

FULL PROGRAMME OF EVENTS IN LESOTHO

1. Mon & Tuesday 20-21st July 2026: Executive Board meeting
2. Wednesday 22nd July: Excursion (Board members)
3. Wed, Thursday & Friday 22, 23 & 24th July: Training
4. Saturday 25th July – DEPARTURE

ESARBICA TRAINING PROGRAMME - LESOTHO 2026

This training programme is designed as a refresher course for archives and records management professional in the ESARBICA region. Participants will include three categories:

- i) **Beginners:** those working in records/archives management (RAM) with no formal training, and may need basic/theoretical training for a start. This should appetize them to seek formal training at our universities/colleges.
- ii) **Technical:** those people working in RAM with formal training, but need capacity building on digital records management. This is anticipated to be the largest of the three participants.
- iii) **Leadership/ Management:** leadership of RAM departments who need strategic training on advocacy, project leadership/management, strategic alignment, etc.

Member countries are expected to nominate participants. For each training session, each country is expected to nominate 3 – 5 participants. Where 5 or more participants &are nominated, the nominees will receive a10 % discounted price of the fee.

Intended Audience	i) Records managers / Records officers
	ii) Archivists
	iii) Data protection officers
	iv) Documentation officers
	v) Information officers
	vi) Information technology (IT) officers
	vii) Knowledge officers / managers
	viii) Policy makers / directors / managers

- ix) Librarians
- x) Anyone handling records / information in their daily work

GOALS

The training / workshop series will be designed around different themes to address records and archived-related needs in member countries in the ESARBICA region. The training is set to archive the following objectives:

- Produce capacitated and skilled employees able to professionally work in an archives and records management environment;
- Produce employees who can advocate for records management to their employers and get the necessary support to develop policies and records management procedures such as classification systems; retention and disposition schedules and guidance on the management of specialised records such as legal records; health records, architectural records, financial records
- Produce leadership that can buy-in and support ARM programmes.
- Fosters the development of records and archive managers who will assume an assertive role in preserving and servicing the records and archives industry/profession;
- Provide direction for the future development of the field of records and archives management , especially impact of technology and AI on the profession
- Promote commitment to continuous professional development and growth to meet the new and everchanging roles of records, archives and information practitioners.

VENUE : Maseru Avani Hotel

DATES : 23; 24 & 25th July 2026

COST: : USD 250 per participant. Member countries sending more than 5 participants will get a 10% discount for each participant.

DAY 1: Wednesday 23rd July 2026

TIME	TOPIC	FACILITATOR
8:00 – 8:30	Registration and Introductions	ALL
8:30 – 10:00	1. Overview a) Introduction to the records management practice b) Importance of managing records	Facilitator (TBA)

	c) Challenges in the management of records d) Regulatory frameworks and standards	(supported by Editors Dr S. Keakopa & Dr M. Masuku)
10:00 – 10:30	HEALTH BREAK	ALL
10:30 – 12:45	2. Managing current, semi & non-current records a) Records Management Unit (RMU) / Registry b) Records management policies and procedures c) Mail and files management d) Appraisal, retention and disposition	Mr Andile Maseko (supported by Editors Dr S. Keakopa & Dr M. Masuku)
12: 45 – 14:00	LUCH BREAK	ALL
14:00 – 16:00	e) Archiving & archives administration f) Security of records g) Resource implications	Facilitator (TBA) (supported by Editors Dr S. Keakopa & Dr M. Masuku) PARTICIPANTS
	WRAP UP FOR DAY 1	ALL

Day 2: 24th Thursday July 2026

TIME	TOPIC	FACILITATOR
8:00 – 8:30	Registration and Introductions	ALL
8:30 – 10:00	3. Vital records & disaster management	Facilitator (TBA)
10:00 – 10:30	HEALTH BREAK	ALL
10:30 – 12:45	4. Developing & implementing a records management programme 5. Change management 6. New and changing roles of archivists today: reskilling and upskilling	Mr Andile Maseko Eswatini Revenue Authority (ERA) (supported by Editors Dr S. Keakopa & Masuku)
12:45 – 14:00	LUCH BREAK	ALL
14:00 – 16:00	h) Digital preservation, digital preservation software e.g Preservation cloud computing and records management; ownership of records in digital spaces	Facilitator (TBA) (supported by Editors Dr S. Keakopa & M. Masuku)

	i) Electronic Documents and Records Management Systems (EDRMS) and Enterprise Content Management (ECM) systems	
	WRAP UP FOR DAY 2	
DAY 3: Friday 24th July 2026		
TIME	TOPIC	FACILITATOR
8:00 – 8:30	Registration and Introductions	ALL
8:30 – 10:00	7. Managing electronic records a) Impact of ICTs: AI, big data, blockchain & other technologies b) Characteristics of electronic records c) Regulatory environment and standards	FACILITATOR (TBA) (supported by Editors Dr S. Keakopa & M. Masuku)
10:00 – 10:30	HEALTH BREAK	ALL
10:30 – 12:45	a) Practical demonstration of EDRMS/ECM systems b) Introducing different records, archives and information management software and vendors in the market c) Demonstration of software	Facilitators (TBA) (IT Partners) (supported by Editors Dr S. Keakopa & M. Masuku)
12: 45 – 14:00	LUCH BREAK	ALL
14:00 – 15:00	ISSUING OF CERTIFICATES; NETWORKING	President, ESARBICA

Registration Form	
Name:	Surname:
Position:	Organisation:
Tel:	Email:

Registration Fees (VAT Inclusive)	<p>USD 250 PER PARTICIPANT</p> <p>10% discount each for 5 or more participants from the same institution)</p> <p>Price includes: Venue, training material, and certificate)</p>
<p>To register complete this form and send it to esarbica2021@gmail.com/ fosotm@gmail.com</p> <p>For further information and enquiries contact</p> <p>Contact Person: Segomotso Keakopa / Thapelo Foso / Rose Kaibe</p> <p>Tel : + 267 74340175 / + 26662255225/+26658998799</p> <p>Email : esarbica2021@gmail.com / fosotm@gmail.com/ rose.kaibe@gov.ls</p>	

Banking Details	
BANK NAME: ABSA Bank Botswana	
Account Name	ESARBICA
Account Number	1265103
Branch Code	290167
SWIFT CODE	BARC BWG, Gaborone, Botswana
Branch Name	MALL BRANCH