capacity-building seminar on budget preparation, budget performance, and budget analysis was organized for staff of the Ministry of Women Affairs and Social Welfare, Benue State. The seminar was facilitated by the Benue State Budget and Economic Planning Commission (BSBEPC) as part of efforts to strengthen the capacity of staff of the Ministry and improve their understanding of the state budget process.

The seminar was designed to provide participants with practical knowledge of the budget cycle, the preparation and use of budget templates, budget performance monitoring and analysis, and the general principles of budget analysis. The programme also provided an opportunity for interaction between the Ministry and the Benue State Budget and Economic Planning Commission.

2.0 OPENING CEREMONY

The one-day seminar commenced with the recitation of the first stanza of the Nigerian National Anthem, which served as the opening prayer and marked the commencement of the programme.

The moderator, Mr. Orkuma, thereafter introduced the Honourable Commissioner of the Ministry of Women Affairs and Social Welfare, Hon. Mrs. Theresa Odachi Ikwue, alongside the directors and other senior officials of the Ministry.



The Director of Budget, Mr. Terlumun Asaa, who represented the Director-General/Chief Executive Officer of the Benue State Budget and Economic Planning Commission, Prof. Jerome Andohol, subsequently introduced members of the Commission's team who were present to facilitate the various sessions of the seminar.

3.0 OPENING REMARKS BY THE HONOURABLE COMMISSIONER

In her opening remarks, the Honourable Commissioner, Hon. Mrs. Theresa Odachi Ikwue, expressed her appreciation to the Director-General/Chief Executive Officer of the Benue State Budget and Economic Planning Commission, Prof. Jerome Andohol, for kindly considering her request for the organization of the capacity-building programme for staff of the Ministry. She described him as a team player and commended the Commission for its willingness to collaborate with the Ministry.

The Honourable Commissioner urged the staff who participated in the seminar to approach the training with an open mind and a willingness to **unlearn, learn, and relearn**. She emphasized that continuous learning and capacity development were essential to positioning the staff to effectively prepare a comprehensive and credible budget for the Ministry.

She further noted that a well-prepared budget would enhance the Ministry's ability to effectively present its programmes and activities to the appropriate authorities and increase the likelihood of receiving the necessary consideration and approval by the Benue State House of Assembly.



The Honourable Commissioner encouraged participants to actively participate in the sessions, ask questions, seek clarification where necessary, and make the most of the opportunity provided by the seminar. She expressed confidence that the knowledge acquired would improve the quality of budget preparation and implementation within the Ministry. She also thanked the Benue State Budget and Economic Planning Commission for its collaboration and appealed for more capacity-building engagements between the two institutions in the future.

4.0 KEYNOTE ADDRESS

The keynote address was delivered on behalf of the Director-General/Chief Executive Officer of the Benue State Budget and Economic Planning Commission, Prof. Jerome Andohol, by the Director of Budget, Mr. Terlumun Asaa.

In his address, the Director of Budget emphasized that the budget process and its implementation are participatory activities that require the collective efforts of all stakeholders. He explained that effective budget preparation and implementation require the involvement, cooperation, and commitment of relevant Ministries, Departments and Agencies (MDAs).



He stressed that budgeting should no longer be viewed solely as the responsibility of government officials or as an exclusively governmental affair. Rather, both the formal and informal sectors, as well as other relevant stakeholders, have important roles to play in ensuring that government plans and programmes are effectively captured, funded, implemented, and monitored.

He further emphasized the importance of collaboration among Ministries, Departments and Agencies, noting that **inter-MDA collaboration cannot be overemphasized** in achieving the development objectives of the state. Effective collaboration, he explained, promotes better coordination, reduces duplication of efforts, and ensures that available resources are directed towards priority areas. The Director of Budget commended the Honourable Commissioner for taking the initiative to request the capacity-building seminar for her staff. He described the initiative as a step in the right direction and encouraged other MDAs to emulate the Ministry by investing in the continuous capacity development of their staff.

He concluded by expressing appreciation to the Ministry for the opportunity to engage its staff and reaffirmed the Commission's commitment to supporting improved budget preparation and implementation across the state.



5.0 TECHNICAL SESSIONS

The seminar consisted of four major technical sessions. Each session focused on an important aspect of the budget process and was delivered by a facilitator from the BSBEPCC.

5.1 The Budget Cycle

Facilitator: Mr. Terlumun Asaa, Director of Budget

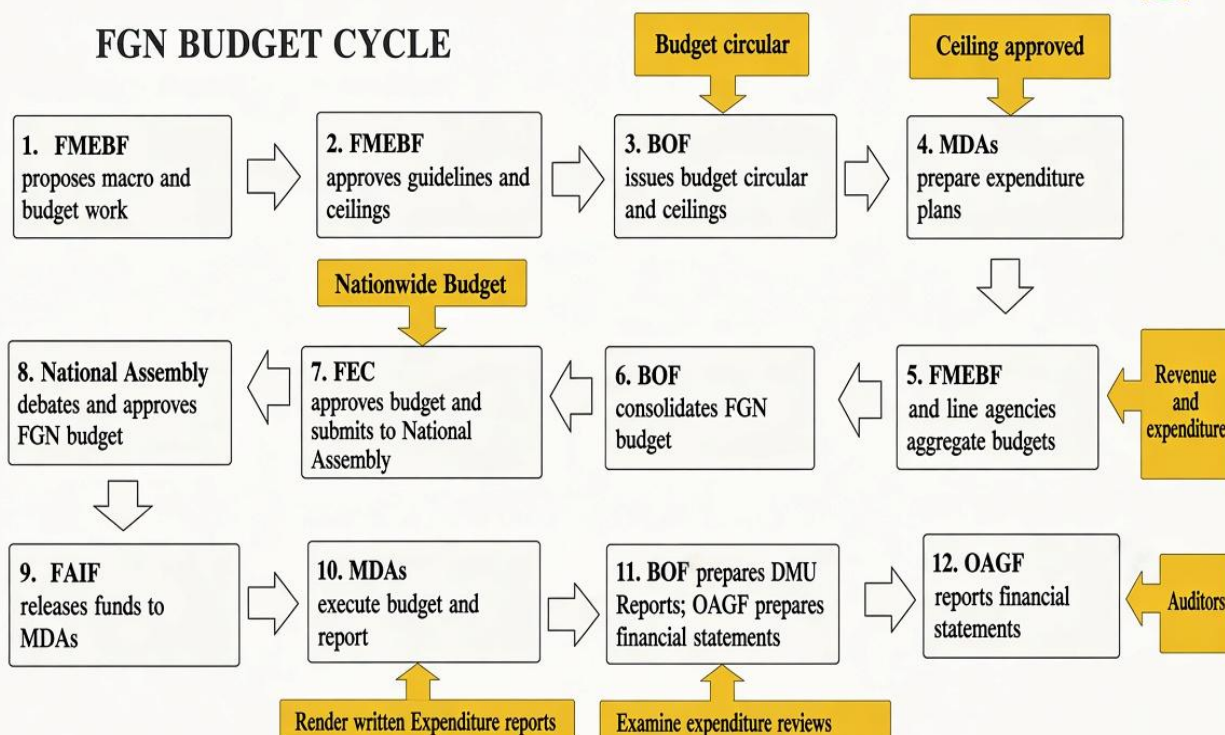
The first session focused on the **Budget Cycle**. The facilitator explained the various stages involved in the preparation, approval, implementation, monitoring, and evaluation of the state budget.



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The session provided participants with an understanding of the relationship between budget planning and government development objectives. It also highlighted the importance of timely submission of budget performance on a month-to-month basis, and budget proposals and compliance with established budget guidelines and procedures.

5.2 Introduction to the Budget Template

Facilitator: Mr. Daniel Ogah

The second session introduced participants to the **Budget Template**. The facilitator explained the structure and purpose of the template and demonstrated how MDAs are expected to capture their proposed programmes, activities, expenditures, and other relevant budget information.

The session was particularly useful in helping participants understand the importance of accurate and complete information when preparing budget submissions. Participants were encouraged to ensure that proposed budget items are properly aligned with the programmes and activities of their Ministry.

He also stressed the need for budget officers to use the relevant codes , heads and sub-heads to make their work easy and transferable at the budget office.



5.3 Introduction to Budget Performance Template and Analysis

Facilitator: Mr. Dominic Ola Agbo

The third session focused on the **Budget Performance Template and Analysis**. Participants were introduced to the methods used to monitor and assess the level of budget implementation.

The facilitator explained the importance of comparing approved budget provisions with actual releases and expenditures. Such analysis helps government institutions determine the extent to which approved programmes and activities are being implemented and identify areas requiring attention or improvement.

Participants were also guided on how to use the budget performance template to provide relevant information for monitoring, reporting, and decision-making.

5.4 An Overview of Budget Analysis

Facilitator: Mr. Otama Joseph

The fourth and final technical session provided participants with an **Overview of Budget Analysis**. The facilitator explained the importance of analysing budget information to determine how government resources are allocated and utilized. The session emphasized that proper budget analysis assists government institutions in identifying spending patterns, assessing performance, determining priorities, and making informed decisions regarding the allocation and utilization of public resources. The session also highlighted the Benue in 2023 and how it has progressed, he reinforced also how to interpret and analyse budget information effectively.



6.0 QUESTION AND ANSWER SESSIONS

At the end of each technical session, participants were given the opportunity to ask questions and seek clarification on issues relating to the subject matter presented.

The facilitators responded to the questions raised and provided further explanations and practical guidance where necessary. The interactive nature of the sessions enabled participants to relate the presentations to their responsibilities within the Ministry and gain a better understanding of the practical application of the knowledge acquired.

7.0 CLOSING REMARKS

In his closing remarks, the Director of Budget, Mr. Terlumun Asaa, expressed appreciation to the Honourable Commissioner, Hon. Mrs. Theresa Odachi Ikwue, for her initiative and commitment to improving the capacity of staff of the Ministry. He described her as a **trailblazer** for demonstrating concern for the professional development and capacity building of her staff.

He also commended the staff of the Ministry of Women Affairs and Social Welfare for their active participation and willingness to learn. He noted that their patience and commitment throughout the various sessions demonstrated that they appreciated the opportunity and did not take the capacity-building programme for granted.

He encouraged the participants to apply the knowledge gained from the seminar to their day-to-day responsibilities, particularly in the areas of budget preparation, budget implementation, monitoring, performance reporting, and analysis.



8.0 REMARKS BY THE DIRECTOR OF ADMINISTRATION AND SUPPLY

The Director of Administration and Supply of the Ministry, Mr. Martins Tseuma, delivered the closing remarks on behalf of the Ministry.

In his remarks, he urged the staff to appreciate and support the Honourable Commissioner, Hon. Mrs. Theresa Odachi Ikwue, (who He called, **Mother-Theresa**), in her efforts to reposition the Ministry and strengthen its programmes and interventions in the women and social welfare sector of the state.

He encouraged staff to put the knowledge and experience gained during the seminar into practical use and to ensure that the training contributes meaningfully to the effective service delivery of the Ministry and the overall development of Benue State.

He also expressed appreciation to the Director-General/Chief Executive Officer of the Benue State Budget and Economic Planning Commission, Prof. Jerome Andohol, and the entire team of the Commission for their efforts towards strengthening the budget process in the state and ensuring that Benue State keeps pace with developments and best practices in public budgeting.



9.0 KEY OUTCOMES OF THE SEMINAR

The seminar achieved several important outcomes, including:

- **Improved understanding of the budget cycle:** Participants gained a better understanding of the various stages involved in the state budget process.
- **Improved knowledge of budget preparation:** Participants were introduced to the appropriate budget template and gained practical knowledge of how budget proposals should be presented.
- **Improved understanding of budget performance:** Participants gained knowledge of how to monitor budget implementation and compare approved provisions with actual performance.
- **Enhanced budget analysis skills:** The seminar exposed participants to the importance of analysing budget information for effective decision-making and resource allocation.
- **Improved inter-MDA collaboration:** The programme strengthened interaction between the Ministry of Women Affairs and Social Welfare and the Benue State Budget and Economic Planning Commission.
- **Staff capacity development:** The training provided an opportunity for staff to update their knowledge and improve their competence in budget-related responsibilities.
- **Encouragement of continuous learning:** Participants were encouraged to embrace continuous learning, including the need to unlearn, learn, and relearn in response to changing requirements and practices in public administration and budgeting.



10.0 CONCLUSION

The one-day capacity-building seminar was a valuable and timely initiative aimed at strengthening the capacity of staff of the Ministry of Women Affairs and Social Welfare in budget preparation, performance monitoring, and analysis.

The presentations and interactive sessions provided participants with practical knowledge of the budget cycle and the tools required for effective budget preparation and performance assessment. The seminar also highlighted the importance of collaboration between MDAs and the need for collective responsibility in achieving the development objectives of Benue State.

The initiative by the Honourable Commissioner to facilitate the training demonstrates a strong commitment to staff development and institutional strengthening. It is expected that the knowledge acquired by participants will be translated into improved budget proposals, better budget implementation, effective monitoring, and enhanced service delivery by the Ministry.



11.0 RECOMMENDATIONS

Based on the proceedings and outcomes of the seminar, the following recommendations are made:

- ❖ Similar capacity-building programmes should be organized periodically to keep staff abreast of changes in budget procedures, guidelines, and government priorities.
- ❖ The Ministry should maintain regular engagement with the Benue State Budget and Economic Planning Commission for technical guidance on budget preparation and implementation.
- ❖ Staff who participated in the training should share the knowledge acquired with other relevant staff within the Ministry.
- ❖ Budget performance should be regularly monitored and analysed to identify implementation gaps and facilitate timely corrective action.
- ❖ The Ministry should ensure that its budget proposals are closely aligned with its programmes, activities, policy priorities, and the development objectives of the state.
- ❖ Inter-MDA collaboration should be strengthened to improve coordination, information sharing, and effective implementation of government programmes.
- ❖ Participants should apply the knowledge acquired from the seminar in their respective duties to ensure that the investment made in staff capacity development produces measurable institutional benefits.



12.0 ACKNOWLEDGEMENT

The Ministry of Women Affairs and Social Welfare appreciates the Director-General/Chief Executive Officer of the Benue State Budget and Economic Planning Commission, Prof. Jerome Andohol, and the entire team of the Commission for their cooperation and professional contributions towards the success of the seminar.

Special appreciation is also extended to the Honourable Commissioner, Hon. Mrs. Theresa Odachi Ikwue, for initiating and facilitating the capacity-building programme and for demonstrating commitment to the continuous development of staff of the Ministry.

The Ministry further appreciates all facilitators and participants for their contributions, active engagement, and commitment throughout the programme.

Report By:
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13.0 Photo Speaks:





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*To Strengthen Staff Capacity in Budget Preparation,
Promoting Efficiency, Accountability And Sound Financial Management.*