

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR
MEMORANDUM

REFERENCE NO. PS: 4/0/4

FROM: Permanent Secretary,
Office of the President
Public Service Management

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

Records Information Management Improvement
Project – Practical Workshop for Registry Supervisors

DATE: 1999-06-09

Please refer to my letter dated 1999-05-12, reference No. PS: 4/0/4.

2. To date, the Public Service Management, Office of the President has successfully conducted the *sensitization session for senior officials* on May 21, and the *strategic planning exercise for key stakeholders*. These activities represent Phase I of the proposed workplan as developed by the International Records Management Trust (IRMT) a copy of which was attached to my letter under reference.
3. Phase II of the project consists of *conducting a two-week practical workshop for Registry Supervisors*. (Please refer to the workplan mentioned in paragraph 2 above). The workshop will hold from Tuesday, June 15 to Friday, 25, 1999. This workshop will be conducted by Ms Tanya Karlebach, a Canadian Records Manager and Dr Nathan Mnjama from the University of Botswana. The workshop will commence with a theoretical session for all participants on Tuesday 15, at 8:30 am at the Ministry of Foreign Affairs Conference room, South Road.
4. According to the report, the participants should be Registry Supervisors, who on completion of the workshop should be able to return to their respective agencies and to implement similar workshops under guidance.
5. To maximize participation and involvement, the workshop will be conducted at two locations. These are at the Ministries of Foreign Affairs and Culture, Youth and Sports (Archives Annexe). The participants will be divided into two groups and will be attached to these agencies during the conduct of this workshop.
6. The above arrangements and your agency's participation was discussed at the sensitization session referred to above. It was also discussed with the Registry Network group of which the Registry Supervisor of your agency is a member.

7. This memorandum therefore serves to inform you that all arrangements have been put in place for the conduct of his very important workshop and seeks your involvement and cooperation by informing and granting the necessary time-off for your Registry Supervisor to attend and participate.

M. Haricharan
For Permanent Secretary
Public Service Management
Office of the President

c.c. To all members of the Registry Network