

BIDP COUNCIL 1998-99

BIDP LEKGOTLA LA KATAPELE 1998-99

President: B Mhutsiwa



Secretary: J Paul



Vice President: M Mookodi



Treasurer: G Vlug



Members: D Ranjan, B Hyde, D Young

Past Presidents :

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P Richards	(79-80)	D Pitso-Richardson	(90-91)
A Crone	(80-81)	L Mosienyane	(91-92)
I Marshall	(81-82)	W Lee	(92-93)
R Hamlyn	(82-83)	K Palalani	(93-94)
M Brading	(83-84)	L Hutchings	(94-95)
D Young	(84-85)	J Wall	(95-96)
P Richards	(85-86)	J Wall	(96-97)
P Altman/A Kelman	(86-87)	B Mhutsiwa	(97-98)
K Mandic	(87-88)	B Mhutsiwa	(98-99)
L Hutchings	(88-89)	B Mhutsiwa	(99-00)

BIDP is affiliated to the following bodies:

Commonwealth Association of Architects
Commonwealth Association of Surveyors and Land Economists

AUA?

5. **MATTERS ARISING**

- 5.1 *MFDP to pursue the matter of parastatals which do not tender for auditing services to ensure that the principle of Corporate Governance is adhered to – pp 3 para 5.3.* The Secretariat reported that parastatals, which do not tender for auditing services, had been written letters. He said progress would be reported at the next meeting when all have responded. The private sector representatives noted that after submitting the parastatals not tendering for audit services, they noticed that Botswana Savings Bank was also not tendering for audit services and therefore suggested that a similar letter be sent to it.
- 5.2 *Accountant General to issue a circular to all Government Departments to inform them of the agreed 1.5 percent penalty fee to Government – pp 3 para 5.5.* The Secretariat reported that the circular on delays and penalty has gone to all concerned Departments. The private sector representatives noted that while they appreciate that the circular has been circulated, they were concerned that one Department has written to one client threatening that they will never get a Government job. The Chairman requested the private sector to favour the Ministry with such a letter with a view to taking appropriate action on the issue.
- 5.3 *Private Sector to provide more information in support of their case with concrete details on projects that could not locate in Botswana because of high interest rates – pp 5 para 7.9.* The Secretariat reported that he has not seen any supporting list of investors who did not locate in Botswana due to high interest rates. The private sector representatives noted that they did not compile the list due to client confidentiality. They then suggested that maybe BEDIA could be asked to supply such names. BOB representative noted that investors could have decided not to locate in Botswana because of other variables and not necessarily interest rates. She further said the list, if any from BEDIA should be for authentic investors. The meeting agreed that the list of such investors was therefore not necessary.

only record loans that are not for business purposes. BOB reported that once the revision is completed, forms will be discussed with Commercial Banks and it is hoped that the new forms will come into use by the second half of 2000.

5.2 Secretariat to refer the issue of the ALSP to the MLH Sectoral HLCC. This was done.

5.3 Mr. Raja Ram to provide a list of parastatals which do not tender for auditing services. The list was submitted and it was noted that 6 parastatals were not complying. These were the National Development Bank, Botswana Accountancy College, Botswana Agricultural Marketing Board, Institute of Development Management, Botswana Savings Bank and Botswana Telecommunications Authority. The Chairman noted that the lack of tendering for auditing services was not in line with the principle of Corporate Governance which all parastatals are expected to follow. He stated that the Ministry would pursue the matter to ensure that the aforementioned principle is adhered to.

5.4 MFDP to further examine the tax amendments issue. The Secretariat, in reporting on the tax issues noted that the action item arose from the proposed tax changes in the Republic of South Africa from source based income to world wide income. It was noted that the Ministry has taken up the matter with the South African Authorities. He said the RSA authorities have responded and proposed a meeting in Pretoria to discuss the issues.

5.5 BOCCIM to advise its members to agree payment terms which include penalty for late payments with Government Departments. The action item was not carried out as BOCCIM was not sure of the percentage to charge. The meeting noted that, on similar cases such as taxes, the penalty fee of 1.5% was charged. It was thus, agreed that the penalty fee for delays should be charged at the same rate of 1.5% per month. BOCCIM was then requested to inform its members about the agreed penalty fee. It was agreed that MFDP (Accountant General) should issue a circular to all the Government Departments to inform them of the agreed position.

5.6 MFDP (Division of Financial Affairs) to organize a workshop with the relevant stakeholders to get their input and views on VAT. The Secretariat reported that the workshop was arranged for Monday 22nd May, 2000. BOCCIM acknowledged receipt of the invitation to the workshop but mentioned that it had requested that the Workshop be postponed to end of June. The meeting noted that end of June might be too late considering that the VAT Bill has to be considered during the June/July Parliamentary meeting.



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827
GABORONE

Tel (267) 582 067
Fax (267) 582 067

NEWSLETTER 01/2000

FOREWORD

The council welcomes BIDP membership into the new millennium. As reported in the last newsletter, in order to keep up with the latest developments the BIDP has hired a website in an effort to reach out to the membership. The council is therefore appealing to members to make available any important news for publication on the website. Material contributions to the website must be e-mailed to David Young at DYA@GLOBAL.BW

SOCIAL ACTIVITIES

The following activities are planned for the year 2000.

***SOCIALS** in the form of Luncheon/Dinner/Outings during the months of March, June, July, August, October and the Christmas party scheduled for November. Details on venues and other relevant information will be forwarded to you as each date approaches.

***TALK ON:** Sales tax, Customs and Exercise duty

***VISIT** to the Gaborone TV station. This is proposed to take place on Wednesday 23rd February 2000 at 1600 HOURS prompt. BIDP council has been trying to select landmark projects which would be of interest to its members to visit. The TV station as you know is one such prestigious project. Getting to know and see the way it is brought up is a golden opportunity that can turn careers of many around. You are guaranteed of self fulfilment at the end of the tour. *After the tour the party will proceed to Bull and Bush for free refreshments to allow time to socialise.

Any further inquiries should be forwarded to Marina at 318438. Please note that punctuality will be the order of the day as the project is massive. You are kindly requested to confirm your attendance preferably by e-mailing to BWRQS@MEGA.BW OR BIDP@MEGA.BW

- *WORKSHOPS ; * Facilities for disabled
 * Fire safety in Botswana buildings

FOOD FOR THOUGHT!

MORE AND MORE SUBCONTRACTORS IN BOTSWANA GET DISSILUTIONED BY CONTRACTORS WHO GO INSOLVENT AND THE LACK OF PROPER CHANNELS TO DEFRAY THEIR COSTS, CAN TRUST FUNDS BE A PANACEA?

Trust funds are often than not thought of as remedial measures to protect subcontractors when their main contractors become insolvent. This simply means that employers should make payments in such a way as to ensure that if for example, the main contractor is forced into liquidation, monies due to the subcontractor will be protected.

This will largely depend on the type of trust funds and the prevailing insolvency laws. Some trust funds have proven to be highly unsatisfactory because of high administrative costs and large amounts of money tied up in these funds. A classical example is the cascading system, adopted in Canada.

-What are the present channels for subcontractors to use to recover their costs?

-What other measures can be put in place to protect subcontractors when such a situation arises?

-What happens to the interest acquired in the trust account, should it be entirely payable to the client?

We would be very grateful to get opinions from members on the subject and any correspondence should be routed to MBM BWRQS@MEGA.BW

PUBLICATIONS

The following publications were received;

1. "Commonwealth Association of Surveying and Land Economy" (CASLE) Newsletter December 1999. The newsletter covers extensive global news that aims to stimulate surveying interests and education in Commonwealth countries, copies are enclosed for surveyors.

2. "Botswana Institute for Development Policy Analysis (BIDPA) briefing, for the 4TH Quarter 1999. The magazine has an overview of Botswana's economy and it covers areas of importance like inflation & exchange rates, economic growth & the budget and it also has substantial coverage on economic forecasts.

3. "2000 CASLE CONFERENCE AND GENERAL ASSEMBLY" This basically provides detailed information on CASLE conferences and congresses i.e. themes, topic, dates etc. The Congress is organized by Malaysian Institution of Surveyors, which is a national professional body incorporating several disciplines from the private practice, the public sector, the academia and the corporate area.

4. "Post Graduate Centre for Human Settlement (PGCHS) Newsletter. PGCHS is an academic center at the department of Architecture, Urban Design and Regional Planning of the faculty of Science, K.U Leuven-Belgium. The newsletter has brief coverage on various thesis and master programmes offered by the faculty.

5. "Commonwealth Association of Architects (CAA)" Newsnet 1999. This is an elaborate journal covering topics that are of interest to commonwealth countries and has detailed information on National and International events.

*Publications not sent to members with the newsletter can be viewed at BIDP office.

MEMBERS:

As BIDP grows from strength to strength, we are continuing to have new members into the Institute and Evans Moje was accepted by the council as an ordinary member. In addition we have received four new applications for membership which are still pending.

Special Request to Members.

Members are requested to update their particulars giving full details of their current addresses. The information should be sent to the Secretary at BIDP@MEGA.BW

The Secretary is appealing to the membership to help with forwarding addresses for the following members:

1. Mr W Odeleye (Honorary Member)
2. Mr M G H Yates (Life Member).

BIDP MEETING ANNUAL PLAN

2 April 1998
Taj Restaurant

Date of AGM set as 23 September 1998.

SUGGESTED ACTIVITIES

- CASLE
- Visit to Hyundai factory
- Visit to Orapa Mine
- Visit to Botswana Meat Commission
- Visit to Sir Seretse Khama Airport
- Visit to Eagle Base
- Visit to Kgale crushers
- Visit to Village Meteorology Office
- Visit to Cement factory
- Visit to Breweries
- Golf tournament/squash/bowls.
- Presentation on Construction Disputes/Mediation
- Technical discussion on form of subcontract (casle)
- Promotion on all BIDP contracts
- Lightweight roofs for Botswana (CSIR)
- NCSA
 - Waste Management Act
 - EIA Legislation
- Profit Development Professional
- New Centre - braai
- Presentation on NDP8 by representative from MLGLH
- ITC credit bureau
- Insurance/professional indemnity
- Botswana Bureau of Standards
- Trip to Surveys & Mapping
- DTRP zoning/planning

ACTION ITEMS

by:

ACEB/Architectural Association /Quantity Surveyors should be contacted to cross fertilise seminars. BIDP to inform them of ours and ask them to reciprocate by informing us about theirs.

??

Surveys and Mapping	3 May	
Hyundai	June/July	
ITC	@ AGM	
Casle	Nov	

**JW
DY
GS**

?? check minutes

BAP Conail

SUGGESTIONS FOR CHANGE TO THE STANDARD FORM OF BUILDING
CONTRACT (WITHOUT QUANTITIES)



Add a third footnote to the first page:

*** A schedule of rates should be marked "B"

2(2) This is a funny clause as it gives the Contractor the right to request the Architect about his power to issue an instruction....
I suggest to omit 2(2) altogether.

6(2) The word "vouchers" should be replaced by "a certificate by the manufacturer or supplier"

7 There is no Bill of Quantities with this contract!
Change "in the contract bills" to "on the contract drawings or in the specification"

11(4) Omit "in the contract bills"

11(5) Omit "in the contract bills"

Footnote on page 7:

Omit "including the contract bills"

12(3) Omit

15(5) I do not think that the words "injury which took place" are rightly chosen. I would suggest "defective materials installed and/or workmanship carried out"

16(g) Clause to be added.
"within 7 days from the date on which the Employer shall have taken possession of the relevant part the Architect shall issue a certificate which shows the value of the remaining portion of the contract, in order to allow the Contractor to reduce the value of the Performance Bond, if applicable"

19(b) Replace "in the contract bills" by "in the specification"

19(2a) Change "insurances for such amounts of indemnity as may be specified by way of provisional sum items in the contract bills" to "an insurance for the amount as shown in the Appendix in respect of any expense....."

20C(b) (i)

Omit "within 7 days of such a notice (but not thereafter)just and equitable.

To my opinion when a contract is forced to be terminated because e.g. a total destruction of fire, there may be an arbitration anyway. One should not

**SUGGESTIONS FOR CHANGE TO THE STANDARD FORM OF BUILDING
CONTRACT (WITHOUT QUANTITIES)**

underline this, nor should it be bound by a 7 day period.

20C(b)(ii) Omit this clause altogether. The clause referred to does not exist.

20C(c) Omit this clause altogether. This is irrelevant. Arbitration will take at least 6 months anyway.

23(j) Remove the *.
Second line, change "this contract" to "his tender"

23(k) New clause:
"By delay on the part of Nominated Subcontractors"

24(f) New clause:
"delay on the part of Nominated Subcontractors in accordance with clause 27(v)"

25(d) There should be a space between the first and second line.

25(3)of the Contractor being determined under clause 25(1)..... (omit "as aforesaid")

The reason hereof is that the Employer has no right to deduct any monies from the Contractor's Estate when he has been placed in liquidation.
The Liquidator is in control and should determine what is to happen with the project as it may form part of the Contractor's assets.

25(3)(b) second line from the top on page 16 change "Supplier to Subcontractor" to "Supplier or Subcontractor"

26(c)(iv)
I suggest to omit this clause altogether as it is a dangerous one. The Contractor gets the right to determine the contract due to Architects instructions!

26(c)(vii)
This clause should be omitted altogether as this is the Contractors responsibility. He cannot determine the contract when he is at fault himself!

26(d) The fourth line from the bottom:
Move "the Contractor may....." should be moved to a new paragraph. This sentence should be applicable to clauses (a), (b) and (c) also, not only to (d).

26(2)(B)(vi)
Note that a Contractor's lien is non-existent in Botswana.
The whole paragraph should be omitted from

**SUGGESTIONS FOR CHANGE TO THE STANDARD FORM OF BUILDING
CONTRACT (WITHOUT QUANTITIES)**

"provided...."

- 27 Change "in the contract bills" to "in the specification"
- 27(vii) second line change "after receipt by the Contractor of the Architect's certificate" to "after receipt of payment on the Architect's certificate..."
- 27(b) 7th line "receiving payment on the Architect's certificate...."
- 27(d) (ii) Third last line, change "the architect shall certify in writing.....etc (till the end) to "the Architect shall issue a certificate to that effect to the Contractor and the Nominated Subcontractor"
- 27(f) Omit this clause as the Employer by nominating the subcontractor remains liable for his proper performance.
- 27(g) change to 27(f)
Omit "in the contract bills" (3 times)
- 28 Change "the contract bills" to "the contract specification"
- 30(2A) (b) This clause should be omitted, as where e.g. steel trusses would be manufactured on site, it is unreasonable not to receive payment for the steel when it is delivered.
- 30(2A) (i) New clause
The materials and goods have been separately insured or have been included in the insurance policy as required under clause 20 hereof.
- 30(4A) second line change "one moiety" to "one half"
- 30(4B) (b) second line change "one moiety" to "one half"
- 30(5) (c) 5th line change "contract bills" to "specification"
Ditto in the 10th and 11th line.
Third line from the bottom delete "at the rates shown in the contract bills"
- 31C This should be clause (1) thereof.
- 31C(3) Note that the Quantity Surveyor is not always appointed. This clause should read "The Architect and the Contractor...."

SUGGESTIONS FOR CHANGE TO THE STANDARD FORM OF BUILDING
CONTRACT (WITHOUT QUANTITIES)

33(3) Second line add" of Botswana" after "the Republic"

35 I suggest that we change this clause altogether to the
one in the Nominated Subcontract document, including
mediation.

Appendix

Add "Amount of insurance required under clause
27(2) (a) "

DISPUTE RESOLUTION PANEL

19 February 1998

These days more and more disputes are being declared, especially by contractors.

There are possibly three reasons for these disputes:

1. In an ailing economy profit margins are low and contractors cannot really afford to loose money.
2. Some Contractors do not know how to claim properly, nor have enough contractual (legal) experience and run into cashflow problems.
3. Some Consultants maintain an attitude which favours the Employer (sometimes covering up for their own mistakes), thereby certifying less money than is due to the Contractor.

The two main dispute resolution possibilities are:

1. Litigation
2. Arbitration

Although it is believed that arbitration is much quicker and less costly than litigation the truth is that arbitration can take approximately one and a half year and will cost a great deal of money, especially where the parties are legally represented.

I have been involved (as advisor) in two arbitrations recently. The one, a dispute about an amount of approximately P 75 000 started officially in January 1996 and the Hearing was in October 1997. The arbitrator has still not made his decision to date! The legal cost, including the arbitrators cost is estimated at P 120 000.00. Besides this enormous cost, it appears that the dispute will possibly be resolved after 26 months!

The other arbitration started in May 1996 and the Hearing will be in May 1998. Two months thereafter the Arbitrator will make his Award. The disputed amount was P 385 000, and the legal cost is estimated at P 400 000! The cost of the Hearing which is believed to take two full weeks is approximately P 3000 per hour!

It is obvious that the prime purpose of the simple resolution of a dispute has now been taken over by legal representatives, who, with all due regards, are making a lot of money out of these deals, at the expense of the looser of the arbitration who must pay most of the costs (the party and party costs).

Even the winner is still paying a certain portion, the Client/Attorney costs. The difference between the two is

DISPUTE RESOLUTION PANEL

19 February 1998

simple. Party and party costs are all the costs incurred by both parties in stating their case from the time that the arbitrator gets involved. All preliminary costs are not recoverable nor are the costs of expensive attorneys, whose fees are being valued at "normal" rates.

In South Africa the problem of high costs of litigation has been recognised and a system of "Small Claims Courts" has been instituted. At a small claims Court there is no judge, but a Commissioner, who is extracting evidence from both parties by asking relevant questions in order to establish the truth.

Because that is all it is, to establish the truth and to value the truth against the wording of the contract.

Legal representation is not allowed and the cost of such a dispute resolution process is therefore a fraction of what it would have been in a full scale court case.

In Botswana there is not such an institution. We have an Arbitration Act (CAP 06:01), which allows anybody to resolve disputes provided that

1. There is a written agreement between the parties to refer disputes to arbitration.
2. The Arbitrator(s) is (are) over 21 years old and are of sound mind.
3. The disputes are not related to matters of status, matrimonial causes and matters in which minors or other persons under legal disability may be interested.

Taking my submission on the first page hereof into account, it is obvious that there is something wrong. Not only does the cost of the resolution of the dispute equal or exceed the disputed amount in many cases, the time required to resolve a dispute benefits the party which retains the money. This sometimes result in the ailing party going into liquidation because funds which might have been due to him are being retained too long.

Arbitrators have the power to be the masters of the proceedings. They can decide how an arbitration is being conducted, how a time table is being set and adhered to and they can even decide about their own costs as well as the costs of the Legal Representatives.

Arbitrators are normal people. They are no judges, but should preferably be experts in the field of the dispute, although this legally is not even required.

As most of the disputes are construction related there will be

DISPUTE RESOLUTION PANEL

19 February 1998

many BIDP members who could act as arbitrator in such dispute, provided that he or she would be acceptable to both parties. Note that although I have studied arbitration for 3 years it does not mean that I would be a better arbitrator than somebody who has not studied the subject.

My suggestions for a more streamlined process of dispute resolution (which are strictly in accordance with the Arbitration Act) are as follows:

1. For every reported dispute the BIDP appoints a panel of 3 members, based on the character of the dispute. When the dispute is about an architectural matter, there may be two architects and one legal advisor. When it is a general matter, there may be an Architect, an Engineer and a Quantity Surveyor.
2. The parties in a dispute sign an arbitration agreement in which the above panel is enabled to resolve the dispute.
3. Both parties pay a deposit to the BIDP of say P 5000 each, which is being used to pay the members of the panel and of which the BIDP could retain say 10% for its involvement.
4. Legal representation is not permitted. The parties each state their case and the panel members will ask relevant questions to adduce the truth.
5. Relevant Documents may be submitted by either party to the BIDP and will be regarded as written evidence. The Claimant should submit his documents not later than 3 weeks before the Hearing, the Defendant may submit his evidence in writing not later than 2 weeks before the Hearing, whereas the Claimant (in accordance with High Court procedures) can answer the Defendants allegations not later than 1 week before the Hearing. (Note that all documents should also be submitted to the other party).
6. Two weeks after the Hearing the panel shall make an Award in writing. In accordance with the Arbitration Act the Award of any two arbitrators is binding.
7. If required by the winning party, the Award can be made an order of Court (by an Attorney in terms of the Act) and is binding.

Not only would the above procedure speed up the dispute resolution process, it also would benefit the losing party tremendously as the cost would be a fraction of the normal costs of arbitration.

Note that both parties sign an agreement that legal representation is not allowed and that the panel has got the powers to resolve the dispute.

DISPUTE RESOLUTION PANEL

19 February 1998

A further advantage for the RTDP would be that funds are being raised.

Obviously the above agreement can only be reached with the consent of both parties. When one of the parties does not like the arrangement he should follow the normal dispute resolution procedures as provided for in the contract.

To include this facility in the normal contractual dispute resolution clauses we could make an addendum to each contract on which the conditions are stated. In the event of a dispute both parties can then decide which course to follow.



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827
GABORONE

TEL (+267) 305414
FAX (+267) 375993
E-MAIL rpm@info.bw

NEWSLETTER 1998/1

RECEIVED

February 1998

19-02-1998

DAVID YOUNG ARCHITECT

At the beginning of the year the President and Council members of the BIDP wish all the members, in Botswana and elsewhere in the world a prosperous and healthy 1998.

It is always heartening to see that many expatriates, who used to work in Botswana and moved to other countries afterwards, keep up their membership. We hope that they display their membership certificate in their new offices....!

SOCIAL FUNCTION

A social function will be held on Thursday 12 March 1998, around 18h00. Please note the time and the date in your diary. The venue will be announced at later stage.

THE PROFESSIONAL CENTRE

At the AGM members were informed that plans for the development of two professional centres were investigated:

1. The refurbishment of an old colonial house at Gaborone Village. (see the BIDP directory for the plan thereof); and
2. A new development adjacent to the Gaborone Dam, near St. Josephs College.

The Gaborone Dam development was as a result of an invitation to tender from Water Utilities Corporation. It seems, however, that the proposals were not acceptable at this stage.

The Council specifically wishes to express thanks to Bernard Hyde, who spent a lot of time in designing the building. Obviously Bernard did not do all this by himself. He was assisted by other Council members and others, Jo, Annette and Gerrit, who spent hours of their (busy) time preparing the presentation, writing a back-up story about the history of the BIDP, and preparing a feasibility study.

It would have been a very nice project, of which the development costs were in excess of P 1m, to be financed by the rent income of the professional suites and by the bank!

With a better chance of succeeding, however, is the development in the Village!

Negotiations with the Botswana Housing Corporation, who own the property, are well under way. The BHC have indicated their willingness to co-operate in the new centre as a joint venture.

Plans have been drawn up by BIDP Secretary Bill Foote, who must have spent a lot of time in measuring up the property. Approval was obtained from the Gaborone City Council to change the zoning and recently a feasibility study was prepared to make the project viable.

We now hope that the Board of the BHC will approve the proposals and that a start can be made to renovate the house. The centre will house the office of the BIDP as well as 7 professional offices and a typing and plan printing service. More information will be made available in future news letters.

PUBLICATIONS RECEIVED

Monthly the BIDP receives a number of interesting publications which can be read by members at the BIDP office (tel. 305414, fax 375993, e-mail rpm@info.bw).

The following may be of interest:

1998 Awards for excellence

There will be 10 awards of US\$ 30 000 each, sponsored by the Dubai Municipality.

The purpose of the award is to recognise and create awareness of outstanding and sustainable achievements in improving the quality of life in urban and rural settlements.

The Awards are open to all organisations and individuals from Government, local authorities, non-governmental and community based organisations, the private sector and other representatives of civil society.

The BIDP Council thinks that there may be many projects in Botswana, which possibly could be entered for the Awards.

The deadline for submission is 1 April 1998.

Best Practices

Together with the above a data base is being established for Best Practices all over the world. There are three criteria to become included:

1. Partnership among at least two of the following

actors: National Government, Local Authorities, Private Sector, Academic/research institutes, professional organisations and others.

2. Impact: to provide evidence of tangible improvements in peoples living conditions.
3. Sustainability, reflected in long lasting changes. This could be in legislative bye-laws, social policies, environmental strategies, decision making processes and accountable management systems.

The best practices will be awarded on 5 October 1998, to coincide with World Habitat Day.

C.A.S.T.L.E. Seminar

From 16 - 18 July 1998 C.A.S.T.L.E. will organise a seminar at the University of Brighton, UK, with as theme "The role of the Surveyor in sustainable development". A number of bursaries will be made available to assist young surveyors from outside the UK to attend to present their papers. This seminar is followed by

XXI International congress by FIG

The 21st congress by the Royal Institute of Chartered Surveyors will be held from 19 to 25 July 1998 at Brighton, UK. This year's theme is "developing the profession in a developing world"

The Journal of the Indian Institute of Architects

This journal which includes many interesting articles features the new Kuwait Liberation Tower, a wonderful example how structure, architecture and art can go together.

Summer school by the Prince of Wales' Institute of Architecture

The above school organises a summer school in Architecture for students and young practitioners from 28 June till 8 August 1998. The cost is US\$ 3000, which covers tuition, accommodation, transport between the various cities (Charlottesville, New York and New Haven in Connecticut) and meals.



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

Administration
30 June 1997

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The financial statements set out on pages 3 to 7 were approved by the BIDP Council

Chairman

Secretary

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS**BALANCE SHEET****30 June 1997**

Notes	1997	1996
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FUNDS EMPLOYED

ACCUMULATED FUNDS	8981	6587
	=====	=====

EMPLOYMENT OF FUNDS

FIXED ASSETS	3	2347	2593
CURRENT ASSETS			
Bank		7854	3544
Debtors	4	465	450
Petty cash		192	0
		-----	-----
		8511	3994
CURRENT LIABILITIES			
Creditors	5	1877	0
		-----	-----
NET CURRENT ASSETS		6634	3994
		-----	-----
		8981	6587
		=====	=====

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis and incorporate the following principal accounting policies:

1.1. SUBSCRIPTIONS

Subscriptions are accounted for on a cash basis, as and when received.

1.2. FIXED ASSETS

Office equipment and furniture are stated at cost and are depreciated as shown below.

1.3. DEPRECIATION

Depreciation is charged over the estimated useful lives of the assets in equal annual installments to write off the cost over the following periods:

Office equipment	5 years
Office furniture	10 years

2. TAXATION

No provision has been made for taxation as the Institute is an Association not for gain.

3. FIXED ASSETS

	Cost	Accumul. depreciation	Value 1997	Value 1996
Office equipment	5887	4073	1814	2113
Office furniture	845	312	533	480
	6732	4385	2347	2593

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
TREASURER'S REPORT

It is a pleasure to submit the attached report to the members, especially where the loss of last year has been changed to a profit.

This was effected by the following decisions:

1. The costs of administrative and secretarial services was drastically reduced.
2. The rent was reduced to zero by moving the offices to the offices of Resource Planning & Management Consultants. The Council is grateful to this Company for their generous offer.
3. The sale of publications was reduced as a result of reduced building activities.
A new Nominated Subcontract Agreement has been prepared and is presently on sale. Together with the Consultants' Contract of Appointment, which is in preparation, the income from the sale of publications will possibly increase during the next year.
4. The income from subscriptions is rising. Because of the new BIDP many new members are being attracted. The Council expects the establishment of a Professional Centre to have a major impact on membership.

I wish to thank my fellow Council members, as well as the members of the BIDP for their on-going support and I am confident that the future of the BIDP will be better than ever.


GERRIT VLUG – HONORARY TREASURER



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No.

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

22nd September 1992

MEMORANDUM

FROM : Chairman
TO : BIDP Council Members

=====

Enclosed herewith minutes of our meeting of 18th September 1992 which was convened to coordinate the response to the BHC Commission of Enquiry.

Please be reminded of our scheduled meeting today (22/09/92) at 5.30 pm at Mosienyane and Partners offices.

L. LETA MOSIENYANE (MBIDP)

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

Minutes of Special Council Meeting held on 18 September 1992 at the Office of Mosienyane and Partners.

PRESENT:

L. Mosienyane	(LM)	Chairman
W. Lee	(WL)	Vice Chairman
K. Palalani	(KP)	
L.J. Hutchings	(LJH)	Secretary
P.M. Richards	(PMR)	
P. Cotter	(PC)	

APOLOGIES FOR ABSENCE:

D.A. Young	(DAY)	Treasurer
P. Patel	(PP)	
D. Pitso-Richardson	(DPR)	Immediate past Chairperson
W. Davy	(WD)	

The meeting commenced at 17:45 hrs.

OBJECTIVE

To coordinate response to BHC Commission of Inquiry request of 31 August 1992 reference COMM/EVID in respect of the Commission's requirement for details on the criticisms or complaints against the operations of the Corporation covering the period between now and the past, and the BIDP reply letter 9 September 1992 reference LJH/WRKD2/C3/ko issued following the BIDP Council meeting held on the 8th September 1992 and the requests to Council Members by fax requesting information.

CORRESPONDENCE

Copies of the above correspondence was circulated to enable all Council Members to be fully conversant with the requirements of the Presidential Commission of Inquiry into BHC.

Letters with comments were received from Peter Cotter (Eng), Peter Richards (QS) and Pramod Patel (Arch) and comments were received from David Young in respect of approval of firms (registration with BHC) and procedure for architectural competitions. The above was circulated for discussion by the Council.

CHAIRMAN'S BRIEF

All Council Members were requested by the Chairman to consider the correspondence tabled and give consideration to any appropriate matter that should be brought to the attention of the Commission of Inquiry.

BIDP REPRESENTATION TO COMMISSION OF INQUIRY

BIDP Council Meeting of the 8th September resolved that the Chairman and Secretary of the Institute would represent the BIDP at the Inquiry.

FORMAT OF RESPONSE

Following the circulation of Council Members and individual members that time permitted contact with, a schedule of information was to be prepared for consideration and approval at the BIDP Council Meeting to be held on 22nd September 1992.

The schedule of information is to be typed for presentation to the Commission of Inquiry and submitted following approval of the Council.

A summary of the points raised and discussed is included in the attached addendum to these minutes for approval by Council.

DISTRIBUTION

Mr LM Mosienyane	Mosienyane and Partners
Mr DA Young	David Young Architects
Mrs D Pitso-Richardson	Watkins Gray Morris International
Mr P Patel	Gaborone Architects
Mr PM Peter Richards	Peter Richards and Partners
Mr K Palalani	Peter Richards and Partners
Mr P Cotter	Peter Cotter Associates
Mr W Davy	Paul Harris Associates
Mr LJ Hutchings	Reynolds and Young Botswana
Mr V Seretse	VT Seretse and Associates
Mr W Lee	W Lee Associates

PRESIDENTIAL COMMISSION OF INQUIRY INTO THE OPERATIONS OF THE
BOTSWANA HOUSING CORPORATION (BHC)

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS RESPONSE TO PRESIDENTIAL
COMMISSION OF INQUIRY AT SESSION HELD ON 25 SEPTEMBER 1992 AT 0800 HRS

TERMS OF REFERENCE

Letter from BHC Commission of Inquiry dated 31 August 1992 reference COMM/EVID in respect of the Commission's requirement for details on the criticisms or complaints against the operations of the Corporation covering the period between now and the past, and the BIDP reply letter 9 September 1992 reference LJH/WRKD2/C3/ko issued following the BIDP Council meeting held on the 8th September 1992 and the BIDP Council Meeting of the 18 September 1992.

BIDP REPRESENTATIVES

1. Mr L L Mosienyane BA,MA,MBIM,MAQS,ACI Arb,AA Arb, FRICS,MBIDP
Fellow of the Commonwealth Foundation
Chartered Architect (Chairman).
2. Mr L J Hutchings BSc,MBIM,MAQS,ACI Arb, AA Arb, FRICS,MBIDP
Fellow of the Commonwealth Foundation
Chartered Quantity Surveyor and Chartered Arbitrator
(Past Chairman and Secretary)

THE FOLLOWING POINTS OF CONCERN ARE HELD BY BIDP

DRAFT ONLY FOR DISCUSSION

1. BHC has a list of consultants on their register with records of capability and also has access to the Central Tender Board list of registered consultants, it would appear that these lists have not been used in the consideration of their awards of consultancy contracts when these works can not be carried out within their own consultancy division.
2. It is considered that a two year period is generally required for any consultant to have appropriate experience to carry out works in Botswana and it would appear that consideration is not being given to this policy, particularly where traditional tendering procedures and traditions are common in other countries whose accepted practices would not fall strictly under the laws and regulations held in Botswana.

3. Architectural competitions have recently been given by BHC and concern is expressed that inadequate time and notice has been given to achieve fair competition by consultants, who should all receive the same period to allow for preparation of submissions.
4. A system of registration and grading should be followed along the lines of Central Tender Board and Corporation should have a booklet on accepted tendering procedures (as used for example by the Water Utilities Corporation).
5. Once consultancy proposals are accepted by BHC in principle no renegotiation should take place, and payment for invoices received should be made without administrative delay and requests for repeat duplicates and triplicates of invoices requested.
6. Fee invoices received by BHC and found to be arithmetically incorrect should be paid as appropriate and not held up for resubmission due to poor administration where minor arithmetical adjustments only are required to avoid placing consultants in severe cashflow positions particularly in this time of recession.
7. Conditions of agreement for contracts for contractors and consultants should contain clauses to nullify the agreement on the grounds of fraudulent or criminal practice.
8. Contract documents are drawn up in some cases on the BIDP form of contract when consultants are used and have been signed under the BHC form of contract and this creates contractual anomalies which have to be resolved as the tenderer undertook to price on the basis of the BIDP documentation.
9. The use of inappropriately qualified staff inexperienced at the interpretation of standard or local forms of contract has caused severe cashflow problems to practices where fee account submissions have been held for prolonged periods by staff who are not even in possession of the usual forms of contract for the appointment of consultants.

10. The progressive review of consultancy fees by different personnel has necessitated the constant repeated resubmission of fee notes when reasonable coordination or allocation to different staff would have avoided this administrative delay. The administrative inability of BHC staff to respond to telephonic requests by consultants to make appointments to discuss matters relating to the administration of contracts and the administration and settlement of fee accounts has shown that at times contact with key BHC staff is difficult as it appears that a lack of sensitivity is shown in this matter.
11. Lack of coordination between in house departments of BHC has resulted in the preparation by consultants of development schemes which have had to be cancelled or substantially altered to reflect actual geographical housing requirements which has caused severe distress to consultancy practices who have recruited professional staff for long term contracts and incurred substantial capital or leasing expenditure for computer facilities required to complete unrealistic deadlines for the preparation of contractual documentation.
12. No recourse is provided at the moment for the redress within reasonable time for the lack of sensitivity shown by the Corporation this year and it is clear that the instigation of registration, professional policing, penalties for non compliance of standard forms of appointment in respect of carrying out commissions in Botswana (unless advised and agreed in writing for the provision of specific services, not available here) and enforcement will have to be considered in demonstrating the way forward to standards that are acceptable in other countries.

The Botswana Institute of Development Professions is prepared to assist the Corporation to establish the necessary parameters for the establishment of procedural guidance if requested and the registration of the professions by the Government could well when implemented provide the necessary route to the establishment of professional procedures for use in the private and the parastatal sector of the development professions in Botswana.

BIDP CORRESPONDENCE RECEIVED PRIOR TO MEETING HELD AT MOSIENYANE AND PARTNERS ON
THE 22ND SEPTEMBER 1992

INCOME RECEIVED

FROM	REFERENCE	AMOUNT P	PASSED TO TRES.
P Kaszay	P Kaszay	120.00	x
Mashekar, Sharad Sudam	M S Sudam	100.00	x
Vasant Patel	V Patel	100.00	x
G W Pritchard	G W Pritchard	100.00	x
Roger Beeken	R Beeken	100.00	x
A Williamson	A Williamson	120.00	x

OUTSTANDING A/C QUERIES

Statement from Gaborone Sun (18/11/91 - P461.90)
Letter to be sent again by Treasurer. DAY

RETURNED CHEQUES

None DAY

CHANGE OF ADDRESS

A Hakim - P/Bag 008 Tatitown (RTS - New address required) DAY

The Secretary, Ordre Des Architects De Tunisie, 1, Rue du Royaume
d'Arabie Sd., Tunis 1002, Tunisia (TRS - New address required) DAY

NEW APPLICATIONS PASSED TO MEMBERSHIP SUB COMMITTEE

Peter Kaszay (ARCH) non resident full membership
(German certificates) PC

Alan Williamson (QS) full membership PC

FINANCE

Barclays Bank Statement 31 August 1992 (Pl3 940,78 - with cheque) DAY

CORRESPONDENCE

Edinburgh College of Art Heriot-Watt University (letter 9/9/92
poster and leaflets on postgraduate training and research degree
programmes) File

B.T.I.S. Accessions List February - May 1992 File

B.T.C. Letter 14/9/92 re: Office space - none available until the
new building is completed.

Peter Richards letter 1 September 1992 - When we payments DAY

Peter Richards letter 1 September 1992 - DABS disbursements Council

ATPI minutes for meeting 11 September 1992. File

CASLE Executive Director Simon Keith - letter 2 September 1992 concerning receipt of BIDP Directory which he considers is a model on how to run a professional society and he reminds us that CASLE will help BIDP in any way required.

File

MINUTES

ATPI meeting 11/9/92

File

ATPI AGM notice for 7/10/92 at Pramod Patel Architects

File

BHC COMMISSION OF INQUIRY - LETTERS FOR CONSIDERATION AT SPECIAL COUNCIL MEETING DATED 18/9/92 TO BE SET TO COVER ITEMS RAISED BY MEMBERS OF BIDP FOR INCLUSION IN A WRITTEN REPORT TO BE TABLED TO THE COMMISSION OF INQUIRY AFTER AGREEMENT BY BIDP COUNCIL MEMBERS

See separate minutes for full details

File

L J HUTCHINGS
HON. SEC

22 SEPTEMBER 1992

stamp to be impressed here
if contract is under seal

AGREEMENT
AND
SCHEDULE OF CONDITIONS
OF
BUILDING SUB-CONTRACT

(NOMINATED SUB-CONTRACT)

between

.....
.....
.....

and

.....
.....
.....

Dated.....



This contract is issued by the Botswana
Institution of Development Professions.
e.
1996 EDITION
1997

ARTICLES OF AGREEMENT made this day of 19

BETWEEN

of.....

W:1A2/C/BIDP/Nov2

(hereinafter called "the Contractor") of the one part
and

of.....

(hereinafter called "the Sub-Contractor") of the other part.

WHEREAS this agreement is supplemental to an agreement (hereinafter referred to as "the principal contract") made the day of 19

between

(hereinafter called "the Employer") of the one part, and the Contractor of the other part.

AND WHEREAS the Contractor desires to have executed the works of which particulars are set out in the attached schedule (hereinafter referred to as "the Sub-Contract Works") and which form part of the works comprised in and to be executed in accordance with the principal contract (hereinafter referred to as "the Contract-Works") and any authorised variations of the Sub-Contract Works;

AND WHEREAS the Contractor, prior to the signing hereof, has given the Sub-Contractor reasonable opportunity of inspecting all the provisions of the principal contract except the detailed prices of the contractor included in schedules and bills of quantities, and furthermore, whereas it is agreed that the term "the Agent" where it appears in this sub-contract, unless inconsistent with the context in which it is used, shall mean the person appointed by the Employer in terms of the principal contract to act as Agent for the Employer in terms of that contract and who may be an architect or engineer or other person, as the case may be.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. For the consideration hereinafter mentioned, the Sub-Contractor will execute and complete the Sub-Contract Works upon and subject to the conditions of this sub-contract.
2. The Contractor will pay the Sub-Contractor the sum of.....

(P)) hereinafter referred to as "the sub-contract sum" or such other sum as shall become payable hereunder subject to and at the times and in the manner specified in the conditions of this sub-contract, and shall be payable to the Sub-Contractor at

3. The Contractor chooses *domicilium citandi et executandi* for all purposes of this sub-contract at
4. The Sub-Contractor chooses *domicilium citandi et executandi* for all purposes of this sub-contract at

5. The contractor and sub-contractor choose *domicilium citandi et executandi* at their respective addresses where all notices or processes or both arising out of or in connection with this agreement may be validly delivered to or served on them. Either contracting party may, at any time, by notice to the other contracting party, change its *domicilium citandi et executandi* to some other address, provided that such new address shall be in the Republic of ~~South Africa~~ Botswana.
6. References in this agreement to other documents shall be to the latest edition thereof, with all amendments thereto, at the date for submission of the tenders.
7. The date of issue of any certificate referred to in this agreement shall be the date on which the certificate is signed by the party authorised in this agreement to issue such certificate and unless the contrary is proved, the date of signature shall be the date appearing on the certificate.
8. All references to days shall mean days of twenty-four (24) hours duration commencing at midnight (00:00) and which shall include non-working days unless otherwise stated.
9. The headings of clauses in this sub-contract agreement are for reference purposes only and shall not be taken into account in construing the content thereof.
10. In this agreement, unless inconsistent with the context, the words 'notice', 'notify', 'notification', 'certify', 'certification' and 'issue' shall connote an act to be carried out in writing.
11. In this agreement, unless inconsistent with the context, the masculine includes the other gender, the singular includes the plural and vice versa, and persons shall include bodies corporate.
12. Any documentation or notice sent by a party in terms of this agreement by prepaid registered post addressed to the other party at his *domicilium citandi et executandi* shall be deemed to have reached the other party within seven (7) days from date of posting.
13. This sub-contract agreement constitutes the whole agreement between the parties and no variations or amendments thereto shall have any force or effect unless reduced to writing and signed by both the contractor and sub-contractor Botswana.
14. The only law applicable to this agreement is the law of the Republic of South Africa.

THE SCHEDULE

ARTICLES OF AGREEMENT

Identification particulars of
"the principal contract."

1. Date.....19.....

2. Employer's
Name.....

Address.....

3. Contractor's
Name.....

4. Nature of contract
Works.....

5. Site.....

6. Name of
Agent.....

"Sub-Contract Works."

The item of work comprised in the
principal contract which it is agreed the Sub-Contractor shall execute
are:

Amount of insurance required shall be:

Commencement and Completion:

The items of work comprised in this sub-contract and as enumerated
above shall commence
on.....and
be completed by.....

Value of sub-Contract Works

Period for payment by the Employer
to the contractor:

.....days

Details of guarantees mutually agreed
and upon by the contracting parties:

Details of all cessions on the main
contract granted prior to the signing of
this sub-contract.

Settlement discount for
payment within 7 days after receipt
of payment by Main Contractor

Settlement discount for
payment within 7 days after
receipt of payment by Main
Contractor.

DEFINITIONS THE AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS

DEFINITIONS AND INTERPRETATION

Definitions and Interpretation

1. "AGENT" means the architect, the quantity surveyor, engineer or other agent appointed by the employer in terms of the principal agreement and named in the sub-contract schedule

"ARCHITECT" means the principal agent in terms of clause 5 of the principal agreement and named in the sub-contract schedule

"CERTIFICATE OF FINAL COMPLETION" means a certificate issued by the architect to the contractor in terms of the principal agreement accepting that final completion of the works has been achieved

~~"CERTIFICATE OF INTERIM COMPLETION" means a certificate issued by the contractor to the sub-contractor accepting that Interim completion of the sub-contract works has been achieved, but shall not take precedence over the certificates of practical and final completion~~

"CERTIFICATE OF PRACTICAL COMPLETION" means a certificate issued by the architect to the contractor in terms of the principal agreement confirming that practical completion of the works has been achieved

"CONTRACTOR" means the contracting party so named in the sub-contract schedule

"CONTRACTOR'S INSTRUCTIONS" means instructions issued by the contractor to the sub-contractor in accordance with the contractor's authority in terms of this agreement. Instructions issued to the sub-contractor by agents of the employer shall have no authority unless authorised by the contractor

"DEFECT" means any aspect of the works which is not to the reasonable satisfaction of the architect and without limiting the generality of the foregoing, includes the lack of an essential element of completeness of any aspect of the works

"EMPLOYER" means the party so named in the sub-contract schedule

"FINAL COMPLETION" means the state of completion of the works where in the opinion of the architect the works are complete and free from all patent defects

"INTEREST" means in monetary terms a rate which is one-hundred-and-ten percent (110%) of the current rate of interest applicable from time to time to prime borrowers of the non defaulting party's bank as named in the sub-contract schedule

"INTERIM COMPLETION" means the state of completion where, in the opinion of the contractor, the sub-contract works, or a reasonable portion thereof, is substantially complete and can effectively be used for the purpose intended

"INTERIM COMPLETION LIST" means a list issued by the contractor to the sub-contractor defining the outstanding and defective work required to be done by the sub-contractor in order to achieve Interim completion

~~"JOINT BUILDING CONTRACTS COMMITTEE"~~

"LATENT DEFECT" means a defect which a reasonable inspection of the works by the architect would not disclose

"LATENT DEFECTS LIABILITY PERIOD" means the period which begins on the date of commencement of the construction period in terms of the principal agreement and terminates five (5) years from the date of the certificate of final completion

"MATERIALS AND GOODS" means materials and goods delivered to the sub-contractor for inclusion in the sub-contract works whether stored on site, adjacent to the site, off site or in transit to the site but not yet part of the works

"PATENT DEFECT" means a defect which a reasonable inspection of the works by the architect would disclose

"PATENT DEFECTS LIABILITY PERIOD" means the period commencing on the day after the date of issue of the certificate of practical completion and terminating at midnight (00:00) ninety (90) days from that date

"PAYMENT CERTIFICATE" means a certificate indicating the amount due and payable by the employer to the contractor in terms of the principal agreement

indented in grid
indented & spaces in grid

text ha

text a

"PRACTICAL COMPLETION" means the state of completion where in the opinion of the architect the works are substantially complete and can effectively be used for the purpose intended

"PRACTICAL COMPLETION OF THE SUB-CONTRACT WORKS" means the state of completion where in the opinion of the architect the sub-contract works are substantially complete and can effectively be used for the purpose intended

"PRINCIPAL AGREEMENT" means the ~~JBOC~~ ^{JBOC} Building Agreement made between the employer and the contractor for the execution of the works

"PROGRAMME" means the programme and revisions thereto, all as agreed between contractor and sub-contractor, indicating the dates for commencement, execution, interim completion and practical completion of the sub-contract works and which is intended to allow the sub-contractor to achieve practical completion of the sub-contract works so as to enable the contractor, in turn, to achieve practical completion of the works within the construction period in terms of the principal agreement

"SCHEDULE" means the schedule ^{as attached to this} ~~so described in the principal agreement~~

"SITE" means the place so described in the ~~sub-contract~~ schedule

"SUB-CONTRACT BILLS OF QUANTITIES" means the document describing and quantifying the sub-contract works priced by the sub-contractor in terms of the accepted tender or negotiated sum to reflect the value of the sub-contract works

"SUB-CONTRACT BUDGETARY ALLOWANCE" means a sum of money provided in the sub-contract bills of quantities for work intended for execution by the sub-contractor, the extent of which is not defined

"SUB-CONTRACT CONSTRUCTION GUARANTEE" means a guarantee of call obtained by the sub-contractor from an institution approved by the contractor on the form issued by the JBCC for the maximum amount stated in the ~~sub-contract~~ schedule

"SUB-CONTRACT CONSTRUCTION PERIOD" means the period of time commencing and ending on the dates indicated in the ~~sub-contract~~ schedule and shall include all extensions granted in terms of clause 22

"SUB-CONTRACT DOCUMENTS" mean this sub-contract agreement, the drawings and specifications relating to the sub-contract, the sub-contract bills of quantities and such other documents as are identified in the ~~sub-contract~~ schedule

"SUB-CONTRACT FINAL ACCOUNT" means the document prepared by the agent in which is scheduled the valuation of all the variations to the sub-contract sum in terms of clause 28 resulting from architect's instructions, reflecting the adjusted sub-contract sum which, in the opinion of the agent, is the value of the sub-contract works at final completion

"SUB-CONTRACTOR" means the contracting party so described in the ~~sub-contract~~ schedule

"SUB-CONTRACT PRIME COST AMOUNT" means a sum of money provided in the sub-contract documents for materials and goods to be obtained from a supplier nominated by the architect and to be fixed by the sub-contractor

"SUB-CONTRACT SCHEDULE" means the items related to this sub-contract agreement as listed in clause 30

"SUB-CONTRACT SUM" means the value of the sub-contract works as reflected in the sub-contract bills of quantities or other sub-contract tender documents and stated in the ~~sub-contract~~ schedule

"SUB-CONTRACT WORKS" means that portion of the works which is to be executed by the sub-contractor, together with the sub-contractor's temporary works as described in the ~~sub-contract~~ schedule and detailed in the sub-contract documents and any variations thereto in terms of the sub-contract agreement

Sub-contract works in the context of clauses 6 to 11 inclusive shall further include materials and goods as defined in clause 1.1.17 as well as materials and goods supplied free or otherwise by the employer to the sub-contractor

"WORKS" means the works and temporary works designed by the employer, the architect or other agents of the employer as described in the ~~sub-contract~~ schedule and detailed in the contract documents and any variations thereto in terms of the principal agreement

~~THE AGREEMENT IS AS FOLLOWS:~~
~~IT IS HEREBY AGREED AS FOLLOWS:~~Knowledge of
principal contract

2

The Sub-Contractor shall at all times be entitled to reasonable opportunity of inspecting and acknowledges that he has inspected all the provisions of the principal contract and shall be deemed for the purpose of the succeeding requirements of this sub-contract to be fully informed regarding all such provisions except the detailed prices of the Contractor included in schedules and bills of quantities.

Text
decrease margin →

Execution of the Sub-
Contract Works

3

The Sub-Contractor shall execute and complete the Sub-Contract Works subject to and in accordance with this sub-contract in all respects in conformity with all the reasonable directions and requirements of the Contractor and to the reasonable satisfaction of the Contractor and the Agent or, if no Agent is appointed in terms of the principal contract, then the Employer.

Clearance of rubbish
and excess material

4

The Sub-Contractor shall clear away all the rubbish and excess materials resulting from his execution of the Sub-Contract Works as the work proceeds and upon practical completion of the Sub-Contract Works shall leave the Sub-Contract Works clean and tidy to the reasonable satisfaction of the Contractor.

Sub-Contractors
Liability

5

~~Sub-Contractor's liability under incorporated provisions of the principal contract~~

5.1 All the provisions of the principal contract requiring observance, performance or compliance on the part of the Contractor shall be observed, performed and complied with by the Sub-Contractor in so far as they relate and apply to the Sub-Contract Works (or any portion of the same) and are not repugnant to or inconsistent with the express provisions of this sub-contract as if all the same were severally set out herein.

Remove

Text

5.2 The Sub-Contractor shall, subject to the exclusions of liability in terms of clauses 6.1.1, 6.1.2 and 6.1.3, assume full responsibility for and hereby does identify the Contractor against any breach, non-observance or non-performance by the Sub-Contractor, his servants or agents of the said provisions of the principal contract, or any of them; provided that nothing in this sub-contract shall create any privity of contract between the Sub-Contractor and the Employer or any other sub-contractor.

Indemnity

6

6.1.1

The Sub-Contractor shall and hereby does indemnify the Contractor against any liability, loss, claim or proceedings whatsoever, whether arising in common law or by statute, consequent on personal injuries to or the death of any person whomsoever arising out of or in the course of or caused by the execution of the Sub-Contract Works unless due to any act or omission of the Employer, the Contractor, other sub-contractors or of their respective servants or agents.

Text

↓

down

5.1.2 The Sub-Contractor shall and hereby does indemnify the Contractor against any liability, loss, claim or proceedings consequent on loss of or damage to any movable or immovable property arising out of or in the course of or caused by the execution of the Sub-Contract Works and due to any act or omission of the Sub-Contractor, his servants or agents, provided that the term "property" for the purpose of this clause 5.1.2 shall exclude the Sub-Contract Works, any temporary works and the materials and goods intended for incorporation therein.

5.1.3 Where, in terms of the principal contract, the loss or damage results from a risk insurable by a policy insuring fire, riot, strike, malicious damage and special perils as issued by a registered insurer in the Republic of Botswana and regardless of the cause of such loss or damage, the Contractor does not indemnify the Employer against such loss of or damage to any structure/s being altered or added to in pursuance of the principal contract or any part/s of the Contract Works handed to or taken over by or for the benefit of the Employer before completion of the Contract Works as a whole or any property belonging to the Employer or for which the Employer is responsible contained in such structure/s or part/s or against any consequence of any such loss or damage, then the Sub-Contractor similarly does not indemnify the Contractor for any loss or damage or consequence thereof in respect of the Sub-Contract Works forming part of the Contract Works.

5.1.4 The Contractor hereby warrants that the ~~indemnity~~ ^{indemnity} against any loss or damage in the circumstances referred to in clause 5.1.3 which is provided by the Employer shall be in respect not only of the Contractor but also of the Sub-Contractor.

5.2 The Sub-Contractor shall insure and shall remain insured in respect of public liability, common law liability and, in particular, without limiting the generality of the foregoing, Workmen Compensation or any other statute in force for the time being, in respect of injuries to persons, until the issue of the Architect's certificate of completion of the Contract Works for the amounts stated in the attached schedule. The public liability, common law liability, or other policies shall contain clauses indemnifying the Contractor against risks arising out of the execution of this sub-contract. The provisions of this clause ~~shall~~ shall not in any way limit the liabilities assumed by the Sub-Contractor or the Contractor or the indemnities given by them in terms of clause 5.1.1.

5.3 Where the execution of the Contract Works involves the risk of removal of or interference with support of adjoining land or structures or to any structures to be altered or added to in pursuance of this sub-contract, then the Contractor will insure in a policy indemnifying the Employer,

Insurance

text

Removal of lateral
or other support

Certificate of insurance

- 6.4 The Sub-Contractor or the Contractor, as the case may be, shall provide the other one of them with proof in the form of a written statement from the insurance company concerned that the insurances required by this sub-contract have been effected.

Work risk

down

- 7.1.1. The Sub-Contract Works (including the temporary works as defined hereafter) and the materials and goods intended for incorporation in the Sub-Contract works and placed on or adjacent to the site shall be at risk of the Contractor for all risks of loss or damage insurable under the contract works or contractor's all insurance policy as effected in terms of the principal contract, except where the contract is for alternation and/or additions to any existing structures/s or where a part or parts of the said Contract Works are stated in the schedule attached to the principal contract to be required to be handed over for occupation, before completion of the Contract Works as a whole in which event the Contractor warrants that, under the provisions of the principal contract, the Employer shall carry those risks insurable by a policy insuring fire, explosion, earthquake, riot, strike, malicious damage and special perils as issued by a registered insurer in the Republic of Botswana.

- 7.1.2 The Contractor further warrants that, under the provision of the principal contract, any existing structure/s will be entirely at the risk of the Employer.

- 7.1.3 Notwithstanding the provisions of clause ~~6.1.1~~ 6.1.1 (right) neither the Contractor nor the Sub-Contractor shall in any case be liable for any loss or damage to the said Sub-Contract Works, materials or goods:

- 7.1.3.1 caused by an excepted peril as hereinafter defined;

- 7.1.3.2 occurring after the date of the relevant certificate of practical completion or, if earlier, the date on which the Contract Works are handed over or taken into use or occupation by or for the benefit of the Employer in whole or part provided that, where the Contract Works consist of two or more physically separate structures, the provisions of this sub-clause shall apply only to the structure or structures so certified or handed over or taken into use or occupation and not the remaining Contract Works, temporary works, materials and goods.

- 7.1.4 For the purposes of this clause: 6:
the term "all risk" includes, but is not restricted to, the risks of damage by any act or omission of the Contractor or any Sub-Contractor or the Employer or the servant or agent of any of them and the party at risk shall have no right to recover any part of such or damage from any other party by reason of any such act or omission
the expected perils are:

any consequence whether direct or indirect or

6.4.2.1

excepted

proximate or remote of

*war, invasion, act of foreign enemy, hostilities or warlike operations (whether war be declared or not), civil war, mutiny, military rising, insurrection, military or usurped power or martial law or state of siege or any other event or cause which determine the proclamation or maintenance of martial law or state of siege;

*any risk or peril only insurable in the Republic of Botswana by means of a political riot risk insurance policy issued by or on behalf of the Botswana Special Risks Insurance Association;

*ionizing radiations or contamination by radio-activity from any nuclear waste from the combustion of nuclear fuel

*nuclear weapons material;

*confiscation, nationalization or requisition or destruction or damage by or under the order of government *de jure* or *de facto* or of any public or local authority;

1.3.2.2 the design of the Contract Works including the Sub-Contract Works or temporary works by the Employer or by the Employer's servants or agents;

1.3.2.2 the design of the Contract Works including the Sub-Contract Works or temporary works by the Employer or by the Employer's servants or agents;

1.3.2.3 any latent defect in any materials or goods specified by trade name in the tender documents, provided that the sub-contractor shall and hereby does cede to the Contractor who in turn in accordance with the provisions of the principal contract will cede to the Employer any right of action that may exist against the supplier and/or manufacturer of such materials or goods;

1.3.3 the term "temporary works" shall mean form work and other constructional equipment, including temporary structures especially designed and constructed for the sub-contract and not intended for re-use on other contracts.

7.2 The Sub-Contract Works, materials and goods referred to in the clause 6.1 will be included in the policy of insurance effected in terms of the principal contract.

Insurance

The contractor warrants that, under the provisions of the principal contract, such insurance will be taken out by the employer where the contract is for alterations and/or additions to any existing structure/s or where part/s of the Contract Works are stated in the schedule attached to the principal contract to be handed over for occupation before practical completion of the Contract Works as a whole. In every instance such insurance will be taken out by the Contractor.

The policy will be kept in force until the date of the certificate of practical completion of the Contract Works or of the final part of the Contract Works or of the final part of the Contract Works, as the case may be.

Certificate of
insurance

- 7.3 The party responsible for insurance is, in terms of the principal contract, required to provide the Architect with proof in the form of a written statement from the insurance company concerned that the insurances required by the principal contract have been effected. The Contractor shall if so requested by the Sub-Contractor, confirm in writing that the insurance provisions of the principal contract are in effect.

Reinstatement

- 7.4 The Contractor warrants that, under the provision of the principal contract, the costs of reinstatement of any loss or damage not at the risk of the Contractor in terms of clause 6.1 will be borne and paid by the Employer.

- 7.4.1 The Contractor warrants that where the Employer carries the risk in terms of the principal contract, the costs of reinstatement will be measured and valued in terms of the principal contract and all payments due to the Contractor and the Sub-Contractor will be certified by the Architect in accordance with the provisions of the principal contract.

- 7.4.2 The Contractor warrants that, under the provision of the principal contract, where the Contractor carries the risk and where reinstatement takes place, any insurance monies in respect of such reinstatement will be held in trust for his benefit and through him for the benefit of the Sub-Contractor. Such monies will be paid out in accordance with Architect's certificates.

- 7.4.3 Where reinstatement of damage is required, the Sub-Contractor shall carry out and complete the sub-contract Works with due diligence. The principal contract provides that a reasonable extension of time for the completion of the Contract Works will be granted by the Architect.

- 7.4.4 Where the contract is for alterations and/or additions to the existing structure and in the event of the whole or substantially the whole of the Contract Works and/or the existing structure being destroyed, then the continued employment of the Contractor under the principal contract may, at the option of the Employer, be determined by notice by registered post to the Contractor in which event the Contractor may similarly determine the employment of the Sub-Contractor. In such event the provisions of clauses 23.1 to 23.6 shall apply *mutatis mutandis*.

Responsibility for
plant and other
property

8

- 8.1 The plant and other property belonging to or provided by the Sub Contractor, his servants or agents shall be at the sole risk of the Sub-Contractor and any loss or damage to the same caused by the same shall, subject to the provisions of clause 6, be the sole responsibility of the Sub-Contractor who shall and hereby does indemnify the Contractor against any loss, claim or proceeding in respect thereof.

- 8.2 The Sub-Contractor shall insure against any loss or

claim as contemplated in clause 7.1 and shall, on request, supply the Contractor with proof that such insurance has been effected.

9. ~~9.1~~ If the Contractor

Variations and instructions

9.1.1 ~~requires or authorizes~~ in writing any variations of the Sub-Contract Works; or

9.1.2 ~~issues~~ in writing to the Sub-Contractor any instructions of the Agent is appointed in terms of the principal contract, any instructions of the Employer in relation to the Sub-Contract Works (whether in regard to variations or otherwise howsoever), then the Sub-Contractor shall forthwith comply with and carry out the same in all respects accordingly.

9.2 ~~Any oral instructions, directions or explanations~~ involving a variation given to the Sub-Contractor or his foreman by the Contractor may be confirmed in writing by the sub-contractor to the Contractor within 7 days shall be deemed to be a variation of the Sub-Contract works.

9.3 ~~If compliance with written instruction, directions or explanations as aforesaid involves any variation, or if work executed by the Sub-contractor consequent upon~~ ~~oral instructions, directions or explanations~~ given to the Sub-Contractor or his foreman by the Contractor is subsequently proved and involves a variation, then such variation shall be dealt with under the clause 11 as an authorized extra or omission and the value thereof adjusted in accordance with the relevant payment provisions of this sub-contract.

9.4 ~~If compliance with written instructions, directions or explanations as aforesaid involves expense or loss beyond that provided for in or reasonably contemplated by this sub-contract, then, unless the same were issued owing to some breach of this sub-contract by the Sub-Contractor the Contractor shall avail himself of his rights under the principal contract to have the amount of such expense or loss ascertained by the Agent under the principal or by the Employer if no Agent is appointed in terms of the principal contract and the amount so ascertained shall be added to the sub-contract sum and adjusted in accordance with the relevant payment provisions of this sub-contract.~~

10. ~~10.1~~ The Sub-Contractor shall commence and complete the Sub-Contract Works or the respective parts thereof in compliance with the requirements specified in the attached schedule.

Commencement and completion

10.2 ~~The Contractor shall upon request commence the supply the Subcontractor~~ Sub-Contract Works with a copy of his original works programme and advise the Sub-Contractor thereafter

decrease margin

subcontractor

oral.

verbal

verbal.

✓ to be added

of any subsequent amendments thereto.

13.3 ~~3~~ The Sub-Contractor shall commence the Sub-Contract Works on site within 7 days after receipt by him of an instruction in writing under this sub-contract from the Contractor to that effect. If the Sub-Contractor has had prior notice of the approximate on site commencement date of the Sub-Contract Works, he shall proceed with the Sub-Contract Works with due expedition. The Contractor shall inform the Sub-Contractor in writing of any change in the Contract Works affecting the time of commencement of the Sub-Contract Works and shall amend such time of commencement accordingly.

13.4 ~~4~~ If the Sub-Contractor fails to complete the Sub-Contract Works or any part thereof within the period specified or any extended period as hereafter provided, he shall pay to the Contractor any loss or damage suffered or incurred by the Contractor and caused by the failure of the Sub-contractor as aforesaid, of which loss or damage the Contractor shall at the earliest opportunity give reasonable notice in writing to the Sub-Contractor that the same is being or has been suffered or incurred.

13.5 ~~5~~ If the Contractor fails to complete the Sub-Contract Works or any section thereof he delayed and such delay:

13.5.1 ~~1~~ shall be caused by or be due to any of the matters specified in clause 8 or caused by or be due to any act or omission of the Contractor and/or any other sub-contractors on the Contract Works and/or his or their respective servants or agents; or

13.5.2 ~~2~~ shall be within any of the causes for which the Contractor would be entitled to obtain an extension of the period or periods for the completion under the principal contract; or

13.5.3 ~~3~~ shall be due to any other causes which the Agent or, if no Agent is appointed in terms of the principal contract, the Employer may under the principal contract consider sufficient, then the Contractor shall grant a fair and reasonable extension of the said period or periods for completion of the Sub-Contract Works or each part thereof (as the case may require) and such extended period or periods shall be the period or periods for completion of the same respectively and this clause shall be read and construed accordingly; provided that where the provisions of clause 9.5.3 apply, no extension of the period or periods for the completion of the Sub-Contract Works shall be granted by the Contractor in respect of delays which also affect the completion of the Contract Works unless an extension has first been granted by the Agent under the principal contract, then by the Employer. Any dispute in

regard to such matters shall be deemed to be a dispute within the provisions of clause 29.

10. ~~11.1~~ All defects, shrinkages or other faults in the Sub-Contract works, which the Contractor whether at his own cost or not shall be bound to make good under the principal contract, shall be made good by the Sub-Contractor within a reasonable time after the receipt by him from the Contractor of the Agent's written instruction or a copy thereof relating to the same or, if an Agent is appointed in terms of the principal, the written instruction of the Employer. Where the Contractor is required to make good such defects, shrinkages or other faults but not at his own cost, then the Contractor shall secure a similar benefit to the Sub-Contractor and shall account to the Sub-Contractor for any money actually received by him in respect of the same, subject to the deduction of a 5 per cent settlement discount as provided by clause 12.2.2.

Defects and non-compliance

11. ~~2~~ If the Contractor executes or has executed any work to the Contract Works rendered necessary through the default of the Sub-Contractor or in consequence of defects or faults under clause 10.1, then the Sub-Contractor shall pay to the Contractor the cost of such work. If, in lieu of executing such work, the Contractor, after agreement thereto with the Sub-Contractor, agrees to pay or allow to the Employer the value of such work or other agreed sum not exceeding the estimated cost thereof then the Sub-Contractor shall pay the same amount to the Contractor and the Contractor shall indemnify the Sub-Contractor against any liability arising out of the non-execution of his work.

11. ~~3~~ If the Sub-Contractor executes work to or in connection with the Sub-Contract on the instructions of the Contractor or rendered necessary by reason of any act or omission of the Employer or the Agent or the Contractor or his agent, including any other Sub-Contractor appointed in terms of the principal contract, then the Contractor shall pay to the Sub-Contractor the costs of the execution of such work.

12. ~~11.1~~ The price of the Sub-Contract shall be the sum named in the attached schedule or such other sum as shall become payable by reason of any authorized variations or other adjustments in accordance with the provisions of this sub-contract.

Contract sum
Valuation of Sub-
Contract Works
and of variations

12. ~~2~~ The value of any omissions or authorized variations ordered in accordance with this sub-contract shall be valued in accordance with the principles and provisions governing the valuation of omissions and variations contained in the principal contract.

12. ~~3~~ The Sub-Contractor shall be given an opportunity of being present when the Sub-Contract Works including omissions and variations being measured on the Contract Works to take such notes and measurements as he may require. Details of final measurements, in accordance

with the provisions of the principal contract, shall, in so far as they concern the Sub-Contractor Works, and upon application, be disclosed to the Sub-Contractor by the Contractor at the latter's office.

12.4. The provisions of the principal contract governing P C amounts and provisional sums including in bills of quantities shall apply *mutatis mutandis* to any P C amounts and provisional sums specified as such in relation to any works, materials or goods comprised in the sub-contract.

Certificates and payments

13. B.1. The Contractor will apply for certificates of payment. *1. Details of the Contract Agreement.*

13.2. A.1. Such amount shall, at the date of the aforesaid certificate, fairly represent, on the basis of detailed information timeously supplied by the Sub-Contractor, the value of the Sub-Contract Works and of any variations authorized under this sub-contract then executed and of the materials and goods delivered upon the site of use in the Sub-Contract Works. The Contractor shall, at the commencement of the Sub-Contract Works, advise the Sub-Contractor of the date in the month by which the Sub-Contractor is to provide such detailed information. The Contractor's application shall in respect of the Sub-Contract Works, only include the value of the aforesaid materials and goods as and from such time as they are reasonably, properly and not prematurely brought upon the site and then only if adequately stored and protected against weather and other damages. The Contractor shall embody in or annex to the said application any representations of the Sub-Contractor in regard to such value.

13.3. After receipt of a certificate and detailed supporting statement in accordance with the provisions of the principal contract, the Contractor shall disclose to the Sub-Contractor upon application all details concerning the Sub-Contract Works included in such certificate and/or statement. Any payments made to the Sub-Contractor in terms of this contract shall, except where otherwise herein provided, be fully in accordance with certificates and supporting detailed statements issued to the Contractor by the Agent under the principal contract.

13.4. If an Agent is not employed under the principal contract, the provisions of the principal contract shall be deemed to be superseded by the provisions that the Contractor shall exercise his right, in effect, monthly or other agreed periodic payments in respect of such portions of the Sub-Contract Works as are completed from month to month, or from time to time, as the case may be.

Payments to the Sub-Contractor

14. No payment shall become due to the Sub-Contractor by the Contractor in respect of the Sub-Contract Works or of any authorized variation thereof until the same shall have been certified by the Agent to be due.

from the Employer to the Contractor in respect of such Works by a certificate issued in accordance with the provisions of the principal contract and then only for the amount so certified.

13.1 ~~13.1~~ Payment of the amount so certified less the appropriate proportion of retention money (as referred to in clause 13) and less a settlement discount as recorded in the Schedule shall, subject to the provisions of clause 12.2.3, be made to the Sub-Contractor by the Contractor not later than 14 days after the due date for payment to the Contractor by the Employer.

13.2 ~~13.2~~ If the Employer does not pay timely in accordance with the provisions of the principal contract, the Contractor shall make payment to the Sub-Contractor within 14 days of the date of receipt of payment from the Employer. The Contractor shall, within 2 working days of an application by the Sub-Contractor, provide evidence to the Sub-Contractor of the late payment by the Employer to the Contractor or provide evidence to the Sub-Contractor of failure on the part of the Employer to pay the amount certified in respect of the Sub-Contract Works, or a copy of the cheque indicating *prima facie* late payment or a sworn statement by the Contractor as regards default on the part of the Employer to pay shall be evidence for purposes of this clause.)

Any set-off applied by the Agent in a certificate or by the Employer against amounts certified as due to the Contractor shall not constitute late payment or non-payment in accordance with this clause, except in so far as such set-off relates directly to the Sub-contractor.

13.3 ~~13.3~~ The Contractor shall be liable to settlement discount as aforesaid if he fails to provide evidence of late payment as provided for in clause 13.2 within the time limit stipulated therein or if he fails to make payment within the period stipulated in clause 13.2 and 13.3, or if he fails to apply for provisional payment in accordance with clause 12.2.4.

13.7.

13.8.

13.4 ~~13.4~~ The parties to this sub-contract hereby agree that for the purpose of applying for provisional settlement, any certificate and/or written notification issued by the Agent in terms of the principal contract certifying and/or notifying amounts due to the Sub-Contractor shall be deemed to be a liquid document conforming to all the legal requirements and the agent shall furthermore be deemed to be the Agent of the Contractor in certifying and/or notifying amounts due to the Sub-Contractor by the Contractor.

13.5 ~~13.5~~ Notwithstanding the provisions of clauses 12.2.2 and 12.2.3, the Contractor, in the event of having not paid the Sub-Contractor the full amount in terms of clause 12.2.2 by reason of the fact that he alleges that he was not paid by the Employer, shall, at the request

of the Sub-Contractor, apply within a period of 5 days of such request for provisional sentence against the Employer to obtain payment of any amount certified. The Sub-Contractor shall not require the Contractor to apply before a period of 10 days has lapsed after the due date for payment in terms of the principal contract.

13.11 Notwithstanding anything elsewhere provided and without prejudice to any right the Sub-Contractor may have under this sub-contract, the Contractor shall be liable to pay the Sub-Contractor interest at the rate of 2 per cent greater than the minimum lending rate charged by commercial banks to their clients on the amount certified but not paid. Interest shall become due and payable and be calculated as at a date 14 days after the due date for payment to the contractor by the Employer. (Contract)

13.12 Notwithstanding anything elsewhere provided, failure on the part of the Contractor to institute provisional sentence proceedings against the Employer in accordance with clause 12.2.6 shall entitle the Sub-Contractor to obtain payment from the Contractor of the amount certified by given 10 days written registered notice to the Contractor. Such failure on the part of the Contractor shall entitle the Sub-Contractor in the expiry of the notice period as aforesaid to institute legal action against the Contractor to obtain payment.

13.13 Should the Contractor institute provisional sentence proceedings against the Employer in terms of section 12.2.6 and in the process incur costs beyond awarded in terms of any judgment or settlement resulting therefrom, the parties to whose behalf the proceedings were instituted shall bear such excess and proportionate to their interest therein.

Disputes as to certificate

13.12 If the Sub-Contractor feels aggrieved by the amount certified by the Agent in any certificate or by his failure to certify, then, subject to the Sub-Contractor giving to the Contractor such indemnity and security as the Contractor shall reasonably require, the Contractor shall allow the Sub-Contractor (if he so requires) to use the Contractor's name and if necessary, will join with the Sub-Contractor as claimant in any proceedings by the Sub-Contractor in respect of the said matters commenced or by the Sub-Contractor. Such arbitration proceedings shall be in accordance with the relevant provisions of the principal contract. The provisions of this clause shall not diminish the Sub-Contractor's rights under clause 29.

Right of the Sub-Contractor to suspend execution of Sub-Contract Works

13.13 Failure by the Contractor to apply for any certificate of payment as provided in clause 12.1, or to make payment to the Sub-Contractor within 14 days after the due date for payment to the Contractor by the Employer shall entitle the Sub-Contractor, on giving 7 days' written notice to the Contractor, to cease work under this sub-

contract until application shall have been made for such certificate or until such payment shall have been made to him, as the case may be. The time during which such works shall cease to operate as an extension of time for completion within the meaning of clause 9 and shall not constitute a delay for which he Sub-Contractor is liable under that clause, or at all. The sub-Contractor may avail himself of the provisions of this clause to suspend the execution of the Sub-Contract Works without prejudice to his right to determine his employer under this sub-contract in accordance with the provisions of clause 24.

12.14 ~~12.5~~ If after the issue of the last monthly certificate but before the issue of either the penultimate or the final certificate in accordance with the principal contract, the Sub-Contractor shall have completed any work upon the Sub-Contract Works, he may request the Contractor in writing to make application to the Agent for certificates certifying the value of such work and the Contractor shall make such application.

Special agreement

The provisions of this clause 12.5 shall apply to such certificates as if they were certificates of payment expressly provided for in the principal contract.

12.15 ~~12.6~~ If before the issue of a final certificate to the Contractor under the principal contract the Agent desires to secure final payment to the Sub-Contractor on completion of the Sub-Contract Works and, in accordance with and subject to the provisions of the principal contract relating to prime cost amounts and provisional sums, issues a certificate to the sub-Contractor the amount so certified by the Agent as aforesaid less a settlement discount as determined by clause 12.2 In the absence of any express indemnity or security furnished in terms of the above provisions, the Sub-Contractor shall be deemed to have automatically indemnified the Contractor in accordance with the requirements hereof upon the acceptance of payment as prescribed.

Final payment to the Sub-Contractor

12.16 ~~12.7~~ In the event of the contractor having provided the Sub-Contractor, by registered post, with the details as envisaged in clause 11.3 for verification, then the Sub-Contractor shall confirm or set out and substantiate in writing his objection to the said amount within 30 days after being presented therewith. Should the Sub-contractor fail to confirm or set out his objection to the amount within the period stipulated, he shall thereby forfeit any rights he may have to dispute the amount subsequently certified by the Agent and his failure either to confirm or object to the aforesaid details within the period stipulated shall be conclusive proof of his acceptance of the said details, notwithstanding anything elsewhere to the contrary herein contained.

Verification of final amount

14 ~~13~~ While any retention money is held by the Employer or invested in a joint account in the name of the Employer and the Contractor under the principal contract, retention money as certified by the Agent shall also be held on the Sub-Contract Works.

Retention money

14. ~~2~~ Where the Sub-Contract Sum exceeds P 30,000 (Thirty Thousand Pula) the Contractor shall pay the Sub-Contractor interest earned on his portion of the retention money in accordance with the procedure prescribed in the principal contract. Payments made in terms of this clause shall not be subject to a less settlement discount in terms of clause 12.2.2. The Contractor, on application, shall make available to the Sub-Contractor such information as shall be necessary to calculate his share of interest.

Sub-Contractor's
claim to right

15

The contractor shall so far as far as he lawfully can at the request and cost of the Sub-Contractor obtain for him any rights or benefits of the principal contract so far as the same are applicable to the Sub-Contract Works but not further or otherwise.

Set-off

16

Should the Sub-contractor be liable to the Contractor in respect of any breach of this sub-contract or otherwise for payment of any sum to the Contractor arising out of this sub-contract, the Contractor shall be entitled to set-off against any monies due to the Sub-contractor any sum so payable, provided that the Sub-Contractor has been

Access to work

17

The Contractor and the Agent (and authorized representative of the contractor and the Agent) or, if no Agent is appointed in terms of the principal contract, then the Employer or his authorized representative shall at all reasonable times have access to the Sub-contract works and/or to the workshops or other places under the control of the Sub-contractor where work is being prepared for the sub-contract.

Assignment of sub-
letting

18

The Sub-Contractor shall not without the written consent of the Contractor and the Agent or, if no agent is appointed in terms of the principal contract, then the written consent of the Contractor and the Employer assign, sub-let or delegate his obligations or part thereof under this sub-contract, provided that such consent shall not be unreasonably withheld to the prejudice of the Sub-Contractor and provided further that any consent given to the Sub-Contractor in terms of this clause shall not relieve him of his of clause 4.2.

Provision of Water
and other attendance

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If and so far as it is so provided in the principal contract (but not otherwise) the contractor shall supply at his own cost all necessary water, lighting, electric power for hand tools where this can reasonably be made available on site, watching and attendance for the purpose of the Sub-Contract Works. Subject as aforesaid the Sub-contractor shall make all necessary provision in regard to the said matters and each of them.

Temporary
workshops, sheds
and telephones

20

Unless otherwise provided for in the principal contract the Sub-contractor shall provide at his own expense all temporary workshops sheds or other buildings required for his workmen at such places on the site as the Contractor shall appoint and the contractor shall give to the Sub-Contractor all reasonable facilities for the erection of the same.

The Contractor may, if it be reasonably possible, place at the disposal of the Sub-contractor a room in the Contract Works which is to be erected under the principal contract without any charge or expense, under such conditions as may be agreed upon.

If and when a telephone is installed on the site, it shall be available for the use of the Sub-Contractor, provided that he shall be liable to pay for all his outgoing calls.

20. The Sub-Contractor shall provide scaffolding for his own use: the Sub-contractor, his employers and workmen in common with all other persons having the like right shall for the purpose of the Sub-Contract Works (but not, further or otherwise) nevertheless be entitled to use any scaffolding belonging to or provided by the Contractor while it remains so erected upon the site: provided that such use as aforesaid shall be on the express condition that no warranty or other liability whatsoever on the part of the Contractor or his other sub-contractor shall be created or implied in regard to the fitness, condition or suitability of the said scaffolding.

Scaffolding

21. The Contractor and the Sub-Contractor respectively, their respective servants or agents shall not wrongfully use or interfere with the plant, ways, scaffolding, temporary works, guards, appliances or other property respectively belonging to or provided by the other of them or be guilty of any breach or infringement of any Act of Parliament or by-law, regulation, order or rule made under the same or by any local or other public or competent authority; provided that nothing herein contained shall prejudice or limit the rights of the Contractor or of the sub-contractor in the carrying out of their respective statutory or contractual duties under this sub-contract or under this sub-contract or under the principal contract.

Wrongful use or interference with property

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22. If the Sub-Contractor
- 22.1 without reasonable cause wholly suspends the Sub-Contract Works before completion,
- 22.2 fails to proceed with the Sub-contract Works with reasonable skill, diligence and expedition,
- 22.3 refuses or to a substantial degree persistently neglects after notice in writing from the Contractor to remove defective work or improper materials, then, if so constructed by the agent or, if no Agent is appointed, by the Employer, the Contractor shall give written and registered notice to the Sub-contractor of default as specified by the Agent and if such default shall continue for 14 days after such notice the Contractor shall upon further instructions from the agent, determine the employment of the Sub-Contractor.

Determination by Contractor

23. If the Sub-Contractor's estate is sequestrated as insolvent, or if, being a company, it is placed in voluntary or compulsory liquidation, the Contractor

Insolvency of Sub-Contractor

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shall, upon instruction from the agent or, if no Agent is appointed, from the Employer, by written and registered notice determine the employment of the Sub-Contractor under this sub-contract, *Subject to the approval of the Employer*

Agent's or Employer's instruction

23.3. ~~Notwithstanding~~ Notwithstanding anything to the contrary herein provided, nothing contained in this sub-contract shall operate to exclude or to restrict or to affect in any way the obligation of the Contractor to comply with the terms and conditions of an instruction by the agent or, if no Agent is appointed in terms of the principal contract to determine the services of the Sub-contractor under this sub-contract.

Liability of Contractor

23.4. ~~If~~ If the employer of the Sub-Contractor under this sub-contract is determined under clause 22.1 or 22.2, the Sub-Contractor shall be deemed to be in breach of this sub-contract and the Contractor shall only be liable for

23.4.1. the value, less a settlement discount as recorded in the Schedule of any work actually and properly executed and not paid for at the date of such determination, such value to be calculated in accordance with clause 11.

23.4.2. the value, less a settlement discount, as recorded in the Schedule of any unfixed materials and goods delivered upon the site for use in the Sub-Contract Works, the ownership in which has passed to the Employer under the terms of the principal contract;

23.4.3. the value of any unfixed materials and goods delivered upon the site for use in the Sub-Contract Works, the ownership in which has not passed to the Employer in terms of the principal contract if the Contractor wishes to acquire same, failing which the Sub-Contractor shall be at liberty to remove same; and for no other sum or sums whatsoever. The Contractor shall have the right to recover, or to deduct from or set off against any such amount of damage suffered and/or of loss and expense incurred by him by reason of the determination of the employment of the Sub-Contractor under this sub-contract.

Determination of Contractor's employment

24. ~~If~~ If for any reason the Contractor's employment under the principal contract is lawfully determined (whether by the Contractor or by the Employer and whether due to any default of the Contractor or otherwise), then the employer of the Sub-Contractor under this sub-contract shall thereupon also determine and the Sub-Contractor shall be entitled to be paid:

24.1. ~~the~~ the value, less a settlement discount as recorded in the Schedule, of the Sub-contract Works completed at the date of such determination, such value to be calculated according to clause 11;

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24.1 ~~the~~ the value, less a settlement discount as recorded in the Schedule, of the work begun and executed but not completed at the date of such determination, such value to be calculated according to clause 11;

24.2 ~~the~~ the value, less a settlement discount as recorded in the Schedule, of any unfixed materials and goods delivered upon the site for use in the Sub-Contract works, the ownership in which has passed to the Employer in terms of the principal contract;

24.3 ~~the~~ the cost, less a settlement discount as recorded in the Schedule, of materials or goods properly ordered and delivered for the Sub-Contract Works actually paid for by the Sub-contractor the same shall become his sole property;

24.4 ~~the~~ any reasonable cost of removal from the site of his temporary buildings, plant, machinery, appliances, goods and materials;

24.5 ~~any~~ any loss or damage caused to the Sub-Contractor owing to such determination as aforesaid, provided that the provisions of this sub-clause 24.5 shall not apply where the employment of the Contractor may, at the option of the Employer, be determined under the principal contract when, in a contract for alterations and/or additions to existing structure, the whole or substantially the whole of the contract works and/or the existing structure is destroyed and the employment of the Contractor is determined accordingly.

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25.1 ~~the~~ If the Contractor does not pay the Sub-Contractor within the period stated in clause 12.2 and thereafter for 7 days after written notice from the Sub-Contractor fails to pay the amount due in terms of this sub-contract, or if the Contractor's estate is sequestered as insolvent or if, being a company, it is placed in voluntary or compulsory liquidation, the Sub-Contractor may, without prejudice to any other rights herein contained, the right to determine the employment of the Sub-Contractor under this sub-contract as hereby conferred may be exercised, irrespective of whether or not the employment of the Contractor has been determined under the principal contract.

Determination by Sub-Contractor

26.1 ~~Upon~~ Upon such determination the Sub-Contractor shall be entitled to be paid in accordance with the provisions of clauses 23.1 to 23.4, subject to the deduction of less a discount as recorded in the Schedule where applicable

27.1 Where the Contractor has in terms of the principal contract been required to provide a performance guarantee in respect of the Sub-Contract Works, then an equivalent performance guarantee to the reasonable satisfaction of the Contractor, shall on request be submitted to the Contractor by the Sub-Contractor.

performance guarantees

28.1 Should the Sub-Contractor require a payment guarantee from the contractor, then the contractor shall be obliged

payment guarantees

to provide such a guarantee prior to the commencement of the Sub-Contract Works. Such guarantee and the cost thereof shall be to the account of the Sub-Contractor. The cost, if any, for such guarantee shall be for the account of the Sub-contractor. The extent of such guarantee shall be 10 per cent of the sub-contract sum or such other amount as may be agreed between the parties.

Should the contractor fail to provide such guarantee and/or to provide such guarantee at a reasonable cost, the Contractor shall provide the Sub-Contractor with sufficient information to enable the Sub-Contractor to obtain such a payment guarantee.

Cession of guarantee 27

The Contractor shall cede to the Employer any warranty and/or guarantee furnished to him by the Sub-contractor in relation to the quality of materials, workmanship or any other factor having a bearing on the adequacy of the Sub-Contract Works, where the operative period of such warranty or guarantee extends beyond the duration of the principal contract. Written and registered notice shall forthwith be given by the Contractor to the Sub-Contractor of such cession.

Condition of employment 28

The Sub-Contractor, while engaged on the Sub-Contract Works, shall observe the laws of Botswana and in particular the Employment Act, 1992, as amended.

Disputes 29

If any dispute or differences shall arise between the Contractor and the Sub-Contractor either during the progress or after the completion of the Works or after the determination of the employment of the Contractor or Sub-Contractor under the principal contract or the sub-contract, as the case may be, or after the abandonment or breach of the sub-contract, as to the construction of this sub-contract, or as to any matter or thing arising thereunder, then either party shall forthwith give to the other notice of such dispute or difference and such dispute or difference shall be and is hereby referred to the arbitration and final decision of some person to be agreed upon between the parties or, failing agreement, to a person appointed on a request of either party by the President for the time being of the Botswana Institute of Development Professions and the award of such Arbitrator shall be final and binding on both parties. Such reference, except on the question of completion of the Contract Works, unless by mutual agreement between the Contractor and Sub-Contractor, neither shall it affect the obligations as to payment of certified amounts by the Contractor to the Sub-Contractor, neither shall it affect the obligations as to payment of certified amounts by the Contractor to the Sub-Contractor in terms of clauses 22.2.2 and 22.2.7.

Cessions 29.1

Any cessions granted by the Contractor prior to the signing hereof shall be recorded on the attached schedule.

29.2

The Contractor undertakes to consult the Sub-Contractor on any further cessions which he may contemplate, and the Contractor further undertakes not

to grant cessions to which the Sub-Contractor may reasonably object on grounds that such cessions after payment would leave insufficient funds according to the Contractor to enable him to pay the Sub-Contractor the amount ultimately due to the latter.

28. ~~28~~ The Sub-Contractor shall not, without the prior written consent of the Contractor, which consent shall not unreasonably withheld, cede, assign or over to any other person or persons whatsoever any rights to receive payment of monies due to him under this sub-contract.

29. ~~29~~ The Sub-Contractor shall indemnify the Contractor against any loss or damage suffered as a result of having granted the consent referred to in clause 28 or having inadvertently made any payment to the Sub-Contractor instead of the cessionary or cessionaries.

It is expressly understood between the parties to this sub-contract that the law of the Republic of Botswana shall be the proper law of this sub-contract.

SETTLEMENT OF DISPUTES

Should any disagreement between the contractor and the sub-contractor arise out of this agreement, the architect may determine such disagreement by a written decision given to the contractor and the sub-contractor within fourteen (14) days of a written request so to do.

Such decision shall be final and binding on the parties, unless either party within fourteen (14) days of receipt thereof disputes the same by notice to the other party and to the architect in which case the disagreement shall be deemed a dispute.

Should the architect fail to give a written decision within the said period of fourteen (14) days, then either party may within a further fourteen (14) days give to the other party notice that the disagreement be declared a dispute.

A dispute may in the first instance be decided by mediation as follows:

Should the parties be unable to agree, in writing within fourteen (14) days of the date on which the dispute is declared, upon the use of mediation as a means of settling the dispute, or upon the person to be appointed by them as mediator, the dispute shall be resolved by the submission thereof to arbitration.

Should the parties agree upon mediation, such dispute shall be referred within a further period of fourteen (14) days for opinion to a mediator mutually selected by the parties. The parties shall not be entitled to be represented at such mediation by a practicing architect or attorney.

The parties shall within fourteen (14) days of the appointment of the mediator at such time as the mediator considers reasonable submit written representation to him. The mediator shall give his opinion in writing on the matter and furnish the contractor and the sub-contractor each with a copy thereof, provided that the mediator may, at his discretion, convene a hearing of the parties and their witnesses or may proceed to a decision with either or both parties, before giving his opinion, with the objective of reconciling the opposing views.

In giving his opinion in writing the mediator shall be deemed to be acting as an expert and not as arbitrator with the proviso that no claim for damages shall be made against him at the instance of either party for any want of care, skill or diligence in the exercise of his duties.

The cost of the mediation and the apportionment thereof shall be determined by the mediator.

The opinion of the mediator shall be binding on the parties unless either party disputes the opinion of the mediator in writing to the other party within thirty (30) days of the furnishing to them by the mediator of his opinion, in which event the dispute shall be resolved by the submission thereof to arbitration.

Where the dispute is submitted to arbitration, then the arbitration shall be held in terms of the Arbitration Act and shall be conducted in accordance with the current Rules for the Conduct of Arbitrations published by the Association of Arbitrators and shall be heard by a sole arbitrator unless otherwise agreed by the parties.

The arbitrator shall be the person named in the sub-contract. Should no person be named or should the person named be unwilling or unable to act then the arbitrator shall be chosen by the sub-contractor from a panel of three (3) persons nominated by the chairman of the Association of Arbitrators at the written request of either party within seven (7) days of receipt of notice advising the names of the said panel. Failing this the chairman shall appoint the arbitrator.

In the arbitration the rights of the parties shall not be prejudiced in any manner whatsoever by anything said or done at the mediation or by the opinion of the mediator.

The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice relating to all matters in dispute submitted to him and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition or notice had been issued.

Reference to either mediation or to arbitration shall not relieve either party from or liability for the due and timely performance of his obligations in terms of this agreement.

The validity of clause 26 shall not be affected by the cancellation of this agreement in terms of clauses 25 and 27.

Robertson Institute
of Design
P.T.M.

The arbitrator shall be

at the time of the dispute

ALLIANCE OF DEVELOPMENT PROFESSIONS WORKSHOP - 15 AUGUST 1996
THE V & A FORUM, V & A WATERFRONT, CAPE TOWN

PROGRAMME

RECEIVED

1996 -08- 1 9

DAVID YOUNG ARCHITECT

08:00-09:00	NATIONAL BOARD MEETING * National perspective * Regional reports	<i>Robin Fee</i> <i>Immediate Past Chairman</i> <i>(Regional chairmen and/or</i> <i>representatives only)</i>
08:45-09:20	REGISTRATION	
09:20-09:30	INTRODUCTION	<i>Koos Klopper</i> <i>Chairman</i>
	EMPOWERMENT IN THE DEVELOPMENT PROFESSIONS:	
09:30-10:00	* Empowerment in the Construction industry	<i>Linda Nyembe</i> <i>President COCOSA</i>
10:00-10:15	DISCUSSION	
10:15-10:30	TEA/COFFEE	
10:30-11:30	* Procurement Reform update - The DPW The DPW position	<i>Sivi Gounden</i> <i>Deputy Director-General DPW</i> <i>Building Services</i>
11:30-12:00	* The Provincial Perspective	<i>Dr HM Wesso</i> <i>Director RDP, Dept of Economic</i> <i>Affairs, Western Cape Province</i>
12:00-12:30	* ADP's strategy	<i>Cliff McMillan</i> <i>President SAACE</i>
12:30-13:00	* SATABCO position	<i>Terrence Smith</i> <i>SATABCO</i>
13:00-14:00	LUNCH	
14:00-14:30	DISCUSSION ON EMPOWERMENT	
14:30-15:15	VALUE BASED CONSULTANT SELECTION	<i>Peter Thompson</i>
15:15-15:30	TEA/COFFEE	
15:30-16:00:	CAPE TOWN OLYMPIC BID	<i>Reuben Reddy</i>
16:00-16:15	DISCUSSION	
16:15-16:30	CLOSURE	<i>Llew van Wyk</i>
17:00-19:00	SAACE COCKTAIL PARTY BMW Pavillion, V&A Waterfront (To which ADP delegates are invited)	<i>Guest Speaker</i> <i>Chris Ball</i> <i>CEO Olympic Bid 2004</i>

Botswana Institute of Development Professions

news letter - July 1996

COMING EVENTS:



I. **BIDP SOCIAL EVENING.**

@ 5:30pm Tuesday 30 July 1996

AT THE ROUND TABLE BUILDING ADJACENT TO THE CRICKET CLUB.

FOCUS ON THE DISABLED - A BRIEFING BY BARRY EUSTACE FOLLOWED BY INFORMAL DISCUSSION.

All members are welcome, as well as any other people who may be interested in this subject. Barry Eustace is advisor to the Botswana Council for the Disabled, and is a lively and knowledgeable speaker.

Disabled people are severely disadvantaged in almost every aspect of their lives. The urgent need to make special provisions to allow the disabled equal opportunities is being increasingly recognised internationally, and needs immediate attention here in Botswana. The draft revised Development Control Code makes a modest attempt to address this need, with certain requirements to improve access for disabled people to commercial and community facilities. Is this enough? When will the DCC be ratified and published? What else can we as professionals do to improve the lives of the disabled?

Come with your ideas and suggestions.

We have had two very successful social events this year. At the Cricket Club in March, we were joined by a group of interested students from the University of Botswana in a discussion on development in Botswana. The social evening in May was held at the Round Table Building. The topic was the proposed new Central Business District. The event was well attended, and a lively and productive evening was enjoyed.

II. **BIDP ANNUAL GENERAL MEETING**

@ 5:30pm Tuesday 8 October 1996

AT THE ROUND TABLE BUILDING ADJACENT TO THE CRICKET CLUB

FORMAL NOTICES etc WILL BE SENT OUT IN THE COMING MONTH.

NEW MEMBERS:

We welcome the following new members of BIDP:

- I. ROBERT LEONARD.
- II. FORTUNATE MULENGA.
- III. CARLO CARUGI.
- IV. TARIQUR BHUTYAN.
- V. JOHN NJONDE.

PROFESSIONAL CENTRE FOR BOTSWANA

A Professional Centre in Botswana has been considered by BIDP for many years. The Secretary General of the Commonwealth Foundation offered possible financial assistance for the centre especially in terms of a building grant during a visit to Botswana in March 1992.

With the setting up of associations by individual building professions BIDP has therefore been undergoing change and reorganisation. The new Constitution (currently in draft) has opened its membership to all professionals with appropriate qualifications and experience. Recent members have included the professions of archaeology, agronomy and hydrogeology with many others pending. A professional centre would provide a forum for professionals to meet and exchange ideas, support affiliated bodies in terms of secretariat, libraries, committee rooms etc., provide assistance to students of professional institutions, represent professions or give advice on interdisciplinary issues and encourage high standards of professionalism.

To this end Council members have visited other Centres in the region, contacted the Commonwealth Foundation in the UK and have identified possible buildings for a centre.

In April 1996, Jo Wall went to Lusaka to visit the Professional Centre of Zambia. She met with Mrs Kabanda who has been the director of the Centre since it was founded in 1975. Currently Zambia has the only Professional Centre in Southern Africa.

The purchase of the Professional Centre building, Chadwick House on Cha Cha Cha Road in central Lusaka was funded jointly by five banks and the Commonwealth Foundation. The Centre has a full time director and supporting staff. At present the Centre has a membership of 18 professional bodies. These include the following professions: Architects and Surveyors, Chartered Secretaries and Administrators, Consulting Engineers, the Chemical Society, the Computer Society, the Economic Association, the Engineering Institution, Fire Services Association, Institute of Purchasing and Supply, Council on Monuments and Sites, Law, Pharmacy, Surveyors, GIS, Dentists, General Practitioners and Planners. The BIDP library has copies of the current directory. Each affiliated body is represented on the Board of Directors for the Professional Centre. The Secretariat for the Professional Centres is in Australia and is run by their Director General Mrs Ruth Inall.

The services and facilities offered to affiliates include: secretarial services, promotion and organisation of conferences, meetings and social events, hire of committee rooms and conference halls, distribution of circular, community services, accounting/management services, library and record storage facilities.

Bernard Hyde (Vice President of BIDP) contacted the Commonwealth Foundation during a trip to the UK in May 1996. He spoke to Sharon Robertson who advised him that building grants are no longer available but the Commonwealth Foundation can provide grants for travel. It was suggested that a potential donor or sponsor representative could be taken to see the Professional centre in either Lusaka or Nairobi accompanied by a small group of BIDP Council members, maximum of 5 in all.

Most, if not all, the other Professional Centres are open to a wide range of professions and do not seem exclusive in any way. In this regard the changes to the BIDP Constitution may be of interest to them.

The BIDP Council members have identified possible buildings in which to house the Professional Centre. The first is the former District Commissioners house, a listed building, owned by the National Museum. It is very rundown and in need of considerable restoration.

BIDP NEWSLETTER
May 1996

RECEIVED

1996-05-27

DAVID YOUNG ARCHITECT

SOCIAL FUNCTION 30 MAY

On Thursday 30 May 1996 the next social function will be held at the Gaborone Cricket Club, starting at 17h30.

During the function a short talk will be given about the new

GABORONE CENTRAL BUSINESS DISTRICT

by the persons, who have been involved in the planning of it. The explanation will be supported by maps and plans of the area. The new C.B.D. will be situated between Gaborone Block 2 and the railway line, adjacent to the fly-over.

Because of the many questions surrounding this new development, the BIDP Council believes that this matter will be of extreme interest to all its members.

Once again we would like to stress that the social functions are informal gatherings, open to members and their guests and have been initiated to bring people together to talk about matters of general interest.

The previous function was a tremendous success, when a group of UB students shared their views on the development of Botswana.

BIDP OFFICES HAVE MOVED

The BIDP offices have moved to the offices of RPM at Mokolwane road, Broadhurst Industrial (behind the A.R. Edwards offices).
The telephone and fax number is 305414.

The offices are open during normal working hours.

The following publications are still available from the above offices, as well as from:

Bernard Hyde and Agas Groth (Motheo - in the Camphill shop) tel. 323462

Minor works contract	P 15.00
Building contract (without quantities)	P 40.00
Building contract (with quantities)	P 65.00
Architects certificate books	P 60.00
Architects appointment rules	P 40.00

"Imagine this. You have been merrily working on a project for months, if not years. Completion is now in sight. Wham! Your Client suddenly accuses you of major professional negligence - and has been secretly building up a case against you over the entire duration of the project. It's nothing personal, just normal business practice.

Your Client goes on to insist that the matter is decided immediately under a newly enforced, government backed contract law, which applies even when you have not signed anything. That means a pre-chosen adjudicator - possibly named by your Client - has the power to decide, in just 28 days, who is right and who is wrong.

You on the other hand, have just 7 days to prepare and present your side of the complex story - a process which would normally take highly-trained construction lawyers months to complete.... So you get one week to defend yourself against a charge which, until today, you did not know existed - but for which your Client is very well prepared".

To make it worse: Insurance companies have threatened to refuse Professional Indemnity Cover for Architects when the act is enforced!

PUBLICATIONS RECEIVED

"Super news" issued by Advanced Technologies & Solutions at Singapore - June 1995 issue.

Interesting articles about three dimensional computer planning, using the Supervisions software.

"ALUMINIUM AND GLASS IN BUILDING" October 1995 issue. An interesting article about powder coated aluminium as well as test reports on products by various aluminium and shop front contractors.

A delayed Christmas Card from the President of the Indian Institute of Architects.

The Specifile Export Compendium 1996, from South Africa, showing a wide variety of building products and suppliers with their addresses.

The Handbook of the Africa Union of Architects.

This first publication gives, besides the rules of the Union, interesting information about members with their addresses, design practices and modular systems for design.

The Global Design Studio by Milton Tan & Robert Teh

This 800 page book, bound in hard cover is available at S\$ 80 (Singapore

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RECEIVED

13 -03- 1996

DAVID YOUNG ARCHITECT

CONSTITUTION OF THE BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

1. NAME

The name of the Society shall be the Botswana Institute of Development Professions (BIDP) and hereinafter is referred to as the Institute.

2. OBJECTS

The Institute is established in Botswana:

- a) To promote the advancement of and to facilitate the acquisition of that knowledge which constitutes the professions related to development in Botswana.
- b) To promote the general interests of the professions and to maintain and to regulate them in the public interest.
- c) To promote the participation of central and local authority into providing educational institutions in Botswana at Professional and Technical level and to stimulate and encourage the interest and participation of the Botswana people into entering the professions.
- d) To promote the establishment of a professional centre in Gaborone to facilitate the use of common resources in conjunction with the provision of common support services for the professions.
- e) To establish and maintain good relations with other professional bodies in Botswana, to establish links with similar Societies in other countries and to join and support any international bodies concerned with the work of the professions.

3. MEMBERSHIP

- a) The membership of the Institute shall consist of the following:

- (i) Honorary Members
- (ii) Ordinary Members
- (iii) Associate Members
- (iv) Student Members
- (v) Retired Members
- (vi) Corporate Members
- (vii) Reciprocal Members

- b) An Honorary Member:

- (i) may obtain such status within the Institute by invitation of the Council after obtaining prior approval by ballot of the Members of the Institute eligible to vote;
- (ii) shall be a person not in practice in Botswana who by reason of his experience, knowledge or position may be able to render assistance in promoting the objects of the Institute;

- (iii) may take part in all activities and General Meetings and make use of all facilities provided by the Institute (except those which the Council considers are privy to Ordinary Members of the Institute;)
 - (iv) shall possess no right of voting or intervening in the affairs of the Institute except when specifically provided for by the Council on any special occasion after obtaining prior approval by ballot of the Members of the Institute eligible to vote;
 - (v) shall not be asked or called upon to contribute to the funds of the Institute which provision would not preclude any gift he may wish to make to the Institute.
- c) An Ordinary Member shall be elected by the Council of the Institute upon being proposed and seconded by two Full Members eligible to vote and shall possess one of the following:
- (i) have passed such examination as may from time to time be prescribed or approved by the Council, and have at least two years approved practical experience in the relevant part of the professions;
 - (ii) hold the professional qualification of such recognised professional Institution or body as may be approved by the Council from time to time;
 - (iii) have such experience as considered appropriate by the Council.
- d) An Associate Member shall be elected by the Council upon being proposed and seconded by two Members eligible to vote and shall be a person who has passed an examination referred to in (c) (i) above, and who is in the process of acquiring the approved practical experience therein referred to, in a related field accepted by Council.
- e) A Student Member shall be elected by the Council upon application to the Secretary and shall be a person bona fide following approved training.
- f) Student Members shall be entitled to attend General Meetings and Ordinary Meetings of the Institute but shall have no right to vote at any such meeting.
- g) A Retired Member:
- (i) shall be a Member who has formally retired from practice but who wishes to continue his connection with the Institute;
 - (ii) shall attain such status on production to the Council of satisfactory proof that he has retired from practice;
 - (iii) shall pay one-half of the current annual subscription for the class of membership he held before retirement or such lesser amount as the Council may deem fit in the circumstances of each specific case.
- h) A Corporate Member shall be elected by the Council of the Institute upon being proposed and seconded by two members eligible to vote and shall be a Corporate Body as approved by Council from time to time.

- j) A Reciprocal Member shall be an organisation with similar aims and objectives prepared to enter a reciprocal agreement to:
 - (i) take part in all activities and general meetings and make use of all facilities provided by the Institute;
 - (ii) shall possess no right of voting or intervening in the affairs of the Institute;
 - (iii) shall not be asked or called upon to contribute to the funds of the Institute.
- k) Any Member wishing to resign from the Institute shall submit his or her resignation to the Secretary. The resignation shall take effect from the date of receipt by the Secretary of such notice.
- l) Any person who resigns or is removed from membership shall not be entitled to a refund of his or her subscription, or any part thereof, or any monies contributed by them at any time.

4. DESIGNATIONS

An Ordinary Member shall be entitled to use after his name the initials MBIDP.

5. MANAGEMENT

- a) The affairs of the Institute shall be managed by a governing body to be known as the "Council". The Council shall comprise of the following officers:-

The President of the Institute

Vice President

Secretary

Treasurer

and minimum of two Members

The Council shall all be Ordinary and/or Associate Members of the Institute.

- b) (i) The President shall be elected at the Annual General Meeting for a period of one year and shall be eligible for re-election to that office for a period of up to three (3) years. After 3 years the President shall not be eligible for re-election to that office for a period of one year after his retirement from office. The President shall assume office at the end of the Annual General Meeting at which he or she is elected and shall retire at the end of the Annual General Meeting at which a successor is elected.

When present the President shall take the chair at all Meetings of the Institute and the Council.

- (ii) The Vice President shall be elected at the Annual General Meeting for a period of one year and shall be eligible for re-election to that office for a period of up to three (3) years. After 3 years the Vice President shall not be eligible for re-election to that office for a period of one year after his retirement from office. The Vice President shall assume office at the end of the Annual General Meeting at which he or she is elected and shall retire at the end of the Annual General Meeting at which he or she is successor is elected. In the absence of the President he shall take the chair of all meetings of the Institute and the Council.
- (iii) The Secretary shall be elected for a period of one year at the Annual General Meeting and shall be eligible for re-election.
- (iv) The Treasurer shall be elected for a period of one year at the Annual General Meeting and shall be eligible for re-election.
- (v) One Council Member shall be elected at the Annual General Meeting for two years he or she shall not be eligible for re-election as Members for a period of one year following retirement but may be elected to be one of the officers of the Council.
- (vi) Other Council Members shall be elected at the Annual General Meeting for one year and shall be eligible for re-election.
- (vii) Ordinary and Associate members can be co-opted onto the Council at the discretion of the elected Council officers.
- c)
 - (i) Any Officers or Members of the Council, or the whole Council may be removed from office and be replaced, by a three-quarters majority vote at an Extraordinary General Meeting at which two thirds of the Members eligible to vote are present or represented by proxy.
 - (ii) Any Officer or Member of the Council who ceased to be a Member of the Institute shall automatically cease to be an Officer or Member of Council.
 - (iii) An elected representative of students shall represent non-voting members on the Council.
- d)
 - (i) The Council shall meet at least once in every two months. The President or any four Members of the Council, may by written request to the Secretary, require an Extraordinary Meeting of the Council to be called within fourteen days after the receipt of such request by the Secretary.
 - (ii) At any meeting of the Council a quorum shall be four including any two officers.
- e) The Council shall have the power, on behalf of the Institute to:
 - (i) acquire by purchase, gifts by way of donation, bequest or otherwise, hold, possess and manage property both movable and immovable;

- (ii) lease and rent any property on such terms as they shall think fit;
 - (iii) compound or compromise any action suit or proceedings or any debt;
 - (iv) open an account at any bank, savings bank or building society operating in Botswana, effect any payment into such account or withdraw any sum therefrom;
 - (v) appoint such committee or sub-committee as they shall deem fit;
 - (vi) appoint such representatives as they shall deem fit to take part in any activities, professional or social in Botswana or elsewhere;
 - (vii) sue or be sued, implead or be impleaded under the name of the BIDP;
 - (viii) appoint employees, either permanent or temporary, for such duties and at such remuneration as they deem necessary;
 - (ix) the Council shall not be entitled to commit the Institute by purchase or otherwise in excess of funds currently held, unless a two thirds majority at a General Meeting or an Extraordinary General Meeting shall so authorize.
- f) The Council may make such regulations as they deem necessary for good management of the Institute in the furtherance of the objects thereof and in accordance with the Constitution provided that all such Regulations shall be submitted for approval to the next Annual General Meeting after the making thereof.

6. ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Institution shall be held within 3 months of the end of the financial year on such date and at such place as the Council shall appoint.
- b) The Annual General Meeting shall be convened by notices addressed by the Secretary to all Members not less than twenty-one clear days prior to the date thereof; such notice shall include an Agenda for the Meeting, and a copy of the Annual Accounts.
- c) The quorum for an Annual General Meeting shall be ten paid up members including at least four Members of the Council.
- d) The business of the Annual General Meeting shall be:
 - i) to receive, deliberate upon and if thought fit accept the Report of the Council and the Annual Accounts;
 - ii) to elect the Officers and Members of the Council;
 - iii) to deliberate and vote upon such motion as the Council shall have included or been asked to include in the Agenda sent out with the convening notice.

- e) Any Member wishing to put down a motion for discussion at the Annual General Meeting shall submit it in writing to the Secretary before the 1st July preceding the Annual General Meeting; provided, however, that nothing in the clause shall prevent a Member present at an Annual General Meeting from proposing during the course of the Meeting an amendment to any motion included in the Agenda.
- f) Voting at the Annual General Meeting shall be by show of hands of paid up Members eligible to vote or by ballot if so demanded by the person presiding or not less than five Members present and voting. In case of equality of votes, the person presiding shall have a casting vote.

7. EXTRAORDINARY GENERAL MEETING

- a) Extraordinary General Meetings shall be held at such times and places as the Council may decide, either when requested to do so in writing by any five Members eligible to vote or upon its own decision, but so that any such meeting is held within twenty-one days of the receipt of such request or of such decision.
- b) Any notice by any five Members upon its own requesting an Extraordinary General Meeting shall set out in full the motion which they intend to put to such meetings.
- c) The Secretary shall convene an Extraordinary General Meeting by notice in writing to all Members. The convening notice shall give fourteen days notice and shall include an agenda for the meeting, which shall set out any motion which is to be put to the meeting.
- d) A quorum and voting procedures shall be as for an Annual General Meeting.
- e) If a quorum is not achieved at the first EGM, a second shall be convened. No quorum is required at this meeting.

8. ORDINARY MEETINGS

Ordinary Meetings may be called from time to time by the Secretary on the decision of the Council. Ordinary Meetings shall be convened by notice in writing to all Members. Members may invite guests to attend Ordinary Meetings.

9. AMENDMENT OF CONSTITUTION

No amendment shall be made to this Constitution except by two-thirds majority of the Full Members present or represented by proxy at a General Meeting.

10. PROXY VOTING AT GENERAL MEETINGS

When a Member is representing another by proxy he or she shall have in his or her possession at the Meeting a written statement signed by the Member eligible to vote not present in person setting out:

- a) the name of the Member to whom the proxy vote is given;

- b) the date and place of the meeting;
- c) the resolution upon which a proxy vote is given;
- d) whether the proxy vote is to be affirmative, negative or discretionary.

11. ANNUAL SUBSCRIPTIONS

- a) All Members shall pay annual subscriptions to the Institute, at amounts which shall be fixed by Council by Regulation from time to time.
- b) Annual Subscriptions shall be payable upon election or on the 1st July each year. Only paid up members will be given the right to vote at the AGM.
- c) A Member elected after the AGM shall pay subscription on a pro-rata basis.

12. ANNUAL REPORT

The Council shall present to the Annual General Meeting a Report of the activities and financial statements of the previous year together with the President's form of address.

13. DUTIES OF THE SECRETARY

The Secretary shall:-

- a) draw up Minutes of the proceedings of all Meetings of the Institute and of the Council. The Minutes shall, after confirmation at the ensuing meeting, be signed by the person presiding and the Secretary;
- b) keep a Register of Members in which shall be recorded:-
 - (i) the names and surnames of each Member;
 - (ii) the address of each Member;
 - (iii) the date of his election;
 - (iv) such other particulars as the Council may require.
- c) have custody of the records of the Institute.
- d) is responsible for the collection and appropriate response to all incoming mail.

14. DUTIES OF THE TREASURER

The Treasurer shall:-

- a) keep the accounts of the Institute and all such accounts shall be open to inspection by any person having an interest in the funds of the Institute;

- b) effect or accept any payment;
- c) give full and valid discharge for any debt and sign any receipt therefore;
- d) pay into the Institute's Bank Account as soon as may be, all monies received by him, but providing that he may keep in his possession for petty cash such sum as may be prescribed by the Regulation by the Council from time to time;
- e) prepare the Annual Accounts as at the 30th June each year and statement of accounts as at such other time as the President may require;
- f) produce his books for examination whenever required to do so by the President or the Auditor;
- g) in conjunction with any one other Officer sign all cheques drawn on the Institute's Bank Accounts.
- h) if circumstances demand, temporary delegate his signing responsibility to another Member of Council.

15. ACCOUNTS

An accountant shall be appointed by the Council to prepare the financial accounts prior to be presentation at the AGM.

16. DEEDS

Every Deed, Act or Legal Document relating to the Institute shall be signed by the President and the Secretary.

17. BRANCHES

Branches of the Institute in different parts of Botswana may be formed subject to the approval of the Council.

18. PROFESSIONAL CONDUCT

All Members shall conform to the Rules of Professional Conduct which the Council may make by Regulation.

19. DISCIPLINE

The Council shall have the power to caution, reprimand or expel from the Institute any member who, in the reasonable opinion of the Council, is found to have contravened the rules of professional conduct made by the Council. Provided that the Council shall, before exercising their powers under this sub-section, notify the Member concerned in writing, by registered letter, of the complaint and he or she shall be asked if he or she wishes to submit a written or verbal explanation to the Council within sixty days. No action shall be taken by the Council until the expiry of this period of sixty days. The powers of the Council under this sub-section can only be exercised by the unanimous decision of a quorum (4) or two thirds majority of the Council Members in attendance whichever shall be the greater.

20. DISSOLUTION

- a) The Institute shall only be dissolved at an Extraordinary General Meeting called for that purpose at which three quarters of the votes cast are in favour of a resolution to this effect. If no quorum is obtained, the proposal to dissolve the Institute shall be submitted to a further Extraordinary General Meeting which shall be held one month later. Notice in writing of this meeting shall be given to all Members of the Institute at least 21 days before the date of the meeting.
- b) The dissolution shall be subject to the law existing at that time.
- c) When the dissolution of the Institute has been effected in accordance with the law and this Constitution, no further action shall be taken by the Council or any Officer of the Institute in connection with the aims of the Institute other than the notification of the dissolution of the Institute to members, applicants for membership, correspondents and the notification to the trustees of known assets and liabilities of the Institute. Any cash in hand shall be paid to the trustees.
- d) In the event of dissolution, the Bank in which the Institute monies are deposited shall act as trustees and liquidator and shall wind up the affairs of the Institute in accordance with the law.

Revised February 1996 following previous revisions of January 1986, March 1985 March 1992 and October 1995.

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS : REGULATIONS

SECTION I : FINANCE

1. All cheques and orders drawn upon any Bank Account of the Institute shall be signed by the Hon. Treasurer and either the President, Vice President or Hon. Secretary, or as delegated by the Hon. Treasurer.
2. Any withdrawals upon an Institute Building Society Account or authorisation for the sale of any other investment, shall be signed by the Hon. Treasurer and either the President, Vice President or Hon. Secretary, or as delegated by Hon. Treasurer but such withdrawals or sale shall only be made upon a Resolution of the Council to that effect.
3. a) Annual Subscriptions to the Institute shall be paid at the following rates:-

(i)	Ordinary Members	P 75.00
(ii)	Associate Members	P 75.00
(iii)	Student Members	P 50.00
(iv)	Corporate Members	P750.00

SECTION II : RULES OF CONDUCT

1. No Member shall conduct himself or herself in such a manner as to prejudice his or her professional status or the reputation of the Institute.
2. No Member shall be connected in any way with any occupation or business which is incompatible with membership of the Institute.
3. It shall be the duty of every Member:
 - a) when acting for a client whose interests conflict with his or her own to disclose the relevant facts to his or her client;
 - b) to ensure that neither he or her personally nor any firm or company carrying on Professional Practice which he or she is a partner or director acts for two or more parties with conflicting interests without disclosing the relevant facts to those parties.
4. No Member shall carry on the Professional Practice under the protection of a limited company without the consent of the Council, and such consent shall only be given subject to the following conditions:-
 - a) That any such company must have a fully paid up share capital of not less than P10,000.00 or P2,500.00 per proprietary director whichever is the greater.

- b) That any such company must have a professional indemnity policy giving cover to the company and its employees of not less than P500,000.00 with a voluntary excess not to exceed the paid up share capital of the company.
 - c) That the combined shareholdings in any such company of persons or bodies whose interest is held wholly or mainly as an investment shall not exceed 25% of the fully paid up share capital; that such combined shareholdings shall not together carry more than 25% of the total voting rights in the company; that none of the shares so held shall be owned directly or indirectly by an incompatible investor; and that none of the shares so held shall be assigned without the consent of the Board of Directors.
 - d) That any Member requesting such consent shall submit to the Hon. Secretary a copy of the Memorandum and Articles of Association of the Company concerned together with the name of shareholders and their holdings for the approval of Council, and shall if his or her request is granted submit annually to Council a certificate from the Company's auditors to the effect that the Constitution of the company has not changed in any way and that the distribution of shareholdings remained unchanged.
 - e) Consent, if granted, shall be deemed to be automatically withdrawn upon any changes being made in the constitution or shareholding of the company unless and until such changes have been approved by the Council.
5. Every Member who is a sole principal of a practice or a partner in a firm or a director or a company carrying on Professional Practice shall be held responsible for any contravention of the Regulations committed by any other partner or director or by any Member of the staff of such practice, firm or company; provided that if such sole principal, partner or director as the case may be shall show that he or her has, prior to such contravention, taken all such steps as may be reasonable to ensure that such contravention was not committed he or she may be acquitted of responsibility for such contravention.
- 6.
- a) No Member shall in his or her professional capacity accept, otherwise than for the benefit of a client, any trade or other commercial discount or commission from any trader whose business consists in the provision of goods or services used in the construction or maintenance industries.
 - b) Subject to sub-paragraph (a) hereof, a Member may accept a discount in respect of goods or services ordered by him or her on behalf of a client provided full disclosure is made to the client.
7. No Member shall:
- a) offer to provide whether to a prospective client or a third party any gift or favour in money or money's worth designed to secure instructions for work;

- b) with the object of securing instructions or supplanting another Member knowingly attempt to compete on the basis of fees and commissions where there is a statutory scale of fees or a scale of fees recommended by the Institute except where Institutional foreign donors are demanding or non-BIDP consultants are offering competition on the basis of fees. Such competition is to be simultaneous, and BIDP consultants are to give a precise definition of the services to be performed for the fee quoted;
 - c) pay any fee or commission to a third party for the introduction of a client;
 - d) act or offer to act in any capacity in relation to any matter which is the subject of judicial or quasi-judicial proceedings either on the basis that no charge will be made unless the proceedings are successful or on the basis that the amount of the charge will be related to the degree of success attained.
8. No Member shall solicit instructions for work in any manner whatsoever; provided that this rule shall not apply in the case of a regular client unless the Member knew or ought to have known that the work in question had already been entrusted to another professional advisor.
9. Subject to the Regulations, every Member shall:-
- a) keep in one or more bank accounts separate from his or her own, his or her firm's or his or her company's bank account as the case may be, any monies held by or entrusted to him or her, the firm or the company in any capacity other than that of beneficial owner;
 - b) account at the due time for all monies held as aforesaid, less any legitimate deductions therefrom, to the parties entitled thereto.
10. No Member shall carry on practice under any such name, style or title as to prejudice his or her professional status or the reputation of the Institute.
11. Every Member shall ensure that the form, content and method of publication and distribution of any advertisement, announcement, article, leaflet, brochure or other publicity material of any kind whatsoever published, issued or authorised by him or her are neither misleading to the public nor such as to prejudice his or her professional status or the reputation of the Institute.
12. The use of BIDP crests on site notice boards is restricted to practices operated by Members resident in Botswana, and they may only be used in conjunction with the professional functions represented by BIDP.



BOTSWANA
P.O. BOX 827
GABORONE

INSTITUTION OF DEVELOPMENT
10 SEGO HOUSE
PLOT 5652 LEGOLO ROAD

PROFESSIONS
TEL. No.: 314477
BROADHURST

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS



MEMORANDUM

TO : ALL BIDP MEMBERS

FROM : BIDP COUNCIL

DATE : TUESDAY 27th SEPTEMBER 1994

SUBJECT : ANNUAL GENERAL MEETING

Please find enclosed the following:-

1. Notice and Agenda
2. Minutes of 15th Annual General Meeting
3. Forms for nomination of office bearers

Yours faithfully,

Dr. P.K. Lyamuya
HONORARY SECRETARY



TO : ALL BIDP MEMBERS

25th August 1994

Dear Member,

AGENDA FOR ANNUAL GENERAL MEETING

The Botswana Institution of Development Professions will hold its Annual General Meeting on Tuesday 27th September 1994, at 17.15 hours at the Cricket Club Gaborone.

The agenda will be as follows :-

1. Notice convening Annual General Meeting.
2. Apologies.
3. 1993 Annual General Meeting Minutes.
4. Matters arising
5. Chairman's Report
6. Treasurer's Report
7. Election of Members of Council
8. Motions;
 - a) ATPI Dissolution
 - b) Others
9. Any Other Business

Yours faithfully,

Dr. P.K. Lyamuya
HONOURARY SECRETARY



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**BIDP 16TH ANNUAL GENERAL MEETING
ON 27th SEPTEMBER 1994**

**FORM FOR NOMINATION OF BIDP OFFICE BEARERS
FOR YEAR 1994/1995**

OFFICE	PROPOSED	SECONDED	ACCEPTED
CHAIR			
VICE CHAIR			
HON. SECRETARY			
HON. TREASURER			
COUNCIL 1ST YEAR MEMBER			
COUNCIL 1ST YEAR MEMBER			

ISSUED WITH NOTICE FOR AGM ON 25th AUGUST 1994



ATTN BIDP
Comint

BOTSWANA CONFEDERATION OF COMMERCE INDUSTRY AND MANPOWER

Main Office

Debswana House
The Mall
P.O. Box 432
Gaborone
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Fax: 373142

South Region

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Extension 2
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Gaborone
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Fax: 312273

North Region

Haskins Building
Blue Jacket Square
Private Bag F/85
Francistown
Phone: 214622
Fax: 214622

In reply quote: Our ref:

Your ref:

CONSTRUCTION SECTOR



STATUS REPORT - MONDAY 9 MAY 1994

MEETINGS

- 7 Committee Meetings have taken place.
- 2 General Meetings have taken place.

The third General Meeting as reported in the last status report did not take place in February 1994 and will now take place on Thursday 26 May 1994.

No further meetings have taken place in Francistown.

OBJECTIVES

The current status on our objectives are as follows:-

1. To obtain fair and equal trading in the Construction Industry.

Further to the meeting with Government officials on 25 October 1993, we received the minutes of that meeting from BOCCIM Secretariat in March 1994.

We are now in a position to send a second report to Government for a further meeting.

2. To ensure growth of the BOCCIM Construction Sector and rationalise the Construction Sector membership.

All information is still being sent to over 350 Construction Companies in an attempt to gain support and membership.

Attendance at the General Meetings will be used as a forum to obtain BOCCIM fees.

A new construction sector membership list has been issued by the Secretariat.

3. To impart to all members the necessity of training to ensure the future growth of the industry. To rationalise and grade all construction training available in Botswana.

Working groups are now to be formed to focus on directory, career paths and accreditation.

4. To introduce a set of standard Botswana Contract documents so as to regularise the current state of affairs with regards to Contract Documentation.

The Construction Sector has sent a letter to BOCCIM detailing the amounts required for experts to carry out a comparison of the relevant documents.

BOCCIM approval is required for the expenditure so as to go ahead on these comparisons.

BOCCIM CONSTRUCTION INDUSTRY REPORT

There is still no comment from Government Offices.

PRODUCTIVITY STUDY MISSION TO SINGAPORE

A mission of ten delegates including two from the private sector, one being the BOCCIM Construction Sector Chairman, Mr M.A. Wood, went to Singapore to study their model of improving Productivity and Quality in the workforce.

The five day mission was very interesting and fruitful. A detailed report will be issued shortly.

ANNUAL GENERAL MEETING

The annual general meeting is to be held on 26 May 1994.

Delegates from all political parties have been invited to answer certain questions pertaining to Construction Industry.



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CONSTRUCTION SECTOR

9 May 1994



Dear Member

The first year of the BOCCIM Construction Sector is nearly over. We enclose the latest Status Report of the sector and look forward to seeing you at the Construction Sector AGM on Thursday 26 May 1994. At this meeting, political parties will be in attendance to answer questions relating to the Construction Industry.

Please submit your questions for the Political Parties before the 16 May 1994.

Nomination papers are attached for the 1994 BOCCIM Construction Sector Chairman.

Yours faithfully

M.A. WOOD
SECTOR CHAIRMAN

ff
T. SERETSE
COMMITTEE MEMBER



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CONSTRUCTION SECTOR

NOMINATION PAPER



We hereby nominate

for Chairman of BOCCIM Construction Sector for the 1994 year.

Signed: _____

Company: _____

Date: _____

NOTICE



BOCCIM
CONSTRUCTION SECTOR
ANNUAL GENERAL
MEETING

TO BE HELD ON
THURSDAY 26 MAY 1994

AT THE
GABORONE SUN CONFERENCE CENTRE

AT 16.00HRS



BOTSWANA CONFEDERATION OF COMMERCE INDUSTRY AND MANPOWER

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CONSTRUCTION SECTOR

AGENDA

- 1.0 MINUTES OF PREVIOUS MEETING
- 2.0 MATTERS ARISING
- 3.0 BOCCIM CONSTRUCTION SECTOR OBJECTIVES:-
 - 3.1 To obtain fair and equal trading in the Construction Industry.
 - 3.2 To ensure growth of the BOCCIM Construction Sector and rationalise the Construction Sector membership.
 - 3.3 To impart to all members the necessity of training to ensure the future growth of the industry. To rationalise and grade all construction training available in Botswana.
 - 3.4 To introduce a set of Standard Botswana Contract Documents.
- 4.0 ELECTION OF CONSTRUCTION SECTOR CHAIRMAN
- 5.0 ANY OTHER BUSINESS

POLITICAL FORUM WILL TAKE PLACE
AT 17.30HRS



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CONSTRUCTION SECTOR

POLITICAL FORUM

THURSDAY 26 MAY 1994

AT

GABORONE SUN CONFERENCE CENTRE

AT

17.30HRS



POLITICAL PARTIES ATTENDING ARE:

PARTY	REPRESENTATIVE
BOTSWANA DEMOCRATIC PARTY	1. J.B. Gabaake 2. D.K. Kwelagobe - Secretary General
BOTSWANA PEOPLES PARTY	1. J. Mosojane
INDEPENDENCE FREEDOM PARTY	1. L. Thlomelang 2. M.K. Mpho 3. F. Boakgomo
BOTSWANA LABOUR PARTY	1. L. Koma
LESEDI LA BOTSWANA PARTY	1. L. Letsweletse 2. M. Gasebagae 3. J. Kerekang
BOTSWANA NATIONAL FRONT	1. K.K. Motshidisi - Secretary General 2. P. Rantao
BOTSWANA PROGRESSIVE UNION	1. O.S. Balisi - Secretary General 2. J. Mbaakanyi
BOTSWANA WORKERS FRONT	1. B. Mologasele - Recording Messenger No.1



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CONSTRUCTION SECTOR

POLITICAL FORUM

QUESTIONS FOR THE POLITICAL PARTIES

1. _____

2. _____

3. _____

SIGNED: _____

COMPANY: _____

DATE: _____

BIDP books
Bank account detailed listing printed on 04/08/94

bidp/bk/bankaccount

	nb	syr	P rec'd	P spent	balance ac	chg		
20/07/94 Lecture Arb Procedures Mosieny			80.00		1049.20 52	6733	Q	1201
20/07/94 Lecture Arb Procedures McIntos			80.00		1129.20 52	783	Q	1202
20/07/94 Lecture Arb Procedures Fitzwil			120.00		1249.20 52	7976	Q	1203
27/07/94 Davies, W. E. annual subs paym	0217	94	150.00		1399.20 52	1539	Q	1204
27/07/94 Morris K.I. CAA seminar			120.00		1519.20 52	4108	Q	1205
27/07/94 Richards P. arbitration lectur			20.00		1539.20 52	53	C	1206
27/07/94 Oranye C.I. annual subs paymen	0249	94	150.00		1689.20 52	54	C	1207
27/07/94 Oranye C.I. arbitration lectur			40.00		1729.20 52	55	C	1208
27/07/94 Kgoloko arbitration lecture			40.00		1769.20 52	57	C	1209
27/07/94 Lucas A. Lecture arbitration			20.00		1789.20 52	58	C	1210
27/07/94 Arbitration Lecture			20.00		1809.20 52	59	C	1211
27/07/94 Nugent (William Lee Assoc)lect			40.00		1849.20 52	8287	C	1212
04/08/94 A.D.A. Publication sales			150.00		1999.20 52	1193	Q	1213
04/08/94 Mrosso L.K Joining fee	0333	94	50.00		2049.20 51	179	Q	1214
04/08/94 Mrosso annual sub fee	0333	94	150.00		2199.20 52	179	Q	1215
04/08/94 Keabetswe F A. Joining fee	0334	94	50.00		2249.20 51	33	Q	1216
04/08/94 Keabetswe annual sub payment	0334	94	150.00		2399.20 52	33	Q	1217
04/08/94 Desai PD annual subs payment		94	150.00		2549.20 52	9144	Q	1218
04/08/94 Tectura Internation Pub Sales			250.00		2799.20 52	9186	Q	1219

Year 18688.98

BIDP books summary listing
Monthly report on 03/02/94

	Total	Running	bidp/bk/Books summary Previous year
410 Refunds to applicant	-190.00	-190.00	
513	80.00	-110.00	
518 Joining fee	270.00	160.00	500.00
520 Annual subscription	11419.71	11579.71	11065.00
521 Sale of data	2400.00	13979.71	5810.00
522 Practice listing fee	100.00	14079.71	1900.00
523 Function income		14079.71	840.00
630		14079.71	-335.00
633 Telecoms	-1049.06	13030.65	-2795.65
634 Secretarial services	-5857.29	7173.36	-6337.99
638 Public relations	-55.00	7118.36	-398.00
639 Account/audit costs		7118.36	-1400.00
643 Venue hire		7118.36	-350.00
644 Data costs	-4955.00	2163.36	
647 Stationery	-506.90	1656.46	-245.00
648 Rent office premises	-1500.00	156.46	-2650.00
649		156.46	-5705.96
650		156.46	-719.00
651		156.46	-105.00
652		156.46	-100.00
653	-80.00	76.46	
736 Function costs	-3321.90	-3245.44	
746 Publications costs	-445.00	-3690.44	

BIDP
COUNCIL
FILE (A00p)04
DY upm

Year -3690.44

CODE	NAME	MODEL	Updated	B	Rate	Stock	PUCOST	PREORD	Vstock	Vsale
CHWK	Contract minor works	1993	09/01/94	A	10.00	6	1.00	20	5.40	48.00
CNQS	Contract no quantities	1988	09/01/94	E	60.00	202	20.00	30	3636.00	9696.00
CWQS	Contract with quantities	1993	09/01/94	E	60.00	15	20.00	30	270.00	720.00
MASS	Associate membership	1994	09/01/94	F	75.00				0.00	0.00
MFUL	Full membership	1994	09/01/94	G	150.00				0.00	0.00
MJOI	Joining fee for new members	1994	03/02/94	D	50.00				0.00	0.00
MSTU	Student membership	1994	09/01/94	C	30.00				0.00	0.00
PACE	Architect conditions engagemnt	1988	09/01/94	C	30.00	28	10.00	10	252.00	672.00
PACP	Architect certificate pads	1993	09/01/94	D	50.00	357	10.00	30	3213.00	14280.00
PACR	Architect competition rules	1988	09/01/94	A	10.00	2	5.00	1	9.00	16.00
PAIN	Architect instruction pads	1992	09/01/94	D	50.00	55	0.00	30	0.00	2200.00
PLOG	Logo decal	1988	09/01/94	B	20.00	131	6.00	30	707.40	2096.00

Records printed: 12

Sales report

C:\DATA\BA2SEL.DBF

Printed: 03/02/94 12:35

Invoice no: 946 dated 12/01/94 Cheque no: 234

cas		No:	Rate	Sum	By:
Code	Product				
CWQSI993	Contract with quantities	3	60.00	180.00	

				180.00	

Invoice no: 947 dated 12/01/94 Receipt no: 61

cas		No:	Rate	Sum	By: lw
Code	Product				
CWVK1993	Contract minor works	2	10.00	20.00	

				20.00	

Invoice no: 948 dated 24/01/94 Receipt no: 62

cas		No:	Rate	Sum	By: lw
Code	Product				
CWVK1993	Contract minor works	2	10.00	20.00	

				20.00	

Invoice no: 949 dated 02/02/94 Cheque no: 0041

cas		No:	Rate	Sum	By: lw
Code	Product				
CWQSI988	Contract no quantities	2	60.00	120.00	

				120.00	

Records printed: 4

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	P	balance	chq	
1993/1994						
410 Refunds to applicant						
02/09/93						
Vlug GH refund overpaid subs			-30.00	-30.00	3749 Q	972
02/09/93						
Burgess P unsucc application r			-40.00	-70.00	3750 Q	973
07/09/93						
Chiwila A Refun applic subs			-60.00	-130.00	3751 Q	974
02/02/94						
Chiwila A.G. returned check			-60.00	-190.00	8863 Q	1008
513						
29/07/93	0248		80.00	80.00	0211 c	858
518 Joining fee						
10/12/93	r48		50.00	50.00	c c	952
Mokgedi MG						
10/12/93			50.00	100.00	7844 c	955
Saini JS						
10/12/93			50.00	150.00	5541 c	958
Owusu-Appianti G						
01/02/94	q4326		50.00	200.00	9402 D	996
Pavlicic S applic						
01/02/94	q6405		20.00	220.00	9402 D	998
Bosiane Seonile applic						
01/02/94	q0110		50.00	270.00	9402 D	1003
520 Annual subscription						
29/07/93	0216	93	120.00	120.00	2691 c	848
Cameron SR						
29/07/93	0151	91	40.00	160.00	0012 c	849
Patel JB						
29/07/93	0303	93	120.00	280.00	3445 c	850
Groth A						
29/07/93	0287	93	120.00	400.00	5925 c	851
Pettipher KJ						
29/07/93	0289	93	40.00	440.00	5925 c	852
Van Wyk P						
29/07/93	0288	93	120.00	560.00	5925 c	853
Southby DDG						
29/07/93	0243	93	120.00	680.00	5650 c	854
Kailainathan N						
29/07/93	0248	93	120.00	800.00	0211 c	855
Munnik PB						
29/07/93	0248	92	100.00	900.00	0211 c	856
Munnik PB						
29/07/93	0192	93	120.00	1020.00	4563 c	859
Cotter PJ						
29/07/93	0187	93	120.00	1140.00	3439 c	860
Muttall-Smith C						
29/07/93	0181	93	120.00	1260.00	7736 c	861
Gogate PB						
29/07/93	0173	93	120.00	1380.00	8546 c	862
Selemoqwe JM						
29/07/93	0255	93	120.00	1500.00	2857 c	863
Palalani KG						
02/08/93	0005	93	120.00	1620.00	1148 c	864
Richards PM						
02/08/93	0190	93	120.00	1740.00	5387 c	865
Weifing AA						
02/08/93	0050	93	120.00	1860.00	7733 c	866
Young DA						
02/08/93	0205	93	120.00	1980.00	7733 c	867
Kintu BS						
02/08/93	0144	93	120.00	2100.00	3897 c	868
Patel AF						
02/08/93	0302	93	120.00	2220.00	2544 c	869
Wood JP						
02/08/93	0125	93	120.00	2340.00	0621 c	870
Hammond JB						
02/08/93	0212	93	120.00	2460.00	0867 c	871
Ogbugo EKE						
02/08/93	0249	93	120.00	2580.00	0867 c	872
Oranye CI						
02/08/93	0213	93	120.00	2700.00	0867 c	873
Osenenan EA						
02/08/93	0208	93	120.00	2820.00	1332 c	874
Bucknaster GR						
02/08/93	0210	93	120.00	2940.00	2272 c	875
Kelly AL						
03/08/93	0042	93	120.00	3060.00	4493 c	881
Hutchings LJ						
03/08/93	0172	93	120.00	3180.00	4493 c	882
Morton TP						
03/08/93	0166	93	120.00	3300.00	0906 c	884
Kazeni M						
03/08/93	0007	93	120.00	3420.00	3619 c	885
Henderson RB						
03/08/93	0014	93	120.00	3540.00	5818 c	886
Davey BP						
03/08/93	0070	93	120.00	3660.00	5818 c	887
Kille AA						
03/08/93	0272	93	120.00	3780.00	0630 c	888
Becken RJ						
03/08/93	0015	93	120.00	3900.00	1174 c	889
Brackenborough WM						
03/08/93	0221	93	120.00	4020.00	2278 c	890
Allison-Broonhead GI						
03/08/93	0292	93	120.00	4140.00	2278 c	891
Alister SPC						
03/08/93	0160	93	120.00	4260.00	2042 c	892
Lee W						
03/08/93	0196	93	120.00	4380.00	5033 c	893
Jackson P						
03/08/93	0195	93	120.00	4500.00	5025 c	894
Martin GPL						
03/08/93	0286	93	120.00	4620.00	9898 c	895
Phiri F						
03/08/93	0198	93	120.00	4740.00	6710 c	896
Astrup GL						
03/08/93	0225	93	120.00	4860.00	1732 c	897
Flanagan AG						
03/08/93	0037	93	120.00	4980.00	8579 c	898
Laing RB						
03/08/93	0040	93	120.00	5100.00	8579 c	899
Latilla KE						
03/08/93	0046	93	120.00	5220.00	8579 c	900
Cadfan-Lewis M						
03/08/93	0039	93	120.00	5340.00	8579 c	901
Carrier KMM						
03/08/93	0254	93	120.00	5460.00	1660 c	902
Quille DD						
03/08/93	0278	93	120.00	5580.00	7984 c	903
Radovanovic M						
02/09/93	0276	93	120.00	5700.00	6989 t	905
Samman J						
02/09/93	0031	93	120.00	5820.00	0479 t	906
Morris KI						
02/09/93	0113	93	120.00	5940.00	0479 t	907
Pitso-Richardson DO						

	nb	syr	P	balance	chg		
02/09/93	Mosienyane LL	0201	93	120.00	6060.00	1054	t 908
02/09/93	Altman PE	0095	93	120.00	6180.00	0954	t 909
02/09/93	Detert EV	0062	93	120.00	6300.00	5943	t 910
02/09/93	McCrimdie DG	0295	93	120.00	6420.00	2953	t 911
02/09/93	Wray TG	0296	93	120.00	6540.00	2953	t 912
02/09/93	Whitehead PW	0219	93	120.00	6660.00	9534	t 913
02/09/93	O'Brien LR	0218	93	120.00	6780.00	7422	t 914
02/09/93	Hogarty PW	0199	93	120.00	6900.00	6111	t 915
02/09/93	Goodwin DFM	0242	93	120.00	7020.00	5652	t 916
02/09/93	Kovacevic S	0179	93	120.00	7140.00	8380	t 918
02/09/93	Sampson RB	0161	93	120.00	7260.00	1226	t 919
02/09/93	Khin A	0234	93	120.00	7380.00	9680	t 920
02/09/93	Vlug GH	0319	93	170.00	7550.00	4652	t 921
02/09/93	Bergs H	0057	93	120.00	7670.00	5736	t 923
02/09/93	Viking MO	0096	93	119.71	7789.71	0229	t 924
02/09/93	Ngwakwena O	0299	93	120.00	7909.71	2570	t 925
02/09/93	Desai PD	0283	93	120.00	8029.71	3068	t 932
02/09/93	Pettipher	0287	91	40.00	8069.71	5914	t 935
10/11/93	Greenland JMP	0304	93	120.00	8189.71	5801	c 936
10/11/93	Kalra OP	0154	93	120.00	8309.71	8496	c 937
10/11/93	Orlando M	0310	93	120.00	8429.71	7186	c 938
10/11/93	Wong M	0204	93	120.00	8549.71	5464	c 940
10/11/93	Lucas JA	0247	93	120.00	8669.71	4718	c 941
10/11/93	Harris PF	0226	92	100.00	8769.71	2667	c 942
10/11/93	Harris PF	0226	93	120.00	8889.71	2667	c 943
10/11/93	Davy WJ	0223	93	120.00	9009.71	2667	c 944
10/11/93	Mashelkar SS	0251	93	120.00	9129.71	2988	c 945
10/11/93	Davenport CAJ	0222	93	120.00	9249.71	5523	c 946
10/12/93	Mokgedi MG	r48		120.00	9369.71	c	c 951
10/12/93	Saini JS			150.00	9519.71	7844	c 954
10/12/93	Walker AJ	0229	93	120.00	9639.71	7467	c 956
10/12/93	Owusu-Appianti G			150.00	9789.71	5541	c 957
01/02/94	Pavlicic S Application	q4326	94	120.00	9909.71	9402	D 995
01/02/94	Bosiame Seonile applic	q6405	94	20.00	9929.71	9402	D 997
01/02/94	Bosiame Seonile overpaid	q6405		30.00	9959.71	9402	D 999
01/02/94	Van Vuuren P subs	q5780	93	120.00	10079.71	9402	D 1001
01/02/94	Minja F applic	q0110	94	120.00	10199.71	9402	D 1002
02/02/94	Young D Subs 1994	q2747	94	150.00	10349.71	2747	Q 1004
02/02/94	Kintu H Subs 1994	q2747	94	150.00	10499.71	2747	Q 1005
02/02/94	Macgarry K Subs 1994	q2747	94	150.00	10649.71	2747	Q 1006
02/02/94	Davenport A annual subs		93	170.00	10819.71	6880	Q 1012
02/02/94	Pritchard D annual subs		93	120.00	10939.71	1090	Q 1013
02/02/94	Lyanuya annual subs		93	120.00	11059.71	8464	Q 1014
02/02/94	Mitchell E annual subs		93	120.00	11179.71	2167	Q 1016
02/02/94	Acuitas annual subs		93	240.00	11419.71	1977	Q 1021
521 Sale of data							
29/07/93	DYA certpads	10 no		400.00	400.00	7760	c 847
02/08/93	R&V sales	r46		10.00	410.00	cash	c 876
02/08/93	APS sales			80.00	490.00	9526	c 877
02/08/93	Groth sales	10002		40.00	530.00	3460	c 878
03/08/93	Anon sales			70.00	600.00	cash	c 879
03/08/93	APS sales			215.00	815.00	9526	c 880
03/08/93	S. Cameron sales			150.00	965.00	2691	c 883
03/08/93	Fitzwilliam sales			150.00	1115.00	1641	c 904
02/09/93	Altman FCQ5x1	10008		30.00	1145.00	0954	s 917
02/09/93	GIEC 1x100	10004		10.00	1155.00	2846	s 922
02/09/93	AGB CPx1	10007		40.00	1195.00	r43	s 926
02/09/93	PCS 1xFC	10009		60.00	1255.00	6416	s 933
02/09/93	Whyte FCs	10011		135.00	1390.00	r47	s 934
10/11/93	FMA	r50		35.00	1425.00	4405	c 939
10/12/93	Allison-B, GA			15.00	1440.00	3339	c 947
10/12/93	Allister S			15.00	1455.00	3050	c 948
10/12/93	Morton T			15.00	1470.00	3377	c 949
10/12/93	QP refund misprints			85.00	1555.00	2607	c 950
10/12/93	McI, L 2xcertpad	19316		80.00	1635.00	7623	c 953
10/12/93	Joch Projects	19317		10.00	1645.00	rs52	c 959
10/12/93	Joch Proj 5xminorwk	19323		30.00	1675.00	rs57	c 960
01/02/94	Sales 1930021	r56		20.00	1695.00	9401	D 993
01/02/94	Sales 1930019 (Missing P10 of	r54		50.00	1745.00		D 994

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	P	balance	chg		
01/02/94 Sales G.A.Build	q0036		50.00	1795.00	9402	D	1000
02/02/94 Young D Xmas cards x 3	q2747	94	45.00	1840.00	2747	Q	1007
02/02/94 Richardson DO 2 x Xmas cards		94	30.00	1870.00	8024	Q	1009
02/02/94 Vlug GH 1 x Xmas cards		94	15.00	1885.00	9326	Q	1010
02/02/94 Joch Project 1930017 r52			10.00	1895.00	52	D	1011
02/02/94 G.A.B. pub sale 5 x min works			50.00	1945.00	2587	Q	1015
02/02/94 Kovacevic S 1 x Xmas cards			15.00	1960.00	1467	Q	1017
02/02/94 Tswelelo pty i930026 r59			10.00	1970.00	1467	Q	1018
02/02/94 cmwk1993 1947 r61			20.00	1990.00	1467	Q	1019
02/02/94 Griffin K Cwqsl993 x 3 i946			180.00	2170.00	6472	Q	1020
02/02/94 Dalqiesh Lindsay 1930024			80.00	2250.00	4360	Q	1022
02/02/94 O'Brien L 1 x Xmas cards		93	15.00	2265.00	244	Q	1023
02/02/94 Davenport A 1 x Xmas cards		93	15.00	2280.00	6880	Q	1024
02/02/94 Rabasha KT 1 x Xmas cards		93	15.00	2295.00	133	Q	1025
02/02/94 Kalra OM 1 x Xmas cards		93	15.00	2310.00	1467	Q	1026
02/02/94 Reynolds & Young 1 x Xmas card		93	15.00	2325.00	1068	Q	1027
02/02/94 Nugent J 1 x Xmas cards		93	15.00	2340.00	3290	Q	1028
02/02/94 Cotter P 1 x Xmas cards		93	15.00	2355.00	3240	Q	1029
02/02/94 Nad-Kali Ass 1 x Xmas cards		93	15.00	2370.00	9163	Q	1030
02/02/94 Khin A 1 x Xmas cards		93	15.00	2385.00	2167	Q	1031
02/02/94 Kille & Dannhauser 1 x Xmas ca		93	15.00	2400.00	192	Q	1032
522 Practice listing fee							
29/07/93 Paul Munnik, Arch't	PMA	92	100.00	100.00	0211	c	857
633 Telecoms							
10/11/93 BTC phone 100% Roger Beeken			-265.79	-265.79	3756	Q	979
09/12/93 BTC deposit BIDP phone			-400.00	-665.79	3761	R	987
09/12/93 BTC Installation			-200.00	-865.79	3761	Q	988
09/12/93 BTC quarter rent			-48.00	-913.79	3761	Q	989
13/01/94 Phone bill 24/12/93 100% R Bee			-135.27	-1049.06	3763	Q	990
634 Secretarial services							
12/07/93 PASS JE	i932		-807.80	-807.80	3742	t	928
09/08/93 PASS JV	1933		-713.85	-1521.65	3745	t	931
02/09/93 Photocopy services Davy W			-174.60	-1696.25	3747	Q	970
02/09/93 DYA photocopy services			-162.73	-1858.98	3748	Q	971
02/09/93 Pass Secretarial Services			-660.00	-2518.98	3753	Q	976
08/10/93 Pass Secretarial service			-1065.07	-3584.05	3752	Q	975
08/10/93 Beeken R Photocopies			-299.34	-3883.39	3754	Q	977
11/11/93 Pass Secretarial Service			-650.00	-4533.39	3757	Q	980
11/11/93 Roger Beeken Architects photoc			-273.90	-4807.29	3758	Q	982
09/12/93 Pass Secretarial Services			-480.00	-5287.29	3760	Q	985
13/01/94 Pass Secretarial Services			-570.00	-5857.29	3764	Q	991
638 Public relations							
05/08/93 P&P advert	r9467		-55.00	-55.00	3744	t	930
644 Data costs							
12/07/93 Quick Print CP print	i040		-4955.00	-4955.00	3741	t	927
647 Stationery							
11/11/93 Disbursements Secretarial			-64.70	-64.70	3757	Q	981
29/11/93 Quick Print Letterheads			-240.00	-304.70	3759	Q	983
09/12/93 Pass Stationery			-75.80	-380.50	3760	Q	986
13/01/94 Stationery			-126.40	-506.90	3764	Q	992
648 Rent office premises							
02/09/93 Rent BIDP office SE-OC-N093			-1500.00	-1500.00	3746	Q	969
653							
03/08/93 Munnik P	0248		-80.00	-80.00	3743	t	929
736 Function costs							
11/10/93 Da Alfredo BIDP Annual Dinner			-3321.90	-3321.90	3755	Q	978
746 Publications costs							
29/11/93 Quick Print Xmas cards			-445.00	-445.00	3759	Q	984

INVENTORY REP

PCODE	PNAME	PMODEL	B	Rate	Stock	PUCOST	PREORD	Vstock	Vsale
cwqs	Contract with quantities	1993 09/01/94	E	60.00	15	20.00	30	300.00	900.00
cnqs	Contract no quantities	1988 09/01/94	E	60.00	202	20.00	30	4040.00	12120.00
cmwk	Contract minor works	1993 09/01/94	A	10.00	6	1.00	20	6.00	60.00
pace	Architect conditions engagemnt	1988 09/01/94	C	30.00	28	10.00	10	280.00	840.00
pacr	Architect competition rules	1988 09/01/94	A	10.00	2	5.00	1	10.00	20.00
plog	Logo decal	1988 09/01/94	B	20.00	131	6.00	30	786.00	2620.00
pacp	Architect certificate pads	1993 09/01/94	D	45.00	357	10.00	30	3570.00	16065.00
pain	Architect instruction pads	1992 09/01/94	D	45.00	55	0.00	30	0.00	2475.00
MFUL	Full membership	1994 09/01/94	G	150.00		6.00		0.00	0.00
MASS	Associate membership	1994 09/01/94	F	75.00				0.00	0.00
MSTU	Student membership	1994 09/01/94	C	30.00				0.00	0.00

Records printed: 11

total total.

→ drawing cards

15.00

* > Invoice way : $\frac{\text{amount} - 5\% \text{ of amount}}{\text{amount} \times 95/100} / 90/100$

MONTHLY SALES

SALES REPORT

JA 94

Invoice no: 946 dated 12/01/94 Cheque no: 234

Cas Code	Product	No:	Rate	Sum	By:
CWQS1993	Contract with quantities	3	60.00	180.00	
				180.00	

Invoice no: 947 dated 12/01/94 Receipt no: 61

Cas Code	Product	No:	Rate	Sum	By: lw
CMWK1993	Contract minor works	2	10.00	20.00	
				20.00	

Invoice no: 948 dated 24/01/94 Receipt no: 62

Cas Code	Product	No:	Rate	Sum	By: lw
CMWK1993	Contract minor works	2	10.00	20.00	
				20.00	

Records printed: 3

Summary with total quantities
& line invoiced
month total.

figures inc on

BIDP books summary listing

bidp/bk/Books summary

1993/1994
 410 Refunds to applicant
 513
 518 Joining fee
 520 Annual subscription
 521 Sale of data
 522 Practice listing fee
 633 Telecoms
 634 Secretarial services
 638 Public relations
 644 Data costs
 647 Stationery
 648 Rent office premises
 653
 736 Function costs
 746 Publications costs

trial	trial	Balance
	-130.00	-130.00
	80.00	-50.00
	270.00	220.00
	10199.71	10419.71
	1795.00	12214.71
	100.00	12314.71
	-1049.06	11265.65
	-5857.29	5408.36
	-55.00	5353.36
	-4955.00	398.36
	-506.90	-108.54
	-1500.00	-1608.54
	-80.00	-1688.54
	-3321.90	-5010.44
	-445.00	-5455.44
	Year	-5455.44

this is
year.

add
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year to
date

add
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new
year

DO composite monthly

My part: sales
orders

with outstanding
inventory
books.

> detail & summary
versions

BIDP books
Listed by account

bidp/bk/byacfullreport

details
this book yr

	nb	syr	P	balance	chg		
1993/1994							
410 Refunds to applicant							
02/09/93 Vlug GH refund overpaid subs			30.00	-30.00	3749 Q	1	
02/09/93 Burgess P unsucc application r			40.00	-70.00	3750 Q	2	
07/09/93 Chiwila A Refun applic subs			60.00	-130.00	3751 Q	3	
513							
29/07/93 Munnik PB	0248		80.00	-80.00	0211 c	4	
518 Joining fee							
10/12/93 Mokgedi MG	r48		50.00	-50.00	c c	5	
10/12/93 Saini JS			50.00	-100.00	7844 c	6	
10/12/93 Owusu-Appianti G			50.00	-150.00	5541 c	7	
520 Annual subscription							
29/07/93 Cameron SR	0216	93	120.00	-120.00	2691 c	8	
29/07/93 Patel JB	0151	91	40.00	-160.00	0012 c	9	
29/07/93 Groth A	0303	93	120.00	-280.00	3445 c	10	
29/07/93 Pettipher KJ	0287	93	120.00	-400.00	5925 c	11	
29/07/93 Van Wyk P	0289	93	40.00	-440.00	5925 c	12	
29/07/93 Southby DDG	0288	93	120.00	-560.00	5925 c	13	
29/07/93 Kailainathan N	0243	93	120.00	-680.00	5650 c	14	
29/07/93 Munnik PB	0248	93	120.00	-800.00	0211 c	15	
29/07/93 Munnik PB	0248	92	100.00	-900.00	0211 c	16	
29/07/93 Cotter PJ	0192	93	120.00	-1020.00	4563 c	17	
29/07/93 Nuttall-Smith C	0187	93	120.00	-1140.00	3439 c	18	
29/07/93 Gogate PB	0181	93	120.00	-1260.00	7736 c	19	
29/07/93 Selemogwe JM	0173	93	120.00	-1380.00	8546 c	20	
29/07/93 Palalani KG	0255	93	120.00	-1500.00	2857 c	21	
02/08/93 Richards PM	0005	93	120.00	-1620.00	1148 c	22	
02/08/93 Welfing AA	0190	93	120.00	-1740.00	5387 c	23	
02/08/93 Young DA	0050	93	120.00	-1860.00	7733 c	24	
02/08/93 Kintu HS	0205	93	120.00	-1980.00	7733 c	25	
02/08/93 Patel AF	0144	93	120.00	-2100.00	3897 c	26	
02/08/93 Wood JP	0302	93	120.00	-2220.00	2544 c	27	
02/08/93 Hammond JB	0125	93	120.00	-2340.00	0621 c	28	
02/08/93 Ogbugo EKE	0212	93	120.00	-2460.00	0867 c	29	
02/08/93 Oranye CI	0249	93	120.00	-2580.00	0867 c	30	
02/08/93 Osemenam EA	0213	93	120.00	-2700.00	0867 c	31	
02/08/93 Buckmaster GR	0208	93	120.00	-2820.00	1332 c	32	
02/08/93 Kelly AL	0210	93	120.00	-2940.00	2272 c	33	
03/08/93 Hutchings LJ	0042	93	120.00	-3060.00	4493 c	34	
03/08/93 Morton TP	0172	93	120.00	-3180.00	4493 c	35	
03/08/93 Kazemi M	0166	93	120.00	-3300.00	0906 c	36	
03/08/93 Henderson RB	0007	93	120.00	-3420.00	3619 c	37	
03/08/93 Davey BP	0014	93	120.00	-3540.00	5818 c	38	
03/08/93 Killé AA	0070	93	120.00	-3660.00	5818 c	39	
03/08/93 Beeken RJ	0272	93	120.00	-3780.00	0630 c	40	
03/08/93 Brackenborough WM	0015	93	120.00	-3900.00	1174 c	41	
03/08/93 Allison-Broomhead GI	0221	93	120.00	-4020.00	2278 c	42	
03/08/93 Alister SPG	0292	93	120.00	-4140.00	2278 c	43	
03/08/93 Lee W	0160	93	120.00	-4260.00	2042 c	44	
03/08/93 Jackson P	0196	93	120.00	-4380.00	5033 c	45	
03/08/93 Martin GPL	0195	93	120.00	-4500.00	5025 c	46	
03/08/93 Phiri F	0286	93	120.00	-4620.00	9898 c	47	
03/08/93 Astrup GL	0198	93	120.00	-4740.00	6710 c	48	
03/08/93 Flanagan AG	0225	93	120.00	-4860.00	1732 c	49	
03/08/93 Laing RB	0037	93	120.00	-4980.00	8579 c	50	
03/08/93 Latilla KE	0040	93	120.00	-5100.00	8579 c	51	
03/08/93 Cadfan-Lewis M	0046	93	120.00	-5220.00	8579 c	52	
03/08/93 Carrier KMM	0039	93	120.00	-5340.00	8579 c	53	
03/08/93 Quille DD	0254	93	120.00	-5460.00	1660 c	54	
03/08/93 Radovanovic M	0278	93	120.00	-5580.00	7984 c	55	
02/09/93 Samman J	0276	93	120.00	-5700.00	6989 t	56	
02/09/93 Morris KI	0031	93	120.00	-5820.00	0479 t	57	
02/09/93 Pitso-Richardson DO	0113	93	120.00	-5940.00	0479 t	58	
02/09/93 Mosienyane LL	0201	93	120.00	-6060.00	1054 t	59	
02/09/93 Altman PE	0095	93	120.00	-6180.00	0954 t	60	
02/09/93 Detert EV	0062	93	120.00	-6300.00	5943 t	61	
02/09/93 McCrindle DG	0295	93	120.00	-6420.00	2953 t	62	

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	P	balance	chg		
02/09/93 Wray TG	0296	93	120.00	-6540.00	2953	t	63
02/09/93 Whitehead PW	0219	93	120.00	-6660.00	9534	t	64
02/09/93 O'Brien LR	0218	93	120.00	-6780.00	7422	t	65
02/09/93 Hogarty PW	0199	93	120.00	-6900.00	6111	t	66
02/09/93 Goodwin DFM	0242	93	120.00	-7020.00	5652	t	67
02/09/93 Kovacevic S	0179	93	120.00	-7140.00	8380	t	68
02/09/93 Sampson RB	0161	93	120.00	-7260.00	1226	t	69
02/09/93 Khin A	0234	93	120.00	-7380.00	9680	t	70
02/09/93 Vlug GH	0319	93	170.00	-7550.00	4652	t	71
02/09/93 Bergrs H	0057	93	120.00	-7670.00	5736	t	72
02/09/93 Viking NO	0096	93	119.71	-7789.71	0229	t	73
02/09/93 Ngwakwena O	0299	93	120.00	-7909.71	2570	t	74
02/09/93 Desai PD	0283	93	120.00	-8029.71	3068	t	75
02/09/93 Pettipher	0287	91	40.00	-8069.71	5914	t	76
10/11/93 Greenland JNP	0304	93	120.00	-8189.71	5801	c	77
10/11/93 Kalra OP	0154	93	120.00	-8309.71	8496	c	78
10/11/93 Orando M	0310	93	120.00	-8429.71	7186	c	79
10/11/93 Wong M	0204	93	120.00	-8549.71	5464	c	80
10/11/93 Lucas JA	0247	93	120.00	-8669.71	4718	c	81
10/11/93 Harris PF	0226	92	100.00	-8769.71	2667	c	82
10/11/93 Harris PF	0226	93	120.00	-8889.71	2667	c	83
10/11/93 Davy WJ	0223	93	120.00	-9009.71	2667	c	84
10/11/93 Nashelkar SS	0251	93	120.00	-9129.71	2988	c	85
10/11/93 Davenport CAJ	0222	93	120.00	-9249.71	5523	c	86
10/12/93 Mokgedi MG	r48	*	120.00	-9369.71	c	c	87
10/12/93 Saini JS	*	*	150.00	-9519.71	7844	c	88
10/12/93 Walker AJ	0229	93	120.00	-9639.71	7467	c	89
10/12/93 Owusu-Appianti G	*	*	150.00	-9789.71	5541	c	90
521 Sale of data							
29/07/93 DYA certpads	10 no		400.00	-400.00	7760	c	91
02/08/93 R&V sales	r46		10.00	-410.00	cash	c	92
02/08/93 APS sales			80.00	-490.00	9526	c	93
02/08/93 Groth sales	i0002		40.00	-530.00	3460	c	94
03/08/93 Anon sales			70.00	-600.00	cash	c	95
03/08/93 APS sales			215.00	-815.00	9526	c	96
03/08/93 S Cameron sales			150.00	-965.00	2691	c	97
03/08/93 Fitzwilliam sales			150.00	-1115.00	1641	c	98
02/09/93 Altman FCQSx1	i0008		30.00	-1145.00	0954	s	99
02/09/93 GIBC 1xlogo	i0004		10.00	-1155.00	2846	s	100
02/09/93 AGB CPx1	i0007		40.00	-1195.00	r43	s	101
02/09/93 PCS 1xPC	i0009		60.00	-1255.00	6416	s	102
02/09/93 Whyte PCs	i0011		135.00	-1390.00	r47	s	103
10/11/93 FMA	r50		35.00	-1425.00	4405	c	104
10/12/93 Allison-B, GA			15.00	-1440.00	3339	c	105
10/12/93 Allister S			15.00	-1455.00	3050	c	106
10/12/93 Morton T			15.00	-1470.00	3377	c	107
10/12/93 OP refund misprints			85.00	-1555.00	2607	c	108
10/12/93 Mcl, L 2xcertpad	i9316		80.00	-1635.00	7623	c	109
10/12/93 Joch Projects	i9317		10.00	-1645.00	rs52	c	110
10/12/93 Joch Proj 5xminorwk	i9323		30.00	-1675.00	rs57	c	111
522 Practice listing fee							
29/07/93 Paul Munnik, Arch't	PMA	92	100.00	-100.00	0211	c	112
633 Telecoms							
10/11/93 BTC phone 100% Roger Beeken			265.79	-265.79	3756	Q	113
09/12/93 BTC deposit BIDP phone			400.00	-665.79	3761	R	114
09/12/93 BTC Installation			200.00	-865.79	3761	Q	115
09/12/93 BTC quarter rent			48.00	-913.79	3761	Q	116
634 Secretarial services							
12/07/93 PASS JE	i932		807.80	-807.80	3742	t	117
09/08/93 PASS JV	i933		713.85	-1521.65	3745	t	118
02/09/93 Photocopy services Davy W			174.60	-1696.25	3747	Q	119
02/09/93 DYA photocopy services			162.73	-1858.98	3748	Q	120
02/09/93 Pass Secretarial Services			660.00	-2518.98	3753	Q	121
08/10/93 Pass Secretarial service			1065.07	-3584.05	3752	Q	122
08/10/93 Beeken R Photocopies			299.34	-3883.39	3754	Q	123
11/11/93 Pass Secretarial Service			650.00	-4533.39	3757	Q	124

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	P	balance	chg		
11/11/93 Roger Beeken Architects photoc			273.90	-4807.29	3758 Q		125
09/12/93 Pass Secretarial Services			480.00	-5287.29	3760 Q		126
638 Public relations							
05/08/93 P&P advert	r9467		55.00	-55.00	3744 t		127
644 Data costs							
12/07/93 Quick Print CP print	i040		4955.00	-4955.00	3741 t		128
647 Stationery							
11/11/93 Disbursements Secretarial			64.70	-64.70	3757 Q		129
29/11/93 Quick Print Letterheads			240.00	-304.70	3759 Q		130
09/12/93 Pass Stationery			75.80	-380.50	3760 Q		131
648 Rent office premises							
02/09/93 Rent BIDP office SE-OC-M093			1500.00	-1500.00	3746 Q		132
653							
03/08/93 Munnik P	0248		80.00	-80.00	3743 t		133
736 Function costs							
11/10/93 Da Alfredo BIDP Annual Dinner			3321.90	-3321.90	3755 Q		134
746 Publications costs							
29/11/93 Quick Print Xmas cards			445.00	-445.00	3759 Q		135
			Year	<u>-28863.19</u>			

BIDP books
Listed by account

		nb		syr	P	bidp/bk/byacfullreport	
						balance	chg
1994/1995							
518	Joining fee						
01/02/94	Pavlicic S applic	q4326		50.00		-50.00	9402 D 136
01/02/94	Bosiame Seomile applic	q6405		20.00		-70.00	9402 D 137
01/02/94	Minja F applic	q0110		50.00		-120.00	9402 D 138
520	Annual subscription						
01/02/94	Pavlicic S Application	q4326 94		120.00		-120.00	9402 D 139
01/02/94	Bosiame Seomile applic	q6405 94		20.00		-140.00	9402 D 140
01/02/94	Bosiame Seomile overpaid	q6405		30.00		-170.00	9402 D 141
01/02/94	Van Vuuren P subs	q5780 93		120.00		-290.00	9402 D 142
01/02/94	Minja F applic	q0110 94		120.00		-410.00	9402 D 143
521	Sale of data						
01/02/94	Sales i930021	r56		20.00		-20.00	9401 D 144
01/02/94	Sales i930019 (Missing P10 of	r54		50.00		-70.00	9402 D 145
01/02/94	Sales G.A.Build	q0036		50.00		-120.00	9402 D 146
633	Telecoms						
13/01/94	Phone bill 24/12/93 100% R Bee						
634	Secretarial services						
13/01/94	Pass Secretarial Services						
647	Stationery						
13/01/94	Stationery						
				135.27		-135.27	3763 Q 147
				570.00		-570.00	3764 Q 148
				126.40		-126.40	3764 Q 149
Year						-1481.67	

BRAP CERNZIL

9/12/13

Cheques in:

P15-00	Xmas cds	3050	SKHUS
P15-00	"	3339	G Broomhead
P15-00	"	3377	T Moran
B5-00	credit for ^{mis} printed cards		Quintipit

Cash: P170 - M G Mokedi apply for surveyor number
do receipt to LW.

Quora to report mine works.

* Brief note on complaints for newsletter.

3 RF FEB 515 next meet.

Floupp 04

BIDP current member alphabetical list

0245 K Agyare-Dwomoh
0241 M Ako-Addo
0221 G Alison-Broomhead
0292 S Alister
0095 P Altman
0215 V Amaro
0013 A Anderson
0198 G Astrup
0264 A Awolaja
0136 D Baker
0073 G Baxter
0272 R Beeken
0057 H Berge
0153 J Bernard
0300 M Bezuidenhout
0197 R Bhaskaran
H143 C Blackbeard
0015 W Brackenborough
0018 J Brejt
0183 W Brown
0208 G Buckmaster
0046 M Cadfan-Lewis
0216 S Cameron
0039 K Carrier
0282 J Chakwawa
0155 R Chephethe
0200 M Connolly
0192 Cotter
0209 D Croeser
0003 J Crone
0107 I Cuthbert
0182 M Datta
0222 C Davenport
0014 B Davey
0217 W Davies
0223 W Davy
0163 M de Villiers
0283 P Desai
0202 V Desai
0062 E Detert
0006 C Dixon-Warren
0265 D Dupree
0118 A Edwards
0301 G Enyatseng
0052 R Everson
0270 A Farrar
0162 M Fattah
0224 R Fitzsimons
0225 A Flanagan
0275 S Froy
0271 S Gaffney
0233 J Gimpel
0181 P Gogate
0242 D Goodwin
0304 J Greenland
0303 W Groth
0266 A Hakim
0036 W Hamlyn
0125 J Hammond
0250 P Harmani
0226 P Harris
0144 M Haskins
0007 R Henderson
0261 G Hingorani
0207 T Hla
0199 P Hogarty
0065 T Holdcroft
0280 Q Hossain
0165 L Howells
0285 D Huntriss
0042 L Hutchings
0064 W Jabs
0196 P Jackson
0193 D Jadeja
0306 A Jankovic

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0106 M Johnson
0111 C Jones
0206 D Jopling
0263 T Juul
0243 N Kailainathan
0154 O Kalra
F Kaszay
0185 M Kazemi
0191 K Keatimilwe
0307 S Kebathi
0294 A Kebatile
0210 A Kelly
0163 A Kelman
B Kgakatsi
0234 A Khin
0070 A Kille
0309 J Kimathi
0205 H Kintu
0269 W Kony
0179 S Kovacevic
0230 K Kwele
0037 R Laing
0308 E Lakcevic
0040 K Latilla
0150 W Lee
A237 P Lekoba
0063 J Letsholo
0149 N Letsholo
0156 S Liphuko
0247 T Lucas
0305 P Lyamuya
0169 K Macgarry
0157 V Mahenthirahasa
0009 K Mandic
0063 A Mann
0203 C March
0002 I Marshall
0022 J Marshall
0195 G Martin
0251 S Mashelkar
0252 I Mathware
0295 D McChindle
0004 J McCrory
0087 D McDermott
0180 A McHugh
0084 E Mitchell
0186 D Modibetsane
0291 N Modisi
0211 O Moesi
0274 M Mogonela
0284 D Mokotsedi
0174 J Moodycliff
0031 K Morris
0098 S Morris
0236 S Morrison
0172 T Morton
0201 L Mosienyane
0115 E Moss
0248 P Munnik
0227 G Mutungi
0188 P Nagle
0104 K Narola
0127 G Neden
0256 S Neill
0253 M Ng'andu
0299 O Ngwakwena
0189 P Ntshwanang
0187 C Nuttall-Smith
0218 L O'Brien
0231 E Obatolu
0212 E Ogbugo
0268 B Oluwa
0310 M Orando
0249 C Oranye
0213 E Osenenham

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0255 A Palalani
 0171 P Paledi
 0108 R Pandey
 0277 I Pantic
 0079 S Parker
 0184 R Parry
 0144 A Patel
 0151 J Patel
 0152 P Patel
 0237 C Patel
 0267 V Patel
 0145 S Paterson
 0311 V Peric
 A287 K Pettipher
 0023 B Phakedi
 0298 F Phiri
 0113 D Pitso-Richardson
 0262 O Price
 0228 G Pritchard
 0254 D Guille
 0278 M Radovanovic
 0258 A Ranjan
 0273 C Raubenheimer
 0239 O Renner
 0257 K Rethig
 0140 D Richards
 0005 P Richards
 0045 J Ritchie
 0214 P Rwelamila
 0278 J Samman
 0161 R Sampson
 0248 S Samudrala
 0114 V Sankar
 0240 M Sarbah
 0185 C Savage
 0177 G Schmidt
 0194 M Sebina
 A273 O Sekucha
 0173 M Selemogwe
 0176 V Senetse
 0244 W Seyena-Susu
 0158 P Shah
 0128 H Shelimendine
 0051 C Shephero
 0312 A Simu
 0048 U Smail
 0126 N Solankkey
 0288 D Southby
 0238 K Stead
 0117 R Stone
 0100 F Styles
 0142 T Taylor
 0313 J Toloczko
 0110 R Tynms
 A059 J Van Roosendaal
 0116 P Van Vuuren
 0289 P Van Wyk
 0167 A Van Zyl
 0036 N Viking
 0016 C Vista
 0281 D Wadduge
 0229 A Walker
 0088 J Wareus
 0190 A Welfing
 0219 P Whitehead
 0260 E Williams
 0298 A Williamson
 0220 G Williamson
 0204 M Wong
 0202 J Wood
 0290 K Wood
 0295 T Wray
 0133 M Yates
 0146 A Yazdani
 0050 D Young

0282 Chakwawa, Jimmy Auspaur
PO Box 2469
Gaborone
BSc(QS)

0270 Farrar, A H
P/Bag 0064
Gaborone

← Mr. Cotter

← Mr. Cotter

BIDP

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today, then copy
all ~~data~~ to your machine
+ copy RPS: RPI file

check with Williams/
Cotter whether these
are or are not members
& what category/chapter -
now: today: if no
answer, assume
they are not members

Associate members

A297 Lekoba, Percy Setlhora
P O Box 610
Gaborone
BSc.QS, Construction Economics

A287 Pettipher, Kevin John
PO Box 2017
Gaborone

Full members

0245 Agyare-Dwomoh, Kwasi
P/Bag 0025
Gaborone
Msc. (Arch), MGIA

0241 Ako-Addo, Martin Adu
PO Box 2469
Gaborone
BSc(Hons) (QS), MGIS

0221 Alison-Broomhead, Graham Ian
P O Box 698
Gaborone
BSc(QS), RQS, MAQS

0292 Alistair, Steven Paul George
PO Box 698
Gaborone
B.Sc.(QS)

0095 Altman, Paul E
PO Box 40117, Broadhurst
Gaborone
B.Arch, Dip.PM, MRIAI, RIBA, ARCUK

0215 Amaro, Victor A. M. M.
PO Box 2302
Gaborone
Pr.Eng, B.Sc.(Eng) MSAICE

0013 Anderson, Andrew William
PO Box 30263
Lusaka
Zambia
B.Arch, MZIA, RIBA, MIAZ

0198 Astrup, Gary Lars
PO Box 696
Gaborone
BSc(QS), MAQS, RQS, ARICS

0264 Awolaja, Albert
PO Box 380
Gaborone
BES, M.ED

- 0073 **Baxter**, Gordon
PO Box 20559
Gaborone
B.Sc, MICE
- 0272 **Beeken**, Roger J
Bag BR 282 Broadhurst,
Gaborone
B.Arch, RIBA. MAAK. BSc
- 0057 **Bergs**, Hanns-Gerd
PO Box 1581
Parklands 2121
Johannesburg SA
B.Arch, RIBA, Dip I.D, FBIID
- 0153 **Bernard**, Joseph Jane
PO Box 733
Francistown
B.Sc(Eng)(Hons)C.Eng,MICE.
- 0300 **Bezuidenhout**, Marcus Albertus
P O Box 336
Lobatse
B Sc (qs)
- 0197 **Bhaskaran**, Raman Pillai
PO Box 1157
Gaborone
LCE, GMISE (India), Dip Irrigation
- 0015 **Brackenborough**, William Michael
PO Box HG489
Highlands, Harare
Zimbabwe
FRICS
- 0208 **Buckmaster**, Grant Rodney
PO Box 927
Francistown
BE
- 0046 **Cadfan-Lewis**, Melfyn
PO Box 808
Gaborone
FRICS, MASAQS, RQS
- 0216 **Cameron**, Simon Robert
PO Box 927
Francistown
BE(HONS) New Zealand, MIPENZ
- 0039 **Carrier**, Kenneth Michael Morton
c/o PO Box 808
Gaborone
FRICS, MASAQS, RQS
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PO Box 0042
Gaborone
Dip (URP), MA(EPDC), MRTPI
- 0192 **Cotter**, ^{Pe}ter James
P/Bag 00159
Gaborone
BSc, MICE, MISE, PrEng
- 0209 **Croeser**, David Charles
PO Box 927
Francistown
BSc. (Eng)
- 0003 **Crone**, James Alan
c/o PO Box 380
Gaborone
B.Sc, CEng, FICE, MASCE, MConsE, FIHT, MEIZ

- 0107 **Cuthbert**, Ian
PO Box 345
Gaborone
B.Arch(Hons), RIBA, ARIAS
- 0182 **Datta**, Manoj
PO Box 1615
Gaborone
B.Arch (Hons), MIIA, MZIA, MIAZ
- 0222 **Davenport**, Charles Anthony John
P/Bag 0088
Gaborone
BSc(Eng), MICE, MISTructE
- 0014 **Davey**, Brian Peter
PO Box 610
Gaborone
FRICS, Dip Bldg Econ
- 0217 **Davies**, William Edward
PO Box 401971
Gaborone
Dip. Arch, RIBA
- 0223 **Davy**, William John
P/Bag 00327
Gaborone
BSc. (Q.S) ARICS., ACI Arb.
- 0168 **de Villiers**, Malan
c/o PO Box 1468
Gaborone
B Eng(Mech)(Hons)
- 0202 **Desai**, Vikramaditya Niranjana
PO Box 938
Lenasia 1820
SA
B Arch, MIA(SA), Architect(SA)
- 0283 **Desai**, Pankaj Dhirajcal
PO Box 41600
Gaborone
- 0062 **Detert**, Edgar Vernon
c/o PO Box 2017
Gaborone
Dip QS, ARICS, RQS MAQS
- 0006 **Dixon-Warren**, Colin Patison
c/o P O Box 610
Gaborone
FRICS
- 0265 **Dupree**, David John
PO Box 1789
Gaborone
AA Dipl., FRIBA, MAAK(A), MMIA
- 0118 **Edwards**, Arthur Ramsay
c/o PO Box 1468
Gaborone
CEng, PrEng(SA). FIEE, MIV(SA)
- 0301 **Enyatseng**, Gaothusi Roy
P O Box 40388
Gaborone
Bsc Civil Eng MSc
- 0052 **Everson**, Roger Malcolm
c/o PO Box 656
Gaborone
ARICS, ARIQS, AIA

- 0162 **Fattah**, Mohammad Abdul
P/Bag 0015
Ghanzi
BSc (Civ Eng)
- 0225 **Flanagan**, Andrew Gerald
P/Bag BR 27
Gaborone
BSc., C.Eng., FICE, FEIZ
- 0271 **Gaffney**, Stephen
PO Box 1194
Gaborone
B.Arch, RIBA, MZIA,
- 0181 **Gogate**, Pramod B
PO Box 610
Gaborone
B.Eng (Civil), MIE(India)
- 0242 **Goodwin**, David Frank Michael
PO Box 20599
Gaborone
BSc(Eng), C.Eng, MIEE, AIAC,
- 0304 **Greenland**, John Nicholas Peveral
P O Box 20599
Plot 10041
Gaborone
Bsc(hons)
- 0303 **Groth**, Wolfgang Andreas
P O Box 2224
Gaborone
Bsc(Hons)
- 0266 **Hakim**, Asadul
P/Bag 008
Tatitown
Francistown
B.Arch
- 0125 **Hammond**, Jeffrey Blair
P/Bag 0087
Gaborone
B.Sc(Eng), MSAICE
- 0250 **Harmani**, Pravin Balubha
PO Box 35118
Lusaka
Zambia
DipArch, FIIA, MZIA
- 0226 **Harris**, Paul Francis
PO Box UA 533
Harare
Zimbabwe
Cert. (Q.S), FRICS, MZIQS.
- 0007 **Henderson**, Ronald Bryden
PO Box 98854
Sloane Park 2152
SA
B.Sc(Hons), M.Sc, MICE, MSAICE
- 0261 **Hingorani**, Gopal Das
P/Bag 011
Mochudi
Dip(Civil), MIE(India), AMIE(India)
- 0207 **Hla**, Tin Tin
c/o P/Bag BR4
Gaborone
B.Arch

- 0199 **Hogarty**, Paul William
PO Box 1135
Francistown
BSc(QS), MASAQS, RQS
- 0065 **Holdcroft**, Timothy Forrester
PO Box 416
Gaborone
B.Eng(Hons), MICE
- 0280 **Hossain**, Quazi Mir
P/Bag 2
Kanye
Dip Arch
- 0285 **Huntriss**, Donald Ian
PO Box 30576
Gaborone
BSc(Eng), (Civil)
- 0042 **Hutchings**, Lawrence James
P/Bag 0064
Gaborone
Bsc, MBIM,FRICS, ACI,Arb, AA, Arb, MAQS
- 0064 **Jabs**, Wolfgang Gerd
c/o PO Box 1194
Gaborone
B.A, B.Arch
- 0196 **Jackson**, Peter
PO Box 4611
Harare
Zimbabwe
BSc Hons, Dip Arch, RIBA, MZIA, MIAZ
- 0193 **Jadeja**, Deepakkumar Ajitsinhji
PO Box 762
Gaborone
BSc Civ Eng
- 0306 **Jankovic**, Aleksandar
P O Box 207
Khwai Rd
Gaborone
BSc(Eng)
- 0106 **Johnson**, Mmapula Glorious Karabo
P/Bag 0025
Gaborone
M.Sc(Arch)
- 0111 **Jones**, Gordon Barrie
c/o P/Bag 0064
Gaborone
Dip QS, ARICS, ACI Arb, AA Arb, MAQS
- 0263 **Juul**, Trevor Carelse
PO Box 380
Gaborone
BA, Dip(Arch)
- 0243 **Kailainathan**, Nadesu
PO Box 2462
Gaborone
BSc(Eng), Dip(Hydropower),C.Eng, MICE(London)
- 0154 **Kalra**, Om Parkash
c/o P/Bag 28
Lobatse
Dip Arch, FIIA,FIPD,
- 0166 **Kazemi**, Mohammad
P/Bag BR65
Gaborone
Dip Ing

- 0305 **Lyamuya**, Paul Kinanawa
P O Box 412
Gaborone
Dip Arch (Italy)
- 0169 **Macgarry**, Kevin Ignatius
41 Cedar Road
Durban
South Africa
B.Arch(Natal), RIBA
- 0009 **Mandic**, Konstantin
P/Bag BR38
Gaborone
BA Arch, MYA
- 0063 **Mann**, Anthony David
PO Box 345
Gaborone
RIBA, RWA Dip.
- 0203 **March**, Charles Frederick
PO Box 45196
Mayfair 2108
SA
FSAIETE, MILESA, MASEE, Eng Tech
- 0002 **Marshall**, Ian Harley
Box 1521
S. W. Harbor, ME 04679
USA
B.Arch(UCT) M.Arch(Penn)AIA,RIBA,ARIAS.
- 0022 **Marshall**, Jean Carol McCarthy
Box 1521
S. W. Harbor, ME 04679
USA
BA(Maths), MCP, MAIP
- 0195 **Martin**, George Paul Lamont
PO Box 1025
Francistown
B Arch, MIAZ
- 0251 **Mashekar**, Sharad Sudam
PO Box 41314
Gaborone
G.Dip (Arch), A.I.I.A
- 0252 **Mathware**, Igaketse Thopho ✓
PO Box 656
Gaborone
BSc(Hons) QS
- 0295 **McCrindle**, Derek Gordon
29 Princess of Wales Terrace
Parktown 2193
South Africa
Dip(QS)
- 0004 **McCroory**, John Boomer
PO Box 1664
Gaborone
Dip Arch
- 0087 **McDermott**, Deirdre
c/o PO Box 764
Francistown
BA(hons), Dip TRP, MIPI
- 0084 **Mitchell**, Eric Patrick
PO Box 1925
Gaborone
BSc (Hons), MICE

- 0191 **Keatimilwe**, Kagiso
P/Bag 0068
Gaborone
BSc Hons TP M.Sc.
- 0307 **Kebathi**, Stanley
P O Box 58
Gaborone
B.A, Arch, M.Arch, (Nairobi) M.Arch (Califor)
- 0210 **Kelly**, Alexander Lees
PO Box 1395
Gaborone
BSc. (Eng) (Civil), MBA, SACPE
- 0234 **Khin**, Aung
P/Bag BR-4
Broadhurst
Gaborone
B.Arch
- 0070 **Kille**, Alan Arthur
PO Box 610
Gaborone
FRICS
- 0309 **Kimathi**, James
PO Box 58
Gaborone
M. Arch., BA Arch., dip, PH (SHMRSH MAAK
- 0205 **Kintu**, Hammed Semwanje
P/Bag 00120
Gaborone
MSc(Arch)
- 0269 **Kombo**, Wilbard Mugumya
P/Bag 0061
Gaborone
Building Economics
- 0179 **Kovacevic**, Slobodan R
PO Box 483
Gaborone
Dip. Eng. Geodesy
- 0230 **Kwele**, K Nightingale
PO Box 1136
Gaborone
BA, BSc (Econs)
- 0037 **Laing**, Robert Balfour
c/o PO Box 808
Gaborone
Dip QS, FRICS, MASAQS, RQS
- 0040 **Latilla**, Kim Everitt
c/o PO Box 808
Gaborone
FRICS, MASAQS, RQS
- 0160 **Lee**, William
PO Box 1190
Gaborone
C.Eng, M.I. Struct E
- 0156 **Liphuko**, Seeiso David
PO Box 1771
Gaborone
M.Phil TP, MRTPI
- 0247 **Lucas**, John Andrew
PO Box 451
Gaborone
Dip Arch, RIBA, ARCUK

- 0186 **Modibetsane**, David
P/Bag 0042
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Dip URP, MA Env Planning
- 0291 **Modisi**, Neo Keafiwa Peloewetse
PO Box 201447
Gaborone
BA. Arch
- 0211 **Moesi**, Obabonye
P/Bag 0042
Gaborone
Dip, (PIng)
- 0284 **Mokotedi**, Dikagiso Bogatsu
PO Box 412
Gaborone
Student
- 0031 **Morris**, Keith Iles
c/o PO Box 16
Gaborone
B.Arch(UCT), RIBA, ARCUK
- 0236 **Morrison**, Stuart
P/Bag BR3
Gaborone
BSc(Hons), RIBA, ARCUK
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P/Bag 0064
Gaborone
Bsc(Hons)QS, ARICS
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PO Box 1615
Gaborone
BA, Dip Arch, MA(Urban Design), RIBA, ARCUK
- 0115 **Moss**, Stephen Andrew
P/Bag BR113
Broadhurst
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BSc(Eng), MBA, C.Eng, MICE, MIHT, PMI, AAARB
- 0248 **Munnik**, Paul Barry
P/Bag 0034
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B.Arch
- 0227 **Mutungi**, Gregory Lutta
PO Box 1768
Gaborone
BA(Arch. St.), MArch, EAIA, MAAK, MAAT
- 0104 **Narola**, Kantilal P
PO Box 40855
Gaborone
B.Arch, AIIA
- 0256 **Neill**, S
PO Box 928
Gaborone
Dip.Arch, RIBA
- 0253 **Ng'andu**, Mubanga Watson
PO Box 928
Gaborone
B.Arch
- 0299 **Ngwakwena**, O A B
P/Bag F174
Francistown
Bsc(Hons) Land Administration

names ??

- 0189 **Ntshwarang, Piet**
PO Box 20677
Gaborone
BSc (QS)
- 0187 **Nuttall-Smith, Christopher**
PO Box 471
Francistown
Dip Arch
- 0218 **O'Brien, Lewis Robert**
PO Box 2466
Gaborone
C Eng, MStructE
- 0231 **ObatoLu, Emmanuel Adesinbo**
PO Box 2469
Gaborone
BSc (Hons) QS
- 0212 **Ogbugo, Emeka Kudzo Emmanuel**
PO Box 2469
Gaborone
BSc. (Hons) (QS), MSc, ANIQS, MBIM
- 0268 **Oluwa, Babatunde A**
PO Box 201504
Gaborone
B.Arch
- 0310 **Orando, Marcellus**
P/Bag B R 22
Gaborone
BA (Econs)
- 0249 **Oranye, Chike Ikemefuna**
PO Box 2469
Gaborone
BSc(Hons), ANIQS, ARICS
- 0213 **Osemenam, Emeka Azubike**
PO Box 2469
Gaborone
ARICS, FNIQS, PPNIQS
- 0255 **Palalani, Koziba Gumbu**
PO Box 656
Gaborone
BSc(QS)
- 0171 **Paledi, Paul Letsebe**
P/Bag BR3
Gaborone
BSc Arch, B.Arch
- 0277 **Pantic, Ivan**
PO Box 207
Gaborone
BA.Arch
- 0079 **Parker, Stuart Donald Michael**
c/o PO Box 764
Francistown
Dip Arch, Dip Mech Serv, CIBS,
- 0144 **Patel, A F**
GSP (Pty) Ltd
PO Box 513
Selebi-Phikwe
B.E(Civil), FIE, FIV. M.ASCE
- 0151 **Patel, Jashbhai Bhaijibhai**
PO Box 336
Lobatse
Bsc (Civ Eng)

- 0152 **Patel, Pramod Chandra I**
PO Box 40983
Gaborone
Dip Arch, FIIA, PPZIA, RIBA
- 0237 **Patel, Shahnawaz M**
PO Box 20599
Gaborone
BEng (Mech), CEng
- 0267 **Patel, Vasant**
PO Box 336
Lobatse
BE(Civil)
- 0311 **Peric, Vladimir**
P O Box 207
Gaborone
Bsc Eng.
- 0286 **Phiri, Fred**
PO Box 928
Gaborone
B.Arch
- 0113 **Pitso-Richardson, Dukie Olive**
PO Box 16
Gaborone
Dip(Hons)Arch, RIBA, ARCUK
- 0262 **Price, Owen Sean**
PO Box 610
Gaborone
BSc (QS)
- 0228 **Pritchard, Gareth Wyn**
PO Box 610
Gaborone
BSc(Q.S), MZIQS, A.A.ARB, ARICS
- 0254 **Quille, Denis Declan**
P/Bag BR127
Gaborone
Dip CE, ARICS, MSIM, MZIQS
- 0278 **Radovanovic, Milan**
PO Box 207
Gaborone
BA.Arch
- 0258 **Ranjan, Aluraj David**
PO Box 41029
Gaborone
BE(Civil)
- 0279 **Raubenheimer, Carolina A G**
PO Box 11440
Brooklyn
Pretoria 001
BSc (QS)
- 0239 **Renner, O'Neil George**
PO Box 740
Gaborone
BSc(Hons), PG. Dip (Arch)
- 0257 **Rettig, Keith Philip**
PO Box 610
Gaborone
Dip.QS, ARICS
- 0140 **Richards, David**
c/o PO Box 656
Gaborone
B.Sc(QS), MSIZ, ACI Arb, ARICS

- 0005 **Richards**, Peter Maurice
PO Box 656
Gaborone
ARICS
- 0214 **Rwelamila**, Pantaleo Daniel
P/Bag 0061
Gaborone
BSc, MSc, MAACE, AdvDip1, MAACE, MSIZ, FFB,
- 0276 **Samman**, Joseph
P/Bag 0061
Gaborone
Bsc (Hons)
- 0161 **Sampson**, Richard Bernard
PO Box 911
Gaborone
B.Arch(CT), MIAZ
- 0246 **Samudrala**, Suresh Chandra
PO Box 40983
Gaborone
B. Arch., I.I.I.A
- 0114 **Sankar**, Vadekkemadam Sesha Iyer
P/Bag 0040
Francistown
Dip CivEng, Dip Town & Country Planning
- 0240 **Sarbah**, Mark Ackah
PO Box 740
Gaborone
BSc(Hons), PG. Dip (Arch)
- 0185 **Savage**, Colin Woodall
c/o P/Bag 00120
Gaborone
B.Arch (Natal)
- 0177 **Schmidt**, Gabriele Monika
PO Box 1615
Gaborone
Dip.Eng Arch & Build. Economy
- 0194 **Sebina**, Maotoanong Lapedung
P/Bag 0068
Gaborone
BSc(Hons)T&CP, MSc(RREP)
- 0173 **Selemogwe**, Molefe Justice
P/Bag 0037
Gaborone
B.Sc (Land Surv.) Msc (Cad. & L.I.M)
- 0176 **Seretse**, Vincent T
PO Box 1662
Gaborone
BA, MCP, MSc S.C.V
- 0244 **Seyena-Susu**, Wisdom Isidore
PO Box 1127
Gaborone
BSc Design (Architecture & Plan), MSc(Arch)
- 0158 **Shah**, Pradip Babulal
PO Box 2144
Gaborone
B.Arch
- 0128 **Shelmerdine**, Howard Mitchell
PO Box 933
Gaborone
Inst Dip Civ Eng, MICE, MIHE

0312 **Simu**, Alan Cleophas Mulango
P/Bag 177
Gaborone
BA.Arch M.Arch.

0048 **Smail**, David Hay
c/o PO Box 1194
Gaborone
B.Arch, MZIA, RIBA, MIA(SA)

0288 **Southby**, David Duke Gapper
PO Box 2017
Gaborone
Bsc(QS)

0238 **Stead**, Kenneth
PO Box 20599
Gaborone
HND, FI Mech E, FCIBSE

0313 **Toloczko**, Jed S
P/Bag 0061
Gaborone
Dip BS, ARICS

0110 **Tymms**, Robert Samuel
c/o PO Box 20599
Gaborone
B.Sc(Eng), FICE

0289 **Van Wyk**, Pieter
PO Box 2017
Gaborone
BSc(QS)

0167 **Van Zyl**, Adriaan Jacobus
c/o PO Box 1468
Gaborone
B Eng(Elec)

0096 **Viking**, Nils Olof
Box 2205, SE-103 15
Stockholm
Sweden
B.Arch(Hons), SAR, RIBA

0016 **Vista**, Cirillo P
PO Box 806
Gaborone
BSGE

0281 **Wadduge**, Diyananda
P/Bag 40
Francistown
RIBA part 1, Msc Arch, Phd Arch

0229 **Walker**, Andrew John
P/Bag 00234
Gaborone
MSc. Eng.,MSAICE,MASAIIE,MIWEM.

0086 **Wareus**, Jan
Swedeplan
PO Box 2182
Gaborone
B.Arch,MSAR(Sweden)

0190 **Welfing**, Albert Andreas
PO Box 448
Maun
M Arch & Bldg Eng (Delft)

0219 **Whitehead**, Paul William
PO Box 1664
Gaborone
B.Arch

- 0260 **Williams, Evan Osborne**
PO Box 380
Gaborone
B.Arch, ARIBA, MIA(SA)
- 0220 **Williamson, Graham Jeffrey**
PO Box 20599
Gaborone
BSc. (Engineering)
- 0298 **Williamson, Alan**
c/o PO Box 1093
Gaborone
BSc(QS)
- 0204 **Wong, Melvern**
P/Bag BR168
Broadhurst
Gaborone
BSc(Eng), MSc(Eng), PrEng(SA), MSAICE, MASCE
- 0302 **Wood, Jeremy Peter**
P O Box 20599
Gaborone
Bsc(Eng)
- 0296 **Wray, Timothy Gordon**
P O Box 87480
Johannesburg
2041
HND(QS), ARICS,
- 0133 **Yates, Michael George Henry**
PO Box 116
Buhrmannsdrif 2867
RSA
PrEng(SACPE), F(SA)IMM, M(SA)ICE, M(SA)ISC
- 0146 **Yazdani, A T**
P/Bag 28
Lobatse
BSc (Civ Eng), Dip Hydraulic Eng
- 0050 **Young, David Alexander**
PO Box 1049
Gaborone
B.Arch (Natal), MIA(SA)

Honorary members

- H143 **Blackbeard, C W**
PO Box 58
Serowe

Student members

- S294 **Kebatile, Amangwe Americo**
P/Bag 0064
Gaborone
Student

R. ERSKINE!!

Pramod Patel Architects (Pty) Ltd
PO Box 40893
Gaborone

Phone 351656 Fax 357353
Cycle Mart Building
Plot 1284
Old Lobatse Road

map (Admp)04
COUNCIL

Conscom
PO Box 451
Gaborone

Phone 352882
Tirelo House
Gaborone Mall

Paul Harris Associates
P/Bag 00327
Gaborone

Phone 357922 Fax 357922
Plot 10231
Mokolwane Road
Broadhurst Industrial

Euler Engineering (Pty) Ltd
P/Bag BR65
Gaborone

Phone 359510
Plot 5809
Gaborone

Nicholas O'Dwyer & Partners (Pty) Ltd
P/Bag BR27
Gaborone

Phone 374205 Fax 372095
Barclays house
Khama Crescent
Gaborone

Stewart Scott International
PO Box 1517
Gaborone

Phone 352557 Fax 353009
Plot 22076
Modiri House
Gaborone West

Anthony Davenport & Associates (PTY)Ltd
PO Box 1664
Gaborone

Phone 356753 Fax 371802
Plot 208

The Fitzwilliam Partnership
P/Bag BR127
Gaborone

Phone 351883 Fax 351883
Plot 831
Pabalelo Close

McIntosh Latilla
PO Box 1135
Francistown

Phone 214167 Fax 214441

David Young, Architect
P/Bag 00120
Gaborone

Phone 371181 Fax 371181
Plot 6406
Tlhwane Road
Broadhurst Industrial

HKS Consultants Botswana (PTY) Ltd
PO Box 1190
Gaborone

Phone 314172 Fax 372800
Impala House
Plot 4771
Station Road

Kille & Dannhauser
Chartered Quantity Surveyors
PO Box 610
Gaborone

Phone 352492
Rizka House
Plot 8884
African Mall

Acuitas
PO Box 345
Gaborone

Phone 314391
Barclays House

Anderson & Anderson
PO Box 911
Gaborone

Phone 353651
Plot 1245
Haile Selassie Road
Old Industrial Area

APS Botswana
PO Box 1664
Gaborone

Phone 353896 Fax 371802
Plot 1232
Haile Selassie Road
Old Industrial Area

Dalgliesh Lindsay Group
PO Box 928
Gaborone

Phone 352251 Fax 352251
Plot 224
Independence Avenue

KMM Architects
P/Bag BR38
Gaborone

Phone 371263 Fax 313582
BBS Building
Broadhurst Mall

K P Narola, Architect
PO Box 40855
Gaborone

Phone 313163
Plot 17974
Gaborone West

Tswana Design Architects
PO Box 1194
Gaborone

Phone 353126
Plot 4719
Old Lobatse Road
Central Industrial

Watkins Grey Morris International
PO Box 16
Gaborone

Phone 352450
Madirelo House
Plot 6377
Station Road

Scott Wilson Kirkpatrick & Partners
PO Box 933
Gaborone

Phone 351710
Plot 1264
Old Lobatse Road

Sir Alexander Gibb & Partners (Botswana)
PO Box 416
Gaborone

Phone 351301 Fax 373130
Plot 14391
New Lobatse Road

Knight-Piesold Botswana
P/Bag 0087
Gaborone

Phone 312089
Plot 684
Botswana Road

ZWCK Consulting Engineers
PO Box 20599
Gaborone

Phone 352452
CBA Complex
Broadhurst Industrial

Vista Engineering Services (Pty) Ltd
PO Box 806
Gaborone

Phone 312625
Chobe House
Broadhurst Mall

McIntosh Latilla
PO Box 808
Gaborone

Phone 351310 Fax 373743
312 Botsalano House
Plot 1190/1196
Gaborone Mall

Peter Richards & Partners
PO Box 656
Gaborone

Phone 353647
Koh-I-Noor Court
Plot 131
Independence Avenue

Reynolds & Young
P/Bag 0064
Gaborone

Phone 353578
Plot 2638
Phuti Crescent

AGB Botswana
PO Box 698
Gaborone

Phone 372002
Plot 2690
Phiri Crescent
Gaborone

Agora Architecture
PO Box 448
Maun

Phone 660659 Fax 660205
Plot D16
Maun Mall

Muttall Smith Architects
PO Box 471
Francistown

Phone 212477
Plot 6199
Rutherford Street

Mosienyane and Partners
PO Box 1615
Gaborone

Phone 374334 Fax 374334
Plot 729
Botswana Road

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185:	50	186:	50	187:	50	188:	50	189:	50	190:	50	191:	50	192:	50
193:	50	194:	50	195:	50	196:	50	197:	50	198:	50	199:	50	200:	50
201:	50	202:	50	203:	50	204:	50	205:	50	206:	50	207:	50	208:	50
209:	50	210:	50	211:	50	212:	50	213:	50	214:	50	215:	50	216:	50
217:	50	218:	50	219:	50	220:	50	221:	50	222:	50	223:	50	224:	30
225:	25	226:	30	227:	30	228:	30	229:	25	230:	28	231:	22	232:	33
233:	36	234:	30	235:	22	236:	50	237:	30	238:	19	239:	50	240:	50
241:	44	242:	50	243:	50	244:	36	245:	36	246:	44	247:	50	248:	25
249:		250:		251:	36	252:	25	253:	18	254:	25	255:	25		

BOLD/ITALIC pitch:

1:	2:	3:	4:	5:	6:	7:	8:								
9:	10:	11:	12:	13:	14:	15:	16:								
17:	18:	19:	20:	21:	22:	23:	24:								
25:	26:	27:	28:	29:	30:	31:	32:	15							
33:	19	34:	26	35:	27	36:	27	37:	46	38:	41	39:	19	40:	19
41:	19	42:	27	43:	46	44:	19	45:	19	46:	19	47:	19	48:	27
49:	27	50:	27	51:	27	52:	27	53:	27	54:	27	55:	27	56:	27
57:	27	58:	19	59:	19	60:	52	61:	46	62:	52	63:	27	64:	46
65:	32	66:	32	67:	35	68:	38	69:	32	70:	31	71:	38	72:	39
73:	19	74:	24	75:	35	76:	30	77:	43	78:	35	79:	38	80:	32
81:	38	82:	32	83:	27	84:	30	85:	38	86:	32	87:	43	88:	32
89:	30	90:	30	91:	19	92:	19	93:	19	94:	27	95:	27	96:	19
97:	27	98:	27	99:	24	100:	27	101:	24	102:	16	103:	27	104:	27
105:	16	106:	16	107:	24	108:	16	109:	38	110:	27	111:	27	112:	27
113:	27	114:	21	115:	21	116:	16	117:	27	118:	24	119:	35	120:	24
121:	24	122:	21	123:	24	124:	27	125:	24	126:	27	127:	52	128:	35
129:	27	130:	24	131:	27	132:	27	133:	27	134:	27	135:	24	136:	24
137:	24	138:	24	139:	16	140:	16	141:	16	142:	32	143:	32	144:	32
145:	35	146:	46	147:	27	148:	27	149:	27	150:	27	151:	27	152:	24
153:	38	154:	38	155:	27	156:	27	157:	27	158:	45	159:	27	160:	27
161:	16	162:	27	163:	27	164:	27	165:	35	166:	27	167:	27	168:	27
169:	46	170:	46	171:	46	172:	46	173:	19	174:	25	175:	25	176:	52
177:	52	178:	52	179:	52	180:	52	181:	52	182:	52	183:	52	184:	52
185:	52	186:	52	187:	52	188:	52	189:	52	190:	52	191:	52	192:	52
193:	52	194:	52	195:	52	196:	52	197:	52	198:	52	199:	52	200:	52
201:	52	202:	52	203:	52	204:	52	205:	52	206:	52	207:	52	208:	52
209:	52	210:	52	211:	52	212:	52	213:	52	214:	52	215:	52	216:	52
217:	52	218:	52	219:	52	220:	52	221:	52	222:	52	223:	52	224:	32
225:	27	226:	32	227:	32	228:	32	229:	27	230:	30	231:	24	232:	35
233:	38	234:	32	235:	24	236:	52	237:	32	238:	21	239:	52	240:	52
241:	46	242:	52	243:	52	244:	38	245:	38	246:	46	247:	52	248:	27
249:	2	250:	2	251:	38	252:	27	253:	20	254:	27	255:	27		

No translation table defined

DOWNLOAD PARAMETERS

NORMAL font file: None
BOLD font file: None

Download: No
Download: No

ITALIC font file: None
BOLD/ITALIC font file: None

Download: No
Download: No

Font number: 11

Name: Letter Gothic 12 Point 12 Pitch (Port.)
Spacing: Fixed
Point size: 12.0
Font type: Bitmapped

NORMAL pitch: 12.00

Begin sequence: 27,"(10U",27,"(s0p12h12v0s0b6T"

End sequence:

BOLD pitch: 12.00

Begin sequence: 27,"(10U",27,"(s0p12h12v0s3b6T"

End sequence:

ITALIC pitch: 12.00

Begin sequence: 27,"(10U",27,"(s0p12h12v1s0b6T"

End sequence:

BOLD/ITALIC pitch: 12.00

Begin sequence: 27,"(10U",27,"(s0p12h12v1s3b6T"

End sequence:

No translation table defined

DOWNLOAD PARAMETERS

NORMAL font file: None	Download: No
BOLD font file: None	Download: No
ITALIC font file: None	Download: No
BOLD/ITALIC font file: None	Download: No

RR printer
Config 19/9/93

Printer 1 name: HP DeskJet 510
Printer 1 type: HP DeskJet Plus/DeskJet 500
Time-out (seconds): 0
Interface type: Parallel
Port: 1 (LPT1)
Check 'printer busy' signal? Yes
Check 'printer online' signal? Yes
Check 'printer out of paper' signal? Yes
Check 'printer i/o error' signal? Yes
Driver type: Non-Postscript
Send line feed? Yes
Start of report sequence: 27,"E",27,"(10U",27,"&kG"
End of report sequence: 27,"E"
Form length (lines) sequence: 27,"&l1E"
Form feed sequence: 12
Maximum form length (lines): 128
Compressed characters per inch: 16.70
Compressed print sequence: 27,"(s16.67H"
6 lines per inch sequence: Mode
27,"&l6D"
8 lines per inch sequence: Mode
27,"&l8D"
10 pitch sequence: 27,"(s10H"
12 pitch sequence: 27,"(s12H"
Bold on sequence: 27,"(s3B"
Bold off sequence: 27,"(s0B"
Underline on sequence: 27,"&dD"
Underline off sequence: 27,"&d@"
Italics on sequence: 27,"(s1S"
Italics off sequence: 27,"(s0S"
Landscape mode sequence: 27,"&l10",27,"&k1W"
Portrait mode sequence: 27,"&l00"
Unprintable top edge (inches): .27
Skip unprintable top edge sequence: 27,"&a194V"
Unprintable left edge (inches): .27
Auto-skip left edge? Yes
Unprintable bottom edge (inches): .34
Unprintable right edge (inches): .25
Horizontal position resolution (units per inch): 300
Horizontal position mode: Absolute
Horizontal position sequence: 27,"*p%aX"
Vertical position resolution (units per inch): 720
Relative vertical position sequence: 27,"&a+%aV",13
Maximum value in vertical position sequence: 0
Character width resolution (units per inch): 300
Auxiliary paper bin 1 sequence:
Auxiliary paper bin 2 sequence:
Letter tray sequence:
Legal tray sequence:
Executive tray sequence:
A4 tray sequence:
Begin downloading fonts sequence:
Font download prefix:
Font download suffix:
Move or print first? Move

BIDP
COUNCIL
(AOKP) 04

Directory 92/3

BIDP DATA

- ✓ Conn 92
- ✓ Reg 92
- X Contents
- X Other pages
- ✓ X Member data
- X Firms

list of paid / signed for 91

12.7.93 - 12h30.

bidp books
Listed by account

bidp/bk/bvacfullreport

BIDP Council
(Adm) 04

	nb	svr	P	balance	chg	
1989/1990						
20 Annual subscription						
OK 20/02/90 Nicrel c8640 Goodwin?	*	90	40.00	40.00	8639 c	1
OK 20/02/90 Nicrel c8639 Sarbah?	*	90	40.00	80.00	8640 c	2
OK 20/02/90 NZA c06045 Renner?	*	90	40.00	120.00	6045 c	3
OK 07/03/90 Mathware B 900307	*		40.00	160.00		4
19/03/90 Gaffney S TD	*		40.00	200.00	6734 c	5
OK 19/03/90 Gaam c02548 ?	*	90	40.00	240.00	2548 c	6
OK 19/03/90 Gaam c09205 member		90	40.00	280.00	9205 c	7
19/03/90 Nielsen S	*		40.00	320.00	0230 c	8
OK 19/03/90 Conscom c08438 ?	*	90	40.00	360.00	8438 c	9
OK 10/04/90 J Fuller/Falei?	*		40.00	400.00	2130 c	10
OK 11/04/90 R&Y Morton			100.00	500.00	cq c	11
16/05/90 TD Rao-Adapa cq	*		20.00	520.00	cq c	12
OK 29/05/90 Patel A C&GE 900529 r67	*?		20.00	540.00		13
OK 29/05/90 Patel A C&GE 90 r68	*?		20.00	560.00		14
		Year		560.00		

→ 1992
no payment
referred?
Credit Griffiths

bidp/bk/byacfullreport

Favar & Becker 11/9/91

BIDP books
Listed by account

bidp/bk/bvacfullreport

	nb	svr	P	balance	chg	
1991/1992						
20 Annual subscription						
13/09/91 A H Farrar			40.00	40.00	3035 c	29
13/09/91 Pankaj Desai	*		40.00	80.00	4644 c	30
19/09/91 Beeken applic			45.00	125.00	cash c	31
30/10/91 W H Brackenborough		91	40.00	165.00	0102 c	32
30/10/91 A G Chiwila applic		92	40.00	205.00	r18 c	33
04/12/91 P S Lekoba applicatn		92	20.00	225.00	6715 c	34
04/12/91 B Z Kkakatsi applic		92	20.00	245.00	2621 c	35
23/01/92 Wray, T G	*		40.00	285.00	9723 c	36
23/01/92 McCrindle, D G	*		40.00	325.00	9723 c	37
06/03/92 P Ntshwarang apolic	*	92	40.00	365.00	0314 c	38
06/03/92 W A Groth applic	*	92	40.00	405.00	2515 c	39
30/03/92 NKP Modisi	*	92	40.00	445.00	8006 c	40
30/03/92 V Kimathi	*	92	40.00	485.00	4612 c	41
			Year	485.00		

OK but later

CHIWILA ? P Richards ? Paledi/Datta
Kkakatsi ? " ? "

29/5/91 5 x Yugoslavs rec'd P300-00 : what happened to [DR]
(see names in Council file) cheque?

Sekucha ? no form in files : MD ✓ OK

BIDP books
Listed by account

bidp/bk/byacfullreport

1990/1991

22 Practice listing fee

19/03/90 NZA listing

19/03/90 Gaam cq9205

19/03/90 WLA listing

19/03/90 TD listing

19/03/90 WLPU listing

19/03/90 Agora listing

19/03/90 Peri listing

10/04/90 Narola listing

10/04/90 ZMCK listing

10/04/90 Nutall-Smith cq6950

10/04/90 KMM listing

16/05/90 DYA listing

17/05/90 PRP listing

22/06/90 SBD listing

13/12/90 K&D 2554 listing

nb	syr	P	balance	chq		
	90	100.00	100.00	0513	c	1
	90	100.00	200.00	9205	c	2
	90	100.00	300.00	cq	c	3
		100.00	400.00	1442	c	4
	90	100.00	500.00	4419	c	5
	90	100.00	600.00	5557	c	6
	90	100.00	700.00	6498	c	7
	90	100.00	800.00	2909	c	8
	90	100.00	900.00	8626	c	9
	90	100.00	1000.00	6950	c	10
	90	100.00	1100.00	0236	c	11
	90	100.00	1200.00	cq	c	12
	90	100.00	1300.00	0657	c	13
	90	100.00	1400.00	1253	c	14
	90	100.00	1500.00	2554	r	15
Year			1500.00			

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	sy	P	balance	chq		
1991/1992							
22 Practice listing fee							
17/01/91 ✓ Mosienyane & Partners	90		100.00	100.00	cq	c	16
28/06/91 ✓ McIntosh Latilla	91		100.00	200.00	0037	c	17
28/06/91 ✓ PR&P	91		100.00	300.00	0043	c	18
28/06/91 ✓ Acuitas	91		100.00	400.00	7379	c	19
28/06/91 ✓ APS	91		100.00	500.00	0422	c	20
28/06/91 ✓ KP Narola Architect	91		100.00	600.00	0192	c	21
28/06/91 ✓ WLA	91		100.00	700.00	0052	c	22
20/08/91 ✓ DYA listing	91		100.00	800.00	4560	c	23
13/09/91 ✓ Nuttall Smith Arc	0187 91		100.00	900.00	6398	c	24
30/10/91 ✓ SWK&P listing	91		100.00	1000.00	1583	c	25
31/10/91 ✓ Vista Engineering	91		100.00	1100.00	r21	c	26
16/12/91 ✓ Fitzwilliam Ptrs	90		100.00	1200.00	2050	c	27
			Year	1200.00			

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	sy	P	balance	chq	
1992/1993						
22 Practice listing fee						
03/08/92 ✓ AGB Botswana	0221	92	100.00	100.00	7782 c	28
13/08/92 ✓ MRP	0201	92	100.00	200.00	c	29
13/08/92 ✓ SAG&P	0065	92	100.00	300.00	0737 c	30
13/08/92 ✓ DLG	0256	92	100.00	400.00	5724 c	31
13/08/92 ✓ WLA	0160	92	100.00	500.00	1103 c	32
13/08/92 ✓ R&Y	0042	92	100.00	600.00	9258 c	33
13/08/92 ✓ McIL Gab+Ft	0046	92	200.00	800.00	0555 c	34
13/08/92 ✓ KPB	0125	92	100.00	900.00	1986 c	35
14/08/92 ✓ SSI	0064	92	100.00	1000.00	1271 c	36
14/08/92 ✓ Agora	0190	92	100.00	1100.00	9379 c	37
17/09/92 ✓ KMM Mandic		92	100.00	1200.00	0119 c	38
17/09/92 ✓ Paul Harris Assocs	0223	92	100.00	1300.00	2892 c	39
17/09/92 ✓ Fitzwilliam Partner	0254	92	100.00	1400.00	6797 c	40
17/09/92 ✓ PCA	0192	92	100.00	1500.00	3376 c	41
19/10/92 ✓ DYA	0050	92	100.00	1600.00	8056 c	42
19/10/92 ✓ A&A	0161	92	100.00	1700.00	0922 c	43
			Year	<u>1700.00</u>		

BIDP books
Listed by account

bidp/bk/byacfullreport

1993/1994

22 Practice listing fee

14/05/93 / KP Narola (Pty) Ltd

26/05/93 / L & M Consulting Eng

nb	sy	P	balance	chq	
0104	92	100.00	100.00	0643 c	44
0073	92	100.00	200.00	0946 c	45
		Year	<u>200.00</u>		

BIDP
Council

ACUITAS

CHARTERED ARCHITECTS

Partners

I R Cuthbert B Arch RIBA ARIAS MBIDP
A D Mann Dip RWA ARIBA MBIDP

4812 Ghanzi Close
P.O. Box 345
Gaborone
Botswana
Tel: 305079
Fax: 304089

c.c. B. Davy c/o P. Harris
Please note my apologies
for next meeting.

357922

FAX TRANSMISSION		FILE REF : ..BIDP/COUNCIL.....	
TO :	D. YOUNG.....	FAX :	..371181.....
	D. YOUNG..ARCH.....	DATE :	..02.08.1993.....
.....			
FROM: ..P..ALTMAN.....		FAX NO. ..304089.....	
.....		NO OF SHEETS: ONE.....	
.....			

SUBJECT : CERTS..PRACTICAL.COMPLETION/MAKING GOOD DEFECTS

MESSAGE : Lyn Williams faxed me copies of these Forms on 01.06.1993 & they were considered at ATPI meeting of 06.07.1993. I had hoped to return them to you at the last council meeting but understand that you had a prior commitment.

Comments:-

1. Is there a need for cert. of Partial Practical completion - is this not already covered by Part B of the certificate of Practical Completion ?
2. Is there not a need to expand Cert of Making Good Defects to include part project i.e:.....in respect of this Section of the works referred to in Practical Completion Cert. Date ETC" ? - This is referred to in Clause 16 (c) of the without Quantities Form of Contract & I presume same in with Quants. Trust this is of assistance.

Regards,

> over to you

ASL

AGREEMENT OF LEASE

Between

Botswana Institution of Development Professions (the Lessee) and Roger Beeken Architects (the Lessor).

1.0 TERMS

The premises : One office on Plot 5652 Broadhurst Gaborone
The Lessee : Botswana Institution of Development Professions
P O Box 827
The Lessor : Roger Beeken Architects Bag BR 282 Gaborone

2.0 LEASE PERIOD

22 March 1993 to 31 December 1993, renewable yearly by all parties agreement.

3.0 RENEWABLE LEASE

From 1 January 1994 to 31 December 1994 and yearly thereafter on terms to be agreed. Each party to give three months notice of termination.

4.0 RENTAL

Lessee to pay Lessor monthly in advance on 1st day of each month P500.00 which includes water, electricity and rates charges, but excludes, telephone and fax.
Rental agreement to be agreed on renewal of lease.

5.0 PREMISES

The Lessee uses the premises for the purpose of the registered Botswana Institution of Development Profession offices and shall be responsible for keeping the premises in good repair and for damages incurred.

6.0 BREACH

If the Lessee fails to pay rental within 10 days of the due date under clause 4.0 or causes damages to the premises or fails to use the premises for the express function under clause 5.0

7.0 AGREEMENT

Signed by the Lessor on this date 22 March 93 ROGER BEEKEN CHARTERED ARCHITECTS
4812 GHANZI CLOSE BAG BR 282
GABORONE BOTSWANA
TEL: 305075 FAX: 301089
By R. J. Beeken Signed [Signature] Witness [Signature]

Signed by the Lessee on this date.....

By W. J. Dary Signed [Signature] Witness [Signature]

(Accepted)

4TH INTERNATIONAL CONFERENCE ON INFORMATION TECHNOLOGY

(2nd - 4th June, 1993)

BOTSWANA POLYTECHNIC
PRIVATE BAG 0061
GABORONE

Tel: 352305 ext 243
301959 (After hours)
Fax: 352309

BUDGET FOR CISNA-93 CONFERENCE

	P
1) Pre-conference expenses (e.g transport, stamps, phone, fax, visas, typing of pre-conference abstracts).	10,000
2) Travel costs (International and Regional for 50 plenary participants)	100,000
3) Accomodation (150 participants for 4 nights)	25,000
4) Lunches and coffee/tea break snacks (150 participants for the duration of the conference)	9,000
5) Conference Expenditure:	
i) Local transport (for Participants)	4,000
ii) Secretariat Services (photocopying, typing etc)	10,000
iii) Publicity (pre-conference booklet and advertising)	<u>5,000</u>
	19,000
6) Social Programme (Conference dinner and organization of an excursion)	15,000
7) Miscellaneous expenses (publication of pre-conference proceedings etc)	<u>11,000</u>
TOTAL	189,000



Treasurer,
CISNA-93 Organizing Committee*

* Chairman: Dr Dubbey; Treasurer: Ms Kebonang; Secretary: Mr Ssegawa-Kaggwa; Members: Mr Shiraz Salim; Dr Ojo; Mr John Foster; Mr Anton Christopher; Dr Awuah; Mr J. Hardisty; Kewagemang; Mr

10TH INTERNATIONAL CONFERENCE
ON INFORMATION TECHNOLOGY.

(* First call)

CISNA-93.

2 - 4th June, 1993.

Gaborone, BOTSWANA.

RECEIVED

13-08-1992

THEME:

**INFORMATION TECHNOLOGY
UTILIZATION IN DEVELOPING
COUNTRIES: A NEED FOR
COOPERATION AND
COORDINATION.**

DAVID YOUNG ARCHITECTS

OBJECTIVES:

. There is overwhelming awareness that there is great potential in the utilization of Information Technology (IT) to bolster up development and alleviate some of the common problems in the developing countries.

. By bringing together academicians and practitioners, the conference will explore the need for cooperation and coordination on the utilization of IT by various bodies and entities.

CALL FOR PAPERS:

Papers are therefore invited to discuss the following topics in the context of the theme:

- National and regional IT policies coordination and cooperation on the use of IT.
- Hardware and software support - the vendor and user point of view.
- Software piracy - the developer and user point of view.
- IT ethics, crime and the virus scourge.
- Computers in education, health, medicine, mass media, banking, planning and crime prevention.
- CAD/CAM - training, utilization and their impact on design and manufacturing
- Recent trends in communications affecting computing.
- Executive (Management) information systems
- Towards indigenous IT.
- Networking, open systems and down sizing
- IT trends.
- Microprocessor Interfacing and practical applications.
- IT human resource development
- IT application - problems, implication and impacts - A national profile.
- Social-cultural and organizational issues related to IT.

(Adm)dy

BIDP CORRESPONDENCE RECEIVED PRIOR TO AGM ON 29 OCTOBER 1992 SINCE COUNCIL MEETING ON 7 OCTOBER 1992

INCOME RECEIVED

FROM	REFERENCE	AMOUNT P	PASSED TO TRES.
Quantum Consultants	M Orando	60.00	x
BDA Botswana	W E Davies	140.00	x
David Dupree (for minor works contracts cash)		20.00	x
Mosienyane & Partners (sectional title lunch)		30.00	x
A D Ranjan	A D Ranjan	100.00	x

BIDP ACCOUNT- BARCLAYS INDUSTRIAL BRANCH ACCOUNT NO.1038863

✓ Statement issued 29 September 1992 (P16 710.94 balance - with cheques) x

OUTSTANDING A/C QUERIES

○ Statement from Gaborone Sun (double paid BIDP credit P461.90 - letter written by David Young). x

ACCOUNT FOR PAYMENT

Cresta President account P690.00 (banquet lunch 10/09/92) x

RETURNED CHEQUES

7 Raubenheime & Partners 14/08/92 cheque P100.00 (22/09/92 account number 1038863) notification.

→ SENT TO
DANUS KOWA
28/10/92.

MEMBERSHIP

Silvester Mutharia (ARCH/SURV) request for membership forms PC

J S Toloczko - letter from RICS confirming qualification (15/10/92) PC

NEW APPLICATIONS PASSED TO MEMBERSHIP SUB. COMMITTEE

○ Marcellus Orando (SUR) - P60.00 cheque enclosed PC

CORRESPONDENCE

UIA Newsletter August/September 1992	ARCH CHPT
Afrotech News Volume 3 No.1 October 1992	ARCH CHPT
Concrete Product Seminar 4 November 1992 reminder	File
Botswana Insurance Professional Indemnity Seminar - letter of thanks	File
Botswana Insurance - letter 19 October 1992 offering group discount for BIDP members on insurance policies (circulate all members)	Secretary

Katholieke Universiteit Leuven (Training Programme 28 March - 25 April 1993 'Housing in Development', Nairobi, Kenya (advise all members). Secretary

K Mandic letter 6 October 1992 in response to BIDP letter of support. Chairman

L J HUTCHINGS
HON. SEC

28 OCTOBER 1992

WRKD2/bidp/C1

BODP COUNCIL

2/12/92

Numeric list of members to W. Dany.

Kyakatsi: what letter was to be written?
Chiwika "

Return funds to G Tembo.

Chakwama: check whether now paid?

Check whether M. Dando P60 received?
ACM Simon P120 "

Refr. Tembo.

Pay 10 for rent + DYA
Bar out sum.

Signatory from Chair/vic/sec/treas.

WHMB

BIDP CORRESPONDENCE RECEIVED PRIOR TO MEETING HELD AT MOSIENYANE AND PARTNERS ON THE 8TH SEPTEMBER 1992

INCOME RECEIVED

FROM	REFERENCE	AMOUNT P	PASSED TO TRES.
M Datta	M Datta	180.00	X
KMM Architects	KMM DIR	100.00	X
Ramani Consultants	Mutungi GL	100.00	X
L R O'Brien	LR O'Brien	100.00	X
Freelance (Pty) Ltd	GL Astrup	100.00	X
D F M Goodwin	DFM Goodwin	100.00	X
Dixon-Warren two places at lunch on 9/9/92		60.00	X
Ramani Consultants	VAMM Amaro	100.00	X

RETURNED CHEQUES

D I HAWTRIS P120.00 (Refer to drawer) DAY

CHANGE OF ADDRESS

Sankar VSI - P/Bag 0040 Francistown (RTS - New address required) DAY

CORRESPONDENCE

Letter 2 September 1992 regarding membership	PC
Photocopy Prints (Collection of historical buildings)	Arch Chr
BIC Commission of Inquiry (Chairman to attend) - for discussion	Council
Whenwe Services statement for P95.00 (August 1992)	DAY
Mana Consulting letter 30 August 1992 (Return of cheque requested)	DAY
Sophia Gray Memorial Lecture 27 August 1992	File
AA Kenya 1992/93 Office bearers	File
MR Tape request for membership forms fax 381243 NOTE: Faxed 31/08/92	LJH
Watson Concrete fax 28/8/92 requesting directory of BIDP NOTE: Letter sent 7/9/92	LJH
Letter from KMM 22/07/92 on partnership structure	File
BIA General Meeting minutes 25/08/92	File →
CAA Subscription reminder (25/8/92 - third letter)	DAY DAY
SABS Bulletin Volume 11 No.4 May 1992	BTC
Antony Davenport Associates (Pty) Ltd letter 25/08/92 change of name for records	DAY

BIDP CORRESPONDENCE RECEIVED PRIOR TO MEETING HELD AT MOSIENYANE AND PARTNERS ON THE 8TH SEPTEMBER 1992

CORRESPONDENCE FOUND IN FILES LEFT BY OUTGOING SECRETARY FOLLOWING RECEIPT ON 27 AUGUST 1992

INCOME RECEIVED

FROM	REFERENCE	AMOUNT P	PASSED TO TRES.
Peridot Botswana	Martin GPL	65.00	x
	Jackson P	40.00	x
	DIRECTORY	100.00	x
Fitzwilliam Partnership	DIRECTORY	100.00	x
Nils Viking	N Viking	23.05	x
C Dixon-Warren	C Dixon-Warren	50.00	x
Sebina ML	Sebina ML	40.00	x
Patel JB	Patel JB	40.00	x
SBDS	EV Detert	40.00	x
Rwelamila PD	Rwelamila PD	50.00	x

CORRESPONDENCE

The Herald 2 November 1991	Arch Chr
CQS November 1991	Sur Chr
UIA Newsletter October/November 1991	Arch Chr
BTIS Accessions List August/September 1991	File
Building Research and Information E & FN Spon	File
Time Projects Letter 31 October 1991 - AGM comment	<input checked="" type="checkbox"/> IM RRe
Cresta President Hotel Letter 14 October 1991 - CASLE lunch invoice	DAY ←
PIC Letter 11 October 1991 - New Database	File BTL
MOD Signs & Neons (Pty) Ltd (undated) - signage	File
Boteti Brigade Development Trust - request for information	LJH
Note: Letter sent 7 September 1992 with Directory	
Hentrich Bergs & Associates - subscription proof of payment	DAY
Mohammad Abdul Fattah P O Box 1084 - RTS reference No.0162	DAY
KMM Architects 12 September 1991 - subscription proof of payment	DAY
Pula Printing Invoice and Statement 30 November 1991 P135.00	DAY
WRK02/bidp/c1	

ACTION

Guardian Advert Invoice No.6408 27 September 1991 P135.00	DAY
The Gazette Advert Invoice No.15497 31 October 1991 P136.50	DAY
Barclays Bank Statements 28/9/91,29/10/91 and 06/11/91 with cheque	DAY
UIA Christmas greeting	File
WJ Davey Address change P/Bag 327 Caborone	DAY
IH Marshall Professional designation change	DAY

L J HUTCHINGS
HON. SEC.

08/09/92

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONALS

=====

TO: D Pitso-Richardson - 373533
P Patel - 357353
P M Richards - 372095
K Palalani - 372095
P Cotter - 303251
W Davy - 351653
P Paledi - 374421
V Seretse - 303251
W Lee - 372800
D Young - 371181

FROM: BIDP Secretary

DATE: 08 August 1992

PAGES: 4 (FOUR)

=====

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

BRIEF FOR MEETING WITH BIA

BIDP has been in existence for over one and half decades. In order to allow greater autonomy, needs of individual professions and specialised development of respective disciplines 'Chapters' were modified into 'Institutes' which share common interests, facilities, administrative functions etc. of BIDP and are represented in the council of BIDP.

We in BIDP are aware of and acknowledge the existence of BIA as Botswana Institute of Architects. As professional Architects it is in everybody's interest to obtain Government Recognition in the form of Registration Act for Architects. Thus, we feel that a combined representation to the appropriate authority would make the process easier for both the Architects and the Government.

Our common ground of discussion and/or interest are:-

- i. Registration of Architects
- ii. Protection and enhancement of the profession
- iii. Service to the community.

We should therefore endeavour to identify a joint representation of Architects' Institute and BIA and possibly having a combined Institute and taking advantage of sharing facilities, which are currently available with BIDP until we become self sustained in the future.

We therefore propose to convene a meeting with yourselves at Mosienyane & Partners offices on Monday 10th August 1992 at 5.00 p.m.

PROPOSED AGENDA

for

BIDP COUNCIL MEETING - 25-03-1992

1.0 Matters arising from previous Council Meeting and E.G.M.

2.0 NIA - CONF/SADCC UNION OF AFRICA

13 - 16TH APRIL

ESTIMATED EXPENDITURE

AIRFARE	- P 823.00
HOTEL	- P 652.00
REGISTRATION	- P 303.00
EXPENSES	- P 300.00

	P2078.00
	=====

IF BIDP'S REPRESENTATIVE TO GET
P1000.00 SPONSORSHIP

3.0 Commonwealth Foundation. BEQ.

Remains

Print Publications

Balance @ 30/6/92
R+Y

5 ✓	Cover pads	±6	16	
45 ✓	A1 old pads	±6	46	A1 new pads 62
11 ✓	Contract with	12	232	(1 shop sorted) 1 incomplete
12 ✓	without	12	1232 ¹³² 112	(5 shop sorted, 1 removed)
10 ✓	minor works	12	98	
10 ✓	Stickers	12	(135)	for display
X 3	Architect appointment	3 + 5	3	2 old copies to be destroyed.
1 ✓	Regulations for arch comp	5		

Stocktake @ R+Y @ 30/6/92

Certificate pads (100x5 ea)	21
A1 pad old (100)	5
A1 pad new (500)	62
Contract with quantities	242
" without	140
Contract minor works	108
Stickers	145
Architect appointment	6
Regulations for arch comp	1

Publications sales : cash : 10-00
 cheques: 20 + 95 + 450 = 565-00
 or
 Member cheques 60-00 Charavara 60-00
 Get new receipt book.

BIDP

PROPOSED REVISION AND EXTENSION OF CONSTITUTION, 1991/2

Following discussion with Dr Odeleye, head of the CAA, during his 1991 visit, and noting a tendency towards interest in individual institutes from some of our members and prospective members, I believe BIDP needs to review its Constitution in order to counteract the perceived impression (which is entirely false, but is current in some circles) reported by non-members, that BIDP presently does not allow individual professions freedom to operate. I believe firmly in the rationale of BIDP, and would also like to move away from the present situation where the only option for a group of members not satisfied with Chapter status is the establishment of an unrelated institute.

① The first proposal put forward is that BIDP changes its name to the 'Botswana Institution of Development Professions', (retaining our present logo and initials) and that the Constitution and Regulations be altered by changing the names of the bodies representing subgroups of members from Chapters to 'Integral institutes', while retaining the present constitutional & regulatory arrangements regarding these bodies.

② The second proposal put forward is that the Council of BIDP be charged with the duty of investigating the creation of a category of 'Affiliated institutes', and making draft proposals to a General Meeting regarding the principles and related changes to Constitution and Regulations, within a limited time. 'Affiliated institutes', would be represented on Council, but individual members of that Institute would not be individual members of the Institution, being represented through indirect elections. Only one body would be allowed to represent a particular profession in BIDP. The affiliated Institutes would run their own affairs while sharing any agreed facilities and administration; their Constitutions would need to be acceptable to BIDP, but would not be decided by BIDP.

The overall aim of the above is to allow greater freedom and a growth path for individual professions, while maintaining the essential sharing of common interests, facilities and administration. Should a particular body cease to function, it would be possible for it to revert to BIDP and survive to develop again. Thriving affiliates would decide the extent of their independence in negotiation with BIDP.

Reported to the above proposals is that we must proceed to establish a public presence, with office and telephone, to demonstrate the real benefits of a common body.

David Young
February 19th, 1992

RUB B.I.D.P. STOCK TAKE.

24.2.92.

ITEM.	QUANTITY
① ARTICLES OF AGREEMENT (WITH QUANTITIES)	199
② ARTICLES OF AGREEMENT (WITHOUT QUANTITIES)	341
③ BIDP MEMBERSHIP APPLICATION FORM.	6
④ ARCHITECT APPOINTMENT	9
⑤ BIDP CERTIFICATES OF PAYMENT PADS	28
⑥ BIDP ARCHITECT INSTRUCTIONS. PADS	89.
⑦ AGREEMENT FOR MINOR BUILDING WORK FORMS	144
⑧ BIDP STICKERS.	147
⑨ BIDP DIRECTORIES.	1
[Sunderman Plot 66 North Roy Rd.	

RECORDS OF DISCUSSION - BIDP COUNCIL MEETING
ON 119TH FEBRUARY 1992

PRESENT:

L L Mosienyane - Chairman
W Lee - Vice Chairman
D Young - Treasurer
P Paledi - Secretary
P Patel
Mrs D Richardson
P Cotter
V Seretse
K Palalani
P Richards
M Datta

PURPOSE OF MEETING

1. Presentation of working papers related to the role of BIDP as per the motion raised at the 90/91 Annual General Meeting.
2. To submit councils' recommendation to Extra Ordinary General Body meeting to be held on 25th February 1992.

WORKING PAPER

1. Request for working papers were circulated to all BIDP members and responses were received from D Young, P Patel and Mrs D Richardson. ✓
2. Mr Patel confirmed that a schedule Chapter (ATP) is due on 20th February 1992 and further comments of Chapter members would be available on 21st February 1992. ✓
3. Individual authors read their papers and extensive discussions took place.

Summary of Discussions:-

- a) BIDP by virtue of its existence and activities over 1½ decade it has demonstrated that it can represent development professionals in Botswana, within the country, in the region as well as in the International arenas. ✓
 - b) Due to rapid pace of development of Botswana, however the aspirations of some of the professionals dedicated to the national development could not be fulfilled by BIDP. ?
 - c) ^{in its task} BIDP had ~~out~~ ^{lost} its task of nurturing individual Chapters ~~and~~ should look into the possibility of giving ~~total~~ autonomy to ~~chapters~~ thus possibly forming institutes and remain as an umbrella body representing them, if accepted by the newly formed autonomus institutes, to regional, international and domestic arenas, whenever required. ?
 - d) Constitutionally any chapter may pull out of BIDP if they so wish provided it is done as stated. ✓
4. Council to reconvene on 21st February 1992 at 5.30pm to consider above points and to reach a recommendation.

MOSIENYANE AND PARTNERS
CHARTERED ARCHITECTS

729 Botswana Road, P O Box 1615, Gaborone

PHONE NUMBER: 374334

FAX: 374334

=====

FAX NUMBER:

TO : BDP Members FROM : L.L. Mosienyane
ATTENTION: OUR REF :
DATE : 20/3/92 YOUR REF :
SUBJECT : Special General Meeting

SENT BY:

Number of pages including this one, 6

MESSAGE:

L.L. Mosienyane
William Lee
David Young
Peter Richards
Mrs Dore Richardson
K. Palalani
Vincent Sevelse
P. Patel
P. Paledi
P. Cather
O Price
W. Davy

D I E E

SPECIAL GENERAL MEETING

DATE: 25-02-1992

ATTENDANCE REGISTER

NAME	COMPANY/FIRM	ADDRESS
KWASI AGYARE-DWOMOH	D A B S	P/BAG 0025 GABORONE
PAUL WHITEHEAD	APS	PO BOX 1664 GABORONE
HAMMED KINITU	DAVID YOUN ARCH.	P/BAG 120 GABORONE
GREG. MCCOURT	SIR ALEXANDER GIBB	PO BOX 416 GABORONE
K PALALANI	PETER RICHARDS & PARTNERS	PO BOX 656 GABORONE
P D RWELAMILA	QUANTUM CONSULTANTS	P/BAG BR22 GABORONE
P M RICHARDS	PETER RICHARDS & PARTNERS	PO BOX 656 GABORONE
J P WOOD	EMCK	BOX 20599 GABORONE
G D HINGORANI	KGATLENG DISTRICT COUNCIL	P/BAG 11, MOCHUDI
P D DESAI	NICHOLAS O'DWAYER & PARTN	P/BAG BR27 GABORONE
P I PATEL	PRAMOD PATEL, ARCH	BOX 40983 GABORONE
P ALTMAN	ACUITAS	PO BOX 345 GABORONE
P COTTER	PCA	P/BAG 00152 GABORONE
D D QUILLE	THE FITZWILLIAM <i>Partnership</i>	P/BAG BR127 GABORONE
P B MUNNIK	PAUL MUNNIK ARCHTECT	P/BAG 0034 GABORONE
W DAVIES	BDA	BOX 401971 GABORONE
P SHAH	SIM DESIGN GROUP	BOX 2144 GABORONE
L HUTCHINS	REYNOLDS & YOUNG BOTS.	P/BAG 0064 GABORONE
D DIPHAA	ASSOC. PAN-AFRICAN CONSLT.	P/BAG BR177, GABORONE
T P MORTON	REYNOLDS & YOUNG BOTS.	P/BAG 0064, GABORONE
D RICHARDSON	WATKINS GRAY MORRIS INT.	BOX 16 GABORONE
J WAREUS	SWEDEPLAN	BOX 2182 GABORONE
M DATTA	MOSIENYANE & PARTNERS	BOX 1615 GABORONE
W LEE	WILLIAM LEE ASSOCIATES	BOX 1190 GABORONE
D YOUNG	DAVID YOUNG ARCHITECTS	P/BAG 120, GABORONE
L MOSIENYANE	MOSIENYANE & PARTNERS	BOX 1615, GABORONE
P PALEDI	ACUITAS	BOX 345, GABORONE
<u>APOLOGIES</u>		
B OLUWA	FMA	
KIMORRIS	WGMI - PROXY VOTE	
LVCASTELLE	APS	
R BEEKEN	ACUITAS	
S MORRISON	ACUITAS	

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
SPECIAL GENERAL MEETING 25/02/1992

The meeting was convened by reading the motions suggested by council. (See attached motions).

REACTION FROM MEMBERS

QUESTION - What reason has brought about the need for change.

ANSWER (D Richardson)

- Bodies/Institutions are formed outside BIDP and not even affiliated in anyway to BIDP. There are some Architects who have indicated that they do not want to be dictated by other professions under BIDP, as a result there exists a body called (BIA) Botswana Institute of Architects.

The formation of such institute have resulted in foreign bodies such as CAA posing the question of, which body is representing professional in Botswana.

HISTORIC STATEMENT OF THE FORMATION OF BIDP

ANSWER (P Richards)

- BIDP was formed 14 years ago at the request of the Botswana Government to represent professions due to lack of numbers to form individual professional bodies for each discipline in the construction industry.

Engineers were the first chapter to move away from BIDP to form the Association of Engineers.

The Engineers took a decision not to be constituted within BIDP but retain to be affiliated to BIDP.

ANSWER (Chairman)

- The professions have grown to a stage whereby a certain amount of autonomy should be considered, as a result we are trying to cater for the changes that are taking place.

SUGGESTIONS FROM MEMBERS

1. - BIDP should exist as a co-ordinating body over common interests within professions such as registration and recognition by the government level and internationally, especially that BIDP is already internationally required.
- The intention of council is for BIDP create an atmosphere, to give guide, to assist and promote the standards of professionals.
- In Britain the Engineers have a common mouth piece which represents different engineering disciplines when dealing at government level, therefore BIDP should be retained as a centre of organisation.

Three options for voting:-

- 4.(a) That BIDP continues in its presently constituted form.
- 4.(b) That BIDP is reconstituted in the manner set out in the foregoing proposals and the BIDP council prepare a draft revised constitution and regulations to enact the proposals to be circulated to all members prior to a further special general meeting to be held within an agreed time.
- 4.(c) That BIDP be disbanded and individual professional disciplines form their own institutions.

Treasurer confirmed that there are 106 members resident in Botswana and according to the constitution 25% would form the quorum. Thus 27 members present in the meeting were eligible to take a decision. The three motions were placed before the members present and the majority decision (23 votes) was in favour of 4(b).

It was agreed that draft constitution will be presented to the general body in 6 months time.

Chairman thanked all the members present and for their active participation.

ANNOUNCEMENTS

1. Fellows from Commonwealth Foundation representing professionals will be visiting Southern Africa. It would be ideal if the BIDP could host a BBQ for the 17 members at 13:00 hrs on Sunday 29th March 1992, at the Lion's Park.
2. DEMS sponsored on weekend seminar at Oasis to discuss Fees/Agreements terms of appointments.

NEXT MEETING

The next meeting for the Council shall be on Wednesday 25th March at 17:30 hrs at Mosienyane and Partners Offices.

BIDP Special General Meeting

- 1 -

Botswana Institute of Development Professions
SPECIAL GENERAL MEETING

VENUE: GABORONE SUN (CONFERENCE ROOM)

DATE: 25TH FEBRUARY, 1992 (TUESDAY)

TIME: 1730 HRS

1. The following motions were presented to the Botswana Institute of Development Professions, (B I D P). Annual general meeting held on the 30th October 1991.
 - a. That BIDP changes its name to the 'Botswana Institution of Development Professions', (retaining our present logo and initials) and that the Constitution and Regulations be altered by changing the name of the bodies representing subgroups of members from Chapters to 'Integral Institutes', while relating the present constitutional and regulatory arrangements regarding these bodies.
 - b. That the Council of BIDP be charged with the duty of investigating the creation of a category of 'Affiliated Institutes', and making draft proposals to a General Meeting regarding the principles and related changes to Constitution and Regulations, within a limited time. 'Affiliated Institutes', would be represented on Council, but individual members of that Institute would not be individual members of the Institution, being represented through indirect elections. Only one body would be allowed to represent a particular profession in BIDP. The affiliated Institutes would run their affairs while sharing any agreed facilities and administration; their constitutions would need to be acceptable to BIDP, but would not be decided by BIDP.

BIDP Special General Meeting

- 2 -

2. *The overall aim of the above is to allow greater freedom and a growth path for individual professions, while maintaining the essential sharing of common interests, facilities and administration. Should a particular body cease to function, it would be possible for it to revert to BIDP and survive to develop again. Thriving affiliates would decide the extent of their independence in negotiation with BIDP.*
3. *The decision of the meeting was that it was premature to vote on the motions at that time and the incoming members of the new Council be required to thoroughly consider the proposals and submit their recommendations to a special meeting of BIDP to be held within these methods.*
4. *The council of BIDP, having reviewed the proposal consider there are three options available to members, as follows:-*
 - a. *That BIDP continues in its presently constituted form.*
 - b. *That BIDP is reconstituted in the manner set out in the foregoing proposals and the BIDP council prepare a draft revised Constitution and Regulations to enact the proposals to be circulate to all members prior to a further special general meeting to be held within an agreed time.*
 - c. *That BIDP be disbanded and individual professional disciplines form their own Institutions.*
5. *Consideration of Item 4 above.*
6. *Vote of members in Item 4 above.*

(Horep) 04

***B*otswana *I*nstitute of *D*evelopment *P*rofessions**
SPECIAL GENERAL MEETING

VENUE: GABORONE SUN (CONFERENCE ROOM)
DATE: 25TH FEBRUARY, 1992 (TUESDAY)
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***B**otswana **I**nstitute of **D**evelopment **P**rofessions*

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100
91
100

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3. The decision of the meeting was that it was premature to vote on the motions at that time and the incoming members of the new Council be required to thoroughly consider the proposals and submit their recommendations to a special meeting of BIDP to be held within ^{three months} ~~these methods~~.

4. The council of BIDP, having reviewed the proposal consider there are three options available to members, as follows:-

- Y N A
1 1 1
- 13 0
- 0 0
- a. That BIDP continues in its presently constituted form.
 - b. That BIDP is reconstituted in the manner set out in the foregoing proposals and the BIDP council prepare a draft revised Constitution and Regulations to enact the proposals to be circulated to all members prior to a further special general meeting to be held within an agreed time.
 - c. That BIDP be disbanded and individual professional disciplines form their own Institutions.

5. Consideration of Item 4 above.

6. Vote of members in Item 4 above.

BIDP Special General Meeting

- 1 -

Botswana Institute of Development Professions
SPECIAL GENERAL MEETING

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BEP Special Comm. Meeting

- 2 -

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 - c. That BIDP be disbanded and individual professional disciplines form their own Institutions.
5. Consideration of Item 4 above.
6. Vote of members in Item 4 above.



**ROGER BEEKEN
ARCHITECTS**
—BOTSWANA—

Chartered Architects & Interior Designers

record only

P/Bag BR 282 Gaborone Tel. 305075 Fax 308501

To : B.I.D.P.

From : Roger Beeken Architects

**FACSIMILE TRANSMISSION MESSAGES SENT FROM ROGER BEEKEN ARCHITECTS FAX MACHINE
ON BEHALF OF BIDP.**

DATE	TO	No. PAGES	FAX NO
MAY 1993			
11/5/93	D.Young	1	371181
13/5/93	W.Lee	1	372800
13/5/93	K.Palalani	1	372095
13/5/93	D.Young	1	371181
21/5/93	Feregse	7	303251

JUNE 1993

1/6/93	K.Pettifer	4	356043
1/6/93	T.Morton	4	374159
1/6/93	P.Altman	4	301089
1/6/93	W.Lee	4	372800
1/6/93	P.Richards	4	372095
1/6/93	K.Palalani	4	372095
1/6/93	Patel	4	357353
1/6/93	P.Cotter	4	303251
1/6/93	L.Mosienyani	4	304514
1/6/93	P.Wood	4	356043
6/6/93	W.Davy	1	357922
6/6/93	W.Lee	1	301089
6/6/93	K.Palalani	1	372800
6/6/93	D.Young	1	371181
10/6/93	P.Cotter	1	303251
10/6/93	Patel	1	357353
10/6/93	Pettefer	1	356043
10/6/93	P.Altman	1	301089
10/6/93	W.Lee	1	372800
10/6/93	K.Palalani	1	372095
10/6/93	Pettifer	1	356043
10/6/93	D.Young	1	371181
10/6/93	P.Richards	9	372095
10/6/93	L.Mosienyani	1	304514
23/6/93	P.Cotter	3	303251

JULY 1993

7/7/93	T.Morton	1	374159
22/7/93	W.Lee	1	372800
22/7/93	W.Davy	4	357922
22/7/93	D.Young	1	371181
22/7/93	K.Palalani	2	372095
22/7/93	T.Morton	1	374159
22/7/93	P.Wood	1	356043
22/7/93	L.Mosienyani	1	304514
22/7/93	P.Richards	1	372095
22/7/93	P.Altman	1	301089
22/7/93	W.Davy	4	357922
22.7.93	P.Patel	1	357353

AUGUST 1993

4/8/93	W.Davy	1	357922
10/8/93	W.Lee	1	372800
11/8/93	Dr.Dubbey	1	352309
12/8/93	W.Davy	9	357922
23/8/93	D.Young	2	371181
31/8/93	P.Cotter	6	303251

SEPTEMBER 1993

1/9/93	P.Richards	1	372095
1/9/93	W.Lee	1	372800
1/9/93	K.Palalani	1	372095
1/9/93	D.Young	1	371181
1/9/93	T.Morton	1	374159
1/9/93	P.Cotter	1	303251
1/9/93	P.Altman	1	301089
1/9/93	L.Mosienyani	1	304514
9/9/93	K.Palalani	1	372095
9/9/93	D.Young	1	371181
9/9/93	W.Lee	1	372800
10/9/93	D.Young	1	371181
14/9/93	W.Lee	1	372800
13/9/93	W.Lee	1	372800
13/9/93	I Gieldard	3	374159
15/9/93	T.Edgar Q/Print	2	373840
16/9/93	W.Davy	5	357922
16/9/93	W.Lee	5	372800
17/9/93	W.Lee	4	372800
17/9/93	T.EdgarQ/Print	2	373840
20/9/93	W.Davy	6	357922
20/9/93	W.Davy	1	357922
20/9/93	W.Davy	6	357922
22/9/93	L.Mosienyani	2	373840
24/9/93	W.Lee	2	372800
24/9/93	W.Davy	2	357922
29/9/93	W.Davy	9	357922

OCTOBER 1993

4/10/93	P.Altman	11	301089
5/10/93	W.Lee	2	372800
5/10/93	Munnik	2	302456
13/10/93	W.Davy	11	357922
14/10/93	P.Altman	7	301089
14/10/93	W.Davy	1	357922
18/10/93	W.Lee	7	372800
19/10/93	W.Davy	1	357922
21/10/93	Bold/Lee	9	6464177
21/10/93	P.Munnik	1	302456
25/10/93	Kebathi	2	357096
25/10/93	P.Altman	5	301089
25/10/93	Gab/Print/Works	2	372777
25/10/93	Print/Publishing	2	313054
25/10/93	T.Edgar Q/Print	2	373840
21/10/93	W.Lee	7	372800
27/10/93	K.Palalani	2	372095
27/10/93	K.Palalani	2	372095
28/10/93	L.Hutchings	1	374159
28/10/93	P.Cotter	1	303251
28/10/93	P.Patel	1	357353
28/10/93	L.Mosienyani	1	374334
28/10/93	Narola	1	359240
28/10/93	Munnik	5	302456
28/10/93	W.Davy	1	357922
29/10/93	Palalani	1	372095
29/10/93	D.Young	3	371181
29/10/93	Broomhead	3	373002
29/10/93	Ngwakwena	3	351480
29/10/93	T.Morton	3	374159

NOVEMBER 1993

4/11/93	Gunston	1	372691
4/11/93	Broomhead	1	372002
4/11/93	Ngwakwena	1	351480
4/11/93	T.Morton	1	374159
4/11/93	W.Lee	1	372800
4/11/93	D.Young	1	371181
4/11/93	Gunston	3	372691
5/11/93	W.Lee	1	372800
5/11/93	D.Young	1	371181
5/11/93	Dr. Dubbey	1	352309

Total fax sent **290**

BAP LANE SEMINAR

	NAME	COMPANY	ADDRESS	TELEPHONE	PAID
✓	T. E. SERETSE	Boswe Construction	Box 1161 GABORONE	FOR 31 2034 312033	PAID CASH
✓	G. RITCHARD	KILLEADANNAHUSE	P.O. Box 610	352492	} PAID
✓	R. STEPHANSON	KILLEADANNAHUSE	P.O. Box 610	352492	
	P. D. RWELAMICA	BOTSWANA POLY.	P/BAG 0061	357953	—
✓	K. P. RETIG	KILLEADANNAHUSE	Box 610	352492	PAID
✓	D. R. BISHOP	MINTASH LATILIA	Box 808	351310	PAID (D. YOUNG)
	A. M. D. ALEX	ALEX. GIBB.	Box 416	351301	—
✓	R. T. SKINNER	PAUL HARRIS ASSOC	P/BAG 307	351686	PAID
✓	W. B. MATROSELA	GNIC	Box 20344	356607	PAID P75/CASH
	S. P. BONI	BOTSWANA POLY	P/BAG 0061 GAB	300627	Reminder Sent 28/11/91
	P. K. SINHA	Bot. Polytechnic	P/Bep 0061/Gab	352305	
	J. SAMMAN	Bot. Polytechnic	P/B 0061/Gab.	352305	—
✓	R. H. DAMP	D.A.B.S.	P/B 0025, GABS	351901	PAID
✓	M. B. LEFHOPO	DABS	P/Bag 0025, GAB	351901	PAID
✓	R. KHOSLA	KILLEADANNAHUSE	Box 610	352492	PAID
✓	P. Richards	P. Richards.	Box 686	352269	PAID CQ
✓	G. Mxwain		Box 686	352269	PAID P225 CQ
✓	K. P. Moleane		Box 686	352269	PAID CQ
✓	C. M. NAWA		P/B 0025	351901	—
✓	K. STEAD	ZMCK	P/B 20399	352452	Paid
	A. Renner	Reynolds & Young	BAG 0064	353578	Paid
✓	Americo Kevatili	REYNOLDS & YOUNG	BAG 0064	353578	Paid P75/CASH
✓	A. M. Moko	REYNOLDS & YOUNG	BAG 0064	353578	—
✓	L. S. Huth	REYNOLDS & YOUNG	BAG 0064	353578	—
✓	M. Vijayaram	DABS	P. Bag 0025	351901	—
✓	J. MTLATSENE	T. C. C.	Box 20932	375252	—
✓	B. DAVEY	K&D	Box 610	352492	PAID
✓	W. Bony				

3x P75 = P225

Remainder to check receipt of checks - others to bill.
(give to Data to invoice).



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No.

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

30th January, 1992

Ref: (A0kp)02

Botswana Polytechnic
P/Bag 0061
Gaborone

REMINDER

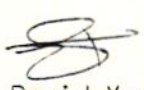
Attention: Mr P D Rwelamila

INVOICE:

CASLE WORKSHOP SEMINAR HELD ON 19/7/91

INVOICE FOR:	P D Rwelamila	P	75.00
	S P Boni		75.00
	P K Sinha		75.00
	J Samman		75.00

TOTAL AMOUNT: P 300.00


David Young
Treasurer BIDP

cc: File

> P Paledi

(Aorp) 04

Part: any names wrong, defunct or should be added to directory mailing list?
(David Horgan) Please make up & return.

BIDP circulation list for directory
27/11/91

A & J Construction (Pty) Ltd
PO Box 40479
Gaborone

A C Braby Botswana
PO Box 1549
Gaborone

A M Francistown Steel Windows
PO Box 10180
Francistown

Abe's Furniture & Jobbing Services
PO Box 694
Gaborone

Acumen (Pty) Ltd
P/Bag 57
Francistown

The Secretary General
Africa Union of Architects
PO Box 573
Lagos
Nigeria

The Manager
Aiken and Carter
PO Box 1326
Gaborone

The Managing Director
Air Botswana
PO Box 92
Gaborone

Aka-Signs
PO Box 405
Gaborone

Alan Dalton Electrical (Pty) Ltd
PO Box 40020
Gaborone

Alstan Construction
P/Bag X07
Gaborone

The Managing Director
Anglo American Corporation
PO Box 329
Gaborone

Antip Electrical (Pty) Ltd
PO Box 20884
Gaborone

The Secretary
Architect Assoc. of Tanzania
PO Box 567
Dar es Salaam
Tanzania

Armstrongs
PO Box 1358
Gaborone

The Managing Director
Associated Insurance Brokers
PO Box 624
Gaborone

Associated Insurance Brokers
PO Box 241
Francistown

Automated Security
PO Box 1488
Gaborone

B & T Directories Limited
PO Box 1549
Gaborone

B C L Limited
PO Box 3
Selebi Phikwe

B G I Ltd
PO Box 118
Francistown

The Managing Director
B P Botswana (Pty) Ltd
PO Box 183
Gaborone

Balfour Beatty Botswana
PO Box 620
Gaborone

The Managing Director
Bank of Credit & Commerce
PO Box 871
Gaborone

Bank of Credit & Commerce
PO Box 388
Kanye

Bank of Credit & Commerce
PO Box 331
Lobatse

Bank of Credit & Commerce
P/Bag 35
Francistown

The Librarian
Baratani Comm. Jnr Sec School
PO Box 95
Otse

The Manager
Barclays Bank
PO Box 36
Francistown

Barclays Bank
PO Box 2
Mahalapye

Barclays Bank
PO Box 313
Serowe

Barclays Bank
PO Box 225
Ghanzi

Barclays Bank
PO Box 338
Selebi Phikwe

FXBB
Zimbank
M&L Bank
others?

Union Bank
Grindlays Bank

TM
Barclays Bank
PO Box 126
Maun

TM
Barclays Bank
P/Bag 22
Palapye

TM
Barclays Bank
PO Box 27
Kasane

TM
Barclays Bank
P/Bag 20
Kanye

The Manager
Barclays Bank Industrial Branch
PO Box 816
Gaborone

Bata Shoe Company (Pty) Ltd
P/Bag 15
Francistown

Ben Dwimoh & Co
PO Box 1733
Gaborone

Boago Building Construction
PO Box 736
Gaborone

TM
The Manager
Bolux Milling
P/Bag X01
Ramotswa

The Managing Director
Botswana Building Society
PO Box 636
Gaborone

TM
Botswana Building Society (Pty) Ltd
PO Box 131
Francistown

The Managing Director
Botswana Development Corporation
PO Box 438
Gaborone

TM
Barclays Bank
PO Box 816
Ramotswa

TM
Barclays Bank
P/Bag 7
Jwaneng

TM
Barclays Bank
PO Box 59
Mochudi

The Manager
Barclays Bank Broadhurst
PO Box 361
Gaborone

The Manager
Barclays Bank Mall Branch
PO Box 478
Gaborone

The Managing Director
BCL Limited
PO Box 376
Gaborone

The Managing Director
BGI Ltd
PO Box 1578
Gaborone

TM
The Director
Boipelele Education Project
Private Bag 005
Gaborone

Boswe Construction (Pty) Ltd
PO Box 1181
Gaborone

Botswana Building Society
PO Box 249
Selebi Phikwe

The Managing Director
Botswana Co-operative Bank
PO Box 40106
Gaborone

The Managing Director
Botswana Diamond Valuing Co
P/Bag 0074
Gaborone

TM
Barclays Bank
PO Box 44
Lobatse

TM
Barclays Bank
PO Box 234
Molepolole

The Manager
Barclays Bank
PO Box 10125
Tatitown
Francistown

The Managing Director
Barclays Bank Head Office
Box 478
Gaborone

The Managing Director
Bata Shoe Company
PO Box 1882
Gaborone

The Managing Director
Becco (Pty) Ltd
PO Box 445
Gaborone

BJ Builders (Pty) Ltd
PO Box 686
Gaborone

The Librarian
Boipelele Secondary School
P/Bag 19
Serowe

The Managing Director
Botswana Breweries
PO Box 97
Gaborone

TM
Botswana Building Society
PO Box 155
Lobatse

The Manager
Botswana Co-operative Union
PO Box 199
Gaborone

The Managing Director
Botswana Eagle Insurance
PO Box 1221
Gaborone

TM
Botswana Eagle Insurance Co.
PO Box 670
Francistown

Botswana Federation of Trade Unions
PO Box 440
Gaborone

The Managing Director
Botswana Housing Corporation
PO Box 412
Gaborone

Botswana Housing Corporation
PO Box 284
Lobatse

TMD
Botswana Liquor Manufacturers
PO Box 1061
Gaborone

The Managing Director
Botswana Power Corporation
PO Box 48
Gaborone

TM
British Airways
PO Box 435
Gaborone

The Managing Director
Builders Merchants Botswana
PO Box 249
Gaborone

Business Development Services
PO Box 106
Gaborone

TM
Caltex Oil (Pty) Ltd
PO Box 47
Gaborone

Capricorn Construction
PO Box 491
Gaborone

TMS
Cashbuild
PO Box 20227
Gaborone

The Managing Director
Botswana Earth Moving Machinery Co
PO Box 1616
Gaborone

Botswana Furniture Manufacturers
PO Box 129
Gaborone

Botswana Housing Corporation
PO Box 25
Jwaneng

Botswana Housing Corporation
PO Box 133
Selebi Phikwe

The Manager
Botswana Meat Commission
P/Bag 4
Lobatse

The Librarian
Botswana Technology Centre
P/Bag 0082
Gaborone

Builders & Renovators
PO Box 10324
Francistown

Bushman Products (Pty) Ltd
PO Box 331
Francistown

The Managing Director
Business Machine Services
PO Box 228
Gaborone

Camphill Furniture
PO Box 40931
Gaborone

The Managing Director
Caps (Botswana)
PO Box 40282
Gaborone

TMD
Central Buying Agencies
PO Box 40402
Gaborone

The Managing Director
Botswana Enterprises Develop.
P/Bag
Gaborone

Botswana Guardian
PO Box 1641
Gaborone

Botswana Housing Corporation
PO Box 603
Francistown

The Managing Director
Botswana Insurance (Pty) Ltd
PO Box 41236
Gaborone

The Librarian
Botswana Polytechnic
P/Bag 0061
Gaborone

The Managing Director
Botswana Telecommunication Co
PO Box 700
Gaborone

Builders Merchants Botswana
PO Box 449
Francistown

Business Champions Unlimited
PO Box 40651
Gaborone

Business Machine Services
PO Box 439
Gaborone

Canon Office Automation
PO Box 20700
Gaborone

The Managing Director
Cash Bazaar Head Office
PO Box 962
Gaborone

The Secretary
Central District Council
PO Box 93
Serowe

The Secretary
Central Tender Board
P/Bag 0058
Gaborone

Chinese Embassy
PO Box 1031
Gaborone

Chobe Game Lodge
PO Box 32
Kasane

The Managing Director
Colgate-Palmolive
P/Bag 00237
Gaborone

TMD
Concrete Products
PO Box 623
Francistown

TMD
Coopers and Lybrand Services
PO Box 294
Gaborone

Cova (Pty) Ltd
PO Box 872
Gaborone

Daewoo Corporation
PO Box 1348
Gaborone

De Beers Botswana Mining Co.
P/Bag 1
Orapa

Deloitte, Haskins & Sells
PO Box 834
Francistown

The Librarian
Dept of National Library
PO Box 488
Francistown

Dow & Malakaila
P/Bag 00201
Gaborone

Century Office Supplies
PO Box 1478
Gaborone

The Librarian
Chobe Comm. Jnr Sec School
P/Bag K19
Kasane

Chobe Safari Lodge
PO Box 810
Kasane

Commissioner of Labour
P/Bag 002
Gaborone

The Secretary
Conseil National De L'ordre Des Arc
d'Ivoire
17 B.P 278
Abidjan 17-~~Cote d'Ivoire~~
Ivory Coast
Corporate Services (Pty) Ltd
PO Box 406
Gaborone

Craft Signs (Pty) Ltd
PO Box 263
Gaborone

The Managing Director
De Beers Botswana Mining Co.
PO Box 329
Gaborone

De Beers Prospecting Botswana
PO Box 90
Lobatse

The Librarian
Dept of National Library
PO Box 298
Kanye

The Librarian
Dept of National Library Serv.
P/Bag 0036
Gaborone

TMD
Dulux Botswana
PO Box 459
Gaborone

Ceramic Industries
P/Bag F86
Francistown

Chobe Forest Industries
PO Box 810
Francistown

The Managing Director
Clover Chemical Industries
PO Box 1950
Gaborone

Commonwealth Development Corp.
PO Box 51
Gaborone

Construction Supplies *(Pty) Ltd*
PO Box 10016
Gaborone

Costa Electrical (Pty) Ltd
PO Box 880
Gaborone

Crocodile Camp Safaris
PO Box 46
Maun

De Beers Botswana Mining Co.
P/Bag 02
Jwaneng

Deloitte Haskins & Sells
PO Box 778
Gaborone

The Librarian
Dept of National Library
PO Box 149
Ghanzi

The Secretary
Direction De L'urbanisme Et De
B. P. 7014
Ouagadougou
Burkina Fasso

The Secretary
Egyptian Society of Architects
PO Box 817
Cairo
Egypt

The Director
Electrical Engineering Dept.

P/Bag 0066

Gaborone

The Secretary

Ethiopian Association of Eng. & Arch

PO Box 5308

Addis Ababa

Ethiopia

The Managing Director

Financial Services (Pty) Ltd

PO Box 1129

Gaborone

Francistown Builders

P/Bag F111

Francistown

The Librarian

Francistown Secondary School

P/Bag 14

Francistown

The Town Clerk
Francistown Town Council

P/Bag 40

Francistown

Freshaire Botswana

PO Box 1619

Gaborone

The Librarian

Gaborone Public Library

P/Bag 0036

Gaborone

The Librarian

Gaborone West Comm. Jnr Sec School

PO Box 20629

Gaborone

Gantron (Botswana)

PO Box 1895

Gaborone

Grand Hotel (Pty) Ltd

PO Box 30

Francistown

Hanoya Agricultural Engineering

PO Box 1118

Gaborone

Electrical Installations

PO Box 1744

Gaborone

Euro Construction Botswana

PO Box 336

Lobatse

Tim
Financial Services Co.

P/Bag 212160

Francistown

Francistown Jobbers

PO Box 638

Francistown

Francistown Steel Co.

PO Box 657

Francistown

Frederick Sage & Co (Botswana)

PO Box 1807

Gaborone

Fridgeco (Botswana) (Pty) Ltd

PO Box 602

Gaborone

The Librarian

Gaborone Secondary School

P/Bag 0019

Gaborone

Gailey's Construction (Pty) Ltd

PO Box 388

Jwaneng

The Secretary

Ghana Institute of Architects

PO Box M272

Accra

Ghana

Gulliver Botswana

P/Bag 00173

Gaborone

Harris Construction

PO Box 20134

Gaborone

Embassy Services

PO Box 1801

Gaborone

The Managing Director

Fairground Holdings

PO Box 438

Gaborone

Fixtures (Pty) Ltd

PO Box 696

Gaborone

Francistown Printers

PO Box 337

Francistown

Francistown Town Council

P/Bag 40

Francistown

French Embassy

PO Box 1424

Gaborone

Gaborone City Council

PO Box 69

Gaborone

The Manager

Gaborone Sun

P/Bag 0016

Gaborone

Galaxy Electrical

PO Box 1127

Gaborone

The Managing Director

Gold Fields Botswana

PO Box 271

Gaborone

Gurumoorthi & Associates

PO Box 1816

Gaborone

The Managing Director

Haskins & Sons

PO Box 222

Gaborone

Haskins J & Sons
PO Box 1
Francistown

ICL Botswana
PO Box 468
Gaborone

Industrial Management & AC Services
PO Box 1902
Gaborone

Ipopeng Engineering Construction
PO Box 10065
Francistown

Ital Furniture & General Contract.
PO Box 336
Lobatse

Jopele & Sons Bricks & Blocks
PO Box 418
Mochudi

Kanye Brigades Development Trust
PO Box 202
Kanye

Kestrel Construction (Pty) Ltd
PO Box 1730
Gaborone

The Managing Director
Kgalagadi Management Services
P/Bag 0077
Gaborone

The Librarian
Kgarnanyane Secondary School
PO Box 23
Mochudi

Knight, Frank & Rutley
PO Box 655
Gaborone

Kweneng District Council
P/Bag 005
Molepolole

Lobatse Engineering (Pty) Ltd
PO Box 236

I C Projects (Pty) Ltd
PO Box 9
Jwaneng

Ifestos Industrial Works
PO Box 20808
Gaborone

The Secretary
Institute of Architects of Zimbabwe
Reimbarta House
Samora Machel Avenue East
Harare-Zimbabwe
ISAA
ISCON
PO Box 1528
Gaborone

The Librarian
Itekeng Secondary School
P/Bag 16
Ghanzi

The Librarian
Kagiso Secondary School
P/Bag 1
Ramotswa

Kerbot Construction (Pty) Ltd
PO Box 393
Francistown

Ketogetswe & Sons Build. Construct
PO Box 10040
Francistown

TM
Kgalagadi Plastic Industries
PO Box 20529
Gaborone

The Librarian
Kgosi Kgari Sechele Secondary Sch.
P/Bag 2
Molepolole

TM
Kwena Concrete Products
PO Box 1029
Gaborone

Liberia Chamber of Architects
c/o Ministry of Works & Hous.
Monrovia
Liberia

The Librarian
Lobatse Secondary School

I G I Botswana
PO Box 451
Francistown

The Managing Director
IGI Botswana
PO Box 715
Gaborone

The Librarian
Ipelegeng Secondary School
P/Bag 15
Lobatse

Island Safari Lodge
PO Box 116
Maun

The Librarian
Itireleng Secondary School
P/Bag 19
Lobatse

Kalahari Construction Co.
PO Box 628
Gaborone

Kerr Downey & Selby Safaria
PO Box 40
Maun

The Managing Director
Kgalagadi Breweries
PO Box 631
Gaborone

Kgale Quarries
PO Box 1301
Gaborone

Kier Botswana
PO Box 20508
Gaborone

The Librarian
Kwena (Ke) Sereto
P/Bag 0018
Molepolole

Lloyd Wilmot Safaris
PO Box 37
Maun

The Librarian
Lateke Secondary School

Lobatse

P/Bag 13

Lobatse

P/Bag 50

Palapye

LTA Construction (Pty) Ltd
PO Box 20202
Gaborone

M & H Building & Plumbing Const.
PO Box 10379
Francistown

M B I (Pty) Ltd
PO Box 785
Francistown

Madiba Brigade Centre
P/Bag 12
Mahalapye

The Librarian
Madiba Secondary School
P/Bag 12
Mahalapye

The Managing Director
Madirelo (Pty) Ltd
PO Box
Gaborone

Mafenya-Tlala Hotel
P/Bag 50
Molepolole

The Librarian
Mahalapye Secondary School
P/Bag 19
Mahalapye

The Librarian
Makhubu Comm. Jnr Sec School
P/Bag 0012
Selebi Phikwe

Makwati Furniture (Pty) Ltd
P/Bag 34
Kanye

The Secretary
Malawi Institute of Architects
c/o Ministry of Works ~~Private~~
Private Bag 316
Lilongwe 3-Malawi

The Managing Director
Marakanelo Group Hotels
P/Bag 0077
Gaborone

The Librarian
Marama Comm Jnr Sec School
PO Box 561
Jwaneng

The Librarian
Marang Comm. Jnr Sec School
PO Box 40129
Gaborone

Marapalalo Hotel
PO Box 17
Kanye

Marapo Construction (Pty) Ltd
PO Box 20355
Gaborone

The Librarian
Maru-a-Pula School
P/Bag 0045
Gaborone

The Librarian
Mater Spei College
P/Bag F12
Francistown

Maun Quarries and Brickfield
PO Box 57
Maun

The Librarian
Maun Secondary School
P/Bag 05
Maun

The Librarian
Meepong Comm. Jnr Sec School
P/Bag 004
Selebi Phikwe

Meetswana Construction (Pty) Ltd
P/Bag 150
Gaborone

Minchin and Kelly
PO Box 1339
Gaborone

Mineral Holding Trust
PO Box 343
Kanye

Ministry of Agriculture
P/Bag 0033
Gaborone

The P&I
Ministry of Commerce & Industry
P/Bag 004
Gaborone

Ministry of Education
P/Bag 005
Gaborone

Ministry of Finance & Dev. Plan.
P/Bag 008
Gaborone

(1)
Ministry of Health
P/Bag 0038
Gaborone

Ministry of Home Affairs
P/Bag 002
Gaborone

Ministry of Local Government
P/Bag 006
Gaborone

The Librarian
Mmamaana Jnr Sec School
P/Bag 6
Moshupa

Modise-Downs (Pty) Ltd
PO Box 20497
Gaborone

The Librarian
Moeding College
P/Bag 11
Lobatse

The Librarian
Molefi Secondary School
PO Box 28
Mochudi

The Librarian
Molepolole College of Education
P/Bag 8
Molepolole

Moremi Safaris
P/Bag 26
Maun

Multi Construction B&E Botswana
PO Box 657
Gaborone

Namibia 1A *
National Development Bank
P/Bag 16
Kanye

National Development Bank
PO Box 197
Mmadinare

National Development Bank
PO Box 58
Goodhope

National Development Bank
PO Box 763
Mochudi

The Managing Director
National Development Bank
PO Box 225
Gaborone

The Librarian
National Library Services
PO Box 200
Selebi Phikwe

The Librarian
National Library Services
PO Box 115
Lobatse

New Line Products
PO Box 20219
Francistown

The Librarian
Ngwaketsi Comm. Jnr Sec School
PO Box 252
Kanye

Norwegian Agency for Inter. Dev.
PO Box 879
Gaborone

The Managing Director
Morupule Colliery
PO Box 329
Gaborone

The Librarian
Naledi Secondary School
PO Box 20527
Gaborone

National Development Bank
PO Box 204
Ghanzi

National Development Bank
PO Box 48
Tutume

National Development Bank
PO Box 800
Serowe

National Development Bank
PO Box 20
Mahalapye

The Librarian
National Library
P/Bag K6
Kasane

The Librarian
National Library Services
P/Bag 0036
Ramotswa

The Librarian
National Library Services
PO Box 363
Mochudi

Ngami Construction (Pty) Ltd
PO Box 7
Jwaneng

North East District Council
P/Bag 002
Francistown

Office Services Botswana
P/Bag 031
Selebi Phikwe

The Librarian
Moshupa Secondary School
P/Bag 1
Moshupa
National Development Bank
PO Box 282
Francistown

National Development Bank
PO Box 56
Ramotswa

National Development Bank
PO Box 76
Moshupa

National Development Bank
PO Box 718
Molepolole

National Development Bank
P/Bag 28
Selebi Phikwe

The Librarian
National Library Services
PO Box 28
Molepolole

The Librarian
National Library Services
PO Box 107
Mahalapye

The Librarian
National Library Services
PO Box 220
Maun

Ngwaketsi Builders Brigade
PO Box 202
Kanye

The Librarian
Northside Primary School
PO Box 897
Gaborone

Okavango River Lodge
PO Box 32
Maun

The Librarian
Orapa Comm. Jnr Sec School
P/Bag 17
Orapa

The Secretary
Ordre Des Architectes Du Gabon
B.P 15139
Libreville
Gabon

P W Business Services
PO Box 892
Gaborone

PC Construction
PO Box 1567
Gaborone

Phuthadikobo Museum
PO Box 367
Mochudi

Plate Glass Co (Botswana)
PO Box 185
Gaborone

Premier Properties
PO Box 657
Francistown

Professional Services (Pny) Ltd
PO Box 1816
Gaborone

The Librarian
Ramotswa Secondary School
PO Box 59
Ramotswa

RNS Construction (Pty) Ltd
PO Box
Gaborone

S M Building Construction
PO Box 97
Lobatse

The Secretary
SADCC Union of Architects
19 Victoria Drive, Newlands
Harare
Zimbabwe

The Secretary
Ordre Des Architectes De Tunisie
1, Rue du Royaume d'Arabie Sd.
Tunis 1002
Tunisia

The Secretary
Ordre National Des Architectes
Tololais
B.P 3481
Lome - Togo

The Librarian
Palapye Secondary School
PO box 149
Palapye

Peat Marwick
PO Box
Gaborone

Pilane Modisenyane & Associates
PO Box 1300
Gaborone

Plumbing & Maintenance Services
PO Box 779
Gaborone

Premier Properties (Pty) Ltd
PO Box 1553
Gaborone

R T'S Metal Workshop
PO Box 143
Kanye

Refrigeration Engineering
PO Box 1430
Gaborone

Transport
Roads Department
P/Bag 0026
Gaborone

S.P. Construction (Pty) Ltd
PO Box 414
Gaborone

Sanitas
PO Box 606
Gaborone

The Secretary
Ordre Des Architectes Du Cameroun
B.P 5008
Douala
Cameroun

The Secretary
Ordre National Des Architectes
Du Senegal
97 Avenue Andre Peytavin
Dakar - Senegal

The Librarian
Parwe Comm. Jnr Sec School
PO Box 92
Mahalapye

The Librarian
Pelaelo Comm. Jnr Sec School
P/Bag F54
Francistown

TMD
Pim Goldby APM
PO Box 448
Gaborone

Post Contract Services
PO Box
Gaborone

Price Waterhouse Business Serv
PO Box 205
Francistown

Ragne Construction (Pty) Ltd
PO Box 689
Gaborone

Richard Ellis Fleetwood-Bird
PO Box 1136
Gaborone

Rural Industries Innovation Ce
P/Bag 11
Kanye

The Secretary
SADCC
PO Box 40212
Gaborone

SADCC NA
Section Marocaine De Luai
Square Washington
Residence Moulay Ismail - OS
Rabat-Morocco

TM
Sedgwick Insurance Brokers
P/Bag 103
Gaborone

The Managing Director
Sefalana
PO Box 1408
Gaborone

The Librarian
Selebi Phikwe Comm. Jnr Sec School
P/Bag 11
Selebi Phikwe

Serowe Brigades Development Trust
PO Box 121
Serowe

The Librarian
Shashe River School
P/Bag 1
Shashe

The Librarian
Shoshong Comm. Jnr Sec School
PO Box 101
Shoshong

Solar Power
PO Box 1232
Gaborone

The Librarian
St. Joseph's College
PO Box 13
Gaborone

The Managing Director
Standard Bank Botswana Limited
PO Box 496
Gaborone

The Manager
Standard Bank Mall Branch
PO Box 21
Gaborone

The Manager
Standard Bank Moshupa Branch
PO Box 33
Lobatse

The Manager
Standard Bank Standard House Branch
PO Box 1529
Gaborone

The Librarian
Seepapitso Secondary School
P/Bag 7
Kanye

TM
Sefalana Mills
PO Box 278
Lobatse

The Librarian
Selebi Phikwe Secondary School
P/Bag 2
Selebi Phikwe

The Librarian
Setlalekgosi Secondary School
PO Box 508
Francistown

Shashi River Textiles (Pty) Ltd
PO Box 496
Francistown

Sir Alfred MacAlpine & Son (Bots)
PO Box 20193
Gaborone

Southern District Council
P/Bag 002
Kanye

The Manager
Standard Chartered Bank
PO Box 18
Selebi Phikwe

The Manager
Standard Bank Broadhurst Branch
Box 40611
Gaborone

The Manager
Standard Bank Mochudi Branch
PO Box 21
Gaborone

The Manager
Standard Bank Polokelo Branch
Box 21
Gaborone

TM
Standard Chartered Bank
PO Box 217
Palapye

Sefakwe Metal Works (Pty) Ltd
PO Box 20281
Francistown

The Managing Director
Segwana Liquor Distributors
PO Box 706
Gaborone

Selebi-Phikwe Town Council
P/Bag 1
Selebi-Phikwe

Sharp's Electrical (Pty) Ltd
PO Box 603
Gaborone

The Managing Director
Shell Oil Botswana (Pty) Ltd
PO Box 334
Gaborone

Solahart Botswana
PO Box 880
Gaborone

Southern Rural Development Ass
PO Box 343
Kanye

The Manager
Standard Bank
PO Box 45
Francistown

The Manager
Standard Bank Industrial Branch
Box 264
Gaborone

The Manager
Standard Bank Molepolole Branch
PO Box 21
Gaborone

The Manager
Standard Bank Serowe Branch
PO Box 217
Palapye

TM
Standard Chartered Bank
PO Box 214
Orapa

Standard Chartered Bank
PO Box 112
Maun

Standard Chartered Bank
PO Box 33
Lobatse

Sulco Construction
PO Box 657
Francistown

Swedish Embassy
P/Bag 0017
Gaborone

Company
PO Box 3
Francistown

The Secretary
The Architectural Assoc. of Kenya
PO Box 44258
Nairobi
Kenya

The Secretary
The Mauritius Association of Arch.
c/o Ministry of Works
Phoenix
Mauritius

The Librarian
Tonota Comm. Jnr Sec School
Bag 2
Shashe

The Librarian
Tshegetsang Jnr Sec School
P/Bag 9
Molepolole

Tswana Property Brokers
P/Bag F111
Francistown

Turret Construction (Pty) Ltd
PO Box

U.S. Agency for International Dev.
PO Box 90
Gaborone

Standard Chartered Bank
PO Box 16
Jwaneng

Stenographix (Pty) Ltd
PO Box 632
Francistown

Suncon (Pty) Ltd
PO Box 2062
Gaborone

Tamlac
PO Box 1601
Gaborone

The Librarian
Thamaga Jnr Sec School
P/Bag 2
Thamaga

The Gazette
PO Box 1605
Gaborone

The Secretary
The Nigerian Institute of Architects
2 Idowu Taylor Street
PO Box 178
Lagos - Nigeria
The Director
Town & Regional Planning Dept
P/Bag 0042
Gaborone

The Librarian
Tshwaragano Comm. Jnr Sec School
PO Box 177
Maun

Tswelopele (Pty) Ltd
P/Bag F75
Francistown

The Librarian
Tutume Secondary School
PO Box 2
Tutume

The Secretary
Ugandan Society of Architects
PO Box 9514
Kampala
Kiganda

Standard Chartered Bank
PO Box 82
Mahalapye

The Secretary
Sudanese Institute of Architects
PO Box 6147
Maseru 100 - Lesotho
Khartoun - Sudan

The Librarian
Swaneng Hill School
P/Bag 10
Serowe

Tarr & Turk (Pty) Ltd
PO Box 9
Mahalapye

The Librarian
Thamane Comm. Jnr Sec School
P/Bag 70
Tshesebe

The Marang
PO Box 807
Francistown

The Librarian
Thornhill School
PO Box 163
Gaborone

Travel Wild (Pty) Ltd
PO Box 236
Maun

Tswana Construction (Pty) Ltd
PO Box 1299
Gaborone

Tswelopele Draughtsman's B
PO Box 99
Ramotswa

Two-M Construction (Pty) Ltd
PO Box 2050
Gaborone

UN Development Programme
PO Box 54
Gaborone

The Secretary
UNIASA
1, Ave Lieutenant Mohammed
Touileb
Alger - Algeria

United Nations High Commission
PO Box 238
Gaborone

Us Builders (Pty) Ltd
PO Box 20884
Gaborone

Water Utilities Corporation
PO Box 843
Francistown

Zambian High Commission
PO Box 362
Gaborone

Unicon (Pty) Ltd
PO Box 43
Gaborone

United States Embassy
PO Box 90
Gaborone

Wade Adams Botswana (Pty) Ltd
P/Bag 0091
Gaborone

Wharic Construction (Pty) Ltd
PO Box 1779
Gaborone

Zimbabwe High Commission
PO Box 1232
Gaborone

Unique Electrical
PO Box 40688
Gaborone

University of Botswana
P/Bag 0022
Gaborone

The Chief Executive
Water Utilities Corporation
PO Box 127
Gaborone

The Secretary
Zambia Institute of Architect
PO Box 3730
Lusaka
Zambia

A & J Construction (Pty) Ltd
PO Box 40479
Gaborone

A C Braby Botswana
PO Box 1549
Gaborone

A M Francistown Steel Windows
PO Box 10180
Francistown

Abe's Furniture & Jobbing Services
PO Box 694
Gaborone

Acumen (Pty) Ltd
P/Bag 57
Francistown

The Secretary General
Africa Union of Architects
PO Box 573
Lagos
Nigeria

The Secretary
Africa Union of Architects
Box

The Manager
Aiken and Carter
PO Box 1326
Gaborone

The Managing Director
Air Botswana
PO Box 92
Gaborone

Aka-Signs
PO Box 405
Gaborone

Alan Dalton Electrical (Pty) Ltd
PO Box 40020
Gaborone

Alstan Construction
P/Bag X07
Gaborone

The Managing Director
Anglo American Corporation
PO Box 329
Gaborone

The Manager
ANZ Grindlays
PO Box

Antip Electrical (Pty) Ltd
PO Box 20884
Gaborone

The Secretary
Architect Assoc. of Tanzania
PO Box 567
Dar es Salaam
Tanzania

Armstrongs
PO Box 1368
Gaborone

The Managing Director
Associated Insurance Brokers
PO Box 624
Gaborone

Associated Insurance Brokers
PO Box 241
Francistown

ATS Computercentre
67,68&69 Duxton Road
Singapore 0208
Republic of Singapore

Automated Security
PO Box 1488
Gaborone

B & T Directories Limited
PO Box 1549

B C L Limited
PO Box 3

B G I Ltd
PO Box 118

Gaborone

Selebi Phikwe

Francistown

The Managing Director
B P Botswana (Pty) Ltd
PO Box 183
Gaborone

Balfour Beatty Botswana
PO Box 620
Gaborone

The Librarian
Baratani Comm. Jnr Sec School
PO Box 96
Otse

The Manager
Barclays Bank
PO Box 59
Mochudi

The Manger
Barclays Bank
PO Box 313
Serowe

The Manager
Barclays Bank
PO Box 126
Maun

The Manager
Barclays Bank
Box 225
Ghanzi

The Manager
Barclays Bank
PO Box 816
Ramotswa

The Manager
Barclays Bank
P/Bag 7
Jwaneng

The Manager
Barclays Bank
PO Box 234
Molepolole

The Manager
Barclays Bank
PO Box 36
Francistown

The Manager
Barclays Bank
P/Bag 22
Palapye

The Manager
Barclays Bank
PO Box 338
Selebi Phikwe

The Manager
Barclays Bank
PO Box 2
Mahalapye

The Manager
Barclays Bank
PO Box 44
Lobatse

The Manager
Barclays Bank
P/Bag 20
Kanye

The Manager
Barclays Bank
PO Box 10125
Tatitown

The Manager
Barclays Bank
PO Box 27
Kasane

The Manager
Barclays Bank Broadhurst
PO Box 361
Gaborone

The Managing Director
Barclays Bank Head Office
Box 478
Gaborone

The Manager
Barclays Bank Industrial Branch
PO Box 816
Gaborone

The Manager
Barclays Bank Mall Branch

The Managing Director
Bata Shoe Company

Bata Shoe Company (Pty) Ltd
P/Bag 15

PO Box 478
Gaborone

PO Box 1882
Gaborone

Francistown

The Managing Director
BCL Limited
PO Box 376
Gaborone

The Managing Director
Becco (Pty) Ltd
PO Box 445
Gaborone

Ben Dwimoh & Co
PO Box 1733
Gaborone

The Managing Director
BGI Ltd
PO Box 1578
Gaborone

BJ Builders (Pty) Ltd
PO Box 686
Gaborone

Boago Building Construction
PO Box 736
Gaborone

The Director
Boipelego Education Project
Private Bag 005
Gaborone

The Librarian
Boipelego Secondary School
P/Bag 19
Serowe

The Manager
Bolux Milling
P/Bag X01
Ramotswa

Boswe Construction (Pty) Ltd
PO Box 1181
Gaborone

The Managing Director
Botswana Breweries
PO Box 97
Gaborone

The Managing Director
Botswana Building Society
PO Box 636
Gaborone

The Manager
Botswana Building Society
PO Box 131
Francistown

The Manager
Botswana Building Society
PO Box 155
Lobatse

The Manager
Botswana Building Society
PO Box 249
Selebi Phikwe

The Managing Director
Botswana Co-operative Bank
PO Box 40106
Gaborone

The Manager
Botswana Co-operative Union
PO Box 199
Gaborone

The Managing Director
Botswana Development Corporation
PO Box 438
Gaborone

The Managing Director
Botswana Diamond Valuing Co
P/Bag 0074
Gaborone

The Managing Director
Botswana Eagle Insurance
PO Box 1221
Gaborone

The Manager
Botswana Eagle Insurance Co.
PO Box 670
Francistown

The Managing Director
Botswana Earth Moving Machinery Co

The Managing Director
Botswana Enterprises Develop. Unit

Botswana Federation of Trade
PO Box 440

PO Box 1616
Gaborone

P/Bag
Gaborone

Gaborone

Botswana Furniture Manufacturers
PO Box 129
Gaborone

Botswana Guardian
PO Box 1641
Gaborone

The Managing Director
Botswana Housing Corporation
PO Box 412
Gaborone

Botswana Housing Corporation
PO Box 133
Selebi Phikwe

Botswana Housing Corporation
PO Box 25
Jwaneng

Botswana Housing Corporation
PO Box 284
Lobatse

Botswana Housing Corporation
PO Box 603
Francistown

The Managing Director
Botswana Insurance Holdings
PO Box 41236
Gaborone

The Managing Director
Botswana Liquor Manufacturers
PO Box 1061
Gaborone

The Manager
Botswana Meat Commission
P/Bag 4
Lobatse

The Librarian
Botswana Polytechnic
P/Bag 0061
Gaborone

The Managing Director
Botswana Power Corporation
PO Box 48
Gaborone

The Librarian
Botswana Technology Centre
P/Bag 0082
Gaborone

The Managing Director
Botswana Telecommunication Corp.
PO Box 700
Gaborone

The Manager
British Airways
PO Box 435
Gaborone

Builders & Renovators
PO Box 10324
Francistown

Builders Merchants Botswana
PO Box 449
Francistown

The Managing Director
Builders Merchants Botswana
PO Box 249
Gaborone

Bushman Products (Pty) Ltd
PO Box 331
Francistown

Business Champions Unlimited
PO Box 40651
Gaborone

Business Development Services
PO Box 106
Gaborone

The Managing Director
Business Machine Services

Business Machine Services
PO Box 439

The Manager
Caltex Oil (Pty) Ltd

PO Box 228
Gaborone

Gaborone

PO Box 47
Gaborone

Camphill Furniture
PO Box 40931
Gaborone

Canon Office Automation
PO Box 20700
Gaborone

Capricorn Construction
PO Box 491
Gaborone

The Managing Director
Caps (Botswana)
PO Box 40282
Gaborone

The Managing Director
Cash Bazaar Head Office
PO Box 962
Gaborone

The Manager
Cashbuild
PO Box 20227
Gaborone

The Managing Director
Central Buying Agencies
PO Box 40402
Gaborone

The Secretary
Central District Council
PO Box 93
Serowe

The Secretary
Central Tender Board
P/Bag 0058
Gaborone

Century Office Supplies
PO Box 1478
Gaborone

Ceramic Industries
P/Bag F86
Francistown

Chinese Embassy
PO Box 1031
Gaborone

The Librarian
Chobe Comm. Jnr Sec School
P/Bag K19
Kasane

Chobe Forest Industries
PO Box 810
Francistown

Chobe Game Lodge
PO Box 32
Kasane

Chobe Safari Lodge
PO Box 810
Kasane

The Managing Director
Clover Chemical Industries
PO Box 1950
Gaborone

The Managing Director
Colgate-Palmolive
P/Bag 00237
Gaborone

Commissioner of Labour
P/Bag 002
Gaborone

Commonwealth Development Corp.
PO Box 51
Gaborone

The Managing Director
Concrete Products
PO Box 623
Francistown

The Secretary
Conseil National De L'ordre Des Arc

Construction Supplies (Pty) Ltd
PO Box 10016

The Managing Director
Coopers and Lybrand Services

17 B.P 278
Abidjan 17
Ivory Coast

Gaborone

PO Box 294
Gaborone

Corporate Services (Pty) Ltd
PO Box 406
Gaborone

Costa Electrical (Pty) Ltd
PO Box 880
Gaborone

Cova (Pty) Ltd
PO Box 872
Gaborone

Craft Signs (Pty) Ltd
PO Box 263
Gaborone

Crocodile Camp Safaris
PO Box 46
Maun

Daewoo Corporation
PO Box 1348
Gaborone

The Managing Director
De Beers Botswana Mining Co.
PO Box 329
Gaborone

De Beers Botswana Mining Co.
P/Bag 1
Orapa

De Beers Botswana Mining Co.
P/Bag 02
Jwaneng

De Beers Prospecting Botswana
PO Box 90
Lobatse

Deloitte Haskins & Sells
PO Box 778

The Managing Director
Deloitte Pim Goldby
PO Box 448
Gaborone

Deloitte, Haskins & Sells
PO Box 834
Francistown

The Librarian
Dept of National Library
PO Box 298
Kanye

The Librarian
Dept of National Library
PO Box 149
Ghanzi

The Librarian
Dept of National Library
PO Box 488
Francistown

The Librarian
Dept of National Library Serv.
P/Bag 0036
Gaborone

The Secretary
Direction De Lurbanisme
B. P. 7014
Ouagadougou
Burkina Fasso

Dow & Malakaila
P/Bag 00201
Gaborone

The Manager
Dulux Botswana
PO Box 459
Gaborone

The Secretary
Egyptian Society of Architect
PO Box 817
Cairo
Egypt

The Director
Electrical Engineering Dept.

Electrical Installations
PO Box 1744

Emang Construction
PO Box 1214

P/Bag 0066
Gaborone

Gaborone

Gaborone

Embassy Services
PO Box 1801
Gaborone

The Secretary
Ethiopian Association Eng
PO Box 5308
Addis Ababa
Ethiopia

Euro Construction Botswana
PO Box 336
Lobatse

The Managing Director
Fairground Holdings
PO Box 438
Gaborone

The Managing Director
Financial Services (Pty) Ltd
PO Box 1129
Gaborone

The Manager
Financial Services Co.
P/Bag 212160
Francistown

The Manager
First National Bank
P/Bag 381
Lobatse

The Manager
First National Bank
PO Box 388
Kanye

The Manager
First National Bank
P/Bag 35
Francistown

The Managing Director
First National Bank
PO Box 1552
Gaborone

Fixtures (Pty) Ltd
PO Box 696
Gaborone

Francistown Builders
P/Bag F111
Francistown

Francistown Jobbers
PO Box 638
Francistown

Francistown Printers
PO Box 337
Francistown

The Librarian
Francistown Secondary School
P/Bag 14
Francistown

Francistown Steel Co.
PO Box 657
Francistown

The Town Clerk
Francistown Town Council
P/Bag 40
Francistown

Frederick Sage & Co (Botswana)
PO Box 1807
Gaborone

French Embassy
PO Box 1424
Gaborone

Freshaire Botswana
PO Box 1619
Gaborone

Fridgeco (Botswana) (Pty) Ltd
PO Box 602
Gaborone

First National Bank
P/Bag 35

Gaborone City Council
PO Box 69

The Librarian
Gaborone Public Library

Francistown

Gaborone

P/Bag 0036
Gaborone

The Librarian
Gaborone Secondary School
P/Bag 0019
Gaborone

The Manager
Gaborone Sun
P/Bag 0016
Gaborone

The Librarian
Gaborone West Comm .Jnr Sec
PO Box 20628
Gaborone

Gailey's Construction (Pty) Ltd
PO Box 388
Jwaneng

Galaxy Electrical
PO Box 1127
Gaborone

Gantron (Botswana)
PO Box 1885
Gaborone

The Secretary
Ghana Institute of Architects
PO Box M272
Accra
Ghana

The Managing Director
Gold Fields Botswana
PO Box 271
Gaborone

Grand Hotel (Pty) Ltd
PO Box 30
Francistown

Gulliver Botswana
P/Bag 00173
Gaborone

Gurumoorthi & Associates
PO Box 1816
Gaborone

Hanoya Agricultural Engineer
PO Box 1118
Gaborone

Harris Construction
PO Box 20134
Gaborone

The Managing Director
Haskins & Sons
PO Box 222
Gaborone

Haskins J & Sons
PO Box 1
Francistown

I C Projects (Pty) Ltd
PO Box 9
Jwaneng

I G I Botswana
PO Box 451
Francistown

ICL Botswana
PO Box 468
Gaborone

Ifestos Industrial Works
PO Box 20808
Gaborone

The Managing Director
IGI Botswana
PO Box 715
Gaborone

Industrial Management & AC Se
PO Box 1802
Gaborone

The Secretary
Institute of Architects of Zimbabwe

The Librarian
Ipelegeng Secondary School

Ipopeng Engineering Construct
PO Box 10065

Reimbarta House
Samora Machel Avenue East
Harare-Zimbabwe

P/Bag 15
Lobatse

Francistown

The Secretary
ISAA
PO Box 2093
South Africa

ISCON
PO Box 1528
Gaborone

Island Safari Lodge
PO Box 116
Maun

Ital Furniture & General Contract.
PO Box 336
Lobatse

The Librarian
Itekeng Secondary School
P/Bag 16
Ghanzi

The Librarian
Itireleng Secondary School
P/Bag 19
Lobatse

Joselle & Sons Bricks & Blocks
PO Box 418
Mochudi

The Librarian
Kagiso Secondary School
P/Bag 1
Ramotswa

Kalahari Construction Co.
PO Box 628
Gaborone

Kanye Brigades Development Trust
PO Box 202
Kanye

Kerbot Construction (Pty) Ltd
PO Box 393
Francistown

Kerr Downey & Selby Safaria
PO Box 40
Maun

Ketogetswe & Sons Build. Construct
PO Box 10040
Francistown

The Managing Director
Kgalagadi Breweries
PO Box 631
Gaborone

The Managing Director
Kgalagadi Management Services
P/Bag 0077
Gaborone

The Manager
Kgalagadi Plastic Industries
PO Box 20529
Gaborone

Kgale Quarries
PO Box 1301
Gaborone

The Librarian
Kganyane Secondary School
PO Box 28
Mochudi

The Librarian
Kgosi Kgari Sechele Secondary Sch.
P/Bag 2
Molepolole

Kier Botswana
PO Box 20508
Gaborone

Knight, Frank & Rutley
PO Box 655
Gaborone

The Manager
Kwena Concrete Products

The Librarian
Kwena Kwa Sereto CJSS

Kweneng District Council
P/Bag 005

PO Box 1029
Gaborone

P/Bag 0018
Molepolole

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Liberia Chamber of Architects
c/o Ministry of Works & Hous.
Monrovia
Liberia

Lloyd Wilmot Safaris
PO Box 37
Maun

Lobatse Engineering (Pty) Ltd
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Lobatse

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Lobatse Secondary School
P/Bag 13
Lobatse

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Lotsane Snr Sec School
P/Bag 50
Palapye

LTA Construction (Pty) Ltd
PO Box 20202
Gaborone

M & H Building & Plumbing Const.
PO Box 10379
Francistown

M B I (Pty) Ltd
PO Box 785
Francistown

Madiba Brigade Centre
P/Bag 12
Mahalapye

The Librarian
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Selebi Phikwe

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Kanye

The Secretary
Malawi Institute of Architects
c/o Ministry of Works & Suppl.
Private Bag 316
Lilongwe 3-Malawi

The Managing Director
Marakanelo Group Hotels
P/Bag 0077
Gaborone

The Librarian
Marama Comm Jnr Sec School
PO Box 561
Jwaneng

The Librarian
Marang Comm. Jnr Sec School
PO Box 40129
Gaborone

Marapalalo Hotel
PO Box 17
Kanye

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PO Box 20355
Gaborone

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The Librarian
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P/Bag 26
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The Managing Director
Morupule Colliery
PO Box 329
Gaborone

The Librarian
Moshupa Secondary School
P/Bag 1
Moshupa

Multi Construction B&E Botswa
PO Box 657
Gaborone

The Librarian
Naledi Secondary School

The Secretary
Namibia Institute of Architects

The Manager
National Development Bank

PO Box 20527
Gaborone

PO Box 1478
Windhoek
Namibia

PO Box 800
Serowe

The Manager
National Development Bank
PO Box 763
Mochudi

The Manager
National Development Bank
PO Box 76
Moshupa

The Manager
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PO Box 56
Ramotswa

The Manager
National Development Bank
PO Box 718
Molepolole

The Manager
National Development Bank
PO Box 197
Mmadinare

The Manager
National Development Bank
PO Box 58
Goodhope

The Manager
National Development Bank
PO Box 48
Tlokweng

The Manager
National Development Bank
PO Box 20
Mahalapye

The Manager
National Development Bank
P/Bag 28
Selebi Phikwe

The Manager
National Development Bank
P/Bag 16
Kanye

The Manager
National Development Bank
PO Box 204
Ghanzi

The Manager
National Development Bank
PO Box 282
Francistown

The Managing Director
National Development Bank
PO Box 225
Gaborone

The Librarian
National Library
P/Bag K5
Kasane

The Librarian
National Library Services
P/Bag 0036
Ramotswa

The Librarian
National Library Services
PO Box 200
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National Library Services
PO Box 28
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PO Box 7

Ngwaketsi Builders Brigade
PO Box 202

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Kanye

The Librarian
Ngwaketsi Comm. Jnr Sec School
PO Box 252
Kanye

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The Librarian
Northside Primary School
PO Box 897
Gaborone

Norwegian Agency for Inter. Dev.
PO Box 879
Gaborone

Office Services Botswana
P/Bag 031
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Okavango River Lodge
PO Box 32
Maun

The Librarian
Orapa Comm. Jnr Sec School
P/Bag 17
Orapa

The Secretary
Ordre Des Architectes De Tunisie
1, Rue du Royaume d'Arabie Sd.
Tunis 1002
Tunisia

The Secretary
Ordre Des Architects Du Cameroun
B.P 5008
Dovala
Cameroun

The Secretary
Ordre Des Architects Du Gabon
B.P 15139
Libreville
Gabon

The Secretary
Ordre National Des Architects
Du Senegal
97 Avenue Andre Peytavin
Dakar - Senegal

The Secretary
Ordre National Des Architects
Togolais
B.P 3481
Lome - Togo

P W Business Services
PO Box 892
Gaborone

The Librarian
Palapye Secondary School
PO box 149
Palapye

The Librarian
Parwe Comm. Jnr Sec School
PO Box 92
Mahalapye

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PO Box 1567
Gaborone

Peat Marwick
PO Box 1519
Gaborone

The Librarian
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P/Bag F54
Francistown

Phuthadikobo Museum
PO Box 367
Mochudi

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PO Box 1300
Gaborone

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PO Box 185
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PO Box 59
Ramotswa

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Gaborone

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PO Box 1136
Gaborone

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PO Box
Gaborone

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Roads Department
P/Bag 0026
Gaborone

Rural Industries Innovation Centre
P/Bag 11
Kanye

S M Building Construction
PO Box 97
Lobatse

S.P. Construction (Pty) Ltd
PO Box 414
Gaborone

The Secretary
SADCC
PO Box 40212
Gaborone

The Secretary
SADCC Union of Architects
19 Victoria Drive, Newlands
Harare
Zimbabwe

Sanitas
PO Box 606
Gaborone

The Secretary
Section Marocaine De Luai
Square Washington
Residence Moulay Ismail - C5
Rabat-Morocco

The Manager
Sedgwick Insurance Brokers
P/Bag 103
Gaborone

The Librarian
Seepapitso Secondary School
P/Bag 7
Kanye

Sefakwe Metal Works (Pty) Ltd
PO Box 20281
Francistown

The Managing Director
Sefalana
PO Box 1408
Gaborone

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Sefalana Mills
PO Box 278
Lobatse

The Managing Director
Segwana Liquor Distributors

The Librarian
Selebi Phikwe Comm. Jnr Sec School

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Selebi Phikwe Secondary School

PO Box 706
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Gaborone

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PO Box 1282
Gaborone

The District Officer
Southern District Council
P/Bag 002
Kanye

Southern Rural Development Assoc.
PO Box 343
Kanye

The Librarian
St. Joseph's College
PO Box 13
Gaborone

The Manager
Standard Chartered Bank
PO Box 217
Palapye

The Manager
Standard Chartered Bank
PO Box 214
Orapa

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Standard Chartered Bank
Serowe Branch
PO Box 217
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The Manager
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PO Box 18
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The Manager
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Standard Chartered Bank

The Manager
Standard Chartered Bank

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Francistown

PO Box 16
Jwaneng

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PO Box 21
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PO Box 40611
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Industrial Branch
PO Box 264
Gaborone

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Standard Chartered Bank Botswana
PO Box 496
Gaborone

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Sudan

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The Librarian
Thamane Comm. Jnr Sec School
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Tshesebe

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PO Box 44258
Nairobi
Kenya

The Gazette
PO Box 1605
Gaborone

The Marang Hotel
PO Box 807

The Secretary
The Mauritius Association of Arch.

The Secretary
The Nigerian Institute of Arch.

-town

c/o Ministry of Works
Phoenix
Mauritius

2. Idowu Taylor Street
PO Box 178
Lagos - Nigeria

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Box 163
Gaborone

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Tonota Comm. Jnr Sec School
P/Bag 2
Shashe

The Director
Town & Regional Planning Dep
P/Bag 0042
Gaborone

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Tshegetsang Jnr Sec School
P/Bag 9
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PO Box 177
Maun

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Gaborone

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Francistown

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Francistown

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PO Box 99
Ramotswa

Turret Construction (Pty) Ltd
PO Box

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Tutume Secondary School
PO Box 2
Tutume

Two-M Construction (Pty) Ltd
PO Box 2050
Gaborone

U.S. Agency for International Dev.
PO Box 90
Gaborone

The Manager
UDL Bank
PO Box
Gaborone

The Secretary
Ugandan Society of Architects
PO Box 9514
Kampala
Uganda

UN Development Programme
PO Box 54
Gaborone

The Secretary
UNIASA
1, Ave Lieutenant Mohammed
Touileb
Alger - Algeria

Unicon (Pty) Ltd
PO Box 43
Gaborone

The Manager
Union Bank
PO Box

Unique Electrical
PO Box 40688
Gaborone

United Nations High Commission
PO Box 288

United States Embassy
PO Box 90

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PO Box 20884
Gaborone

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Gaborone

The Chief Executive
Water Utilities Corporation
PO Box 127
Gaborone

Water Utilities Corporation
PO Box 843
Francistown

Wharic Construction (Pty) Ltd
PO Box 1779
Gaborone

The Secretary
Zambia Institute of Architect
PO Box 3730
Lusaka
Zambia

Zambian High Commission
PO Box 362
Gaborone

Zimbabwe High Commission
PO Box 1232
Gaborone

The Manager
Zimbank
P/Bag BO 0052
Gaborone

K Agyare-Dwomoh MBIDP
P/Bag 0025
Gaborone

M A Aka-Addo MBIDP
PO Box 2468
Gaborone

G I Allison-Broomhead MBIDP
PO Box 698
Gaborone

P E Altman MBIDP
PO Box 345
Gaborone

V A Amaro MBIDP
PO Box 1768
Gaborone

~~A W Anderson MBIDP
PO Box 30263
Lusaka
Zambia~~

G L Astrup MBIDP
PO Box 698
Gaborone

A Awolaja MBIDP
PO Box 380
Gaborone

G Baxter MBIDP
PO Box 20559
Gaborone

P Beeken MBIDP
PO Box 345
Gaborone

M G Berge MBIDP
PO Box 41358
Craighall
Johannesburg, SA

~~M G Berge MBIDP
PO Box 1581
Parklands 2101
Johannesburg, SA~~

J J Bernard MBIDP
PO Box 733
Francistown

R P Bhaskaran MBIDP
PO Box 1157
Gaborone

~~C W Blackbeard
PO Box 58
Serowe~~

W M Brackenborough MBIDP
PO Box 40485
Highlands, Harare
Zimbabwe

G R Buckmaster MBIDP
PO Box 926
Francistown

M Daffar-Lewis MBIDP
PO Box 808
Gaborone

S R Cameron MBIDP
PO Box 927
Francistown

K M Carrier MBIDP
c/o PO Box 808
Gaborone

R R Chephethe MBIDP
PO Box 0042
Gaborone

P J Cotter MBIDP
P/Bag 00159
Gaborone

D C Croeser MBIDP
PO Box 927
Francistown

C A Crane MBIDP
c/o PO Box 380
Gaborone

I Guthbert MBIDP
PO Box 345
Gaborone

M Datta MBIDP
PO Box 345
Gaborone

C A Davenport MBIDP
P/Bag 0088
Gaborone

B P Davey MBIDP
PO Box 810
Gaborone

W E Davies MBIDP
PO Box 401971
Gaborone

W J Davy MBIDP
P/Bag 00307
Gaborone

M de Villiers MBIDP
c/o PO Box 1468
Gaborone

y N Desai MBIDP
PO Box 938
Lenasia 1920
SA

P D Desai MBIDP
PO Box 41600
Gaborone

E J Deters MBIDP
c/o PO Box 2810
Gaborone

C P Dixon-Warren MBIDP
c/o P/Bag 0025
Gaborone

D J Dupree MBIDP
PO Box 58
Gaborone

A R Edwards MBIDP
c/o PO Box 1468
Gaborone

R M Everson MBIDP
c/o PO Box 555
Gaborone

A H Farnar
P/Bag 0064
Gaborone

M A Fattah MBIDP
P/Bag 0005
Shenz

A G Flanagan MBIDP
P/Bag 38
Gaborone

S Gaffney MBIDP
PO Box 1184
Gaborone

P B Gogate MBIDP
PO Box 610
Gaborone

D F Goodwin MBIDP
PO Box 20599
Gaborone

A Hakim MBIDP
P/Bag 008
Tatitown
Francistown

J S Hammond MBIDP
P/Bag 1087
Gaborone

P B Harmani MBIDP
PO Box 35118
Lusaka
Zambia

D P Harris MBIDP
PO Box UA 533
Harare
Zimbabwe

~~R B Henderson MBIDP
PO Box 98854
Sloane Park 2152
SA~~

G D Hingorani MBIDP
P/Bag 011
Mochudi

T T Hla MBIDP
PO Box 345
Gaborone

P W Hogarty MBIDP
PO Box 1135
Francistown

T F Holdcroft MBIDP
PO Box 416
Gaborone

G M Hossain MBIDP
P/Bag 2
Kanye

D I Huntriss MBIDP
PO Box 30576
Gaborone

L J Hutchings MBIDP
P/Bag 0064
Gaborone

W G Jabs MBIDP
c/o PO Box 1194
Gaborone

~~P Jackson MBIDP
PO Box 4611
Harare
Zimbabwe~~

D A Jadeja MBIDP
PO Box 762
Gaborone

M G Johnson MBIDP
P/Bag 0025
Gaborone

~~G B Jones MBIDP
c/o P/Bag 0064
Gaborone~~

T C Joul MBIDP
PO Box 380
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PO Box 2462
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A L Kelly MBIDP
PO Box 1395
Gaborone

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P/Bag BR-4
Broadhurst
Gaborone

A A Kille MBIDP
PO Box 610
Gaborone

H S Kintu MBIDP
P/Bag 00120
Gaborone

W M Kombo MBIDP
P/Bag 0061
Gaborone

S R Kovacevic MBIDP
PO Box 493
Gaborone

K N Kwele MBIDP
PO Box 1136
Gaborone

R B Laing MBIDP
c/o PO Box 808
Gaborone

~~K E Latilla MBIDP
c/o PO Box 808
Gaborone~~

W Lee MBIDP
PO Box 1190
Gaborone

S D Liphoko MBIDP
PO Box 1771
Gaborone

C A Lucas MBIDP
PO Box 451
Gaborone

~~K I Macgarry MBIDP
41 Cedar Road
Durban
South Africa~~

K Mandic MBIDP
P/Bag BR38
Gaborone

A D Mann MBIDP
PO Box 345
Gaborone

C F March MBIDP
PO Box 45196
Mayfair 2108
SA

~~I H Marshall MBIDP
Box 1521
S. W. Harbor, ME 04679
USA~~

~~J C Marshall MBIDP
Box 1521
S. W. Harbor, ME 04679
USA~~

G P Martin MBIDP
PO Box 1025
Francistown

S S Mashelkar MBIDP
PO Box 41314
Gaborone

I T Mathware MBIDP
PO Box 656
Gaborone

J B McGrory MBIDP
PO Box 1664
Gaborone

D McDermott MBIDP
c/o PO Box 764
Francistown

A D McHugh MBIDP
PO Box 740
Gaborone

E P Mitchell MBIDP
PO Box 1925
Gaborone

D Modibetsane MBIDP
P/Bag 0042
Gaborone

O Moesi MBIDP
P/Bag 0042
Gaborone

D B Mokotedi MBIDP
PO Box 412
Gaborone

K I Morris MBIDP
c/o PO Box 16
Gaborone

S Morrison MBIDP
PO Box 345
Gaborone

T P Morton MBIDP
P/Bag 0084
Gaborone

L L Mosienyane MBIDP
PO Box 1615
Gaborone

S A Moss MBIDP
P/Bag BR113
Broadhurst
Gaborone

P B Munnik MBIDP
P/Bag 0034
Gaborone

G L Mutungi MBIDP
PO Box 1768
Gaborone

K P Nardla MBIDP
PO Box 40855
Gaborone

S Neill MBIDP
PO Box 928
Gaborone

M W Ng'andu MBIDP
PO Box 928
Gaborone

C Nuttall-Smith MBIDP
PO Box 471
Francistown

L R O'Brien MBIDP
PO Box 2466
Gaborone

E A Obatolu MBIDP
PO Box 2469
Gaborone

E K Ogbugo MBIDP
PO Box 2469
Gaborone

B A Oluwa MBIDP
PO Box 201504
Gaborone

C I Oranye MBIDP
PO Box 2469
Gaborone

E A Osemenam MBIDP
PO Box 2469
Gaborone

K G Palalani MBIDP
PO Box 656
Gaborone

P L Paledi MBIDP
PO Box 345
Gaborone

S D Parker MBIDP
c/o PO Box 764
Francistown

A F Patel MBIDP
GSP (Pty) Ltd
PO Box 513
Selebi-Phikwe

J B Patel MBIDP
PO Box 336
Lobatse

P C Patel MBIDP
PO Box 40983
Gaborone

S M Patel MBIDP
PO Box 20599
Gaborone

V Patel MBIDP
PO Box 336
Lobatse

F Phiri MBIDP
PO Box 928
Gaborone

D O Pitso-Richardson MBIDP
PO Box 15
Gaborone

D S Price MBIDP
PO Box 610
Gaborone

G W Pritchard MBIDP
PO Box 610
Gaborone

D D Quille MBIDP
P/Bag 88127
Gaborone

A D Ranjan MBIDP
PO Box 1119
Gaborone

~~C A Raubenheimer MBIDP
PO Box 11461
Brooklyn
Pretoria 001~~

D G Renner MBIDP
PO Box 740
Gaborone

K P Rettig MBIDP
PO Box 610
Gaborone

D Richards MBIDP
c/o PO Box 656
Gaborone

P M Richards MBIDP
PO Box 656
Gaborone

P D Rwehamba MBIDP
P/Bag 0061
Gaborone

J Samman MBIDP
P/Bag 0061
Gaborone

R B Sampson MBIDP
PO Box 611
Gaborone

S C Samudraia MBIDP
PO Box 40983
Gaborone

V S Sankar MBIDP
P/Bag 0040
Francistown

M A Sarbah MBIDP
PO Box 740
Gaborone

~~C W Savage MBIDP
c/o P/Bag 00120
Gaborone~~

G M Schmidt MBIDP
PO Box 1615
Gaborone

M L Sebina MBIDP
P/Bag 0068
Gaborone

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Gaborone

V T Seretse MBIDP
PO Box 1662
Gaborone

W I Seyena-Susu MBIDP
PO Box 1120
Gaborone

P B Shah MBIDP
PO Box 2144
Gaborone

R M Shelderdine MBIDP
PO Box 935
Gaborone

D H Smail MBIDP
c/o PO Box 1194
Gaborone

K Stead MBIDP
PO Box 20599
Gaborone

R S Tymms MBIDP
c/o PO Box 20599
Gaborone

P J Van Vuuren MBIDP
PO Box 1468
Gaborone

A J Van Zyl MBIDP
c/o PO Box 1468
Gaborone

C P Vista MBIDP
PO Box 808
Gaborone

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P/Bag 40
Francistown

A J Walker MBIDP
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Gaborone

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Swedeplan
PO Box 2182
Gaborone

A A Weifing MBIDP
PO Box 448
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PO Box 380
Gaborone

G J Williamson MBIDP
PO Box 20599
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P/Bag BR168
Broadhurst
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PO Box 116
Puhmannsdorf 2857
SA

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BRANKO LAKCEVIC

✓ or

} ?

21st JE: ANA lunch / cocktail

send LM list of new members for newsletter.

BAP COUNCIL

19/6/01

BAP COUNCIL
> Pay CABLE subs

9.30 opening FM @ Gadsam.
12.30 lunch
8pm code trail

Secretarial £300
Translation P1000

Check that all institutes ~~of~~ are on our mailing list.

P60 - received join + subs PATEL VASANT.

P40 received from N Kurek: ASSOC to FULL.

P60 join + subs B A OLUWA (FMA)

P60 " " S A FROY (KF+R)

P60 " " E Calhoun (Amitas)

P280-00

> Attach copy of RECS with subs renewals. ✓

Next meet 24th Jul 4.30

BIDP COUNCIL

13/3/91

Details for Harvey & Pufé

E Williams app'd membership

Change of address: Williamson, Graham

~~WBM~~

PO box 20699 (Zimbabwe)

Gaborone

WK 257823

OK entered 29/4/91

Paledi now full member ✓ 29/4/91

Hingorani accepted. Entered name (no other dth given) ✓ 29/4/91

Price accepted. " ✓

P60 BUTTRESS DAVID JOHN. 2845 " ✓

P60 SAMMAN JOSEPH 3288 " ✓

P60 KOMBO WILFRED MUGUMYA CQ Ruvandahila 7002 ✓

Harvey B letter to Batta. ✓

Ian Marshall; note why not listed.

* status? Skenchra; app'd anoz end last year.

Rangan accepted.

Name entered 29/4/91

Betty accepted last year. " ✓

Kamini 90 members for forms.

Do sep forms for firms with note.

Querein 1990 firms: firms eligible unpaid
firms paid ineligible

Reply rejected member's money.

Copy draft reg act to MP.

Give list of surveyor members to Mr Mathewson.

BIDP Council

BIDP 16/1/91

✓ Koziba Lalalani ← check in directory.

print out membership list + nos up to date.

join + subs in 1990-91.

Answer dtls 3 letters:

→ Gattner: send form.



Hutchings: how much is CASUE sub
pd 90? 91?

Collect cash & chq from R+Y.

Check dup payment → give to DATTA.

> CASUE CAA: SADCC UA \$5/join: R10-00.

↳ → Subs renewal notice.

✗✗✗

Prepare draft to circulate asking for interest; to be faxed.

Friday ^{try for 4.30.} 5.00 here re BIA.

Note in directory: request for corrections.

Subs form: ask for contact phone number.

Circulate copy of contract adjustment to MD.

Copy list of members to R+Y for BIDP sales office.
AT pad + cheque.
NEXT MEET FE 13th 5.30.

AUA. CONFERENCE.

20.6.91 / 21.6.91 & 22.6.91

LIKELY EXPENSES BY BIDP.

1. LUNCH FOR DELEGATES (30 people) @ P40/- p.p. = P1200/-
2. ~~COCKTAIL~~ ^{DINNER} (DELEGATES + ATPC MEMBERS) @ P35/- p.p. = P1050/-
(30 people)
3. ~~ROOM HIRE CHARGE FOR COCKTAIL~~ ^{DINNER}
(MAYBE) = P200/-
3. HIRE CHARGES FOR CONF. CENTRE. = P500/-
(WITH TEA + BISCUITS).
4. SECRETARIAL SERVICES (1 DAY) = P500/-
5. RECEPTION SERVICE (1 DAY) = P200/-
6. PUBLICATION OF CONF. BROCHURE = P3000/-
OR HANDOUT. (PRINTED + PHOTOGRAPH)
7. PROVISION OF STATIONARY = P150/-
8. PORTFOLIO BAGS — 10 NOS. = P500/-
FOR DELEGATES.

TOTAL ANTICIPATED

P 7,100/-

SAY,

P 7,500/-

(NO. OF PEOPLE INCLUDES —
DELEGATES + INVITEES + PRESS + OBSERVERS/ATPC MEMBERS)

POSSIBLE REVENUES.

AUA CONF.

1. Registration $10 \times P120 = P1200/=$

2. STATIONARY
(SPONSORSHIP)? $= P150/=$

3. BAGS (SPONSORSHIP)? $= P500/=$

4. DINNER (SPONSORSHIP)? $= P1050/=$

$P2900/=$

SAY $P3000/=$

BALANCE BY BIDP $= P4500/=$
(MINIMUM).

DR. ODELEYE'S VISIT.

1. LUNCH $P30 \times 30 = P900/=$

2. COCKTAIL $P25 \times 30 = P750/=$

$P1650/=$

BALANCE BY BIDP. $P1350/=$
(MINIMUM).

TOTAL BIDP'S SHARE $= 5850/=$

OR SAY $= P6000/=$

BUDGET COST.

FOR DR. ODELEYE'S VISIT. 23/5/21

1. ACCOMODATION AT GAB/SUN
FOR TWO NIGHTS
(IF BIDP PAYS THE BILL) = P500/=

2. LUNCH (FOR 30 PEOPLE) @ P40/p.p. = P1200/=

4. COCKTAIL (FOR 30 PEOPLE) @ P35/p.p. = P1050/=

5. ROOM HIRE CHARGE FOR COCKTAIL = P200/=

(MOREME ROOM - SKERATION).

SAY

OR

P2950/=

P3500/=

P3000/-

SPONSOR - P.G.

AUA COUNCIL MEETING (21st to 23rd JUNE 1991)

- 1) Type out registration forms which include lunch coupons. Receipt book needed for receipts to be issued.

- 2) Name tags with Country for Council Members.

e.g. OVO CHARLES MAJOROH
SECRETARY GENERAL AUA
NIGERIA

- 3) Departure form: format e.g.

NAME AND COUNTRY

I WISH/~~DO NOT~~ WISH TO GO ON THE CITY TOUR etc.

MY FLIGHT LEAVES AT _____ hrs AND I WISH TRANSPORT TO THE
AIRPORT AT _____ hrs FROM THE PRESIDENT HOTEL. ON _____
(DAY AND DATE).

- 4) FULL PROGRAMME and AGENDA including time of tour.
This to be set on the tables with pad, pen, (Hotel-water and glasses).

- 5) THE SUN

TO PROVIDE TEA/COFFEE/BISCUITS at break, Lunch and drinks.
Water and glasses on the tables. (indication of Nos. to be given). Lunch menu on the tables, Plus all ^{conference} facilities microphone
etc. etc. ^

- 6) A registration/~~F~~ront table person to be appointed to register, issue receipts, name tags, coupons and forms etc. handouts.

P. WHITEHEAD

- 7) ~~A person to record/minute the proceedings~~
- 8) A photographer. Press at no cost. FOR INFO ONLY. Kozibo to invite the press. (~~Both or not full time~~).
- 9) PAUL WHITEHEAD TO BE ^{MC} MC OF PROCEEDINGS. ie. coordinate the transport, registration handouts and check room layouts, watch the time ~~and ring bell during meeting.~~
- 10) Manoj, Leta, Dukie to provide transport to ^{from} ~~from~~ airport etc. Paul to coordinate transport. ~~Manoj with us~~
- 11) ^{Manoj} ~~David~~ to arrange for printing of pads and provision of pens. Plain lined writing pad with:

"AFRICAN UNION OF ARCHITECTS
7TH COUNCIL MEETING - GABORONE"
on the cover only. (maybe ¹⁵ ~~50~~ A4 pads of 10 pages each) A box of plain 'BIC' pens from BMS will do.
- 12) ~~Paul Whitehead~~ and Leta to arrange the tour-schedule it for 10 or 11 a.m. Saturday. (~~Manojly you'll get no takers~~)
~~Take photographs, group/buildings whatever.~~
- 13) Manoj with Dukie to arrange typing and photocopying/printing of all papers, hotels etc and invitations to guests and Minister.
- 14) David Young to co-ordinate finances/costs and provide receipt book. ~~Also with Paul and Manoj.~~
- 15) ^{Manoj} Manoj to find out all costs and issue notices for payment vouchers of lunch and dinner to BIDP members. (I suppose mostly architects?) "Please return check with tear off slip" etc.

16) LET'S STILL TO PRODUCE NEWSLETTER. MAYBE NOW WE CAN INSERT
THESE NOTICES IN IT. ~~DUKIE TO ASSIT.~~

17) MAGIC MOON OR ? DINNER/COCKTAIL - SUN

To provide menu, indication of costs etc.



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No 351311

ARCHITECTS

SURVEYORS

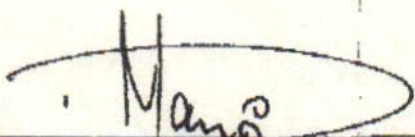
ENGINEERS

TOWN PLANNERS

B.I.D.P COUNCIL MEETING

We were unable to hold the Council Meeting scheduled on 10.4.1991 due to lack of quorum.

All the Council members are therefor requested to attend the rescheduled meeting on 17.4.91 at 5.30 P.M. at the offices of Watkins Gray Morris International, Madirelo House, Gaborone.


Manoj Datta *atta*



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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TEL. No. 351311

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

NOTICE FOR B I D P COUNCIL MEETING

RECEIVED

7 -12- 1990

DAVID YOUNG ARCHITECT

You are requested to attend the Council Meeting on
Wednesday, 12th December 1990 at 5.30 p.m. in the
Offices of Watkins Gray Morris International at
Madirelo House, Gaborone.

AGENDA:

1. Minutes of the previous Meeting
2. Matters arising from the above minutes
3. Advisory Committees

Education, Publicity, Career Advisory etc.

4. any other Business

M. DATTA

Secretary

dated 6th Dec. 1990



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No.

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS.

NOTICE OF 1990 ANNUAL GENERAL MEETING

THE COUNCIL OF THE INSTITUTE WISHES TO INFORM THE GENERAL MEMBERSHIP AND THE PUBLIC OF THE FORTHCOMING 1990 ANNUAL GENERAL MEETING AND DINNER/DANCE WHICH EVENTS HAVE BEEN SCHEDULED AS FOLLOWS:-

1. ANNUAL DINNER/DANCE:-

DATE:- 9TH OCT., 1990

TIME:- 7.30 PM

VENUE:- MAGIC MOON RESTAURANT
AFRICAN MALL, GABORONE

TICKET:- P60.00/COUPLE (TO THE
SECRETARY BEFORE
5TH OCT., 1990).

2. ANNUAL GENERAL MEETING:-


DATE:- 10TH OCT., 1990

TIME:- 6.30 PM

VENUE:- GABORONE CLUB

MAIN EVENT:- ELECTION OF NEW
OFFICERS.

MEMBERS ARE HEREBY REQUESTED TO GRACE THE TWO IMPORTANT OCCASSIONS WITH THEIR PRESENCE.


Emeka Ogburno
(Hon. Secretary)

B. I. D. P.

(AOKP) 04

FINANCIAL STATEMENTFor the Year Ending 30th September 1989Income

1989

100	Subscription & Entrance fees
200	Social Functions (lunches)
300	Annual Dinner
400	Transfers (decals)
500	Certificate pads
600	Minor building Works
700	Instruction pads
800	Contract documents
900	Company listing & Exhibition fees
	<u>TOTAL</u>

9350.88

LESS: 89 UNPAID ITEMS SEE SEPT

65.00

BANK STATEMENTLESS SEPT DEPOSIT: ⁸⁹ BANK SLIP = 385.2
CREDIT AS = 286.299.00

TOTAL INCOME 89

9186.88EXPENSES

150	Advertising	133.00
250	Social Functions (lunches)	3070.00
350	Bank Charges	248.20
450	Subscriptions to CAA & CASHE	802.19
550	Travelling Expenses	-
650	General Office Expenses (letterheads etc)	-
750	Room Hire (A&M)	-
850	Typing, Photocopies & Postages	1064.51
950	Directory and Journal Publications	918.00
1050	Production of Contract Documents	-
1150	Production of Memberships Certificates	107.36
1250	B.I.D.P. Exhibition	<u>-</u>

ent.

Sub total	6343.26
Surplus (Deficit) for the year	<u>2843.62</u>
TOTAL	<u>9186.88</u>
Cash in Bank at end of the year	13239.25
Plus: Accounts receivable	
Less: " Payable	<u>140.00</u>
Accumulated funds at end of the year	<u><u>13099.25</u></u>

Note:

①

Bank Reconciliation

CASH AS PER BANK STATEMENT	14383.90
LESS: UNPRESENTED CHEQUES 478834	1041.65
478834	<u>103.00</u>
AS PER REPORT	<u>13239.25</u>

② Accounts Payable = P140.00

∴ FOR LETTER HEAD PRINTING & PUBLISHING Co.

INVOICE/FAKTUUR

63

(Ackp) 04

11-04-1990

M Architecture & Town Planning Chapter

Botswana Institute of Development Professions

Bought of P o Box 345, Gaborone
Gekoop van

Retyping 13 pages of
Constitution / Articles of
Association per LEBONA
MWAHUKA

Instruction by DAVID TSENG.

726 00

Mrs J Wesson
P O Box 41278
Gaborone

JD. 2280

BMAP action

12/2/90

✓ Meet VS + bookkeeper.

4.4 ✓

See arrows in mem.

AI 200 sheets. 500 pads.

Get pads soonish.

Prices for heavy duty stapler.

25: Arch condits.

Cir extra copies of minutes.

MEMBERSHIP.

3 new members.

Let's as 3/1/90.

ATPC.

20th @ 5.30 ATPC organizing met.

22nd @ 7.30 Cocktail for 50 by BMB

23rd dinner @ RR: partly sponsored.

San conference room: P1040 for 2 days.

teas 2 days for P240

Secretarial: 7.30/5.30 inc lunch etc.

Registration / copying / lunch organizing

Copier rental 2 days P400.00.

lunch by coupons: P35/head]

Drinks: 20 x 2 days 240? @ lunch.

Dinner for 50 P1000.00

Record of proceedings / acknowledgments: 2500.00 ✓

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
CORRESPONDENCE

COUNCIL
2/90

ITEM	FROM	DATE SENT	DATE RECEIVED	SUBJECT MATTER
1	PLAN	16/10/89	29/11/89	Letter -
2	International Union of Architects	07/12/89	17/01/90	Letter ✓
3	Department of Culture and Social Welfare Matters	28/11/89	23/01/90	Letter & Forms - Registrar
4	Guardian	20/10/89	20/10/89	Newsletter -
5	Seyena Susu	27/09/89	30/09/89	Application ✓
6	Mr. Obatolu	29/09/89	29/09/89	Application ✓
7	Mr. Obatolu	08/02/90	09/02/90	Letter - ✓
8	Mr. Sarbah	12/02/90	12/02/90	Application ✓
9	Mr. Renner	12/02/90	12/02/90	Application ✓
10	Hong Kong		12/02/90	Newsletter KIPZ

BIDP CHAIRMAN'S REPORT YEAR 1988-1989

First I wish to welcome everybody to the 11th general meeting of the Botswana Institute of Development Professions. Since the beginning of the year when the Institution had 117 full members we have gained an additional 22 full members, 3 associate members and 1 student member, apart from the outstanding applications in hand and interest expressed for applications during the period since the last BIDP Council meeting.

This year has been for all members one with an exceptional work load, where time has been at a premium for all people in the professions. Meetings have been held on a regular basis, though not always with a full quorum, despite this situation we have managed to achieve progress in many of the objectives of the Botswana Institute of Development Professions as shown in chapter reports.

The Engineer's and Surveyor's chapter has come back very strongly has now a full committee for the coming year. This is very pleasing to see as many new faces are coming forward to the chapter committee and much interest has been shown recently by local Batswana in joining this chapter.

During the year a series of meetings was held with ABCON the contractor's organisation and many matters relating to the relationship between the professions and the contracting side of the industry were discussed. This is ongoing and reflects the growth of the building industry in Botswana. The seminar on the Apprentiship Act at the Gaborone Sun was in particular of great interest for all those who participated as it is a new step on the road in the development of Botswana.

The visit of Robert Steel the Secretary General of the Commonwealth Association of Surveyors and Land Economist was a high light in the year as he considered it the most productive of all his African visits. The visit was followed up by a return visit by myself to United Kingdom which put the Botswana Institute of Development Professions into the heart of the Royal Institute of Chartered Surveyors and CASLE in significant terms. A resulting sponsorship was obtained for a local motswana to travel to any commonwealth country this was advertised and now a person must be selected by the incoming BIDP council.

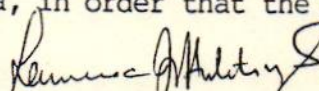
The Architect and Town Planning chapter has been very active during the year and has a full committee for the coming year. This is again pleasing to see as many new faces are also coming forward to the chapter committee and more interest has been shown by local Batswana in the activities of this chapter.

A contract seminar was held at the Gaborone Sun to review the current forms of the BIDP contracts, the requirements for new contracts, and an exchange of ideas on the interpretation of contract clauses with the help of legal advice and all members who attended felt it was a very worthwhile seminar.

BIDP put up a display at the BITEX exhibition which received about 3 500 visitors which did much to put BIDP as a professional body before the general public in Botswana and to demonstrate the role of the qualified professional in the development of the Botswana Economy.

In keeping with the growth of BIDP and the encouragement shown to local professional people to join the Institution, the general council decided that two grants would be doubled to assist in sending representation from each chapter overseas and two new grants would be given for educating local students at the Botswana Polytechnic to help with the spread of professional education during the coming year.

In conclusion I wish to thank all council members for their assistance this year and I hope the incoming council members will continue to promote the aims of the objectives of BIDP particularly in the field of education and the development of the professions in Botswana, in order that the high standard of the professions is maintained.

Thank you.  Lawrence J. Hutchings.

29th September 1989.

BIDD COUNCIL

13/6/09

→ Sent off for quotes ✓

✓ Seminar - proposed 3/A9. ✓

✓ Subs - ✓

✓ Letter handed to E.O. - membership ✓

✓ Letter from NO'D - Flanagan. ✓


✓ ^{to carry} ^{may get} Chapter: getting quotes for [CERT PRAC camp] [I][I][I][I][I][I][I][I][I][I]


✓ Atcon \$


* CHASE MONEY FOR CAA.


* → This wk: subs notices out.

✓ Matangin SE.

→  Payment: sitting allowances: [check outside.]

→  Brigade

✓  ~~Sitting allowances.~~

→  Contact retying.

MEET RE DISB COSTS TUES 20th - ^{5.15} ~~4.30pm~~ @ (R+Y)

delete

Check Kabra address: returned item with POB414 Gals
(Lobatse)

220-110000

BDDP COUNCIL

11/7/89

✓ Sim not paid CAA

VBH note subs payments to allow update

[Reminded re print/copy revision earlier this year].

● P1000 OK re conference. CAA to be paid!!!

» REMINDER: limited funds: annual returns.

ATPL response to NLL.

Ask address R J Stone: lapsed member.

Ask for bar movie from 12h30

ATPC meet
NOTES for action.

21/8/89

> Letter to BIDP +

> Ask who has paid, & then print directory.

AGM: September. Thurs 21st. 9.30 here.

Council: 15/9/89 @ 5.30 @ R+Y.

35
17

Respond to CAA re 1 issues in work practice,
+ letter with questions.

Profread condits engagement.

⇒ Letters to JADS / MW / CTB.

See disbursements results: then write for acceptance
of 1989 revision.

Get work competitions text typed out.

(Aoup) 04

- ZW IAZ : POB 3592, Harare, Zimbabwe
- Z ZIA : POB 34730, Lusaka, Zambia ✓
- MW Malawi Institute of Architects
POB ~~833~~ ⁸³³, Blantyre, Malawi ✓
- LS Lesotho Architects Engineers & Surveyors Association
PO Box 706, Maseru 100, Lesotho
PO Box MS1560, Maseru 100, Lesotho
- SD Secretary / R Stone; POB A387 Muzabane
Swiss Arch.
- EAT ~~Tanzania Institute of Architects~~ Arch Assoc Tanzania
~~% Ministry of Works, POB 104, Dar Es Salaam, Tanzania~~
- Moz Min Construct, POB ~~606~~ ⁸²⁷⁵, KM ave, Maputo, Moz.
- ANG Miss Filémimo, % Min Construction, ENP POB 3843
Luanda, Angola.
- ~~SWAZI?~~ not yet.
- Observers Mr Masha, ANC Construction Unit, PB
Mazimbuka, Morogoro, TN
- ~~Letter to F Rorich: Is there such a thing as an
Institute of Architects yet in Namibia?~~
Mr B Meredith, Soc env studies,
Cyprus U, P Box 2692, Victoria, 2

✓ OK : distribute to all. (AOKP)04

BDDP

7/11/89.

Tim MD BY WD. apologies: Moodycliff.

* Tim will have to expedite action re CASRE sponsorship.

* Amounts resolved: check with JB: get bkkeeper in & if need be fin ch to get proper accs out.

* 15 months + new members: copy consist of regis.

→ letter to DABS: BY to do.

✓ → letter to CTB

Ed min: copy to 2 x chapters: + letter to Ed dept.

• Registrar of Societies.

• ATPC to write thanks to CAA re KL.

• P35/L for wk for BDDP

• Directory: as before + new members: Core photos circulate

• Commonwealth Foundation: descrip + circulate to membs in RB. deadline 10/11/89.

• letter to DABS: time lag: re non payments etc.

• DABS letter re SACC.

• Funds for Education.

• Review sale of contracts M&G

P Whitehead: to be passed.

• ATPC: Newsletter corr: 8 page good quality

ATWk supplied + writings: 2 colour. good paper: 250 copies

500 - P4900.00. + look @ sponsorship/adverts.

circulate members for text/photos. smaller, cost less.

• lunch talks: Speakers: Sampson/Samitas/EDP:

DEB: President H. 12.30-2

circulate: 2 speakers Sampson/EDP.

(Aokp) ^{16/04} ~~15/5~~

SHOP COUNCIL

15/5/88

No quorum.

✓ > Make 10 copies of fee book for
secretary. +1 for TM.
[Printing covers: get quotes.

Approved 1 Student member.

Circulate members: ask library for mags.

Carry on with quotes → back to Council.

⇒ end AS for forum on Contracts.

Next meet 2nd Tues of April. 5pm R+T.

u

(AORC)04
11.4.89

BADP
Council

Received extract from ZIA re SAORC union
of architects.

> Address list: all members due to
pay. Agree paid status with V Secretse.
Envelopes: V.S. Member mts } dismis.
Newsletters }
CARE notes }

Say £25/person for contract seminar,
with lunch of tea. Otc to
average.

SAORC: account difficult: note to others.

Details for member list not at hand: ^{student} OT Mathware.
for CA Osermenam
for E Ogburne.
for BR Revelemila

Circulate Sheffield courses note + UCL. +++
Full resident members for CAA subs. 21.

Next directory: June.

Next met 5.15 2nd Tues May. (9th)

(Aomp) 04

Gentlemen

Roger King
Invited award by C'wealth Fund
as a Senior Visiting Practitioner
to speak on the theme of
CCM - the role of the a's -
Now visiting in region (TZ Z
ZW MW RB LS SD) Org came
to off in 54, went to MW²¹⁴
Govt then PS ~~for the~~ ²¹⁴ ~~several~~
Hand over to RK
Discussion after (questions)
Finish @ 7 sharp.

I would like to propose
The loyal tract to
The President of the Republic of
Botswana

Blair: would you please provide missing data

BIDP membership data

current member → (y)
resident in KB → y

0095 P Altman MBIDP
Paul ← C
P/Bag 00106
Gaborone

0057 H Bergs MBIDP
y Hanns-Gerd
PO Box 41378
Craighall

0155 R T Chephethe
y Ralph Raphael T
y P/Bag 0042
Gaborone

0107 I Cuthbert MBIDP
y Ian
y PO Box 345
Gaborone

0106 M G Johnson
y Mmapula Glorious Kalabo
y P/Bag 0025
Gaborone

0154 D P Kalra MBIDP
y
y P/Bag 01
Gaborone

0068 J M Letsholo MBIDP
y Joseph Moemedi Otladisa
y P/Bag 0042
Gaborone

0149 N J Letsholo MBIDP
y Nicola Jane
y PO Box 69
Gaborone

0156 S D Liphuko MBIDP
y SEEISO DAVID
y PO Box 1771
Gaborone

0157 V Mahenthirarasa MBIDP
y Veluppillai
y PO Box 20344
Gaborone

0009 K Mandic MBIDP
y Konstantin
y PO Box 672
Gaborone

we phone have phone membership type
f/a/s/se
profession: a/p/q/s/l/s/
ps/se/me/ee
chapter
ap/e/s
date of election to membership

53651
010282
200480

at a

52091

f

91085

ap p

4391

f

140682

ap a

a

140682

ap a

f

← Harris
has
farm?

f

200780

ap p

52961

ap applied for assoc. mem.
check minutes
± 66

6FE95

ap p

52091

f

2604

91085

ap p

52677

f

53997

91085

e e

2100

f

270879

ap a

P membership data

0002	I H Marshall MBIDP	52251	f
y	Ian Harley		
y	P.O. Box 928	250978	ap a
	Gaborone		
0022	J C Marshall MBIDP		f
y	Jean Carol Maccarthy		
y	PO Box 928	090379	ap p
	Gaborone		
0087	D McDermott MBIDP		f
y	Deirdre		
y	PO Box 24	101081	ap p
	Francistown		
0031	K I Morris MBIDP		f
y	Keith Iles		
y	PO Box 16	090379	ap a
	Gaborone		
0098	S Morris MBIDP		f
y	Shane		
y	PO Box 16	010282	ap a
	Gaborone		
0104	K Narola MBIDP		f
y	Kantilal		
y	PO Box 40855	070482	ap a
	Gaborone		
0080	S K Nfumi	3822	s
y	Shongwe		
y	Private Bag 16	110581	ap p
	Francistown		
0108	R K Pandey MBIDP	3583	f
y	Rajan Kumar		
y	c/o Family Health Project	250882	ap a
	P/Bag 0058		
	Gaborone		
0079	S D Parker MBIDP		f
y	Stuart Donald Michael		
y	PO Box 24	110381	ap a
	Francistown		
0144	F A Patel	533 SP	f
y	Anilkumar Fulabhai		
y	G.S.P. (Pty) Ltd	210884	e e
	P/Bag 34		
	Selebi-Phikwe		
0151	J B Patel MBIDP	418	f
y	Jasubhai Bhajibhai		
y	PO Box 336	70885	e e
	Lobatse		

P membership data

0045	J A Ritchie MBIDP		f
y	John Alistair		
y	PO Box 1194	270879	ap a
	Gaborone		
0126	N A Solankey MBIDP		f
y	Neil Alfred		
y	PO Box 1664	160283	ap a
	Gaborone		
0086	J Wareus MBIDP		f
y	Jan-Ove		
y	P/Bag 0042	101081	ap p
	Gaborone		
0146	A T Yazdani MBIDP	2272	?f
y	Ahmed Taha Fikhi	6 FEB 85	?e ?e
y	P/Bag 40		
	Francistown		
0050	D A Young MBIDP	71181	f
y	David Alexander	71181	
y	P/Bag 00120	19 11 79.	ap a
	Gaborone		

REPORT OF THE AUDITORS

To the members of

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

We have examined the records and vouchers of the Institute to the extent we considered necessary and in our opinion proper accounting records have been kept. We obtained the information and explanations we required.

The attached financial statement is in agreement with the records and in our opinion gives a true and fair view of the state of Institute's affairs at the 31 August 1985 and of its operations for the year ended on that date.

**PIM GOLDBY
CHARTERED ACCOUNTANTS**

GABORONE

Date:

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONSFINANCIAL STATEMENT

For the year ended 31 August 1985

	<u>1985</u> P	<u>1984</u> P
INCOME		
Subscription and entrance fees	2 505,00	2 097,00
Advertising trial pit	320,00	400,00
Profit on Luncheons	-	53,85
Transfers (Decals)	200,00	225,00
Certificate Pads	140,00	145,00
Minor works	154,00	-
	<u>3 319,00</u>	<u>2 920,85</u>
EXPENDITURE		
Accounting	30,00	54,00
Loss on functions	428,53	-
Bank Charges	48,00	59,50
Subscriptions	111,29	-
General Office Expenses	115,96	62,05
Room Hire (AGM)	150,00	150,00
Stationery	227,14	1 359,35
Typing, Printing, Photocopies	1 177,46	694,13
Travel expenses	270,00	-
	<u>2 558,38</u>	<u>2 379,03</u>
SURPLUS FOR THE YEAR	760,62	541,82
Accumulated funds at beginning of year	1 974,00	1 432,18
ACCUMULATED FUNDS AT END OF YEAR	<u>2 734,62</u>	<u>1 974,00</u>
Represented by:-		
Cash at bank	2 934,62	2 211,85
Less: Creditors	200,00	237,85
	<u>2 734,62</u>	<u>1 974,00</u>

Notes: 1 Subscription income has been stated on the basis of cash received, no account being taken of subscriptions in arrears or in advance.

2 No account is taken of stock of decals at the year end.

.....
CHAIRMAN

.....
TREASURER

GABORONE

Date: 1.11.1985

AOLp04

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

FINANCIAL STATEMENTS

31 August 1985

RECEIVED
2 - -10- 1985
DAVID YOUNG ARCHITECT

BMAA

7th Annual General Meeting
5.30pm, Galore Sun Conference Centre
2nd October, 1985

AGENDA

Consideration of previous AGM minutes,
~~Chairman's report~~ ^{Annual} Report of the Council
Treasurer's report

Election of Council members

Any other business (no specific motions
received from others?)

Council motions

My motion: re-regi-
stration fees should be £10.00

Resolve whether

Surveyors consider fees scale to have been adopted
Motion to set up competition awards for 20th
RB indep 1986

→ Regulations proposed:

Rules for use of crest & profession
on site notice boards

Recognition of practices for
~~publicity~~ purposes.

Reduced period for payment

Life membership not for non-RB residents?

Apologies

N Stanley.

B Hammond

S Parker.

Elections

Nom

2

Chairman
(surveyor)

Vice Chairman
(engineer)

Secretary

Treasurer

Member 1

Member 2

Member 3

(Member 4 ~~W. H. H. H.~~)

~~W. H. H. H.~~ (office)

(P Altman - chairman ATPC - on council)

Sources

6th AGM

- * Technician class
- * Council student & technician representation + voting rights
- * Re-entry fee
- * Botswana Society for Engineers.

61st Council: 13.11.84

62nd Council meet, 5.12.84

63rd 9.1.85

64th 6.2.85

+ (notes of 3.4.85)

66th 16.4.85

68th 5.6.85

69th 7.8.85

70th 4.9.85

Paid-up:	Full	Assoc	Student	Total

AGM quorum: $\frac{1}{4}$ of full members inc
5 council members.

→ J McL departure.

BAP Council

Memorandum: 1985 directory

You chairman and secretary have studied the proposed cover layout, as requested at the council meeting in June. I regret that we were unable to agree on the inclusion / exclusion of the words 'Lokwalo la na'ina' on the cover. This matter now returns for a council decision. A copy of the draft is attached, with notes of agreed amendments shown thereon.

David Young
Chairman.

cc All Council members.

P Richards
D Grant
C Vista
C Jellicoe
B Awey
B Hammond
K Morris
C Fleetwood-Bird

The Institute's objectives are ~~to promote~~ to promote the advancement and facilitate the acquisition of knowledge in the professional fields it represents, to stimulate and encourage the participation of Batswana, and to establish links with other professional bodies. It has been working to try to establish official registration of professionals, as in other countries, to safeguard the public against imposters. The Institute has done work to try to improve legislation in the field of Building Regulations and Town Planning, to help in career guidance and education, and to try to improve standards of performance generally in the building industry. It has ~~also~~ ⁶ published Conditions of Engagement and a Code of Conduct for each of its disciplines, based on well-established practice in Britain and in other African countries, and it has been seeking to have these adopted by the Government of Botswana for work which is commissioned to consultants.

RECEIVED

5 - -06- 1985

DAVID YOUNG ARCHITECT

BIDP was founded in 1978 and it now has over 100 members, including many senior government officers and professionals in local authorities as well as most of the ^{there} ~~professionals~~ in private practice in the country.

There is a steadily growing number of qualified Batswana who have joined the Institute. Efforts have been made to establish local examination in professional practice to meet the needs of those who have done their academic training abroad but not yet achieved professional registration before returning to Botswana.

The Institute was established to provide a recognised body in Botswana to which professional people working in the public service or in private practice in the building field could belong.

Because of their small numbers, architects, town-planners, civil, structural, mechanical and electrical engineers, land surveyors, valuers and quantity surveyors all decided to come together in a single organisation. Membership is open only to those with full professional qualifications, so that the public should be given some assurance of their competence, and the Institute regulates the behaviour and method of practice of its members, in the public interest. It requires members to conform to the principle of not accepting discounts or other ^{hidden} forms of ~~hidden~~ remuneration, and to hold themselves fully ^{accountable} ~~liable~~ for their work.

AOKPO4

BIRD COUNCIL

3.4.85

15th April - phone Min Blackbeard

Tibone / Oasis Tth May Confirmation.
Guests. 2 pos - + Mrs Tibone confirm
Menus.

B Parker.

Pattman headline.

+ see notes.

Tibone: future developments:
 { Sun pan
 { Water devts.
 { Coal developments.

No of persons: say ~~100~~ 100-150 inc guests.
 $\Rightarrow \pm 12$ guests + spouses.
 Supply 1 lot / \neq included in price
 + part of guest costs.

Q00004

Meeting

Minutes of ~~66th~~ of BIDP Council, held at
Plot 8522, Gabonne on 3rd April 1985

66.0. Present.

D. Young	Chairman
D. McCall	Retiring Secretary.
J. B. Hammond	Acting Secretary.
D. Grant	

66.1. Apologies.

C. Telier
P. Richards

66.2. Previous Minutes.

Accepted as a true record.

Proposed D. McCall

Seconded D. Young.

~~66.3~~ Subcommittees.

Ltd Liability - a response from N.Z.A has been received (ref. G.3./GCN/RGS). This response is not entirely satisfactory and P. Richards is to be asked to comment on it with reference to clause 4 (i) of the constitution.

D. Grant is also to comment on N.Z.A's response with reference to the appropriate clause in the constitution of A.C.E.

J. B. Hammond was requested to review memoranda and regulations and report back.

D. Baker - A reply has been received, however submission of details of the practice are required. The secretary is to send a letter to D. Baker asking for confirmation that they are no longer a Limited Liability Company. If they are, they are to be requested to comply with B.I.D.P. regulations so as to ensure B.I.D.P. listing.

letter

S.D.P. Consulting Engineers - Secretary to write to SDP requesting clarification of the their letter in relation to B.I.D.P. Regulation 4.

C. Vista Further ~~action~~ action required by D.Y re. insurance requirement.

C.F-Bird has replied - this is to be referred to Surveyors Chapter (are reg^s amended?)

K.F. & Rutley have replied - same comments as for C.F. Bird.

A.I.B have acknowledged our letter re Indemnity Insurance and advise that they will reply in detail.

N. Letshilo's cheque has been received.

~~The~~ applications have been received from

(3)

The applications from J.B. Patel, P.I. Patel, M. Wall and Prof. Mikailov are under review.

Life membership - D.Y. has suggested that a motion be put before the A.G.M. that section 1. item 3b of the regulations be amended to omit ^{new} life memberships. The meeting accepted this proposal.

D.Y. is to revise explanation of membership requirements.

The ~~meeting~~ ^{Council} was reminded that this ~~meeting~~ ^{meeting} was the last to be ~~at~~ attended by David McCall. The Council expressed their thanks ~~for~~ ~~the~~ in appreciation of the service which David McCall had given the Institute.

ATPC

11.3.95

Check for Ian's statement of goals
req for BOD. Get a copy
'Chair assessment'

1 Marshall. / 1 Marshall / 1 Lettolo.

Council → prepare public notice re BOD & logbooks
etc. A4, letterhead.

Next met 15 ~~Mar~~. 4. 95

Minutes of 66th Meeting of B.I.D.C. Council, held at
Plot 8522, Gabonne on 23rd April 1985.

67.0. Present

D. Young - Chairman
D. Grant
C. Vister
C. Fleetwood Bird
K. Morris
B. Davey.
J. B. Hammond
P. Richards.

67.1. Apologies - C. Felier. Felier

67.2. Previous minutes to be discussed at next meeting.

67.3. Purpose of this meeting.

The main purpose of this meeting was to discuss the forthcoming visit to the country by Mr. R. King who will be representing the Commonwealth Foundation and to discuss arrangements for the Annual B.I.D.C. dinner to be held on 7th May.

The Council was also advised that Mr. R.T. Chephethe has applied for Associate Membership (ref. 20th March 1985).

67.3.1. Visit By Mr. King.

P. Richards advised that he would arrange 2 meetings for Mr. King. The first with local quantity surveyors to be held on 6th May and the second with ministry officials to be held on 7th May prior to the BIDS dinner. P. Richards advised that he would undertake the necessary arrangements.

67.3.2. BIDS Dinner.

The following aspects were raised:

- 7th May 8.00 for 8.30. The Ours hotel had been booked for this function but following discussion it was decided that a more ^{suitable} ~~scitable~~ venue ~~may~~ be more appropriate.
- Mr. Tibene ^{P.S. Min of Min. Resources & Water Affairs.} had been invited to speak at the function.
- It was agreed that the senior representatives of the following Government and Parastatal departments be invited as ~~guest~~ guests:

Min of Works and Communications

Chief Roads Engineer

Min. of Finance and Development Planning.

Min. of Local Government and Lands.

~~Chairman~~ Central Tender Board

Min. of Health

P.S. to the Office of the President.

Min. of Mineral Resources and Water Affairs.

Min. of Education.

- Bots Development Corporation
- Bots Power Corporation.
- Bots Housing Corporation
- Bots Telecommunications Corporation
- Water Utilities Corporation.
- National Development Bank.
- Botswana Meat Commission.

From other institutions: -

University of Botswana.

Bursday Bank

Standard Bank.

Bots. Bank of Credit and Commerce.

- Press to be semi formed.

J.B.H. to send ^{out} letters to the special guests and also to members. Cost to members to be dependant on final quotation from selected hotel.

=====

CORRECTIONS TO LIST.

UP TO DATE AS AT 31.1.85.

Undpnd 1986

AOA 04

BIDP FULL MEMBERS

PATD 1984

29

BY BPD @ 1.5.85 * latest
list still
@
13/6/85

- 0077 W A Allen MBIDP
ARICS, FRICS
PO Box 2018
Harare
Zimbabwe
- 095 P Altman MBIDP
B.Arch
PO Box 911
Gaborone
- 013 A W Anderson MBIDP
B.Arch(CT), MZIA, RIBA
PO Box 263
Lusaka
Zambia
- 137 U J Badkar MBIDP
B.E(Hons), MIE, MIHE, MASCE, MIWWA
PO Box 186
Selebi-Phikwe
- 136 D R Baker MBIDP
B.Sc, MILST
PO Box 828
Francistown
- 073 G Baxter MBIDP
B.Sc, MICE
PO Box 20599
Gaborone
- 102 B Bellard MBIDP
MNZIE, MICE
PO Box 1659
Gaborone
- 057 H Bergs MBIDP
B.Arch, RIBA, Dip I.D, FBIID, MIA(SA)
PO Box 41378
Craighall
Johannesburg SA
- 015 W M Brackenborough MBIDP
ARICS
PO Box 2518
Lusaka

X

✓ no record?

LIFE

✓

?

✓

~~XXXX~~
not

✓

LIFE

BIDP FULL MEMBERS

PD 87

29

055 M D Brading MBIDP
B.Sc(Eng)
PO Box 1599
Gaborone

←
Ove
wup

✓

018 J Z Brejt MBIDP
B.Sc, M.Sc
P/Bag 0037
Gaborone

←?

✓

← L.W. B. ...

046 M Cadfan-Lewis MBIDP
Dip QS, ARICS
PO Box 808
Gaborone

✓

039 K M Carrier MBIDP
ARICS, FRICS
PO Box 808
Gaborone

✓

019 J W Combs MBIDP
Dip Arch, RIBA
P/Bag 0025
Gaborone

✓

123 J E Craggs MBIDP
B.Sc(Hons), MICE, MIZE
PO Box 9
Gaborone

✓

003 J A Crone MBIDP
B.Sc, MASCE, MIHE
P.O. Box 380
Gaborone

~~###~~
?

107 I Cuthbert MBIDP
B.Arch(Hons), RIBA, ARIAS
PO Box 345
Gaborone

←
4391
NO

✓

014 B P Davey MBIDP
Dip Bldg Econ
PO Box 610
Gaborone

←
4890

✓

YES + 1

BIDP FULL MEMBERS

29

84

062 E V Detert MBIDP
Dip QS, ARICS, RQS, MAQS
PO Box 9045
Joannesburg
SA



006 C P Dixon-Warren MBIDP
ARICS, FRICS
Private Bag 0025
Gaborone

←
Bridges
VBS+1



118 A R Edwards MBIDP
H.N.Cert(Elec Eng), MIEE(UK), MIEE(SA)
PO Box 1468
Gaborone



135 J Emig MBIDP
Dip Arch(Copenhagen), MFDA
PO Box 69
Gaborone

←?



← 0052

N.H.C.

001 ~~N.C.~~ Fleetwood-Bird MBIDP
Dip Estate Management, MRAC, ~~ARICS~~ FRICS.
P.O. Box 1136
Gaborone

←?



84
←
R.M. EVLSON: MBIDP
ARICS ARCS ARCE ACI Arb.
P.O. Box 656 Gaborone
Tel: 53667

142 P L Gossage MBIDP
Dip Rural & Estate Management, ARICS, MCAAVS
PO Box 655
Gaborone

←



← R. R. R. R. R.

141 D K Grant MBIDP
B.Sc(Civ Eng), M.Sc, MICE, MIHE
PO Box 380
Gaborone



036 W R Hamlyn MBIDP
~~B.Sc, MASAQS~~ B.Sc (Q.S), RQS, MAQS.
PO Box 20514 2017
~~Bentling~~
Gaborone



125 J B Hammond MBIDP
B.Sc(Eng)
~~PO Box 1113~~
Gaborone

←
B. Bag.
0087.



BIDP FULL MEMBERS

29

pp 84

007 R B Henderson MBIDP
B.Sc(Hons), M.Sc, MICE, MSAICE
PO Box 9
Gaborone

?

021 J A Hewitt MBIDP
Dip Land Surveying
PO Box 101
Gaborone

-

132 K I Hogg MBIDP
B.Sc, ARICS
PO Box 808
Gaborone

✓

065 T F Holdcroft MBIDP
B.Eng(Hons), MICE
PO Box 416
Gaborone

←
~~Scott Wilson?~~

✓

071 J H Hudson MBIDP
ARICS
PO Box ~~8~~ 610.
Gaborone

✓

099 R T Hulme MBIDP
B.Sc, AIQS
PO Box 656
Gaborone

←
P Richards + P
NO

✓

042 L J Hutchings MBIDP
ARICS, AIARB, MIQS(SA)
P/Bag 0064
Gaborone

✓

130 R A Izzett MBIDP
B.Sc(Civ Eng), MICE, MZIE, MPWI
PO Box 933
Gaborone

←

✓

064 W G Jabs MBIDP
B.A., B.Arch
PO Box 1194
Gaborone

✓

BIDP FULL MEMBERS

29

1084

121 C A Jelier MBIDP
B.Sc, M.Sc, MICE, M.Inst WPC, MRIE
PO Box 380
Gaborone

✓

← G.B. Jones MBIDP LIFE
Dip QS

085 W Kaplan MBIDP
B.Arch, AIA
Via Cassia 120
00191 Rome
Italy

3 maybe

070 A A Kille MBIDP
ARICS, FRICS
PO Box 610
Gaborone

✓

037 R B Laing MBIDP
Dip QS, ARICS, FRICS, MASAQS
PO Box 808
Gaborone

✓

040 K I Latilla MBIDP
ARICS, FRICS
PO Box 808
Gaborone

✓

068 J M Letsholo MBIDP
Dip URP, Dip TP, M.Sc
P/Bag 0042
Gaborone

←
DTRP

✓

+ MRi

✓

129 S W Logan MBIDP
MICE, MIHE
PO Box 933
Gaborone

✓

109 P D MacColl MBIDP
B.Sc, ARICS
PO Box 655
Gaborone

Resigned

✓

027 M Maheswaran MBIDP
B.Sc(Eng), MICE, MIHE, MIWES, MIE
P/Bag 1
Selebi-Phikwe

—

MAKINS

✓

BIOP FULL MEMBERS

29

009 K Mandic MBIDP

P.O. Box 207 672
Gaborone

← KMM
whts. YES

063 A D Mann MBIDP

RIBA, RWA Dip.
PO Box 345
Gaborone

002 I H Marshall MBIDP

B.Arch(UCT), M.Arch(Penn), MIA(SA), ARIAS, RIBA, MAAK
P.O. Box 928
Gaborone

022 J C Marshall MBIDP

BA(Maths), MCP, MAIP
PO Box 928
Gaborone

138 D R McCall MBIDP

B.Sc(Hons), B.Arch, ARICS, RIBA
PO Box 928
Gaborone

004 J B McCrory MBIDP

Dip Arch
P.O. Box 911
Gaborone

087 D McDermott MBIDP

BA(Hons), Dip TRP, MIPI
PO Box 24
Francistown

084 E P Mitchell MBIDP

B.Sc(Hons), MICE
PO Box 1925
Gaborone

MOHAPELOA ✓ (C. Cuthbert)

031 K I Morris MBIDP

B.Arch(UCT), RIBA
PO Box 16
Gaborone

S MORRIS

SA MORRIS ← ✓

change
fd 84

BIDP FULL MEMBERS

PD 84

29

032 B B Mosetlhi MBIDP
B.Arch
P/Bag 0025
Gaborone

104 K Narola MBIDP
B.Arch, AIIA
PO Box 928
Gaborone

40855

← ask B
(Hammond) ✓
NO

127 G C Neden MBIDP
B.Sc(Eng), MICE, MIHE, MZIE, MZIM
PO Box 9
Gaborone

067 C S Neill MBIDP
Dip Arch, RIBA, MZIA
PO Box 928
Gaborone

74 A K Nutt MBIDP
B.Sc(Eng), MICE, MIHE
PO Box 933
Gaborone

108 R K Pandey MBIDP
Nat Dip Arch
PO Box 107
Gaborone

90 Family Health Project
P. Bag 0055
Gaborone.

TL 3583.

79 S D Parker MBIDP
Dip Arch, Dip Mech Serv, CIBS, RIBA
PO Box 24
Francistown

23 B C Phakedi MBIDP
M.Sc, MASCE, MEIZ
P/Bag 28
Lobatse

✓ J. H. H. ✓ PA
PATTERSON ✓

017 J A Raffle MBIDP
MA(Cantab), MA(Cantab), ARICS, FRICS, CCLS
P/Bag 0037
Gaborone

BIDP FULL MEMBERS

29

005 P M Richards MBIDP
ARICS
P.O. Box 656
Gaborone

LIFE

140 D M Richards MBIDP
B.Sc(QS), MSIZ, ACI Arb, ARICS
PO Box 656
Gaborone

✓

045 J A Ritchie MBIDP
B.Sc, B.Arch, RIBA, MZIA
PO Box 1194
Gaborone

←
Tswana D

✓

89 P S Robinson MBIDP
BA(Hons), M.Sc, MSATRP
703 Durban Bay House
Smith Street
Durban SA

✓

56 S Roche MBIDP
BA(Hons), ARICS
P/Bag 0037
Gaborone

—

114 V S Sankar MBIDP
Dip Civ Eng, Dip TCP
P/Bag 0040
Francistown

✓

SHAH ✓

128 H M Shelmerdine MBIDP
Inst Dip Civ Eng, MICE, MIHE
PO Box 933
Gaborone

✓

48 D H Smail MBIDP
B.Arch, MZIA, RIBA, MIA(SA)
PO Box 1194
Gaborone

✓

126 N A Solankey MBIDP
B.Arch, MIIA
PO Box 1664
Gaborone

←
APS

✓

BIDP FULL MEMBERS

PD 8d

29

117 R J Stone MBIDP
B.Sc(Hons), MIEE
PO Box 1468
Gaborone

✓

100 F G Styles MBIDP
B.Sc(Eng), MBA, MICE, ACGLI
PO Box 1599
Gaborone

✓

143 T O Taylor MBIDP
B.Sc(QS), MAQS, MSAQS
PO Box 2019
Gaborone

←

✓

~~TO PHONE BACK~~
NO

124 F Tonetti MBIDP
B.Arch
PO Box 1664
Gaborone

? past?

✓

←

R. S. TYNMIS MBIDP
B.Sc(Eng) FICE
P.O. Box 20599 Gaborone.
Tel 52452.

✓ pd 8d

96 N O Viking MBIDP
B.Arch(Hons), SAR, RIBA
P/Bag 16
Francistown

→

16 C P Vista MBIDP
~~B.Sc~~ BSGE.
PO Box 288
Gaborone

806

LIFE

94 G Voss MBIDP
Dip Eng, MSAICE
PO Box 20341
Gaborone

✓

86 J Wareus MBIDP
BA, MSAR
P/Bag 0042
Gaborone

✓

134 S H White MBIDP
FRICS, FIAVI
P/Bag 0037
Gaborone

←

✓

Shorey + L

WADE

✓

75 J G Wilson MBIDP
Dip Tech, M.Sc, MICE, MIME, MIPHE
c/o World Bank
PO Box 30577
Nairobi, Kenya

133 M G Yates MBIDP
MSIZ, FEASA
PO Box 657
Gaborone

10016
Gabs Village
Phone 3685

50 D A Young MBIDP
B.Arch(Natal)
Private Bag 120
Gaborone

00120.

← LIFE
Multi
NO
✓

* 6 sets applic
forms

+ S.J. Paterson
Dip Arch. ARIBA MIZA.
12 Kildare Road
Hillside
Bulawayo.
Zwe.

0145

✓

F.A. Patel
B.E(Civil) F.I.E. MASCE AMEIZ
G.S.P. (Pty) Ltd
P. Bag 34
Selebi Phikwe

0144.

?

+ ATF Yezdani
P. Bag 40
Francistown

0146.

✓

BIDP ASSOCIATE MEMBERS

33

139 T S Gcabashe
Private Bag 01
Jwaneng

pd 84

✓
703 Durban Bay House
Smith Street
Durban 4001
K&N

106 M G Johnson
P/Bag 0025
Gaborone

✓

← Adys Branch

105 J C Makins
PO Box 1599
Gaborone

Est

✓

098 S Morris
PO Box 16
Gaborone

Full member ✓

115 S A Moss
PO Box 380
Francistown

Past? ✓

69 J G van Roosendaal
PO Box 474
Gaborone

← D. O. Fureo
The Paragon No 3
Flat 6 U
Blackheath
London SE 3 ONX

✓

✓

← Colquhoun + Partner

116 P J van Vuuren
PO Box 1468
Gaborone

✓

PHETO ✓ applied only

BIDP STUDENT MEMBERS

32

080 S K Nfumi
Private Bag 16
Francistown

84
✓

43 P R Wade
PO Box 610
Gaborone

✓

✓

D Pitso

BIDP HONORARY MEMBERS

30

143 C W Blackbeard MP
PO Box 58
Serowe

144 J G Haskins
PO Box 1
Francistown

Watkins Gray Morris International

Chartered Architects
 P.O. Box 16, Gaborone Botswana
 Telephone (267) 352450 Fax (267) 373533

Your ref

Our ref

Date 14.02.1992

Chairman
 ATPC
 BIDP
GABORONE

We refer to circular letter dated 29.01.1992 addressed to all members of the ATPC - BIDP.

In response to your invitation to make reply, we comment as follows:

1. The reference to "council" of ATPC is erroneous. There is no "council". There is, in accordance with the incumbent constitution a "chapter".
2. We have no objection to the establishment of an additional forum for architects.
3. We believe that the formation of an additional forum is however surplus to requirements, as fully independent representation of all architects who satisfy the established professional qualifying standards is already in existence. This is of course the ATPC - BIDP.
4. As is well known and documented, initiatives by BIDP have been in progress for ^{over} nearly 10 years to create and formalize by statutory instrument a Registration Council. This Registration Council would be answerable to the Minister in the execution of its business. This is seen, inter-alia, as recording the registration of architectural practitioners, the establishment of conditions of engagement and fee scales, the monitoring and disciplining of its members, the provision of a national base for international exchange with Registration Councils in other countries etc etc.
5. The "worsening situation" referred to in the paper headed "ATPC COUNCIL'S VIEWS ON BIDP" regarding the insistence of clients on employment conditions bordering on "exploitation," will only ever be improved by each and every practitioner simply applying the BIDP Conditions of Engagement as now written. As we have stated on very many previous occasions, the day the individual practitioner departs from the use of the BIDP Conditions will be the first step towards professional suicide, with the resulting decline in architectural standards. It appears from the ATPC statement that this is where we are today.

... / 2

6. There exists under the BIDP constitution no constraint on any initiatives being exercised by the individual professional chapters in pursuance of their own functions or events. So called continuing "involvement" with BIDP appears to be wrongly emphasised in the minds of those who wish to establish additional organizations of professional representation. The great value of continuing with the BIDP format is the existence of a focus and forum for the close liaison between the different professional building disciplines. For example, should an architect, who is a member of BIDP, be in breach of professional conduct, it is up to the Chapter to take the necessary disciplinary action. However Council of BIDP can be referred to by individual chapters for opinion and recommendation regarding what course of action should be taken. To take this option of second opinion from BIDP Council remains the prerogative of the chapter concerned.

7. We believe that the reference made to the establishment of "independent" professional representation outside the BIDP is misleading. Surely what is meant is autonomous?

If this is so then there is nothing that BIDP can do about it. But it must be clearly understood that the establishment of an additional autonomous representative organization would make that organization not only fully responsible, but wholly accountable for the conduct of its members and for the management of their professional affairs e.g. publication of contract documents architects appointment and administrative procedures, fee scales, competitive bidding, professional misconduct etc.

8. With due regard to the foregoing we see no purpose served by the BIDP making endeavours to reconstitute itself for purposes of accommodating the establishment of an additional autonomous representation.

Yours faithfully

D. Piteso-Richardson

D. PITESO-RICHARDSON

K. I. Morris

K. I. MORRIS

cc. Chairman BIDP - Gaborone

KI Morris RIBA ARCUK MBIDP D Piteso Richardson RIBA ARCUK MBIDP

Associated firms in Zambia, Nigeria, UK.

(Adkp)04

8th January 1992

The Chairman
Botswana Institute of Development Professions
P. O. Box 827
GABORONE

Dear Sir,

Views on B.I.D.P.

As requested in last council meeting I outline hereunder my personal views on B.I.D.P.

B.I.D.P. was formed with a view to help develop professions within the building industry namely Architecture, Quantity Surveying, Engineering and Townplanning. In view of the limited number of professionals available in each profession at the time, formation of one institute was both logical and unavoidable.

Over the number of years BIDP has contributed to general well being of the professions under its umbrella. However because of the somewhat varied demands of individual professions it has been unable to address to specific issues such as scale of fees and registration act.

The need for solution to these specific needs, particularly for architects is now more urgent than ever. The situation is continuously worsening due to lack of proper guidance to the clients who increasingly insist on employment conditions that border on exploitation. It is therefore of paramount importance that Architects, and for that matter all other professionals, assert their authority on the issues that concern them.

Only way this can be achieved is through a statutorily constituted institute.

The number of professionals in each discipline is steady increasing and it would appear that there is sufficient number to warrant separate institutes. It is true that smaller institutes will have some financial problems though these will not be hard to overcome. In view of the foregoing I strongly believe that each institute is organised separately.

The proposed change of name makes little sense since each institute would perhaps like to function independently without having to report to B.I.D.P. In my opinion a liaison committee where each institute, including client body and contractors is represented. The function of such committee will be to provide common forum to discuss various issues related to the building Industry such as manpower training, supply of quality and quantity of material, problems related to contract administration and execution of works.

Such committee obviously will not be in a position to impose its deliberations on anyone. However on a fair number of issues a consensus can be reached where no one institute will have any particular objections.

In final analysis if the institutes are independently formed there is very little B.I.D.P. in its existing (or as proposed in last A.G.M.) form can do.

In view of the foregoing I personally believe B.I.D.P. shall be reconstituted to act as liaison committee for building industry and all its chapters should become saperate institutes with individual constitution and no accountably to B.I.D.P.

Yours faithfully,

PRAMOD PATEL

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	sy	P	balance	chq	
1990/1991						
18 Joining fee						
13/09/91 Pankaj Desai			20.00	20.00	4644 c	1
13/09/91 A H Farrar			20.00	40.00	3035 c	2
19/09/91 Beeken			20.00	60.00	cash c	3
20 Annual subscription						
20/08/91 DY subs	0050	91	65.00	65.00	4560 c	4
20/08/91 H Kintu subs	0205	91	65.00	130.00	4560 c	5
13/09/91 P van Vuuren	0116	91	40.00	170.00	2135 c	6
13/09/91 A R Edwards	0118	91	40.00	210.00	2135 c	7
13/09/91 K Palalani	0255	91	50.00	260.00	0078 c	8
13/09/91 P Cotter	0192	91	40.00	300.00	5529 c	9
13/09/91 S A Moss	0115	91	40.00	340.00	6810 c	10
13/09/91 Nuttall-Smith	0187	91	65.00	405.00	6398 c	11
13/09/91 M de Villiers	0168	91	40.00	445.00	2135 c	12
13/09/91 G Schmidt	0177	91	65.00	510.00	0493 c	13
13/09/91 B Davey	0014	91	50.00	560.00	8620 c	14
13/09/91 Pankaj Desai			40.00	600.00	4644 c	15
13/09/91 T T Hla	0207	91	65.00	665.00	0789 c	16
13/09/91 A H Farrar			40.00	705.00	3035 c	17
13/09/91 P Altman	0095	91	65.00	770.00	6498 c	18
13/09/91 C Dixon-Warren	0006	91	50.00	820.00	4713 c	19
13/09/91 A A Kille	0070	91	40.00	860.00	8620 c	20
19/09/91 Beeken applic			45.00	905.00	cash c	21
21 Sale of data						
12/08/91 Sales by R&Y			50.00	50.00	c c	22
12/08/91 Pub sales ex R&Y			90.00	140.00	c c	23
12/08/91 P Thukudu			10.00	150.00	7117 c	24
12/08/91 Setlhopa Management			300.00	450.00	7238 c	25
19/09/91 Publications sales	R+Y		70.00	520.00	cash c	26
19/09/91 Fitzwilliam			120.00	640.00	2041 c	27
19/09/91 Fitzwilliam			30.00	670.00	2024 c	28
19/09/91 M&P			180.00	850.00	6485 c	29
19/09/91 Ramani			160.00	1010.00	0967 c	30
22 Practice listing fee						
20/08/91 DYA listing		91	100.00	100.00	4560 c	31
13/09/91 Nuttall Smith Arc	0187	91	100.00	200.00	6398 c	32
23 Function income						
12/08/91 W Marobela CASLE			75.00	75.00	c c	33
12/08/91 R&Y CASLE ?			75.00	150.00	9440 c	34
12/08/91 CASLE DA ML/MN/RD/MV			300.00	450.00	9111 c	35
12/08/91 PRP CASLE PR/KP/OM			225.00	675.00	0037 c	36
12/08/91 J Ntlatseng CASLE			75.00	750.00	c c	37
12/08/91 T Seretse CASLE			75.00	825.00	c c	38
12/08/91 D Bishop CASLE sem			75.00	900.00	0030 c	39
20/08/91 CAA lunch DY			30.00	930.00	4560 c	40
20/08/91 AUA lunch DR			30.00	960.00	1647 c	41
20/08/91 CAA lunch L Mosienya			30.00	990.00	6476 c	42
20/08/91 CAA lunch H Kintu			30.00	1020.00	0288 c	43
20/08/91 Lunch KM/DR			60.00	1080.00	4234 c	44
31 Bank charges						
31/07/91 Bank charges			3.00	-3.00	p	45
41 Subs to CAA/CASLE						
11/09/91 P&P Hon member certs			232.00	-232.00	8885 p	46
42 Travel costs						
16/08/91 W Odeleye hotel bill			411.75	-411.75	8883 p	47

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	p	balance	chq		
44 Data costs							
11/09/91 Newsletter Whenwe				1761.55	-1761.55	8884 p	48
			Year	<u>846.70</u>			

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	P	balance	chq	
1991/1992						
17 Conference fees						
30/10/91 A Allen CASLE semnr			75.00	75.00	7110 c	49
18 Joining fee						
30/10/91 A G Chiwila applic			20.00	20.00	r18 c	50
20 Annual subscription						
30/10/91 R S Tymms	0110	91	40.00	40.00	4522 c	51
30/10/91 S R Kovacevic	0179	91	50.00	90.00	3376 c	52
30/10/91 S M Patel	0237	91	40.00	130.00	4522 c	53
30/10/91 A G Chiwila applic		92	40.00	170.00	r18 c	54
30/10/91 K Stead	0238	91	40.00	210.00	4522 c	55
30/10/91 G Baxter	0073	91	40.00	250.00	4522 c	56
30/10/91 M A Sarbah	0240	91	65.00	315.00	7474 c	57
30/10/91 C I Oranye	0249	91	40.00	355.00	5959 c	58
30/10/91 W M Brackenborough		91	40.00	395.00	0102 c	59
30/10/91 O P Kalra	0154	91	65.00	460.00	8804 c	60
30/10/91 H Shelderdine	0128	91	40.00	500.00	1583 c	61
30/10/91 V T Seretse	0176	91	40.00	540.00	8302 c	62
30/10/91 A Khin	0234	91	65.00	605.00	0784 c	63
30/10/91 A G Flanagan	0225	91	40.00	645.00	7814 c	64
30/10/91 P B Munnik	0248	91	40.00	685.00	2129 c	65
30/10/91 B K Kamore	0235	91	50.00	735.00	r19 c	66
30/10/91 O G Renner	0239	91	65.00	800.00	7472 c	67 — 1700
21 Sale of data						
30/10/91 DL pub sales			40.00	40.00	8542 c	68
30/10/91 DL pub sales			25.00	65.00	8543 c	69
30/10/91 Publication sale R&Y			170.00	235.00	r20 c	70 — 1200
22 Practice listing fee						
30/10/91 SNK&P listing	91		100.00	100.00	1583 c	71
34 Secretarial services						
03/10/91 DYA secretarial			25.72	-25.72	8886 p	72
03/10/91 DL secretarial			121.35	-147.07	8887 p	73
38 Public relations						
11/10/91 Mmegi advert			175.50	-175.50	8890 p	74
11/10/91 Midwk Sun advert			135.00	-310.50	8889 p	75
42 Travel costs						
30/10/91 BA ticket DR to CAA			3567.00	-3567.00	8888 p	76 →
Year				-2794.57		

BIDP books
Listed by account

bidp/bk/byacfullreport

1989/1990

20 Annual subscription

11/04/90 Gaam Obatolu? cq

nb	syr	P	balance	chq		
0231	91	50.00	50.00	cq	c	1
	Year		<u>50.00</u>			

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	P	balance	chq	
1990/1991						
20 Annual subscription						
20/06/91 N K Kwele	0230	91	40.00	40.00	chq c	2
20/06/91 V Patel		91	40.00	80.00	chq c	3
21/06/91 N K Kwele	0230	91	20.00	100.00	7927 c	4
24/06/91 J B Hammond	0125	91	40.00	140.00	4591 c	5
24/06/91 EP Mitchell	0084	91	40.00	180.00	3852 c	6
24/06/91 Acuitas/I Cuthbert	0107	91	65.00	245.00	7379 c	7
24/06/91 AD Mann/Acuitas	0063	91	40.00	285.00	7379 c	8
24/06/91 SR Cameron/WD	0216	91	40.00	325.00	3512 c	9
25/06/91 Dalglish/S Neil	0156	91	65.00	390.00	8456 c	10
25/06/91 AL Kelly	0210	91	40.00	430.00	0359 c	11
25/06/91 M W Ngandu	0253	91	65.00	495.00	8492 c	12
25/06/91 JCM Marshall	0022	91	40.00	535.00	8456 c	13
27/06/91 L Hutchings	0042	91	50.00	585.00	9418 c	14
27/06/91 Agora Arch/Welfing	0190	91	65.00	650.00	3383 c	15
27/06/91 T Morton	0172	91	50.00	700.00	9418 c	16
27/06/91 AF Patel	0144	91	40.00	740.00	7672 c	17
27/06/91 JA Lucas	0247	91	40.00	780.00	3938 c	18
28/06/91 APS/PW Whitehead	0219	91	65.00	845.00	0422 c	19
28/06/91 N Kailainathan	0243	91	40.00	885.00	6907 c	20
01/07/91 OT Mathware	0252	91	50.00	935.00	1756 c	21
01/07/91 M Wong	0204	91	40.00	975.00	0876 c	22
01/07/91 KP Narola	0104	91	65.00	1040.00	0192 c	23
02/07/91 AJ Walker	0229	91	40.00	1080.00	1653 c	24
02/07/91 CAJ Davenport	0222	91	40.00	1120.00	1653 c	25
03/07/91 DA Jadeja	0193	91	40.00	1160.00	4703 c	26
03/07/91 WLA/Lee	0160	91	40.00	1200.00	0052 c	27
03/07/91 M Kazemi	0166	91	40.00	1240.00	5728 c	28
08/07/91 J Wareus	086	91	40.00	1280.00	3577 c	29
10/07/91 G L Mutungi/Ramani	0227	91	65.00	1345.00	0943 c	30
10/07/91 DFM Goodwin	0242	91	40.00	1385.00	1866 c	31
11/07/91 L R O'Brien	0218	91	40.00	1425.00	6691 c	32
11/07/91 DH Smail	0048	91	40.00	1465.00	8932 c	33
11/07/91 WG Jabs	0064	91	40.00	1505.00	8932 c	34
12/07/91 PF Harris/PHA	0226	91	40.00	1545.00	8614 c	35
12/07/91 WJ Davy/PHA	0223	91	50.00	1595.00	8614 c	36
14/07/91 R B Henderson	0007	91	40.00	1635.00	7046 c	37
15/07/91 M Cadfan-Lewis/McIL	0046	91	50.00	1685.00	0037 c	38
15/07/91 R B Laing/McIL	0037	91	40.00	1725.00	0037 c	39
15/07/91 KE Latilla/McIL	0040	91	40.00	1765.00	0037 c	40
15/07/91 KMM Carrier/McIL	0039	91	40.00	1805.00	0037 c	41
15/07/91 P W Hogarty/McIL	0199	91	50.00	1855.00	0037 c	42
17/07/91 P Gogate	0181	91	50.00	1905.00	4505 c	43
17/07/91 SC Samudrala	0246	91	65.00	1970.00	8374 c	44
19/07/91 RM Everson/PR&P	0052	91	40.00	2010.00	0043 c	45
19/07/91 PM Richards/PR&P	0005	91	10.00	2020.00	0043 c	46
19/07/91 DM Richards/PR&P	0140	91	40.00	2060.00	0043 c	47
23/07/91 SS Mashelkar	0251	91	40.00	2100.00	7096 c	48
25/07/91 D Modibetsane	0186	91	40.00	2140.00	0784 c	49
26/07/91 RR Chephethe	0155	91	40.00	2180.00	c c	50
27/07/91 GI Allison-Broomhead	0221	91	50.00	2230.00	0806 c	51
20/08/91 H Kintu subs	0205	91	65.00	2295.00	4560 c	52
20/08/91 DY subs	0050	91	65.00	2360.00	4560 c	53
13/09/91 A R Edwards	0118	91	40.00	2400.00	2135 c	54
13/09/91 P Cotter	0192	91	40.00	2440.00	5529 c	55
13/09/91 T T Hla	0207	91	65.00	2505.00	0789 c	56
13/09/91 P van Vuuren	0116	91	40.00	2545.00	2135 c	57
13/09/91 Nuttall-Smith	0187	91	65.00	2610.00	6398 c	58
13/09/91 A A Kille	0070	91	40.00	2650.00	8620 c	59
13/09/91 S A Moss	0115	91	40.00	2690.00	6810 c	60
13/09/91 P Altman	0095	91	65.00	2755.00	6498 c	61
13/09/91 G Schmidt	0177	91	65.00	2820.00	0493 c	62
13/09/91 K Palalani	0255	91	50.00	2870.00	0078 c	63
13/09/91 C Dixon-Warren	0006	91	50.00	2920.00	4713 c	64

BIDP books
Listed by account

bidp/bk/byacfullreport

• 13/09/91 M de Villiers
• 13/09/91 B Davey

nb	syr	P	balance	chg		
0168	91	40.00	2960.00	2135	c	65
0014	91	50.00	3010.00	8620	c	66

Year 3010.00

(A04)04

BIDP books
Listed by account

bidp/bk/byacfullreport

	nb	syr	P	balance	chq	
1991/1992						
20 Annual subscription						
30/10/91 G Baxter	0073	91	40.00	40.00	4522 c	67
30/10/91 A G Flanagan	0225	91	40.00	80.00	7814 c	68
30/10/91 R S Tymms	0110	91	40.00	120.00	4522 c	69
30/10/91 H Shelmerdine	0128	91	40.00	160.00	1583 c	70
30/10/91 K Stead	0238	91	40.00	200.00	4522 c	71
30/10/91 W M Brackenborough		91	40.00	240.00	0102 c	72
30/10/91 S M Patel	0237	91	40.00	280.00	4522 c	73
30/10/91 B K Kamore	0235	91	50.00	330.00	r19 c	74
30/10/91 M A Sarbah	0240	91	65.00	395.00	7474 c	75
30/10/91 A Khin	0234	91	65.00	460.00	0784 c	76
30/10/91 S R Kovacevic	0179	91	50.00	510.00	3376 c	77
30/10/91 P B Munnik	0248	91	40.00	550.00	2129 c	78
30/10/91 O P Kalra	0154	91	65.00	615.00	8804 c	79
30/10/91 O G Renner	0239	91	65.00	680.00	7472 c	80
30/10/91 V T Seretse	0176	91	40.00	720.00	8302 c	81
30/10/91 C I Oranye	0249	91	40.00	760.00	5959 c	82
			Year	<u>760.00</u>		

81
+ ~~18~~ life members 2
81
+ ~~10~~ new members 3
+ 93 current members.

Kelly: still no certificate. ✓

E Talha - Azmitas: cheque deposited but no processing?



(Aoup)04

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No 351311

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

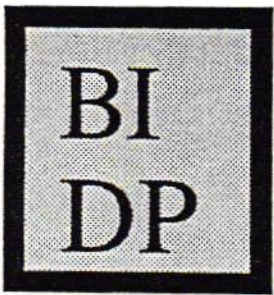
PROPOSAL TO INTRODUCE INDIVIDUAL INSTITUTES WITHIN AND AFFILIATED TO B.I.D.P.

Following discussion with Mr. Odeleye, CAA President, and the developing tendency for interest in individual institutes, it would seem BIDP needs to review its perceived impression of not allowing individual professions freedom to operate and its constitutional provision forcing independent institutes out of BIDP, it is proposed that the following motion be put to the AGM of BIDP in October, 1991:

1. The name of the BIDP shall be changed to the **Botswana Institution of Development Professions** with abbreviations remaining same as at present.
2. Throughout the Constitution and Regulations, the word **Chapter** be replaced by the words **Integral Institute**.
3. That the incoming Council shall be charged with the duty of investigating the creation of a new category of affiliated institute and shall make draft provisions to the Constitution and Regulations for consideration of Members within Six months of this Annual General Meeting.

The overall aim of the above is to allow greater freedom and agrowth path for individual professions while maintaining the emunently rational sharing of common interests and where agreed administration. Only one body would be allowed to represent a component profession, as is the case at present.

(AOWP) 04



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

COUNCIL'S

ANNUAL

REPORT

1990-1991

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

COUNCIL'S ANNUAL REPORT 1990-1991

This past Council year has been a milestone in the sixteen years of the life of the Botswana Institute of Development Professions. Time has really overtaken events. It seems like only yesterday when this Council was elected. The time has passed so quickly because this, your Council, has been dynamic and motivated in their duties concerning the Institute. They have been vigorous in addressing issues and changes pertaining to and affecting our development professions.

We are putting it mildly. Some of the issues, propelled by a buoyant and highly competitive market, affected not only our traditional ways of thinking about our Institute and the professions it represents but goaded Council to pursue them industriously. The goals set from this examination of the issues gave the Council clear targets to attempt to reach.

The following is a brief report on what the Council has achieved in the past year.

Our financial status this year has been excellent, prompting our Treasurer to once intimate that the Institute's funds are unlimited. Such optimism cost us an excellent lunch that we hosted for CASLE in July.

Two exceptionally informed and experienced speakers, John Edge and Christopher Willis, conducted a worthwhile and well presented workshop on the avoidance and resolution of disputes. We thank CASLE for making this workshop possible in Botswana.

The main cause of the rosy financial situation is the expanding Membership of the Institute, now nearly two hundred. Membership subscriptions play a vital role in the Institute's finances, strongly augmented by the sale of BIDP publications (e.g., forms of contract) which are used extensively in the country. Publications pricing is reviewed periodically.

The Council's sub-committees, i.e., Publicity/ Public Relations and Education and Career Advisory, have been keen and active. The Publicity Committee was instrumental in organising a radio talk on the weekly **Round Table** programme of Radio Botswana. We were able to reach a large cross section of the community, many learning of the existence of BIDP and the functions of the professions in serving the public as well as the Institute's commitment to ethical and professional behaviour by those who carry out work in these fields. The BIDP Newsletter, revived in this past Council year, is published quarterly and distributed widely, not only to Members but to Government bodies and other Institutions.

Through Council and the Architects Chapter, BIDP have now established a firm liaison with the Zambia Institute of Architects and the Institute of South African Architects. We wish the latter well in its attempts

to regain admission to international organisations concerned with the development of the architectural profession.

Because of the dedication and hard work of our Members, BIDP hosted the Seventh Council Meeting of the Africa Union of Architects and was immensely honoured by the visit of the incumbent President of the Commonwealth Association of Architects, Dr. Wale Odeleye. President Odeleye captivated the audience during his excellent talk on "The Future of Architectural Practice in Developing Countries".

Some Members also had the opportunity to attend a regional seminar in Harare, Zimbabwe on "Job Management and Practice Issues" jointly organised by RIBA, CAA and the Institute of Architects of Zimbabwe. Stanley Cox and John Wells Thorpe gave a professional presentation on issues currently affecting architectural practice. As the professions in Botswana have entered the area and era of fee bidding and risk management, the seminar was timely and informative.

The Education and Career Advisory Committee has also been active. The Institute has pledged to sponsor at least two students for a diploma in a course in Engineering at our local Polytechnic. Funds for this are in place and eligible candidates are being identified by the Engineers Chapter.

The Institute participated in the careers workshop for the Pre-Entry Science Course Students of the University of Botswana. The response

from the students was encouraging. Council believes we will see many more students pursuing the fields of the Development Professions. However, currently Botswana does not have an educational institution that offers a degree course in architecture. BIDP should be instrumental in establishing such a course in the future. The Institute is currently involved in preparing the Environmental Study Syllabus for the National Certificate in Architectural Drafting for the Building Brigades.

BIDP is also giving its input towards the publication of a book entitled "Building Industry in Botswana" to be published by MacMillan. The book will be aimed at assisting students at secondary school level in pursuing a career of their interest within the Development Professions, such professions closely tied to the construction industry in Botswana. The options lie from becoming a bricklayer to an architect.

BIDP has and maintains close links with ABCON, the Association of Building Contractors in Botswana. At the same time we give our professional input to studies and publications in local building technology conducted and published by the Botswana Technology Centre and, less often, the Ministry of Education.

When our opinion, input or knowledge is sought we are ready to assist at a recognised professional level. We add that some Members of the Institute are qualified arbitrators, members of the Royal Institute of Arbitrators. Hence, arbitration matters are referred to BIDP.

The most important issue addressed this year is the question of statutory registration for our professionals. In our serious attempt to realise such a Registration Act we are concerned with the eligibility and professional competence of those persons using the titles of their profession in Botswana. BIDP does not believe it is attempting to re-invent the wheel by proposing an Act of Registration. Such an Act exists in most developed and developing countries.

Council is pleased to report, having taken the initiative, there appears to be light at the end of the proverbial tunnel. Our proposal for Registration is now under consideration by the Ministry of Works, Transport and Communications (technical issues) and the Attorney General's Chambers (legal issues). Council sincerely hopes that having put our efforts and minds together a Registration Act will become a reality soon.

In conclusion, we address the question of what the Botswana Institute of Development Professions really is and who it represents. BIDP is an Associate Member of the Commonwealth Association of Architects. Yet the Institute represents not only architects, but also civil, electrical, structural and mechanical engineers, property and quantity surveyors and town planners.

The indication is that the number of professionals in Botswana is not as small as when BIDP was established sixteen years ago. Some professions represented by BIDP would prefer to operate independent

institutes with independent constitutions. Hence BIDP Council has decided to reconsider their purpose.

As a direct result of this circumstance we have a motion to propose at the Institute's next Annual General Meeting to be held on 30th October 1991. The Council will propose the introduction of individual and independent institutes affiliated to BIDP. The name of BIDP shall be changed to "The Botswana Institution of Development Professions" with the abbreviation remaining the same but with separate and autonomous institutes.

DUKIE PITSO RICHARDSON

CHAIRLADY

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS



BOTSWANA INSTITUTE OF
DEVELOPMENT PROFESSIONS

FINANCIAL STATEMENTS
30 June 1991



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
GENERAL INFORMATION

COMMITTEE MEMBERS

D Pitso - Richardson - Chairman
L Mosienyane - Vice Chairman
M Datta - Secretary
D Young - Treasurer

Ex-Officio Member Chairman of Architects
P Whitehead

Members

P Shah
K Palalani
P Richards

SECRETARY

M Datta

NATURE OF BUSINESS

Professional Institute of Architects, Surveyors, Engineers
& Town Planners

BANKERS

Barclays Bank of Botswana Limited

AUDITORS

Deloitte Pim Goldby



REPORT OF THE AUDITORS

To the members of Botswana Institute of Development Professions

We have audited the annual financial statements set out on pages 4 to 6. These financial statements are the responsibility of the Institutes committee. Our responsibility is to report on these financial statements.

Our audit includes an evaluation of the appropriateness of the accounting policies, an examination on a test basis, of evidence supporting the amounts and disclosures included in the financial statements, an assessment of the reasonableness of significant estimates and a consideration of the appropriateness of the overall financial statement presentation.

The comparative figures at 30 September 1990 were not audited, and consequently no reliance can be placed on the validity of the accumulated funds at the beginning of the period.

Although the financial statements include all the income recorded in the bank statements, certain of the Institutes income, such as donations and function income, due to their nature, cannot be verified prior to being deposited in the bank account. It follows that expenditure incurred out of income not deposited may not be verifiable.

For reasons set out in the preceeding paragraphs, in our opinion proper accounting records have not been maintained, and in these circumstances, we are unable to carry out all the audit procedures necessary. We therefore do not express an opinion on the financial statements for the period ended 30 June 1991. The audit will provide a basis on which to prepare and present the following years financial statements.

Deloitte Pim Goldby

29 October 1991



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
INCOME & EXPENDITURE SCHEDULE
for the nine months ended 30 June 1991

	Note	1991 P	30\9\1990 P
INCOME			
Subscriptions & entrance fees		3 025	6 630
Annual Dinner		-	382
Sale of publications		5 780	2 195
Company listing & exhibition fees		800	1 600
Conference donation & fees		-	3 505
Function income		405	-
		<u>10 010</u>	<u>14 312</u>
EXPENSES			
Accounting fees		470	350
Annual dinner		1 386	1 870
Audit fees		950	-
Bank charges		54	71
Conference costs		2 850	4 046
Directory & journal publication		175	355
Public relations		1 588	48
Production costs of publications		1 765	-
Room hire (AGM)		100	-
Social functions		529	810
Stationery		145	-
Subscriptions		455	-
Telephone & telex		70	-
Translation fees		1 000	-
Typing, photocopies & postages		2 851	3 414
		<u>14 388</u>	<u>10 964</u>
(Deficit)\Surplus for the period		(4 378)	3 348
Adjustment for misstatement of bank account		-	202
Adjustment to include debtor		-	560
Accumulated funds at the beginning of period		<u>17 350</u>	<u>13 240</u>
Accumulated funds at the end of period		<u>12 972</u>	<u>17 350</u>



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
BALANCE SHEET
at 30 June 1991

	<u>Notes</u>	<u>1991</u> P	<u>30/9/1990</u> P
FUNDS EMPLOYED			
Capital funds			
Accumulated funds		12 972	17 350
		<u>12 972</u>	<u>17 350</u>
EMPLOYMENT OF FUNDS			
CURRENT ASSETS			
Bank		16 594	16 790
Debtors		560	560
		<u>17 154</u>	<u>17 350</u>
CURRENT LIABILITIES			
Creditors		4 182	-
NET CURRENT ASSETS		12 972	17 350
		<u>12 972</u>	<u>17 350</u>



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
NOTES TO THE FINANCIAL STATEMENTS
30 June 1991

1 ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis and incorporate the following principal accounting policy.

1.1 Subscriptions

Subscriptions are accounted for on a cash basis as and when received.

2 TAXATION

No provision has been made for taxation as the Institute is an association not for gain.

3 DEBTORS

	<u>1991</u> P	<u>30/9/1990</u> P
Over payment to Gaborone Sun	<u>560</u>	<u>560</u>

4 CREDITORS

J Wesson	200	-
M Gaiqui	1 000	-
David Young Architects	270	-
Whenwe Services	1 762	-
Deloitte Pim Goldby	<u>950</u>	<u>-</u>
	<u>4 182</u>	<u>-</u>

5 COMPARATIVE FIGURES

The comparative figures are for the year ended 30 September 1990.

(AOKP) 04

FINANCIAL STATEMENTS

FOR THE YEAR ENDING 30TH SEPTEMBER 1990

INCOME

		1990	1989	1987
20	Subscription & Entrance fees	P 6,630	5,337	4,148
22	Social Functions (lunches)	-	454	364
16	Annual Dinner	382	-	392
	Transfers (decals)			195
21	Certificate pads			50
	Minor building works	2,195	460	189
	Instruction pads			175
	Contract documents			900
22/19	Company listing & Exhibition fees	1,600	2,936	3,905
* 17	Conference donation & fees	3,505	-	-
		P 14,312	9,187	10,318

EXPENSES

37	Conference Costs	4,046	-	-
38	Public Relations	48	133	-
39	Accounting	350	-	-
36	Social Functions (Lunches)	810	1,042	667
40	Annual Dinner	1,870	2,028	-
31	Bank Charges	71	248	88
	Subscriptions to CAA & CASLE	- ?	802	217
	Travelling Expenses	-	-	111
?	General Office Expenses	-	-	27
	Room Hire (AGM)	-	-	50
34/32	Typing Photocopies & Postage	3,414	1,065	962
39	Directory & Journal Publications	355	918	2,349
44	Production of Contract Documents	-	-	1,130
35	Production of Membership Certificates	-	107	193
45	BIDP Exhibition	-	-	58
	Subtotal	10,964	6,343	5,852
	SURPLUS/(DEFICIT) for the year	3,348	2,844	4,466
	TOTAL	P 14,312	9,187	10,318

Cash in bank at beginning of the year	13,240	10,396	769
Surplus / (Deficit) for the year	3,348	2,844	4,466
Cash in bank at the end of the year	16,588	13,240	5,235
Plus: Accounts receivable	-	-	14
Less: Accounts payable	-	140	-
Accumulated funds at end of the year	16,588	13,100	5,249

NOTES: An amount of P560.00 to the Gaborone Sun appear to have been paid twice.

(A0kp)02

SPEECH TO BIDP LUNCH BY DR WALE ODELEYE ON 15/8/91

To make a speech like this is like giving birth to a baby: both are very easy to conceive, but very difficult to deliver.

I have some idea of what I want to say, but I'm not too sure I know exactly how to say it.

When your Institute sent a programme to me, they suggested that they would like me to give an illustrated talk at the lunch. I wrote back to say that at this stage of my professional life, I am not terribly interested in pretty pictures, or slides that are pretty. I am more interested in going into deeper, more profound issues that face architects and the architectural profession, especially in developing countries. So there will be no illustrations which I can show you. I am only going to talk on some issues which are important, at least to me. If by any chance they prove important to you, I'll be very happy.

I think I should talk about 3 issues, first to say a few words about the CAA-what is it all about, because without that organ I would not be here. Then I want to say a few words about what I believe the BIDP and the architects here should be doing about environmental improvements if this country is to be one of which all of us can be proud. I want to talk also about what architects and other professions concerned with the environment should be doing in assisting the government in national development.

Many of you have asked yourselves 'why do we have to be members of UIA, members of AUA, members of SADCCUA? Why must we be members, why must we pay to all these organizations?' As I said last night when we had a private dinner here, when you join a club it is your responsibility to use the facilities of that club. If you don't use it, then it is your problem. But it is also a responsibility of the club to make known to its members what its facilities are, so that the members can use it. Both sides can be right, and they can be wrong. If members don't know what is available, how can they use it? But if things are available and members cannot use it. So that is the situation with international organisations. All too often, the organizations don't project themselves out, so that people know what they can get, and all too often members themselves don't question these organizations to see what they can get for the subscriptions that they pay. My main mission in going around many countries in the Commonwealth (and I've visited about twenty in the past 22 months) is to explain to them what we try to do, and to appeal to them to try and use us more intensively. I cannot speak for the UIA, I cannot speak for the AUA, I cannot speak for SADCCUA, but I can speak for the CAA.

The CAA was formed to be a forum for architects throughout the Commonwealth, a forum where members can meet and exchange views and professional ideas, a forum where people can table problems, and see whether there are other members within the association that can help, a forum where we can upgrade the level of competence of our members. We have done quite a lot on architectural education. As a matter of fact, there are more than 120 schools of architecture in the CAA approved list now, and in the two years that I've been President, I've advised several countries on the setting up of new schools.

My first stop in the six nation tour was Zimbabwe, and I spoke extensively to the Vice Chancellor of the National University at Bulawayo, where they are going to site a new school of architecture, about the curriculum for the new school. I did this in Jamaica last year and the school has now started (it started in September last year). I was one of those who are instrumental in telling the Zambian government to set up a school in Kitwe. So we believe very strongly in education but now our focus has shifted a little more to practice, that all our members in the Commonwealth; their knowledge should be upgraded. They should be assisted to be contemporary to current trends of opinion and attention in architectural practice. It was for that reason that we mounted two programs in February, one in Nairobi and one in Harare. I think some of your members were present at the Harare seminar on job management and practice matters, and several issues that are confronting architects every day, like job management, like contract administration, like management of risks, liability problems, new trends in the international process of doing architectural business were discussed.

The feedback we have is that many of them who attended benefitted from it, But I, because I was at the two seminars in Nairobi and Harare, came up with one feeling that a project which is concentrated in two regions in a large area cannot benefit the majority of our members, and that from next year, maybe we should carry this project to every country, so that the majority of the membership can benefit a lot more. It's a lot cheaper to bring two or three resource persons to this country so that many architects can be exposed to what they're trying to say.

So in the coming years CAA will prove a lot more relevant to you: but if you do not take advantage of the facilities that are available, I'm afraid that will be your own problem.

Allow me to now talk about what I believe should be the role of BIDP, especially architects, in environmental improvements. We all know, and I don't have to convince you because many of you are architects, engineers or quantity surveyors, involved in development. We all know that the first impression a visitor gets about a country; whether it is orderly, whether it is beautiful, whether it is well organised, whether it is functional, it is made up of the physical facilities, the buildings the way they are organised.

(continues)



(Aorp)04
BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No.

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS



26th June, 1991.

COMMONWEALTH ASSOCIATION OF SURVEYING & LAND ECONOMY
WORKSHOP AT PRESIDENT HOTEL, GABORONE 19th & 22nd JULY, 1991

Dear Member,

You are invited to attend the above workshop on **The Avoidance of Disputes and their Resolution** ("Prevention is better than Cure") at Brigadier Room, President Hotel, Gaborone on Friday, 19th July and Monday, 22nd July, 1991 as per the attached Programme.

We have two speakers who possess considerable working experience on the subject.

Registration Fee is P75/ per delegate (the fee includes lunches on two days).

For further deatails you may contact : Mr. T.P. Morton, (Tel.374159)
Reynolds and Young Botswana,
Private Bag 0064, GABORONE.

Please tear the slip and forward to Mr. David Young, P/Bag 00120,
Gaborone or Secy. BIDP, P.O.Box 345, Gaborone, **by 17.7.91**.

Name : Address

Acheque of P..... is enclosed. No. of delegates



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CASLE WORKSHOP, JULY 1991

The Avoidance of Disputes and their Resolution

PROGRAMME

DAY 1 19.6.91

9.00-9.30 Introduction
9.30-10.45 Session I
Disputes
The human dimension
10.45-11.00 Coffee
Session II
11.00-12.00 Disputes
The legal context
12.00-1.00 Disputes
The project Context
1.00-2.00 Lunch
2.00-3.00 Session III
Framework for avoidance
Time and Risk
3.00-3.15 Tea
3.15-4.15 Framework for Avoidance
Cost and Finance
4.15-4.30 Summary and Close

DAY 2 22.6.91

Assemble
Session IV
Framework for resolution
Formal procedures
Coffee
Framework for resolution
Expert evidence
Framework for resolution
Alternative procedure
Lunch and Briefing
Session V
Simulation exercise in
Groups
Presentation by Groups
Summary and Close

The objectives of the speakers will be to present the workshops as formally as is required, and as informally as is possible with the valued participation of delegates adding to the formal visually aided presentation.

The workshops are primarily directed towards Architects, Engineers, Surveyors and Constructors. The principles involved will be applicable to all professionals in other situations and their participation will be welcomed.



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CASLE WOKSHOP JULY 1991

Biographical Details

W. John edge Born 04.6.1933)

1. Senior Lecturer in Quantity Surveying at Bristol Polytechnic. Responsible for the subject of Management within the syllabus of Construction Economics and Management.
2. Fellow of the Royal Institute of Chartered Surveyors.
3. Master of Science, University of Bristol.
4. Professional background, spanning Forty years:
 - 15% Quantity Surveying Practice
 - 35% Construction company Practice
 - 50% Educational Practice, research and Consultancy.

Christopher Willis (born 25.6.28)

1. Consultant Quantity Surveyor, formrly in the private practice. (1954 - 1989)
2. Fellow of the Royal Institution of Chartered Surveyors. Fellow of the Chartered Institute of Arbitrators.
3. Visiting lecturer, College of Estate Management, Portsmouth Polytechnic, University of Nairobi.
4. Past President, Q.S Division RICS.
Past Chairman Joint Standing Committee Standard method of Measurement.
Past President Construction Economics European Committee.
5. Joint Author : Elements of Quantity Surveying, More advanced Quantity Surveying, Practice and Procedure of Quantity Surveyor, Specification writing for Architects and Surveyors, The Architect in Practice.

ADDRESSES OF MEMBER INSTITUTES/ ORDERS

MOROCCO

1. UNION DES ARCHITECTES, INGENIEURS ET SCIENTIFIQUES ALGERIENS (UNIASA)
1, Rue Lieutenant Mohammed Touileb
Alger — Algeria
2. BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
P. O. Box 827
Gaborone — Botswana
- ✓ 3. DIRECTION DE L'URBANISME ET DE LA CONSTRUCTION
B. P. 7014
Gangadougou — Burkina Faso
- ✓ 4. ORDRE DES ARCHITECTES DU CAMEROUN
B.P. 5008
Douala — Cameroun
- ✓ 5. EGYPTIAN SOCIETY OF ARCHITECTS
30, 25th July Street
P. O. Box 817
Cairo — Egypt
- ✓ 6. ETHIOPIAN ASSOCIATION OF ENGINEERS & ARCHITECTS
P. O. Box 5308
Addis Ababa — Ethiopia
- ✓ 7. ARCHITECTURAL ASSOCIATION OF TANZANIA
P. O. Box 567
Dar es Salaam
Tanzania
- ✓ 8. ORDRE NATIONAL DES ARCHITECTES
Togolais
B. P. 3481
Lome — Togo
- ✓ 9. UGANDA SOCIETY OF ARCHITECTS
P. O. Box 9514
Kampala — Uganda
- ✓ 10. ORDRE DES ARCHITECTES DE TUNISIE
1, Rue du Royaume d'Arabie Seordite
Tunis 1002
Tunisia *Royaume d'Arabie Seordite*
- ✓ 11. ZAMBIA INSTITUTE OF ARCHITECTS
P. O. Box 3730
Lusaka — Zambia
- ✓ 12. INSTITUTE OF ARCHITECTS OF ZIMBABWE
Reimburta House,
Semora Machel Avenue East,
P. O. Box 3582,
Harare — Zimbabwe.
13. SECTION MAROCAINE DE L'UAI
Square Washington,
Residence Moulay Ismail — C5,
Rabat — ~~Morocco~~
Rabat
14. THE MAURITIUS ASSOCIATIONS OF ARCHITECTS
c/o Ministry of Works
Phoenix — Mauritius
15. THE NIGERIAN INSTITUTE OF ARCHITECTS
2, Idowu Taylor Street
Victoria Island
P. O. Box 178
Lagos — Nigeria.
16. ORDRE NATIONAL DES ARCHITECTES DU SENEGAL
97 Avenue Andre Peytavin
B. P. 972
Dakar — Senegal
17. ORDRE DES ARCHITECTES DU GABON
B. P. 15139
Libreville — Gabon
18. GHANA INSTITUTE OF ARCHITECTS
P. O. Box 14272
Accra — Ghana
19. CONSEIL NATIONAL DE L'ORDRE DES ARCHITECTES DE COTE D'IVOIRE
17 B.P. 278
Abidjan 17
Cote d'Ivoire
20. THE ARCHITECTURAL ASSOCIATION OF KENYA
P. O. Box 44258
Nairobi — Kenya
21. SUDANESE INSTITUTE OF ARCHITECTS
Dare El Muhandis,
P. o. Box 6147,
Maseru 100 — Lesotho
Khartoun — Sudan
22. MALAWI INSTITUTE OF ARCHITECTS
c/o Ministry of Works and Supplies
Private Bag 316
Lilongwe 3 — Malawi
23. LIBERIA CHAMBER OF ARCHITECTS
c/o Ministry of Works and Housing
Monrovia — Liberia



ADKp04

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No.

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

30th April, 1985.

D.A. Young, MBIDP,
Private Bag 00120,
GABORONE.



Dear David,

VISIT OF MR. KING, O.B.E., F.R.I.C.S., TO GABORONE
4th - 8th MAY, 1985

During the above visit Mr. King has expressed the wish to have the opportunity of meeting members of the quantity surveying profession in Botswana at an informal discussion group.

Mr. King has been granted a Senior Visiting Practitioners Award by the Commonwealth Foundation to tour Commonwealth Countries in the Central and Southern African region of the sub-continent. The theme of Mr. King's discussion is "Construction Cost Management : The Role of the Quantity Surveyor."

Mr. King is a quantity surveyor of considerable experience and is well qualified to talk on the subject pertaining to the region as prior to his retirement in 1984 he was Permanent Secretary in the Ministry of Works and Supply in Malawi for many years.

Arrangements have been made to hold the meeting in the Boiketlo Room of the President Hotel at 17,30 hours on Monday, 6th May, 1985.

Should there be other quantity surveyors, technicians, etc. in your office who do not receive this circular letter, I should be grateful if you will advise them of the meeting.

Your support will be very much appreciated.

Yours sincerely

P.P. Honorary Secretary



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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ENGINEERS

TOWN PLANNERS

VISIT OF MR. KING, O.B.E., F.R.I.C.S., TO GABORONE 4th - 8th MAY, 1985

You are cordially invited to an address given by Mr. King on the theme of "Construction Cost Management : The Role of the Quantity Surveyor."

Mr. King has been granted a Senior Visiting Practitioners Award by the Commonwealth Foundation to visit the Commonwealth Countries in East, Central and Southern Africa, including Tanzania, Zambia, Malawi, Zimbabwe, Botswana, Lesotho and Swaziland.

Mr. King is a quantity surveyor of considerable experience and is well qualified to talk on the subject pertaining to the region as prior to his retirement in 1984 he was Permanent Secretary in the Ministry of Works and Supply in Malawi for many years.

The address will be given in the Boiketlo Room of the President Hotel, Gaborone, commencing at 17,30 hours sharp on Tuesday, 7th May, 1985, prior to the B.I.D.P. Dinner.

Your support will be greatly appreciated.

Yours sincerely

A handwritten signature in dark ink, reading 'Peter Richards', is written over a horizontal line.

p.p. Honorary Secretary

Regrets only to Hon. Secretary
Botswana Institute of Development
Professions
Private Bag 0087 Tel. 2089
Gaborone

ITINERARY - R J KING

SENIOR VISITING PRACTITIONER AWARD

Visit to Commonwealth Countries in Southern Africa

Sunday 21 April to Thursday 23 May 1985

Sunday 21 April	BA 153	15.15	Depart Heathrow
Monday 22 April		0600	Arrive Dar es Salaam
			Contact: Brian Barton Barker & Barton (Tanzania) Luther House City Drive Dar es Salaam (P O Box 805)
			Telex: 41433 KEWES TZ
Wednesday 24 April	TC 731	09.10	Depart Dar es Salaam
		10.20	Arrive Lusaka
			Contact: S P Mulenga Chairman Surveyors Institute of Zambia P O Box 50283 Lusaka
			Telephone: 211208
Friday 26 April			Depart Lusaka Arrive Ndola (for Kitwe)
Saturday 27 April			Depart Ndola Arrive Lusaka
Sunday 28 April	QZ 606	09.00	Depart Lusaka
		09.50	Arrive Harare
			Contact: Douglas Nudds Nudds, Machahi McCormick P O Box 1052 Harare
			Telephone: 70412
Saturday 4 May	BP 265	09.00	Depart Harare
		12.35	Arrive Gaborone
			Contact: P M Richards Peter Richards & Partners Kho-I Noor Court Plot 131 Independence Avenue Gaborone (P O Box 656)
			Telephone: 52269
Wednesday 8 May	BP 231	07.00	Depart Gaborone

Wednesday 8 May BP 231 08.00 Arrive Johannesburg
 QL 335 13.45 Depart Johannesburg
 14.50 Arrive Maseru
 Contact: P J Whiscombe
 P O Box 7133
 Maseru (private address)
 Telex: 4278 KIER LO (business)

Saturday 11 May TM 358 10.00 Depart Maseru
 12.00 Arrive Manzini
 Contact: Owen Thindwa
 Ministry of Works
 P O Box 58
 Mbabane
 Telex: 2287 WD

Wednesday 15 May ZC 105 12.05 Depart Manzini
 12.50 Arrive Johannesburg
 QM 332 15.15 Depart Johannesburg
 17.35 Arrive Lilongwe

Wednesday 22 May BA 068 19.10 Depart Lilongwe

Thursday 23 May 05.55 Arrive Heathrow

BIDP MEMBERS ADDRESS LIST

- ✓ P Altman MBIDP ✓
- U J Badkar MBIDP
- D R Baker MBIDP
- ✓ G Baxter MBIDP
- J J Bernard MBIDP
- ✓ J Z Brejt MBIDP
- ✓ R T Chephethe MBIDP
- ✓ I Cuthbert MBIDP ✓
- ✓ B P Davey MBIDP ✓
- ✓ C P Dixon-Warren MBIDP
- M A Fattah MBIDP
- ✓ J B Hammond MBIDP
- ✓ K I Hogg MBIDP
- ✓ T F Holdcroft MBIDP
- ✓ L J Howells ✓ MBIDP
- ✓ J H Hudson MBIDP ✓
- ✓ R T Hulme MBIDP ✓
- ✓ L J Hutchings MBIDP
- ✓ M G Johnson MBIDP ✓
- ✓ G B Jones MBIDP ✓

APOLOUS

BIDP MEMBERS ADDRESS LIST

- O P Kalra MBIDP
- M Kazemi ✓ ← MBIDP
- ✓ A C Kelman MBIDP ✓
- ✓ W Lee MBIDP ✓
- ✓ J M Letsholo MBIDP ✓
- ✓ N J Letsholo MBIDP ✓
- ✓ S D Liphuko MBIDP
- ~~V Mahenthirarasa MBIDP~~ ← SUSPENDED
- ✓ K Mandic MBIDP ✓
- ✓ E P Mitchell MBIDP
- ✓ K I Morris MBIDP
- ✓ S Morris MBIDP ✓
- ✓ K P Narola MBIDP
- ✓ G C Neden MBIDP
- ✓ R K Pandey MBIDP
- ✓ S D Parker MBIDP
- A F Patel MBIDP
- J B Patel MBIDP
- B C Phakedi MBIDP
- ✓ P M Richards MBIDP ✓

BIDP MEMBERS ADDRESS LIST

- ✓ J A Ritchie MBIDP
- ✓ R B Sampson MBIDP ✓
- ✓ P B Shah MBIDP ✓
- ✓ H M Shelmerdine MBIDP
- ✓ M A Simpkin MBIDP
- ✓ N A Solankey MBIDP
- ✓ F G Styles MBIDP
- ✓ T O Taylor MBIDP ✓
- ✓ C P Vista MBIDP ✓
- J Wareus MBIDP

McCormy apology

✓ M G Yates MBIDP
A T Yazdani MBIDP
✓ D A Young MBIDP ✓

52 full, resident members: $\frac{1}{4} = 13$.
(40 min in Gaborone)



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX

GABORONE BOTSWANA

TEL No.

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

BIDP ANNUAL MEETING 1986

TREASURER'S REPORT

Firstly let me apologise through the chairman for being unable to attend this meeting personally.

You will have received through the post, the draft financial statement for 85/86 which was presented at the last Council meeting. At that meeting Council instructed me to amend the statement to include income not yet received from certain members for the annual dinner, and to include an evaluation of the BIDP publications currently held in stock. This has duly been done and the statement which has been circulated this evening contains these revisions.

Income, as in the past has come mainly from membership subscriptions and entrance fees. There has however been a steady demand for BIDP publications and P558 has been generated during the course of the financial year from this source. A small profit was made on the annual dinner which was held in April this year.

On the expenditure side subscriptions to CAA and CASTLE have increased in Pula terms as a result of the falling value of that currency. A very small loss was made at the one lunch which was organised during the year. General office expenses this year have increased mainly due to the cost of typing which this year could not be "lost" in the general office expenses of ^{the} Company for which the secretary works. The main item of expenditure

for the year has been in the cost of production of the B I D P directory and the B I D P journal. Although these publications are both excellent and credit must be given to the secretary for being instrumental in their success, the cost of producing them made deep inroads into B I D P accumulated funds. Typing and printing of the new form of Contract Documents created a large expenditure (\pm P 630) but which hopefully will be recouped over the coming years. The B. I. D. P. Exhibition cost the Institute P 243-00 and although its impact on the general public is uncertain it did provide an opportunity for organisation to present itself to the ordinary man in the street. Additional membership certificates have had to be printed during the year. There cost P 193-00.

Stock of B I D P publications at the end of the financial year was valued at P 3382-00.

In conclusion, during the course of the financial year of 1985/1986 accumulated funds of previous years have been eroded mainly ^{due} to the cost of production of the directory and journal but also due to an increase in stock of B I D P publications.



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL. No.

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

NOTICE OF ANNUAL GENERAL MEETING

THE EIGHTH BIDP ANNUAL GENERAL MEETING IS NOW TO BE HELD AT THE MEETING ROOM, GABORONE GOLF CLUB, AT 5.30 P.M. ON WEDNESDAY, 24TH SEPTEMBER 1986.

1. AGENDA

Consideration of Previous Minutes

Annual Report

Treasurer's Report

Election of Council Members

Motions proposed by Council

Any Other Business

2. MOTIONS PROPOSED BY COUNCIL

2.1

It is proposed that the existing Constitution Item 6 (a) be amended to entitle a full member to use the initials M.B.I.D.P. and MBIDP

2.2

It is proposed that the Constitution Item 7 (h) (referring to Engineering matters to Heads of Engineering firms) be omitted.

2.3

It is proposed that Regulations Section II Item 7 (b) be amended by the removal of the note referring to 7 (h) of the Constitution.

2.4

It is proposed by Council under Regulation Section III 3 (a) that Engineering and Surveying Chapters be merged under the title Engineering and Surveying Chapter.

Please support your professional body by attending. Enclosed is a copy of the accounts for the past year.

David Young
Hon Secretary

CHAIRMAN'S REPORT - ANNUAL GENERAL MEETING OF THE BOTSWANA INSTITUTE OF
DEVELOPMENT PROFESSIONS WEDNESDAY 15TH OCTOBER, 1986

FIRST OF ALL I SHOULD LIKE TO QUOTE A FEW STATISTICS PERTAINING TO B.I.D.P. WHICH MAY BE OF INTEREST TO ALL OF YOU. THE INSTITUTE CURRENTLY HAS NINETY SEVEN MEMBERS OF WHICH FIFTY FIVE ARE FULL MEMBERS RESIDENT IN BOTSWANA. DURING THE YEAR APPROXIMATELY TEN NEW MEMBERS JOINED B.I.D.P.

ABCON
YOUR COUNCIL HELD TEN MEETINGS OVER THE YEAR WHICH WERE GENERALLY WELL ATTENDED. THE ARCHITECTIVE AND TOWN PLANNING CHAPTER HELD SEVERAL MEETINGS, HOWEVER UNFORTUNATELY ONLY ONE INFORMAL MEETING WAS HELD BY THE SURVEYING CHAPTER AND NO MEETINGS WERE HELD BY THE ENGINEER'S. FURTHER, IT IS DISAPPOINTING TO NOTE THAT THE NORTHERN AREA BRANCH HAS BECOME DEFUNCT.

THE LACK OF ACTIVITY WITHIN THE CHAPTERS IS A MATTER OF SERIOUS CONCERN TO COUNCIL AS IT IS CONSIDERED THAT THE STRENGTH OF AND INTEREST IN THE INSTITUTE MUST EMANATE FROM THE GRASS ROOTS LEVEL OF THE CHAPTERS AS IT FROM HERE THAT MEMBERS CAN PARTICIPATE AND PLAY A SUBSTANTIVE ROLE IN THE DEVELOPMENT OF B.I.D.P. I WOULD THEREFORE URGE ALL MEMBERS TO ENDEAVOUR TO PLAY A CONSTRUCTIVE ROLE IN PROMOTING THE OBJECTS OF THE INSTITUTE. IT IS VERY GRATIFYING TO NOTE THAT THERE IS AN INCREASING INTEREST IN B.I.D.P. FROM MOTSWANA GRADUATES AND I BELIEVE IT TO BE OF GREAT IMPORTANCE TO ENCOURAGE THE PARTICIPATION OF SUCH GRADUATES IN THE INSTITUTE IN ORDER THAT THE AIMS AND OBJECTIVES OF THE BATSWANA PEOPLE IN THE FIELD OF DEVELOPMENT IN BOTSWANA MAY BE IDENTIFIED AND ~~PROMOTE~~ ^{PROMOTED} A FURTHER MATTER OF CONCERN TO YOUR COUNCIL HAS BEEN THE VERY LIMITED PARTICIPATION IN B.I.D.P. BY PROFESSIONAL TECHNICAL OFFICERS IN THE PUBLIC SECTOR. WHILST I AM AWARE THAT GOVERNMENT HAS DISCOURAGED SUCH INDIVIDUALS FROM BECOMING MEMBERS I AM FIRMLY CONVINCED THAT DIRECT COMMUNICATION WITHIN IN THE INSTITUTE BETWEEN MEMBERS OF THE PUBLIC AND PRIVATE SECTORS COULD ONLY BE OF SUBSTANTIAL BENEFIT TO ALL OF US.

DURING THE YEAR MEMBERS OF COUNCIL HELD DISCUSSIONS WITH THE PERMANENT SECRETARY OF THE MINISTRY OF WORKS AND COMMUNICATIONS WITH A VIEW TO ENACTING LEGISLATION FOR THE REGISTRATION OF THE TECHNICAL PROFESSIONS. WHILST THE LAND SURVEYORS REQUIRE TO BE REGISTERED IN THE TERMS OF AN ACT NO SUCH LEGISLATION EXISTS FOR MEMBERS OF OTHER PARALLEL PROFESSIONS. UNFORTUNATELY NO SUPPORT WAS RECEIVED FROM THE P.S. AND THE MATTER REMAINS IN LIMBO. HOWEVER, I UNDERSTAND THAT IT IS POSSIBLE THAT THE MATTER MAY BE GIVEN CONSIDERATION BY GOVERNMENT IN THE FUTURE. IT WILL BE REALISED THAT SUCH REGISTRATION IS OF CONSIDERABLE IMPORTANCE IN PROTECTING THE PUBLIC AT LARGE PARTICULARLY WHEN RELATED TO THE DEVELOPING COUNTRIES. IT IS NOTED THAT MOST OF THE ENGLISH SPEAKING DEVELOPING COUNTRIES HAVE LEGISLATION REQUIRING REGISTRATION OF THE TECHNICAL PROFESSIONS. / COUNCIL HAS BEEN ACTIVE BEHIND THE SCENES IN OTHER DIRECTIONS. YOU ALL WILL HAVE RECEIVED COPIES OF THE DIRECTORY AND THE B.I.D.P. JOURNAL AND APART FROM THESE TWO PUBLICATIONS B.I.D.P. HAS NOW PUBLISHED FORMS OF CONTRACTS FOR BUILDING PROJECTS IN THE PRIVATE SECTOR COVERING SMALL WORKS AND CONTRACTS WITH AND WITHOUT QUANTITIES. FURTHER, THE ARCHITECTURE AND TOWN PLANNING CHAPTER PROMOTED AN EXHIBITION AS PART OF THE BOTSWANA TWENTIETH ANNIVERSARY CELEBRATIONS AND MY THANKS GO TO PAUL ALTMAN AND HIS MANY HELPERS FOR ARRANGING THIS VERY WELL WORTHWHILE EVENT. ^{IN} ~~ON~~ ADDITION TO THE FOREGOING, B.I.D.P. HELD ITS ^{ANNUAL} ~~DINNER~~ IN APRIL WHICH WAS MOST SUCCESSFUL AND WELL ATTENDED. A LUNCHEON AT WHICH MR. WAREUS OF THE DEPARTMENT OF TOWN PLANNING SPOKE ON DEVELOPMENT IN BOTSWANA AND COUNCIL MEMBERS HAD A LUNCHEON MEETING WITH THE CHIEF ARCHITECT MR. BOURNE AND THE ACTING CHIEF QUANTITY SURVEYOR MR. RICHARDSON DURING WHICH ~~THE~~ SEVERAL MATTERS OF CONCERN TO YOUR COUNCIL WERE DISCUSSED. / AS PREVIOUSLY NOTED THE ENGINEER'S CHAPTER HAS BEEN INACTIVE DURING THE PAST YEAR. THIS IN THE MAIN HAS BEEN DUE FIRSTLY, TO THE ENGINEERING CONSULTANCY FIRMS HAVING FORMED THEIR OWN ASSOCIATION OF CONSULTING ENGINEER'S AND SECONDLY, TO THE FORMATION OF THE BOTSWANA SOCIETY OF ENGINEERS. WHILST COUNCIL RECOGNISED THE SITUATION IT WAS FELT THAT B.I.D.P. CONTINUED TO HAVE A ROLE TO PLAY HAVING REGARD TO THE FACT THAT CERTAIN ENGINEER'S WERE STILL MEMBERS OF THE INSTITUTE AND THE BOTSWANA SOCIETY OF ENGINEER'S HAD NOT ACHIEVED A STATUS WHICH WOULD INCORPORATE ENGINEER'S AT ~~THE~~ PROFESSIONAL LEVEL. IN THE CIRCUMSTANCES COUNCIL ARE PROPOSING CHANGES IN THE CONSTITUTION WHICH WILL REMOVE THE PRIVILEGED POSITION OF CONSULTING ENGINEERING FIRMS AND AMALGAMATING THE SURVEYING AND ENGINEERING CHAPTERS.

TURNING NOW TO THE THORNY QUESTION OF CONDITIONS OF ENGAGEMENT RELATING TO THE TECHNICAL PROFESSIONS, COUNCIL IS MOST CONCERNED THAT AFTER A PERIOD OF SIX YEARS OF NEGOTIATION WITH GOVERNMENT WE STILL HAVE BEEN UNABLE TO FORMALISE CONDITIONS OF ENGAGEMENT PERTAINING TO BOTSWANA. IT WILL BE REALISED THAT THERE ARE PARTICULAR CIRCUMSTANCES RELATIVE TO DEVELOPING COUNTRIES WHICH REQUIRE TO BE TAKEN ACCOUNT IN ORDER THAT THE PROFESSIONAL INFRASTRUCTURE BUILT UP OVER THE YEARS IS SAFEGUARDED AND ENCOURAGED FOR THE FUTURE DEVELOPMENT OF THIS NATION AND ITS RAPIDLY EXPANDING ECONOMY. ALL TOO FREQUENTLY CONSULTANTS FROM OUTSIDE THE COUNTRY ARE CALLED IN TO UNDERTAKE WORK IN BOTSWANA AS IT IS CONSIDERED BY THE AUTHORITIES THAT THE EXISTING PROFESSIONAL INFRASTRUCTURE IS INADEQUATE TO UNDERTAKE SUCH WORK. HOW CAN WE LEARN AND GAIN EXPERIENCE IF WE ARE NOT PROVIDED WITH THE OPPORTUNITIES TO EXPAND OUR KNOWLEDGE?

AS PREVIOUSLY NOTED B.I.D.P. HAS PUBLISHED SEVERAL DOCUMENTS OVER THE PAST YEAR. THIS HAS OBVIOUSLY ONLY BEEN ACCOMPLISHED AT CONSIDERABLE COST AND CAPITAL OUTLAY WHICH HAS CREATED A SEVERE CASH FLOW PROBLEM TO THE INSTITUTE. COUNCIL BELIEVES THAT THE PROMOTION AND DISSEMINATION OF INFORMATION TO MEMBERS AND OTHER INTERESTED INDIVIDUALS AND ORGANISATIONS IS OF VITAL IMPORTANCE AND HAS THEREFORE DECIDED TO INCREASE SUBSCRIPTIONS AS FOLLOWS :-

- a) FULL MEMBERS ANNUAL SUBSCRIPTIONS WILL INCREASE FROM P 30,00 TO P 40,00.
- b) ASSOCIATES MEMBERS ANNUAL SUBSCRIPTION WILL INCREASE FROM P 15,00 TO P 20,00
- c) THE FOREGOING INCREASED SUBSCRIPTIONS WILL APPLY ALSO TO COUNTRY MEMBERS.
- d) IN ADDITION FIRMS OF CONSULTANTS RECOGNISED AS SUCH BY B.I.D.P. WILL BE ASKED TO PAY A LEVY OF P 100,00 PER ANNUM.

IN ORDER TO ENCOURAGE STUDENTS TO BECOME MEMBERS OF THE INSTITUTE THE SUBSCRIPTION WILL REMAIN AT P 1,00 PER ANNUM. THE PREVIOUSLY STATED INCREASES ARE VERY MODEST WHEN COMPARED WITH THOSE OTHER ASSOCIATIONS OF WHICH MANY OF US ARE MEMBERS.

DURING THE PAST YEAR FIRMS OF CONSULTANTS HAVE BEEN REQUIRED TO PAY SUBSTANTIAL INCREASES IN THEIR PROFESSIONAL INDEMNITY INSURANCE. COUNCIL HAS HAD DISCUSSIONS WITH THE INSURANCE BROKERS IN AN ENDEAVOUR TO OBTAIN GROUP INSURANCE AT PREFERENTIAL RATES. THIS IS A DIFFICULT PROBLEM AS THE INSURANCE BROKERS REQUIRE ALL FIRMS TO BE PART OF SUCH A SCHEME AND OBVIOUSLY SOME FIRMS MAKE THEIR OWN ARRANGEMENTS. THUS WHILST COUNCIL HAS NOT ACHIEVED ANY BENEFITS TO DATE DISCUSSION ARE CONTINUING.

FINALLY, MEMBERS WILL BE INTERESTED TO LEARN THAT THE INSTITUTE IS PROCEEDING WITH THE PURCHASE OF A SELECTION OF SOUTH AFRICAN BUILDING STANDARDS WHICH WILL PROBABLY BE PLACED IN THE BOTSWANA POLYTECHNICAL REFERENCE LIBRARY.

FINALLY, I SHOULD LIKE TO EXPRESS MY APPRECIATION TO ALL MEMBERS OF COUNCIL, PARTICULARLY OUR SECRETARY DAVID YOUNG AND BLAIR HAMMOND, WHO TOOK OVER THE POSITION OF TREASURER AT SHORT NOTICE, FOR THEIR HARD WORK AND SUPPORT OVER THE PAST YEAR. MY THANKS ALSO GO TO OTHER B.I.D.P. MEMBERS AND THEIR WIVES WHO HELPED IN ARRANGING B.I.D.P. FUNCTIONS SUCH AS THE ANNUAL DINNER, THE EXHIBITION, ETC.

CLAUSES AMENDED IN DEB # 1985

CONSTITUTION

- 8 c) The quorum for an Annual General Meeting shall be one-quarter of the Full Members resident in Botswana including at least five Members of the Council.
- 13 b) Annual Subscriptions shall be payable upon election or on the 1st January each year. A Member whose subscription is three months in arrear shall cease to be a Member of the Institute, provided that he shall be send a reminder after two months by the Secretary or Treasurer. A re-entry fee will be levied on Members whose membership has lapsed through non-payment of subscriptions.

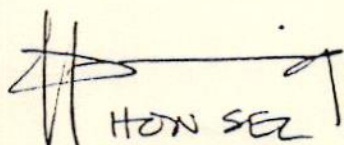
REGULATIONS

7. No Member shall:

- a) offer to provide whether to a prospective client or a third party any gift or favour in money or money's worth designed to secure instructions for work;
- b) with the object of securing instructions or supplanting another Member of the Architectural, Engineering, Surveying or Town Planning professions knowingly attempt to compete on the basis of fees and commissions where there is a statutory scale of fees or a scale of fees recommended by the Institute except where Institutional foreign donors are demanding or non-BIDP consultants are offering competition on the basis of fees. Such competition is to be simultaneous, and BIDP consultants are to give a precise definition of the services to be performed for the fee quoted;

NOTE:- See MANAGEMENT paragraph 7 sub-para (h) of the Constitution.

- c) pay any fee or commission to a third party not being a member of the Architectural, Engineering, Surveying or Town Planning profession for the introduction of a client;
- d) act or offer to act in any capacity in relation to any matter which is the subject of judicial or quasi-judicial proceedings either on the basis that no charge will be made unless the proceedings are successful or on the basis that the amount of the charge will be related to the degree of success attained;
- e) give unpaid architectural services in competition with other Members except under the "BIDP Regulations for the Promotion and Conduct of Architectural Competitions".


HON SEC

DEVELOPMENT PROFESSIONS ACT
ACT NO. OF 198

Published in the Government Gazette No. dated
To provide for the establishment of a Development Professions Registration
Council of Botswana, for the registration of development professionals.

ARRANGEMENT OF SECTIONS

Section

1. Short Title
2. Definitions
3. Restriction on use of titles
4. Establishment of Council
5. Regulations
6. Registration
7. Qualifications for Registration
8. Suspension of development professionals
9. Power of Minister to make regulations
10. Appeals

1. Short Title

This Act may be cited as the Development Professions Act.

2. Definition

In this Act, unless the context indicates otherwise,

- 2.1 'Architect' means a person registered as an architect in terms of this Act.
- 2.2 'Town Planner' means a person registered as a town planner in terms of this Act.
- 2.3 'Professional Engineer' means a person registered as a professional engineer in terms of this Act.
- 2.4 'Quantity Surveyor or Valuation Surveyor' means a person registered as a quantity surveyor or valuation surveyor in terms of this Act.
- 2.5 'Development Professional' means a person registered as required in section 2.1, 2.2, 2.3, or 2.4 above.
- 2.6 'Council' means the Development Professions Registration Council of Botswana established by Section 4.
- 2.7 'Ministry' means the Ministry of Works and Communications
- 2.8 'Minister' means the Minister of Works and Communications
- 2.9 'Prescribed' means prescribed by or under this Act
- 2.10 'Register' when used as a noun, means the register referred to in section 6.
- 2.11 'Regulation' means a regulation made and in force under this Act
- 2.12 'This Act' includes any regulation, notice, order or rule made under this Act.

3. Restriction on use of titles

- 3.1 No person shall practice under any name, title or style containing the words 'architect', 'architecture,' 'architectural','quantity surveyor,' 'quantity Surveying,' 'valuation surveyor','valuation surveying,' 'town planner,' 'town planning','professional engineer,' 'professional engineering'

Unless he is registered under the provisions of this Act in the relevant development profession.

- 3.2 No firm shall practice under any name, title or style containing the words referred to in 3.1 unless fully owned and managed by persons registered under the provisions of this Act, in the relevant development profession.

- 3.3 Any person who commits an offence against sections 3.1 and 3.2 shall be guilty of an offence, and shall be liable to a fine not exceeding P1000 pula or to imprisonment for a period not exceeding twelve months.
- 3.4 Proceedings for any offence against sections 3.1 and 3.2 may be instituted by any duly authorised agent of the Council

4. Establishment of Council

- 4.1 For the purposes of this Act, there shall be established a Development Professions Registration Council of Botswana, which shall be a body corporate, capable of suing and being sued in its corporate name, and of performing all such acts as are necessary for or incidental to the carrying out of its objects and the performance of its functions and duties under this Act. The Council shall consist of not less than five persons appointed by the Minister, on the following basis:
- 4.1.1 Four registered development professionals resident in Botswana, selected on such basis as the Council may determine, taking into account the membership of each development profession.
- 4.1.2 One registered development professional, resident in Botswana, selected by the Minister on the grounds of special knowledge and experience in the public affairs and economic requirements of Botswana.
- 4.2 The quorum of the Council shall be three.
- 4.3 The chairman shall have a casting as well as a deliberative vote.
- 4.4 If the chairman is absent from any meeting, the members who are present shall elect from amongst themselves a chairman to act at that meeting, and the person so elected shall have all the powers and perform all the duties of the chairman until the chairman resumes his duty.

5. Regulations

The Council may from time to time, subject to the confirmation of the Minister, make rules for all or any of the following purposes:

- 5.1 For the Management of the Council; for the holding of meetings of the Council; for the issue of notices calling such meetings; and for the procedure to be followed at such meetings.
- 5.2 For the appointment and duties of the officers of the Council.
- 5.3 For the definition of improper conduct and for determining the mode of inquiry into and the method of dealing with such conduct and the penalties which may be imposed upon any member found guilty of such conduct.

- 5.4 For the conditions of engagement of development professionals, and for the scales of fees to be charged by development professionals for professional advice, services rendered and work done.
- 5.5 For prescribing the procedure to be followed by persons applying for registration.
- 5.6 For prescribing the fees to be paid for registration as a development professional, and the subscriptions annually to be paid by development professionals so registered, and providing for the disposal of such fees and subscriptions.
- 5.7 For the suspension and deregistration of development professionals.
- 5.8 For the maintenance and improvement of the status and standards of development professionals, for the protection of the public in dealings with development professionals, and for the maintenance of the integrity of development professionals in Botswana.

6. Registration

The Council shall keep a register in which the name of every person, immediately on his being accepted for registration by the Council, shall be registered, showing against his name such particulars as the Council shall from time to time deem necessary, and the Council shall enter in such register all changes of registration.

7. Qualifications for Registration

No person shall be registered as a development professional unless he shall at the date of his application for membership have attained the age of twenty one years and have paid the prescribed fee and have satisfied the Minister and that he possesses a qualification and has sufficient practical professional experience, in the opinion of the Minister, after consultation with the Council, to furnish a sufficient guarantee of the possession of the requisite knowledge and skill for the efficient practice of the work of the development profession concerned.

8. Suspension of development professionals

The Council shall have the right to suspend any development professional registered under this Act or to strike out of the register the name of any such development professional who shall have been found by the Council to have been guilty of professional misconduct within the meaning of the regulations.

9. Power of Minister to make regulations.

The Minister may, by statutory instrument make regulations defining the duties of the Council, and other wise for carrying this Act into effect

10.

Appeals
Any person aggrieved by any decision of the Council may appeal to the High Court, and the Court may make such order as it may deem fit provided that no such appeal shall lie unless notice of appeal is given within twenty-one days after the date of the decision of the Council

PO Box 827, Gaborone

Phone 71181

25th November, 1985

NOTICE TO COUNCIL MEMBERS

The first meeting of the new council will take place at the offices of Peter Richards and Partners at 5.30pm on Wednesday, 4th December, 1985.

David Young

Hon. Secretary

cc

P Richard: Chairman

B Hammond: Vice chairman

B Davey: Treasurer

P Chephetha: 2-year elected member

Ehakedi: 2-year elected member

T Taylor: 1-year elected member

C Vista: 1-year elected member

P Altman: Chairman ATPC



ANNUAL REPORT OF THE COUNCIL, 1984/5

INTRODUCTION

Council welcomes you to the seventh annual general meeting of BIDP. The past year has seen no major recovery in the pace of physical development, and rapid turnover of members is still a fact of life.

Ten Council meetings were held during the past year, with notably low attendance. In order to function effectively, we can only stress the point made by the previous chairman that those accepting nomination to Council posts consider carefully the involvement and dedication that will be required of them.

During the year, our able secretary David McCall departed, and we were fortunate to be able to co-opt Blair Hammond to this post. Council member Chris Fleetwood-Bird regrettably resigned from the Institute during the year.

The following detailed report covers the activities of the Institute over the last year:

MATTERS ARISING FROM AGM 6

Council decided that it would prefer representative bodies of technicians to demonstrate their interest by setting up the necessary frameworks, in conjunction with BIDP where desired.

Council would then consider the matter of technician representation on Council. It was considered that present numbers of student members were too small to justify special representation on Council.

The Botswana Society of Engineers could not be located by Council.

It was considered that a re-entry fee for late payment of subscriptions could be equal to the P15 entry fee.

MEMBERSHIP

Council approved the admission of six new full members during the year, and three associate members moved up to full membership. Ten other applications are still under consideration. This helps to offset the considerable efflux of members which has been a feature of the past two years. It is gratifying to note an increase in the numbers of citizens joining the Institute, but more must be done to inform all eligible professionals about our body.

The regulations for members operating limited liability consulting practices were thoroughly discussed at Council meetings. Council considers them appropriate and relevant, and has received no input from Chapters proposing any amendments. Two members resigned during the year in connection with these regulations.

Council was not able to move towards implementing local entry examination requirements, but has made an effort to fully assess the applications of prospective members.

Certificates for the new members are being prepared.

REGISTRATION

In early 1984, the draft registration act prepared by BIDP at the request of the Hon Minister for Works and Communications was forwarded to his Ministry. During this Council's period in office, despite contacts with that Ministry (which were complicated by a two-and-a-half month hiatus in postal deliveries), we have been unable to find the Hon Minister available for a meeting to discuss the proposed act. It is understood that no time will be available before the end of the current session of Parliament.

Council representatives did meet with Mr Jones, a Senior Technical Education Officer in the Ministry of Education, one of whose concerns is the evaluation of professional qualifications. It appeared that registration was considered desirable in this field.

Negotiations with Architectural and Buildings Department continued during the year on the matters of conditions of engagement for architects and surveyors and rates of recompense for disbursements and expenses incurred by consultants acting for that body, but no items have been finalised.

BUILDING REGULATIONS AND DEVELOPMENT CONTROL CODES

The Architecture and Town Planning Chapter dealt with this area at the request of Council. A proposal for regulations to provide for access for the disabled has been drafted, and the proposed revised Development Control Code and proposed Gaborone development plan are being studied with a view to giving comments thereon to the Director of Town and Regional Planning.

LIAISON BODIES

One subcommittee meeting with ABCON representatives took place during the year. ABCON has forwarded a proposal for a form of subcontract for BIDP comments, while BIDP has had no comments on the Minor Works form of contract sent to ABCON.

Participation as external examiners in the Tswelelopele Draughtsman Brigade has continued.

The Polytechnic library has not yet informed us that the first four books submitted to them have been catalogued. We have held back on the transfer of further items until this matter is put in hand. On the BIDP side, lack of communication between Council members has prevented the ordering of selected publications.

The DTRP has requested our comments on proposals for a formal conservation policy for the country.

The ATPC remains an associate of the Commonwealth Association of Architects, and surveyors are linked to CASLE, which arranged a promotional tour by Mr R King during the year.

SOCIAL

There were fewer functions during the year, lunches being organised by John McCrory and a tour of the new Police Headquarters by Ian Marshall. The BIDP Annual Dinner was reasonably successful, and introduced a number of client bodies to our members.

BIDP JOURNAL

S Parker agreed to edit the journal for a second year, with the assistance of B Hammond. Unfortunately, circumstances have been such that we have had a long hiatus. The next edition is presently being assembled.

CONDITIONS OF CONTRACT

The 'With Quantities' form of contract is still being proofread. Once this is complete, errors corrected and layouts prepared, the contracts will be available for sale. We await the quotation for adapting the wordprocessed text of that contract to suit the 'Without Quantities' form.

NORTHERN REGION

This body has effectively dissolved.

ARCHITECTURE AND TOWN PLANNING CHAPTER

This is the only Chapter which still exists in conformity with the Regulations, having remained active through the year. The Conditions of Engagement for Architects are still to be revised, having regard to negotiations with Architectural and Buildings Branch.

The Chapter decided that the cost of linking up with the African Union of Architects was too high to be borne by the small number of members.

SURVEYORS CHAPTER

The Chapter met twice during the year. It noted that new statutory fee scales for Land Surveyors were published during the year. No approach was made to BIDP to comment on the proposals.

One unresolved item remains whether the Chapter has adopted a recommended scale of fees.

ENGINEERS CHAPTER

Apathy amongst engineers has prevented Council resurrecting this Chapter.

OTHER NOTES

It was agreed that Council must carefully consider the effect on the budget of compensation for travel costs of Council members not living in Gaborone.

Council was unable to develop proposals for an all-in percentage fee on typical building.

The first directory of members and practices was issued recently. It is hoped that this will be an annual event.

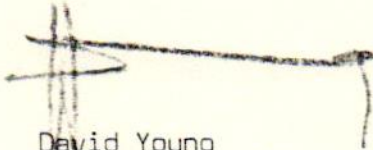
Now read...
Graphics in
hand.
Ready by
December 89

update.

CONCLUSION

On behalf of Council, I should like to thank all those who have supported the Institute, with a particular note of thanks to John McCrory, the first Chairman of BIDP and one who did much of the groundwork in establishing BIDP. He ~~will shortly be leaving~~ to return to the UK. My thanks to Council members for their efforts. We wish the incoming Chairman and Council members success in their term of office.

has now
left ←



David Young
Chairman, BIDP

P.O. Box 827, Gaborone

Phone 71181

4th November, 1985.

Mr. G. Baxter,
Gaborone Golf Club,
P.O. Box 472,
Gaborone

Dear Gordon,

RE: BIDP AGM

This letter confirms that BIDP wishes to rent your club dining hall for the annual general meeting of BIDP, which will be taking place at 5.30 p.m. on Tuesday, 12th November, 1985.

As previously discussed, we understand that this is in order from your side, and that a reasonable rental will be charged.

Your confirmation of the arrangements would be appreciated.

Yours sincerely,



David Young
for Secretary, BIDP

BIDP membership data

current member → y
resident in KB → y

0095 P Altman MBIDP
y Paul
y P/Bag 00106
y Gaborone

0057 H Bergs MBIDP
y Hanns-Gerd
y PO Box 41378
y Craighall
y Johannesburg SA

0155 R T Chephethe
y
y P/Bag 0042
y Gaborone

0107 I Cuthbert MBIDP
y Ian
y PO Box 345
y Gaborone

0106 M G Johnson
y Mmapula Glorious Kalabo
y P/Bag 0025
y Gaborone

0154 D P Kalra MBIDP
y
y P/Bag 01
y Gaborone

0068 J M Letsholo MBIDP
y Joseph Moemedi Otladisa
y P/Bag 0042
y Gaborone

0149 N J Letsholo MBIDP
y
y PO Box 69
y Gaborone

0156 S D Liphuko MBIDP
y
y PO Box 1771
y Gaborone

0157 V Mahenthirarasa MBIDP
y
y PO Box 20344
y Gaborone

0009 K Mandic MBIDP
y Konstantin
y PO Box 672
y Gaborone

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wk phone
have phone
membership type
f/a/s/fe
profession: a/p/q/s/l/s/
ps/se/me/ee
chapter
ap/e/s
date of election
to membership

P membership data

0045	J A Ritchie MBIDP		f
y	John Alistair		
y	PO Box 1194	270879	ap a
	Gaborone		
0126	N A Solankey MBIDP		f
y	Neil Alfred		
y	PO Box 1664	160283	ap a
	Gaborone		
0086	J Wareus MBIDP		f
y	Jan-Ove		
y	P/Bag 0042	101081	ap p
	Gaborone		
0146	A T Yazdani		?
y			
y	P/Bag 40		? ?
	Francistown		
0050	D A Young MBIDP	71181	f
y	David Alexander	71181	
y	P/Bag 00120		ap a
	Gaborone		

P membership data

0002	I H Marshall MBIDP	52251	f
y	Ian Harley		
y	P.O. Box 928	250978	ap a
	Gaborone		
0022	J C Marshall MBIDP		f
y	Jean Carol Maccarthy		
y	PO Box 928	090379	ap p
	Gaborone		
0087	D McDermott MBIDP		f
y	Deirdre		
y	PO Box 24	101081	ap p
	Francistown		
0031	K I Morris MBIDP		f
y	Keith Iles		
y	PO Box 16	090379	ap a
	Gaborone		
0098	S Morris MBIDP		f
y	Shane		
y	PO Box 16	010282	ap a
	Gaborone		
0104	K Narola MBIDP		f
y	Kantilal		
y	PO Box 40855	070482	ap a
	Gaborone		
0080	S K Nfumi	3822	s
y	Shongwe		
y	Private Bag 16	110581	ap p
	Francistown		
0108	R K Pandey MBIDP	3583	f
y	Rajan Kumar		
y	c/o Family Health Project	250882	ap a
	P/Bag 0058		
	Gaborone		
0079	S D Parker MBIDP		f
y	Stuart Donald Michael		
y	PO Box 24	110381	ap a
	Francistown		
0144	F A Patel		?
y			
y	G.S.P. (Pty) Ltd		e e
	P/Bag 34		
	Selebi-Phikwe		
0151	J B Patel MBIDP		f
y			
y	PO Box 336		
	Lobatse		

COMMONWEALTH ASSOCIATION OF SURVEYING AND LAND ECONOMY
APPLICATION FOR AWARD UNDER THE COMMONWEALTH FOUNDATION
SENIOR VISITING PRACTITIONER SCHEME

Theme: "Construction Cost Management: the Role of the Quantity Surveyor"

INTRODUCTION

1. CASLE has so far organised two seminars, in Malawi in April 1981 and in Zimbabwe in September 1983, to review the extent to which members of the surveying professions are involved in the formulation and implementation of development programmes in the Commonwealth countries of Central and Southern Africa (Botswana, Lesotho, Malawi, Swaziland, Tanzania, Zambia and Zimbabwe) and to consider how their present role might be extended to make their contribution more effective. Although employment in all seven of the countries is predominantly in agriculture, with economic and social development focused on rural areas, populations are likely to increase by between 75 and 100 per cent by the year 2000 which will necessitate the development of other employment opportunities in urban growth. Not surprisingly, therefore, the two seminars identified construction and the contribution thereto of the quantity surveyor as important constituents of all future development programmes in the region.
2. The principal contributions of the quantity surveyor are to advise on the development of construction resources in relation to the objectives of national development programmes and to plan and manage the cost of construction. Unfortunately his services are at present insufficiently utilised, particularly in the preliminary stages of project design, cost planning and cost control: in consequence insufficient value is being achieved for money invested in construction projects - and this in a region where finance is a scarce resource. The one exception is Malawi where, in marked contrast to the remainder of the region, quantity surveyors have not only been providing traditional services but have moved into major managerial positions by virtue of their ability to control construction costs - for example, the chairmanship of Airport Developments Ltd which was established to organise the funding for, organise the construction of and manage Lilongwe's new international airport.
3. One of the principal reasons for the under-use of the QS profession's services in the other six countries is a widespread lack of appreciation among governments and other potential employers of the extent of these services and the circumstances in which they could, and should, be used. The under-use is compounded by a shortfall in available manpower, pointing to a need for additional facilities in the region. Some action, but not enough, has been put in hand to develop more indigenous training programmes - but a willingness to fund these also depends in part on a better understanding by governments of the benefits that can accrue from an adequate supply of indigenous QS professionals. Hence the suggestion that a Senior Visiting Practitioner Award be made to a quantity surveyor with first-hand experience of the region, to enable him to promote the role of the profession with a view to the various countries securing better value for funds expended on construction.

Career

- May
1979
to June
1984

Promoted to Principal Secretary in charge of the Ministry of Works and Supplies responsible to the Minister for the running of the Ministry. At the same time I was appointed to the Board of the Capital City Development Corporation (assets approximately K40,000,000) and as Chairman of Airport Developments Limited, a subsidiary of CCDC established to construct the new Kamuzu International Airport in Lilongwe worth K90,000,000. In January 1980 I was appointed Chairman of the Capital City Development Corporation and took over as Chairman of Lilongwe Properties Ltd, Capital Enterprises Ltd, Capital Hotels Ltd, CCDC Overseas Investments Ltd and Malawi Property Investment Co Ltd, subsidiaries of CCDC. I also took over as Chairman of Hotel Management Services Ltd, Property Investments Ltd, Centre Properties Ltd, First City Properties Ltd, Lingadzi Developments Ltd, Office Developments Ltd, Plough Investments Ltd, Residential Developments Ltd, Central Tobacco Properties Ltd, Urban Developments Ltd, New Capital Properties Ltd, Capital Investments Ltd, Capital Developments Ltd, Industrial Development Ltd and Franthie Investments Ltd, all subsidiaries of the Malawi Property Investment Co Ltd. All these companies were established to develop the New Capital City of Lilongwe by attracting external finance which wanted a closed end commitment. Since 1980 the group has been rationalised with the Capital City Development Corporation having three subsidiaries in Industrial Developments Ltd, Capital Hotels Ltd and the Malawi Property Investment Co Ltd and, in turn, the Malawi Property Investment Co Ltd having three subsidiaries, Capital Developments Ltd, Capital Investments Ltd and the Franthie Investments Ltd.

On 20 June 1984 I left Malawi on the completion of my contract. It had been the intention that my post should be localized and to that end I had been training my replacement over the last four years. Unfortunately three months before I was due to leave he was killed in a car accident. In the circumstances I was asked to stay on but this was not practical because, knowing that we were leaving, an operation on both my wife's feet had been postponed for a year. As my wife would be incapacitated for some three months and as it was imperative that somebody should be in Malawi there was no alternative but to find an external replacement; and this was done.

- 1977 Promoted to Senior Deputy Secretary. The duties for this post were similar to those of Deputy Secretary except that in the absence of the Principal (Permanent) Secretary I was in charge of the Ministry.
- 1972 Promoted to Deputy Secretary. This post involved working closely with the Permanent Secretary on all policy matters relating to the Ministry's activities. During this period I was Vice-Chairman of the Automotive Trades Registration Board and I was appointed Director of the Malawi Property Investment Company Ltd, Residential Development Ltd, Lingadzi Developments Ltd, Centre Properties Ltd and Industrial Developments Ltd having assets of approximately K17,000,000. These companies are all subsidiaries of the Capital City Development Corporation engaged in developing the New Capital City of Lilongwe.
- 1968 Promoted to Director of Buildings in charge of the design, construction and maintenance of all Government buildings in Malawi. This period covered the first phase of the New Capital at Lilongwe.
- 1967 Post upgraded and retitled Chief Quantity Surveyor and Contracts Officer. Branch enlarged to cover civil engineering as well as building work.
- 1964 Promoted to Chief Quantity Surveyor in charge of Quantity Surveying Branch.
- 1957 Quantity Surveyor with the Ministry of Works and Supplies, Government of Malawi.
- 1955 Quantity Surveyor with Messrs Bakker & Wright, Chartered Quantity Surveyors, Cape Town.
- 1954 Assistant Quantity Surveyor with Messrs Harris & Porter, Chartered Quantity Surveyors, London.
- 1950 Apprentice and Junior Assistant Quantity Surveyor with Messrs Patterson and Kempster, Chartered Quantity Surveyors, Dublin.
- 1947 Junior Officer with Union Castle Mail Steamship Co Ltd.
- 1945 Officer Cadet with Union Castle Mail Steamship Co Ltd.

Outside interests - I have represented Malawi at hockey, was a keen cricketer and now play golf. I have served on Club Committees and am a past Captain of the Golf Section. I have been a member of the Architects and Quantity Surveyors Registration Board and I have also served as Registrar.

NDP Council

59.12 ENGINEERS

~~No report~~

59.13 CORRESPONDENCE RECEIVED

Application from F. Patel.
Cheque for P200.00 from Standard Chartered Bank.
RIBA Journal July 1984.
Advert from Journal of Archt. & Planning Research
Change of Address from D. Young
AUA Contribution Bill
Letter from P. Richards re Engineers Chapter

59.14 ANY OTHER BUSINESS

- 1. D. Young will prepare an article for Trial Pit on Working Group. DY
- 2. D. Young is to obtain prices for library. DY
- . No reply has yet been received re Indian Institute of Architects' address.
- 4. Secretary to arrange booking at Gaborone Sun for AGM. DMcC
- 5. D. Young will contact J. Letsholo re A&TPC AGM. DY
- 6. P. Richards will arrange for someone to convene Surveyors AGM;
C. Jelier will do likewise for Engineers.
- 7. Nigerian Institute of Architects Yearbook fee scales (Engineers) to be copied to Council Members (Copy enclosed with minutes). *HL*
- 8. D. Young suggested that heads of engineering firms should not override individual engineer members re setting of fee scales.
C. Jelier disagreed. After much discussion it was agreed that this could be discussed at Chapter level.
- 9. Treasurer is to be asked if the current subscription levels are sufficient. DMcC

59.15 NEXT MEETING

Tuesday 18th September 1984 at 5.30pm at Dalgliesh Lindsay Group's Offices.

Meeting Closed 7.40 pm

Chairman Date

Circulation: All Council Members.

Secretary



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827

GABORONE BOTSWANA

TEL No. 52251

ARCHITECTS

SURVEYORS

ENGINEERS

TOWN PLANNERS

ANNUAL GENERAL MEETING - 1984

Notice is hereby given that the 6th Annual General Meeting of the Botswana Institute of Development Professions will be held on Wednesday 17th October 1984 at 5.30pm in the Gaborone Sun Convention Centre.

1. AGENDA

Chairman's Report
Treasurer's Report
Election of Council Members
Proposals
Any other Business

2. INCOMING COUNCIL

2.1 Nominations for election of Council Members will be accepted from the floor provided that the nominee is present and/or has provided his consent.

3. PROPOSALS

- 3.1 That a technician class of membership be instituted.
- 3.2 That Council be expanded to include one student member and one technician student member.
- 3.3 That voting rights should be amended to allow full members 2 votes each and associate and technician members 1 vote each.
- 3.4 That a re-entry fee be instituted for re-admission to the register for members who are struck off for failure to pay annual subscriptions timeously.
- 3.5 That subscriptions be raised as follows:

Full members	P30.00 p.a.
Associate members	P15.00 p.a.
Entry Fee	P20.00
- 3.6 That the AGM be held between 30th June and 30th September of each year.

David R.K. McCall
Hon. Secretary





VISTA ENGINEERING SERVICES (PTY.) LTD

P.O. Box 806 Gaborone Tel 2625

14th July 1984

Our Ref: V20/84

The Honorary Secretary
Botswana Institute of Development Professions
P.O. Box 827
Gaborone

Dear Sir:

*Photocopy & circulate
with minutes.*

Practice under a Limited Company

Please refer to your unreferenced letter dated 6th July 1984 and another letter ref. wrh/sc/BIDP/006/M dated 8th June 1981.

I would like to confirm the following:

1. This Company has now only two shareholders: Mr. & Mrs. C.P. Vista with the resignation of Mr. J. Z. Brejt as a shareholder. It is being worked out through our Company Secretary that Mr. Brejt's share (40%) be registered to Mr. R. Catindig (Mrs. Vista's brother) who is also our employee. The total registered share capital of P10 000.00 is now fully paid as total investments have exceeded P30 000.00. For all practical purposes, this Company is only a family company.

2. Mrs. Vista is formerly a second-year surveying student (Mapua Institute, Philippines) while Mr. Catindig is a high school graduate with 8 years survey experience as a survey technician in one of the the surveying firms in the Philippines. All shareholders are therefore compatible.

3. We are not carrying a professional indemnity policy but we are fulfilling the requirements of the Workmen's Compensation Act.

4. Vista Engineering has temporarily stopped its operations since September 1983 when Mr. Brejt and I formed a partnership registered as Geosurveying Consultants in terms of CAP.42:04. This situation is about to change as the Partnership is being dissolved.

* 5. I would like to stress herein that land surveyors are required by law to register with the Department of Surveys & Lands to be able to practise in terms of the Land Survey Act. In contrast, all other allied professions in BIDP are presently not regulated by legislation. In other words any surveying firm cannot practise as a land surveyor since only the individual is licensed as such. Hence responsibility lies not on the surveying firm employing such member but on the individual licensee. Land surveyors obviously occupy such a unique position among the other professions in BIDP. In fairness to all, the enforcement of the Rules of Conduct (Clause 4 of Section II of the Regulations) should be done according the the spirit of the times and not on the literal meaning of the Regulations. It is hoped that time will come when all BIDP professions will equally attain legislative recognition.

Under these circumstances, the consent of Council is therefore respectfully requested.

Yours faithfully,

C. P. Vista
C. P. Vista

cc. Secretary
Surveyors Chapter

Directors: C.P. Vista, C.C. Vista

Rec'd 23.7.84.

U

ATPC

BIDP

PROPOSED AMENDMENTS TO REGULATIONS AND CONDITIONS OF ENGAGEMENT

1

Proposed amendment to regulation 7(b):

existing:

new

No member shall, with the object of securing instructions or supplanting another member of the A, E, S or TP professions, knowingly attempt to compete on the basis of fees and commissions where there is a statutory scale of fees or a scale of fees recommended by the Institute;

NOTE:- See MANAGEMENT paragraph 7(h) of the constitution

No member... ..by the Institute, except where foreign donors are demanding or non-BIDP consultants are offering competition on the basis of fees. Such competition is to be simultaneous, and BIDP consultants are to give a precise definition of the services to be performed for the fee quoted.

2

Proposed new regulation 7(e):

No members of the Institute shall give unpaid architectural services in competition with each other except under the "BIDP Regulations for the Promotion and Conduct of Architectural Competitions".

3

If the amendments shown above are accepted, the BIDP Architects' Conditions of Engagement and Scales of Fees will require revision.

Botswana Institution of



Development Professions

Secretariat: PO Box 827, Gaborone, Botswana, Africa

Architects

Engineers

Surveyors

Town Planners

Stick to old layout with new words

*African Union of Architects, Commonwealth Association of Architects,
Commonwealth Association of Surveying and Land Economists, SADCC
Union of Architects*

Affiliated to: AUA, CAA, CASLE, SADCC UA

PRESIDENTIAL COMMISSION OF ENQUIRY
INTO THE OPERATIONS OF THE
BOTSWANA HOUSING CORPORATION (BHC)

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS
RESPONSE TO THE PRESIDENTIAL COMMISSION OF ENQUIRY
AT A SESSION HELD ON THE 25th SEPTEMBER 1992 AT 0800 HRS

PRESIDENTIAL COMMISSION OF INQUIRY INTO THE OPERATIONS OF THE BOTSWANA HOUSING CORPORATION (BHC)

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS RESPONSE TO PRESIDENTIAL COMMISSION OF INQUIRY AT SESSION HELD ON 25 SEPTEMBER 1992 AT 0800 HRS

TERMS OF REFERENCE

Letter from BHC Commission of Inquiry dated 31 August 1992 reference COMM/EVID in respect of the Commission's requirement for details on the criticisms or complaints against the operations of the Corporation covering the period between now and the past, and the BIDP reply letter 9 September 1992 reference LJH/WRKD2/C3/ko issued following the BIDP Council meeting held on the 8th September 1992 and the BIDP Council Meeting of the 18th September 1992.

BIDP REPRESENTATIVES

1. Mr L L Mosienyane BA, MA, Dip UD, Dip Arch (Oxon) RIBA MBIDP
Fellow of the Commonwealth Foundation
Chartered Architect (Chairman).
2. Mr L J Hutchings BSc, MBIM, MAQS, ACI Arb, AA Arb, FRICS, MBIDP
Fellow of the Commonwealth Foundation
Chartered Quantity Surveyor and Chartered Arbitrator
(Past Chairman and Secretary)

THE FOLLOWING POINTS OF CONCERN ARE HELD BY BIDP

1. If BHC has a list of consultants on their register with records of capability and also has access to the Central Tender Board list of registered consultants, it would appear that these lists have not been used in the consideration of their awards of consultancy contracts when these works cannot be carried out within their own consultancy division.
2. It is considered that a two year period is generally required for any consultant to have appropriate experience to carry out works in Botswana and it would appear that consideration is not being given to this concept, particularly where traditional tendering procedures and traditions are common in other countries whose accepted practices would not fall strictly under the laws and regulations held in Botswana.
3. Architectural competitions have recently been given by BHC and concern is expressed that inadequate time and notice has been given to achieve fair competition by consultants, who should all receive the same period to allow for preparation of submissions. It is recommended that architectural competitions are carried in accordance with procedure of recognised Institutions.

4. A system of registration and capacity level should be followed along the lines of Central Tender Board and the Corporation should have a booklet on accepted tendering procedures (as used for example by the Water Utilities Corporation).
5. Once consultancy proposals are accepted by BHC no renegotiation should take place, and payment for invoices received should be made without administrative delay and requests for repeat duplicates and triplicates of invoices.
6. Conditions of agreement for contractors and consultants should contain clauses to nullify the agreement on the grounds of fraudulent or criminal practice.
7. Contract documents are drawn up in some cases on the form of BIDP contract when consultants are used, and have been signed under the BHC form of contract and this creates contractual anomalies which have to be resolved as the tenderer undertook to price on the basis of the BIDP documentation.
8. The use of inappropriate or partly qualified staff inexperienced in the interpretation of standard or local forms of contract has caused severe cashflow problems to practices where fee account submissions have been held for prolonged periods by staff who are not even in possession of the usual forms of agreement for the appointment of consultants.
9. A tendency to delay settlement of fees on unacceptable grounds for example Fee accounts received by BHC and found to be arithmetically incorrect should be paid as appropriate and not held up for resubmission due to poor administration where minor arithmetical adjustments only are required to avoid placing consultants in severe cashflow position particularly in this time of recession.
10. The progressive review of consultancy fees by different personnel has necessitated the constant repeated submission of fee notes when reasonable coordination or allocation to different staff would have avoided this administrative delay. The administrative inability of BHC staff to respond to telephonic requests by consultants to make appointments to discuss matters relating to the administration of contracts and the administration and settlement of fee accounts has shown that at times contact with key BHC staff is difficult, as it appears that a lack of sensitivity is shown in this matter.
11. Lack of coordination between in house departments of BHC has resulted in the preparation by consultants of development schemes which have had to be cancelled or substantially altered to reflect actual geographical housing requirements which has caused severe distress to consultancy practices who have recruited professional staff for long term contracts and incurred substantial capital or leasing expenditure for computer facilities required to complete unrealistic deadlines for the preparation of contractual documentation.

12. No recourse is provided to redress within reasonable time for the lack of sensitivity shown by the Corporation this year and it is clear that the instigation of registration, professional policing, penalties for non compliance of standard forms of appointment in respect of carrying out commissions in Botswana (unless advised and agreed in writing for the provision of specific services, not available here) and enforcement will have to be considered in demonstrating the way forward to establish standards that are acceptable in other countries.

The Botswana Institute of Development Professions is prepared to assist the Corporation to establish the necessary parameters for the establishment of procedural guidance, if requested, and the registration of the professions by the Government could well, when implemented provided the necessary route to the establishment of professional procedures for use in the private and the parastatal sector of the development professions in Botswana.

RECOMMENDATIONS

1. That BHC prepares a detailed and graded register of technical and professional consultancy firms and all such firms are required to have residence in Botswana for a minimum of two years prior to being included on the register.
2. That architectural competitions should conform with the rules as laid down by professional institutions.
3. That statutory registration of the technical professions be implemented in Botswana.
4. That once negotiations pertaining to commissions for technical services have been concluded with BHC then no further renegotiation should occur.
5. Fees in respect of BHC commissions for professional services should be paid promptly. Where arithmetical errors or elements of accounts are in dispute then the undisputed amount should be paid forthwith.
6. Standard conditions of contract with contractors and conditions of engagement pertaining to consultants should include nullifying the contract should instances of fraud or criminal practice occur.
7. Individual contract documents included within a contract should be compatible with each other.
8. BHC staff who are required to deal with private consultants on various matters should have the appropriate qualifications to enable them to make prompt and proper decisions.
9. The promotion and support of professional institutions in Botswana.

ADKp04



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

ANNUAL DINNER

7th May, 1985

P R O G R A M M E

M E N U

LOYAL TOAST AND ADDRESS

By

D.A. Young B.Arch., M.B.J.D.P.
Chairman - Botswana Institute of
Development Professions

* * * * *

GUEST SPEAKER

The Right Honourable A.M. Mogwe
Minister of Mineral Resources
And Water Affairs

* * * * *

TOAST "THE INSTITUTE"

By

R.J. King O.B.E., F.R.J.C.S.

ASPARAGUS SOUP

o o o o o o

CHICKEN CHASSEUR

o o o o o o

FRESH FRUIT SALAD

o o o o o o

COFFEE AND MINTS

o o o o o o

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Thursday 14 May 1992

Quality and Productivity

10h30 Pursuit of efficiency
12h00 Stuck on quality
13h30 The customer is always right
15h00 Becoming the best

Customer Care

16h30 Remember me - and
How to lose customers without
really trying

Friday 15 May

Safety

10h30 Safety in Industry - and Office
Safety - Friday 13th

Supervision

12h00 Win or lose, you choose
13h30 Quality supervision for industry

Telephone skills

15h00 When I'm calling you
16h30 Will you answer true?

Saturday 16 May 1992

Customer Care

10h30 Remember me
11h30 How to lose customers without really
trying
12h30 Customer care on the telephone



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Venue
GABORONE SHOWGROUNDS

Dates

Wednesday May 13th - Saturday May 16th

Hours

10h00 - 18h00 daily
Saturday 10h00 - 15h00

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-BITEX 92-

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Theme for
1992

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GABORONE SHOWGROUNDS

13 - 16 MAY 1992

Registration

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[illegible]

BITEX '92
Meats "Business"

4th Industrial Trade Exhibition
Botswana's window on the world

4th Industrial Trade Exhibition

JUST SOME OF THE PRODUCTS THAT YOU WILL SEE AT BITECH '92

- [illegible]