



To Whom It May Concern,
Kenya.

17th July 2023

Jambo,

RE: STAFF CAPACITY BUILDING PROGRAMS FY 2023/24

Thank you for always trusting RIMEA to be your trusted partner in Records and Information Management.

Records and Information Management East Africa Limited Provides Integrated Records and Information Management Solutions & Capacity Building for hundreds of organizations in the region.

As you start the FY Year 2023-24, we invite you to our various programs covering: -

- Records Management
- Digitization
- Effective Business Support
- Mail Management
- Library management

As always, we strive to offer you the very best.

On same breath please note that any of the above are available for group inhouse training on request.

We are Registered with National Industrial Training Authority under: NITA/TRN/1484

We look forward to continuing patronage.

For any clients feedback, suggestions and partnership, feel free to reach me on

naomi@rimeastafrica.org or Simon on don@rimeastafrica.org

Our Programs have CPD points awarded to participants as well as various resource persons engaged.

Yours sincerely,

Naomi Mwaura

Chief Executive Officer

Records and Information Management East Africa Limited (RIMEA)

ABOUT RIMEA

Records and Information Management East Africa Limited (RIMEA) is a company based in East Africa that specializes in providing integrated records and information management solutions. Founded in 2015, RIMEA has established itself as a leading provider of services in the field of records and information management.

RIMEA offers a range of services to help organizations efficiently manage their records and information throughout their lifecycle. Our services encompass various aspects of information management, including document storage, digitization, archiving, and retrieval. We work with clients from various sectors, including government agencies, corporations, educational institutions, and non-profit organizations.

OUR CONSULTING SERVICES

1. **Storage and Access Solutions:** We assist organizations set industry standard records centres and archives. This enables effective management of records as well as disposition. Enabling your organization to safe storage and managed access.
2. **Digitization Services:** we work with organizations in transitioning from paper-based records to digital formats. Offering scanning and digitization services to convert physical documents into electronic files. This enables efficient access, retrieval, and sharing of information, while reducing physical storage requirements.
3. **Archiving Solutions:** We help organizations establish effective archiving systems. We develop customized archival strategies, including the implementation of archival software and the establishment of retention schedules. This ensures that records are appropriately preserved for future reference, compliance, and historical value.
4. **Records Management Consultancy:** We provide consultancy services to help organizations develop robust records management policies and procedures. Our experts assess current practices, identify areas for improvement, and offer recommendations to enhance information governance. We assist in establishing records management frameworks, workflows, and guidelines.
5. **Data Privacy and Security:** We assist organizations in ensuring the privacy and security of their records and information. We help develop data protection policies, implement access controls, and establish backup and recovery systems. We also support organizations in complying with relevant data protection regulations.
6. **Records Management Audit:** A comprehensive and systematic assessment of an organization's records management practices, policies, procedures, and systems. Its purpose is to evaluate the effectiveness and compliance of records management processes within the organization.
7. **Records Destruction and Disposal:** We provide secure records destruction and disposal services. They follow industry-standard protocols to ensure confidential information is irreversibly destroyed, thereby minimizing the risk of data breaches or unauthorized access.

TRAINING AND CAPACITY BUILDING:

We offer training programs to enhance the skills and knowledge of employees in records and information management. They conduct workshops, seminars, and certification courses to educate personnel on best practices, compliance requirements, and the efficient use of records management tools and technologies. We are accredited by NITA- NITA/TRN/01484

Our Expertise

At RIMEA we have a dedicated team for our consulting and Capacity Building providing our clients with in-depth resources and personnel on records and information management.

Clientele

We are honoured to have worked with leading brands and government agencies in East Africa

1. WORKSHOPS FY 2023-24

1.1 Effective Records Management Workshops Fy 2023-24

- ▶ 10-14 July 2023, Mombasa: Effective Records and Information Management Workshop on Records Centres Management
- ▶ 11-15 Sep 2023, Mombasa: Effective Records and Information Management Workshop on Records Classification and Categorization
- ▶ 6-10 Nov 2023, Mombasa: Effective Records Management, Policies and Compliance
- ▶ 19-23 Feb 2024, Nakuru: Effective Records Management and Archiving Workshop
- ▶ 8-12 April 2024, Nakuru: Effective Records Management and Storage and Security
- ▶ 3-7 June 2024, Nakuru: Effective Records Management and Preservation

1.2 Digitization & Electronic Document Management Workshops Fy 2023-24

(Certified Electronic Document Management Systems Manager Short Course)

- ▶ 21-25 Aug 2023, Meru: Digitization & Electronic Document Management Workshop
- ▶ 9-13 Oct 2023, Mombasa: Digitization & Electronic Document Management Workshop
- ▶ 18-22 Dec 2023, Nakuru: Digitization & Electronic Document Management Workshop
- ▶ 22-26 Jan 2024, Mombasa: Digitization & Electronic Document Management Workshop
- ▶ 11-15 Mar 2024, Nakuru: Digitization & Electronic Document Management Workshop
- ▶ 6-10 May 2024, Mombasa: Digitization & Electronic Document Management Workshop

1.3 Effective Business Support Workshops Fy 2023-24

- ▶ 24-28 July 2023, Mombasa: Effective Communication and Interpersonal Skills Workshop
- ▶ 14-18 Aug 2023, Kisumu: Organizational Skills and Workflow Management Workshop
- ▶ 23-27 Oct 2023, Nakuru: Customer Service Excellence Workshop
- ▶ 13-17 Nov 2023, Mombasa: Email Etiquette Workshop
- ▶ 4-8 Dec 2023, Mombasa: Technology Integration and Digital Tools Workshop
- ▶ 8-12 Jan 2024, Nakuru: Effective Meeting Management Workshop
- ▶ 5-9 Feb 2024, Mombasa: Professional Etiquette and Business Ethics Workshop
- ▶ 3-8 Mar 2024, Nakuru: Administrative Operations and Coordination Workshop
- ▶ 15-19 Apr 2024, Mombasa: Organizational Skills and Efficiency Workshop
- ▶ 13-17 May 2024, Nakuru: Leadership Skills for Administrators Workshop
- ▶ 10-14 Jun 2024, Mombasa: Administrative Operations and Coordination Workshop

1.4 Mail Management Workshops Fy 2023-24

- ▶ 8-12 May 2023, Mombasa: Mail Management Workshop
- ▶ 24-28 Jul 2023, Mombasa: Mail Management Workshop
- ▶ 11-15 Sep 2023, Nakuru: Mail Management Workshop
- ▶ 20-24 Nov 2023, Mombasa: Mail Management Workshop
- ▶ 28Jan-2Feb 2024, Nakuru: Mail Management Workshop
- ▶ 4-8 Mar 2024, Mombasa: Mail Management Workshop
- ▶ 27-31 May 2024, Nakuru: Mail Management Workshop

1.5 Data Protection Workshop Fy 2023-24

- ▶ 17-21 Jul 2023, Naivasha: Data Protection Standards and Compliance Workshop
- ▶ 11-15 Sep 2023, Mombasa: Data Protection Standards and Compliance Workshop
- ▶ 4-8 Dec 2023, Nakuru: Data Protection Standards and Compliance Workshop
- ▶ 5-9 Feb 2024, Nakuru: Data Protection Standards and Compliance Workshop
- ▶ 18-22 Mar 2024, Mombasa: Data Protection Standards and Compliance Workshop
- ▶ 17-21 Jun 2024, Nakuru: Data Protection Standards and Compliance Workshop

1.6 Library Management and Automation Workshop Fy 2023-24

- ▶ 4-8 Sep 2023, Nakuru, Library Management and Automation Workshop
- ▶ 4-8 Dec 2023, Mombasa, Library Management and Automation Workshop
- ▶ 4-8 Mar 2024, Nakuru, Library Management and Automation Workshop
- ▶ 3-7 Jun 2024, Mombasa, Library Management and Automation Workshop

2. TWO WEEKS PROGRAMS FY 2023-24

2.1 Executive Certificate in Records and Information Management FY 2023-24

- ▶ 16-27 Oct 2023, Mombasa: Executive Certificate in Records and Information Management
- ▶ 11-22 Sep 2023, Nakuru: Executive Certificate in Records and Information Management
- ▶ 4-15 Dec 2023, Mombasa: Executive Certificate in Records and Information Management

2.2 KOHA Technical Training Fy 2023-24 (2 weeks)

- ▶ 4-15 Sep 2023, Nakuru, KOHA Technical Training
- ▶ 4-15 Dec 2023, Mombasa, KOHA Technical Training
- ▶ 4-15 Mar 2024, Nakuru, KOHA Technical Training
- ▶ 3-14 Jun 2024, Mombasa, KOHA Technical Training

3. CONFERENCES FY 2023-24

3.1 Conferences in Kenya

- ▶ 13th July 2023, Nairobi: 2nd Nairobi Records Management Conference
- ▶ 23-25 Aug 2023, Meru: 4th Sacco Records Management and Digitization Conference
- ▶ 20-24 Nov 2023, Mombasa: 6th RIMEA Annual Records Management Conference
- ▶ 8-12 Jan 2024, Nakuru: 3rd County Records Management & Digitization Conference
- ▶ 19-23 Feb 2024, Nakuru: 6th National Librarians Conference
- ▶ 22-26 April 2024, Nakuru: 3rd Parastatals Records Management Professionals Annual Conference
- ▶ 24-28 June 2024, Nakuru: 5th Digitization and EDMS Conference

3.2 Regional Conferences

- ▶ 25-29 Sep 2023, Entebbe: 1st Entebbe Records Management Conference
- ▶ 5-7 Dec 2023, Kinshasa: East Africa Records Management Professionals Conference
- ▶ 17-19 Jan 2024, Kigali: Finance Managers Conferences on Business Process Re-Engineering and Automation
- ▶ 27-29 Feb 2024, Arusha: ICT Managers Conference on Digitization
- ▶ 22-24 May 2024, Mombasa: East Africa Conference on Data Protection

KEY INFORMATION

- CPD Points for Participants:
 - One Day Programs: 2 CPD Points
 - Three Day Programs: 6 CPD Points
 - One-week (5 day) Programs: 10 CPD Points
 - Two-week Programs (10 Day) Programs: 20 CPD Points
- Fees for:
 - One-day Programs: Ksh. 15,400/Usd. 150 per person
 - Three-day Programs: Ksh. 39,400/Usd. 390 per person
 - One-week (5 day) Programs: Ksh. 67,000/Usd. 600 per person
 - Two-week Programs (10 Day) Programs: Ksh. 120,000/Usd. 1200 per person
- All above fees are exclusive of VAT (Include 16% VAT when invoicing)
- All participants should cater for facilities, meals, refreshments, accommodation, transport and personal travel insurances.
- All participants should ensure that fees have been paid and following documents submitted to RIMEA (LSO, Payment Voucher as proof of payment or Cheque) before attendance of any workshop.
- Members of the Network of the Records and Information Management Professionals Network get a 15% discount. For more information about the network email us on rim@rimeastafrica.org

KEY STAFF AT YOUR SUPPORT

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