1. **Personal Particulars**

  1.1 **Full Name:** Segomotso Masegonyana Keakopa

  1.2 **Date of Birth:** 29th January 1970

  1.3 **Status:** Single (with 2 children)

1.4 Professional qualifications

    1.4.1 2015: **Management Development Programme – MDP** (University of Stellenbosch, South Africa.

    1.4.2 2006: **Doctor of Philosophy:** University College London, UK.
Thesis Title: *The Management of Electronic Records in Botswana, Namibia and South Africa: Opportunities and Challenges.* (Supervisors: Elizabeth Danbury and Geoffrey Yeo).

    1.4.3 1995: **Master of Arts in Overseas Records Management and Archive Studies,** University College London, UK.
Dissertation Title: *Origins and Development of Records and Archives Administration in Botswana.* (Supervisor: Dr. Anne Thurston)

    1.4.4 1993: **Bachelor of Arts Humanities (History and English),** University of Botswana. Dissertation title: *The History of rural settlements in the Gantsi District: The case of West Hanahai. Kcagae and Groot Laagte 1966-1992.* (Supervisor: Prof Pat Mgadla).

Other qualifications

    1.4.5 Process for Journal Editors, INSAP, 2019

    1.4.6 Human Resource Management, BIAC, 1996

    1.4.7 WITS Leadership, BIAC, 1996

    1.4.8 Customer Relations (IDM), 1994

    1.4.9 Registry Systems, South Africa, 1994

1.5 Positions held

    1.5.1 Government EDRMS Technical Advisor – Malawi (2021 to date)
    1.5.2 Lead Records Management Consultancy, ESA Records Management Consultancy (2012 to date).
    1.5.3 Senior Lecturer, Department of Library and Information Studies (University of Botswana, 2010 to 2020).
    1.5.4 Project Implementation Manager (Records Strategy), Botswana Unified Revenue Service (BURS), 2010-2015. (On leave of absence from the University of Botswana).
    1.5.5 Lecturer, Department of Library and Information Studies (1997-2009).
    1.5.6 Archivist, Botswana National Archives and Records Services, 1993-1997.

2. TEACHING EXPERIENCE

2.1 Courses taught at the University of Botswana (1997 – 2020)

Course number	Level
ARM301:Electronic Records Management	Undergraduate
REC013:Introduction to the Principles of Arrangement and Description	Undergraduate
REC012:Introduction to Archives Administration	Undergraduate
REC014: Searchroom Operations	Undergraduate
REC213:Conservation and Preservation	Undergraduate
REC215:Micrography and Reprographics	Undergraduate
ARM300:Vital Records and Disaster Planning	Undergraduate
REC218:Computer applications in archives and records management	Undergraduate
LIS 206:Introduction to Inforpreneurship	Undergraduate
REC 112 Administrative History	Undergraduate
BIM402:Research in Information Management	Undergraduate
REC601:Theory and Practice of Records Management	Postgraduate
REC602:Theory and Practice of Archives Administration	Postgraduate
REC603:Advance course in Conservation and Preservation	Postgraduate
REC604:Electronic Records Management	Postgraduate
REC606: Computer applications in archives and records management	Postgraduate
REC016: (coordinator and supervisor)	Practical attachment

3. RESEARCH AND PUBLICATIONS

3.1 BOOKS:

1. **Keakopa, S. M**, and Mosweu, T. L. 2020. Cases on Electronic Records Management in the ESARBICA Region (eds). IGI Global Publishing. (SBN13 9781799825289).

2. **Keakopa, S. M, et. al. 2018**. Festscrift: Prof Mnajama-40years service as an Archivist and Academic in ESARBICA. ESARBICA. (ISBN 978-0-620-79259-2).

3.2 REFERRED BOOK CHAPTERS

1. Mafube, M. and **Keakopa, S. M**. 2019. Customer services at the Library Archives of the University of Lesotho, in *Handbook of Advocacy, promotion, public programming for Memory Institutions.* (ed.) P. Ngulube IGI Global publishing. (ISBN 9781522574283).

2. **Keakopa, S. M**. 2018. Management of Public Sector Records in Botswana, in *Handbook of Research on Heritage Management and Preservation* (ed.) P. Ngulube IGI Global publishing. (ISBN 9781522531371): 235-256.

3. **Keakopa, S. M.** and Bwalya, J. K. 2010. An evaluation of policy developments in Botswana, in E. Adomi (ed.), *Handbook of research on information communication technology: trends, issues and advancements.* IGI Global Publishing, (ISBN13: 9781615208470/ISBN 1615298488): 1-14.

3.3 BOOK REVIEW

1. **Keakopa, S. M.** 2002. Documenting and Researching Southern Africa: Aspects and Perspectives, by Dag Hennchsen and Girgio Miescher (eds.), in Aina (ed.) *African Journal of Library, Archives and Information Science,* 12, (1): 109 – 112.

3.4 REFEREED JOURNAL ARTICLES

1. **Keakopa, S. M**. 2021. Procuring and implementing management systems for electronic records. *MOUSAION: South African Journal of Information Studies.* Vol 39 (3).

2. **Keakopa, S. M.** 2018. Management of financial records in selected public institutions in Botswana. *Journal of the Society of the South African Society of Archivist.* Vol 52: 1-33.

3. **Keakopa, S. M.** 2013. Implementation of a records management strategy at the Botswana Unified Revenue Service. *Journal of the South African Society of Archivist*, 46: 37-46.

4. Keorapetse, D. and **Keakopa, S. M**. 2012. Records management as a means to fight corruption and enhancing accountability in Botswana. *ESARBICA Journal,* 31: 29-42.

5. Ngoepe, M, and **Keakopa, S. M.** 2011. An assessment of the state of national archival and records systems in the ESARBICA region: a South Africa-Botswana comparison. *Records Management Journal*, 21 (2): 145-160.

6. **Keakopa, S. M.** 2010. Overview of archival and records management developments in the ESARBICA region. *Archives and Manuscripts,* 38 (1): 51-77.

7. **Keakopa, S. M.** 2010. Trends in long-term preservation of digital information; challenges and possible solutions for Africa. *Africa Media Review*, 18 (1&2): 73-84.

8. **Keakopa, S. M.** 2009. Critical review of the literature on electronic records management in the ESARBICA region. *ESARBICA Journal*, 28: 78-104.

9. **Keakopa, S. M**. and Kalusopa, T. 2009. Professional staff turnover at the Botswana National Archives and Records Services (BNARS). *Zambia Library Association Journal,* 24 (1&2): 53-65.

10. **Keakopa, S. M**. 2008. Management of electronic mail; a challenge for archivists and records managers in Botswana, Namibia and South Africa. *ESARBICA Journal*, 27: 72-83.

11. **Keakopa, S. M.** 2007. Policies and procedures for the management of electronic records in Botswana, Namibia and South Africa. *ESARBICA Journal*, 26: 70-82.

12. **Keakopa, S. M.** 2004. Costing and budgeting for conservation and preservation in the east and southern African regional branch of the International Council on Archives ESARBICA. *ESARBICA Journal*, 23: 68-74.

13. **Keakopa, S. M.** 2002. Automated records management systems in the ESARBICA region. *ESARBICA Journal*, 21: 41-48.

14. **Keakopa, S. M,** 1998. The role of the Archivist in the collection and preservation of oral traditions. South Africa Archives Journal, 40: 87-93.

3.5 NON-REFEREED WORK

1. **Keakopa, S. M.** 2002. Zimbabweans are Steadfast. *Mmegi The Reporter*, 19, (14, 12),   18th April.

2. **Keakopa S. M.** 1997. Oral Traditions should be documented while Informants are still alive. *KUTLWANO Magazine,* 35 (9): 60-61.

3. **Keakopa, S. M.** 1997. Oral Traditions and Oral History. *SALS REVIEW*, 35 (9): 60-61.

4. **Keakopa, S. M.** 1996. Establishment of an Oral Tradition Programme: The Case of the Botswana National Archives and Records Services. *Association of Commonwealth Archivists and Records Managers (ACARM) Newsletter*, (18): 21-22. ISSN: 0258-2163.

3.6 TRAINING MODULE

1. **Keakopa, S. M,** et. al. Electronic Records Management teaching/training modules for developing countries, working jointly with the International Records Management Trust based in the UK. Material available at <http://www.irmt.org/researchReports.html>.

3.7 CONFERENCE, WORKSHOP AND SEMINAR PRESENTATIONS

1. **Keakopa, S. M.** 2021. Management of electronic records and EDRMS implementation: practical experiences. Presented at the sensitization workshop the Botswana Geoscience Institute in Lobatse, Botswana. (26th October).

2. **Keakopa, S. M.** 2021.Implemetation of EDRMS in Government: practical experiences. Presented at Botswana Government Online workshop. Gaborone, Botswana. (28th June).

3. **Keakopa, S. M.** 2019. Records Management and Good Governance, presented at the 1st National Records Management and Archives Administration Conference. *Organised by the Botswana National Archives and Records Services (BNARS).* (4-6th February)**.**

4. **Keakopa, S. M.** 2018. Managing Records for Business Development, presented at a *Seminar on Business Development for Startups* at ABM University, Gaborone (29th November)**.**

4. **Keakopa, S. M.** 2018. Managing Electronic Records: challenges, risks and opportunities, presented at the *Disaster Risk Reduction (DRR) workshop for SADC member countries,* at University of Botswana, (20th November)**.**

5. **Keakopa, S. M.** 2018. **KEYNOTE PAPER.**   Accountability and Good Governance: challenges and opportunities in managing Electronic Records, Presented at a *National Records and Information Management Symposium in Botswana*, Organised by ICL Botswana (24 -25th August).

5. **Keakopa, S. M.** 2017. Implementation of Electronic Document and Records Management Systems (EDRMS), presented at the *National Records and Information Management Symposium in Botswana*, Organised by Records Management Gurus (24 -25th August).

6. **Keakopa, S. M.** 2017. Electronic Records Management: from paper to electronic environment, presented at the *Pre-conference for Eastern and Southern African Regional Branch of the international Council on Archives*, Lilongwe, Malawi (7-11th August).

7. **Keakopa, S. M.** 2017. Procuring and Implementing Electronic Document and Records Management Systems (EDRMS), Presented at the *Records and Knowledge Management conference* by ASM Communications (S.A), Avani Hotel, Gaborone, (26-27th July).

8. **Keakopa, S. M.** 2017. The role of records in management of financial records in selected organisation in the public sector in Botswana, Presented at the DLIS Departmental Seminar, (4 July).

9. **Keakopa, S. M**. 2016, Development of a framework for procurement of Electronic Document and Records Management Systems (EDRMS). Presented at the DLIS Seminar.

10. **Keakopa, S. M**. 2017. Integrating electronic records with paper records, Presented at a Records Management workshop for Administrative Staff in the Faculty of Humanities, (7th July).

11. **Keakopa, S. M**. 2017. Records Management awareness, Presented at a workshop for Executive Management, Botswana Public Officers Pension Fund (BPOPF), (29th June).

12. **Keakopa S. M.** 2016. Development of a framework for EDRMS implementation in ESARBICA region, paper presented at South African Society of Archivists (SASA) conference, Mafikeng, South Africa (6-7 July).

13. **Keakopa, S. M.** 2016. EDRMS in Eastern and Southern Africa, organised by RPC Data and Newgen.

14. Keakopa, S. M. 2015. Records Access and Security, presented at the 2nd Botswana International Security and Leadership Conference at Avani Hotel, Gaborone. (26th November).

15. **Keakopa, S. M**. 2015. Developing a National Records Management Policy, Presented at stakeholder workshop on Development of a National Records Management Policy for Government of Namibia, Windhoek, and (16-18th September).

16. **Keakopa, S. M.** 2015. Enterprise Records Management Strategy Implementation, Presented at an awareness workshop for Executive Management, Botswana Housing Corporation (BHC), (28 July).

17. **Keakopa, S. M.** 2015. Implementing Records Management Strategies, Presented at the E-Services (BNARS), Gaborone, (16th July). Government Records Management Cluster Retreat, organised by the Botswana National Archives and Records

18**. Keakopa, S. M.** 2013. BURS Records Management Strategy, Paper *presented at the ESARBICA Conference on Archives in the 21st Century and Beyond: Historical and technological Paradigm Shift, Nairobi, Kenya.* (2-7 June).

19. Keorapetse, D, and **Keakopa, S. M**. 2011. Records management as a means to fight corruption and enhancing accountability in Botswana, presented at the *ESARBICA General conference o Access to Information" Archives and Records in support of public sector reforms*, Maputo, Mozambique, (6-19th June).

20. **Keakopa, S. M**. 2009. Overview of archival and records management developments in the ESARBICA region, presented at the *XXth Biennial Eastern and Southern Africa Regional of Branch of the International Council on Archives ESARBICA General Conference, on 'Documentary Heritage Management in the Digital Age; Beauty and the Beast'* , Windhoek, Namibia (1-3rd July).

21. **Keakopa, S. M.** 2009. Management of electronic records and electronic records management systems, presented at the ESARBICA Pre-conference the Windhoek, Namibia, (29-39 June).

22**. Keakopa, S. M.** and Kalusopa T., 2009. Professional staff turnover at the Botswana National Archives and Records Services BNARS, paper presented at an *International Conference on 'Information and knowledge management in the digital era',* at Moi University, Kenya, (6-8th July).

23**. Keakopa, S. M**. 2009. Development of a National Records Management Policy for Government of Malawi, at *workshop organised for Principal Secretaries in Government Ministries,* Lilongwe, Malawi, and (16-18th September).

24. **Keakopa, S. M**. 2009. Classification in Records Management, presented at *LIMSA Records Management Workshop,* University of Botswana, (4th April).

25. **Keakopa, S. M.** 2008. Classification and managing Financial records in a workshop organised for staff from Botswana Housing Corporation (BHC), University of Botswana (April).

26. **Keakopa S. M**. 2008. Critical review of literature on management of electronic records in ESARBICA region, at *1st Department of Information Science Archives Conference on Exploring Cultural Heritage: Managing Archives and Records for Present and Future Generations*, UNISA, South Africa, (4-5 September).

27. **Keakopa, S. M.** 2008. **KEYNOTE ADDRESS**. Trends in long-term preservation of digital information; challenges and possible solutions for Africa, paper presented at the ***CODESRIA** Conference on 'Electronic publishing and dissemination; Putting African Journals on-line, opportunities implications and limits.* Dakar, Senegal, (6-7th October).

28. **Keakopa, S. M.** 2007**. KEYNOTE ADDRESS**. Electronic Records Management in Botswana, Namibia and South Africa. Paper presented at the *South Africa Records Management Forum (SARMF),* Department of Science and Technology, Pretoria. (5-7th September).

29. **Keakopa, S. M**. 2007. Managing records in the public sector, presented at a R*ecords Management Workshop for BNARS staff,* University of Botswana, (4th June – 27th July).

30. **Keakopa, S. M.** 2006. Integrating electronic records with paper records, presented at *CESPAM/OSISA Course for NGO's leaders in Africa responsible for Public Policy and Development*, BNPC, Gaborone (6-10th November).

31. **Keakopa, S. M.** 2004. Archives and Records Management in Botswana, presented at *SCOLMA* Seminar, London, (1st November).

32. **Keakopa, S. M.** 2003. Recordkeeping and ICT developments: experiences from Botswana. Paper presented at *ESARBICA conference on Archives, Society and Good Governance,* Maputo, Mozambique, (22-26th July).

33. **Keakopa, S. M.** 1999. Limitations of Using Oral Traditions as an Information Resource for Research" Paper Presented at an *International Conference on Orality* held at the University of Natal, South Africa, (1st July).

34. **Keakopa S. M.** 1998. Oral Traditions: The Relevance and Significance of the Archivist in African Cultural Development and Social Change" *Paper presented at an International Seminar on Refiguring the Archive* held at Witwatersrand University, South Africa, (19th October).

35**. Keakopa S. M,** 1997. An Archivist's view on aspects of Oral Traditions and Oral History, *Paper presented at workshop organised by the Southern African Literature Society (SALS),* University of Botswana (March).

3.8 TECHNICAL REPORTS

1. East and Southern African Regional Branch of the International Council on Archives (ESABICA) Strategic Plan (2015 – 2018). Worked with Executive Board members.

2. Report on a Records Management Current Situation analysis for the Botswana Unified Revenue Service, 2009. (Developed with colleagues from DLIS, UB, I then implemented it)

3. Report on SADC Records Management Current Situation analysis, 2009. Developed with coallegues form DLIS, UB)

4. Keakopa, S M. and Mooko, N. P. Report on Competency based assessment of candidates for the posts of Assistant Manager Records and Assistant Manager, Records for Kweneng District Council. 2013

4.0 SERVICE AND ENGAGEMENT

4.1   SERVICE TO OTHER UNIVERSITIES OTHER THAN THE UNIVERSITY OF BOTSWANA

1. External Examiner of Pereira, R. A for Masters in Information Science. Dissertation tile: *Assessing the State of implementation of the National Archives and Records Management Act at Eduardo Mondlane University in Mozambique,* University of South Africa, (UNISA) (2018).

2. External Examiner of Luthuli Lungile, Masters in Information Science. Dissertation title: *Medical Records management practices in public private hospitals in Umhlathuze area*, University of Kwazulu Natal (UKZN) (2017).

4. External Examiner. Mandisa Msomi (M A), Change Management in the Implementation of Electronic Health Records Systems in Public and Private Hospitals in Ethekwini area. University of Kwa Zulu Natal (2020).

5. External Examiner. Mr V M Mello. PhD in Information Science. Intergrating enterprise resource planning into electronic content management in South Africa Water Utility Company. University of South Africa. (2020)

6.   External Examiner, Vuyani Gweki Booi. PhD. Utilisation of Liberation Archives in SA: A case study of the scholarly use of liberation archives at University of Fort Hare. (2020).

4.2   SERVICE TO THE UNIVERSITY OF BOTSWANA

1.   Departmental Secretary, taking minutes of the Board meeting.

2.   Coordinator, Masters Proposal presentations.

3.   Coordinator, Examination and Invigilation Time Table

4.   Member, Conference, Seminars, (Member of DLIS conference organising committee dealing with visa, media, branding, and registration. Organised conferences in 2009; 2017 and 2019.

5.   Represented HOD in UB Library Appointments, Promotions and Review (LAPRC) Committee that reviewed at adverts for senior positions of Deputy Directors of the Library, 30th August 2018.

6.   Acting Head of Department, Department of Library and Information Studies as follows:

   -   12 October 2007
   -   27 - 28th August 2009
   -   22 - 26 July 2013
   -   26 - 29 August 2013
   -   27 Sept 2013
   -   14 - 18 March 2016
   -   2 - 8 July 2018

7.   Facilitator, Integrating electronic records with paper records, Presented at a Records Management workshop for Administrative Staff in the Faculty of Humanities, (7th July 2017).
8.   Invited RPC Data to make a presentation at the Department on electronic document and records management systems, 2016.

9.   Facilitator, Faculty of Humanities Student Advising Seminar, 22 July 2013.

10. Member and Secretary, University of Botswana ICT stakeholder Task Team. (Chaired by Prof. O. Totolo). I prepared the Minister's keynote speech as one of my assignments. (23rd November 2007).

11. Member, Department of Library and Information Studies (DLIS) Review Task Team for review of existing programmes.

12. Member, interview panels for recruiting Senior UB Library staff, 2009.

13. Coordinator, Archives and Records Management internship, (1998-2008)

14. Assisting with supervision of Teaching Practice by Faculty of Education, 1998 - 2013.

15. Director of ceremonies at the Open Society Initiative for Southern Africa (OSISA) during presentation by Prof W. Morapedi on "Xenophobia, the African Renaissance and Regional Integration: The case of Botswana and Zimbabwe. 2009.

16. Chair and rapporteur, Digital Scholarship conference, 12-13 Dec 2007.

17. Chair, MPhil/PhD defence by Mr Lawal Sani, 24th October 2013.

18. Internal examiner to following students:

   1) Mulikat Yetunde Abdulkareem (PhD) 2020. E-records Readiness at the Federal Ministry of Finance in Nigeria.

   2) Donald Rakemane. 2018. An evaluation of Electronic Records Management practices at Companies Intellectual Property Authority (CIPA)

   3) Oarabile Mosienyana (2017). A survey of Records Management Practices at   the Department of Tertiary Education Financing.

   4) Mulikat Adisa (2016) (Mphil/PhD Proposal), Assessment of e-records readiness at the Federal Ministry of Finance in Nigeria.

   5) Ntlogelang Oketsang (2016). Disaster Preparedness for Records Management at the Department of Corporate Services-MYSC and BNARS.

   6) Chipembele Matuka. (2015). Assessment of e-readiness of the Zambia's Copperbelt University.

   7) Pheko, Shaladukani. (2014). An evaluation of records management practices in public Ssecondary schools.

   8) Rosemary Matuture (2014). MPhil /PhD) Term paper.

   9) Nomsa Setswe (2013). The Management of Sound Records in Broadcasting Stations in Botswana: Radio Botswana and YaRona FM,

   10) Mercia Katjiveri, (2013). The Management of Semi-Current Records in the Public Sector in Namibia.

   11) Rebaone Osenotse-Mokone (2013). The Management of Records at Morupule Coal Mine, Botswana.

   12) Nelly Mzerah (2007). An Assessment of Records Management at Kenya Ports Authority.

4.3 PROFESSIONAL SERVICE

7. Secretary, Oral Traditions Association of Botswana (OTABO) – 1993-1998.

8. Member of organising committee of the Botswana National Archives and Records Services (BNARS) 1st National Records Management and Archives Administration conference, February 2019. As part of my assignment I prepared the Minister's Concept Paper and led the drafting of the official programme and invitation of Key Note Speaker.

9. External Examiner, Pereira, R. A. 2018. Assessing the State of implementation of the National Archives and Records Management Act at Eduardo Mondlane University in Mozambique. For University of South Africa (UNISA).

10. External Examiner. Mandisa Msomi 2020. (MA), Change Management in the Implementation of Electronic Health Records Systems in Public and Private Hospitals in Ethekwini area.

11. External Examiner. Luthuli Lungile, 2017. Medical Records management practices in public private hospitals in Umhlathuze area, University of Kwazulu Natal (UKZN).

12. External Examiner. Mr V M Mello.2020. PhD in Information Science. Intergrating enterprise resource planning into electronic content management in South Africa Water Utility Company.

13. External Examiner, Vuyani Gweki Booi. 2020. PhD. Utilisation of Liberation Archives in SA: A case study of the scholarly use of liberation archives at University of Fort Hare.

14. Deputy Editor, ESARBICA Journal and ESARBICA Newsletter (2017 to date). Now Editor since 2020.

15. Guest Editor, Special Issue of COMMA, Journal of the International Council on Archives, 2021/22/

16. Member and professional advisor of the Records and Information Association of Botswana (RIAB).

17. Advisor to Malawi government on during hosting of ESARBICA conference in Malawi, 2017. Came up with the conference theme.

8. Advisory Service Resource for BURS on EDRMS procurement. Leading them during Benchmarking visits (South Africa, Singapore and Swaziland). 2016 and September 2017.

9. Hosting the Cathedral Commercial School on benchmarking visit on Records Management courses 2016.

10. Facilitator in training of Electronic Records Management for Ministry of Youth, Sports and Culture, 20-24th July 2014.

11. Chairperson of session on Advocacy. 11July 2014 at Conference hosted by Mpumalanga Provincial Archive.

12. Facilitator in training of Messengers for Ministry of Minerals, Energy and Water Affairs, 28-29 October 2013.

13. Assessor, BOTA validation of the Archives and Records Management Programme, 2009.

14. Facilitator, Records Management short course for BNARS, 4th June-27th July 2007.

15. Raising awareness on records management to Executive Management in Botswana and the region. (BHC and CEDA), July 2015 and August 2016.

16. Assessor, during validation of the Certificate in Archives and Records Management programme by Institute of Development Management (IDM) for BOTA (now BQA), 14th August 2008.

17. Chairperson of session on Theoretical issues in Digital Scholarship at stakeholder conference, 12-13 December 2007, Gaborone Sun.

18. Participant and discussant at the BITS/Maitlamo workshop on development of the National Maitlamo ICT Policy, 1st November 2004.

19. Consultant (with coallegues in the Department to develop of the Record Management

Strategy for the Botswana Unified Revenue Service (BURS), May –Sep. 2009.

20. Consultant (with coallegues in the Department) to develop the Record Management Technical Assistance/ Strategy for the Southern African Development Council (SADC), 2009.

21. Conducting a Competency based assessment for recruitment of professional Records Managers at Kweneng District Council, September, 2013.

22. Memberships in professional committees, associations, nationally and Internationally.

1) Member, International Council on Archives (membership no. D562).

2) Member of East and Southern African Regional Brach of the International Council on Archives. (ESARBICA). (2003-date)

3) Member, South African Association of Archivists (SASA), 2004 to date.

4) Member, InterPARES Africa Research Team, researching on practical solutions for authenticity of electronic records, 2016 to date.

5) Member, Society of Archivists, UK, 2004.

6) Member, CODESRIA, 2018.

4.4 SERVICE TO THE COMMUNITY

1. Facilitator, Records management and Time management in churches for UCCSA Church in Kanye, October 2016.

2. Presenting on importance of keeping records at a Business Forum for start-ups, 2018.

3. Member, Panel Jury for the Mmegi/BNLS Youth Writing Competition. 1999.

4. Coordinator and advisor for Be Free Christian Church. On building a church structure and developing strategic plan and running of committees.

5. Partner of Emmanuel TV, which if changing, lives, nations and the world through charity work. (making monthly contributions to charity work around the world).

6. Coordinator of launch of the Global Business Forum (GBR) Botswana Chapter and

7. Member, of the Leadership and Education Academy.

8. Coordinated the building and handing over of a house in Ramotswa as part of the President's' Housing Appeal, 24 Sept 2016

9. Distribution of food hampers to patients at Ramotswa Hospital, 2016.

4.5 ACADEMIC LEADERSHIP

1. Acting Head of Department
   - 9 - 12 October 2007
   - 27 - 28 August 2009

- 22 - 26 July 2013
- 26 - 29 August 2013
- 27 September 2013
- 14 - 18 March 2016
- 2 - 8 July 2018

2. Led the development of short courses in electronic records management to be offered through CCE, 2018.

3. Part of team that reviewed the BARM and MARM programmes in alignment with BQA requirements.

4. Spearheaded strategic partnership with Botswana National Arhcives and Records Services (BNARS) that led to the first National conference on Records Management and Archives Administration.

5. Published a book chapter with a coallegues who is now a Professor (Kelvin Bwalya).
Keakopa S. M., and Bwalya J. K., 2010. An evaluation of policy developments in Botswana, in E. Adomi (ed.), *Handbook of research on information communication technology: trends, issues and advancements.* IGI Global Publishing, (ISBN13: 9781615208470/ISBN 1615298488): 1-14.

6. Published a journal coallegues with another coallegues who is now a Member of Parliament. (Keorapetse Dithapelo) Keorapetse D, and **Keakopa, S. M.,** 2011. Records management as a means to fight corruption and enhancing accountability in Botswana, presented at the *ESARBICA General conference o Access to Information" Archives and Records in support of public sector reforms*, Maputo, Mozambique, (6-19th June).

7. Published a book chapter with my former M.A. student (M. Mafube)

8. Edited and published a book with a coallegues, Tshepo Mosweu.
Keakopa, S. M, and Mosweu, T. L, 2010, Cases on Electronic Records Management in the ESARBCA Region (eds). IGI Global. Publishing.

4.6 Research award

4.6.1 Digital Preservation Award of the Dutch Digital Heritage Network Award for Teaching and Communications, as part of the ICA Africa Programme training. 5th November 2020.

4.6.2 Office of Research and Development Research Award. 2008. (P30, 000) to conduct research on Staff turnover at the Botswana National Archives and Records Service. (Article published.)

4.7 GRADUATE SUPERVISION

4.7.1 COMPLETED

1. Anthony Mwela. 2007. Impact of Records and Archive Services on public service delivery in Tanzania.

2. G. Kamatula, 2009. Managing Records in Academic Institutions in Tanzania: Case Study of University of Dar Salaam.

3. Khumo Kgari- Records Management in SMES- Botswana(supervised with Prof Mutula)

4. Mafube, Makatleho. 2018. An assessment of customer services in the Library Archives of the National University of Lesotho (NUL).

5. Katlego Ncaagae-2018. The assessment of e-discovery readiness at the Ministry of Transport and Communications (MTC).

6. Collen Chika, 2020. Investigation into the presentation of Audio visual records at Botswana Television (BTV).

7. Chatiwa Pheto, 2020. Assessment of the use of web 2.0 technology in provision of archival services: a Case of Botswana National Archives and Records Services (BNARS).

8. Rebaone Motatodi. 2019. (Co supervisor Prof Oladokun) Investigation into the preservation of Audio recording: Case Study of three private stations in Botswana.

9. Keamogetse Kegasitswe. 2020. An assessment of the implementation of the integrated patient managemet system (IMPS) at Sbrana Psychiatric hospital.

10. Patrick Phalantwa 2020. An assessment of digital presentation of records at the Department Information and Technology (DIT) Botswana.

11. Oratile Makwati. 2020. Evaluation of Records Management practices at civil Aviation Authority.

12. Gothusamang Monnakhuti. 2020. An assessment of E-records readiness at Botswana Unified Revenue Service.

13. Dimpho Ngidi. 2020. Management of Student Records in higher learning institute: Case Study of Botswana Accountancy College.2017 (supervised with Tshepo Mosweu)

14. Ookeditse Maphorisa- (MPhil/PhD) Assessment of e-mail as a public records: public sector in Botswana. (Co-supervisor with Prof Jain)

2018/2019
1. Kamogelo Thanda. Assessment of the use of library Services by LIS student at University of Botswana Library.

2017/2018
1. Kedibonye Jackson. Assessing the adoption and use of Library Management System (LIBERO) by the institute of health science library staff in Gaborone.

2. Amantle Nkarabang. Use of Emerging Technologies for knowledge sharing: A case study University of Botswana.

3. Kenanao Rangaka. Evaluation of marketing strategies of library and information services used by the University of Botswana Library.

2016/2017
1. Maikano Mothibedi; Users perception on the level of use of online information resources in public libraries. Case study of Tonota library.

2. Roselyn Gumiro: An assessment on the use of Blackboard learning Management systems by undergraduate students at the University of Botswana: Case study based in the Faculty of Humanities.

3. Carol Tshekiso; An investigation into the information seeking behavior of University of Botswana students: Case of humanities students

4. Manakoanyane Potsanyane; The assessment of use and effectiveness of electronic resources among humanities undergraduate students at the National library of Lesotho library.

5. Saphiah Thatoeng. An investigation of library user needs in Molepolole public library

2015/2016
1. Dineo Galeo, Role of Records and Information Services in Parliament

2. Gaolekwe Nini. Records Management Practices at Lesedi Primary School

3. Sekuni, Ame Maduo. Effects of Web 2.0 Technologies in service delivery at Gaborone Public Library.

4. Thato Kgakge. Cyber bullying of 1st year students at the University of Botswana.

5. Gabopale Batlhatswi. Marketing strategy at the University of Botswana Library.

2007/ 2008
1. Gasebale J. T. The effectiveness of information dissemination structures for PMTCT program: Case study of Goshwe village

2. Gosekwang K M. Usage of information communication technology contributes to the University of Botswana's efficiency and effectiveness.

3. Manyaapelo O. The use of information and communication technologies by newspaper journalists in Botswana: The case of Botswana Daily News.

4. Ogolotse M. Information needs of Health professionals in Molepolole Scottish Livingstone.

5. Segobye P. An evaluation of the performance of a computerized records management system in Mochudi Sub Land board.