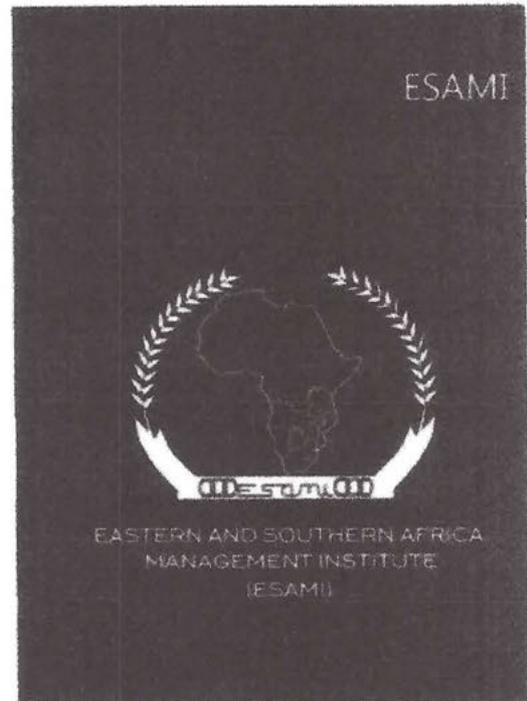


**International Records
Management Trust**



**Memorandum of
Understanding between
the Eastern and Southern
African Management
Institute (ESAMI) and the
International Records
Management Trust on the
Establishment of a Centre
of Excellence for the
Management of
Electronic (Digital)
Records**

Article 1: Introduction

The International Records Management Trust (hereafter referred to as 'The Trust') and Eastern and Southern African Management Institute (hereafter referred to as 'ESAMI' and jointly as 'the Parties') have agreed to sign this Memorandum of Understanding ('Memorandum'), which represents a statement of intent by the Parties to co-operate in providing training and capacity building for government officials in the area of electronic (digital) records management. The objective of the Memorandum is to provide a framework outlining the areas within which the Parties define and agree on their respective responsibilities.

Article 2: The Parties

ESAMI is an intergovernmental regional management development centre owned by member states. Its primary role is to provide high-level specialised management training, but it also participates in management consultancies and applied management research. *ESAMI* was established in 1980 with a service area of 19 countries. Its service area has continued to expand, and in 1997, through a resolution of the Council of Ministers, the United Nations Economic Commission for Africa (UNECA) designated *ESAMI* as a centre of Excellence for Management Development in Africa. This effectively transformed *ESAMI* into the African Management Institute with a coverage of the whole of Africa. *ESAMI* is owned and used by member governments comprising Kenya, Uganda, Tanzania, Mozambique, Malawi, Namibia, Zambia, Seychelles, Swaziland and Zimbabwe. It has its headquarters in Arusha, Tanzania, and in keeping with international conventions it has a headquarter agreement with the government of the United Republic of Tanzania. *ESAMI* enjoys diplomatic cover in Tanzania and in other member states. *ESAMI* has field offices in Dar es Salaam, Nairobi, Kampala, Harare, Lusaka, Lilongwe, Maputo, Windhoek and Mbabane. Its programme areas include information technology, governance and public management, financial management and health management.

The Trust, established in 1989 to develop strategies for managing public sector records, is unique internationally in the nature of its mandate, its broad international experience, the breadth and length of its experience across different sectors, and its track record of successful project delivery. For the last 23 years, the Trust has worked with governments and organisations in sub-Saharan Africa to develop new strategies for managing public sector records and information. A UK registered charity governed by a board of trustees, the Trust supports the need to protect and preserve records as evidence of civil and human rights and of accountability. Its work has always emphasised the significance of managing records as a basis for reducing poverty, controlling corruption, strengthening democracy, promoting economic and social reform, and strengthening transparency and openness. As technology has had an increasing impact on the way that records are created, used and stored, the Trust has sought to support the transition from paper to electronic (digital) records. Its areas of expertise include public sector records management (particularly in areas of financial, human resource and legal and judicial management), information policy and electronic (digital) records systems as an aspect of electronic governance.

Article 3: Purpose of the Agreement

The move toward e-government in sub-Saharan Africa brings new possibilities for strengthening governance and services and for economic and social development. However, alongside the benefits, ICT exposes governments to new risks for the control of data integrity over time. Many governments are unaware of the need to build a framework of laws, policies, standards, systems, procedures and skills for providing and protecting information integrity in the electronic environment, and few records management professionals in the region have the training and practical experience to help build the necessary framework or contribute to ICT systems design. As a result, data integrity derived from authentic and reliable electronic (digital) records, which is so essential for decision making, accountability, and openness tends not to be incorporated in e-government programmes. Intensive efforts are needed to ensure that this capability exists within the region, where many governments are implementing e-government initiatives. ESAMI has the internal capacity to become a focal point for this initiative.

ESAMI and the Trust jointly agree to work together on the creation of content for a capacity building program for government officials in the field of electronic (digital) records management information technology policy. In this function, the Parties will collaborate to develop a core curriculum for initial workshops and a broader training program to be delivered initially over a five year period beginning in 2012. This can be supported by a research programme aimed at exploring the impact of good records management for good governance, anti-corruption, open data and access to information initiatives. If appropriate, the Centre may become an independent project unit within ESAMI.

Article 4: Obligations of the Parties

The Parties will jointly:

- conduct a needs assessment in the region to determine the requirements for management and professional training
- undertake an ongoing evaluation of training needs in the region
- design and introduce records management elements to existing courses where appropriate; provide relevant training for ESAMI staff where appropriate
- determine a resource sharing ratio and make payments on the basis of proportionate inputs and delivery of services
- appoint a steering committee to include representatives of ESAMI, the Trust and relevant regional bodies; the main function will be to provide policy guidance for the development of the programme.

ESAMI will:

- provide teaching and meeting facilities at the headquarters in Arusha and at ESAMI centres in member countries
- make arrangements to ensure that staff and lecturers at the Centre are covered by the agreement on privileges and immunities between ESAMI and the Government of Tanzania
- arrange visas and work permits for international contributors
- market and promote the programme
- provide support in administering courses and meetings
- provide certification for courses
- print course materials
- ensure that the operation of the Centre meets the high standards set by ESAMI
- assist in fundraising for the Centre.

The Trust will:

- co-ordinate curriculum development
- promote and publicise the Centre internationally, liaising with international professional bodies
- liaise regularly with the East and Southern African Regional Branch of the International Council on Archives and with other regional bodies to ensure that the course meets regional needs
- liaise with international and regional bodies and individual experts to identify expertise to contribute to the programme
- provide quality control for the Centre's programmes
- appoint staff to manage the overall administration of the programmes
- co-ordinate research inputs to the Centre
- raise funds internationally for the development of the Centre.

Article 5: Duration

The duration of this agreement shall be five years. It will enter into force upon signature. It can be renewed either on the same terms and conditions or other conditions as the parties may mutually agree.

This Memorandum can be reviewed from time to time for the mutual benefits of both parties.

Article 6: Auditing

All costs incurred under this Memorandum may be subject to audit according to the normal internal auditing procedures of each Party

Article 7: Implementation

The persons in charge of implementing the Memorandum will be:

for ESAMI

Professor Bonard Mwape
Director General
ESAMI

for the Trust

Dr Anne Thurston
International Director

Article 8: Copyright

The Parties hereby agree that ownership of all title, copyright, and intellectual property rights in any content of any kind supplied to ESAMI by the Trust under this Memorandum shall remain vested in the Trust unless otherwise specifically agreed to in writing by the Trust. Similarly, any intellectual property rights in any content of any kind supplied to the Trust by ESAMI under this memorandum shall remain vested in ESAMI unless otherwise specifically agreed to in writing by the Trust

Article 9: Dispute Resolution

The Parties shall seek to resolve any differences that may arise between them amicably, through direct discussion and negotiation.

Agreed and accepted
For and on behalf of the International Records Management Trust

By: Anne Thurston

Name: Dr Anne Thurston

Title: Director

Date: 12/6/2012

Signed by:

Bm

Professor Bonard Mwape
Director General
For ESAMI

Date: 11/6/2012

Signed by:

Anne Thurston

Dr Anne Thurston
Director
For International Records
Management Trust

Date: 12/6/2012