



VISION

A global Centre of excellence in
Legislative Governance

MISSION

To Enhance Capacity Development
for Effective and Efficient
functioning of Parliament,
Legislative Assemblies and other
key stakeholders.

DIGITAL INDEXING, ARCHIVING AND RETRIEVAL OF HANSARD REPORTS

PROGRAMME OVERVIEW

This five-day programme equips learners with the knowledge, skills and practical competencies needed for effective digital indexing, archiving, management and retrieval of Hansard reports and proceedings, covering records digitisation, electronic document management systems, metadata creation, indexing standards, digital preservation and information retrieval. Participants gain hands-on exposure to contemporary digital archiving tools and best practices for preserving legislative records securely and accessibly.

PROGRAMME RATIONALE

Hansard reports are the official record of parliamentary proceedings and are critical to legislative history, transparency, accountability and public access to information. As legislatures embrace digital transformation, the growing volume of proceedings, reports, motions, bills and debates has made traditional manual indexing and archiving inadequate for meeting the demand for timely access. Modern parliaments are therefore adopting digital archiving and indexing systems, requiring Hansard personnel to build competencies in digital records management, metadata tagging, electronic indexing, database organisation, digital preservation and retrieval technologies to strengthen institutional memory and public trust.

LEARNING OUTCOMES

By the end of the programme, learners will be able to explain the principles, significance and best practices of digital indexing, archiving and records management in parliamentary institutions; apply modern techniques and electronic systems for digitising, classifying, indexing, storing, retrieving and preserving Hansard reports and legislative records; use information management tools and digital preservation strategies to enhance accessibility, security and institutional memory; and explain the challenges associated with digital archiving and retrieval systems.

TARGET GROUP

The course is designed for hansard editors and hansard reporters serving in legislatures at various levels of government and other offices.



CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING

TRAINING FOR
QUALITY
GOVERNANCE

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COURSE CONTENT

The programme covers the principles and significance of digital records management in parliamentary institutions; digitisation techniques including scanning, OCR, metadata tagging and indexing standards for Hansard records; Electronic Document Management Systems (EDMS) organisation, classification and database structuring; digital preservation strategies covering storage formats, version control and long-term accessibility; information security and access control for parliamentary records; and retrieval technologies and tools for search optimisation and user access.

BENEFITS OF ATTENDING

Participants will acquire practical skills in digital indexing and electronic archiving, improve their efficiency in organising, storing, retrieving and preserving hansard reports, gain competence in modern electronic document management systems, strengthen institutional memory through effective preservation of records, improve accessibility and retrieval of parliamentary information, practise information security in handling official records, and support the modernisation and digital transformation of parliamentary reporting services.

DATES, VENUE AND FEES

-  5TH TO 9TH APRIL, 2027
-  **NAIROBI, KENYA**
- **FEES:** KES 40,200 FOR FOR KENYANS
- AND KES 80,200 NON-RESIDENTS OF KENYA
- FEES COVER TUITION AND TRAINING MATERIALS
- ONLY, EXCLUDING EXCURSION COSTS.

