



**Kwara State Geographic and Information Services (KW-GIS)
Commissioner's Lodge Way, G.R.A, Ilorin Phone Number:
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MANDATORY ADVANCE COMMUNICATION RULES OF UPCOMING CHANGES

**IN LINE WITH EXECUTIVE ORDER ON THE PROMOTION OF TRANSPARENCY AND
EFFICIENCY IN THE BUSINESS ENVIRONMENT**

December 2023

Effective Date: 30/12/2023

Reference: Executive Order No 1, 2023, on the Promotion of Transparency and Efficiency in the Business Environment

1. Introduction

This document establishes the Mandatory Advance Communication Rules for notifying stakeholders about upcoming changes related to the approval process for survey lifting at Kwara State Geographic Information Services (KW-GIS). These rules are designed to ensure transparency, proper planning, and minimal disruption for individuals, organizations, and entities involved in the survey lifting process.

2. Purpose

The purpose of these communication rules is to provide clear guidelines on how and when KW-GIS will inform stakeholders of any changes to the survey lifting approval process. This includes changes in regulations, procedures, documentation requirements, fees, timelines, and any other relevant aspects of the process.

3. Scope

These rules apply to all upcoming changes affecting the survey lifting approval process at KW-GIS, including:

- **Regulatory Changes:** Amendments to laws, regulations, or guidelines governing survey lifting approvals.
 - **Procedural Changes:** Modifications to the steps, processes, or workflows involved in the survey lifting process.
 - **Documentation Requirements:** Changes in the documents, forms, or other materials required for survey lifting requests.
 - **Fee Structures:** Adjustments to the fees associated with survey lifting services.
 - **Service Delivery Timelines:** Alterations to the timelines for reviewing, processing, and approving survey lifting requests.
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4. Communication Rules

4.1 Notification Timeline:

- **Minimum Notice Period:** KW-GIS will provide stakeholders with a minimum of 30 calendar days' notice before implementing any significant changes to the survey lifting approval process.
- **Urgent Changes:** In cases where urgent changes are necessary (e.g., due to legal or safety concerns), KW-GIS will provide as much advance notice as possible, with a minimum of 10 calendar days.

4.2 Communication Channels:

- **Official Website:** All upcoming changes will be published on the KW-GIS official website (www.kwarastate.gov.ng/kwarGIS) under the updates and announcements section.
- **Email Notifications:** Registered stakeholders, including individuals and entities that have previously requested survey lifting services, will receive direct email notifications detailing the upcoming changes.
- **Public Notices:** KW-GIS will issue public notices in local newspapers and on official social media platforms to ensure broad dissemination of the information.
- **Stakeholder Meetings:** When necessary, KW-GIS will organize stakeholder meetings or webinars to discuss upcoming changes and address any concerns or questions.

4.3 Content of Communication:

- **Detailed Explanation:** Notifications will include a clear and detailed explanation of the changes, the rationale behind them, and how they will affect the survey lifting approval process.
- **Effective Date:** The exact date when the changes will take effect will be clearly stated in all communications.
- **Action Required:** Any actions that stakeholders need to take in response to the changes, such as submitting additional documentation or adjusting timelines, will be clearly outlined.

4.4 Stakeholder Feedback:

- **Feedback Mechanism:** Stakeholders will have the opportunity to provide feedback or raise concerns about the upcoming changes through an official feedback form available on the KW-GIS website.
- **Response to Feedback:** KW-GIS will review all feedback and provide responses or clarifications as needed. If major concerns are raised by multiple stakeholders, KW-GIS may hold further consultations or make adjustments to the planned changes.

5. Compliance

Once the changes take effect, all stakeholders are required to comply. Failure to adhere to updated regulations, procedures, or requirements may delay or reject survey lifting approvals.

6. Responsibilities

- **KW-GIS Responsibility:** KW-GIS ensures that all communications about upcoming changes are timely, clear, and accessible to all relevant stakeholders.
- **Stakeholder Responsibility:** Stakeholders are responsible for staying informed about upcoming changes and taking necessary actions to comply with new requirements.

7. Review and Updates

These communication rules will be reviewed periodically and updated to reflect changes in communication practices or stakeholder needs. Any updates to these rules will be communicated to stakeholders following the notification timeline and channels outlined above.

8. Contact Information

For any questions or further information regarding upcoming changes or these communication rules, stakeholders can contact KW-GIS at: Kwara State Geographic and Information Services (KW-GIS), Mon-Friday from 9am -5pm, Commissioner's Lodge Way, G.R.A, Ilorin, Phone Number: +2348093542084

These communication rules ensure that all stakeholders are well-informed and adequately prepared for any layout plan approval process changes, promoting smooth transitions and continued compliance with KW-GIS requirements.

SIGNED

**The Executive Chairman. Kwara State Geographic and Information Services Published
28th December 2023**

