

Better governance. Brighter possibilities.

Clear policies. Stronger controls. Better project delivery.

We help organisations resolve practical governance and operational problems through clear policies, effective controls, well-managed projects and better information practices. Our work is focused on usable deliverables and implementation—not theory.

OUR SERVICES

1. Policy & Procedure Development

Problem: Policies are missing, outdated or difficult for staff to apply.

Deliverables: Policies, procedures, implementation guidance and review frameworks.

2. Risk & Internal Controls

Problem: Control gaps, unclear responsibilities or inconsistent processes create avoidable risk.

Deliverables: Control reviews, gap assessments and prioritised corrective-action plans.

3. Project Management & Implementation

Problem: Initiatives lack clear plans, ownership, coordination or progress reporting.

Deliverables: Project plans, stakeholder coordination, milestone tracking and implementation reports.

4. Records & Information Management

Problem: Records are difficult to find, retention rules are unclear or disposal is inconsistent.

Deliverables: Records policies, retention and disposition schedules, classification and lifecycle processes.

5. Digital Transformation, Data & AI Governance

Problem: Paper-heavy workflows, digital systems and AI use lack clear requirements or governance.

Deliverables: Process reviews, EDMS coordination, data and AI governance policies, roles and risk controls.

WHO WE SUPPORT

Energy and infrastructure businesses; multinational organisations; NGOs (non-governmental organisations); financial and professional services; public and regulated organisations; growing businesses.

Engagements: focused reviews, defined projects, policy development, training programmes and implementation support.

Experience grounded in delivery.

CENTRAL BANK OF NIGERIA | INSTITUTIONAL EXPERIENCE

Over a decade of professional experience at the Central Bank of Nigeria (CBN), a highly regulated financial institution, spanning information governance, policy development, risk management, digital transformation, project coordination and organisational capacity building.

SELECTED PROFESSIONAL EXPERIENCE & CONTRIBUTIONS

- **Information governance & policy.** Contributed to the review of the CBN Records and Information Management Policies and Procedures Manual; developed retention and disposition policies, schedules and processes for physical and electronic records.
- **Risk management & controls.** Contributed to reviews of the institution's Risk Management Policies and Strategy Implementation Framework.
- **Digital transformation & EDMS.** Served on the project management team for the institution's digital transformation and Electronic Document Management System (EDMS) deployment, supporting paperless workflows and operational efficiency.
- **Records lifecycle management.** Worked on retention, access, disposition and governance processes for physical and electronic institutional records.
- **Training & stakeholder engagement.** Delivered annual training programmes and forums for hundreds of staff on digital transformation and information management.
- **Operational leadership.** Served as Acting Head of the Custodial Services Office in the Records and Information Management Division in 2024; retired as a Manager in December 2024.

WHAT THIS EXPERIENCE MEANS FOR CLIENTS

Practical support to develop implementable policies; strengthen risk and internal controls; improve records retention and disposition; coordinate digital initiatives; and build staff capacity to adopt improved processes.

HOW WE CAN HELP YOU START

Policy & Procedure Review

Gap summary, recommendations and revision plan.

Risk & Controls Review

Findings report and corrective-action plan.

Records Management Improvement

Retention and disposition review with recommended processes.

Project Delivery Support

Workplan, milestones, responsibilities and progress reporting.

LEADERSHIP

Chinenye Didigu | Founder & Chief Executive Officer

Former Manager, Central Bank of Nigeria. Information governance and organisational effectiveness professional with experience in policy, risk, digital change, stakeholder coordination and training. **Professional affiliation:** Member, ARMA International.

LET'S DISCUSS YOUR PRIORITIES

chinenye@ettaceciliaconsulting.com | chinenyedidigu39@gmail.com
+234 803 396 2165 | ettaceciliaconsulting.com | Abuja, Nigeria