

Records Management Indaba 2019

“Information and Records Management in the 21st Century: Technologies, Implementation, Impacts and Challenges”

**CSIR Conventional Conference, Pretoria, South Africa
19-21 June 2019**

Wednesday 19 June 2019

7:00 – 8:30

Registration and tea

8:30 – 9:00

Welcome and Keynote Address

9:00 – 10:00

Single session

Governance, Compliance and Risk in terms of Information Management
within South Africa

10:00 – 10:30

Tea break and networking

10:30 – 12:00

Sessions

Compliance

Nuances of Legislative Requirements in Managing Records

TBA

Compliance

Key Points of Data and Information Protection

TBA

12:00 – 13:00

Lunch and Networking

13:30 – 15:30

Panel Discussion

Core

Record Management and the 4th Industrial Revolutions

Prof. Mpho Ngoepe, UNISA

Ms. Elizabeth Mbatha, Gauteng Provincial Archives

Session

Creating Compliant and Easier-to-Execute Records Retention Schedule

TBA

15:30 – 15:45

Closing Remarks and Direction

Ms. Margaret More

17:00 –

Cocktail and Evening network

Prof. Kaniki

Thursday 20 June 2019

7:00 – 8:30

Morning Tea

8:30 – 9:00

Opening

Summary of the previous day and setting tone for 2nd day

9:00 – 10:00

Keynote Address

Technology used as a core tool to manage electronic records

(what's happening, what are the trends, what are the challenges, what's the balance, how far are we?)

10:00 – 10:30

Tea break and Networking

10:30 – 12:00

Sessions

Core

ABCs of Moving from a Paper Environment to an Electronic Environment
Chris Mabhele, CEO Akili IT Services

Core

Digital Transformation: Its Impact and Benefits and developing a capability led Records Management Programme
Ms. Phemy Lekalakala, WITS university

12:00 – 13:00

Lunch and Networking

13:00 – 14:30

Panel Discussion

Core

The impact and importance of Information Security in Records Management
Mr. Tiledi Kekana, CEO eSoftware Solutions
TBA, Oracle

14:30 – 14:45

Afternoon tea and Networking

14:45 – 16:30

Sessions

Soft Skills

The importance of Change Management in Implementing a Records Management Programme
TBA

Career Relativity, Progression and Opportunities within the Records Management Profession
Prof. Mpho Ngoepe, UNISA

16:30 – 16:45

Closing Remarks and Direction
Ms. Margaret More

Friday 21 June 2019

7:00 – 8:30

Morning Tea

8:30 – 10:00

Master Classes

Master Class 1

Mr. Andrew Kekana

Project Management and Implementing a Records Management Programme
(How to start, where to start, setting objectives, defining goals and timelines, how to prioritize activities, identifying and managing stakeholders, etc.)

10:00 – 10:30

Tea and Networking

10:30 – 13:00

Master Classes

Master Class 2

Ms. Phumla Mfeka

Compliance: Step by Step Implementation of Protection of Personal Information Act.

13:00 – 14:00

Lunch and Networking

14:00 – 15:00

Master Classes

Master Class 3

Ms. Margaret More

123 Basics of Records Management Principles and Implementation Strategies

15:00 – 15:30

Conference Survey and Closing Remarks

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