



Records & Information Management East Africa Limited
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TO WHOM IT MAY CONCERN,

11th December 2023

Dear Sir/Madam,

Subject: Request to Nominate our Regional Programs for the year 2024

Greetings,

RIMEA is a leading integrated Records and Information Management Solutions, Digitization, and Capacity Building firm that specializes in assisting governments, corporates, and non-profit organizations to optimize their records management, information governance, digitization, and automation processes.

To achieve that, RIMEA does offer capacity building programs to enable organizations streamline records management.

We invite your organizations to consider our Trainings below for your various managers across all departments. The trainings cover: Records Management, Digitization, Information Security, and Knowledge Management:

1. The Regional Records & Information Management Seminar

Explore the art of efficient record-keeping, digital archiving, and regulatory compliance in this comprehensive training.

- Feb 26-29, 2024; Kigali, Rwanda

2. The Regional Digitization and EDMS Seminar

Delve into cutting-edge digitization strategies, hands-on tools, and best practices to propel your organization into the digital era.

- May 21-24, 2024; Entebbe, Uganda

3. Regional Data Protection and Information Security Seminar

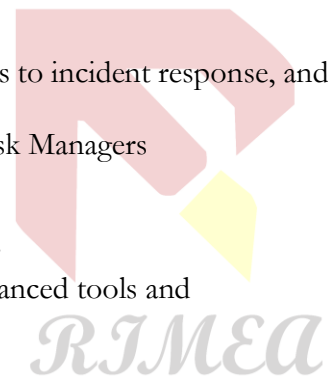
Equip yourself with the latest in information security, from access controls to incident response, and ensure the safety of your organization's valuable assets.

- Open to ICT Managers, Information Security Officers, Risk Managers
- Aug 27-30, 2024; Mombasa, Kenya

4. Regional Information and Knowledge Management Seminar

Join us on a journey to establish a knowledge-centric culture, utilizing advanced tools and frameworks to harness and share organizational wisdom.

- Nov 12-15, 2024; Dar-Es Salaam, Tanzania



Integrated Records and Information Management Solutions, Digitization and Capacity Building

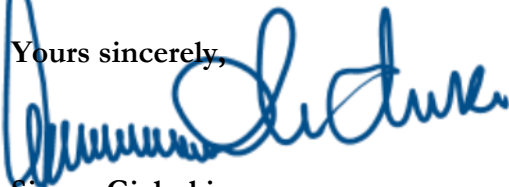
Nairobi | Kampala | Dar-Es Salaam | Kigali | Gitega | Juba | Kinshasa

Training fee is USD. 950 (Exlc. of VAT) per person. The fee covers training fee, materials, daytime meals and refreshments. Participants to organize for own accommodation and transport.

To confirm your nominations or inquire further about the training, kindly contact us via email at rimeastafrica.training@gmail.com or training@rimeastafrica.org .

We are excited about the opportunity to collaborate with your esteemed organization in enhancing your staff's expertise in data protection standards and compliance. Thank you for your attention, and we look forward to welcoming your nominated participants at the training.

Yours sincerely,



Simon Gichuki
Chief Executive Officer
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