



Records & Information Management East Africa Limited
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**The Head of Human Resources,
All Non-Profit Making Institutions.**

6th December 2023

Dear HR,

Subject: Invitation to RIMEA's Capacity Building Training for Non-Profit Institutions in 2024

I hope this letter finds you well. I am writing to extend a personal invitation to your organization to participate in Records and Information Management East Africa Limited's (RIMEA) Capacity Building programs designed specifically for Non-Profit Institutions in 2024.

About RIMEA: RIMEA is a leading consultancy and training firm specializing in records and information management (serving over 200 clients). With a strong presence in East Africa and NITA Accreditation in Kenya (NITA/TRN/01484), we have a proven track record of providing comprehensive solutions to help organizations effectively manage their records and information, enhancing operational efficiency, compliance, and data security.

We also work with organizations to Digitize as well as implement ERP and EDMS Solutions.

Capacity Building Plan for Non-Profit Institutions in 2024: In 2024, RIMEA has developed an ambitious Capacity Building Plan tailored to meet the unique needs of Non-Profit Institutions. Our objective is to empower boards, 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.

The implementation of RIMEA's Capacity Building Plan in 2024 is expected to have significant and lasting impacts on Non-Profit Institutions, including enhanced operational efficiency, robust compliance and risk management, cost savings, improved data security, and a competitive advantage.

Inhouse Programs:

Management Training (3 Days): Designed for senior and middle management, exploring strategies for implementing effective records and information management systems, including compliance, data security, and automation.

Staff Training (3 Days): Tailored for various staff levels and departments, focusing on practical skills related to records and information management, including data classification, retention policies, and document management.

***Please request a fee for the above



Integrated Records and Information Management Solutions, Digitization and Capacity Building

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

Training Schedule for 2024:

Training staff in Non-Profit Institutions on Records Management, Digitization, Automation, Data Security, Archiving, and Outsourced Records Storage is crucial for ensuring efficient operations, compliance, and data protection.

Here is the 2024 Calendar for your planning:

- ☞ **Records Management Essentials for Non-Profit Institutions:** 13-16 Feb 2024, Nakuru
- ☞ **Digitization Strategies for Non-Profit Institutions:** 18-21 Apr 2024, Naivasha
- ☞ **Automation in Non-Profit Institutions Operations:** 20-23 June 2024, Mombasa
- ☞ **Data Security for Non-Profit Institutions:** 15-18 Aug 2024, Naivasha
- ☞ **Archiving Practices in Non-Profit Institutions:** 10-13 Oct 2024, Mombasa
- ☞ **Outsourced Records Storage Management:** 5-8 Dec 2024, Nakuru

Training Fees

-USD. 540 (per person). This covers, training, venue, daytime meals, refreshments, event handbook and certification. VAT shall apply.

-Accommodation, transport is at clients' cost.

-Should you require us to organize for your accommodation, please let us know

KEY Conferences 2024

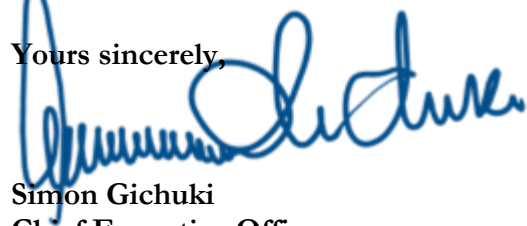
- ☞ 25 July 2024, Nairobi: 3rd Nairobi Records Management Conference

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.

Thank you for considering this exclusive invitation. 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

Records and Information Management East Africa Limited (RIMEA)

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