



GOVERNMENT OF EKITI STATE, NIGERIA
Information and Communication Technology (ICT)
Policy of Ekiti State

APRIL, 2013

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1.0 INTRODUCTION

1.1 Information and Communication Technology (ICT Directorate)

The Directorate of Information and Communication Technology was created in 2003 as one of the Pilot projects of the National Public Service Network (PSNet) as provided for by the National Policy on Information and Communication Technology. The state policy on Information Communication Technology which was drawn up and approved by the State Executive Council in 2003 provides for the establishment of a Ministry, Department or Agency which shall have the sole responsibility of making, reviewing and implementing ICT policy within Ekiti State and which shall have the oversight function of coordinating all ICT initiatives.

1.2 The Policy

This document is a highlight of the main ICT Policy framework of Ekiti State Government. It is divided into sections that address themes which provide guideline for proper use of ICT within the State Government. It also provides the underlying foundation for the implementation of ICT Strategy of the State Government with the intent to promote smart governance (e-Government), effectiveness and efficiency of government operations across all MDAs. This policy references technical and operational standards and specifications which will be updated by the ICT MDA from time to time and circulated to users.

2.0 POLICY FRAMEWORK

2.1 Mission Statement

To use ICT to improve efficiency and effectiveness in service delivery and transparency in government; support and modernize the processes of Education and Learning and facilitate affordable access to ICT products and services to the citizens of the state in order to enhance their quality of life and business.

2.2 Policy Objectives

- 2.2.1 To create of a formidable ICT institution to drive the state ICT programmes.
- 2.2.2 To use ICT to pilot all government operations so as to encourage paperless or electronic communication across government Ministries, Departments & Agencies (MDAs).
- 2.2.3 To create and maintain a dynamic and active website, with feedback mechanism.
- 2.2.4 To develop and maintain a Geographic Information System (GIS) for the State.
- 2.2.5 To use ICT in eliminating fraud and increasing Internally Generated Revenue of the State.
- 2.2.6 To enhance efficient and effective decision making process.
- 2.2.7 To providing leadership direction and vision to guide ICT infrastructural development and utilization in the state.
- 2.2.8 To Maintain Telecommunication Infrastructure for internet access
- 2.2.9 To provide a Technical/Help Desk support and maintenance for Internet and PCs users within the MDAs.
- 2.2.10 To maintain the State's Website and liaise with MDAs for ministerial contents to load onto respective MDAs' portal/page on the website.
- 2.2.11 To Setup and maintain official e-mail addresses for government staff and functionaries

2.3 Strategies

- 2.3.1 Establishment of a Ministry, Department or Agency dedicated to ICT with well trained personnel and up-to-date ICT infrastructure.
- 2.3.2 Establishment of ICT data centre to house the ICT server infrastructure and link all government agencies and stakeholders.
- 2.3.3 Promote Public Private Partnership in ICT

- 2.3.4 Build the capacity of the state public service to use ICT effectively by provide ongoing training and development support.
- 2.3.5 Establish a coordinated programme for the development of information infrastructure using the most effective technology.
- 2.3.6 Design, create and operate all strategic applications and databases such as a Citizens Information Management System (CIMS) for the State; and other databases for the State Government in the area of payroll, personnel records, revenue and expenditure, health, education e.t.c.
- 2.3.7 Regulation of ICT Hardware and Software acquisition to ensure consistency across Ministries, Agencies and Departments of government to ensure that software in all MDAs are duly licensed.
- 2.3.8 Establishing a network to link all MDAs and Local Governments.
- 2.3.9 Creating an effective intranet (website and platform for internal communication and coordination within the State) for the state.
- 2.3.10 Create an electronic workflow and document management system

3.0 GOVERNANCE

There shall be established and constituted an Information and Communication Technology (ICT) steering committee for Ekiti State. It shall have members from:

- 3.0.1 The Bureau of Infrastructure & Public Utilities or any other EXCO level MDA in charge of ICT. **(2 members)**
- 3.0.2 The Information and Communication Technology Ministry, Department or Agency **(2 members)**.
- 3.0.3 The Ministry of Education, Science & Technology **(1 member)**
- 3.0.4 Ministry of Budget, Economic Planning and Service Delivery **(1 member)**
- 3.0.5 The Ministry of Health **(1 member)**

3.0.6 The Office of Transformation, Strategy & Delivery (OTSD) **(1 member)**

3.0.7 Ministry of Finance **(1 member)**

3.0.8 Ministry of Trade, Investments and Innovations **(1 member)**

The steering committee shall be chaired by the EXCO member in charge of ICT MDA. The ICT steering committee shall be the highest coordinating body on ICT in the government.

3.1 ICT Projects Design & Implementations in MDAs

It is the Policy of Ekiti State Government that all ICT initiatives, project design and implementation shall have the backing, support, and participation of the ICT MDA;

3.1.1 As the owner and custodian of all ICT infrastructure & projects in the state.

3.1.2 For the maintenance of centralized database for the state thereby eradicating data duplication, data redundancy and wastage.

3.1.3 For receiving and managing enquiries from website for the State Government.

3.2 Government Human Resource Development

The government will endeavour to develop globally competitive, quality manpower in ICT and related disciplines within the government by:

3.2.1 Recruiting well qualified ICT professionals to run the State ICT infrastructure;

3.2.2 Developing adequate incentives for ICT personnel in the Civil Service in order to reduce rate of ICT staff turnover.

3.2.3 The ICT Ministry, Department or Agency shall be formed and organized such that the civil service is empowered to be able to function at the most efficient ICT-driven level

4.0 USE OF GOVERNMENT ICT ASSETS AND INFRASTRUCTURE

- 4.1 Any hardware like laptop, desktop, ipad, printers, mobile phone, etc given to a user by the state government remains the property of the state government.
- 4.2 Any government asset assigned to a user must be protected by that person from damage and theft. Such a user will be held liable for loss or damage.
- 4.3 On exit from government service such an asset must be returned. If not returned the value of a brand new replacement must be deducted from the terminal benefits of the person.

5.0 INTERNET SERVICES AND DOMAIN NAME

- 5.1 The ICT MDA will have the responsibility for assigning and creating domain names for all government MDAs.
- 5.2 The official parent domain name of the state government is www.ekitistate.gov.ng. Subdomains will be created for autonomous agencies by the ICT MDA. E.g. www.ekswc.ekitistate.gov.ng.
- 5.3 All websites to be set up by any MDA must be approved by the ICT MDA.

6.0 GEOGRAPHICAL INFORMATION SYSTEMS (GIS)

- 6.1** The state shall apply ICT as a tool to develop a state Geographical Information System. The GIS system will be used for physical planning, land management, other infrastructure planning, flood control and climate change management. This will eliminate the past experience of one government agency damaging another's assets during construction.

7.0 ICT EDUCATION AND KNOWLEDGE ECONOMY

7.1 To fulfill the vision of making Ekiti State the Bangalore of Africa, the use of ICT as a driver of skill development, economic growth and promotion of entrepreneurship will be encouraged.

7.2 Implement an ICT innovation hub framework to create entrepreneurs, employable persons and marketable ICT products. The ICT steering committee will coordinate the various initiatives related to this.

8.0 INFORMATION STORAGE, BACKUP, USE, RETRIEVAL, ARCHIVING AND PRIVACY POLICY

It is the ICT Policy of Ekiti State that all information in electronic form shall be stored in a retrieval system, duly backed up and archived in line with the provisions in Appendix A of this policy. Information shall be stored for a minimum period of 10 years.

9.0 ELECTRONIC DOCUMENT AND WORKFLOW SYSTEM

9.1 Electronic documents shall be recognized as legal documents in Ekiti State. The technical standards to be met are documented in **appendices(s)** as contained in **Annexure A**.

9.2 It is intention of EKSG to move from a paper-based system to an electronic approval and workflow system. This will be implemented gradually until the whole of government is covered.

10.0 E-MAILING POLICY

It is the policy of Ekiti State Government that all official communication shall be done using the official email address. All communication done via email shall be archived.

11.0 DIGITAL SIGNATURE

EKSG shall recognize and use digital signature in electronic documents and communications. The technical standard to be adopted is documented **appendices(s)** as contained in **Annexure A**.

12.0 TECHNICAL STANDARD AND ACCEPTABLE USE POLICY

Each user of the government ICT assets (software, hardware and network) shall sign an ethical standard and acceptable use agreement.

13.0 LEGAL BACKING & FRAMEWORK

There shall be laws enacted by the Ekiti State to provide legal backing and framework in support of this policy.

14.0 EKITI STATE ICT TECHNICAL AND OPERATIONAL STANDARDS

14.1 Introduction:

The ICT Directorate shall establish technical and operational standards to guide its work. The ones identified at this time are:

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| 14.1.1 Acceptable Use and ethical standard | Appendix 1 |
| 14.1.2 Email Standard | Appendix 2 |
| 14.1.3 Network and Infrastructure security standard (NISS) | Appendix 3 |
| 14.1.4 Third-party connectivity standard | Appendix 4 |
| 14.1.5 Procurement Standard | Appendix 5 |