



OPERATIONAL GUIDELINES FOR THE NATIONAL ANTI-CORRUPTION VOLUNTEERS CORPS (NAVC)



**INDEPENDENT CORRUPT PRACTICES
AND OTHER RELATED OFFENCES
COMMISSION**

2015



TRAINING MANUAL

NATIONAL ANTI CORRUPTION VOLUNTEER CORPS

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FORWARD

The campaign against corruption requires the participation of all citizens and stakeholders in the society. The success of law enforcement bodies all over the world is determined, to a large extent, by the participation and active cooperation of citizens through vigilance and the supply of information that would lead to the solving of crimes and apprehension of criminals.

Corruption by its nature is a special kind of crime that is committed mostly in secrecy. It is a problem that affects the poorest and the richest countries alike embracing the less developed and the most technologically advanced nations of the world. The only distinction is that some countries are perceived to be less corrupt than others.

The National Anti-Corruption Volunteers Corps (NAVC) was established in 2008 by the ICPC to bring the fight against corruption to the door steps of Nigerian citizens. Experience has shown, particularly in Hong Kong, that the campaign against corruption would achieve greater success if it is owned and driven by the citizens (bottom up) rather than teleguided by the government (top down).

The ICPC was compelled to suspend the activities of NAVC nationwide in 2014 because of flagrant abuses and truncation of the noble ideals and objectives of the Corps. It was so bad that the Commission had to arraign the NAVC Coordinators of some states to court for criminal activities including arrest, interrogation and detention of citizens, powers that can only be exercised by the ICPC.

The new operational guidelines will ensure that only gainfully employed Nigerians of proven integrity will be registered as NAVC members, thus restoring the noble objectives of the Corps and retaining and maintaining the vision of the Commission towards a corruption free Nigeria.

Ekpo Nta
ICPC Chairman



ACKNOWLEDGMENT

The Board members of the ICPC, particularly Dame Julie Onum-Nwariaku who headed the Committee that produced the NAVC Operational Guidelines and staff of the Commission that formed the Committee have done a meticulous job. These guidelines work will go a long way in repositioning and rebranding the Corps to play its pivotal role in the fight against corruption in the country, thus paving the way for a corruption-free Nigeria.



1.0 THE NAVC MISSION STATEMENT

- To create opportunities for partnership with individuals and groups toward the eradication of corruption in Nigeria.

2.0 VISION STATEMENT

- To achieve zero tolerance level for corruption in Nigeria.

3.0 NAVC PRINCIPLES

- To develop a corps of volunteers for community service against corruption.
- To act as a vanguard for the enthronement of good governance at the various levels of social and political organization.
- To mobilize and educate the citizens on corruption and its ill effects on the social well-being of both the individuals and the society at large.

4.0 SPECIFIC MANDATES OF NAVC

- Engaging in advocacy and sensitization of the Public against corruption: members shall embark on mass mobilization of other Nigerians for national integrity.
- Fostering Public support in the anti-corruption crusade through rallies and other forms of outreach.
- Assisting the Commission in the acquisition and dissemination of information.
- Observing the level of integrity in the society.
- Reporting acts of corrupt practices to the Commission.



5.0 MODE OF ENLISTMENT

- a) Individuals belonging to professional bodies, organized groups and Faith-Based organizations.
- b) Such individuals and groups shall obtain and complete an application form from the Commission which can be:
 - i. Downloaded from the commission's website or,
 - ii. Filled online.
- c) The Commission shall vet the application and carry out an independent Investigation on applicants.
- d) Successful applicants shall be physically screened by the Commission at appropriate, State, Zonal or Headquarter offices.
- e) Successful applicants shall be issued letter of accreditation.
- f) In addition, individual members shall be issued with identity cards duly signed by the Commission.

6.0 ELIGIBILITY

- i. A Nigerian citizen who is at least 25 years old
- ii. Persons without any criminal record
- iii. Applicant must be gainfully employed with verifiable source of income.
- iv. Applicant must possess any of the following:
 - International Passport
 - Drivers' License
 - National Identity Card
- v. Applicant must be literate and must have a minimum of a Senior School Certificate.



- vi. Applicant must be physically and mentally fit.
- vii. Applicants must submit two (2) letters of recommendation from senior civil servants, community leaders, clergy or employers.

7.0 TRAINING AND INDUCTION

All successful Volunteers shall attend a mandatory training programme in order to acquaint themselves with the following documents/materials:

- i. Understanding the nature of corruption.
- ii. Overview of ICPC Act 2000.
- iii. NAVC code of conduct.
- iv. Public enlightenment/education strategies.
- v. Guidelines for community advocacy.
- vi. Counselling others.
- vii. Frequently asked questions about ICPC.

8.0 STRUCTURE

The NAVC shall be administered at Local Government, State and National levels by Executive Committee (EXCO) with Coordinators as heads. All forms of communication shall follow appropriate and approved channels.

9.0 COMPOSITION

- i. Local Government Chapters shall have a minimum of 20 Volunteers.
- ii. State Chapters shall be made up of all Local Government Chapters in the State.
- iii. Membership of the National EXCO shall be drawn from officers elected from the State EXCOs to reflect the six geo-political spread of the nation.



10.0 LINE OF COMMUNICATION AND RESPONSIBILITIES

It is very important that the ICPC State Offices and the NAVC Secretariat at the Headquarters work closely for effective implementation of the NAVC initiative. The following channels of communication and responsibilities are therefore specified for strict adherence by the scheme:

10.1 *National Secretariat*

The National Secretariat shall be in charge of the National Anti-Corruption Volunteer Corps (NAVC) and consists of the following personnel:

- a. The National Coordinator
- b. Deputy National Coordinator
- c. National Secretary
- d. Deputy National Secretary
- e. Working Group approved by the Commission.

10.1.1 The duties of the Secretariat include:

1. Preparation and submission of Annual Work Plans, Budgets and programmes of NAVC nationwide for vetting by the commission.
2. Enforcing the guidelines for NAVC members nationwide.
3. Enforcement of the appropriate kitting of NAVC jackets, T-shirts and fez caps as approved by the Commission.
4. Preliminary Screening of Volunteers for submission to the Commission.
5. Planning operational strategies of NAVC.
6. Seeing to the implementation of guidelines and code of conduct for members.



7. Maintenance of members' database nationwide.

10.2 State Offices

- a) The ICPC State Offices shall assist the NAVC State Chapters to design Annual Plans and Budgets and carry out monitoring exercises for feedback purposes.
- b) Inauguration/launching of State Chapters shall be done by the National Secretariat. The State Office shall inaugurate Local Government Chapters.
- c) The State Chapters must seek approval of the National Secretariat before the implementation of all NAVC projects.
- d) Local Government Chapters shall submit programmes/projects proposals to the national secretariat through the State Chapters and forward copies to the ICPC State Office/Desk Officer.
- e) State Offices shall liaise with the media and other sectors of the society to propagate the NAVC ideals by all legitimate and appropriate means.
- f) The State Chapters shall maintain a database of all members at Local Government/Chapters. At their levels, the Local Government and State Chapters shall keep and update records of NAVC Membership.
- g) The State and Local Government Chapters shall provide all field information and intelligence to the Head of the ICPC Office in their State or Zone in respect of whistleblowers, received complaints, etc.
- h) The ICPC Zonal/State Offices shall resolve internal disputes in the NAVC within their states and communicate same to the National Secretariat via their monthly reports.
- i) Requests on projects, decisions and financial matters should be communicated to the National Secretariat quarterly except where urgent attention is required.



- j) The State Offices must appoint NAVC Schedule Officer who shall report directly to the Head. The State Office shall be in constant touch with the National Secretariat at the ICPC Headquarters for effective exchange of information and ideas.
- k) The State Offices shall widely publicize its address and telephone numbers for the purposes of NAVC Mobilization.
- l) The State Chapters shall be in constant touch with the National Secretariat for Information, Education and Communication (IEC) materials and necessary guidance.
- m) The State Chapters could initiate tailor-made programmes in view of its peculiar circumstances and environment but approval of the National Secretariat must be secured.
- n) All reports must be copied to the NAVC National secretariat.

10.3 Basic Functions of Executive Committee

10.3.1 Functions of Local Government EXCO

There shall be a Local Government Executive Committee whose duties shall be to:

- (a) Hold meetings at least once monthly to effectively plan for rallies/road shows, sensitisation programmes, workshops/seminars, whistle blowing and other matters affecting the well-being of Corps Members and in the interest of the Commission.
- (b) Disseminate information received from the Commission on corruption matters to their members at the Local Government level.
- (c) Send reports on corrupt practices to the NAVC State Coordinator and the ICPC State Office and a copy to NAVC National Secretariat.
- (d) Maintain effective liaison with the State Coordinator, ICPC State Office or the National Coordinator as the case may be,



where there is prior knowledge of the commission of bribery, fraud or other related offences so that the proper actions could be taken.

- (e) Perform any other function as may be assigned by the State or National Coordinator.

10.3.2 Functions of State EXCO

There shall be a State Executive Committee of NAVC whose duties shall be to:

- (a) Hold meetings at least once monthly to effectively plan for rallies/road shows, sensitisation programmes, workshops/seminars, whistle blowing and other matters affecting the well-being of corps members and in the interest of the commission.
- (b) Be responsible for dissemination of information received from the Commission's State Office or the State Coordinator on corruption matters to their members.
- (c) Send reports of corrupt practices to the ICPC State Office and a copy to the NAVC National Secretariat.
- (d) Maintain effective liaison with the ICPC State Office or the National Coordinator as the case may be, where there is prior knowledge of the commission of bribery, fraud or other related offences so that the proper actions could be taken.
- (e) Perform any other function as may be assigned by the National Coordinator.

10.3.3 Functions of the National EXCO

There shall be an Executive Committee at the national Level whose duties shall be to:

- (a) Hold regular meetings, in which the Head of Department in the Commission, responsible for NAVC matters or his



- representative shall be in attendance.
- (b) Disseminate information on corruption issues, programmes and events to members at the State and Local Government levels.
 - (c) Proffer suggestions to the Commission on how to improve on the NAVC.
 - (d) Monitor the activities of NAVC with a view to ensuring strict compliance to NAVC Operational Guidelines.
 - (e) Design and supervise the implementation of NAVC programmes and events.
 - (f) Enforce discipline on State/Local Government Coordinators and indeed all Corps Members nationwide.
 - (g) Maintain records of donations received and lodged in the Commission's **Integrity Funds Account** by Local and State Chapters of the NAVC.
 - (h) Perform any other function as may be assigned by the Commission.

10.4 Basic Duties of EXCO Members

10.4.1 Duties of the Coordinator

The duties of the Coordinator shall include:

- (a) Effective coordination and harmonization of the activities of NAVC.
- (b) Summoning the meeting of the Executive Committee.
- (c) Presiding over Executive Committee meetings.
- (d) Directing the activities of NAVC such that they effectively reflect the policies adopted by higher organs of NAVC.
- (f) Being the Chief Accounting Officer of Membership contributions and donations received.
- (g) Shall have the right to appoint members into various



committees as well as administer oaths and inaugurate them, provided such appointments are confirmed by the Executive Committee.

10.4.2 Duties of the Secretary

The duties of the Secretary shall include:

- (a) Attending to all NAVC correspondence in conjunction with the Coordinator.
- (b) Preparation and forwarding of quarterly reports to ICPC State Office and NAVC National Secretariat.
- (c) Summoning of meetings at the instance of the Coordinator.
- (d) Taking minutes of meetings.
- (e) Being the custodian of NAVC documents, seal, etc.
- (f) Maintenance of database of members and the Assets Register.
- (g) Performing any other legitimate duty as may be assigned by the Coordinator or the Executive Committee.

10.4.3 Duties of the Assistant Secretary

The Assistant secretary shall perform the following duties:

- (a) Shall advising and assisting the secretary in all his/her duties.
- (b) Acting in the absence of the Secretary.
- (c) Performing any other duty as may be assigned by the Coordinator or the Executive Committee in pursuance of the goals and objectives of NAVC.



10.4.4 Duties of the Financial Secretary

The financial Secretary shall be responsible for the following:

- (a) Collection of all membership contributions.
- (b) Keeping records of donations received.
- (c) Advising the Executive Committee on expenditure and other financial matters.
- (d) Preparation and presentation of monthly/annual financial report.
- (e) Keeping account of all receipts and payments.
- (f) Performing any other duty as may be assigned by the Coordinator in pursuance of the goals and objectives of NAVC.

10.4.5 Duties of the Treasurer

The treasurer shall carry out the following responsibilities:

- (a) Shall be the custodian of chapter finances.
- (b) Shall receive membership contributions from the financial secretary.
- (c) Shall disburse money for programmes/events with the approval of the Coordinator.
- (d) Shall perform any other duty as may be assigned to him/her by the Coordinator in pursuance of the goals and objectives of NAVC.

10.4.6 Duties of the Head of Public Enlightenment/Education

- (a) Maintains constant liaison with ICPC State Office for Public Enlightenment/Education programmes.
- (b) Drawing up themes for public enlightenment/education programmes.



- (c) Drawing up topics for conferences and workshops.
- (d) Drawing up Public Education lectures.
- (e) Organizing rallies, road shows and other sensitisation activities.
- (f) Providing the contents of enlightenment materials.

11.0 TENURE OF OFFICE

An elected executive member shall serve two (2) years in office and at expiration, be re-elected for another two (2) years. Consequently, no executive member shall be in office for more than four (4) years.

12.0 FUNDING

- Funding for the NAVC Scheme shall be voluntary.
- Cash donations will not be accepted at any level.
- Evidence of donations received at any level must be forwarded to the National Headquarters.
- A single account: **NAVC Integrity Funds Account** shall be opened and maintained at the National Level where donations/voluntary contributions from individuals, corporate bodies and organizations shall be monitored at the local government, state and national levels.
- Funding (sourcing, expending and accounting for funds) of programmes/projects to be embarked upon by NAVC shall be routed through the appropriate channels, i.e. local government, state and national levels in that order, depending on the originating chapter.
- The source of funds (which must be sources approved by ICPC), the necessary approvals for expenditure as well as the utilization shall be adequately supervised.



- At the Local Government and State Levels, the ICPC State Office Heads shall supervise the source and expenditure of funds while also endorsing all reports of activities.
- Signatories to the Integrity Funds Account shall be determined by the ICPC Management and Board.

12.0 CODE OF CONDUCT FOR VOLUNTEERS

1. **Compliance** - Volunteers must comply with applicable federal, state and local government laws and regulations, and with NAVC guidelines.
2. **Name, Emblem, Endorsement, Services or Property of the ICPC or NAVC** - Volunteers shall not put any of these into personal or group use in any way inimical to the integrity of the bodies. Therefore, no volunteer shall be permitted to print letter-heads, complimentary cards and/or sign posts.
3. The NAVC Secretariat **only**, shall design letter-head for the EXCO.
4. Volunteers shall not act in any manner that is contrary to the best interests of the NAVC.
5. Volunteers shall not seek for funds on behalf of NAVC, or any other person/group affiliated with it. Any voluntary contribution must be paid into the Commission's **NAVC Integrity Funds Account**.
6. Volunteers shall not engage in formal investigation of any corruption case that may otherwise come to their knowledge. However, they shall without delay, perform whistle-blowing function through open communication of concerns over misappropriation, waste, abuse, fraud, illegal/unsafe/unethical conducts or any other corruption-related misconduct by public officials to ICPC.
7. **Conflict of Interest**- Volunteers with personal, business



or financial interests that appear to conflict with the aims and objectives of NAVC shall declare such. Any deviation from this shall be meted with appropriate sanctions.

8. **Uniforms:** NAVC is not a Para-military outfit; therefore, volunteers **MUST NOT** militarize it. T-shirts/fez caps and jackets are the only approved uniform for the NAVC.
9. Before observing any event, volunteers must, first and foremost, write and obtain approval from the regulating authorities.
10. **Discipline:** Volunteers shall maintain high level of personal discipline and respect for constituted authorities. Coordinators, and indeed every volunteer, shall operate within the bounds of NAVC as set out by the ICPC and in line with the aims and objectives of the corps. The corps is founded on the rock of integrity, accountability and transparency. Hence, every player in the system shall demonstrate a high standard of these qualities. A breach of this requirement shall attract disciplinary measures as determined by the Commission.

13.0 OPERATIONAL REGULATIONS

The following shall guide all volunteers in the performance of their duties:

- i. Volunteers are NOT allowed to collect petitions from members of the public but direct/assist such petitioner to submit their petition to the commission through the State ICPC offices.
- ii. Volunteers are not allowed to investigate corruption cases.
- iii. Volunteers are allowed to originate petitions, but such petitions must be forwarded to NAVC secretariat through the state offices.



- iv. Volunteers on duty must conspicuously display their ID cards on their chest.
- v. Volunteers on duty must wear their approved jackets, T-shirts and fez caps.
- vi. Volunteers on duty must be at least 5 in number with a team leader to coordinate their activities.
- vii. Courtesy visit or any other type of visit to government officials shall be with the express permission and in company of the commission's Heads of State Offices.
- viii. Each chapter must maintain a record of their activities.

14.0 DISCIPLINARY MEASURES

- All disciplinary measures shall be initiated and enforced by the State Chapters after due clearance with the National Secretariat. Reports of disciplinary cases may be made by any member or chapter.
- For offences ranging from disregard for rules of NAVC engagement, actions contrary to the principles of anti-corruption, actions inimical to the well-being of members and image of the NAVC; disciplinary measures such as:
 - Suspension/Interdiction;
 - Withdrawal/Dismissal;
 - Investigation and/or Prosecution could be applied.

15.0 NAVC MONITORING MECHANISMS

To check abuse and ensure effective implementation of programmes/projects, the scheme has the following monitoring mechanisms in place:

- Structured monthly reports by the various Chapters through the State Chapters.



- Field Assessment by Heads of ICPC State Offices and Desk Officers.
- Joint projects/programmes
- Annual Merit Awards

16.0 EXECUTIVE COMMITTEES

There shall be executive bodies at 3 levels of NAVC, viz:

- Local Government
- State
- National

16.1 *Local Government Executive Committee*

There shall be an Executive Committee in each Local Government Chapter throughout the federation. It will consist of the following offices:

- Local Government Coordinator
- Local Government Secretary
- Local Government Assistant Secretary
- Local Government Treasurer
- Local Government Public Enlightenment/Education Officer

16.2 *State Executive Committee*

Each NAVC State Chapter shall have a State Executive Committee with the following as members:

- State Coordinator
- Deputy State Coordinator
- State Secretary
- Assistant State Secretary



- e. State Financial Secretary
- f. State Treasurer
- g. State Welfare Officer
- h. State Public Enlightenment/Education Officer

However, the following shall be present at EXCO meetings as observers:

- i. Head, ICPC State Office
- j. Desk Officer, ICPC State Office

16.3 National Executive Committee (NEC)

- a. National Coordinator
- b. National Secretary
- c. State Coordinators
- d. Assistant National Secretary
- e. National Financial Secretary
- f. National Treasurer
- g. National Welfare Officer
- h. National Public Enlightenment/Education Officer.

16.4 National EXCO meetings

The following shall be in attendance at National EXCO meetings:

1. Head of Department at ICPC headquarters supervising NAVC or his representative.
2. ICPC NAVC Schedule Officer.



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