

CIRCULAR

Ref. No. 1319/XI/190

Office of the Secretary to the
Government of the Federation
The Presidency
Shehu Shagari Complex
Three Arms Zone
Abuja

20th July, 2026

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
National Security Adviser,
Chairman, Federal Civil Service Commission,
Chairman, Federal Character Commission
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Police Service Commission,
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
Chairman, National Salaries, Incomes and Wages Commission,
Chairman, Code of Conduct Tribunal,
Chairman, Code of Conduct Bureau,
Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria, Chairman, Independent Corrupt Practices and
Other Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, Federal Inland Revenue Service,
Chairman, National Assembly Service Commission,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Accountant General of the Federation,
Auditor General for the Federation,
Heads of Extra-Ministerial Departments, Directors-General/Chief Executives of
Parastatals, Agencies and Government-Owned Companies

SECURITY CONCERNS RELATING TO OFFICIAL TRAVEL, FOREIGN ENGAGEMENTS, AND DIPLOMATIC PROTOCOL

The attention of the Federal Government has been drawn to emerging counter-intelligence vulnerabilities associated with the conduct of some Nigerian public officials during official foreign travel, international engagements, and interactions with foreign diplomatic entities.

2. Government recalls the provisions of Circular Ref. No. SGF/OP/I/S.3/12/7, dated 2nd November, 2016, titled **"The Need for Public Officers Undertaking Foreign Trips to Receive Briefings from the Ministry of Foreign Affairs"**, which directed all public officers undertaking official foreign travel to obtain appropriate diplomatic and consular briefings from the Ministry of Foreign Affairs, ensure proper coordination of official engagements abroad, and safeguard Nigeria's national interests.

3. Notwithstanding the foregoing, information received from relevant authorities indicates an increasing disregard for established security and diplomatic protocols. This includes inadequate awareness of counter-intelligence threats, failure to disclose official foreign travel plans to the relevant authorities, participation in official activities abroad without liaison with Nigerian diplomatic missions, and other practices inconsistent with established government procedures. These developments have the potential to undermine national security coordination and expose public officials and government institutions to surveillance, cyber exploitation, recruitment attempts, influence operations, and other hostile intelligence activities.

4. It has also been observed that some Ministries, Departments and Agencies (MDAs) engage foreign consultants, institutions, and intermediaries overseas without appropriate notification to, or coordination with, Nigerian Embassies and High Commissions. Additionally, invitations extended to foreign diplomats accredited to Nigeria for official events are, in some instances, issued without prior consultation with the appropriate authorities. Reports further indicate cases of direct engagement between foreign diplomatic representatives and State Government officials outside established diplomatic channels, contrary to accepted diplomatic practice and applicable international obligations.

5. Government is further concerned about the non-adherence to standard procedures governing the acceptance, declaration, and retention of gifts, souvenirs, and other items received by public officials during official engagements, particularly foreign assignments. Such practices may create vulnerabilities capable of undermining institutional integrity and compromising national security interests.

6. Accordingly, and in furtherance of the directives contained in Circular Ref. No. SGF/OP/I/S.3/12/7 of 2nd November, 2016, all Ministries, Departments and Agencies

(MDAs) are hereby directed to ensure strict compliance with the following additional measures:

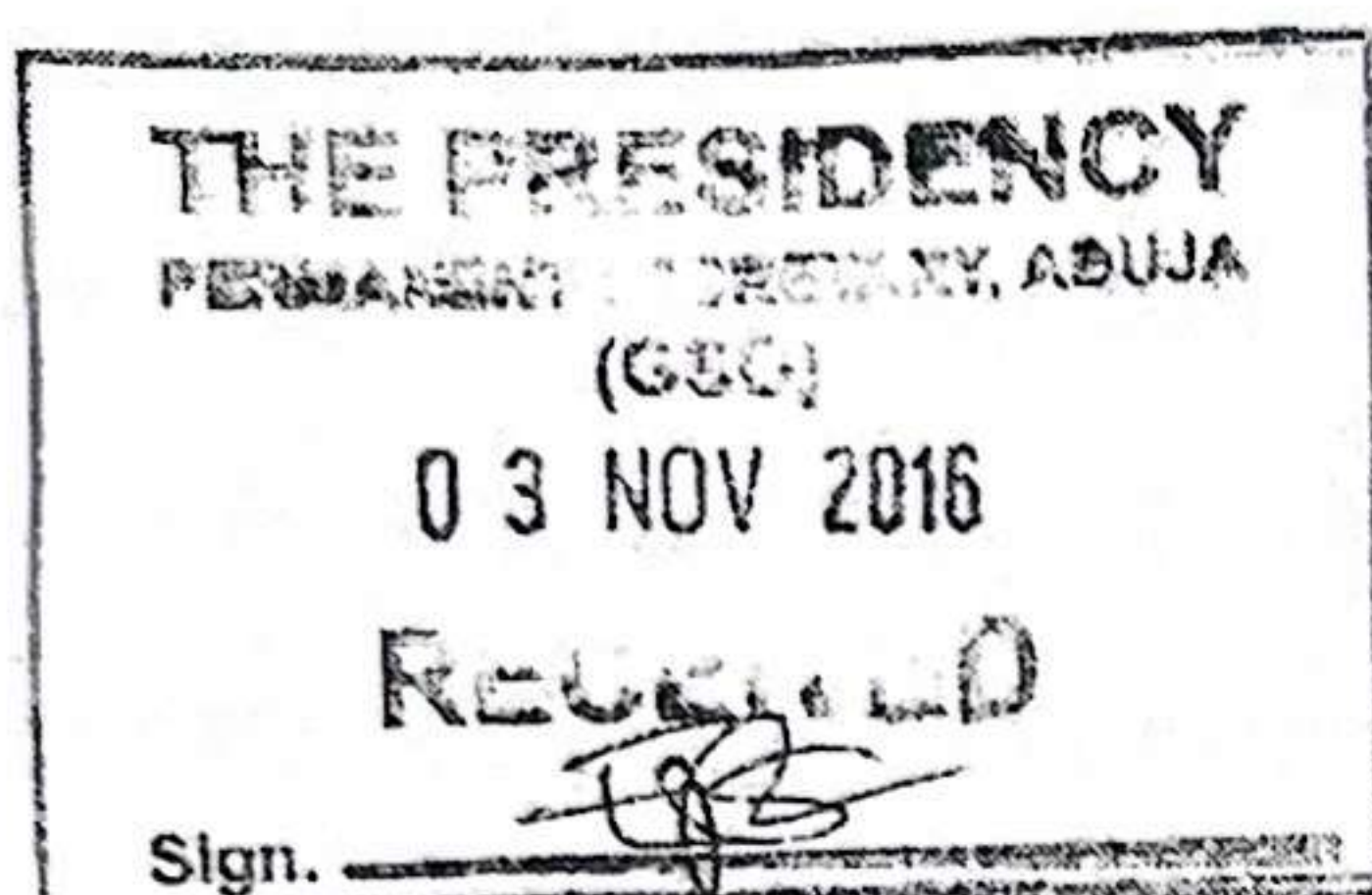
- a. Institute mandatory counter-intelligence awareness and security briefings for public officials undertaking official foreign travels and engagements;
- b. Ensure timely disclosure of official foreign travel plans, programmes, and intended engagements through appropriate government channels and relevant authorities;
- c. Maintain close liaison and coordination with Nigerian Embassies, High Commissions, and Missions prior to and during official engagements abroad;
- d. Obtain appropriate guidance through the Ministry of Foreign Affairs and relevant authorities before engaging foreign diplomats on issues with potential national security implications;
- e. Ensure that invitations involving foreign diplomatic representatives for official events are appropriately communicated through established channels for necessary coordination and assessment;
- f. Strengthen internal disclosure and oversight mechanisms relating to foreign-funded engagements and interactions involving strategic government stakeholders;
- g. Abide by the extant procedures for declaration, documentation, and appropriate security review of gifts, souvenirs, and items received during official engagements; and
- h. Have officers readily available to participate in periodic counter-intelligence and diplomatic protocol sensitisation/awareness programmes to be coordinated by designated government institutions at designated times within a calendar year.

7. Honourable Ministers, Permanent Secretaries and Chief Executive Officers are to ensure strict compliance with the contents of this circular.


Sen. George Akume, fnim, CON
Secretary to the Government of the Federation

C I R C U L A R

Ref. No. SGF/OP/II/S.3/12/7



Office of the Secretary to the
Government of the Federation,
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja

2nd November, 2016

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commission,
Chairman, Federal Character Commission,
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Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,
Chairman, National Population Commission,
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Chairman, Independent Corrupt Practices and other Related Offences
Commission,

Chairman, Economic and Financial Crimes Commission,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General of the Federation,
Heads of Extra-Ministerial Departments/Directors-General/Chief
Executive Officers of Parastatals, Agencies and Government-Owned
Companies.

**THE NEED FOR PUBLIC OFFICERS UNDERTAKING FOREIGN TRIPS
TO RECEIVE BRIEFINGS FROM MINISTRY OF FOREIGN AFFAIRS**

It has come to the attention of Mr. President that Public Officials attend Conferences, Seminars, Trade Fairs, Workshops, etc. outside the country in uncoordinated manner and without proper background briefings on government policies. It is also observed that Government officials and high-ranking political office holders undertake trips abroad without prior checks on the state of our relations with the countries to which they travel. Such practices have no doubt profoundly embarrassed Government, often leaving in its wake, fallouts for the Ministry of foreign Affairs to manage.

2. In the light of the foregoing, Government has decided as follows:

- (i) The Ministry of Foreign Affairs should be notified of all impending overseas trips in order to obtain appropriate diplomatic and consular briefings from the Ministry. The involvement of the Ministry will also facilitate diplomatic assistance and proper

conduct of official business as well as protect Nigeria's national interest abroad;

- (ii) It is mandatory that pre-conference meetings and consultations should be held with the Ministry of Foreign Affairs in Nigeria, well in advance of the event to consider and adopt Nigeria's position on issues for clearance by competent authorities before the event. On return from such visits, a comprehensive report of the proceedings at the meeting should be prepared and sent to this Office not later than two weeks; and
- (iii) Where responsibility for a particular foreign activity cut across Ministries and Agencies, an inter-ministerial meeting comprising all affected Ministries/Agencies should be held with the Ministry of Foreign Affairs to align the position of Nigeria and obtain appropriate diplomatic and consular briefings in order to obviate possible unnecessary diplomatic and consular challenges posed to the Ministry. The position of Nigeria as articulated should accompany the application for approval. The delegation to participate in such events should be restricted to only functionaries of the core Ministries/Agencies directly involved.

3. Please bring the contents of this Circular to the attention of all concerned for immediate compliance.



Engr. Babachir David Lawal, FNSE, FNCS, FNIEEE
Secretary to the Government of the Federation