



# GLOBAL CONFERENCES & MULTI DISCIPLINARY ACADEMY

*Global training and Specialized Professional training*

## **NIGERIA**

No. 3 Rahama Close, Suite 25 Bataiya Plaza, Off Dunukofia Street, Area 11 Garki Abuja- FCT. P.O.Box 10 Area 10 Post Office.  
Tel: +2348037875610, +2348059086457

Website: [www.nipasnig.org](http://www.nipasnig.org)

## **U.A.E**

50 Jumeirah Bay Towers, 4th Floor, Jumeirah Lake Towers, Dubai UAE.

## **U.S.A**

4283 Express Lane, Suite 5967-704 Sarasota, FL 34249

email: [globalconferencesacademynig@gmail.com](mailto:globalconferencesacademynig@gmail.com)

Dear Sir/Ma,

9th January, 2022

## **SPECIAL INVITATION LETTER TO NOMINATE AND ATTEND OUR 2022 TRAINING LOCAL AND FOREIGN TRAINING WORKSHOP/CONFERENCE**

**Global Conferences & Multi-Disciplinary Academy** wish to invite you to nominate your Staff to attend our Local and Foreign training Workshops/Conferences which are geared toward enhancing the Skills, Knowledge and Competence of Participants to enable them cope with the day - to - day Professional Challenges at their Workplace.

Our training programmes as per attached holds at different choice centres across Nigeria , Dubai, Ghana.

The Course /Conference fees & Schedules as attached covers Tuition, Documentation, Conference bag, Souvenirs, Lecture materials, Tea/Lunch and Accredited Certification. Please call for an enquiry and send names of nominees to the Coordinator on 08055955723, 08037875610.

Training Fees can be made to : **Bank:** UBA, **Account No. :** 1023740207

Yours faithfully,

for: **GLOBAL CONFERENCES & MULTI-DISCIPLINARY ACADEMY**

**N.J. Obimba.** MCIBM, MCASI, MIDRPN

National Coordinator

GLOCMA, Nigeria ( 08055955723, 08037875610)

# TRAINING CALENDAR 2022

Quality Assured Training from



All courses listed in this brochure will hold as scheduled and can be run in-house at an agreed date and venue irrespective of public holidays.

### **ENQUIRIES:**

**Tel:** +234-08037875610, 08081282797, 08059086457, 08055955723, 08081400423

**E-mail:** [globalconferencesacademynig@gmail.com](mailto:globalconferencesacademynig@gmail.com)

**Co-ordinating District Office:** Suite 25 Bataiya Plaza, No. 3, Rahama Close Off Dunukofia Street Behind Southern Fried Chicken, Area 11 Garki, P. O. Box 5291 Area 10 Post Office, FCT, Abuja.



**NIGERIA SERVICE CENTRE FOR LOCAL TRAINING WORKSHOPS**

**GLOBAL CONFERENCES & MULTI - DISCIPLINARY ACADEMY ( GOLCMA)**

**2022 CONFERENCE TOPICS WITH COURSE FEES, DATES & VENUES : Call 08055955723, 08037875610**

Conference Titles	Target Audience	Venue and Dates		
<b>1. ESSENTIAL MANAGEMENT SKILLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC AND PRIVATE SECTORS</b> Course Fee: N100,500	All Directors of Administration, Deputy Directors, Assistant Directors, Permanent Secretaries, Heads of Parastatals in Public Sectors, Departments Ministries, and Agencies of Govt & Others Seconded to these Positions	<b>ABUJA</b> <b>Royal Dream Hotels</b> 10-14/Jan/2022 31/Jan-04/Feb/2022 21-25/Mar/2022 11-15/Apr/2022 02-06/May/2022 30/May-03/Jun/2022 20-24/Jun/2022 27/Jun-01/Jul/2022 11-15/Jul/2022 25-29/Jul/2022 15-19/Aug/2022 22-26/Aug/2022 05-09/Sept/2022 10-14/Oct/2022 24-28/Oct/2022 07-11/Nov/2022 28/Nov-02/Dec/2022 12-16/Dec/2022 26-30/Dec/2022	<b>KEFFI</b> <b>Crystal Hotel, Keffi</b> 07-11/Feb/2022 14-18/Feb/2022 28-01/Apr/2022 04-08/Apr/2022 02-06/May/2022 30/May-03/Jun/2022 20-24/Jun/2022 27/Jun-01/Jul/2022 04-08/Jul/2022 01-05/Aug/2022 22-26/Aug/2022 12-16/Sept/2022 17-21/Oct/2022 31/Oct-04/Nov/2022 28/Nov-02/Dec/2022 05-09/Dec/2022	<b>ENUGU</b> <b>Western Brick Hotels</b> 10-14/Jan/2022 07-11/Feb/2022 28/Feb-04/Mar/2022 21-25/Mar/2022 04-08/Apr/2022 09-13/May/2022 23-27/May/2022 13-17/Jun/2022 04-08/Jul/2022 08-12/Aug/2022 22-26/Aug/2022 26-30/Sept/2022 10-14/Oct/2022 14-18/Nov/2022 12-16/Dec/2022
<b>2. DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS ( KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS</b> Course Fee: N100,500	All Directors of Administration, Deputy Directors, Assistant Directors, Permanent Secretaries, Heads of Units, in Public Sectors, Departments and Ministries			
<b>3. DEVELOPING ADMINISTRATIVE OFFICERS LEADERSHIP &amp; MANAGEMENT COMPETENCIES FOR ORGANISATOINAL GROWTH</b> Course Fee: N97,500	All Administrative officers, Head of units, P.A's, Assistant and Deputy Directors, and other line staff in Public sectors			<b>LAGOS</b> <b>Excellence Hotels, Ikeja</b>
<b>4. EFFECTIVE ADMINISTRATIVE/ DETECTION AND PREVENTION OF PAYROLL AND PENSION FRAUD IN THE SYSTEM</b> Course Fee: N97,500	All Internal Audit officers, payroll & Accounts officers and Pension Administrators in private / public and MDA's	<b>PORT HARCOURT</b> <b>Executive Lounge NIM, University of Port Harcourt Chapter</b> <b>Call:07035261122</b> 03-07/Jan/2022 17-21/Jan/2022 31/Jan-04/Feb/2022 07-11/Feb/2022 28/Feb-04/Mar/2022 07-11/Mar/2022 28/Mar-01/Apr/2022 18-22/Apr/2022 25-29/Apr/2022 09-13/May/2022 30/May-03/Jun/2022 06-10/Jun/2022 13-17/Jun/2022 18-22/Jul/2022 22-26/Aug/2022 19-23/Sept/2022 24-28/Oct/2022 31/Oct-04/Nov/2022 21-25/Nov/2022 19-23/Dec/2022 26-30/Dec/2022	<b>KADUNA</b> <b>Hamdala Hotels, Kaduna</b> 03-07/Jan/2022 24-28/Jan/2022 21-25/Feb/2022 07-11/Mar/2022 28/Mar-01/Apr/2022 18-22/Apr/2022 16-20/May/2022 11-15/Jul/2022 15-19/Aug/2022 05-09/Sept/2022 03-07/Oct/2022 14-18/Nov/2022 19-23/Dec/2022	<b>AND</b> <b>De- Don's Event Centre</b> <b>Opp. Jomal College Festac Side Lagos</b> <b>Call: 08062353133</b> 24-28/Jan/2022 21-25/Feb/2022 28/Feb-04/Mar/2022 11-15/Apr/2022 23-27/May/2022 06-10/Jun/2022 18-22/Jul/2022 01-05/Aug/2022 29/Aug-02/Sept/2022 12-16/Sept/2022 17-21/Oct/2022 07-11/Nov/2022
<b>5. DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES AND E- GOVERNANCE STRATEGY IN TERTIARY INSTITUTIONS &amp; MDA'S</b> Course Fee: N95,500	All Directors, Deputy Directors, Assistant Directors, Heads of Depts/Units, Board Members, and Others Seconded to this Positions			
<b>6. EFFECTIVE DATA MANAGEMENT AND PAPERLESS OFFICE ADMINISTRATION IN ORGANIZATIONS</b> Course Fee: N85,500	All Data Entry Officers, Secretaries, Admin Officers, P.As, Clerical Officers, Supervisors, MIS Officers, Exec Officers, Operators and Others		<b>BENIN</b> <b>Piret Motel, GRA</b> 17-21/Jan/2022 14-18/Feb/2022 14-18/Mar/2022 25-29/Apr/2022 23-27/May/2022 13-17/Jun/2022 25-29/Jul/2022 08-12/Aug/2022 19-23/Sept/2022 03-07/Oct/2022 21-25/Nov/2022 19-23/Dec/2022	
<b>7. PRACTICAL APPROACH TO EFFECTIVE SPEECH DELIVERY, SPEECH WRITING METHODS, PRESENTATION SKILLS AND MASTERING COMMUNICATION SKILLS</b> Course Fee: N80,500	All HODs, S.As, Administrators, Unit Heads, Registrars, Asst Registrars, Principal Secretaries and Others			
<b>8. ENHANCING OFFICE TECHNOLOGY &amp; MANAGEMENT (OTM) AND SECRETARIAL DUTIES / ETIQUETTE</b> Course Fee: N80,500	All OTM professionals and Secretaries in MDA's and Corporations			
<b>9. PRACTICAL STEPS TO FORENSIC ACCOUNTING, INVESTIGATION AND AUDIT SKILLS IN MDA'S AND CORPORATIONS</b> Course Fee: N98,500	All Accountants, Audit Staffs and Investigation Officers in MDA's and Corporations			

**VENUE CLASSIFICATION:**

**ENUGU( ENU):** Western Brick Hotel by Enugu Sports Club

**LAGOS I (LOS):** Excellence Hotel Ogba Ikeja

**LAGOS II (LOS):** De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac, Lagos

**KADUNA (KAD):** Hamdala Hotel, Kaduna State.

**ABUJA( ABJ):** Royal Dream Hotel Mararaba Abuja

**KEFFI:** Crystal Hotel, Keffi - Nasarawa State

**BENIN (BEN):** Piret Motel, Etete GRA, before Etete Police Station, Benin  
**PORT HARCOURT:** Executive Lounge of NIM, University of Port Harcourt

Conference/Workshop National Coordinator . Fredrick Sunday N. 08037875610,08059086457,08081282797

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**LAGOS II (LOS):** De-Dons Event Centre, Opposite Jomal College, Omonile, Abuleado Festac Side Lagos

**KADUNA (KAD):** Hamdala Hotel **ABUJA( ABJ):** Royal\_Dream Hotel Mararaba Abuja

**KEFFI:** Crystal Hotel, Keffi - Nasarawa State

**BENIN (BEN):** Piret Motel, Etete GRA, before Etete Police Station, Benin, **PORT HARCOURT (PH):** Executive Lounge of NIM, University of Port Harcourt ( 07035261122)

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**NIGERIA SERVICE CENTRE FOR LOCAL TRAINING WORKSHOPS**  
**GLOBAL CONFERENCES & MULTI - DISCIPLINARY ACADEMY ( GOLCMA)**  
**2022 CONFERENCE TOPICS WITH COURSE FEES, DATES & VENUES : Call 08055955723, 08037875610**

Conference Titles	Target Audience	Venue and Dates		
<b>10. CORPORATE PLANNING, BUDGETING AND BUDGET CONTROL IN TERTIARY INSTITUTIONS &amp; MDA's</b> Course Fee: N75,500	All Accountants & Account Officers with the responsibilities of corporate planning Budgeting and monitoring of budget	<b>ABUJA</b> <b>Royal Dream Hotels</b> 10-14/Jan/2022 31/Jan-04/Feb/2022 21-25/Mar/2022 11-15/Apr/2022 02-06/May/2022 30/May-03/Jun/2022 20-24/Jun/2022 27/Jun-01/Jul/2022 11-15/Jul/2022 25-29/Jul/2022 15-19/Aug/2022 22-26/Aug/2022 05-09/Sept/2022 10-14/Oct/2022 24-28/Oct/2022 07-11/Nov/2022 28/Nov-02/Dec/2022 12-16/Dec/2022 26-30/Dec/2022	<b>KEFFI</b> <b>Crystal Hotel, Keffi</b> 07-11/Feb/2022 14-18/Feb/2022 28-01/Apr/2022 04-08/Apr/2022 02-06/May/2022 30/May-03/Jun/2022 20-24/Jun/2022 27/Jun-01/Jul/2022 04-08/Jul/2022 01-05/Aug/2022 22-26/Aug/2022 12-16/Sept/2022 17-21/Oct/2022 31/Oct-04/Nov/2022 28/Nov-02/Dec/2022 05-09/Dec/2022	<b>ENUGU</b> <b>Western Brick Hotels</b> 10-14/Jan/2022 07-11/Feb/2022 28/Feb-04/Mar/2022 21-25/Mar/2022 04-08/Apr/2022 09-13/May/2022 23-27/May/2022 13-17/Jun/2022 04-08/Jul/2022 08-12/Aug/2022 22-26/Aug/2022 26-30/Sept/2022 10-14/Oct/2022 14-18/Nov/2022 12-16/Dec/2022
<b>11. PROTOCOL SERVICES SKILLS DEVELOPMENT AND MANAGEMENT WORKSHOP</b> Course Fee: N75,500	All PR and Protocol officers in MDA's and Corporations	<b>PORT HARCOURT</b> <b>Executive Lounge NIM, University of Port Harcourt Chapter</b> <b>Call:07035261122</b> 03-07/Jan/2022 17-21/Jan/2022 31/Jan-04/Feb/2022 07-11/Feb/2022 28/Feb-04/Mar/2022 07-11/Mar/2022 28/Mar-01/Apr/2022 18-22/Apr/2022 25-29/Apr/2022 09-13/May/2022 30/May-03/Jun/2022 06-10/Jun/2022 13-17/Jun/2022 18-22/Jul/2022 22-26/Aug/2022 19-23/Sept/2022 24-28/Oct/2022 31/Oct-04/Nov/2022 21-25/Nov/2022 19-23/Dec/2022 26-30/Dec/2022	<b>KADUNA</b> <b>Hamdala Hotels, Kaduna</b> 03-07/Jan/2022 24-28/Jan/2022 21-25/Feb/2022 07-11/Mar/2022 28/Mar-01/Apr/2022 18-22/Apr/2022 16-20/May/2022 11-15/Jul/2022 15-19/Aug/2022 05-09/Sept/2022 03-07/Oct/2022 14-18/Nov/2022 19-23/Dec/2022	<b>LAGOS</b> <b>Excellence Hotels, Ikeja</b> <b>AND</b> <b>De- Don's Event Centre</b> <b>Opp. Jomal College Festac Side Lagos</b> <b>Call: 08062353133</b> 24-28/Jan/2022 21-25/Feb/2022 28/Feb-04/Mar/2022 11-15/Apr/2022 23-27/May/2022 06-10/Jun/2022 18-22/Jul/2022 01-05/Aug/2022 29/Aug-02/Sept/2022 12-16/Sept/2022 17-21/Oct/2022 07-11/Nov/2022
<b>12. PENSION ADMINISTRATION &amp; EMPLOYEE COMPENSATION ACT 2011 COURSE</b> Course Fee: N76,500	All Pension dept staff, Administrators, Supervisors, Officers and managers in Public and Private sectors	<b>BENIN</b> <b>Piret Motel, GRA</b> 17-21/Jan/2022 14-18/Feb/2022 14-18/Mar/2022 25-29/Apr/2022 23-27/May/2022 13-17/Jun/2022 25-29/Jul/2022 08-12/Aug/2022 19-23/Sept/2022 03-07/Oct/2022 21-25/Nov/2022 19-23/Dec/2022		
<b>13. EFFECTIVE COMPANY DRIVERS PERFORMANCE IMPROVEMENT WORKSHOP</b> Course Fee: N75,500	All Professional Drivers in various Private, Public Sectors and Tertiary Institutions			
<b>14. PROJECTS MANAGEMENT COURSE: Effective Design, Monitoring and Evaluation</b> Course Fee: N80,500	All Project Managers and Teams, Project Planners, Middle/Senior Officers and other line staff.			
<b>15. EFFECTIVE CASHIERING, TREASURY, TSA &amp; CENTRAL PAY OFFICE WORKSHOP</b> Course Fee: N75,500	All Accounts officers, Cashiers, treasury Officers and CPO officers in MDA's, Private /Public Sectors			
<b>16. EFFECTIVE STORES, INVENTORY, PROCUREMENT AND CONTRACT MANAGEMENT: Global Practices in MDA's and corporate organisations</b> Course Fee: N75,500	All Stores Officers, Procurement Personnel, Inventory Managers, Supervisors, Auditors and Accountants			
<b>17. EFFECTIVE CONDUCT AND PRODUCTIVITY SERVICE DELIVERY FOR JUNIOR AND MIDDLE LEVEL STAFF</b> Course Fee: N78,500	All clerks, Messengers, Cleaners, Security Men, Drivers, Receptionists, Ward Attenders and other Auxiliary staffs			
<b>18. MANAGING COVID -19 PANDEMIC WORK DISTRESS FOR HIGHER PRODUCTIVITY</b> Course Fee: N70,500	All staff whose productivity level has been affected by the emergence of COVID 19 Pandemic			

**VENUE CLASSIFICATION:**

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**LAGOS I (LOS):** Excellence Hotel Ogba Ikeja  
**LAGOS II (LOS):** De-Dons Event Centre, Opposite Jomal College, Omonilie, Abuleado Festac, Lagos  
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# GLOBAL CONFERENCES & MULTI - DISCIPLINARY ACADEMY ( GOLCMA)

2022 CONFERENCE TOPICS WITH COURSE FEES, DATES & VENUES : Call 08055955723, 08037875610

## FOREIGN WORKSHOPS/CONFERENCES CALENDAR FOR 2022

1	MAY: 9th - 13th Seaview Hotel Dubai JUNE : 27th-1st July Novotel Hotel, Accra Ghana AUGUST : 22nd -26th Novotel Hotel, Accra Ghana	OCT: 24th - 28th Seaview Hotel Dubai NOV. : 21st -25th Novotel Hotel, Accra Ghana DEC : 5th -9th DUBAI / Novotel Hotel, Accra Ghana	MARCH: 21st- 25th Marrot Hotel, Kilgali Rwanda MAY : 2nd - 6th Marrot Hotel, Kilgali Rwanda DEC : 5th -9th Marrot Hotel, Kilgali Rwanda	<b>COURSE FEE \$2,500</b> <small>for (Break fast/Lunch, Material(Soft Copy),En. Conference bag,Phone and Certification)</small>
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**Topic:** DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS(KPI's) FOR PEAK PERFORMANCE IN TIME OF REFORMS IN PUBLIC INSTITUTIONS

**Target Audience:**Head of Units, Admin Officers and others seconded to this positions

2.	MAY: 9th - 13th Seaview Hotel Dubai JUNE : 27th-1st July Novotel Hotel, Accra Ghana AUGUST : 22nd -26th Novotel Hotel, Accra Ghana	OCT: 24th - 28th Seaview Hotel Dubai NOV. : 21st -25th Novotel Hotel, Accra Ghana DEC : 5th -9th DUBAI / Novotel Hotel, Accra Ghana	MARCH: 21st- 25th Marrot Hotel, Kilgali Rwanda MAY : 2nd - 6th Marrot Hotel, Kilgali Rwanda DEC : 5th -9th Marrot Hotel, Kilgali Rwanda	<b>COURSE FEE \$2,500</b> <small>for (Break fast/Lunch, Material(Soft Copy),En. Conference bag,Phone and Certification)</small>
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**Topic:** DEVELOPING AND BUILDING LEADERSHIP COMPETENCIES AND E-GOVERNANCE STRATEGY FOR PUBLIC SERVICE DEVELOPMENT AND PEAK PERFORMANCE.

**Target Audience:**Directors, Deputy Directors,A.D's , Head of Units, Snr.Admin Officers and other Senior Officers etc.

3.	MAY: 9th - 13th Seaview Hotel Dubai JUNE : 27th-1st July Novotel Hotel, Accra Ghana AUGUST : 22nd -26th Novotel Hotel, Accra Ghana	OCT: 24th - 28th Seaview Hotel Dubai NOV. : 21st -25th Novotel Hotel, Accra Ghana DEC : 5th -9th DUBAI / Novotel Hotel, Accra Ghana	MARCH: 21st- 25th Marrot Hotel, Kilgali Rwanda MAY : 2nd - 6th Marrot Hotel, Kilgali Rwanda DEC : 5th -9th Marrot Hotel, Kilgali Rwanda	<b>COURSE FEE \$2,500</b> <small>for (Break fast/Lunch, Material(Soft Copy),En. Conference bag,Phone and Certification)</small>
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**Topic:**GROUND BREAKING COURSE ON IPSAS( CASH & ACCURAL) , TSAAND GIFMIS AS EFFECTIVE TOOLS FOR FUND MANAGEMENT IN PUBLIC SERVICE DELIVERY

**Target Audience:** Chief Accountants, Principal Accountants, Directors, Deputy Directors in Charge of Finance and other Accountants and Auditors

4.	MAY: 9th - 13th Seaview Hotel Dubai JUNE : 27th-1st July Novotel Hotel, Accra Ghana AUGUST : 22nd -26th Novotel Hotel, Accra Ghana	OCT: 24th - 28th Seaview Hotel Dubai NOV. : 21st -25th Novotel Hotel, Accra Ghana DEC : 5th -9th DUBAI / Novotel Hotel, Accra Ghana	MARCH: 21st- 25th Marrot Hotel, Kilgali Rwanda MAY : 2nd - 6th Marrot Hotel, Kilgali Rwanda DEC : 5th -9th Marrot Hotel, Kilgali Rwanda	<b>COURSE FEE \$2,500</b> <small>for (Break fast/Lunch, Material(Soft Copy),En. Conference bag,Phone and Certification)</small>
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**Topic:** ESSENTIAL MANAGEMENT TOOLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC SERVICE: The International Best Practice

**Target Audience:**CEO's, Perm Sec's, Directors, Deputy , Ad's, Head of Units, Snr. Admin Officers and other Senior Officers

5	MAY: 9th - 13th Seaview Hotel Dubai JUNE : 27th-1st July Novotel Hotel, Accra Ghana AUGUST : 22nd -26th Novotel Hotel, Accra Ghana	OCT: 24th - 28th Seaview Hotel Dubai NOV. : 21st -25th Novotel Hotel, Accra Ghana DEC : 5th -9th DUBAI / Novotel Hotel, Accra Ghana	MARCH: 21st- 25th Marrot Hotel, Kilgali Rwanda MAY : 2nd - 6th Marrot Hotel, Kilgali Rwanda DEC : 5th -9th Marrot Hotel, Kilgali Rwanda	<b>COURSE FEE \$2,500</b> <small>for (Break fast/Lunch, Material(Soft Copy),En. Conference bag,Phone and Certification)</small>
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**Topic:** INTERNATIONAL BEST PRACTICE IN EFFECTIVE SPEECH DELIVERY, PUBLIC SPEAKING, SPEECH WRITING METHODS, PRESENTATION SKILLS, AND MASTERING COMMUNICATION SKILLS FOR MANAGEMENT AND ADMINISTRATION OF PUBLIC INSTITUTIONS

**Target Audience:**Directors, Deputy Directors,A.D's , Head of Units, Snr.Admin Officers and other Senior Officers etc.

6	MAY: 9th - 13th Seaview Hotel Dubai JUNE : 27th-1st July Novotel Hotel, Accra Ghana AUGUST : 22nd -26th Novotel Hotel, Accra Ghana	OCT: 24th - 28th Seaview Hotel Dubai NOV. : 21st -25th Novotel Hotel, Accra Ghana DEC : 5th -9th DUBAI / Novotel Hotel, Accra Ghana	MARCH: 21st- 25th Marrot Hotel, Kilgali Rwanda MAY : 2nd - 6th Marrot Hotel, Kilgali Rwanda DEC : 5th -9th Marrot Hotel, Kilgali Rwanda	<b>COURSE FEE \$2,500</b> <small>for (Break fast/Lunch, Material(Soft Copy),En. Conference bag,Phone and Certification)</small>
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**Topic:** DEVELOPING PERSONAL EFFECTIVENESS & DYNAMIC SKILLS FOR OFFICE ADMINISTRATION AND MANAGEMENT IN PUBLIC SERVICE INSTITUTIONS

**Target Audience:**Directors, Deputy Directors,A.D's , Head of Units, Snr.Admin Officers and other Senior Officers etc.