



Records & Information Management East Africa Limited
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**The Head of Human Resources,
To All Banks, Saccos, Insurances, MFIs.**

6th December 2023

Dear HR,

**SUBJECT: INVITATION TO RIMEA'S CAPACITY BUILDING TRAINING FOR
FINANCIAL INTERMEDIARIES IN 2024**

Records and Information Management East Africa Limited (RIMEA) is a leading consultancy and training firm specializing in the field of records and information management. With a strong presence in East Africa, RIMEA has a proven track record of providing comprehensive solutions to help organizations effectively manage their records and information, thereby enhancing operational efficiency, compliance, and data security.

For purposes of capacity building in Records & Information Management, we are NITA Accredited in Kenya (NITA/TRN/01484)

In 2024, RIMEA has developed an ambitious Capacity Building Plan tailored to meet the unique needs of financial intermediaries. The objective is to empower management, and staff with the knowledge and skills necessary to implement best practices in records and information management. The plan includes a range of training programs designed to have a lasting impact on organizations, enhancing their operations, risk management, and compliance.

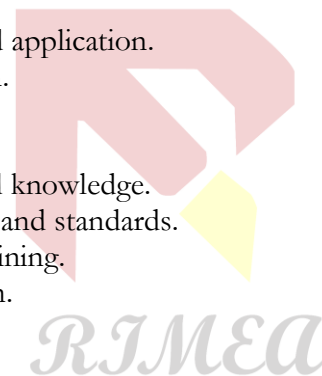
Designing comprehensive training programs for professionals in the banking, insurance, and SACCO (Savings and Credit Cooperative Organizations) sectors is essential to ensure that employees are well-equipped to navigate the complexities of records management, information security, digitization, electronic document management systems, data protection, knowledge management, ICT infrastructure, and unified communication.

Delivery Methods:

- **Workshops and Seminars:** Interactive sessions led by industry experts.
- **Online Modules:** Self-paced e-learning courses for flexibility.
- **Case Studies and Simulations:** Practical scenarios for real-world application.
- **Certification Programs:** Recognizing proficiency in each domain.

Benefits:

- **Enhanced Competence:** Equip employees with the latest skills and knowledge.
- **Regulatory Compliance:** Ensure adherence to industry regulations and standards.
- **Operational Efficiency:** Streamline processes through effective training.
- **Innovation:** Foster a culture of continuous learning and adaptation.



Integrated Records and Information Management Solutions, Digitization and Capacity Building

Nairobi | Kampala | Dar-Es Salaam | Kigali | Gitega | Juba | Kinshasa

PS Note: -

- All our programs' participants get certificates for merit, plus a handbook.
- Ksh. 54,500 (USD. 500) + VAT, the fee payable is for 3 days residential training with 3 nights full board accommodation.
- Non-Residential Fee is Ksh. 38,000 (USD. 350) + VAT
- All participants get daytime meals, refreshments and training writing materials.
- VAT shall apply to all except those with pre-approved VAT Exemption Certificates
- Local Ground Transport as well as airport transports is at clients' cost.

2024 TRAINING PROGRAMS

1. Effective Records & Information Management Training:

- **Course Overview:**
 - Importance of Records Management in Financial Institutions
 - Regulatory Compliance and Legal Considerations
 - Best Practices for Document Classification and Retention
 - Electronic Records Management Strategies

Classes: 7-9 Feb 2024, Naivasha

2. Information Security for Financial Intermediaries Training:

- **Course Overview:**
 - Cybersecurity Threat Landscape in Financial Services
 - Data Breach Prevention and Response
 - Security Protocols for Customer Data Protection
 - Social Engineering Awareness and Prevention

Classes: 13-15 Mar 2024, Naivasha

3. Digitization Strategies for the Financial Intermediaries Training

- **Course Overview:**
 - The Digital Transformation Landscape
 - Implementing Digital Workflows in Financial Processes
 - Integration of AI and Automation in Banking Operations
 - Case Studies: Successful Digitization in the Financial Sector

Classes: 10-12 Apr 2024, Nakuru

4. Electronic Document Management Systems (EDMS) Training

- **Course Overview:**
 - Understanding EDMS and Its Role in Banking
 - Implementation and Integration of EDMS
 - Version Control and Document Collaboration
 - Security Measures in EDMS

Classes: 8-10 May 2024, Nairobi



5. Data Protection and Privacy Compliance Training

- **Course Overview:**

- Overview of Data Protection Regulations
- Safeguarding Customer Information
- Data Privacy Impact Assessments
- Data Protection Officer Roles and Responsibilities

Classes: 12-14 June 2024, Mombasa

6. Knowledge Management in Financial Institutions Training

- **Course Overview:**

- Capturing and Sharing Institutional Knowledge
- Knowledge Mapping and Repository Creation
- Building a Knowledge-Centric Culture
- Measuring the Impact of Knowledge Management

Classes: 17-19 July 2024, Naivasha

7. ICT Infrastructure Management for the Financial Intermediaries Training

- **Course Overview:**

- Overview of Banking ICT Infrastructure
- Network Design and Security
- Cloud Computing in Financial Services
- Disaster Recovery and Business Continuity Planning

Classes: 14-16 Aug 2024, Naivasha

8. Unified Communication Systems Training for Financial Intermediaries

- **Course Overview:**

- Introduction to Unified Communication Technologies
- Integration of Communication Channels in Banking
- Enhancing Customer Service through Unified Communication
- Security Considerations in Unified Communication

Classes: 18-20 Sep 2024, Nakuru

9. Records Archiving & Disposition Management in Financial Intermediaries Training

- **Course Overview:**

- Significance of archiving and disposition in Records and Information Management (RIM).
- Historical Context and Evolution of Archiving Practices
- relevant regulations governing archiving and disposition.
- Archiving Best Practices
- Technology Solutions for Archiving and Disposition
- Risk Management in Archiving and Disposition

Class: 16-18 Oct 2024, Mombasa



CONFERENCES FOR BFSI 2024

- ▶ **3 May 2024, Nairobi: 1st Nairobi Outsourced Business Records Storage Summit for BFSI**
 - In partnership with the leading outsourced storage firms
 - Registration begins 1st Feb 2024 and closes on 10th April 2024
 - Registration fee is Ksh. 10,500 per person only
- ▶ **25 July 2024, Nairobi: 3rd Nairobi Records Management Conference**
 - Registration begins on 1st May 2024 and closes on 10th July 2024.
 - Registration fee is Ksh. 10,500 per person only
- ▶ **18-19 Sep 2024, Nairobi: 5th Sacco Records and Information Management Conference**
 - Registration begins on 1st April and closes on 10th Aug 2024
 - Conference fee is Ksh. 31,000 per person only

CONCLUSION:

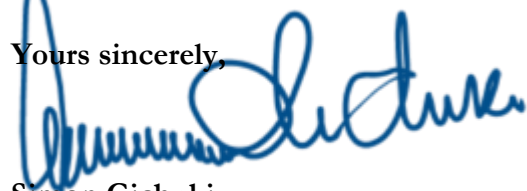
The dynamic nature of the financial industry requires continuous learning and adaptation. These training programs aim to empower professionals with the tools and knowledge necessary to thrive in an environment of evolving technology and regulatory landscapes.

RSVP and Contact:

For inquiries and to express your interest, please contact our Capacity Building Division at training@rimeastafrica.org. We encourage you to secure your spot.

We look forward to the opportunity to contribute to the success of your organization through our tailored capacity-building workshops.

Yours sincerely,



Simon Gichuki
Chief Executive Officer
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