ASSESSMENT OF INFORMATION MANAGEMENT IN THE NATIONAL POVERTY ERADICATION PROGRAMME, ABUJA

BY

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A THESIS SUBMITTED TO THE POSTGRADUATE SCHOOL, AHMADU BELLO UNIVERSIT, ZARIA IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF THE MASTER OF LIBRARY SCIENCE (MLS) DEGREE

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FEBRUARY, 2012

DECLARATION

I hereby declare that this thesis entitled "Assessment of Information Management in the National Poverty Eradication Programme (NAPEP) Headquarters, Abuja" is written by me, and that it is a record of my own research work. No part of this work has been previously presented for any higher degree. All quotations are indicated and sources of information are specifically acknowledged by means of references.

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Signature   Date

CERTIFICATION

This is to satisfy that this thesis entitled "Assessment of Information Management in the National Poverty Eradication Programme (NAPEP) Headquarters, Abuja, had meets the requirements and regulations for the award of the Masters Degree of Library Science (MLS) of the Ahmadu Bello University, Zaria, and is approved for its contribution to knowledge and literary presentation.

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DEDICATION

This work is dedicated to Almighty Allah for his mercy and guidance and to my parents, Alhaji Usman Anuhi, Hajiya Ashawu Usman and to the memory of my late sons, Hudu Omeiza and Habib Anate.

ACKNOWLEDGEMENT

ABSTRACT

This study assessed Information Management in the National Poverty Eradication Programme (NAPEP) Headquarters, Abuja. To do this, seven research questions answered in respect to the type of information generated; sources of information; for use; relevance to the activities of the organization; purpose for generation, channels of information dissemination, method of organizing and storing information in the National Poverty Eradication Programme. Survey research method was used for this study. A total number of 100 information management staff (Senior Professional and Para-professionals) from the relevant units were drawn as population and used as sample size. A questionnaire and documentary evidence were used to collect data for this study. The data collected were presented and analysed using frequency distribution tables, percentages and histograms. From the study, it was established that information on skill acquisition and empowerment were the types of information mainly sought for in the National Poverty Eradication Programme. It was also found that community leaders and government agencies are the major sources of information. Finally, the work recommends that there is the need for information management in the organization and a modern library be put in place in order to facilitate information access and use for poverty eradication.

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LIST OF ABBREVIATIONS

1. **NAPEP -** National Poverty Eradication Programme

2. **PAP -** Poverty Advancement Programme

3. **PEP -** Poverty Eradication Programme

4. **CAP -** Capacity Acquisition Programme

5. **FEP -** Family Eradication Programme

6. **FEAP -** Family Economic Advancement Programme

7. **VVF -** Visco Vargina Fitsula

8. **PKP -** Promise Keeper Programme

9. **PBN -** Peoples Bank of Nigeria

10. **NBCB -** Nigeria Agricultural Cooperative Bank

11. **NAPEC -** National Poverty Eradication Council

12. **NACB** - Nigeria Agricultural Cooperative Bank

13. **NALDA**- Nigeria Agricultural Land Development Authority

14. **GNP**- Gross National Product

15. **OFN** - Operation Feed the Nation

16. **DFRRI** -Directorate of Food, Road and Rural Infrastructure

17. **NDE**- National Directorate of Employment

18. **SMEs** - Small and Medium Enterprises

19. **SCC** - State Coordinating Committees

20. **NCC** - Napep Coordinating Committees

21. **RM&E** -Research Monitoring and Evaluation

22. **DF -** Degree of Freedom

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CHAPTER ONE

INTRODUCTION

1.1   Background to the Study

Information provision is an essential component of information management. It is central to the growth and survival of every organization. In National Poverty Eradication Programme (NAPEP), proper information management leads to the accomplishment of the aims and objective of the organization. Therefore, information is man's accumulated knowledge in all subjects, in all forms and from all sources that could help its users to make rational decisions, helps to process valuable data in planning, decision-making and execution of programmes (Aiyepeku,1986). Such information is found not only in books and journals but also in technical reports and feasibility reports on proposed development projects, in house memoranda reports to mention but a few.

Similarly, Ford (1989) defined information as a meaningful organization of data and knowledge integrated in a more extensive information store (records) such that it can be applied. It is also regarded as data which have been put into a meaningful and useful context and at the same time communicated to a recipient who uses it to make decision. It is a necessary resources in the operation and management of an organization like NAPEP—where information is necessary to enable the organization know what is happening in the rural and urban centres so as to come up with programmes beneficial to the people and the organization as a whole.

Similarly, Ajibero (1993) defines information as "data of value in planning, decision-making and evaluation of any programme". Utor (2007) stated that information can be understood in terms of books, journals, magazines, public and private sector documents of all kinds whether published for mass circulation or unpublished and restricted or confidential in nature. In addition, to the various meanings of information, Mundy and Sultan (1999) describe information as a basic element in any developmental activity. According to Lucey (2000) information is that which is used and which creates value. He further argues that information has the following attributes: relevant for its purpose; sufficiently accurate for its purpose; complete enough for solving the problem; from a source in which the user has confidence; communicated to the right person; communicated in time for its purpose etc.

The term information as seen by other scholars has been variously defined in the literature. Ford (1989) posited that, with the convergence of electronics computer and communication into a single concept, information and communication technology, the definition of information has taken another dimension. According to Osuala, (2001), information refers to facts and opinions provided and received during the course of daily life. A person using such facts generated more information, some of which is communicated to others during discussion, by letters, documents, posters, billboards, documentary to mention but a few. Information and its management will be looked at in a wider perspective.

In addition, there are other types of information which are useful to the people; they include business information which are made up of market information, competitors information, micro economic and information on regulation and taxation, entrepreneurs, academics, information professionals and even the man on the street view information from his own perspective. Other forms of information used for research by researchers are found on the Net, text books, dictionaries to mention but a few. Above all, information and its uses depend largely on individuals; hence information on skill acquisition, poverty eradication and Microfinance Banks are part of necessity to the rural and urban dwellers to help in eradicating poverty. And this cannot be achieved by Government alone but rather agencies like NAPEP, National Directorate of Employment (NDE), NGOs and individual entrepreneurs. Hence, information is vital to all and it brings the Government closer to the people in that they understand all its plans and actions.

1.1.2 Information Management (IM)

Information in any organization is made up of different interacting activities working together to bring about success in the organization. However, effective communication in any organization requires the understanding of the dynamics in information management within any organization. This is necessary because it will provide an insight into the better information generation, extent of use, storage, dissemination and distribution of such information among the members of the organizations. For an organization to achieve its goals and objective, it has to handle and manage information well. Therefore, information management is the application

of management techniques in collecting information, communicating it within and outside the organization, and processing it to enable managers to make quicker and better decision.

However, information management could also be referred to as the handling of information acquired from one or many disparate sources in a way that optimizes accessibility to all who have a share in, or a right to that information (Ifidon 2007). The concept of information and its management is further viewed as getting the right information to the right person at the right place at the right time without delay.

To know the importance and uses of information, one must know what information to gather, what to do with it, when to get it, knowing how to pass it across and how to value the results (Swanborough, 2006 in Ifidon, 2007).

According to Ayatse (2006): Managing any organization requires information. It is important to know that there are variety of ways that accurate and timely information can improve the performance and productivity of an organization. Some of these ways include monitoring and controlling of operations as well as longer-range planning and forecasting. However, Wilson (2002) views information as the application of management principles to the acquisition, organization, control, dissemination and use of information relevant to the effective operation of organisations of all kinds. Therefore, information management is related to an organization context.

Management is defined scientifically as the coordination of all the resources of an organization through the process of planning, organizing, directing and

controlling in order to attain organizational objectives. It could also be referred to as the guidance or direction of people towards coordination of activities to attain optimum results with organizational resources. It is important to know that management is a process of accomplishing things through people. It is an activity essential to organize endeavors that perform certain functions to obtain effective acquisition (Agbo, 2008) and "allocating and utilization of human efforts and physical resources for the purpose of accomplishing some goals" (Daniel 1979:3).

Information management is relevant to the National Poverty Eradication Programme in that it has to do with Research Monitoring and Evaluation (RM&E) Department whose scope of operation covers monitoring, Evaluation, building a comprehensive database of poverty related activities, provide regular reports to the National Poverty Eradication Council (NAPEC). Finally it provides NAPEP headquarters with a comprehensive information technology support and staff motivation. This Department collates, stores and disseminate information generated from the 36 States of the Federation, including Abuja and disseminates the same information to all the Secretaries and Principal Officers in charge of the programmes and such information is based on the indices of poverty such as health needs, wealth creation, markets, agricultural production to mention a few, (Agbo, 2008).

In all the areas of operation, information is the most crucial aspect of management. It means different things to different people. To some people, information is news, while others refer to information as facts, and yet to others, it is essentially data. Librarians associate information with recorded knowledge, market

men and women associate information with production and market prices and foreign exchange earnings. Many countries in Central and Eastern Africa, particularly Kenya, Malawi, Tanzania and Uganda, have established market information infrastructure that can provide timely price and trade information on Agricultural produce within the region. (Nwosu (2003) and Bokanya (2004)). In Nigeria, information on agricultural improvement can yield to a lot of Agricultural products in the rural area by NAPEP providing the communities with relevant information on modern improved farming methods through sensitization and frequent visits.

1.1.3   Information Management Life Cycle (IMLC)

Information life cycle management (ILM) is an in-depth approach to managing the flow of an information systems data and associated metadata from creation and initial storage to the time when it becomes obsolete and is deleted. It is different from earlier data storage management in that it involves all aspects that deal with data, starting with user practices, rather than just automating storage procedures as it is done and stored information hierarchically. In NAPEP, information about rural areas, their people and needs are gotten from the different committees set up at Federal, State and Local levels and stored in the Computer Department of Management Information System (MIS) and hard copies of the final report are housed by the Library for storage and research purposes, (NAPEP,2010). The stored information are also kept in hard drives, flashes and other computing systems and sometimes reproduce into journals, and pamphlets for public consumption.

Added to the above, it is important here to discuss management information system (MIS) which deals with the provision of information about a library's internal operation. This information is usually directed at the management of the organization and is a basis for decision-making. The raw data are the basic facts and figures of the NAPEP operations. The data may be stored in manual or computer systems. In themselves, they may not have great meaning. But taken together and assembled into groupings, they become information which is basically data that have been analysed, summarized and interpreted for the benefit of the potential user, in this case the National Poverty Eradication Council.

1.1.4 The Concept of Poverty

Poverty is said to exist when people lack the means to satisfy their basic needs. It is the state of one who lacks a socially acceptable amount of money or material possessions. In this context, the identification of poor people first requires a determination of what constitutes basic needs. And this may be defined as those things necessary for survival or, in a broader sense, those things that determine standard of living in a community. This is the main challenges facing Nigeria Kpakol (2010), Onyeagoro (2006) collaborate the above view in that, she view poverty as a concept that have tremendous negative impact on the sustainability of democracy as it affect people all over the world and it is a threat to prosperity.

Similarly, The World Bank, (1996) poverty in a very broad term as a situation of being unable to physically meet basic needs like (food, healthcare,

education, shelter etc.) and non-physical participation, that is basic requirements for a meaningful life.

However, poverty has been associated with things like, poor health, low levels of education or skills, inability or willingness to work, high rates of disruptive or disorderly behavior and improvidence.

To sum it up, poverty generally is related to a condition where an individual or group of people are unable to satisfy their basic requirements for human survival of education, health, housing, feeding, employment, transportation, to mention but a few.

Poverty as seen by Joseph (2008) can be conceptualized as a phenomenon that exists at national, community, household and individual levels. At the national level, poverty represents a state of general socio-economic arising from poor human resources endowment, poor natural resources endowment, low productivity and stagnating national income, inadequate availability of social minimally descent level of living for the ordinary citizens.

At the community level, poverty is a state of general socio-economic deprivation arising from environmental and natural resources degradation inadequate access to social services and basic needs, like employment and income generation. At the household or individual level, it is the inability to gain access to basic necessities of life, such as food, clothing and decent shelter to mention but a few. To collaborate the above assertion, Kpakol (2010) defines poverty as a condition of severe deprivation resulting from a lack of access to economic empowerment to

acquire the fundamental necessities of life including food, clothing, shelter and basic education and healthcare. Therefore, as a pointer to knowing the poverty level of particular people or race, poverty indicators are used as a measure of poverty in evidence and depth. They summarise the income, living standard and social condition of the poor.

However, poverty is an aspect of society that many Nigerians will prefer to imagine does not exist. It is a sickness not just of the society (Nigerian) but of the world in general. When poverty is at its peak, it represents heartache and suffering for those unfortunate enough to find themselves without it. Successive government efforts at eradicating the endemic poverty of Nigeria date back to pre-colonial administration that drew up programmes and strategies and laid out resources for the first two Development Plans 1946-1955. The policies were then targeted at local processing of raw produce such as groundnut, palm oil, hides and skin. At independence and after, 1962-1985 programmes were designed to provide basic infrastructure, diversify the economy, reduce the level of unemployment, self-sustaining growth and rise in the standard of living of the people example of these programmes include Operation Feed the Nation (OFN) 1977, Free and Compulsory Primary Education (FCPE) and Green Revolution 1980.

1.1.5 National Poverty Eradication Programme (NAPEP)

The NAPEP is an agency created by government in its resolve to provide a better life for its citizens, by eradicating poverty in the country. The programme, which started as Poverty Alleviation Programme (PAP) metamorphosized into

Poverty Eradication Programme (PEP), and National Poverty Eradication Programme (NAPEP) which is saddled with the responsibility of ensuring that abject poverty is totally eradicated in Nigerian. Dr. Kpakol who is the senior special Assistance to the President on Poverty Eradication, initiated and implemented several projects geared towards the eradication of poverty in the country and the development of communities in line with the aims and objectives of NAPEP, which is coordinating and monitoring all poverty eradication activities of the ministries, departments and agencies of the Federal, State and Local Government Councils in the country. Also, it ensures mass participation in the economic development process.

The programme and projects are further aimed at creating jobs for the populace through training in skills acquisition and providing them with micro-credit facilities to help them grow, and reduce rural-urban migration.

Some of the challenges confronting the poor which NAPEP has to look into, this includes:

i. Lack of capital: no collateral, prohibitive cost of starting business.
ii. Lack of access to stable markets which includes – poor local infrastructure, lack of developing existing local distance market.
iii. Lack of access to information:
   a. Inadequate skills and capacity
   b. No access to training opportunities
   c. Inadequate education and literacy.

This gave rise to problem in the implementation of people oriented schemes. Presently, the agency contributed to geometric rise of poverty in the country over 80% of Nigerians are living below the poverty line of $1 a day (Malumfashi, 2009) and that its activities are over concentrated in the urban areas rather than rural areas. There is also the problem of perception of the larger society believing that acting rather than action has been prevalence in the agency's activities (Malumfashi, 2009).

The National Poverty Eradication Programme (NAPEP) was created in order to alleviate and eradicate abject poverty in Nigeria. It is a Federal Government project that aimed at eradicating poverty; thereby touching the lives of rural dwellers as well as urban populace. The Obasanjo administration demonstrated its commitment to the eradication of poverty in Nigeria by establishing the National Poverty Eradication Programme in 2001. NAPEP is charged with the responsibility for coordinating and monitoring all poverty eradication efforts at all levels in the country

However in the case of NAPEP, information management is largely done at the headquarters of the organization. The different committees in the Local Government, Council Areas and States, bring in the information gathered on the needs of the people to a collating centre at the headquarters for storage in the MIS Department and the Library.

1.1.6 NAPEP's Activities/Programmes

The NAPEP comprises the under listed coordinating and monitoring activities which are carried out through its Federal, State, and Local Government

Offices in collaboration with other stakeholders like MDGs and the National Directorate of Employment (NDE). Apart from coordination and monitoring and evaluation, NAPEP has continually provided programmes and activities for individuals and communities. These programmes serve as demonstration of possible ways and opportunities for wealth creation and employment generation especially the youths.

The programmes in a nutshell include:

i. Capacity acquisition programme (CAP) which addresses mass youth unemployment. Cap recruits, train and retains unemployed youths to acquire skill in their choosing areas for a maximum of six months.

ii. Farmers empowerment programme (FEP). For many years, Nigerian agricultural products have been marred by small farm holdings, low yield per hectare, low technology, low capitalization, poor marketing systems, low processing and preservation etc.

Although in Nigerian farmers form more than half of the population of rural dwellers they are the poorest. NAPEP, therefore, believes that farmers as a group, including women and youths, must be targeted with innovative strategies for poverty eradication. FEP is therefore designed to improve the lives and of farmers by creating opportunities for them to survive competition from large scale farmers, increase food security, family independence and ensure less rural poverty.

iii. Revolving micro credit. NAPEP's strategies in empowering the masses and eradicating poverty cannot be achieved without

manpower. Therefore, access to micro credit has been identified as a key to attacking one of the principle challenges facing the poor. The poor cannot benefit from credit facilities available to big time entrepreneurs and business men operating formal sector because they lack the collateral. The failure of formal financial institution to extend credit facilities and other services to small and micro enterprises which takes place in the informal sector has excluded a large number of people from activity participating in the economic development process of the country and to a large extent increase the number of poor people. Also, NAPEP through its role of sensitizing the disadvantaged and vulnerable poor about how to go out of poverty has worked out institutionalize sustainable credit delivery system in the country. The objective of this micro-credit programme among others is to coordinate and facilitate access credit for the poor; to encourage savings among the poor; to give the poor a voice in the nation's economic growth and development and to coordinate and facilitate access to credit for the poor. To ensure optimum loan for the participants, funds are on – lent to them through microfinance institutions (MFIs) that have the expertise in micro lending and are close to the masses at the grassroots.

iv.   Keke NAPEP implementation: The Keke NAPEP scheme is an offshoot of the CAP intervention programme. Structure primarily to address youth unemployment, underemployment a three wheel

automobile which was introduced by the FGN in 2001 to ease the intra-city commuter transportation in the country.

v. Rehabilitation of Vesico Vagina Fistula patients (VVF): NAPEP as a Federal Government Agency that ensures social safety for the masses, engages in socio-economic development for the disadvantaged and vulnerable, is its support for patients of VVF. In collaboration with ministries of health, women affairs and NAPEP collaborate on treating and rehabilitating the victims. NAPEP supported 10 VVF centres around the country. The centres engaged in capacity, training, and resettlement of in mates who after reconstructive surgery, beneficiaries were set up to start business of their own in order to be reintegrated into society.

vi. NAPEP Telecom Programme: NAPEP's Telecom-NAPEP is a job creation programme. It provides employment to diverse groups of unemployed Nigerians; create a stable source of income; and to introduce participants to the art of Banking. Provides participant

vii. With a glo-NAPEP call centre package, a handset, table and 2 chairs.

viii. NAPEP Dangote Programme: enter into a collaboration with Dangote industries with interest in food processing, cement production and other activities that will give youths an opportunity to sell Dangote spaghetti and Macaroni in all states in the country. This is aimed at creating job for the unemployed youths and to engage the private sector in creating more employment opportunities for youths.

ix. NAPEP's Promise-Keeper Programme (PKP): Lack of access to capital brought about PKP. Here NAPEP in a partnership with religious organizations act as guardians/guarantors promising to facilitate a relationship between mentors in their congregations in order to create a pool of funds for establishing successful businesses. NAPEP promises to provide the matching funds for the programme.

As a deliberate policy, NAPEP is targeting the unemployed youths and women by allocating 60% available funds for them to participate in projects; efforts in this direction are expected to generate income, create employment and above all, promote the wellbeing of the people. Consequently, NAPEP programmes focus attention on 3 categories of people; women, youths and farmers. Also NAPEP carryout its progammes in terms of finance with the assistance of government (Annual budgetary allocation), public private partnership, foreign government grant, development partners, foundations to mention a few.

Furthermore, to help facilitate these programmes, the different ministries in charge of poverty eradication have a role to play as partners in progress- Aliyu (2003) elaborated this by denouncing the views of the public who sees the government as the sole eradicator of poverty. Although traditionally, Nigerians conceived that tackling poverty is rested only on specific agencies and parastatals of government, such as the defunct Peoples Bank of Nigeria (PBN), Family Economic Advancement (FEAP) and Nigerian Agricultural Corporative Bank (NACB). In reality, the ministries and their agencies are the major delivery machinery of all human basic needs. They include:

i. Ministry of Agriculture and Rural Development; provides needs in agricultural inputs and extension services.

ii. Ministry of Education; provides the needs In Education.

iii. Ministry of Labour and Productivity; caters for generation, employment and labour.

iv. Ministry of Works and Housing; provides for the needs in roads and housing.

v. Ministry of Communication; provides for needs in communication.

vi. Ministry of Health; provides for basic health needs.

vii. Ministry of Power and Steel; caters for needs in electricity supply.

viii. Ministry of Industry; provides the necessary needs for proliferation of the small industries

ix. Ministry of Environment; provides for the care and sustenance of the environment.

x. Ministry of Science and Technology; provides information on d appropriate technology and training.

xi. Ministry of Solid Minerals; provides for the effective exploitation and level of the mineral sector.

xii. Ministry of Finance; ensures availability and timely release of funds.

xiii. National Planning Commission; provides for concrete development plans

xiv. Ministry of Women Affairs; sensitize men and women, NGO's, train and organize workshops on entrepreneurship.

1.2   Statement of the Problem

Provision of relevant and efficient information is essential in dealing with workers in an agency that is involved in mass eradication of poverty. The National Poverty Eradication Programme (NAPEP) has been in the forefront of the fight to eradicate poverty at all levels of government since late 1990s till date. It has taken different names like Poverty Alleviation Programme and Poverty Eradication Programmes targeted at the masses. At National, State and Community levels, NAPEP is charged with the responsibility of gathering information from the grassroots local government and states to the top management on the needs of the people through its coordination and monitoring activities within the country with the help of its different committees and reports from the office of statistics. However, to effectively carry out this function, the agency requires good management structure for information generation, acquisition, storage, processing, storage and distribution. This is to allow the administrative staff to exchange useful experiences on information access and use to carry out their daily activities and plan strategies ahead in their various localities.

However, NAPEP as an Agency of the Federal Government is faced with some challenges on information service delivery and management. There is the problem of 'top to bottom' approach rather than 'bottom to top' on the part of the management in disseminating information and other activities of the organization.

Also, getting information and managing this information to achieve its aims and objectives is another problem faced by the organization.

It is also observed that information is essential in dealing with complicities of any environment. This is in assessment by Artandi (1973) in Ladu (2010) in a study carried out in 2010. It is discovered that the study of Information can be carried out scientifically, analyzed and controlled for maximum utilization. Hence, this study is set out to identify the means by which information is provided, managed and disseminated in the organization for the benefit of the workers in the community and how such information is utilized and managed to improve its services to the community.

This study, therefore was set out to identify the means by which information is provided, managed and disseminated in the NAPEP.

1.3   Research Questions

The following research questions were formulated to serve as a guide in investigating information management in the NAPEP Headquarters, Abuja

  i.   What type of information is generated in National Poverty Eradication Programme Headquarters, Abuja?

 ii.   What are the sources of information generated in the National Poverty Eradication Programme Headquarters, Abuja?

iii.   What type of information is used by the National Poverty Eradication Programme Headquarters, Abuja?

 iv.   What is the relevance of these information to the overall objectives of the National Poverty Eradication Programme?

v. For what purpose is information generated for Poverty Eradication Programmes in Nigeria?

vi. What channels are used for disseminating information to the people in support of the National Poverty Eradication Programmes?

vii. What methods are used in the NAPEP Headquater Abuja in organizing and storing of information?

1.4 Objectives of the Study

The study has the following specific objectives.

i. To determine the types of information generated in NAPEP Headquarters, Abuja.

ii. To find out the sources of such information generated Headquarters, Abuja.

iii. To determine the type of information used by the NAPEP Abuja.

iv. To find out the relevance of information to the overall goals and objectives of NAPEP.

v. To find out the purpose for generating information for the National Poverty Eradication Programme (NAPEP) in Nigeria

vi. To find out the channels used for disseminating information to the people in support of the NAPEP programmes.

vii. To find out the various methods used in organizing and storing information in the NAPEP Headquarters, Abuja.

1.5   Significance of the Study

The findings of this research would be of great importance to the understanding of information management in the organisation under study and its Library. This would enhance information generation use, dissemination, and management for improvement in the services provided by NAPEP for poverty eradication in Nigeria.

It would assist the Management of NAPEP in providing adequate information to improve and to facilitate research in the area of poverty eradication. Also, the study would assist in raising the awareness and importance of information provision on accurate and timely basis for utmost utilization at the right time. The study is significant in that it can be used by information seekers and managers, entrepreneurs, skill acquisition and vocational training operators and private organization to manage their business enterprises.

It will also help the library staff on how to make maximum use of information from the management to answer users query on how information is generated and managed by the organization. It   will   aid   professionals/Para-professionals, information/librarians and managers in the organization to have a firsthand information handbook as a reference to the type of service provided by the organization.

Finally, the study will be a great contribution to the body of literature on information management and use in poverty eradication programme of the federal government of Nigeria.

1.6 Scope of the study

This study covered the National Poverty Eradication programme Headquarters in Abuja. The target audiences for the study were the different groups responsible for the provision of information in the management of NAPEP. This included the Research Monitoring and Evaluation Department whose scope of operation covers regular reporting to the Management on poverty related activities (NAPEC) publicity, MIS (Management Information System) Public Relation Officers and other Management staff. The study excluded the junior staff bacause the research concentrated on the field officers who are mainly the senior staff.

1.7 Operational Definition of Terms

The following terms are defined in the context of this study to enhance their understanding and use.

Management here refers to the National Poverty Eradication as a body. The building and all activities carried out by the organization and staff through maximizing the use of information to their best ability in eradicating poverty.

Information Management describes the process by which an organization creates, processes, organizes, stores and disseminates the right information within and outside the organization for use.

Accessibility: Refers to making information readily available at a minimal time and accurately without any hindrance.

National Poverty Eradication Programme: It is a programme introduced by the Federal Government of Nigeria to create opportunities to eradicate poverty in Nigeria, by monitoring, coordinating and maintaining data on all its activities

Provision: Refers to making available necessary information.

Acquisition: Refers to acquiring the necessary information and tools for storing such information.

Processing: Refers to the means by which pieces of information gathered are put together for onward transmission to the relevant department.

Utilization: Refers to the use of information verbal, face to face, electronically or otherwise to eradicate poverty and to change the perception of people on what NAPEP can do.

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CHAPTER TWO

LITERATURE REVIEW

2.1   Introduction

This chapter presents a review of literature related to information management. The review covers the following sub – headings:

i.   Information management system.

ii.   Information management in organizations.

iii.   Role of information in poverty eradication.

iv.   Types of information for poverty eradication.

v.   Information generation on poverty eradication programmes.

vi.   Sources of information generation for poverty eradication.

vii.   Methods of organizing and storing information.

viii.   Channels of disseminating information.

ix.   Summary of the Review

2.2   Information Management System.

The need for information management system cannot be over emphasized as an information system makes library management at all levels have an insight in to the strengths and weakness of their organizations and the strategic management

approach to adapt in order to realize stated policies. It is against this background that (Urqahart, 1991) took cognizance of the fact that a well evolved, designed and installed computer – based information system propels information managers and their lieutenants taking actions and exercises that control over a wide range of activities and behaviors of an information centre. Also, (Onwubiko, 2004) indicated that the dearth of relevant and adequate computerized information stifles management decisions in an organization.

Similarly, Murdrick and Rose (1997) are of the view that the purpose of a computer - based information system is to raise the process of managing from the level of piece meal, sporty information, initiative guess work, and isolated problem solving to the level of system insights, system information, sophisticated data processing and system problem solving. The writers futher highlight the role of computer technology and information system as it affects library or information centre management.

In the same vein, Wali (1992) asserted that large numbers of organizations/agencies people are involved in generating a lot of information today. Consequently, information resources are being produced in a variety of formats which, calls for effective planning and coordination of information management. This, therefore, requires the "creation of infrastructure as well as integrating a wide range of information technology". This is why in NAPEP information about activities are moved from Local Government to State and to the Headquarters via information management system and networking through the use of competent staff.

2.3   Information Management in Organizations

Information management is concerned with making a plan in a bid to achieve something, organizing men and resources to do it, including motivating people to do what is required, and comparing performance against what was planned. (Samson, 2007) said management has to make use of all available resources to achieve desired results.

Information management, in a way, is to monitor and provide prominent members of an organization with data, facts and ideas used in its operation. It is a formalized procedure for providing information at all levels, in all functions, with appropriate information from all relevant sources (both internal and external) to the organization which enables them to make timely and effective decision for planning, directing, and controlling the activities for which they are responsible for. It is also the collection, processing, organizing, accessing and utilization of information from one or more sources and the distribution of that information to one or more audiences.

Therefore, information management is the handling of knowledge acquired by one or many desperate sources in a way that it is accessible by all who have a share in that knowledge. It is equally concerned with the provision of relevant information to the right person at the right time in a usable form to facilitate situational understanding and decision making. It uses procedures and information system to collect process, store, display and disseminate information to the needy as in the case of the MIS Department in NAPEP. Added to the above, the assertion of Samson (2007) is collaborated with that of Swanborough (2006) in the way he sees and

handles information as desperate sources that optimizes accessibility. He said lack of information can throw a community and nation into trouble.

In addition, getting the right information is a good information management transmitted to the right person in the right format at the right time. Schwartz (2003) defined information management as a system that retrieves and presents data for use in planning, budgeting, accounting, controlling and other management processes. This definition which stresses the importance of information management in the management of resources in an organization like the National Poverty Eradication Programme is in agreement with (Mohammed, 2005) who stressed that information management has effects on how policy makers and managers plan and decide on staffing, finance, production, services, strategic development of their establishments.

Also, (Oyedum, 2007) Opines that information management is the effective production, coordination, storage, retrieval and dissemination of information from internal and external sources in order to improve the performance of the organization. In addition, information management is the act of gathering, storing, retrieving, controlling data in an efficient way. This could be either verbally, in writing or on diskettes or flash drives in large quantity. What is important is to get the information processed so that it can be qualitative, appropriate, accurate, timely, concise, adequate or complete and inexpensive.

It is important to manage information in order to make it usable or relevant, understandable, clear, and as frequent as possible and be in a suitable form. To collaborate this, management has to be looked at as working with and through

individual and groups to accomplish organizational goals/objective. In other words, management is the process through which organizations seek to utilize their resources to achieve their established goals and objective. Organization here is the National Poverty Eradication Programme Headquarters. In an establishment like this and other related ones that deals with information, the manager (head) must coordinate several interrelated functions such as leadership, organization, planning, and control and understand human behaviour to accomplish the purpose and objective of the organization.

Information storage and retrieval in advance countries in the early 1970s uses limited to files, file maintenance and life cycle management of paper and other media. After 1970s, with the emergence and spread of information communication technology (ICT), the job of information manager took on a new light. This is because of the understanding of the new technology and theory which brought about storing of more information through electronic means or devices (Ifidon, 2007).

By 1990, information was regularly disseminated across computers and other electronic devices, the information managers found themselves tasked with increasingly complex devices. Management, therefore, refers to the process of accomplishing things through people. Management is an activity essential to organized endeavors that perform certain functions to obtain the effective acquisition, allocation and utilization of human efforts and physical resources for the purpose of accomplishing some goals (Edward, 2007). In addition, all human endeavors require proper management for its effective functioning. It is true that all

types of organizations—government establishments, business enterprises, hospitals, cooperatives, libraries, whether profit or nonprofit making, requires good management to function effectively. This is why different meanings have been attributed to the word "management".

2.4   Role of Information in Poverty Eradication

Information plays a vital role in eradicating poverty in the country. The coordinator of NAPEP, in an interview with (Akosile, 2009) said that their mandate is to coordinate and monitor all poverty eradication efforts in the country. NAPEP has been in the forefront in the war against poverty as a major challenge. NAPEP develops anti-poverty schemes that include village solutions and other programmes, thereby building strategic public and private sector partnership of stable markets for goods and services. This was done in collaboration with the only primary agency of the government that has the ability and capacity to carry out primary surveys in Nigeria and that is the National Bureau of Statistics (NBS) that can be used for any analysis in Nigeria.

It is through information provided by the above Bureau that the statistics show that in 2004, Nigeria's poverty rate stood at 54.4 percent. It is in view of this statistical information that 54% percent of Nigerians are known to leave in poverty and this represents a large number of Nigerian population. It is through this role played by information that NAPEP's 2010 strategy has been unfolded through information dissemination; where it unfolded the plan of the organization which is to look into private sector engagement as sustainable poverty eradication strategy.

2.5 Types of Information Generation in Poverty Eradication

Information is regarded as data which have been interpreted and understood by recipient of the message, (Lucey, T 2005). It should be noted that the user and not just the sender is involved in the transfer of data into information. Therefore information follows a process of thought and understanding.

One of the key components of power and wealth creation is access to information and knowledge and the ability to use that information or knowledge for economic or social benefits. A free flow of information also contributes to transparency in decision making. For example, in Toronto, Canada, Large infrastructure projects are initiated through public hearing and media houses to pass information to the public who now see the need to carry out such project. Thus media and programmes initiations greatly contribute to their empowerment. This is also practiced in Nigeria by NAPEP through the media but the public felt the organization is not doing much to eradicate poverty this is because awareness activities are not clearly seen.

The types of information kept by NAPEP for poverty eradication in Nigeria includes: trainees registration; attendance register; students' information; financial information; trainees biodata; information on market variety of crops, to mention but a few (Modules for Trainees, (2005). Taking example from Dangote activities in Nigeria, Nigerian private sector can contribute a lot in eradicating poverty by following the Toronto's example of private individuals and company who

established revenue generating company and employed great number of staff. For NAPEP as an organization, information used lies in the provision of such information in the fields of skills acquisition, health information, wealth creation, social and agricultural.

2.6   Information Generation on Poverty Eradication Programmes

Information generation has to do with the acquisition, accessibility and use of such information for eradicating poverty. Robert (2002) said the magnitude of poverty in Nigeria is assuming an alarming dimension and the potential human contribution towards development is wasted as people continue to fall in the poverty trap daily. He said poverty leads to despondency and hopelessness. For a country to achieve economic growth and development majority of its people must be above poverty line. It is therefore obvious that the rate of unemployment and poverty level in Nigeria is unacceptably very high, but this is not on account of lack of programmes for combating the twin scourge of unemployment and poverty. The government of Nigeria has indeed long ago recognized the evil effect of non-employment and poverty, hence steps are taken to address the problems.

However, in Nigeria since 1960, and beyond, efforts have been made to eradicate poverty in different names and phrases. These core and indirect poverty alleviation institutions, agencies and programs are:

i.   The National Directorate of Employment.

ii.   Peoples Bank of Nigeria (P B N)

iii.   Nigerian Agricultural and Cooperative Bank Limited (N A B C)

iv.   Nigerian Agricultural Insurance Corporation (N A I C)

v.   National Commission For Nomadic Education (N C NE)

vi.   National Primary Health Care Development Agency (N P H C D A)

vii.   National Agricultural Land Development Authority (N A L D A)

viii.   National Commission for mass Literacy, Adult and non – Formal Education (N C N L A N E)

ix.   Federal Agricultural Coordinating unit (F A C U)

x.   Agricultural Projects Monitoring and Evaluation Unit (A P M E U)

xi.   Family Economic Advancement Programme (F E A P)

xii.   Industrial Development Center (I D C)

xiii.   Federal Department of Rural Development (F D R D)

xiv.   Family Support Trust Fund (F S T F)

xv.   National Center for Women Development (N C W D)

xvi.   National Bank For Economic and Industry (N B C I)

xvii.   Nigerian Industrial Development Bank (N I D B)

xviii. Nigerian Export – Import Bank (N E X I M B)

xix.   National Economic Reconstruction Fund (N E R F U N D)

However, all the above efforts of the Federal Government are to alleviate and eradicate poverty with addition of National Poverty Eradication Programmes which is still in existence. Most of the efforts are affected by lack of funds and sustainable mechanisms.

Added to the above are small and medium enterprises which (Sule and Inyanda, 2008) agrees on expanciated on its relevance as an inroad into poverty alleviation in Nigeria. They see the SMES as the back bone of wealth creation, employment generation which leads to self-employment and empowerment. But, (Fatunla and Adebayo, 1985) noted that inadequate funding has ever been the problem of carrying out effective poverty alleviation programs in Nigeria. (Ozowa, 1995)   undertook a research study on the nature of Agricultural information needs of small scale farmers in Africa, taking Nigeria as a case study. He observed that there is reliance on crude method of farming rather than the new technologies used in India. This has a great impact on the people because it carried every one along in its small and medium enterprises programs which is being given attention both in urban and rural areas (Williams, 2009).

2.7   Sources of Information Generation for Poverty Eradication.

(Nwokocha and Uhegiou, 2001) compare source of disseminating information today as one of the foremost factors in production which made it to compete with land, capital and labour in terms of importance. In the same vain (Camble, 1994), viewed development programmes in Africa as one often formulated and executed

with insufficient information disseminated to the primary beneficiaries, as a result it led to programmes failure.

However, source of information in any organization could be from various channels which could be formal or informal, published or unpublished, agencies like National Orientation Agency, media houses and committees set up by organizations at local and state levels could depend on reports submitted on different areas that need assistance on poverty eradication and improvement on all their programmes by distributing fliers in financial institutions and libraries for general public.

Also in NAPEP, information sources are always available from the local communities, village heads, individuals, and self-help groups in the National Directorate of Employment. There are radio jingles, advertisement and individual awareness group created by the mobile library and video vans who move from one locality to the other. Also, individual graduates and unemployed youths come to seek for information. Other sources of information for N.D.E is the frequent visits by the media to see what programmes and events are in place and they are reported (N D E Today, 2007).

Information today includes both electronic and physical. The organizational structure must be capable of managing this information throughout life cycle regardless of source of formation (data, paper, documents, electronic documents, audio, video, fliers to mention a few) for delivery through multiple channels that may include call phones and web interfaces.

2.8   Methods of organizing and storing information

Method of organizing and storing information varies from organization to organization depending on its objectives. In a paper presented at the digital libraries conference, (Chao, 1995) argued that intelligent organization is a learning organization that is skilled at creating, acquiring, organizing and sharing knowledge, and at applying this knowledge to design its behaviour. He futher alluded information management to a cycle of processes that support the organization's learning activities; identifies information needs, acquiring information, organization and storing information, developing information products and services, distributing information, and using information. Analysis of each of these processes suggests new strategies for storing and organizing information.

Futher more in an article titled "Preserving Newspapers", (   ) said of the thousands of newspapers published in the USA each day most of them eventually found themselves in trash bins, under litter boxes, into recycling containers. He further said that the perception that yesterday's news is no news at all. For librarians and archivists, however, that perception presents a challenge. He, therefore, stress the importance of newspapers as they capture the day-to-day activities of the community and its citizenry. He listed all the methods adopted for organizing and storing newspapers as follows: Photocopying, microfilming, conservation and treatment of newspapers, binding, housing (storage in flat boxes); wrapping in a sturdy alkaline paper to mention but a few. This is in line with the finding of Michael (1993) that organization must organized and process; and with the advent of

computers, preserve, retrieve and disseminate information, though cataloguing and binding form the major part of organizing and storing of documents in Africa.

2.9   Channels of Disseminating Information

Information dissemination is a necessity in any organization to function well. (Lucey T. 2002) enumerates the channels of information dissemination in organization to include: face-to-face conversations, telephone calls, formal and informal meetings, conferences, memoranda, letters, reports, tabulations, etc. In a workshop organised by some professionals with experience in developing countries in Asia and Latin America on the topic "Poultry as a Tool in Poverty Eradication", training and information dissemination is one of the subjects discussed. And it was found out that this topic formed the major necessity on information dissemination and the adoption of training modules and that discussions and replication in extention services form the bedrock of government policies. It is therefore discovered that when you start from what the farmers know using interviews, discussions and to mention but a few, information transfer will be at its best.

In the same vain, in a research carried out by Sabah Government, on information dissemination and distribution, it was discovered that the phenomenon of poverty is not prevalent in rural areas alone but even in urban centres too. It was found out that for proper information dissemination, poor families will be identified in their respective areas since they are closer to communities they serve. Hence, "the information would be stored in a data base and used by the ministry to channel assistance to the poor. In another study carried out in Malaysia in collaboration with

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the (World Bank, 1999), it was discovered that non – governmental organizations, private sectors and all citizenry form the major factor in distributing information about poverty. This was achieved through short, medium and long-term plan.

2.10   Summary of the Review;

The review of literature brings out the importance of information in the management of an organization. Information is represented in different forms which include data, documents, events, storage and retrieval systems. It also shows that information shared by the staff and top management of an organization can achieve better results.

Information process and its management form the base for eradication of poverty in that every individual needs it for answering queries and decision making process in order to solve problems arising from any quarters in the organization. Again, the use of up to-date information in all ramifications brings about effective information delivery.

The Poverty Eradication Programmes in Nigeria started in the early 60's, and it has undergone series of metamorphosis. So, it is aimed at to eradicate poverty in all spheres from rural community to the state and finally at the Headquarters. It is important to note that integrated poverty alleviation and eradication programme will be the most successful aspect of eradicating poverty since such programme will be initiated and managed by the poor themselves. It is important to see the need for accurate and timely dispensation of information to the management so as to achieve the MDG goal one.

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CHAPTER THREE

METHODOLOGY

3. 1   Introduction

This chapter discussed the research design adopted for this study, the research method, population of the study, sampling procedure and sample size, instruments for data collection, procedure for data collection and data analysis.

3.2   Research Method Adopted for the Study

This research adopted a survey research method to conduct the research. This is because of the advantages attested to it by Aina and (Ajiferuke, 2002) and (Osuala, 2003). According to them, a survey method could be conveniently used in the study of large and small population with minimal time and it is accurate. (Mohammed, 2001) opines that the benefits of survey is clearly seen when it focuses on a given population where data is collected and analysed and the information gathered can be generalized in terms of characteristics, opinions and believes of the population been studied. Thus, it is against this fact that the method was adopted

3.3   Population of the Study

The population of the study consisted of the administrative staff of NAPEP, those in charge of the management information system (MIS), research monitoring and evaluation (R-ME) and other management staff. This was because the population under study is managerial staff of NAPEP level located at the Headquarters, Abuja.

Information transfer comes to the Headquarters, for analyses, from the States, Local Government and community levels. Therefore, the researcher used a target population comprising the staff in the relevant department in NAPEP Headquarters to obtain the relevant data for the study. A target population is a subset of the population which can be reached by the researcher and contain the same attributes as the parent population. In all, there were 100 people in the population of the study. Below is Table 3.1 showing the population distribution according to sections/units/departments.

Table 3.1: Population Distribution in NAPEP, Abuja

S/N	Dept/Section/Unit	Total
1.	Publicity	21
2.	MIS	28
3.	Library	20
4.	Accounts	18
5.	Admin	13
6	**Total**	**100**

3.4   Sample and Sampling Techniques

All of 100 staff of the Research and Management Information System, and other administrative senior staff (professional and non-professional) in the agency were used as sample for this study. This is for the fact that the whole population is not too large. It therefore becomes necessary for the researcher to use the whole population of study and they now form the sample. Hence, no sampling technique was used.

3.5   Instruments for Data Collection

The researcher .used questionnaire and documentary evidence for data collection These instruments used were carefully designed to ensure that relevant data where collected. The, questionnaire was used to collect information needed to answer the research questions raised in chapter one. The other instrument was used to buttress opinions from the completed questionnaires and to explain some points that the questionnaire could not address.

Mohammed (2005), posits that "the instruments, for data collection is said to be valid when it is able to produce correct responses from the subjects of the sample studied, (Jen, 2002) also collaborated by reporting that research instrument used by researchers to gather information. This expectation also applies to research designs and the measuring instruments. The decision to use questionnaire and documentation was arrived at after considering the nature of the data to be collected and the relative low cost of producing the instruments.

Moreover, the Questionnaire is the most frequently used instrument in Educational research. (Ujo, 2000), said that it is so popular that a number of published studies and students' projects in education employ this instrument for Data collection. The questionnaire could be used to obtain information on a number of people in terms of such factors as gender, state, qualifications to mention but a few.

However, it could also be used to provide information on situational assessment such as extent of availability, use, organization of materials. With questionnaire, data can be obtained on the perception of group of people towards certain things.

3.5.1 Questionnaire

Questionnaire was used to collect relevant data for the study. The researcher also used close ended questions so as to avoid the respondents giving unnecessary but the right information needed. However, at the end of the questionnaire, the respondents were allowed to comment freely on the management of information in NAPEP. This gave them the freedom of expressing their views.

The instrument for collecting data (questionnaire) was titled "Information Management Questionnaire (IMQ) this is addition to documentary evidence. The instrument had 2 parts, Part 1, Section A was designed to ask personal questions (Bio-data) and consisted of 4 items where questions were asked on sex, rank, department and qualification Part 2 consisted of Sections B-1, and it contained 9 items which sought to know the types of information generated, sources of information, extent of information use, relevance, purposes for such information,

dissemination and storage system, and information management. Each of them sought information on different aspects of management. A structured questionnaire containing 12 items was used in all. Furthermore, documentary evidence was adopted to complement the questionnaire where by the responses was collaborated.

3.5.2 Documentary Evidence

Documentation is referred to as a collection of comments pertaining to a specific subject, especially when used to substantiate point of fact in a research. It was used to gather data for this research. These are publications of the National Poverty Eradication Programme. They included magazines, seminar and workshop papers, published bibliography and newspaper articles. These were used to support the views of staff generated from the use of the questionnaire.

3.6 Procedure for Data Collection

The researcher administered the questionnaire personally with the assistance of research assistants who helped in the distribution and collection of questionnaire. However, the respondents were given enough time to fill in the questionnaire. The researcher spent about three days to distribute and collect the filled questionnaires. A follow up was conducted by the researcher where some documents and publications were consulted to make sure that the correct responses were collected.

3.7 Procedure for Data Analysis

The data collected subjected to statistical analysis using the Statistical Package for the Social Sciences (SPSS). However, descriptive statistics were also

used to analyze the data that relate to research questions. Inferential analyses and Chi-square procedure were used where necessary. However, all data obtained from the study were assembled, coded, tabulated and analyzed item by item using percentages. Conclusions were drawn from the analysis which led to providing answers to the research questions and satisfied the objectives of the study.

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CHAPTER FOUR

DATA PRESENTATION, ANALYSIS AND DISCUSSION

4. 1   Introduction

This chapter presents the data collected for this study. Analysis and discussions of the data and the findings are also presented. Demographic characteristics of the respondents are presented in Table of frequencies and percentages. The chapter is presented in the following sub-headings:

- Response rate of the National Poverty Eradication Programme Staff;

- Data analysis and discussion

4.2   Response Rate of the National Poverty Eradication Program

Out of the 100 questionnaires distributed to the respondents, a total of 84 (84%) were duly completed and returned. All were found useful for the study. The high response rate could be attributed to the researcher's effort in administering the instruments personally and also the engagement of an experienced research assistant who is a staff of NAPEP and who helped in the collection of the data. The response rate is shown in Table 4.1.

Table 4.1: -   Response Rate of the NAPEP Staff According to Their Sections

Section	Questionnaire Administered	Questionnaire Returned
Publicity	21	25%
MIS	28	33%
Library	20	23%
Accounts	18	21%
Admin	13	15%
Total	**100**	**84%**

From Table 4.1 above, it can be seen that there are differences in the response rate of the staff from the different sections of NAPEP. The differences in the response revealed that the staff of the Management Information System form the majority (33%) that responded. This was followed by the Publicity staff, (25%) Accounts staff (21%) and the Library staff (20%) respectively. This might be due to the fact that the MIS is directly concerned with the management of information. Hence, the poor response rate of administrative staff could be due to the fact that they are not dealing directly with the subject under research.

4.3   Demographic Data Distribution of the Respondents

Under this section, the demographic data of the respondents which include genders, educational qualifications, patrons and section were analysed and presented as indicated below.

Table 4.2: Classification of Respondents by Gender

Gender	Frequency	Percentage
Male	53	63%
Female	31	37%
Total	84	100%

In Table 4.2 above, the respondents are classified according to their gender, the male respondents were more than the female respondents. The male respondents

were 53 or 63%, while the female respondents were 31, representing 37% of the total

number of respondents.

Table 4.3: Educational Qualifications of the Respondents

Educational Qualification	*Frequency*	*Percentage*
Ph.D	5	6%
M.Sc/MA/MLS	24	29%
B.A/B.Sc/B.Ls	32	38%
HND	16	19%
Diploma/NCE	4	5%
Others	3	3%
Total	84	100%

Table 4.3 above has presented the educational qualifications of the

respondents. This is meant to show educational attainment the of the respondents. It

is seen from the table that majority of the respondents hold first degrees, (38%). This

is followed by those that hold masters degrees (29%), Next to this are the HND

(19%), PhD holders (6%), Diploma and NCE graduates (5%), and others (3%)

Table 4.4: Classification of Respondents by Rank

Rank	Frequency	Percentage
Director	8	10%
Deputy Director	9	11%
Assistant Director	17	20%
Information Officer	33	39%
Others	17	20%
Total	84	100%

Table 4.4 above has shown the various ranks in the organization covered by the organization. This representation enhanced the adequacy of the information obtained from the respondents. These classifications further gave validity to the opinions of the staff used for this research. Majority of the respondents are Information Officers (39%), while the least are the Directors who represent 10%.

Table 4.5: Classification of Response rate of NAPEP staff according to their section

Section	*Frequency*	*Percentage*
MIS	28	34%
Publicity	21	25%
Library	10	12%
Accounts	12	14%
Others	13	15%
Total	84	100%

Data in table 4.5 reveals that 28 (34%) of the respondents work in the MIS and this form the highest while publicity section, 21 representing (25%) work in the section, which is the next. The respondents that work in the library, accounts and other sections are 10, 12 and 13 with 12%, 14% and 15% respectively. This shows that MIS section has the highest response rate.

4.4   Data Presentation and Analysis

This section seeks to analyze the data collected for the study. This is done in the first instance through descriptive analysis and secondly through chi-square.

4.4.1 Type of Information Generated in National Poverty Eradication Programme, Abuja

The researcher tried to identify the type of information generated in the National Poverty Eradication Programme Headquarters, Abuja.

Table 4.6 below shows the type of information generated in the National Poverty Eradication Programme Headquarters Abuja.

Table 4.6: Type of information generated in NAPEP Headquarters Abuja.

S/No	Type of Information	Frequency	Percentage
1	Skills acquisition information	48	57%
2	Agricultural information	15	18%
3	Health information	10	12%
4	Wealth creation information	5	6%
5	Social information	4	5%
6	Other	2	2%
7	Total	84	100%

Fig.1:Type of Information by rank
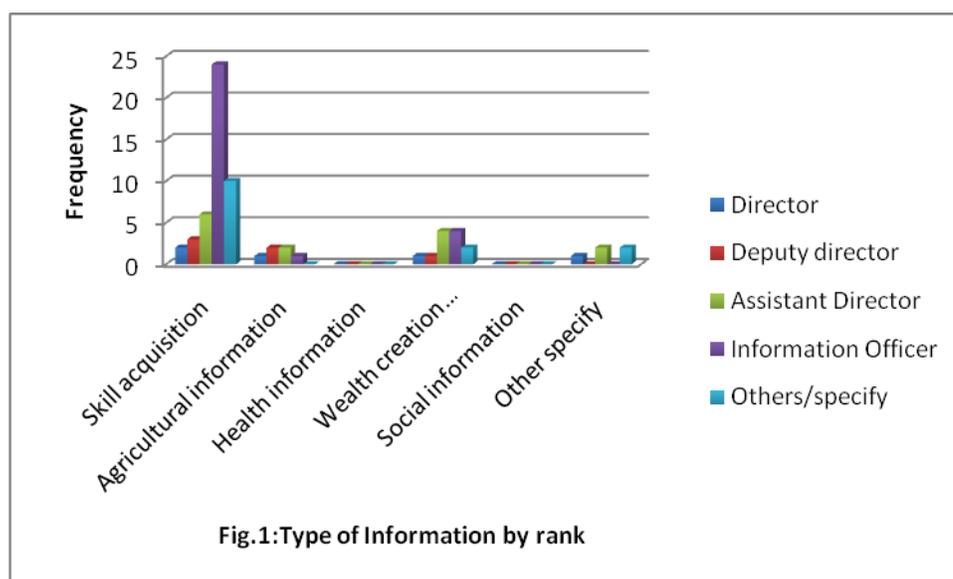
Different types of information were investigated in the study. Table 4.6 has shown the respondents' opinions on the various types of information available to the

organization. This is in line with the aims and objectives of NAPEP. According to the Obasanjo's Reform, (2002), the organization coordinates, monitors and intervenes in all activities of the Federal Government that deals with poverty eradication. Also, NDE (2007) uses media to generate and disseminate information to the public. Also, other forms of information used by NAPEP are those that have to do with the market, registration, information on trainees, (Trainers Module, 2005).

The data collected revealed that 48 (57%) of the respondents indicated that skills acquisition information form the major part of information generated while wealth creation information has 5 (6%) and Agricultural information has 15 (18%) respectively. Health Information have 10 (12%) response rate. Social Information have 4 (5%) response rate, while others have 2 (2%). This shows that skill acquisition is the most important information generated. The reason for this is that the organization is for Poverty Eradication rank. More so, this could be due to the fact that the mandate of the programme is to equip individuals with necessary skills and resources to become productive and self reliant in the society. The low response attributed to health and social information does not come as a surprise because it is, perhaps, less required by the stakeholders of the programme.

4.4.2 Sources of Information Generated in the National Poverty Eradication Programme Headquarters, Abuja

This is aimed at determining the various sources of information generation in the National Poverty Eradication Programme Headquarters, Abuja. To do this, respondents were asked to provide their responses as shown below:

Table 4.7: Source of Information Generated in National Poverty Eradication Programme

S/no	Sources of Information	Frequency	Percentage
1	Community Leaders	46	55%
2	Government Agencies	16	19%
3	NGO'S	13	15%
4	Individuals	5	6%
5	Others	4	5%
	Total	84	100%

Table 4.7 above sought to know the sources of information generated in NAPEP. 46 (55%) of the respondents indicated that community leaders form the much needed source of information for the organization, while 16(19%) comes from Government Agencies, NGO'S has 13 (15%), individual 5 (6%), 4(5%) for others.

Fig 2: Source of information in NAPEP by section
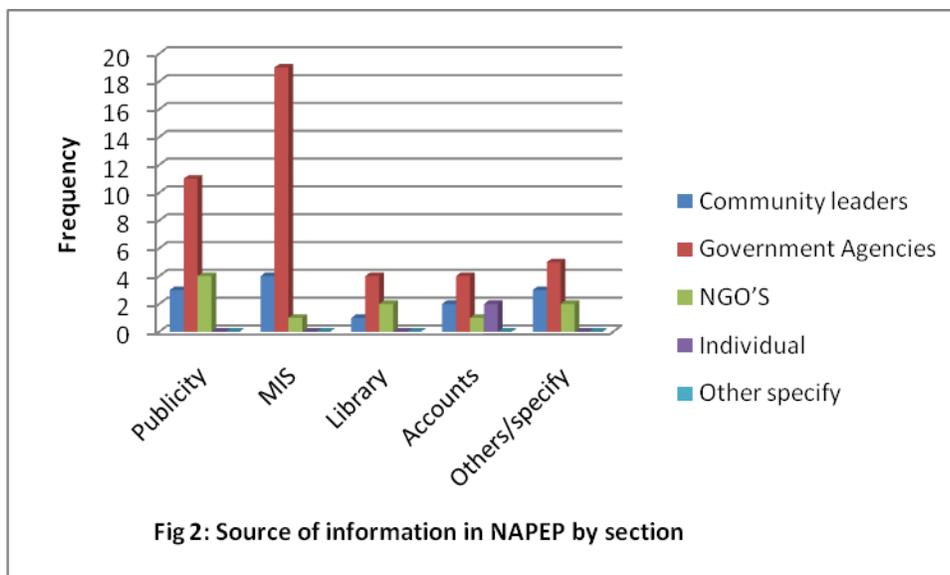
4.4.3 Type of Information Used by National Poverty Eradication Programme Headquarters, Abuja.

This research question is aimed at identifying the type of information used for poverty eradication by the National Poverty Eradication Programme Headquarters, Abuja. To do this, a list of options was provided for the respondents to tick as many options that are used.

Table 4.8: Types of Information Used by NAPEP

S/N	Type of Information	Frequency	Percentage
1	Skills acquisition information	45	53.6%
2	Agricultural information	11	12.5%
3	Wealth creation information	10	11.9%
4	Social information	08	9.5%
5	Health information	06	7.1%
6	Others	05	6.0%
7	Total	84	100%

The Table above has shown the types of information used for the eradication of poverty by NAPEP Headquarters, Abuja. It was revealed that skills acquisition information 45 (53.6%) is the type of information mostly used for poverty eradication by the National Poverty Eradication Programme. The high frequency recorded is not unconnected to the fact that the mandate of NAPEP is to eradicate poverty by equipping the participants with some requisite skills that will make them self reliant. This is followed by agricultural information and wealth creation information with 10 (11.9%) scores each. Also, health information, social information and market information as specified by the respondents recorded least frequencies.

Based on the above, it can be concluded that skills acquisition information is the type of information that is highly used by NAPEP

4.4.4 Relevance of Information to the Activities of National Poverty Eradication Programme Headquarters, Abuja

This research question was raised to determine the relevance of information to the activities of NAPEP Headquarters, Abuja. To achieve this, a Likert scale was used and respondents were asked to indicate by ticking the appropriate response.

Table 4.10: Relevance of Information to the Activities of National Poverty Eradication Programme

S/N	Type of Activities	Very Relevant	Relevant	Less Relevant	Not Relevant
1.	Skills acquisition	47(56%)	19 (22.6%)	9(10.7)	9(10.7%)
2	Agricultural development	45(53.6%)	21(25%)	12 (14.3%)	6 (7.1%)
3	Health care	6(7.1%)	10(12%)	12 (14.3%)	46(54.8%)
4	Wealth creation	55(65.5%)	05(6%)	10(12%)	9(10.7%)
5	Social development	50(59.5%)	10(12%)	05(6%)	19 (22.6%)

Table 4.10 sought to know the rate and relevance of some activities carried out by NAPEP in the organization. It was discovered that information plays a vital role in NAPEP organization as a whole. Hence, very relevant response rate shows 55 (65.5%), for wealth creation, 50 (59%) is for social development, not relevant to the activities shows 46 (54.8%) response rate while Agricultural development and skill acquisition is relevant to the activities by having 21 (25%) and 19 (22.6%) response rate. The least of all is 6 (7.1%) response for agricultural development. By implication, information is relevant to the activities of the organization is paralyzed

positively. This analogy is in line with Rowntice who was to develop a poverty standard for individual families based on estimates of nutritional and other requirements as seen in (Ajakaye and Adeleyeye, 2001) in reference to (Odama, 2002).

4.4.5: Purposes for Information Generation in the National Poverty Eradication Proramme Headquarters, Abuja

This question was raised to identify the various purposes for the generation of information in the National Poverty Eradication Programme Headquarters, Abuja. To do this, a list of purposes was outlined for the respondents to tick as many as applicable.

Table 4.11: Purposes for Information Generation by National Poverty Eradication Programme.

S/no	Purposes for Information Generation	Frequency	Percentage
1	For empowerment	36	43%
2	For capacity building	34	40%
3	Self-reliance	9	11%
4	For peaceful coexistence	3	3%
5	Others	2	3%
	Total	84	100%

Table 4.11 sought to know why information is generated in the organization. This is for the fact that information is very important to the day-to-day running of the organization. And it is in agreement with Tunlong (2009) to support research question. 36 (43%) of the respondents felt that empowerment is the major reason for generating information, while 34 (40%) indicated it is for capacity building, 9 (11%) for self-reliance, 3 (3%) for peaceful coexistence others have 2 (3%). This is because the organization tends to empower the people by eradicating poverty through empowerment and for peaceful coexistence that lies in the hands of the community leaders. This shows that generally empowerment is the major reason why information is generated as it has to do with poverty eradication.

4.4.6: Channels of Information Dissemination in National Poverty Eradication Programme Headquarters, Abuja.

This question sought to identify the types of channels used for information dissemination in the National Poverty Eradication Programme Headquarters, Abuja. A list of channels was provided and respondents were asked to tick as many as appropriate as shown in Table 4.12 below.

Table 4.12: Channels of Information Dissemination in National Poverty Eradication Programme

Channels of Information Dissemination	Frequency	Percentage
Seminars/workshop	44	52%
Training	27	32%
Publications	5	6%
Radio/TV programmes	5	6%
Others	3	4%
Total	84	100%

Table 4.12 above has shown that information dissemination in the National Poverty Eradication Programme is mostly through seminars/workshops with 44 (52%), training has 27 (32%), publication 5 (6%), Radio 5 (6%) and others3 (4%). This implies that seminars/workshops form the major channels of disseminating information in the organization. This is true because of the various retreats, workshops seminars carried out frequently by the organization in a bid to sensitize the staff. This finding is in line with the statements of (Lucey, 2002) and (Tunlong, 2009) that information dissemination could be face-to-face conversation, oral and written medium. This collaborate the findings of Sabah Government (2006) in Punjab and that of Malaysian Government in collaboration with World Bank Report, (2005) where it was found out that information were stored in database and made available when needed and short term, medium and long term planning involving the communities.

4.4.7: Methods of Organizing and Storing Information by National Poverty Eradication Programme Headquarters, Abuja

This research question sought to find out the methods of organizing and storing information by the National Poverty Eradication Programme Headquarters, Abuja. To do this, a list of methods was provided for the respondents to tick as many as relevant.

Table 4.13: Methods Adopted by National Poverty Eradication Programme in Organizing and Storing of Information.

Method of Organization	Frequency	Percentage
Cataloguing and Classification	47	54%
Indexing and Abstracting	15	18%
Photocopying	12	14%
Digitization	3	4%
Photographing	2	3%
Microfilming	3	4%
Others	2	3%
Total	84	100%

Table 4.13 has shown that 47 (54%) respondents used cataloguing and classification in organizing and storing information in the organization. This is in line with the finding of (Chao, 1995), where he alluded that new technologies by the use of computers are necessary in organization of materials. In the same vein, it was

found out that in USA, binding form the major part of information storage. But is NAPEP database in more prominent with MIS Department. While 18% of the respondents indicated indexing and abstracting. 14% photocopying, 4% digitalization and microfilming, while 3% is for others. This finding is in line with the finding of (Ifidon, 2007) where it was stressed that in the management and organization of files in the modern technology (ICT) computers are highly used whereas from 1990 information organization has been upgraded to the new technology rather than file storage of early 1970s. It should be noted that the MIS Department that kept most of the information materials in soft and hard copies. Library has to catalogue and classify such materials for easier access and retrieval.

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CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.1   Introduction

This chapter provides the summary of the findings, conclusion and recommendations of the research work.

5.2   Summary of the Study

The purpose of the study was to asses information management in the National Poverty Eradication Programme (NAPEP) Headquarters, Abuja with particular reference to how information is generated, types, sources, relevance, purpose for generation, dissemination, organization, and use. Seven research questions were generated. Review of relevant literature was also conducted in which it was established that, there is the need to store information for proper management. A survey research method was adopted. The population of the study consists of the 100 staff in the Headquarters, Abuja who were made up of Management, Information Officers, Research and Monitoring Departments, and all Senior Management staff.

All the 100 staffs in the Departments under study were used as sample for this study. The research instruments used for collecting data included questionnaire and documentary evidence. One hundred questionnaires were administered. The Questionnaire contained two parts. Part one sought to know the respondents educational qualifications, the section they work and gender. The second part sought to know the type of information generated, extent of use, relevance accessibility organization and information management.

The data collected for the study were presented and analyzed using both descriptive statistic and chi-square, frequency distribution tables and percentages and histograms were used for statistical calculations.

5.3   Summary of The Findings

From the data analysis, it was found that:

a.   The type of information frequently generated by NAPEP was that on skills acquisition and empowerment.

b.   The information generated in NAPEP revealed that community leaders formed the majority of information and government agencies formed the major sources.

c.   The information used for poverty eradication by NAPEP was rated very high with skills acquisition and agricultural information ranking high.

d.   The relevance of the activities of NAPEP towards its goals and objectives was rated very relevant with skills acquisition and wealth creation. This is because its activities were aimed at eradicating poverty.

e.   The purpose for information generation in the organization was for empowerment.

f.   The channels of dissemination of information to the members of the organization were seminars and workshops.

g.   Cataloguing and classification methods were adopted in organizing and storing materials.

h.   Information Management is the collaborative efforts of all the staff in the Information Management Sectio

5.4   Conclusion

Based on the findings of the study, it could be concluded that information generated if managed well can play a very vital role in the management of NAPEP. And to achieve this, there is the need to organize the library by providing adequate accommodation and modern facilities,

There is the need to upgrade NAPEP websites and also make it accessible for the general public to allow sharing of information with other sister organizations and individual body. There is hope in improvement of services if a more effort is put on dissemination of information.

5.5   Recommendations

Arising from the findings of this study, the following recommendations were Made:

a. Information sources, workshops and training should be open to the public in order to appreciate NAPEP.

b .NAPEP should collaborate with entrepreneurship development agencies to offer more services to the people.

b. The government and individual should assist NAPEP in training and providing of funds to empower the people.

c. More collaboration is needed with non-governmental organisation in the field of information generation and sharing.

d. Up date of its Websites.

5.5   Suggested Area for Further Studies

a.   This study is limited to information management in the Headquarter of NAPEP, there is the need for similar investigations in the states and communities all over Nigeria.

b.   A study on the stakeholders in NAPEP should be carried out so as to know where the problem of management is coming from. This could be done in collaboration with other sister Agencies Bank Of Industry (BOI),National Centre For Women Development (NCWD) and National Directorate Of Employment (NDE)

c.   The impact of Seminar/workshops on the entire organisation should be carried out.

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QUESTIONNAIRE

Department of Library and

Information Science

Faculty of Education

Ahmadu Bello University

Zaria.

**QUESTIONNAIRE ON AN ASSESSMENT OF INFORMATION
MANAGEMENT IN NATIONAL POVERTY ERADICATION
PROGRAMME (NAPEP), ABUJA**

Sir,

I am a Postgraduate student of the above named department currently
conducting a study on the above mentioned subject matter. I am therefore soliciting
your cooperation to kindly respond to the questions appearing over leaf.

All information provided will be used for the purpose intended in the study.
Information provided will be treated in confidence.

Thank you for your cooperation.

Yours faithfully,

Hadiza Eneze Gomina

PART 1

Section A: BIO DATA/PERSONAL DETAILS

Instruction: Kindly put X where applicable in the space provided.

1. Gender: Male ( )   Female ( )

2. What is your highest education qualification

    a. Ph.D   (   )

    b. M.Sc/MA/MLS   (   )

    c. B.A/B.Sc/BLs   (   )

    d. HND   (   )

    e. Diploma/NCE   (   )

3. Rank

    a. Director   (   )

    b. Deputy Director   (   )

    c. Assistant Director   (   )

    d. Information officer   (   )

4. In which section do you work?

    a. Publicity office   (   )

    b. MIS   (   )

    c. Library   (   )

    d. Accounts   (   )

PART 2

Instruction: Kindly put X where applicable in the space provided.

INFORMATION MANAGEMENT (IMQ)

SECTION B: The types of information generated in NAPEP

5. What are the various types of information generated in National Poverty Eradication Programme?

    a. Skills acquisition and trade information   ( )

    b. Agricultural information   ( )

    c. Health information   ( )

    d. Wealth creation information   ( )

    e. Social information   ( )

SECTION C: Sources of information generation in National Poverty Eradication Programme

6. What are the various sources through which National Poverty Eradication Programme generate its information?

    a. Community leaders   ( )

    b. Governmental Agencies   ( )

    c. NGO's   ( )

    d. Individuals   ( )

SECTION D: The extent at which information is used in the various activities of NAPEP.

7. At what rate would you measure the usability of information by National

    Poverty Eradication Programme?

    a. Very High   ( )

    b. High   ( )

    c. Average   ( )

    d. Low   ( )

    e. Very low   ( )

SECTION E: The effectiveness and use of such information.

8. How effective is the use of such information?

    a. Very high   ( )

    b. High   ( )

    c. Moderate   ( )

    d. Average   ( )

    e. Low   ( )

SECTION F: The relevance of information to the activities of NAPEP towards

its goals and objectives

9. At what rate would you assess the relevance of information to the activities of

    National Poverty Eradication Programme (NAPEP) towards achieving its

    goals and objectives?

    a. Excellent   ( )

b. Good   ( )

c. Fair   ( )

d. Poor   ( )

e. Very poor   ( )

SECTION G: Reasons for generating information by Nation Poverty Eradication Programme (NAPEP).

10. What are the reasons for information generation by National Poverty Eradication Programme (NAPEP)?

    a. For capacity building   ( )

    b. For empowerment   ( )

    c. Self reliance   ( )

    d. For peaceful coexistence   ( )

SECTION H: Dissemination of information about NAPEP's activities.

11. How does National Poverty Eradication Programme (NAPEP) disseminate information about its activities to the public?

    a. Seminars/workshops   ( )

    b. Training on skills acquisition ( )

    c. Publications   ( )

    d. Radio/TV programmes   ( )

SECTION I: The various methods adopted for information organization and storage by National Poverty Eradication Programme (NAPEP).

12. What are the various method adopted by National Poverty Eradication Programme (NAPEP) in organizing and storing of information?

    a. Cataloguing and classification   ( )

    b. Indexing and abstracting   ( )

    c. Photocopying   ( )

    d. Digitizing   ( )

    e. Photographing   ( )

    f. Microfilming   ( )

Comment freely on the management of information in NAPEP.

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