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## Department of Economics and Related Studies

Contact Details: Graduate Office, Department of Economics and Related Studies,  
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THE UNIVERSITY *of York*

# GRADUATE STUDIES ECONOMICS

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The University of York is among the best research based universities in the UK and consistently ranks in the top ten. Our location allows us to offer high quality education that is cost effective in a beautiful and historic city.

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## **BOTSWANA INSTITUTION OF ENGINE**

10321 Mokolwane Rd

Broadhurst

Tel/Fax (267) 3957665 [www.bie.org.bw](http://www.bie.org.bw)

P.O. Box 40535

Gaborone, BOTSV

E-mail [bie@botsnet](mailto:bie@botsnet)

BIE Conference 17-19 October 2007- Phakalane Golf Estate

### **A list of sponsorship opportunities**

Conference Bags	24 000 Sponsored by Tati Nickel
Conference Banner	4 500 Kwena Rocla
Display of banner	3 000 Botswana Railways
Lunch Day 1	15 000
Lunch Day 2	15 000
Printing brochure/ programme	15 000
Logo on the programme /advert 1/2 page	3 000 WUC, Morupule Mines
Dinner (18 <sup>th</sup> Oct 07)	24 000
Guest Speaker – Mr Balise Bonyongo Debswana Diamond Company, Jwaneng Mines	
Printing of Dinner Tickets	3000 AFA
Dinner (table of 10)	3 500
Wine	6 000
Exhibition Space 8 spaces left	4 000 FinCraft, Cape Peninsula University of Technology

Any Donations

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## **OBJECTIVES**

### **MAIKAELELO**

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 Batswana 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.

The complete text of the Constitution is given in Appendix 1, and the complete text of the Regulations is given in Appendix 2.







## HOME LOANS FUNDERS:

The Botswana Institute of Development Professions (BIDP) offers our standard Botswana contracts and other resources to help you give a professional service on the building loans that you fund. We can also provide briefing on the use of our contracts.

### Architect's appointment



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

#### ARCHITECT'S APPOINTMENT

1995 Edition Revised January 1999, August 1999, November 2000 and November 2004

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##### THE APPOINTMENT OF 1995-1999

Each party to this contract, including the client and the architect, shall be bound by the terms of this contract.

Appendix A: 1995-1999

Appendix B: 1995-1999

Appendix C: 1995-1999

It is intended that the terms of this contract shall be subject to the terms of any other contract, and that the terms of this contract shall be subject to the terms of any other contract.

BY ORDER OF THE BOARD

#### AGREEMENT AND SCHEDULE OF CONDITIONS OF BUILDING SUB-CONTRACT

(NOMINATED SUB-CONTRACT)

between

and

dated



This contract is published by the Botswana Institute of Development Professions and endorsed by the Association of Builders and Contractors of Botswana. 1995 edition, November 2004.

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### Agreement With Quantities

Contract No. 20

Private Edition WITH QUANTITIES

Standard Form of Building Contract

1995 Edition Revised 1999, 2000, 2004



#### Agreement

and Schedule of Conditions

of Building Contract

between

and

This Form is issued by the Botswana Institute of Development Professions

Price Band F

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### Agreement Without Quantities

Contract No. 20

Private Edition WITHOUT QUANTITIES

Standard Form of Building Contract

1995 Edition Revised 1999, 2000, 2004



#### Agreement

and Schedule of Conditions

of Building Contract

between

and

This Form is issued by the Botswana Institute of Development Professions

Price Band E

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**(A0kp)04**  
**BIDP**

**TO ALL BIDP MEMBERS**

**RE:                                      Notice of Annual General Meeting**

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The Botswana Institute of Development Professions will convene its 29<sup>th</sup> Annual General Meeting on 20<sup>th</sup> September, 2007 at Gaborone Cricket Club. The meeting will start at 18:00hrs

All members are cordially invited. There will be snacks and a cash bar after the meeting.

The agenda will be as follows:

- 1            Introduction
- 2            Notice convening AGM
- 3            Apologies
- 4            Minutes of the 28<sup>th</sup> AGM and Matters arising
- 5            Treasurer's report
- 6            President's report
- 7            Election of Officers
- 8            Proposals for patron for BIDP
- 9            Any other Business



## BIDP Publications

Updated 30ap07

### Current list of publications:

	Standard document	Electronic document to one site to produce reference prints only under a four-year licence:
Minor works form of contract	P25-00 P22.50	P62.50 65-00
Without quantities form of contract	100 P95.00	100 P95.00
With quantities form of contract	100 P95.00	100 P95.00
Form of nominated subcontract	60 P55.00	65-00 P62.50
Electronic forms version 0.0.1 under a four year licence	P75.00 80-00	
Logo for site notice board	P30.00	
Certificate for payment pads	P70.00/pad	
Architect instruction pads	P70.00/pad	
Architect's appointment	P55.00 60	
Consultant's appointment	P22.50 25	
BIDP regulations for the promotion and conduct of architectural competitions	P22.50 25	65 P62.50
BIDP <u>Architectural competitions</u> advisory note	Free	
Site notice board layouts draft	Free	

The above are available from the BIDP shop c/o Plot 915, Phalane Close, Gaborone; Cell 7181 6811, fax 397 1181, website: <http://www.bidp.bw>



# CONSTITUTION

## 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) Honorary Member

*Membership Requirements:*

- (i) the member shall be invited by the Council after obtaining prior approval by ballot of the Members of the Institute eligible to vote;
- (ii) the member shall not be in practice in Botswana and by reason of his experience, knowledge or position may be able to render assistance in promoting the objects of the Institute;

*Entitlements:*

- (i) the member 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;)
- (ii) the member 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;
- (iii) the member shall not be asked or called upon to contribute to the funds of the Institute which provision would not preclude any gift he/she may wish to make to the Institute.



c) Ordinary Member

*Membership Requirements:*

(i) the member shall be elected by the Council of the Institute upon being proposed and seconded by two Members eligible to vote and shall possess at least one of the following:

a. 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;

b. hold the professional qualification of such professional Institution or body as may be approved by the Council from time to time;

c. have such experience as considered appropriate by the Council.

*Entitlements:*

- (i) the member shall have full voting rights;
- (ii) the member shall be eligible to use the initials MBIDP after his/her name;
- (iii) the member shall be eligible for election as office bearer on the Council.

d) Associate Member

*Membership Requirements:*

- (i) the member shall be elected by the Council upon being proposed and seconded by two Members eligible to vote;
- (ii) the member shall have 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.

*Entitlements:*

- (i) the member shall have full voting rights;
- (ii) the member shall be eligible for election as office bearer on the Council.

e) Student Member

*Membership Requirements:*

- (i) the member shall be elected by the Council upon application to the Secretary;
- (ii) the member shall be a person bona fide following approved training.

*Entitlements:*

- (i) the member shall be entitled to attend General Meetings and Ordinary Meetings of the Institute but shall have no right to vote at any such meeting;
- (ii) the member may elect a representative entitled to vote at General Meetings and Ordinary Meetings of the Institute.

g) Retired Member

*Membership Requirements:*

- (i) the member shall have formally retired from practice but who wishes to continue his/her connection with the Institute;
- (ii) the member must provide to the Council of satisfactory proof that he/she has retired from practice;
- (iii) the member 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.

*Entitlements:*

- (i) the member shall be entitled to attend General Meetings and Ordinary Meetings of the Institute but shall have no right to vote at any such meeting;
- (ii) the member may elect a representative entitled to vote at General Meetings and Ordinary Meetings of the Institute.

h) Corporate Member

*Membership Requirements:*

- (i) the member shall be a Corporate Body as approved by Council from time to time;
- (ii) the member shall be elected by the Council of the Institute upon being proposed and



seconded by two members eligible to vote.

*Entitlements:*

(i) the member shall have one representative eligible to vote at General Meetings and Ordinary Meetings of the Institute.

i) Reciprocal Member

*Membership Requirements:*

(i) the member shall be an organisation with similar aims and objectives prepared to enter a reciprocal agreement to take part in all activities and general meetings and make use of all facilities provided by the Institute;

*Entitlements:*

(i) the member shall have one representative eligible to vote at General Meetings and Ordinary Meetings of the Institute;

(ii) the member shall not be asked or called upon to contribute to the funds of the Institute.

NO note about return  
of Certificate when  
~~resigning~~ resigning

#### j) Resignation from Membership

Any Member wishing to resign from the Institute shall submit his/her resignation to the Secretary. The resignation shall take effect from the date of receipt by the Secretary of such notice.

Any person who resigns or is removed from membership shall not be entitled to a refund of his/her subscription, or any part thereof, or any monies contributed by them at any time.

All members must continue to be eligible for membership. If a member does not meet the requirements for membership then he/she must resign or apply for the appropriate category of membership, failing which they may be removed from membership by the Council.

### 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 is 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 Institute 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 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 1992 and October 1995.

# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS: REGULATIONS

## SECTION 1: 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 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 84.00

(ii) Associate Members P 75.00

(iii) Student Members P 50.00

(iv) Corporate Members P750.00

*Proposed Regulation*

## 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.

March 1996 Revision (Previous revisions November 1991, March 1992)



## INVITATION

The public is informed that BOBS will be hosting the International Electrotechnical Commission (IEC) representative, Dr Clif Johnston, in Gaborone on 22<sup>nd</sup> June 2007 at 10:30. He is currently Acting Executive: Corporate Services at the SABS. Dr Johnston's involvement with IEC dates back to 1985 as President of the South African National Committee and he went on to become the IEC Vice President for a period spanning 1995 to 2002. During his tenure, he established the IEC's Conformity Assessment Board of which he became the first Chairperson. It is under the IEC Conformity Assessment Board (CAB) that the CB Scheme for electrical products, electronic, and related technologies is operated world over.

The IEC is the leading global organization that prepares and publishes international standards for all electrical, electronic and related technologies. The IEC has an agreement with the International Standardization Organization (ISO) which ensures recognition, by ISO member countries, of all standards published by the IEC. BOBS is a full member of ISO and an affiliate member of the IEC.

Kindly note that Beneficiaries of the IEC programmes are consumers who use electrical appliances, electronic products and related technologies, the power industry, academia, manufacturers and the business community in general.

In view of the important work that the IEC is doing globally, BOBS together with IEC have found it necessary to dedicate part of the morning to addressing all interested parties on issues relating to standardization, and conformity assessment work in the area of electrical, electronic and related technologies.

To maximize the advantage of the visit of the representative of the IEC, interested parties are invited to a presentation by Dr Clif Johnston, IEC representative of the CAB. The presentation will be followed by a question and answer session at the BOBS Headquarters, Main Airport Road, Gaborone. The presentation will be free for all participants.

Interested parties are therefore requested to reserve a place by registering their names, by 20th June 2007 with:

Mrs R Sarumi  
Public Relations Officer  
Tel: 3645457  
Fax: 3910599

or Mrs S Gaehtwe  
Acting Personal Assistant  
Tel: 3645473

Email: [r\\_sarumi@bobstandards.bw](mailto:r_sarumi@bobstandards.bw) [s\\_gaehtwe@bobstandards.bw](mailto:s_gaehtwe@bobstandards.bw)

TO: MR YOUNG / MR EDWARD.

PLEASE FIND INVITATION FROM BOBS  
FOR THOSE WHO MIGHT BE INTERESTED.

PAX: 3971181

AUNG.  
13.06.07.



Name	Firstname	Current	Resident	Profession	Phonewk	Fax
Bernard	Joseph Jene	Y	Y	3e		
Cotter	Peter James	Y	Y	3e	3903250	3903251 ✓
Desai	Pankaj Dhirajcal	Y	Y	3e		
Flanagan	Andrew Gerald	Y	Y	3e	3975070	3975071 ✓
Groth	Agas	Y	Y	3e	3923462	3923632 ✓
Hammond	Jeffrey Blair	Y	Y	3e	3912089	3909426 ✓
Hingorani	Gopal Das	Y	Y	3e	5390411	5390411
Kandaswamy	Rajagopalan	Y	Y	3e		
Kasalaba	Moses	Y	Y	3e	3932944	3954086 ✓
Kelly	Alexander Lees	Y	Y	3e	3956080	3900160 ✓
Monamo	Letsweletse Mpho	Y	Y	3e	3186740	3186823 ✓
Moremedi	Thuso	Y	Y	3e	3132033	3190951 ✓ 316 3600 ✓
Moss	Stephen Andrew	Y	Y	3e	3971697	
Patel	Anil F	Y	Y	3e	2610533	2610153 ✓
Peric	Vladimir	Y	Y	3e	3956670	3956670
Ranjan	Aluraj David	Y	Y	3e	3913389	3972821 ✓
Soderstrom	UW Martin	Y	Y	3e	3912173	3974465 ✓
Van Vuuren	Petrus Jacobus	Y	Y	3e	3912224	3973174 ✓
Wong	Melvern	Y	Y	3e	3974341	
Yates	Michael George Henry	Y	Y	3e	3193628	3913628

End Of Page

Export Data

( Right click on "Export Data" and select "Save Target As..." to save the file to your computer. )

Close Window

Visit the BMS website for updates!  
[www.busmgtsys.com](http://www.busmgtsys.com)

Name	Firstname	Current	Resident	Profession	Fax
Bathuleng	Moagi Dwight	y	y	3m	3954086 ✓
Kentshitsuwe	Seitiketso	y	y	3m	3971710 ✓
Patel	Shahnawaz M	y	y	3m	3971710 ✓
Sajja	Nagarajababu	y	y	3m	3908611 ✓

3930183

End Of Page

Export Data

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Close Window

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Name	Firstname	Current	Resident	Profession	Phonewk	Fax
Mitchell	Eric Patrick	y	y	3s	3913335	3900902 ✓
Ngwakwena	Olebeng Adam Bafundini	y	y	3s	3918296	3930183 ✓

End Of Page

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Close Window

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[www.bsmgtsys.com](http://www.bsmgtsys.com)



Name	Firstname	Current	Resident	Profession	Phonewk	Fax
Dondofema	Efrain	Y	Y	3c	3952452	3971710 ✓
Giri	Vellaisamy	Y	Y	3c	3927637	3927639 ✓
Gunston	S	Y	Y	3c	3956753	3972691 ✓
Iyer	Kishore Subramanyam	Y	Y	3c		
Jadeja	Deepakkumar Ajitinhji	Y	Y	3c	3912331	3912331
Katse	Boniface Moeke	Y	Y	3c	3910172	3190287 ✓
Manharlal	Mehta Rageshkumar	Y	Y	3c	3931272	3959824 ✓
Musuku	Joseph Godwin	Y	Y	3c	3951654	3912890 ✓
Otsweleng	Kganetso Bontsi	Y	Y	3c	3952452	3971710 ✓
Patel	Vasant	Y	Y	3c	3918932	3918933 ✓

End Of Page

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Close Window

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[www.busmgtsys.com](http://www.busmgtsys.com)

BRDP special meeting  
BY GV ON GMA ETM late BB

5je07

Apologies  
LT AC

- Contracts/subcontracts
- Small houses
- Certificates on end of membership
- Public relations.

Contracts & subcontracts:

Subcontract text not given: GV has 4 or 5 based on different main contracts. int off date of a week.

Bid document:

Turnkey: base on ex'g system contract. GV has fidic & vjpa samples. Need to identify principles. PPP

• (Meet Yikun next wk)

Look for interested BRDP members annually  
Carry on

- Small houses.

proposals by ETM: presented: objective: better houses available for average person.  
next year? or part of course?  
GV said SA Institute has plans for std houses @ low cost. architect designed.  
(not engaging with sch of Arc)  
BB will inquire whether could fit into SchArc course.

- Certificates:

ETM feels: on cert words to effect 'see back for conditions' valid for member contact secretary. info on BRDP.

GV: no words: keep certificates

GMA: disowned @ PR: matters of principle

- PR

## Proposal for standard designs for low cost houses.

- Design competition/workshop for 3<sup>rd</sup> and 4<sup>th</sup> year architecture students at UB.
- 
- Organize a workshop, invite Harbitat, City Council, Housing Dept. (Introductory writeup (and brief?) by ETM)
- 
- Workshop to consist of presentations, site visits, studies, etc
- 
- Workshop to take place during the students' vacation. (to be planned and scheduled not to interfere with students' other work)
- 
- Remuneration for top 3 in form of BIDP membership + cash?
- 
- Jurors- BIDP, UB, and those invited.
- 
- Architecture firms could offer to give the top 3 students placements in their office to do working drawings for their designs.

(To be done every 2 years?)



Allen :

5 Feb 07

Please refer to

① Your action items in minutes

② Items Contracts Review Comm needs to deal with after council approval

✱

Ellen: discuss with me please.

Tom Msesa

Min of Wkes Coordinator

Tel: 391 3511

tmsusa@gov.bw

Consultation with public: adverts  
1 month period for public comment.

BMP + other orgs  
large # of members in industries.

Do a letter to MW Coordinator

Try to talk to ETM.

<http://www.supanames.co.uk/support/>  
allows entering an email

@brdp.org

~~14. spams/day to~~

~~lkceake@gabw.net~~ 1

endorsation@brdp.org 1+++++++  
+++

and some of the spam  
was using false email addresses.

based on ~~brdp.org~~ ie anything@brdp.org

We spent 35 minutes clearing out the rubbish as postmaster@brdp.org  
Is there a way to close a particular address?

If not, would you please shut down the  
postmaster@brdp.org postbox since it is  
unusable for us, and is accumulating refuse to  
the detriment of our website space.

Secretary, BDP





*Draft + issued to D. Nyekele 27/6/07*

# BIDP NEWSLETTER

JUNE 2007

## Council news

The Department of Energy Affairs Workshop held on 7<sup>th</sup> March, 2007 was attended by the following BIDP members: A Khin, E Mazhani & D Nyekele.

A guided tour of the Botswana Technology Centre was held on Friday, 4<sup>th</sup> May, 2007, and appeared to be interest to the members who attended.

## Department of Energy Affairs Workshop on Energy Efficiency design

Dear all,

On behalf of Department of Energy and Danida I would like to thank all of you for your participation and valuable contribution to the development of the guidelines for energy efficiency design of buildings through our project "Danish Support to Developing Energy Efficiency and Energy Conservation in the Building Sector in Botswana".

The large attendance, and the lively and constructive discussions at the workshop is evidence of the great interest in energy efficiency amongst professionals in Botswana. Furthermore, the good media coverage subsequent to the workshop is also indicative we believe of a growing awareness on energy issues amongst the general population.

Based on the many good suggestions that came forth at the workshop the project team will prepare the final version of the guidelines. Some suggestions will have to be taken up in later editions, or by others but nevertheless we believe the final guidelines have been greatly enhanced through your suggestions, a summary of which is hereby

attached together with the list of attendants (if you have any corrections please let us know for future correspondence).

Best regards

Jesper Vauvert

Danish Energy Management A/S

Chief Technical Adviser, "Danish Support to Developing Energy Efficiency and Energy Conservation in the Building Sector in Botswana", c/o Energy Affairs Division – Department of Energy, Phone: + 267 3640 237, Mobile: +267 7175 1144

## **Convention 2007 of SAE**

Southern African Energy Engineering Convention 2007

"Energy Efficiency at Work"

25 - 26 October 2007, Emperors Palace, Gauteng, South Africa

For more information contact: [nikki@sae.org.za](mailto:nikki@sae.org.za)

Email Marketing by, Constant Contact(R), [www.constantcontact.com](http://www.constantcontact.com)

# Export of Services

Energy Training Foundation

Certified Energy Manager Course: 21-25 May 2007

CPD ACCREDITED

Click here to

Register Now [<http://rs6.net/tn.jsp?t=wuset5bab.0.6xymqnbab.rsk78un6.1967&ts=S0238&p=http%3A%2F%2Fwww.sae.org.za%2Findex1.htm>]

For more information and bookings, contact Christina den Heijer, Cell: + 27 (0) 82 3340923, Fax no: + 27 (0) 18 294 7174

E-mail: [ceanager1@intekom.co.za](mailto:ceanager1@intekom.co.za)

Christina den Heijer

# Competition

BSHF - April's Newsletter

Dear Colleague

Just a quick note to let you know that the latest edition of the BSHF quarterly newsletter is available and has been attached to this message in pdf format/is available from the BIDP secretary.

With best wishes,

Jennie

JENNIFER NEVILLE

Administrator, BSHF

---



Newsletter June 2007

Welcome to the Southern African Association for Energy Efficiency (SAEE)

Greetings!

"Check the position of your capacity gauge, before tackling any challenge as it may take more or less than you 'have'."

Past and Present Chapter Officers, Certified Professionals, and those Holding AEE Membership for 10 years or More are Recognized as a "Legend in Energy"

Atlanta, GA (May 5, 2007)--The backbone of our chapters are the officers who have volunteered their time to make their chapter second to none. The Association of Energy Engineers, in commemorating its 30 anniversary, will be bestowing lifetime recognition upon these individuals at the World Energy Engineering Congress (WEEC) August 14-17, 2007 at the Georgia World Congress Center. Chapter Officers, Certified Professionals, and those holding AEE membership for 10 years or more who are also registered for the WEEC conference will be recognized at the "Legends in Energy" Reception to be held at the prestigious Georgia Aquarium on August 14, 2007 at 6:00pm immediately following the Chapter Leadership Meeting and Regional Awards Presentation. The "Legends in Energy" Reception is an excellent way for past and present officers to network with other chapters.

In addition to those being recognized, all AEE members who attend the WEEC can attend this reception, which is included in their conference registration.

For more information on this one-time, invitation only event and to register, visit [www.aeecenter.com/Legends](http://www.aeecenter.com/Legends)

From the web site:

## BIDP Publications

### Current list of publications:

	Standard document	Electronic document to one site to produce reference prints only under a four-year licence:
Minor works form of contract	P22.50	P62.50
Without quantities form of contract	P95.00	P95.00
With quantities form of contract	P95.00	P95.00
Form of nominated subcontract	P55.00	P62.50
Electronic forms version 0.0.1 under a four year licence	P75.00	
Logo for site notice board	P30.00	
Certificate for payment pads	P70.00/pad	
Architect instruction pads	P70.00/pad	
Architect's appointment ( <a href="#">editable file appendix A &amp; B here</a> )	P55.00	
Consultant's appointment	P22.50	
BIDP regulations for the promotion and conduct of architectural competitions	P22.50	P62.50
<b>BIDP Architectural competitions advisory note</b>	Free	
Site notice board layouts draft	Free	

The above are available from the BIDP shop c/o Plot 915, Phalane Close, Cell 7181 6811, fax 397 1181.

Newsletter compiled by Ellen Tshoganetso and David Young

Newsletter © Botswana Institute of Development Professions 2007

BIDP Box 827, Gaborone; Phone 7181 6811; email [bidp@mega.bw](mailto:bidp@mega.bw); Web site [www.bidp.bw](http://www.bidp.bw).

Opinions expressed in articles in this newsletter are those of the author; they may not reflect the opinion of BIDP.

# Call for papers: CAA

Dear colleagues,

In a following mail we attach a number of papers for the meeting as follows;

Minutes of the 17th GA (only without appendices)

President's Report 2006

Draft Accounts 2006 (Have to send you)

Subscriptions and Membership

Commonwealth Foundation Grant application 2007/8

Chair of Validation Report and Annex E

Projects to Partner information

We will provide limited sets of material on site and a full set of papers can be downloaded from our website

Your faithfully,

Tony Godwin

EXECUTIVE DIRECTOR

Commonwealth Association of Architects, POBox 508, Edgware HA8 9XZ, Tel/Fax: +44 20 8951 0550

Email: [admin@comarchitect.org](mailto:admin@comarchitect.org), Website: [www.comarchitect.org](http://www.comarchitect.org)

The Administrator (South Africa)





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Chief Technical Adviser, "Danish Support to Developing Energy Efficiency and Energy Conservation in the Building Sector in Botswana",

c/o Energy Affairs Division – Department of Energy,

Phone: + 267 3640 237

Mobile: +267 7175 1144

much to  
be done  
together

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## Competition ?

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Administrator, BSHF

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Logo for site notice board	P30.00	
Certificate for payment pads	P70.00/pad	
Architect instruction pads	P70.00/pad	
Architect's appointment	P55.00	
Consultant's appointment	P22.50	
BIDP regulations for the promotion and conduct of architectural competitions	P22.50	P62.50
BIDP <u>Architectural competitions</u> advisory note	Free	
Site notice board layouts draft	Free	

not current

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# BUILT BOTSWANA



AN EXHIBITION OF THE WORKS OF MEMBERS AND PRACTICES  
OF THE BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS  
TO CELEBRATE THE TWENTIETH ANNIVERSARY OF INDEPENDENCE

NATIONAL MUSEUM-GABORONE



## B.I.D.P. EXHIBITION

### Catalogue of Exhibits

The following abbreviations apply:

A	: Architects	DA	: Design Architects
SA	: Supervising Architects	E	: Engineers (multi functional)
SE	: Structural Engineers	CE	: Civil Engineers
ME	: Mechanical Engineers	EE	: Electrical Engineers
BSE	: Building Sciences Engineers	LS	: Land Surveyors
QS	: Quantity Surveyors	P	: Planners
Mod	: Model		

Member Practices of the BIDP are designated with (m). The exhibiting practice is underlined. Where more than one practice is listed, the co-ordinating/controlling practice is listed in first position.

#### 1. DEPARTMENT OF SURVEYS AND LANDS (Director : J.W. Bate MBIDP)

1.01-1.08	GROWTH OF GABORONE 1950-1981	LS	: <u>D. Surveys &amp; Lands</u>
1.09-1.16	MAPS OF BOTSWANA	LS	: <u>D. Surveys &amp; Lands</u>

#### 2. SURVEYING

2.01	CADASTRAL SURVEY, LOBATSE	LS	: <u>Vista Engineering</u> (m)
2.02-2.03	TRADE FAIR, TOPOGRAPHICAL S	LS	: <u>Vista Engineering</u> (m)
2.04	GABORONE WEST, TOPOGRAPHICAL S	LS	: <u>Vista Engineering</u> (m)

#### 3. HOUSE/HOUSING

3.01	MOPHANE COURT, GABORONE	A	: <u>Anderson &amp; Anderson</u> (m)
		QS	: Peter Richards & P (m)
		SE	: John Burrow & P
3.02-3.03	HORNEMAN HOUSE	A	: <u>David Young, Architect</u> (m)
3.04-3.05	RITCHIE RESIDENCE	A	: <u>Tswana Design</u> (m)
3.06	BOTSWANA TECHNOLOGY CENTRE HOUSING, GABORONE	A	: <u>Tswana Design</u> (m)
		QS	: Kille & Dannhauser (m)
		CE	: Stewart Scott & P
		SE	: STP Engineers
3.07	STEEL SUPPLIES, HOUSE	A	: <u>Watkins Grey Morris</u> (m)
3.08	MORRIS HOUSE	A	: <u>Watkins Grey Morris</u> (m)

3

BIDP Council  
BY LH ETM BH DN

28 June 07

Apologies: BB CIV SM

Meeting 28 June 07: Problem with email: ~~text~~ <sup>\*ET!!</sup> is  
not complete. Note new email for L Holdings  
rest of minutes in  
Special meeting minutes OK.

Meeting actions 28 June  
6.3.2 SM to do

6.3.2 Nothing: was no meeting.

6.4

10.4.6 SM not:

6.4.2 Sent data to BB.

3 → pr subcommittee.

4 CIV was informed: has ET done letter to other  
orgs. ABCON cheque for recording was  
received.

6.5

2.53 → special meeting said 'do nothing'

5.52 All done

6.5.2 Waiting for payment

3 paid & cert issued.

4 Invoice sent.

6.6

1.6.5 → 'do nothing'

6.7

10.6.7 Not done.

(3)

- 6.11. Alrocket C : notify them when leaving meeting:  
not less than 1 month: 2nd last Thursday  
of each month: next <sup>6pm</sup> 10th July 2002
- 6.11.2 Contacts seminars: not had meeting.  
10th July Tues; DN office; 6pm.

Special meeting actions

1.1 <sup>contacts</sup> didn't happen

1.4 ✓

1.5 Done this year

1.6 See how 7 members are coping.

2

- 2.3 Invite to ~~SDP~~ events: <sup>to other faculties/courses</sup> available membership app forms
- 2.4 ? ETM: will proceed: will circulate before next  
Council meeting.

Activities & functions:

Souvenirs or attachment: for arrange for tour of  
the factory: Elur will do.

Treasurers?

Membership: Patel OK

Correspondence: wrote to TIB to suggest affiliate  
membership.

Publications.

Liaison Directory Other orgs.

DBES form: available for copies.

PR Nothing new:

Other business

Angy Khin: Bob's liaison

Bldg rep workshop: not get out for public comment  
SDP members to be informed: e-copy available. <sup>request</sup> comment



## **Botswana Institute of Development Professions**

Box 827, Gaborone, Botswana  
Email: [bidp@mega.bw](mailto:bidp@mega.bw)

Cell: 7181 6811  
Fax: (+267) 397 1181

- ◆ DATE:  
**9<sup>th</sup> July, 2007**
  - ◆ TO:  
**Sales**
  - ◆ COMPANY:  
**Antalis**
  - ◆ FAX NUMBER:  
**397 5459**
  - ◆ FROM:  
**E Tshoganetso**
  - ◆ FILE REFERENCE:  
**(A0kp)02**
- 

### ◆ RE: QUOTATION

Could you please advise your price for the following paper:

1000 A3 cut sheets of IMP keays Rec shale.

Please contact us if you need any more information.

Yours faithfully,

Executive Secretary, BIDP  
Ellen Tshoganetso

Cc: File



Name	Firstname	Current	Profession	Email
Akanyang	Robert	y	4q	akanyang@aka.bw
Allison-Broomhead	Graham Ian	y	4q	agb@info.bw
Baslami	Otshegeditse B K	y	4q	bash@botsnet.bw
Bathuleng-Mookodi	Marina	y	4q	bwrqs@mega.bw
Carrier	Kenneth Michael Morton	y	4q	mic@global.bw
Chiwila	Amos Gregory Matandeko	y	4q	accosuita@mega.bw
Davey	Brian Peter	y	4q	daveyb@kille.bw
Dixon-Warren	Colin Patison	y	4q	nigel.dixonwarren@kpmg.bw
Hutchings	Lawrence James	y	4q	randyb@gbs.co.bw
Kgosiemang	Gontse J.	y	4q	gontse@pegoprojects.com
Latila	Kim Everitt	y	4q	mic@global.bw
Maina	Anthony Mbugua	y	4q	gmaina@gov.bw
Mathware	Ogaketse Thopho	y	4q	ftzwilliam@info.bw
Matlapeng	Andrew	y	4q	bwrqs@mega.bw
Mhutsiwa	Boyce O.	y	4q	mms@botsnet.bw
Mmle	Dithologo	y	4q	mms@botsnet.bw
Mogomala	Martin Molao	y	4q	mogomala@it.bw
Moje	Evans	y	4q	qsb@mega.bw
Norton	Timothy Paul	y	4q	randyb@gbs.co.bw
Motsumi	G. A.	y	4q	ttagbn@info.bw
Muchengwa	Dorica Milonga Daka	y	4q	mlongadd@yahoo.com
Mwitumwa	David Kabuku	y	4q	mwitumwa@info.bw
Nthase	Phenyo	y	4q	pegopro@it.bw
Owusu-Apland	Godfrey	y	4q	godfreyo@bhc.bw
Palalani	Koziba Gumbu	y	4q	third@mega.bw
Perera	Balasooriya Arachchige Ruwan	y	4q	rperera64@hotmail.com
Pritchard	Gareth Wyn	y	4q	pritchardg@kille.bw
Quille	Denis Declan	y	4q	ftzwilliam@info.bw
Rynn	Marc D.	y	4q	ttagbn@info.bw
Samman	Joseph	y	4q	sammanj@mopipi.ub.bw
Sekucha	Oleble	y	4q	third@mega.bw
Sergeant	Raymond D	y	4q	sergeant@info.bw
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256	434	Azoulay	y	2a
276	454	Bale	y	2a
266	444	Baslami	y	2a
265	443	Giri	y	2a
251	428	Keltseope	x	2a
204	297	Lekoba	x	2a
308	485	Maphepa	y	2a
313	491	Matlapeng	y	2a
288	466	Monamo	y	2a
263	441	Mutepfa	x	2a
181	273	Sekucha	y	2a
287	465	Seomile	y	2a
301	479	Setekla	y	2a
242	417	Uys	x	2a
32	69	Van Roosendaal		2a
197	289	Van Wyk	x	2a

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July 19, 2007 (Thur)

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## Understanding US Copyright Basics

By Eugene R. Quinn, Jr.

A copyright is a form of intellectual property protection that granted by the federal government. A copyright, however, is not "granted" in the same manner in which a patent is granted. A patent will be issued only after an application has been filed with and approved by the United States Patent and Trademark Office. To the contrary, a copyright is provided to the authors of "original works of authorship," regardless of whether the work has been published and regardless of whether the work has been registered. Unlike patents, copyrights come into being at the moment an original work is fixed in a tangible medium of expression. While there are significant advantages to federal registration of a copyright, no registration is required in order for a copyright to exist. Likewise, no registration is required for an author to begin using the familiar copyright symbol --- ©, but given the cost and benefit you should absolutely obtain a registered copyright. If you need assistance doing this I highly recommend Legalzoom.com's copyright registration service. I have had a working relationship with LegalZoom since right after the inception of the company, and have helped them develop their intellectual property services, so I personally know them to offer extremely high quality for a very reasonable price; indeed at a price that is far lower than you would pay any attorney.

Despite the fact that originality is indeed the so-called "sine qua non" of a copyright, all works that are original are not necessarily entitled to copyright protection. Copyright protection can exist only in original works of authorship if the work is also fixed in a tangible medium of expression from which the work can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Works of authorship for which copyright protection are available include the following categories or works : (1) literary works ; (2) musical works, including any accompanying words; (3) dramatic works, including any accompanying music; (4) pantomimes and choreographic works; (5) pictorial, graphic, and sculptural works ; (6) motion pictures and other audiovisual works ; (7) sound recordings; and (8) architectural works. In addition to these categories specifically enumerated in the Copyright Act, the subject matter of copyright also includes compilations and derivative works. The copyright in a compilation or derivative work extends only to the material contributed by the author of such work, as distinguished from the preexisting material employed in the work, and does not imply any exclusive right in the preexisting material. The copyright in either a compilation or derivative work is independent of, and does not affect or enlarge the scope, duration, ownership, or existence of, any copyright protection enjoyed by the author of the preexisting material. Copyright protection for a work employing preexisting material does not extend to any part of the work in which such material has been used unlawfully.

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Copyright protection, however, does not and cannot exist for an idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described or embodied. This is true because a copyright protects only the form of expression rather than the subject matter of the writing. It is simply not the function of the copyright laws to protect anything other than original expression. Ideas are not protected by copyright law because protecting an idea would take the idea out of the public domain and would prevent others from using the idea to create their own independent and original works of authorship. Such an occurrence would frustrate the very purpose of copyright law, which is to stimulate creativity and provide the appropriate incentives to foster the creation of more artistic works.

The principle that expression is copyrightable and ideas are not copyrightable is sometimes difficult to apply. Courts consider what is



called the idea/expression dichotomy to help focus on whether the idea is capable of various modes of expression, or whether protection of the expression would ipso facto protect the idea, which cannot be tolerated. The idea/expression dichotomy is a necessary part of copyright law because clinging to the rule that ideas are not copyrightable becomes difficult when the idea and the form of the expression necessarily coincide. If there is only a limited number of ways in which to express something the expression is said to merge with the idea and neither are copyrightable. In order to determine if the idea and expression have merged it is necessary to first identify the idea that the work seeks to express, and then determine whether the idea can be distinguished from the author's expression. If the idea and expression are inseparable, then the merger doctrine applies and the expression is not entitled to copyright protection because to grant copyright protection would be tantamount to granting protection to the idea. If, however, the idea can be divorced from and exist wholly outside the expression, the expression is deserving of copyright protection, provided of course that the requirements of originality and fixation have been met.

For example, a novel about World War II could be copyrighted, but this would only prevent others from copying the novel; it would not prevent others from writing an original novel about World War II. Similarly, a description of a machine could be copyrighted, but this would only prevent others from copying the description; it would not prevent others from writing a description of their own or from making and using the machine. To prevent the making and using of the machine one would have to obtain patent protection. Likewise, a copyright would not prevent an individual from using a discovery or principle or law of nature. If such procedures, processes, systems, methods, concepts, principles, discoveries or inventions are to be protected as intellectual property it is patent law that must provide the protection, not the copyright laws.

The owner of a copyright has what is best referred to as a bundle of exclusive rights. The exclusive rights of the copyright owner allow the owner to do and/or to authorize any of the following: (1) reproduction of the copyrighted work in copies or phonorecords; (2) preparation of derivative works based upon the copyrighted work; (3) distribution of copies or phonorecords of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending; (4) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly; (5) in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work, to display the copyrighted work publicly; and (6) in the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission.

The fact that the copyright owner enjoys "exclusive rights" should not be understood to mean that only the copyright owner may engage in the listed activities (i.e., copying, distributing, performing, etc.). The right of the copyright owner is exclusive in nature, but far from absolute. This is true because of what is called "fair use." The Copyright Act allows for copyright works to be used, and for such use not to be considered infringement, for purposes such as criticism, comment, news reporting, teaching, scholarship, and/or research, so long as the work is "fairly used." In determining whether the use in any particular case is a fair use Courts must consider four factors: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work.

For more information about copyright law see:

- [Applying for a Copyright](#)
- [Basic US Copyright Law](#)
- [Copyright Infringement](#)
- [Copyright Infringement Remedies](#)
- [Digital Millennium Copyright Act](#)
- [Fair Use](#)
- [First Sale Doctrine](#)
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BADP COUNCIL

M.7.07

84 ETM DN GV BB ~~JM~~

Apologies:

- \* What <sup>answers are</sup> outstanding for contracts comm? <sup>GVling to check</sup>

prev meet: mins ok

Matters arising:

7.2.2 Munken & Vling ok ETMok.

3 ✓

7.3.1 3.3.2 <sup>do</sup>

6.3.2 Met: JM will present <sup>lower</sup>.

6.11.2 ↑ Seminar, Banks & BBS, <sup>Buyers.</sup> ~~Buyers.~~

BBS need <sup>intro</sup> ~~intro~~ corresp: would pay for sub. → ET needs to supply: same

7.3.2 ~~Not~~ yet.

as we sent to ~~PPADB~~ → BB

Dez30 Roofing are keen.

7.4 7.4.1 10.4.6 Sent to ET for invoicing  
Still need to send to council. GV will do.  
deal with @ next council meet.

6.4.4 Done: BADP. Report available: no invoice from KBC.

7.5 Membership.

label <sup>certificate is</sup> ready

7.6.2 Not yet.

7.7 7.7.1 10.6.7 GVling email  
ETM internet

<sup>BADP has</sup>

2 cases in court. Register copyright <sup>annual quest</sup> ~~copy~~ <sup>water</sup>  
Not registered, ~~case~~ contestable: <sup>agency?</sup>

Legal costs: potentially high.

GV proposal of additional copyright <sup>clause</sup>.  
Will need legal comment.

Could also put on serial numbers? <sup>use special</sup> <sup>technology</sup>

③

~~4.10.3.3.7 Modest houses~~ →

6.9.2 DY asked to remove <sup>this</sup> from <sup>the</sup> Council <sup>minutes</sup>: agreed

AOB 7.10

7.10.2 Available <sup>draft</sup> building regulations

AGM suggestion for general meeting. <sup>ETM</sup>

Ask again when you for public comments.  
then have meeting: need to have coast  
BIDP comments.

7.10.3 Date 3

New

activities & functions

Treasurers:

Cash book balance: £4907-13

(FNB statements handed to GV)

BBS investment:  
GV has asked ETM for  
current balance:  
~~need~~

Membership

Waste app has been circulated: Approved.  
[SM not receiving papers: has new fax #]

Coverup: 1m or Bangladeshi

CASUE district re AGM.

Paper cost: p28 per with/without quantities

check printing cost & review selling

price - ET + DY + GV

Newsletter: pick up items per BIDP.

pubs newsletters

PR no meeting:



**BIDP LIST OF COUNCIL MEMBERS**

		Phone	Fax	Email
E T Mazhani -	President	355 5019	397 1181	mazhaniet@mopipi.ub.bw
D Young -	Secretary	397 1181	397 1181	dya@botsnet.bw
B Hyde -	Vice President	392 7764	392 7764	bhyde@mega.bw
G Vlug -	Treasurer	533 7249	533 7249	vlug@mega.bw
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S Mathe	Member	392 7764	392 7764	moralo@broadpark.no

BIAP LIST of  
Members

Name	Firstname	Current
Adolwa	Mbaja	y
Akanyang	Robert	y
Allen	Anthony M. D.	y
Allison-Broomhead	Graham Ian	y
Anderson	Andrew William	y
Askovic	Aleksandar	y
Azoulay	Itamar	y
Bale	Keboffe Bobo	y
Baslami	Otshegeditae B K	y
Bathuleng	Moagi Dwight	y
Bathuleng-Mookodi	Marina	y
Beekan	Roger J	y
Berge	Hanns-Gerd	y
Bernard	Joseph Jane	y
Brackenborough	William Michael	y
Bredell	Theodor Gustav	y
Burton	David	y
Busang	Rainer Shakes	y
Carrier	Kenneth Michael Morton	y
Chephethe	Ralph Raphael	y
Chiwila	Amos Gregory Matandeko	y
Cotter	Peter James	y
Cuthbert	Ian	y
Davey	Brian Peter	y
Desai	Pankaj Dhiraajai	y
Dixon-Warren	Colin Patison	y
Dondofema	Efraim	y
Flanagan	Andrew Gerald	y
Foots	F. William	y
Gaopotlake	Emmanuel	y
Gitau	Lawrence Wambugu	y
Groth	Agas	y
Gunston	S	y
Hakim	Asadul	y
Hammond	Jeffrey Blair	y
Harris	Paul Francis	y
Healy	Peter Edward	y
Henderson	Ronald Bryden	y
Hinchliffe	John P.	y
Hingorani	Gopal Das	y
Hla	Tin Tin	y
Hutchings	Lawrence James	y
Hyde	Bernard	y
Iyer	Klahore Subramanyam	y
Jadeja	Deepakkumar Ajitsinhji	y
Jones	Gordon Barrie	y
Kabwa	Lawrence	y
Kaira	Om Parkash	y
Kandaswamy	Rajagopalan	y
Kasalaba	Moses	y
Kaszay	Peter	y



Kelly	Alexander Lees	Y
Kentshltawe	SeKiketso	Y
Kgoslemang	Gontse J.	Y
Khin	Aung	Y
Kile	Alan Arthur	Y
Kimani	Luci Thoid	Y
Kintu	Hammed Samwanja	Y
Klaric	Z	Y
Letilla	Kim Everitt	Y
Lopang	Patrick	Y
Lyamuya	Paul Kinanawa	Y
Macgarry	Kevin Ignatius	Y
Maina	Anthony Mbugua	Y
Manharial	Mehta Rageshkumar	Y
Maphepa	Jonathan	Y
Marshall	Ian Harley	Y
Marshall	Jean Carol McCarthy	Y
Martin	George Paul Lamont	Y
Mashekar	Sharad Sudam	Y
Mathe	Sithabile Pauline	Y
Mathware	Ogaketse Thopho	Y
Matlapeng	Andrew	Y
Mathaga	Cuthbert	Y
Matthew	Thamerathattu Geevarghese	Y
Mazhani	Edward Ted	Y
Mhutsiwa	Boyce O.	Y
Minja	Frank Anasel	Y
Mitchell	Eric Patrick	Y
Mndle	Dithologo	Y
Moapara	Vincent O.	Y
Modise	Mmapula Glorious Karabo	Y
Mogomela	Martin Molao	Y
Moje	Evans	Y
Monamo	Letsweletse Mpho	Y
Moremedi	Thuso	Y
Morris	Keith Iles	Y
Morton	Timothy Paul	Y
Moss	Stephen Andrew	Y
Motsumi	G. A.	Y
Muchengwa	Dorica Mlonga Daka	Y
Musuku	Joseph Godwin	Y
Mutungi	Gregory Lutta	Y
Mwitumwa	David Kabuku	Y
Narola	Kentlil P	Y
Ncube	Simon	Y
Nelli	S	Y
Ngwakwena	Olebeng Adam Bafundini	Y
Njonde	J. M.	Y
Nkumba	E	Y
Ntapu	Kealeboga	Y
Nthase	Phenyo	Y

Nthobatsang	Batshele	Y
Nuttall-Smith	Christopher	Y
Nyama	Pedriel Mokwadi	Y
Nyakele	Dennis Hanzoka	Y
Odeleye	Wale	Y
Okumbe	James Ouko	Y
Orando	Marcellus	Y
Oranye	Chike Ikemefuna	Y
Osemenam	Emeka Azubika	Y
Otsweleng	Kganetso Bontsi	Y
Owusu-Appiant	Godfrey	Y
Palisani	Koziba Gumbu	Y
Paranagam	Daya Jivtha	Y
Patel	Anil F	Y
Patel	Shahnawaz M	Y
Patel	Vasant	Y
Patel	Veeranagowda	Y
Paul	Jose	Y
Perera	Balasooriya Arachchige Ruwan	Y
Peric	Vladimir	Y
Phiri	Fred	Y
Phuthago	Jimson Onthephile	Y
Price	Owen Sean	Y
Pritchard	Gareth Wyn	Y
Quille	Denis Dacian	Y
Rai	Jagdish Nathalal	Y
Rajnovic	Predrag	Y
Ranjan	Aluraj David	Y
Rantshilo	Tshoganetso	Y
Richards	Peter Maurice	Y
Rynn	Marc D.	Y
Sajja	Nagarajababu	Y
Samman	Joseph	Y
Sekucha	Olebile	Y
Seomile	Boslame Jay	Y
Sergeant	Raymond D	Y
Setakia	Simon Wataka	Y
Shah	Pradip Babulal	Y
Smith	Gordon T.	Y
Soderstrom	Ulf Martin	Y
Taylor	M	Y
Todd	David John	Y
Van Vuuren	Petrus Jacobus	Y
Viug	Gerrit Herman	Y
Wall	Joanna B.	Y
Welfing	Albert Andreas	Y
Williams	Alan Geoffrey	Y
Wong	Melvorn	Y
Yates	Michael George Henry	Y
Young	David Alexander	Y

End Of Page

## Typical Performance Appraisal Reactions.

(Michael G.H. Yates, Sat Jul 28 07:56:05 2007)

Performance Appraisal Reactions -  
Before Appraisal

At the time of appraisal

After Receiving...

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42 a1B7oReC \$1\$a1B7oReC\$ > 335EAIXW

50 c0.M5/I2 \$1\$c0.M5/I2\$ > 0dkRvK.c

133 9fPmGtdi \$1\$9fPmGtdi\$ > dcl9mHWr

266 f7NewvQk \$1\$f7NewvQk\$ > 13wllvBY

274 d99sbPFW \$1\$d99sbPFW\$ > cc2BkjDG

319 8dJZppKQ \$1\$8dJZppKQ\$ > d4cP2cSG

418 d1nP12dw \$1\$d1nP12dw\$ > c2B9ie/F

468 87IKIRJU \$1\$87IKIRJU\$ > c6W04nRH

9998 be1KBgBH \$1\$be1KBgBH\$ > faofjLBN

salt md5 salt password text

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bidpaz. omni with prod & crc only, to web site  
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                    product code = long 1  
                    product for publications  
                    description = text 1

where current = y and bag = prod

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in bidpaz bpar, write

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user\_login

user\_pass

user\_regdate.

where user\_name > " and  
user\_login = 'y'

login for comments only: logout after entering  
all the rest is accessible. might have 'guest' category with no display of the add a comment button?



42 \$1\$u2iGCdPl\$TK5xQJB4/iUkPGFFSHLM.

50 \$1\$PwZt2Xit\$Li3JM8DBWNmup2Gm7K3IY1

133 \$1\$rv.xFnov\$QlJ3pDmYldgBYdgS7tNaK1

266 \$1\$c2ulp7gt\$uHpSiCq0BEeqn91aW6c4f1

274 \$1\$9o0fWRWt\$EnZgnb7OqWP6ZMZAMr4yY1

319 \$1\$lrrd6l6C\$FNqglw1vl/.zgaE0rfgzH.

418 \$1\$i9vzohvS\$Jsp0Yipd6L6gs8H1cdVpl1

468 \$1\$6q5RZXAb\$.tEv5B5REH.pdPGtiYbWu/

9998 \$1\$33/92HoL\$nbCckayS7swg2/XQ3wTQw1

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Plot 650, Ext. 4, Pop-Inn Store  
PO Box 60245, Gaborone

Plot 10065, Haile Selassie Road (opp. Dulux)  
PO Box 502276, Gaborone, Botswana



82





**de Speville & Associates**

Anti-Corruption and Governance Consultants



21 August 2007

Dear Consultee,

**THE CONTINUING STRUGGLE AGAINST CORRUPTION –  
A FRESH APPRAISAL BY THE GOVERNMENT OF BOTSWANA**

The Government has decided that it is time to review what has been achieved in the struggle against corruption, how things stand at present and what should be done for the future.

We have been asked to consult the community on the main issues that arise. The views of all sectors of society are being sought on the current state of corruption in the country and on what should be done to ensure that Botswana stays on top of the problem and raises its international standing.

The enclosed Consultation Paper does two things: first, it provides information about some aspects of fighting corruption and what the Government is considering; second, it seeks the views of representative organisations and individuals from every sector.

We would appreciate your views and would be most grateful if you would return the completed paper as soon as possible and in any event by 11 September 2007.

Yours sincerely,

B.E.D. de Speville

Project Director  
Public Consultation Project

X:\BIDP\PCP\consultation.RTF  
page 001

GNP Council

16 Aug 07

BY SM ETM GV liter: JM

Agencies ON

for mins: JK

GN on CP directory: needs structure & dates for content, coordinated by ET: council members to put forward proposals of interest

SM or PR Committee

ETM introduction

Long discussion on listing of members: GV will coordinate again of layout.

- GV: move 10000 from BBS to FNB

AGM: programme for September: Thurs 11th October 6pm back venue.

Treasurer report

Balance B013-13 today

Publications

PRC met.

Web site

Don subcom sold 3 advance copies.

Public Relations

SM+ON met. Focused identity, broad membership

looking for 3-4 achievable projects to publicise.

Web site: <sup>want</sup> contact web designers for quotes: want advertising charges to cover costs.

Newletters: branding & graphic identity

Contracts seminars: <sup>PR</sup> average grant of honor, venue etc.





*The Botswana Institute of Arbitrators is the organisation to promote and facilitate the timely and private resolution of disputes in Botswana through arbitration and other forms of alternative dispute resolution*

#### **About our Principal Speaker**

**Professor David Butler** is Professor of Mercantile Law at the University of Stellenbosch.

He is co-author (with Eyvind Finsen) of the leading text book on arbitration law in Southern Africa.

Prof. Butler is no stranger to Botswana, having had Batswana students under his tutelage, and having visited the BIArb for a previous conference.

Prof. Butler has also drafted the new arbitral legislation for South Africa, where it has been caught up in the log jam of other legislation, and is unlikely to see the Statute Books yet!



Botswana Institute of Arbitrators

Private Bag 351,  
Suite 185,  
Gaborone

Phone: 5337249  
Fax: 5337249  
E-mail: [vlug@mega.bw](mailto:vlug@mega.bw)

## **Botswana Institute of Arbitrators**

**You are invited  
to a Workshop  
to review the  
Draft Act for  
Arbitration,  
Conciliation,  
and**

**Adjudication**

**Monday, 17 September 2007**

**Gaborone Sun Conference Centre**

**From 08:00**

## APPLICATION FORM

**PLEASE PRINT ALL INFORMATION IN BLACK INK**

NAMES (IN FULL)	
POSTAL ADDRESS	
ORGANISATION / FIRM	
POSITION WITH THEM	
ACADEMIC / PROFESSIONAL QUALIFICATIONS	
TELEPHONE: OFFICE	
TELEPHONE: CELL	
TELEPHONE: FAX	
EMAIL ADDRESS	
MEANS OF PAYMENT	

The Fee will be Pula 500.00 per person, including copies of all papers, coffee / tea, and lunch.

Payments by cheque payable please to "The Botswana Institute of Arbitrators."

Reservations to attend may be sent by email or fax to The BI Arb Secretary, or fax number 5337249.

Payments may also be left for the attention of The BI Arb Treasurer, Mr Andy Flanagan at Linga Longa, Riverwalk Shopping Centre.

## APPLICATION FORM

**PLEASE PRINT ALL INFORMATION IN BLACK INK**

NAMES (IN FULL)	
POSTAL ADDRESS	
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BAP

11/20/07

CV GV MM

Content for directory

CV has given article on arbitration to college publishers.

Outline of activities BIA arbitrators given to CP

Given membership list by classes of membership

promised photo of committee

+ photo to CP general topics.

BAP needs to do similar

Article from BAP (could get something from CV)

List of members: class of members.

Photo of committee (group picture)

Ask for photo for use from members by  
2/20/07.

Statement of objectives / background briefing.

IBQS

Try for member photos/articles by cutoff date.

List of members by class.

Background information on IBQS

Group photo of committee.

Contact details for each.

Consolidated list of firms 3 ways to give names.

Try for 25th of this month: then give to CP.

Cover name: joint professional directory

3 names + logos.

Foreword: general statement: pres BAP about joint



C·A·S·L·E

## Commonwealth Association of Surveying and Land Economy

August/September 2007

To: All Member Professional Societies

### 11th CASLE General Assembly – November 2007

**RECEIVED**  
2007 -09- 06  
**BIDP**

This letter is to remind all Member Professional Societies that the 11th CASLE **General Assembly** will be taking place in Christchurch, New Zealand this November. It is hoped that as many Member Professional Societies as possible will be represented at the General Assembly and the accompanying CASLE Seminar. While there have been no proposals submitted to me to alter the CASLE Constitution at the General Assembly, there will be the very important **Elections** for CASLE President, the Regional Presidents and Vice-Presidents, and the Secretary General. In addition the General Assembly affords Member Professional Societies the opportunity to discuss the future direction of CASLE.

It would be very helpful if all **Nominations** for posts could be sent in advance to the CASLE Office (addressed to the CASLE Administrative Secretary, Mrs Susan Spedding, email [sspedding@rics.org](mailto:sspedding@rics.org)). If Member Professional Societies in nominating a candidate send half a page (A4) with biographical details and a 'manifesto' of what the candidate intends to do, if elected, to further the work of CASLE during his or her term of office (2007 to 2010), then provided it is received at the CASLE Office by **1<sup>st</sup> October** at the latest, I shall be able to include it in the papers to be distributed in Christchurch.

I would remind Member Professional Societies that, under the provisions of Article 5.2 of the Constitution, only a fully paid-up Member Professional Society is entitled to vote at the General Assembly. The Administrative Secretary has sent out current subscription notices and reminders to all members, so **if your subscriptions are outstanding** (ie not fully paid-up to and including 2007/2008) please ensure you act promptly to enable you to be able to vote: otherwise you may attend and take part in discussions, but not vote.

I do hope to see as many members of CASLE in Christchurch as possible. The CASLE event is an integral part of a joint event including:- the 9<sup>th</sup> South-East Asian Survey Congress (SEASC 2007), the 119th New Zealand Institute of Surveyors Annual Conference, the 6<sup>th</sup> Trans Tasman Surveyors Conference and Workshops for FIG Commissions 4 & 5. It will be the largest gathering of surveyors ever seen in New Zealand. For further details of this event please see [www.casleconferences.co.uk](http://www.casleconferences.co.uk)

 Secretary General

C/o Faculty of the Built Environment, University of the West of England,  
Frenchay Campus, Coldharbour Lane, Bristol BS16 1QY Telephone/Fax 0117 328 3036

President: Brian J Coutts MSc DipSurv DipMgmt FNZIS MNZPI AAMINZ Email: [couttsb@albers.otago.ac.nz](mailto:couttsb@albers.otago.ac.nz)  
Secretary General: Brian Waldy MPhil FRICS Email: [e.b.d.waldy@city.ac.uk](mailto:e.b.d.waldy@city.ac.uk)





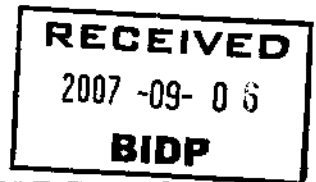
C.A.S.L.E

## Commonwealth Association of Surveying and Land Economy

August/September 2007

To: All Member Professional Societies

### 11th CASLE General Assembly – November 2007

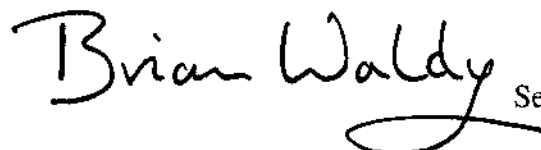


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Secretary General: Brian Waldy MPhil FRICS Email: [e.b.d.waldy@city.ac.uk](mailto:e.b.d.waldy@city.ac.uk)

Website [www.casle.org](http://www.casle.org)

Members with No Email

Name	Firstname	Current	Phonewk	Fax	Email
Brackenborough	William Michael	y	3181112	3181115	✓
Burton	David	y			
Desai	Pankaj Dhirajcal	y			
Gltau	Lawrence Wambugu	y	3953344	3953344	✓
Hakim	Asadul	y	5749481	5773530	✓
Harris	Paul Francis	y			
Jadeja	Deepakdumar Ajitsinhji	y	3912331	3912331	
Jones	Gordon Barrie	y			
Kaira	Om Parkash	y	5331511		
Kille	Alan Arthur	y	3952492	3957424	✓
Kintu	Hammed Semwanje	y	5920200	5920209	✓
Lopang	Patrick	y	3924328	3927990	✓
Marshall	Ian Harley	y			
Mashelkar	Sharad Sudam	y		3913337	
Mathaga	Cuthbert	y	3181634	3181635	✓
Matthew	Thamarathattu Geevarghese	y	3907435		
Minja	Frank Anasel	y	3167576	3167517	✓
Mitchell	Eric Patrick	y	3913335	3900902	✓
Modise	Mmapula Glorious Karabo	y	3953990		
Monamo	Letsweletse Mpho	y	3186740	3186823	✓
Moremedi	Thuso	y	3132033	3163600	✓
Ncube	Simon	y	3957849	3957849	✓
Njonde	J. M.	y			
Nkumba	E	y	3951310	3973743	✓
Odeleye	Wale	y			
Orando	Marcellus	y	3952678		
Oranye	Chike Ikemefuna	y	3952778	3956773	✓
Osemanam	Emeka Azubike	y			
Otsweleng	Kganetso Bontai	y	3952452	3971710	✓
Patel	Shahnawaz M	y	3952452	3971710	✓
Patel	Vasant	y	3918932	3918933	✓
Phuthago	Imson Onthephile	y	3657524	3911522	✓
Price	Owen Sean	y	3959746	3959748	✓
Ranjan	Aluraj David	y	3913389	3972821	✓
Richards	Peter Maurice	y	3912907	3181115	✓
Seomile	Bosiame Jay	y	4600601	4633792	✓
Shah	Pradip Babulal	y	3973203	3973203	✓
Van Vuuren	Petrus Jacobus	y	3912224	3973174	✓
Williams	Alan Geoffrey	y	6251595	6250647	✓

End Of Page

Export Data

( Right click on "Export Data" and select "Save Target As..." to save the file to your computer. )

Close Window

Visit the BMS website for updates!  
www.busmgtsys.com

Name	Firstname	Current	Profession
Akanyang ✓	Robert	y	4q
Allison-Broomhead	Graham Ian	y	4q
Basani ✓	Otshegeditse B K	y	4q
Bathuleng-Mookodi	Marina	y	4q
Brackenborough	William Michael	y	4q
Carrier	Kenneth Michael Morton	y	4q
Chlwila ✓	Amos Gregory Matendeko	y	4q
Davey ✓	Brian Peter	y	4q
Dixon-Warren ✓	Collin Patison	y	4q
Gltau	Lawrence Wambugu	y	4q
Harris	Paul Francis	y	4q
Hutchings ✓	Lawrence James	y	4q
Jones ✓	Gordon Barrie	y	4q
Kgosiemang ✓	Gontse J.	y	4q
Kille	Alan Arthur	y	4q
Latilla	Kim Evaritt	y	4q
Maina	Anthony Mbugua	y	4q
Mathware ✓	Ogaketse Thopho	y	4q
Matlapeng	Andrew	y	4q
Mhutsiwa ✓	Boyce O.	y	4q
Mmle ✓	Dithologo	y	4q
Mogomela ✓	Martin Molao	y	4q
Moje ✓	Evans	y	4q
Morton ✓	Timothy Paul	y	4q
Motsumi ✓	G. A.	y	4q
Muchengwa ✓	Dorica Mlonga Daka	y	4q
Mwitumwa ✓	David Kabuku	y	4q
Nkumba	E	y	4q
Nthase ✓	Phenyo	y	4q
Orando	Marcellus	y	4q
Oranye ✓	Chike Ikemefuna	y	4q
Osemenam ✓	Emeka Azubike	y	4q
Owusu-Apland ✓	Godfrey	y	4q
Palalani ✓	Kozlba Gumbu	y	4q
Perera	Balasooriya Arachchige Ruwan	y	4q
Price ✓	Owen Sean	y	4q
Pritchard ✓	Gareth Wyn	y	4q
Quille ✓	Denis Declan	y	4q
Richards ✓	Peter Maurice	y	4q
Rynn ✓	Marc D.	y	4q
Samman ✓	Joseph	y	4q
Sekucha ✓	Olebile	y	4q
Sergeant	Raymond D	y	4q
Todd	David John	y	4q

End Of Page

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Visit the BMS website for updates!

**Botswana Institution of Engineers Conference 2007  
17<sup>th</sup> -19<sup>th</sup> October 2007, Phakalane Golf Estate  
REGISTRATION FORM**

Please register by email if possible. (E-mail address: [gsun@thebusinesscentre.co.bw](mailto:gsun@thebusinesscentre.co.bw))

<b>Family name of delegate:</b> 1. 2. 3. 4. 5.	<b>First name:</b>	<b>Title:</b>
<b>Institution/organisation/company:</b>		
<b>Contact address:</b>		
<b>Telephone:</b>	<b>E-mail:</b>	<b>Fax:</b>
<p><b>Cost to attend conference and teas, lunch and gala dinner:</b></p> <p>Early Registration – by 27<sup>th</sup> September 2007</p> <ul style="list-style-type: none"> <li>• BIE Members P850.00</li> <li>• Non-BIE Members P950.00</li> <li>• Students P475.00</li> <li>• International Delegates US\$200.00</li> </ul> <p>Late Registration</p> <ul style="list-style-type: none"> <li>• BIE Members P1200.00</li> <li>• Non-BIE Members P1400.00</li> <li>• Students P700.00</li> <li>• International Delegates US\$250.00</li> </ul> <p><b>I would like to book exhibition space for P4000.00</b></p> <p>Please ensure that payment is in Pula currency only. All payments to:  <b>Botswana Institution of Engineers</b></p> <p>GPO NO:                                      Cheque a week before conference: P</p> <p><b>For further details contact the Conference Secretariat Evelyn /Norah:</b>  <b>Tel: +267 3184706 / 8    Fax: +267 3184707</b>  <b>E-mail: <a href="mailto:g_sun@thebusinesscentre.co.bw">g_sun@thebusinesscentre.co.bw</a></b></p>		



+50 Okavango 2 3912686

17-50 M Warden  
75% No QS  
75% With QS  
45+50 Ndu Sub

} electronic forms.

+ paper copy x 1 each

60 electronic forms.

**Listing of practices operated by BIDP members**

Updated Friday 5th October, 2007

**19 practices at this update**

Member number	Practice	Postal address	Physical address	URI
<b>Architects</b>				
190	<b>Agora Architecture</b>	PO Box 448, Maun	Plot D16, Maun Mall	
256	<b>Daigilesh Lindsay Group</b>	PO Box 928, Gaborone	Plot 224, Independence Avenue	
187	<b>Nuttall Smith Architects</b>	PO Box 471, Francistown	Plot 6199, Rutherford Street	
158	<b>Pradip Shah Architects (Pty) Ltd</b>	PO Box 1969, Gaborone	Plot 9734, Mogorogorwane road, Gaborone	
234	<b>Proarch</b>	PO Box 2494, Gaborone	Plot 126, Morukuru Road, Extension 3	
493	<b>Tswana Plan (Pty) Ltd</b>	PO Box 81018, Gaborone	Plot *, Lejara Road, Broadhurst Industrial	
50	<b>Young Architects (Pty) Ltd</b>	Box 1049, Gaborone	Plot 915, Phalane Close, Ext: 2	<a href="http://yabw.net">yabw.net</a>
<b>Engineers</b>				
116	<b>A R Edwards and Associates</b>	PO Box 1468, Gaborone	Plot 10231, Mokolwane Road, Broadhurst Industrial	
125	<b>Knight-Plesold Botswana</b>	PO Box 626333, Game City, Gaborone	Plot 53/71, Unit 25, Commerce Park, Gaborone	
192	<b>Peter Cotter Associates</b>	P/Bag 00159, Gaborone	Plot 799, Independence Avenue	
210	<b>Time Projects (Pty) Ltd</b>	PO Box 1395, Gaborone	Plot 203, Independence Avenue, Gaborone	
<b>Quantity surveyors</b>				
221	<b>AGB Botswana</b>	PO Box 698, Gaborone	Plot 2690, Phiri Crescent, Gaborone	
299	<b>Belshane Property Group</b>	PO Box 1454, Gaborone	Plot 5665, Kudu Road, Broadhurst Industrial	
254	<b>The Fitzwilliam Partnership</b>	P/Bag BR127, Gaborone	Plot 831, Pabalelo Close	
14	<b>Kille &amp; Dannhauser</b>	Chartered Quantity Surveyors, PO Box 610, Gaborone	Unit 18 Kgale Mews, Int'l Finance Park, Gaborone	
416	<b>Pego Projects</b>	P/Bag BR 155, Broadhurst, Gaborone	Plot 42307, Airport, First Floor	
5	<b>Peter Richards &amp; Partners</b>	PO Box 656, Gaborone	Koh-I-Noor Court, Plot 131, Independence Avenue	
42	<b>Reynolds &amp; Young</b>	P/Bag 0064, Gaborone	Plot 2638, Phuti Crescent	
255	<b>Third Dimension Consulting</b>	Box 201570, Gaborone	First floor, plot 17679, Phase One Centre, Gaborone West	<a href="http://www.third.co.bw">www.third.co.bw</a>

Output software made for BIDP by David Young using LAMP, 2005-2006

**BIDP member listing**

Updated Friday 5th October, 2007

153 members at this update

Number	Member	Address	Qualifications
Honorary members			
451	Wale Odeleye	15, Monmouth Street, TOPSHAM Exeter-Devon, England, UK	Architect
315	Joanna B. Wall		BSc BLDAL
Associate members			
434	Itamar Azoulay	P O Box 40577, Gaborone	Property Valuer, A.R.I.C.S., A.R.E.I.B.
454	Kebolfe Bobo Bale	P/Bag BR 351, Gaborone	DipArch (Kingston), BA(Hons)Arch (Kent)
444	Otshegeditse B K Basilemi	P/Bag BR 177, Gaborone	BSc (QS)
485	Jonathan Maphepa	P/Bag 011, Mochudi	B.Arch
491	Andrew Matlapeng	PO Box 2892, Gaborone	Building & quantity surveying
466	Letsweletse Mpho Monamo	PO Box 202691, Gaborone	OTD in Building & Civil Engineering
273	Oleble Sekucha	PO Box 201570, Gaborone	BSc(Hons)(QS)
465	Boslame Jay Seomile	PO Box 35, Selhophpe	MSc. Arch, BSc. (Hons)Arch
479	Simon Wataka Setekla	PO Box 2041, Mahalapye	Diploma in building & Civil Eng. B.Arch
Student members			
459	Batshetsi Nthobatsang	PO Box 1, Serowe	
Ordinary members			
481	Mbaja Adohwa	PO Box 201376, Ntshinoge, Mochudi	Msc proj. managment, B.Arch, Dip Proj management
427	Robert Akanyang	PO Box 601160, GABORONE	B.Sc
418	Anthony M. D. Allen	Private Bag BO 158, GABORONE	B.Sc., MICE, CEng, FCI Arb, FA Arb (SA)
221	Graham Ian Allison-Broomhead	P O Box 698, Gaborone	BSc(QS), RQS, MAQS
13	Andrew William Anderson	PO Box 30263, Lusaka, Zambia	B.Arch, MZIA, RIBA, MIAZ
410	Aleksandar Askovic	Box 672, GABORONE	B.Arch, dip.Arch
487	Moagi Dwight Bathuleng	PO Box 21765, Gaborone	B Eng (HONS) Mechanical Engineering
430	Marina Bathuleng-Mookodi	P.O. Box 2892, GABORONE	B.Sc (Hons) Q.S.
272	Roger J Beeken	Bag BR 282 Broadhurst, Gaborone	B.Arch, RIBA, MAAK, BSc, AAB
57	Hanns-Gerd Berge	PO Box 1581, Parklands 2121, Johannesburg SA	Pr Arch, MIA
153	Joseph Jane Bernard	PO Box 733, Francistown	B.Sc(Eng)(Hons)C.Eng.MICE.
15	William Michael Brackenborough	PO Box 656, Gaborone	FRICS, MZIQS, MSIZ, MSIM
473	Theodor Gustav Bredell	PO Box 2749, Gaborone	ILASA
433	David Burton	no contact	B.Sc. FRICS
470	Rainer Shakes Busang	PO Box 46608, Gaborone	Bachelor of Laws
39	Kenneth Michael Morton Carrier	c/o PO Box 808, Gaborone	FRICS, MASAQS, RQS
155	Ralph Raphael Chephethe	P/Bag 0042, Gaborone	Dip (URP), MA(EPDC), MRTR
455	Amos Gregory Matendeko Chwila	PO Box 402247, Gaborone	BScBuilding(Zambia)
192	Peter James Cotter	P/Bag 00159, Gaborone	BSc, MICE, FISTRICT, Pr.Eng
107	Ian Cuthbert	PO Box 345, Gaborone	B.Arch(Hons), RIBA, ARIAS, MAAB
14	Brian Peter Davey	PO Box 610, Gaborone	FRICS, Dip Bldg Econ, A.C.I.Arb
283	Pankaj Dhirajal Desai	PO Box 41600, Gaborone	B.E. Electrical
478	Efraim Dondofema	PO Box 20599, Gaborone	B Tech Eng (Hons) Civ, DGIS/LIS (postgrad)
225	Andrew Gerald Flanagan	PO Box 41654, Gaborone	BSc., C.Eng., FICE, FEZ, M.E.I.D.P., MZWELE
409	F. William Foote	6 Avenue Close, Avenue Road, Lyme Regis, Dorset, England	M.B.I.A.T.
471	Emmanuel Gaopotlake	PO Box 402457, Gaborone	BEDS Bachelor of environmental design & M.Arch
480	Lawrence Wambugu Gitau	PO Box 1050, Mogoditshane	Hons. BA Building Economics & Management
303	Agas Groth	P O Box 2224, Gaborone	Bsc-Eng(Hons)
325	S Gunston	P/Bag 0088, GABORONE	BSc-Civ.Eng(Hons)
266	Asadul Hakim	P/Bag 011, Mochudi	B.Arch
125	Jeffrey Blair Hammond	P/Bag 0087, Gaborone	B.Sc(Eng), MSAICE
226	Paul Francis Harris	PO Box UA 533, Union Avenue, Post Office, Harare, Zimbabwe	Cert. (Q.S.), FRICS, MZIQS.
415	Peter Edward Healy	P O Box 402102, GABORONE	B.Sc.(Hons)
7	Ronald Bryden Henderson	PO Box 2386, Cramerview 2060, JOHANNESBURG, 2152, SA	Pr.Eng., C.Eng., BSc(Hons), M.Sc, MICE, MSAICE
420	John P. Hinchliffe	P.O. Box 2378, GABORONE	BA.Econ (Hons)-Business Finance, ACA(ICAEW)
261	Gopal Das Hingorani	PO Box V710, Ramotswa	D.C.E., M.A.S.C.E.(USA), C.E.(TANZ) M.I.H&T(UK), M.I.S
207	Tin Tin Hla	PO Box 2494, Gaborone	B.Arch
42	Lawrence James Hutchings	P/Bag 0064, Gaborone	Bsc, MBIM, FRICS, A.C.I.Arb, AA, Arb, MAQS, MIBQS
400	Bernard Hyde	P O Box 2020, GABORONE	Dip Arch (Portsmouth), RIBA, Dip TP (Bristol)
438	Kishore Subramanyam Iyer	Box 403289, Gaborone	B.E.(Civ.)
193	Deepakkumar Ajitsinhji Jadeja	PO Box 619, Gaborone	B.Civ. Eng(BE Civil)
111	Gordon Barrie Jones	PO Box 301186, Gaborone	Dip QS, ARICS, A.C.I.Arb, AA Arb, MAQS, P.M.I.S.A
490	Lawrence Kabwe	PO Box 2892, Gaborone	Bsc Building
154	Om Parkash Kalra		Dip Arch, FIA, FIPD,



425	Rajagopalan Kandaswamy	P.O. Box 403614, GABORONE	B.Sc. Eng
489	Moses Kasalaba	PO Box 21675, Gaborone	B. Engineering (HONS) electrical & electronics
316	Peter Kaszay	P/Bag 0098, Selebi-Phikwe	Dipl-Ing (FH) Arch
442	Boniface Moeke Katse	Box 201130, Gaborone	Diploma in building & civil eng.
210	Alexander Lees Kelly	PO Box 1395, Gaborone	BSc. (Eng) (Civil), MBA, SACPE
461	Seltiketso Kentshitswe	PO Box 81357, Gaborone	B.Eng (Mech)
416	Gontse J. Kgosiemang	Private Bag BR155, GABORONE	B.Sc (Hons). MRICS, PQS, PMAQS
234	Aung Khin	PO Box 2494, Gaborone	B.Arch
70	Alan Arthur Kille	PO Box 610, Gaborone	FRICS
445	Luci Thoki Kimali		B.Arch (Kenya)
205	Hammed Semwanje Kintu	P/Bag 5, Molepolole	MSc (Arch)
402	Z Klaric	P/Bag BR 134, GABORONE	University of Architecture, Belgrade
40	Kim Everitt Latilla	c/o PO Box 808, Gaborone	FRICS, MASAQS, RQS
458	Patrick Lopang	PO Box 21750, Gaborone	
305	Paul Kinanawa Lyamuya	PO Box 41158, Gaborone	Architecture & Town Planning
169	Kevin Ignatius Macgarry	41 Cedar Road, Durban, South Africa	B.Arch (Natal), RIBA
484	Anthony Mbugua Maina	PO Box 1777, Mochudi	(B.A. Hons) Building Economics
450	Mehta Rageshkumar Manharlal	PO Box 401834, Gaborone	B.Eng (Civil)
2	Ian Harley Marshall	Box 1521, S. W. Harbor, ME 04679, USA	B.Arch (UCT), M.Arch (Penn) AIA, RIBA, ARIAS.
22	Jean Carol McCarthy Marshall	Box 1521, S. W. Harbor, ME 04679, USA	BA (Maths), MCP, MAIP
195	George Paul Lamont Martin	PO Box 1025, Francistown	B Arch, MIAZ
251	Sharad Sudam Mashelkar	PO Box 41314, Gaborone	G.Dip (Arch), A.I.A.
486	Sithabile Pauline Mathe	PO Box 123, Gaborone	B.Arch (HONS) DIP. ARCH
252	Ogaketse Thopho Mathware	PO Box 402182, Gaborone	BSc (Hons) QS
426	Cuthbert Matlhaga	PO Box 2884, GABORONE	B.Sc. (Hons)-civil engineering, M.Sc. (Construct
447	Thamarathattu Geevarghese Matthew	P/Bag 00484, Gaborone	B.Sc (Eng)
452	Edward Ted Mazhani	PO Box 1049, Gaborone	M.Arch
327	Boyce O. Mhutsiwa	PO Box 50088, GABORONE	BSc (Hons) QS, MIBQS
323	Frank Anasel Minja	P O Box 80545, GABORONE	Dip Arch
84	Eric Patrick Mitchell	PO Box 1731, Gaborone	BSc (Hons), MICE
436	DRhologo Mmole	PO Box 50088, GABORONE	B.Sc. (Hons) Q.S.
462	Vincent O. Mosapara	PO Box 202587, Gaborone	Bsc Arch, B.Arch (hons)
106	Mmapula Glorious Karabo Modise	PO Box 1166, Gaborone	M.Sc (Arch)
274	Martin Molao Mogomela	PO Box 601144, Gaborone	BSc (HONS) Quantity Surveying
435	Evans Moje	Box 2851, Gaborone	B.Sc.QS, MAQS
472	Thuso Moremedi	PO Box 602080, Gaborone	B.Eng (civil) DIP (Build & Civil)
31	Keith Iles Morris	c/o PO Box 16, Gaborone	B.Arch (UCT), RIBA, ARCUK
172	Timothy Paul Morton	P/Bag 0064, Gaborone	Bsc (Hons) QS, ARICS
115	Stephen Andrew Moss	Postnet Kgale View, P/Bag 351 suite 247, Gaborone	BSc (Eng), MBA, C.Eng, MICE, MIHT, PMI, AAARB
423	G. A. Motsumi	Private Bag 00327, GABORONE	B.Sc. (Hons) Q.S.
482	Dorica Mlonga Daka Muchengwa	PO Box 80046, Gaborone	B. Science in Building
437	Joseph Godwin Musuku	Private Bag 00351-207, Kgale View, Gaborone	MSc (Civil Engineering), AMEIZ, AMBIE
227	Gregory Lutta Mutungi	PO Box 1768, Gaborone	BA (Arch. St.), MARCH, EAIA, MAAK, MAAT
467	David Kabuku Mwikumwa	P/Bag BO 142, Gaborone	B.Sc (Honours) in Building Economics & Measurements
104	Kantlilal P Narola	PO Box 40855, Gaborone	B.Arch, AIA
493	Simon Ncube	PO Box 81018, Gaborone	B. Arch
256	S Nell	PO Box 928, Gaborone	Dip.Arch, RIBA
299	Olebeng Adam Bafundini Ngwakwena	PO Box 1454, Gaborone	B.Sc (Hons) Land Administration
406	J. M. Njonde	PO Box 201679, GABORONE	
431	E Nkumba	PO Box 808, GABORONE	Dipl. Civ. Eng. B.Sc-QS
488	Kealeboga Ntapi	P/Bag 011, Mochudi	BA Humanities, MSOC Urban & regional studies
424	Phenyo Nthase	Private Bag BR155, GABORONE	B.Sc (Hons) QS
187	Christopher Nuttall-Smith	PO Box 471, Francistown	Dip Arch
464	Pedriel Mokwadi Nyame	Box 451, Gaborone	B.Arch (Dundee), MAAB
477	Dennis Hanzoka Nyekele	PO Box 81140, Gaborone	B.Arch
474	James Ouko Okumbe	P/Bag 351, Suite 437, Gaborone	MSC degree in Construction Management
310	Marcellus Orando	P/Bag B R 22, Gaborone	BA (Econs)
249	Chike Ikemefuna Oranye	PO Box 2469, Gaborone	BSc (Hons), ANIQS, ARICS
213	Emeka Azubike Osemenam	PO Box 2469, Gaborone	ARICS, FNISQS, PPNISQS
448	Kganetso Bontsi Otsweleang	PO Box 20599, Gaborone	B Eng (Hons)
324	Godfrey Owusu-Aplanti	P O Box 2373, GABORONE	BSc Building Technology
255	Koziba Gumbu Palalani	PO Box 201570, Gaborone	BSc (QS)
475	Daya Jivitha Paranagam	PO Box 402182, Gaborone	Diploma in surveying (QS)
144	Anil F Patel	GSP (Pty) Ltd, PO Box 513, Selebi-Phikwe	B.E (Civil), FIE, FIV, MASCE
237	Shahnawaz M Patel	PO Box 20599, Gaborone	B.Eng (Mech), C.Eng
267	Vasant Patel	PO Box 202006, Gaborone	BE (Civil)
492	Veeranagowda Patel	P/Bag BR 121, Gaborone	BE (civil)
421	Jose Paul	Box 70470, GABORONE	Bachelor Engineering (BE), civil eng., P.G. di
453	Balesooriya Arachchige Ruwan Perera	P/Bag 00281, Gaborone	B.Sc (Hons) QS
311	Vladimir Peric	P/Bag 313, Gaborone	Bsc Eng.
286	Fred Phiri	PO Box 928, Gaborone	B.Arch
483	Jimson Onthephile Phuthogo	P/Bag 0089, Gaborone	B.Arch
262	Owen Sean Price	PO Box 2000, Selebi Phikwe	BSc (QS)



228	Gareth Wyn Pritchard	PO Box 610, Gaborone	BSc(Q.S), MZIQS, A.AARB, ARICS
254	Denis Declan Quille	PO Box 402182, Gaborone	Dip CE, ARICS, MSIM, MZIQS
463	Jagdish Nathalal Rai	Box 451, Gaborone	B.Arch(Nairobi)
469	Predrag Rajnovic	PO Box 451, Gaborone	B.Sc Eng B.Arch
258	Aluraj David Ranjan	No contact	BE(Civil)
460	Tshoganetso Rantshilo	PO Box 202587, Gaborone	BSc(ARC) B.Arch(Hons)
5	Peter Maurice Richards	PO Box 656, Gaborone	ARICS
413	Marc D. Rynn	Private Bag 00327, GABORONE	Dip QS, RQS, MAQS, ARICS
446	Nagarajababu Sajja	P/Bag 00338, Gaborone	BE, ME, Ph.D(Eng)
276	Joseph Samman	P/Bag 0061, Gaborone	Bsc (Hons)
439	Raymond D Sergeant	Box 403708, Gaborone	Reg. QS (RSA), MAQS, F.C.I.Arb (UK), A.ASI (UK)
158	Pradip Babulal Shah	PO Box 1969, Gaborone	B.Arch
414	Gordon T. Smith	Private Bag 00488, GABORONE	B.E.S., M.L.Arch.
468	Ulf Martin Soderstrom	PO Box 40554, Gaborone	Building Engineering
401	M Taylor	Box 2020, GABORONE	B.Sc, B.Soc.Sci(Hons)
429	David John Todd	47, Balmoral Avenue, Hurlington, SANDTON 2196, R S A	B.Sc.QS, ARICS, RQS (SA)
116	Petrus Jacobus Van Vuuren	PO Box 1468, Gaborone	NTD
319	Gerrit Herman Viug	P O Box 17, Otse	MSc.Eng(Delft), Arch(SA), MIA(SA), MGIFA, F.A.Arb(
190	Albert Andreas Welfing	PO Box 448, Maun	M Arch & Bldg Eng (Delft)
456	Alan Geoffrey Williams	P/Bag K4, Kasane	
204	Meivern Wong	PO Box 9, Gaborone	BSc(Eng), MSc(Eng), PrEng(SA), MSAICE, MASCE
133	Michael George Henry Yates	24 Jalan Chee Seng 11, Penang, 11200 Malaysia	PrEng(SA/CPE), F(SA)IMM, M(SA)ICE, M(SA)ISC
50	David Alexander Young	PO Box 1049, Gaborone	B.Arch (Natal), ARC(SA)

## Retired members

6	Collin Patison Dixon-Warren	PO Box 1519, Gaborone	FRICS
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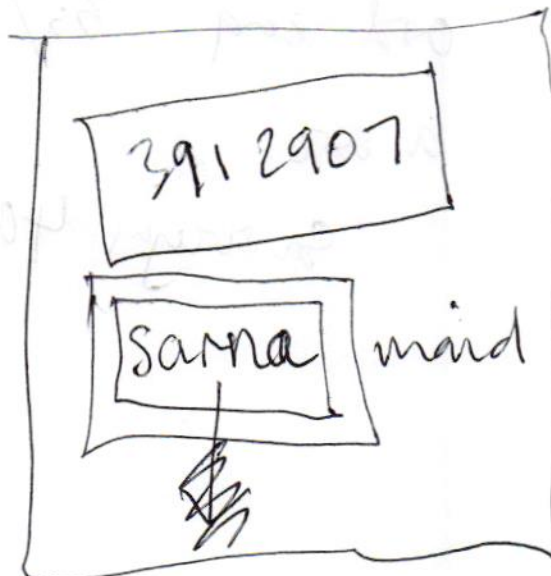
**Listing of practices operated by BIDP members**

Updated Friday 5th October, 2007

**21 practices at this update**

Member number	Practice	Postal address	Physical address	URI
<b>Architects</b>				
190	Agora Architecture	PO Box 448, Maun	Plot D16, Maun Mall	
256 ✓	Dalglish Lindsay Group	PO Box 928, Gaborone	Plot 224, Independence Avenue	
104 ✓	K P Narola, Architect	PO Box 40855, Gaborone	Plot 17974, Gaborone West	
187 ✓	Nuttall Smith Architects	PO Box 471, Francistown	Plot 6199, Rutherford Street	
158	Pradip Shah Architects (Pty) Ltd	PO Box 1969, Gaborone	Plot 9734, Mogorogorwane road, Gaborone	
234	234 Proarch	PO Box 2494, Gaborone	Plot 126, Morukuru Road, Extension 3	
493	Tswana Plan (Pty) Ltd	PO Box 81018, Gaborone	Plot *, Lejara Road, Broadhurst Industrial	
50	Young Architects (Pty) Ltd	Box 1049, Gaborone	Plot 915, Phalane Close, Ext 2	<a href="http://www.bidp.bw/ya/">www.bidp.bw/ya/</a>
<b>Engineers</b>				
299	Belshane Property Group	PO Box 1454, Gaborone	Plot 5665, Kubu Road,, Broadhurst Industrial	
116	A R Edwards and Associates	PO Box 1468, Gaborone	Plot 10231, Mokolwane Road, Broadhurst Industrial	
125	Knight-Plesold Botswana	PO Box 626333, Game City, Gaborone	Plot 53/71, Unit 25, Commerce Park, Gaborone	
192	Peter Cotter Associates	P/Bag 00159, Gaborone	Plot 799, Independence Avenue	
84 X	Stewart Scott International	PO Box 1517, Gaborone	Plot 22076, Modiri House, Gaborone West	
210	Time Projects	PO Box 1395, Gaborone	Plot 203, Independence Avenue, Gaborone	
<b>Quantity surveyors</b>				
221	AGB Botswana	PO Box 698, Gaborone	Plot 2690, Phiri Crescent, Gaborone	
254	The Fitzwilliam Partnership	P/Bag BR127, Gaborone	Plot 831, Pabalelo Close	
14	Kille & Dannhauser	Chartered Quantity Surveyors, PO Box 610, Gaborone	Unit 18 Kgale Mews, Int'l Finance Park, Gaborone	
416	Pego Projects	P/Bag BR 155, Broadhurst, Gaborone	Plot 42307, Airport, First Floor	
5	Peter Richards & Partners	PO Box 656, Gaborone	Koh-i-Noor Court, Plot 131, Independence Avenue	
42	Reynolds & Young	P/Bag 0064, Gaborone	Plot 2638, Phuti Crescent	
255	Third Dimension Consulting	Box 201570, Gaborone	First floor, plot 17879, Phase One Centre, Gaborone West	<a href="http://www.third.co.bw">www.third.co.bw</a>

Output software made for BIDP by David Young using LAMP, 2005-2006



## Foreword

It is with pleasure that we present our first joint directory with the Botswana Institute of Arbitrators (BIA) and the Institute of Botswana Quantity Surveyors (IBQS). Our last directory was for the year 2004/2005 and only listed BIDP members. We are hopeful that in the future we will be able to include other associations of related professions.

Although it has taken some time to put together this directory, I believe there has been a notable improvement on it in terms of content. For this I would like to thank the BIA and IBQS for accepting our invitation to the joint directory, and for their input. I would also like to thank the BIDP council members and executive secretary for their invaluable input.

There are a number of professions that fall within, or have an important role to play in the built environment from inception to use of the final product. This directory is intended to inform those who need services offered by members of our organizations to know where they can get them. We have lists of individual members and those of the practices they run.

One of our primary objectives as BIDP is to promote general interest of the professions and to maintain and regulate them to provide responsible professional service. For us to achieve this it is important to work closely with other associations, hence this joint directory is a step towards achieving one of our goals.

Edward Mazhani  
President, BIDP



## CONSULTATION PAPER

### THE CONTINUING STRUGGLE AGAINST CORRUPTION — A FRESH APPRAISAL BY THE GOVERNMENT OF BOTSWANA

For several years Botswana has enjoyed the reputation for being the least corrupt country in Africa. We have deserved that reputation but we cannot afford to be complacent. The menace of corruption is ever present and we must ensure our defences are in good order.

It is 13 years since the Directorate on Corruption and Economic Crime was established to lead the fight against corruption. The Government has decided that it is time to review what has been achieved, how things stand at present and what should be done for the future.

With the help of The international anticorruption specialists, de Speville & Associates, the Government has been examining the issues involved. The specialists have been asked to consult the community on the main issues with the help of a technical team from the DCEC and the support of the European Union representative office in Botswana. The views of all sectors of society are being sought on the current state of corruption in the country and on what should be done to ensure that Botswana stays on top of the problem and raises its international standing.

This Consultation Paper does two things: first, it provides information about the main aspects of fighting corruption and what the Government is considering; second, it seeks the views of individuals and representative organisations from all sectors.

If you or your organisation would like to express views and have them taken into account would you please let us have your written reply as soon as possible and in any event, by 11 September 2007. The address appears at the end of the paper. A pre-paid, addressed envelope is enclosed.

Please use the consultation paper itself for your reply, putting a circle around the preferred answer and adding additional pages for longer explanations if necessary.

Your response will be kept confidential and neither you nor your organisation will be identified as having replied. Your responses will be destroyed at the end of this consultation exercise.

#### Fighting corruption

A country's social and economic development can be significantly undermined by corruption. Political life can be poisoned and even the rule of law can be compromised. Despite the efforts to tackle corruption over the last 13 years, some people believe there is still a great deal of corruption in our country. The potential damage to the country's reputation is matched by the damage suffered by the people and the detrimental effect on development and economic growth. Corruption, whether perceived or real, discourages investment. Honest businesses will be forced



to close if to corrupt practices or dishonest competitors destroy fair competition. As a country we may one day find corruption preventing us from attracting honest investment from abroad and from competing successfully in International markets. The government has re-affirmed that effective action against corruption is still necessary and has decided that we should renew our efforts.

- A. (a) Do you share the views of those who believe that corruption must be dealt with firmly?  
1. Yes\*\*      2. With reservations      3. No

A. (1 - If you have reservations, would you please state them:

.....

.....

#### Progress made

Since 1994 when parliament enacted the Corruption and Economic Crime Act, the Government has put much effort and resources into investigating and preventing corruption and spreading the anticorruption message. The Act set out to country's strategy for tackling corruption, created a number of corruption offences and established the Directorate on Corruption and Economic Crime to lead the implementation of that strategy. Since then to DCEC has been at the forefront of its country's effort to fight corruption. Botswana has established itself as the least corrupt country in Africa.

That does not mean, however, that the country is free of corruption. The experience of other countries shows that corruption, if unchecked, grows and spreads.

- B. (a) Over the years since 1994 do you think, corruption in Botswana has become more widespread or less widespread.

1. widespread\*\*  
2. Less widespread  
3. No change  
4. Don't know

B.(b) Do you think the DCEC deserves your support?

1. Yes\*\*      2. No

### Communitywide

Corruption Can affect every aspect of our community's life – public sector, private (business) sector, political affairs, the justice system, civil society and community organisations.

- C. (a) Do you feel that the fight against corruption should be taken to all these sectors of society?

1. Yes all\*\*

2. No, only some

- C. (b) If "no, only some", please indicate which one or several of the following sectors the fight against corruption should focus on:

1. Public sector
2. Private (business) sector
3. Political affairs
4. The justice system
5. Civil
6. Community organisations
7. Other .....

### Political life

Bribery and trafficking in influence are said to plague our political life. Corruption does not have to be accepted as part of it. A new anticorruption strategy should include action against corruption in politics.

- D. (a) Do you agree that the fight *against* corruption should extend to politics?

1. Yes\*\*

2. No

3. Don't know

- D. (b) Do you think that the funding of political parties and electoral campaigns is a cause of corruption in Botswana?

1. Yes\*\*

2. No

3. Don't know

- D. (c) if yes, do you think that the funding of political parties and electoral campaigns should be regulated by law?

1-Yes\*\*

2. No

3. Don't know

- D. (d) Do you think that spending by political parties and electoral candidates should be limited by law?

1. Yes\*\*

2. No

3. Don't know

The countries that are fighting corruption successfully have realised that the old way of dealing with this kind of crime – focusing only on more prosecutions and heavier penalties – does not succeed. The problem only gets worse. Repression alone never works. They have realised that, in addition to investigation and prosecution, two other things must be done. First, people need to be educated about the harm corruption causes and how they can help fight against it. Second the system in which people work must be improved so that corruption is prevented by removing the opportunity and temptation to behave corruptly. Of course, the laws against corruption must be effectively enforced as well. These three elements – enforcement, prevention and education – have been working together in

Botswana and form the current strategy against corruption. This strategy has also proved to be successful in other countries.

E.(a) do you think we should continue this strategy in Botswana?

1. Yes\*\*

2. No

3. Don't know

E.(b). If no, would you please say why not?

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#### Implementing the strategy

Since 1994 the DCEC has led the fight against corruption in Botswana by carrying out the three elements of the strategy.

F. (a) to what extent do you think the DCEC's efforts have been effective?

1. Very effective

2. effective

3. Moderately effective

4. Only slightly effective\*\*

5. Ineffective

F. (b) Do you think the fight against corruption Would be *made more* effective by and or *all or non* on the following?

1. Strengthening the DCEC

2. ~. More active community participation, in the work of DCEC

3. More education and increased awareness about corruption

4. More prosecution of corruption cases

5. Heavier penalties on conviction

6. *All of these steps*

7. of these steps and more\*\*

8. None of these steps

F. (C) If you chose 7 or 8, please suggest what would make the fight against corruption more effective?

.....

.....

Corruption-related crime

Corruption is often tied in with other forms of criminality like fraud or trafficking. In such cases it may be necessary to investigate the other criminality in order to get at the underlying corruption. The DCEC has the power to investigate any criminality related to corruption.

G. Do you agree that the DCEC should continue to have the power to investigate corruption-related crime?

1. Yes\*\*

2.No

Investigating policy

It is crucially important that the anticorruption authority should investigate every complaint of corruption made to it that is capable of being investigated, whether the matter appears large or small. There are five reasons for adopting such a policy.

First, putting aside a minor allegation will deter the complainant from, returning, perhaps with a much more important matter.

Second, what at first appears minor quite often turns out to be important when investigated.

Third, picking and choosing what to investigate and what not to investigate raises suspicions of improper motives, if not of corruption.

Fourth, ignoring some complaints gives the impression that some corruption is tolerated. That double standards apply.

Finally, the fact is that widespread small scale corruption can do serious damage to the ethical climate of a country and that a single small act of corruption can have disproportionately serious consequences.



The *amount of* resources put into investigating what is indeed a minor matter will, of course, be small of comparison to the resources put into investigating a major matter. What is important is that in both cases the public should feel the complainant has been investigated.

This investigating policy is vital in developing the trust of the community, without whose support corruption cannot be defeated.

H. (a) do you agree that the DCEC should investigate every complaint of corruption that is capable of being investigated?

1. **Yes\*\***      2. No

H. (b) If no, would you please say why?

**What is stated above is not being applied\*\***

.....  
.....

### Resources

It takes money and human resources to beat corruption. The Government is prepared to continue putting substantial resources into this fight because, if the experience of places like Singapore and Hong Kong is anything to go by, success against corruption is one of the best investments a country can make for the benefit of all its people.

I. (a) Over the years since 1994 do you think the Government has been right to put public resources into fighting corruption?

1. Yes      2. No      3. Don't know

I. (b) Do you Think the government should continue putting

public resources into fighting corruption?

1. Yes      2. No      3. Don't know

I. (c) If 'yes', do you think the Government should put in more or lower resources?

1. More      2. Fewer      **3. No change\*\* but have to be more effective and not corrupt.**

### Community involvement

Corruption in Botswana affects all sectors of the community. If people want the situation to improve, are they willing to do anything about it? Every sector of the community can help actively to fight corruption. It is unrealistic to believe the DCEC can overcome corruption without the help of the people. Individuals can help by providing information about corrupt conduct, by giving a good example to those for whom they are responsible and by being willing to learn and teach about corruption. However, people are often reluctant to become involved, either because they are afraid or anxious about being disloyal, or because they feel that too much effort is involved, or because they do not know what to do.

J. (a) do you think people are willing to help authorities fight corruption?

1. Yes, certainly      2. Yes, under certain conditions  
3. No      4. Certainly not      5. Not sure

J. (b) Do you think more could be done to encourage people to be more active in helping to fight corruption?

1. Yes      2. No

J. (c) Would you personally be willing to help the DCEC to fight corruption?

1. Yes, certainly    2. Yes, under certain conditions  
3. No      4. Certainly not      5. Not sure

In order to succeed, an anticorruption body must be independent from other Government agencies. From political interference and from pressure from the executive powers of the state. But independence should not be absolute. The body must be accountable to the community, - to the elected representatives of the people, to the courts of justice, to the people themselves. Only in that way will the public have confidence that the body is doing its job properly. But accountability must not become interference. Interference undermines accountability and leads to loss of independence, with the result that the people will no longer have confidence in the integrity and impartiality of the body.

The DCEC is not described in law as an independent body- The Director is appointed by the President for an indefinite term, but can be relieved of his post at any moment, in contrast to the Auditor General and the Electoral Commission whose appointments can be terminated only in the way prescribed by law. The DCEC is a public office and the Public Service Act applies to it and its officers. The Director is not the appointing or disciplinary authority of the DCEC staff; those functions are performed by the Directorate of Public Service management. While its accounts are audited by the Auditor General, its annual report is made to the President who, as a matter of practice but not of law, lays it before Parliament. Also as a matter of practice but not of law, the annual report is made available to the public.

K (a) Do you agree that the DCEC should be free, from outside influence in doing its job?

1. Yes\*\*      2. No

K (b) In what way should the DCEC be made more independent of the Government (Please answer each question)

(i) Should the law Specify that the Director be appointed for a fixed term?

1. yes 2.No

(ii) Should the Director's position be secured by law in the same way as the Auditor General's. or the Director of Public Prosecutions?

1. Yes 2.No

(iii) Should the Director be made the appointing and disciplinary authority for the DCEC staff?

1. yes 2. no

(iv) Should the DCEC cease to be part of the civil service?

1. Yes 2. No 3. Don't know

(v) if yes should the DCEC be a parastatal guided by an advisory board or be an independent body like the Auditor General?

1. Parastatal 2. independent body 3. Neither,

(vi) if neither. please suggest what status the DCEC should have:

.....

(vii) Should the staff of the DCEC have terms and Conditions of employment separate from the civil Service?

1. Yes 2. No 3. Don't know

2.

K.( C) In what way should the DCEC be made more accountable? (Please answer each question)

Should the DCEC's annual report as a matter of law have to be laid before Parliament so that legislators can ask questions about the report?

1.Yes\*\* 2. No

(ii) Should the DCEC's annual report as a matter of law have to be published and made available to the public?

1.Yes\*\* 2. No



- (iii) Should groups of citizens be put in a position to monitor the activities of the DCEC?

1. Yes\*\*

2. No

#### Openness and confidentiality

These days the public interest requires the affairs of government agencies to be conducted as openly as is consistent with good governance. That principle applies particularly to an anticorruption body, which must develop and keep public support. On the other hand confidentiality must also be a guiding principle in fighting corruption. The public expect the anticorruption body to be able to keep certain information confidential. Otherwise the public will not provide the information required to uncover corruption. If information given in confidence leaks out of the anticorruption body and becomes public, the sources of information will dry up. Without information the anticorruption is not able to investigate.

- L.(a) Do you agree that openness should be the DCEC's guiding general principle but that some of its work should be confidential when necessary for effective operation?

1. Agree

2. Disagree

3. Don't know

- L. (b) If you do not agree, please say what should be the guiding principle.

#### Money Laundering

Money laundering is the term given to the process of turning the proceeds of crime into legitimate assets. The proceeds of crime can arise from many different forms of criminality for example robbery, fraud smuggling and not just from corruption. The responsibility for investigating crimes other than corruption rests with the police. The Proceeds of Crime Act and the Banking (Anti-Money Laundering) Regulations make the DCEC responsible for money laundering investigation regardless of the kind of criminality producing the proceeds.

- M. (a) Do you think the responsibility for investigating and preventing money laundering should rest with:

1. the DCEC

2. the police

3. a special unit in both, the DCEC and the police.

4. a new special unit separate from the DCEC and the police

- M. (b) Do you think the efforts up to now to trace and recover the proceeds of crime have been sufficient or insufficient?

1. Sufficient

2. insufficient

3. Don't know



### Ethics at work

Many opportunities for corruption in Botswana in both The public and private sectors occur because of poor work ethics and lack of internal controls. Experience in other countries shows that work ethics can be much improved if management makes clear to all employees what standards of conduct are expected of them, especially on the subjects of gifts, conflict of interests and misuse of authority. Codes of conduct have proved to be a valuable way of conveying to all employees what those standards are and giving practical advice on how they should be observed

N. (a) Do you think management in organisations in all sectors of the community should provide and implement a code of conduct for all who work there?

1. Yes

2. No

3. Don't know

N. (b) If no, please say why not.

.....

.....

### Public Officials and gifts

In many countries the *honourable* tradition of giving gifts has been perverted. public officials expect and even demand a gift before doing the job they are paid to do. In all modern states the regulations of public service forbid public officials from accepting gifts. Those regulations in many countries have had little effect because the regulations are not enforced. Other countries have found it necessary to make it an offence for a public servant to ask for or accept a gift unless he has the approval of the head of the public service. It is a less serious offence than bribery.

This has proved to be a valuable anti-corruption measure. It deals with those numerous cases where it cannot be proved that the gift was a bribe, and it restores the giving of gifts to its honourable social origins.

The extraction or expectation of gifts by public officials in Botswana has become a problem that should be addressed. The public Service regulations on the matter are not being observed. It is time to consider, making it an Offence in our law for a public Official to accept a gift unless he has permission, do to so.

0. Do you think it should be an Offence for a public official to accept a gift unless he has permission to do so?

1. Yes

2. No

### International standing

The Government realises that Botswana's well earned reputation as a relatively clean country is fragile and could be lost if the fight against corruption is not sustained. But more than that, Vision 2016 urges Botswana to learn to compare themselves with the best in the world and strive to reach That level. In the fight against corruption much more can be done to reach that level.

The Government believes that Botswana should make every effort to Improve its International anticorruption standing. One reason for that conviction is that Inward Investment is adversely affected by the perception of corruption

P. Do you Think that Botswana should make every effort in coming years to improve its anticorruption standing in the eyes of the world?

1.Yes 2. No

Thank you for taking the time to read this paper. Your views matter to the Government and we hope you will take the opportunity to reply to these questions. Your replies will be treated in strict confidence.

Please send your reply to reach us by Tuesday 11 September., 2007:

The Project Director  
Public Consultation Project  
de Speville & Associates  
Business Reply Paid Centre  
Botswana Post, Gaborone

- maintenance within Botswana.
- The manufacturer/supplier of the equipment should have all necessary parts for maintenance in sufficient quantity within Botswana and or southern African region.
- Locally manufactured equipment will be preferred, if they meet the specifications.
- The preference shall be given to the equipment manufactured in SADC region, if locally manufactured equipment are not available.

#### Specifications

We hold a reasonable stock of various product specifications to IEEE, BS, SABS etc standards, which shall provide a wide range of selection.

#### Design tools

Design softwares like CAD, Relux One 2.4, CBI 3.1, Ecodial 3, Lighting software etc shall be utilised on this project as recommended.

#### Communication

Reliable communication sources like dedicated telephone, fax & internet lines, designated transport services etc are proposed for this contract. The staff employed on this contract shall have a free access to these services, which would allow them to complete their routine as well special tasks in a successful manner.

## **4.4 METHODOLOGY AND WORK PLAN FOR MECHANICAL CONSULTANCY SERVICES**

### **DESIGN PHILOSOPHY**

Our approach is to research constantly on the latest building technologies. We feel that appropriate technology for Botswana is by using moderate economical building fabric to moderate indoor environmental conditions and, where appropriate, actively promote its incorporation into building design. Due to Botswana's hot climate, building thermal insulation would be required to assist in moderating internal conditions. If suitable levels of insulation are used into walls, roofs, glazing and ground slabs, air conditioning cooling and heating load can be reduced significantly to get desired indoor environmental conditions.

Another aspect of design is economic life cycle of the air conditioning system, taking into consideration of capital cost, running cost and life expectancy of building. As the life expectancy of the normal types of building is 50-60 years and life expectancy of central air conditioning system is around 20 years, provided it is reasonably well maintained. So, air-conditioning system shall be flexible for the refurbishment for two times in the life span of the building.

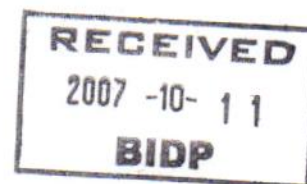
In addition to the proposed phasing of project, a system giving flexibility throughout the life of the building should also be a consideration i.e. changes in office layout, partition, changes in refrigerant with future requirements of the **Montreal Protocol & Kyoto Agreements**.

### **Air-conditioning and ventilation system**

We propose the use of central air-conditioning system serving both individual room controlled and zone controlled in facility. This type of system would contribute towards providing the client with and user friendly, reliable, cost effective, energy efficient solution, whilst achieving the desired indoor conditions.

Botswana Institute of Development Professions  
Financial Statements 30 June 2007  
General Information

Draft



The Botswana Institute of Development Professions was formed in 1978 and is registered with the Registrar of Societies

Council Members

E Mazhani  
B Hyde  
G Vlug  
D Young  
L Hutchings  
B Bale  
S Mathe  
A Chiwila  
J Musuku  
D Nyekete

President  
Vice President  
Treasure  
Secretary  
Member  
Member  
Member  
Member  
Member  
Member

Accountants

John Hinchliffe Consultants

Bankers

First National Bank of Botswana Limited, Lobatse Branch



<u>Contents</u>	<u>Page</u>
Report of the Accountants	3
Balance Sheet	4
Income Statement	5
Cashflow Statement	6
Accounting Policies	7
Notes to the Financial Statements	8 - 9

**Trustees' Declaration and Approval of the Financial Statements**

We confirm that we have made available all relevant records and information for the preparation of the annual financial statements set out on pages 4 - 9 which were approved by Botswana Institute of Development Professions Council on ..... and are signed on it's behalf by :

.....	)	
	)	
	)	
	)	
.....	)	

Council Members

**Botswana Institute of Development Professions  
Financial Statements 30 June 2007  
Report of the Accountants**

**Draft**

In accordance with instructions given to us we have prepared, without carrying out an audit, the accounts set out on pages 4 - 9 from the accounting records of Botswana Institute of Development Professions from information and explanations supplied to us by the members of council

.....  
**John Hinchliffe Consultants**

..... **2007**

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2007**  
**Balance Sheet as at 30 June 2007**

**Draft**

	<u>Notes</u>	<u>2007</u> <u>Pula</u>	<u>2006</u> <u>Pula</u>
<b><u>ASSETS EMPLOYED</u></b>			
Non-current assets:			
Fixed Assets	2	0	0
Investment		75,000	0
		<u>75,000</u>	<u>0</u>
<b><u>Current Assets</u></b>			
Stock		2,426	3,700
Cash in hand and at Bank	5(b)	5,846	77,658
		<u>8,272</u>	<u>81,358</u>
<b><u>Current Liabilities</u></b>			
Trade and Other Payables	3	2,900	2,700
		<u>2,900</u>	<u>2,700</u>
Net Current Assets		5,374	78,658
		<u>80,374</u>	<u>78,660</u>
<b><u>FINANCED BY</u></b>			
Accumulated Surplus		71,605	69,890
Stock Revaluation Reserve		8,770	8,770
		<u>80,374</u>	<u>78,660</u>

The notes on pages 8 to 9 form an integral part of these accounts.

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2007**  
**Income Statement for the year ended 30 June 2007**

**Draft**

	<u>Notes</u>	<u>2007</u> <u>Pula</u>	<u>2006</u> <u>Pula</u>
<u>Income</u>			
Subscriptions		15,612	9,541
Sale of Publications		23,418	24,052
Interest Received		0	4,228
Total Income		<u>39,030</u>	<u>37,821</u>
<u>Expenditure</u>			
Administrative Costs	4(a)	(36,165)	(30,591)
Finance Costs	4(b)	(1,150)	(1,092)
Total Expenses		<u>(37,315)</u>	<u>(31,684)</u>
Excess of Income over Expenditure		1,714	6,137
Accumulated Surplus at the beginning of the year		69,890	63,752
Accumulated Surplus at the end of the year		<u>71,605</u>	<u>69,890</u>

The notes on pages 8 to 9 form an integral part of these accounts.



**Botswana Institute of Development Professions  
Financial Statements 30 June 2007  
Cash Flow Statement for the year ended 30 June 2007**

**Draft**

		<u>2007</u>	<u>2006</u>
		<u>Pula</u>	<u>Pula</u>
<b>Cash Flows from Operating Activities:</b>			
Cash generated from operations	5(a)	(71,812)	6,583
Net Cash from Operating Activities		<u>(71,812)</u>	<u>6,583</u>
<b>Net Increase</b>		<u>(71,812)</u>	<u>6,583</u>
Cash at Beginning of the Year		77,658	71,075
Increase		(71,812)	6,583
<b>At 30 June 2007</b>	5(b)	<u><u>5,846</u></u>	<u><u>77,658</u></u>

1. **Accounting Policies**

The principal accounting policies adopted in the preparation of these accounts are set out below:

a) Basis of Preparation

The accounts are prepared in accordance with International Accounting Standards. The accounts are prepared under the historical cost convention as modified by the revaluation of certain property, plant and equipment, marketable securities and investment properties.

b) Turnover

Turnover represents subscriptions and other sources of income which are recognised on receipt of payment net of value added taxes and discounts. The organisation operates purely on a cash basis and does not grant credit for any aspect of its operations.

c) Foreign Currencies

Foreign currency transactions are accounted for at the exchange rates prevailing at the date of the transactions. Gains and losses resulting from the settlement of such transactions and from the translation of monetary assets and liabilities denominated in foreign currencies, are recognised in the profit and loss account.

d) Depreciation

Depreciation is charged over the estimated useful lives of the assets in equal annual installments to write off each asset over the following periods.

Furniture and Fittings	10 years
Office and Equipment	5 years

e) Stock

Stock and work in progress are valued by members of the Council at the lower of cost and net realisable value.

f) Stock Revaluation Reserve

Stocks of stationery for resale were previously not incorporated into the financial statements. They were brought in during the year ended 30 June 2001 at a valuation of 50 percent of their selling price and the stock revaluation reserve was created to reflect the introduction of the policy for accounting of stock.

**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2007**  
**Notes to the Financial Statements**

**Draft**

2.	<u>Fixed Assets</u>	<u>Office Equipment</u>	<u>Furniture &amp; Fittings</u>	<u>Total</u>
	<u>Cost</u>	<u>Pula</u>	<u>Pula</u>	<u>Pula</u>
	1 July 2006	5,887	845	6,732
	30 June 2007	<u>5,887</u>	<u>845</u>	<u>6,732</u>
	<u>Depreciation</u>			
	1 July 2006	5,887	845	6,732
	Charge for year	0	0	0
	30 June 2007	<u>5,887</u>	<u>845</u>	<u>6,732</u>
	<u>Net Book Value</u>			
	30 June 2007	<u>0</u>	<u>0</u>	<u>0</u>
	30 June 2006	<u>0</u>	<u>0</u>	<u>0</u>
3.	<u>Trade and Other Payables</u>		<u>2007 Pula</u>	<u>2006 Pula</u>
	Accounting Fee Accrual		<u>2,900</u>	<u>2,700</u>
4.	<b>Details of Operating Expenses</b>			
a)	<u>Administrative Costs</u>			
	Accounting Fees		2,985	2,953
	Advertising		674	3,410
	Functions		4,119	3,711
	Legal Fees		1,500	0
	Printing and Stationery		3,987	2,138
	Publications Costs		1,403	6,211
	Secretarial Fees		18,428	8,602
	Subscriptions		629	3,566
	General Expenses		500	0
	Telephone and Fax		1,940	0
			<u>36,165</u>	<u>30,591</u>

	<u>2007</u> <u>Pula</u>	<u>2006</u> <u>Pula</u>
b) <u>Finance Costs</u>		
Bank Charges	<u>1,150</u>	<u>1,092</u>

5. Notes to the Cash Flow Statement

a) Reconciliation of profit before tax and extraordinary items to cash generated from operations:

Increase in Investment	(75,000)	0
Surplus before tax and interest	1,714	6,137
Add: Depreciation (note 2)	0	0
Changes in working capital (excluding the effects of acquisition and disposal)		
(Increase) / decrease in stock	1,274	0
(Increase) / decrease in debtors and prepayments		0
Increase / (decrease) in Accounts Payable	<u>200</u>	<u>445</u>
Cash Generated from Operations	<u>(71,812)</u>	<u>6,583</u>

(b) Cash and Cash Equivalents

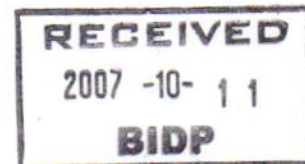
Current Account - FNB	4,982	76,238
Petty Cash	863	1,420
Cash and Cash Equivalents as at 30 June 2007	<u>5,846</u>	<u>77,658</u>



**Botswana Institute of Development Professions**  
**Financial Statements 30 June 2007**  
**Outstanding Matters**

**Draft**

- 1 The organisation needs to be registered with BURS for tax purposes in line with amendments to Income Tax Act. The implications of this need to be discussed and reflected in the financial statements if necessary.
- 2 We require confirmation of Council members as per accounts
- 3 We need to know nature of P 75,000 shown as investment and also need to take account of any accrued earnings on such investment
- 4 Specific costs of publications are included in printing and stationery, we need details of such costs.



## **Dibete-Mahalapye Road To Be Opened In Sections Beginning 24 September 2007**

The Ministry of Works and Transport informs members of the public that section one of the Dibete-Mahalapye Road was opened to traffic on Monday the 24<sup>th</sup> September 2007 with controlled maximum speeds of 40 Km per hour.

The Ministry of Works and Transport appeals to motorists and other road users to strictly observe the speed restriction to assist the road to cure and mature properly and to also save their vehicles from damage by loose flying stones.

The reason for restricting the speed to 40km per hour is to allow for road surfacing to set and prepare the road for successful road marking later during construction.

The public is informed that for about four weeks there will still be some roadworks being carried out on this section of the road. After completion of road marking and the installation of SADC approved permanent road traffic signs this section will then be handed over to the client and opened permanently.

Section two (31 Km) of the Dibete-Mahalapye road is scheduled for opening on 15 November 2007. It will run from Palla Road (Dinokwe) to Mahalapye while the third section from Palla Road towards Dibete is expected to be opened on 31 December 2007. It will also be 31 Kilometres long.

All traffic, including heavy vehicles will be allowed to use the road.

Ends

Sam S. Mbaiwa  
Public Relations  
Ministry of Works and Transport  
Tuesday, September 25, 2007



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone  
Tel. 7181 6811 - shop fax 397 1181  
e-mail: [bidp@mega.bw](mailto:bidp@mega.bw)  
website: <http://www.bidp.bw>

6<sup>th</sup> December, 2007

Ref: (A0kp)02

The Registrar of Societies  
Ministry of Labour and Home Affairs  
Private Bag 002  
Gaborone

Dear Sir,

**RE: ANNUAL RETURN FORMS**

We enclose the completed annual return forms as requested.

Please contact us if you need any further information.

Yours faithfully,

Ellen Tshoganetso  
Executive Secretary, BIDP

Cc: President, BIDP  
File  
enc



**REPUBLIC OF BOTSWANA**

**THE REGISTRATION OF SOCIETIES REGULATIONS**

**FORM H**  
**(REG. 15)**

**ANNUAL RETURN**

**BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS**

The ..... (name of Society)

25th OCTOBER, 2007

Date of last annual general meeting .....

139

Present number of members of the Society .....

Office-bearers for the current year:

Designation	Full Names (BLOCK CAPITALS)	Occupation	Nationality
1. PRESIDENT .....	E T MAZHANI .....	ARCHITECT .....	MOTSWANA .....
2. VICE PRESIDENT .....	S P MATHE .....	ARCHITECT .....	MOTSWANA .....
3. TREASURER .....	G VLUG .....	ARBITRATOR .....	MOTSWANA .....
4. SECRETARY .....	D YOUNG .....	ARCHITECT .....	BRITISH .....

Residential Address	Postal Address	Date of Appointment
1. PLOT 27541, GABORONE .....	3971181 .....	PO BOX 1049, GABORONE .....
2. PLOT 5464, GABORONE .....	3927764 .....	PO BOX 123, GABORONE .....
3. PLOT 11, OTSE .....	5337249 .....	PO BOX 17, OTSE .....
4. PLOT 915, GABORONE .....	3971181 .....	PO BOX 1049, GABORONE .....

Have there been, since the date of application for registration or exemption from registration or the date of the last annual return, whichever is the later date, any changes in (answer Yes or No against item in question).

- (a) the name of the Society ..... NO .....
- (b) the objects of the Society ..... NO .....
- (c) the organisations or groups of a political nature established outside the Republic of which the Society is a branch or to which it is affiliated or with which it is connected ..... NO .....
- (d) the class or classes of persons to whom membership is restricted ..... NO .....
- (e) the titles of the office-bearers ..... NO .....
- (f) the immovable property owned by the Society ..... NO .....
- (g) the date of commencement of the financial or business year of the Society ..... NO .....
- (h) the constitution or rules of the Society ..... NO .....



TELEPHONE: 3611400  
FAX: 3959998/3981615



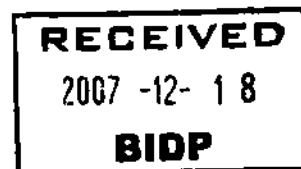
Republic of Botswana

DEPARTMENT OF  
CIVIL AND NATIONAL REGISTRATION  
PRIVATE BAG 00240  
GABORONE

REF: H28/23/2

DATE: 13/12/07

The Secretary  
Botswana Institute of Development Professions  
PO Box 827  
Gaborone



Dear Sir/Madam

### ACKNOWLEDGEMENT

We acknowledge the receipt of :-

- 1) Annual Return
- 2)
- 3)
- 4)

The information you have provided will be looked into and a decision on its adequacy/inadequacy will be communicated to you in due course.

Thank you.

Yours faithfully

for REGISTRAR OF SOCIETIES

## BIDP Publications

Updated 16mr07

Prices revised SA08

### Current list of publications:

	Standard document	Electronic document to one site to produce reference prints only under a four-year licence:
Minor works form of contract	P22.50	P62.50
Without quantities form of contract	P95.00	P95.00
With quantities form of contract	P95.00	P95.00
Form of nominated subcontract	P55.00	P62.50
Electronic forms version 0.0.1 under a four year licence	P75.00	
Logo for site notice board	P30.00	
Certificate for payment pads	P70.00/pad	
Architect instruction pads	P70.00/pad	
Architect's appointment	P55.00	
Consultant's appointment	P22.50	
BIDP regulations for the promotion and conduct of architectural competitions	P22.50	P62.50
BIDP <u>Architectural competitions</u> advisory note	Free	
Site notice board layouts draft	Free	
Domestic Subcontract	P55.00	

The above are available from the BIDP shop c/o Plot 915, Phalane Close, Gaborone; Cell 7181 6811, fax 397 1181.

-talk to GV of sat the Reg table P20-

	<p>BIAC Auditorium for DBES, Ministry of Works</p>	
	<p>Young Architects (Pty) Ltd Box 1049, Gaborone, Phone 3971181</p>	Architect
	<p>Kille &amp; Dannhauser PO Box 610, Gaborone, Phone 3952492</p>	Quantity surveyor
	<p>ZMCK Consulting Engineers PO Box 20599, Gaborone, Phone 3952452</p>	Structural engineer
	<p>Scales Associates PO Box 401907, Gaborone, Phone 3953609</p>	Electrical engineer
	<p>KVN Associates PO Box 1604, Gaborone, Phone 3957124</p>	Mechanical engineer
	<p>Euro Construction PO Box 403020, Gaborone, Phone 3170279</p>	Contractor

BIDP site notice board, Scale 1:10; Board size compact

*fn1/site board.php 27j07*

## BIDP Publications

PROPOSAL FOR BIDP COUNCIL 27/11/07

*proposed revised rates*

### Current list of publications:

	Standard document	Electronic document to one site to produce reference prints only under a four-year licence:
Minor works form of contract	P25.00 <i>30.00</i>	P65.00 <i>70.00</i>
Without quantities form of contract	P100.00	P100.00
With quantities form of contract	P100.00	P100.00
Form of nominated subcontract	P60.00	P65.00 <i>70.00</i>
Electronic forms version 0.0.1 under a four year licence	P80.00	
Logo for site notice board	P30.00	
Certificate for payment pads	P70.00/pad	
Architect instruction pads	P70.00/pad	
Architect's appointment	P60.00	
Consultant's appointment	P25.00 <i>30.00</i>	
BIDP regulations for the promotion and conduct of architectural competitions	P25.00 <i>30.00</i>	P65.00 <i>70.00</i>
BIDP <u>Architectural competitions</u> advisory note	Free	
Site notice board layouts draft	Free	

*Commit approved for use from 2008*

The above are available from the BIDP shop c/o Plot 915, Phalane Close, Gaborone; Cell 7181 6811, fax 397 1181, website: <http://www.bidp.bw>



BIBP con't next 27 Nov 07

New matter  
Activities of P —  
Treasurer: —  
Membership.

Contracts review: KH ~~oth~~ noted Y Lakshmi would be prepared to advise why he doesn't favour the documents or to liaise with YR to hear issues.

PR: no meeting

AOB:

UB planning trip to ~~UB~~ Numbria; NIA + other organisations  
(facilities) in UB theme)

DN: <sup>to</sup> what extent is ET available to do work for BIBP including direct work for ie DN. JY noted CU must be able to budget to cover specific actions.

BH: Please put full names with surnames.

Note functions of each person.

List subcommittees & members of.

P150 agreed from Mr Holman (only)

→ BIBP should focus more on education, ie better liaison overall with UB.

Also need to have more discussion of where BW is going.  
AG: What are the benefits to members of membership of BIBP?  
Next meeting: Tuesday January ~~4th~~ 22nd, after that  
last last Tues each month.

## BIDP Publications

Proposed revised rates: BIDP council approved for use from January 2008.

### Current list of publications:

	Standard document	Electronic document to one site to produce reference prints only under a four-year licence:
Minor works form of contract	P30.00	P70.00
Without quantities form of contract	P100.00	P100.00
With quantities form of contract	P100.00	P100.00
Form of nominated subcontract	P60.00	P70.00
Electronic forms version 0.0.2 under a four year licence	P80.00	
Logo for site notice board	P30.00	
Certificate for payment pads	P70.00/pad	
Architect instruction pads	P70.00/pad	
Architect's appointment	P60.00	
Consultant's appointment	P30.00	
BIDP regulations for the promotion and conduct of architectural competitions	P30.00	P70.00
BIDP <u>Architectural competitions</u> advisory note	Free	
Site notice board layouts draft	Free	

The above are available from the BIDP shop c/o Plot 915, Phalane Close, Gaborone; Cell 7181 6811, fax 397 1181, website: <http://www.bidp.bw>



# MEMBERSHIP APPLICATION FORM

Name of Company BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS  
 Postal Address PO Box 827, GABORONE Town GABORONE  
 Physical Location PLOT 915, PHALANE CLOSE, GABORONE  
 Telephone 7181 6811 Fax 397 1181 Telex \_\_\_\_\_

## Business Sector (Tick one only) ☒

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Agriculture        | <input type="checkbox"/> Finance services                 | <input type="checkbox"/> Engineering                    |
| <input type="checkbox"/> Mining & Quarrying | <input checked="" type="checkbox"/> Professional Services | <input type="checkbox"/> Parastatals                    |
| <input type="checkbox"/> Manufacturing      | <input type="checkbox"/> Motor trade                      | <input type="checkbox"/> Printing & Publishing          |
| <input type="checkbox"/> Construction       | <input type="checkbox"/> Wholesalers                      | <input type="checkbox"/> Hotel & Tourism                |
| <input type="checkbox"/> Media              | <input type="checkbox"/> Transport & Communication        | <input type="checkbox"/> Health Care                    |
| <input type="checkbox"/> Other _____        | <input type="checkbox"/> Retail Trade                     | <input type="checkbox"/> Petroleum Products & Chemicals |
|   |   | <input type="checkbox"/> Education                      |

Management \_\_\_\_\_ ☐ Male Managed ☐ Female Managed

Ownership MIXED ☐ Citizen ☐ Non-Citizen ☐ Joint Venture

Nature of Business/Products/Service PROFESSIONAL BODY FOR DEVELOPMENT PROFESSIONS  
WHICH INCLUDES: ARCHITECTS, QUANTITY SURVEYORS, ENGINEERS

## Employment:-

Number of Female Employees

1/2

Number of Male Employees

\_\_\_\_\_

Number of Employees

1/2

Subscriptions are based on levels of employment. Accurate reporting is essential

## DECLARATION

I, \_\_\_\_\_ hereby apply on behalf of the above referenced company/organisation for BOCCIM membership and declare that the information given on this form is true and correct. I/We understand that the membership of BOCCIM entails the obligation to pay all subscriptions timeously. I/We understand that in the event of termination of membership either by the company/organisation's resignation or expulsion from membership, the company shall be liable to pay BOCCIM all and whatever may have been incurred by it during the period of membership. I/We further declare that upon acceptance of this application a contract between the company/organisation and BOCCIM comes into effect.

Signature

Title

SECRETARY

Date

25.1.08

Membership is effective upon acceptance of this application by the BOCCIM council. Computations will be done, based on numbers of employees. Any BOCCIM member can advise

**BOTSWANA CONFEDERATION OF COMMERCE  
INDUSTRY AND MANPOWER**Main Office

BOCCIM House  
Old Lobatse Road  
P.O. Box 432  
Gaborone  
Phone: 3953459  
Fax: 3973142  
E-mail: [boccim@info.bw](mailto:boccim@info.bw)  
E-mail: [bocctraining@info.bw](mailto:bocctraining@info.bw)

North Region

Flaxions Building  
Blue Jacket Square  
Private Bag F/85  
Francistown  
Phone: 2414622  
Fax: 2414494  
E-mail: [boccim1@boccim.co.bw](mailto:boccim1@boccim.co.bw)

**ANNUAL SUBSCRIPTION**

(Your subscription is a contribution to the empowerment of the private sector in Botswana)

The Managing Director  
Botswana Institute Of Develop. Professions  
Box 827  
Gaborone

Date 19<sup>th</sup> September, 2006

**Attention: Secretary**

Number of Employees

1

Total Subscription for 2006

P 627.00

Total

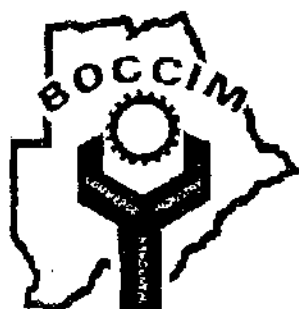
P 627.00

**THANK YOU FOR YOUR SUPPORT**

Contact: Maggie  
3953459

BOCCIM Officers: J. Phrahlan (President), M.J. Mliakampi (Vice Pres.), J.S. Welile (Vice Pres.), E.N. Matthews (Treasurer), E.M. Brown (Exec. Director)





# MEMBERSHIP APPLICATION FORM

Name of Company .....  
Postal Address ..... Town .....  
Physical Location .....  
Telephone ..... Fax ..... Telex .....

## Business Sector (Tick one only) ☒

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Agriculture        | <input type="checkbox"/> Finance services          | <input type="checkbox"/> Engineering                    |
| <input type="checkbox"/> Mining & Quarrying | <input type="checkbox"/> Professional Services     | <input type="checkbox"/> Parastatals                    |
| <input type="checkbox"/> Manufacturing      | <input type="checkbox"/> Motor trade               | <input type="checkbox"/> Printing & Publishing          |
| <input type="checkbox"/> Construction       | <input type="checkbox"/> Wholesalers               | <input type="checkbox"/> Hotel & Tourism                |
| <input type="checkbox"/> Media              | <input type="checkbox"/> Transport & Communication | <input type="checkbox"/> Health Care                    |
| <input type="checkbox"/> Other: .....       | <input type="checkbox"/> Retail Trade              | <input type="checkbox"/> Petroleum Products & Chemicals |
|   |  | <input type="checkbox"/> Education                      |

Management ..... ☐ Male Managed ☐ Female Managed

Ownership ..... ☐ Citizen ☐ Non-Citizen ☐ Joint Venture

Name of Business/Products/Service .....

## Employment:-

Number of Female Employees

Number of Male Employees

Number of Employees

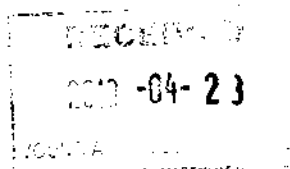
Subscriptions are based  
on levels of employment.  
Accurate reporting is  
essential

## DECLARATION

I hereby apply on behalf of the above referenced company/organisation for membership and declare that the information given on this form is true and correct. I/we understand that the membership of BOCCIM entails the obligation to pay all subscriptions timely. I/we understand that in the event of termination of membership either by the company/organisation's resignation or expulsion from membership, the company shall be liable to pay BOCCIM all and whatever may have been incurred by it during the period of membership. I/we further declare that upon acceptance of this application a contract between the company/organisation and BOCCIM comes into effect.

Signature ..... Title ..... Date .....

Membership is effective upon acceptance of this application by the BOCCIM council.  
Computations will be done, based on numbers of employees. Any BOCCIM member can advise



### **PAINT BRAND EQUIVALANTS**

<b>PROMINENT</b>	<b>PLASCON</b>	<b>DULUX</b>
<b>CONTRACTORS PVA</b>	<b>STARBRIGHT PVA</b>	<b>CAPITOL PVA</b>
<b>PRIMALEX MATT</b>	<b>MASTER DECORATORS</b>	<b>SPRUCE PVA</b>
<b>MATT PVA</b>	<b>POLIVIN</b>	<b>SUPER ACRYLIC</b>
<b>SHEEN PVA</b>	<b>DOUBLE VELVET</b>	<b>WASH N' WEAR SILK</b>
<b>TEXTURED PVA</b>	<b>MICATEX</b>	<b>WEATHER GUARD</b>
<b>SATIN PVA</b>	<b>WALL N' ALL</b>	<b>WALLGUARD</b>
<b>ROOF PAINT</b>	<b>NU ROOF</b>	<b>ROOFGUARD</b>
<b>GLOSS ENAMEL</b>	<b>GLOSS ENAMEL</b>	<b>GLOSS ENAMEL</b>
<b>EGGSHELL ENAMEL</b>	<b>EGGSHELL ENAMEL</b>	<b>EGGSHELL ENAMEL</b>
<b>NON DRIP ENAMEL</b>	<b>VELVAGLO</b>	<b>PEARLGLO</b>
<b>STOEP ENAMEL</b>	<b>FLOOR PAINT</b>	<b>FLOORGUARD</b>

**PROMINENT PAINTS  
AVAILABLE FROM  
PLOT 20733  
PHARATHE CRESENT  
BLOCK 3 INDUSTRIAL  
BROADHUSRT**

**P.O. BOX 292  
GABORONE  
BOTSWANA**

**TEL:3953327  
FAX:3953509  
CELL:71604838  
email:cosmic@botsnet.bw**

(2)

House plans proposals still under consideration

Hakin: need new materials for common use.  
persons @ technical level in district councils  
are not fully capable of controlling projects.

8  
Bale should have things to say about timing  
of the above.

B Bale problems with students or attendance.  
Munika what to do.

Mute: Help ab in ie proj for timing.

- > proposal for person
- > election of officers

President: Nominations:

B Bale nominated ETM:

vice president: ETM accepts. D Nyekile 2nded.

S Mute Nom B Bale GV seconded.  
accepts nominated.

Secretary: Nominations  
proposed LH seconded GV

Treasurer: prop LH seconded sur

Two One Bayr member:

Chiwila ~~B Bale~~ Nominated: A Croth  
BA second  
accepted.

~~One 2 yr member B Bale.~~

One 1 yr member in lieu of Ratshido  
Nom B Bale LH 2nded

Members: Nominated: Muntawa 2nd B Bale  
Nom J Munika GV 2nd BB B Hakin NBB 2nded GV  
D Nyekile: NBA 2nd LH

(2)

Patron: for event only: permanent patron  
to fall away. Also outlined it needs  
research to be put forward for consideration  
proposals requested by ETM.

AOB

BB: desirable to have gentlemen in official bodies.  
planning: ETM will follow up letters.

Order 19h34



# BBPD Directory

## Botswana Building Professions Directory

2008/2009





②

ETM proposes a meeting 4 Nov 08: for seminars  
- meet. (NMM)

1.9.2 no response.

1.10.5 Strategy developed.

6 + to PL subcom.  
Still to do questionnaire.

2.4: BY: matter should be set aside

2.10.1: No action:

BY asked ET to discuss with DN what he needs  
of items we receive.

---

Delwana : response

---

New

Treasury 9336 - L44 bank balance.

Hinlife 3000+ Borcin 650

Membership: None new.

Correspondence.

Emails

Bank statements to members.

Public relations:

Meeting DN/BN: Raise profile of BIDP. Make activities  
accessible to all. Quarterly newsletters; to other orgs +  
members, elec & paper. 'Development in Borwana' theme  
for newsletters. Magazines want material & information.  
How to create identity with general public: 'Housing'. Grabz Fun  
or similar: Grabz Fun intervened. over 6 weeks +  
variety of topics: self/build + low/wor @ end.  
Need to write to leaders to help make them aware.  
Publications want prepared articles.  
Proposed increased mbrs.  
Student competition

(2)

AOB

EAT research day yesterday. Elm noted BAP as an interested organization.

Cost works: ~~new~~ revised system of appointments.  
Favor works allocated. BAP & transparency of interest.  
(Sm) BAP should participate.

Harkin has moved to Lobnitz. asadul hakin@hotmail.com  
7373884

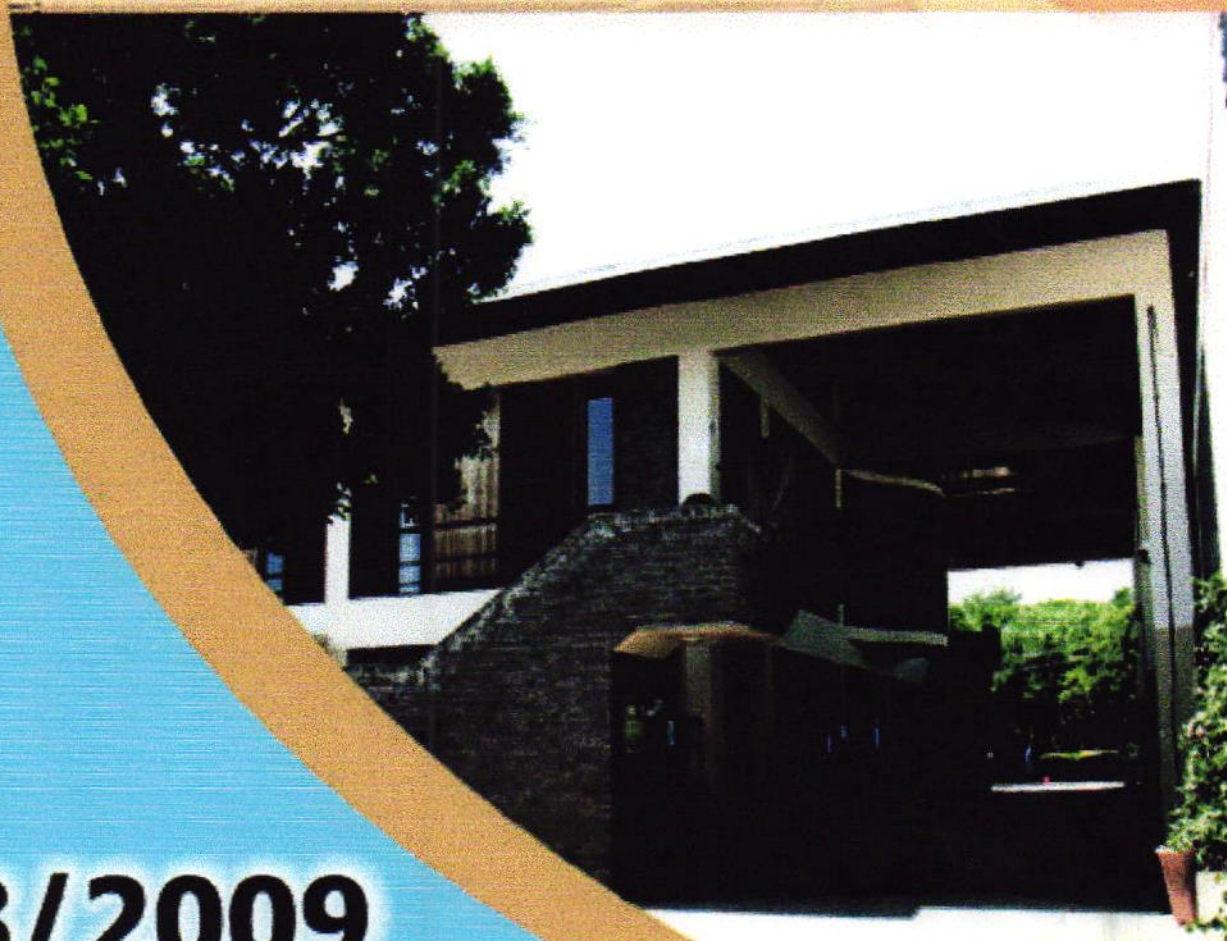
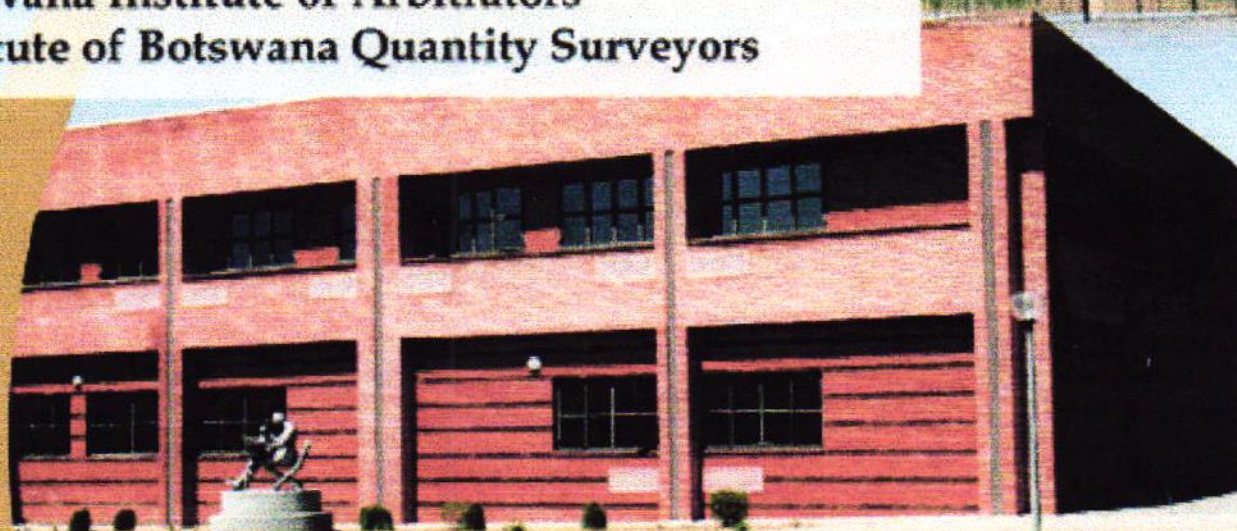
Had a meeting of PRC.

Next meet: last Tues in no. 25w08



# Botswana Building Professions Directory

- Botswana Institute of Development Professions
- Botswana Institute of Arbitrators
- Institute of Botswana Quantity Surveyors



**2008/2009**



TREATHEAT (PTY) LTD

T/A

# Maharaja Restaurant & Conference Centre

A 100% BOTSWANA CITIZEN-OWNED COMPANY

VAT REGD. NO-C 0069240112

TEL:- 3911060, 3931870

FAX:- 3911070

P.O BOX-1670

GABORONE

QUOTATION

DATE: 13th MAY 2008

NAME: Mrs Ellen ORGANIZATION: BIDP  
 DATES: 20th June 2008 NO OF GUESTS: 25 NO OF DAYS: 1  
 TEL: 3971181 CELL:  FAX: 3971181 TIMINGS: 0800hrs - 1330hrs

## PRICING

NO OF GUESTS	PRICE PER DAY	NO OF DAYS	SUB TOTAL	VAT (10%)	TOTAL
25	P 85.00	1	2 125.00	212.50	2 337.50
EXTRAS / INSTRUCTIONS:-					
GRAND TOTAL: 2 337.50					

NO lunch

## THE ABOVE CONFERENCE PACKAGE INCLUDES THE FOLLOWING FACILITIES:

- ⇒ HALL HIRE, ONE OVER HEAD PROJECTOR, ONE REGULAR SCREEN. ⇒ MORNING TEA/COFFEE/JUICES WITH ASS. SANDWICHES. ☒
- ⇒ ONE FLIPCHART BOARD & TWO COLOUR MARKERS. ⇒ BUFFET LUNCH WITH ONE SOFT DRINK/ PERSON ☒
- ⇒ ICE COLD WATER & MINTS. ⇒ AFTERNOON TEA WITH BISCUITS OR MUFFINS. ☒

## OPTIONAL FACILITIES AVAILABLE AT AN EXTRA COST/EXCLUSIVE OF VAT 10% HIRING PRICE PER DAY

ITEM	PRICE	ITEM	PRICE
P A SYSTEM	P 800.00	TV / VCR	P 250.00
CORDELESS MIC	P 260.00	LCD PROJECTOR	P 850.00
BIG SCREEN	P 260.00	PHOTOCOPY	P 0.75
		WRITING PAD	P 5.00
		BALLPOINT PEN	P 2.00
		PRINTOUT	P 3.00

\*CONFIRMATION SHOULD REACH US IN WRITING BY 30th MAY 2008 ⇒ THIS QUOTATION IS VALID UP TO 30th June 2008

## TERMS & CONDITIONS:-

- ⇒ THE NUMBER OF THE GUESTS CANNOT BE CHANGED ONCE CONFIRMED.
- ⇒ \*\*Confirmation does not Guarantee the hall. HALLS ARE SUBJECT TO AVAILABILITY at the time of confirmation) ⇒ Please note that this is a quotation only.
- ⇒ The booking will be considered confirmed only after receiving written confirmation and a PURCHASE ORDER / FULL PAYMENT.
- ⇒ Where confirmation has been done & the function is cancelled with in seven days prior to the function, FULL PAYMENT will be required.
- ⇒ Full payment is required before the function for the companies without credit facilities. ⇒ Extra time will be charged at the rate of P 250 per hour.

Thank you for your support & having shown interest in MAHARAJA. We all look forward to the pleasure of serving you.

KINDLY SIGN BELOW & FAX THIS QUOTATION BACK, ALONG WITH A PURCHASE ORDER FOR CONFIRMATION.

ACCEPTED BY (Name) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE & STAMP: \_\_\_\_\_

FOR RESERVATIONS

RAJ  
MANAGER

BIDP

## MANAGER







Group Three (Pty) Ltd  
t/a Falcon Crest Suites  
P.O. Box 4873  
Gaborone

Tel: 3935373  
Fax: 3935374  
Cell: 71479484  
e-mail: [falconcrest@falconcrest.co.bw](mailto:falconcrest@falconcrest.co.bw)  
Website: [www.falconcrest.co.bw](http://www.falconcrest.co.bw)  
VAT NO: C0559430112

### QUOTATION

COMPANY	ELLEN	DATE	14.05.08
ATTENTION	BIDP	TEL	3971181
RE	CONFERENCE FACILITY	FAX	3971181
DATE OF THE FUNCTION	20-Jun		
NUMBER OF PEOPLE	25		

ITEMS	QTY	NO OF DAYS	UNIT PRICE	TOTAL
Arrival tea				
Morning tea/snacks	25	1	25.00	625.00
Buffet Lunch	25	1	90.00	2,250.00
Afternoon tea/snacks				
Soft drink	25	1	10.50	262.50
Room hire				
Malau, Kopano	1	1	550.00	550.00
Committee room				
B/away rooms				
Other services				
Multimedia projector		OPTIONAL	440.00	
Printing & photocopying				
Transport				
			Sub Total	3,687.50
			Vat (10%)	inclusive
			Total	3,687.50

Lunch provided

### ABOVE CONFERENCE PACKAGE INCLUDES THE FOLLOWING ITEMS:

Flipchart, note pads, pens, OHP, TV & VCR

TERMS OF PAYMENT: C.O.D

### NB!!

1. Any other order for services, food or beverages will be charged upon consumption
2. The number of people cannot be changed once confirmed
3. Please note that this is a quotation only. The booking will be confirmed only after receiving the written confirmation followed by a purchase order

We hope that the above will meet your approval.

Yours sincerely

Wathuto Akanyang



Group Three (Pty) Ltd  
t/a Falcon Crest Suites  
P.O. Box 4873  
Gaborone

Tel: 3935373  
Fax: 3935374  
Cell: 71479484  
e-mail: falconcrest@falconcrest.co.bw  
Website: www.falconcrest.co.bw  
VAT NO: C05594301112

### QUOTATION

COMPANY ELLEN DATE 14.05.08  
ATTENTION BIDP TEL 3971181  
RE CONFERENCE FACILITY FAX 3971181  
DATE OF THE FUNCTION 20-Jun  
NUMBER OF PEOPLE 25

ITEMS	QTY	NO OF DAYS	UNIT PRICE	TOTAL
Arrival tea				
Morning tea/snacks	25	1	25.00	625.00
Buffet Lunch				
Afternoon tea/snacks				
Soft drink				
<b>Room hire</b>				
Malau, Kopano	1	1	990.00	990.00
Committee room				
B/away rooms				
<b>Other services</b>				
Multimedia projector		OPTIONAL	440.00	
Printing & photocopying				
Transport				
			Sub Total	1,615.00
			Vat (10%)	inclusive
			Total	1,615.00

no lunch

### ABOVE CONFERENCE PACKAGE INCLUDES THE FOLLOWING ITEMS:

Flipchart, note pads, pens, OHP, TV & VCR

TERMS OF PAYMENT: C.O.D

### NB!!

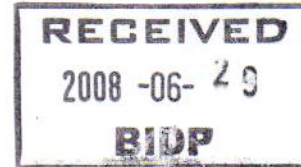
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We hope that the above will meet your approval.

Yours sincerely

Wathuto Akanyang





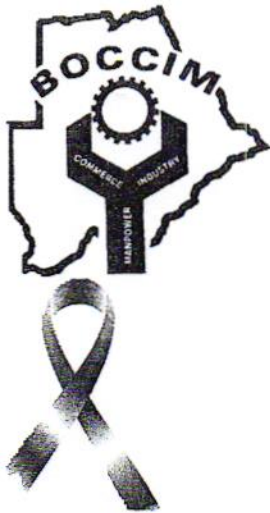
**36<sup>th</sup> ANNUAL GENERAL MEETING (AGM)**

**GABORONE SUN – CONFERENCE CENTRE**  
**THURSDAY 26<sup>TH</sup> JUNE 2008**

**AGENDA**

- |                 |  |
|-----------------|--|
| 08:00 – 09:00 — | Registration   |
| 09:00 – 09:05 — | Meeting called to order  |
| 09:05 – 09:20 — | Welcome Remarks by BOCCIM President – Mr. M.J. Mbaakanyi   |
| 09:20 – 09:50 — | Address by: H.E. Lt. General Seretse Khama Ian Khama<br>President of the Republic of Botswana    |
| 09:50 – 10:30   | General Discussions  |
| 10:30 – 10:35   | Vote of Thanks — BOCCIM Vice President   |
| 10:35 – 10:50   | <b><u>TEA/COFFEE BREAK</u></b>   |
| 10:50 – 11:00   | Minutes of the last AGM and Matters Arising  |
| 11:00 – 11:20   | Hon. Treasurer's Report and adoption of the 2007 Audited<br>Accounts and Appointment of Auditors |
| 11:20 – 11:30   | Election of BOCCIM Vice President - North  |
| 11:30 – 11:40   | Announcement of the 2008/2009 BOCCIM Council   |
| 11:40 – 12:00   | Any Other Business   |

**END**



# BOTSWANA CONFEDERATION OF COMMERCE INDUSTRY AND MANPOWER

## Main Office

BOCCIM House  
Old Lobatse Road  
P.O. Box 432  
Gaborone  
Phone: 3953459  
Fax: 3973142

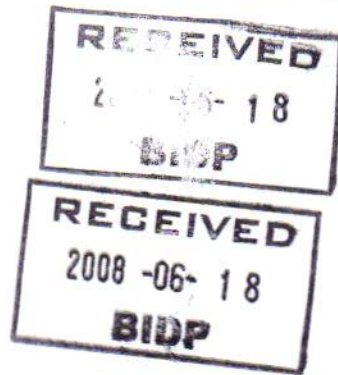
## North Region

Haskins Building  
Blue Jacket Square  
Private Bag F /85  
Francistown  
Phone: 2414622  
Fax: 2414494  
boccimft@boccim.co.bw

11<sup>th</sup> June 2008

The Managing Director  
BIDP  
Gaborone

Sir / Madam



BOCCIM is constantly formulating ways and means of addressing the diverse needs of its members. Among the new additions to the package of services is the BOCCIM Benefit Card (BB Card) which became operational on 1<sup>st</sup> January, 1996.

The BB Card entitles the holder to discounts on purchases of the variety of goods and services from registered suppliers. As the leader of your company and a fully paid up BOCCIM member, you are being issued with 1 complementary BB Card in appreciation of your good standing with BOCCIM and loyal membership.

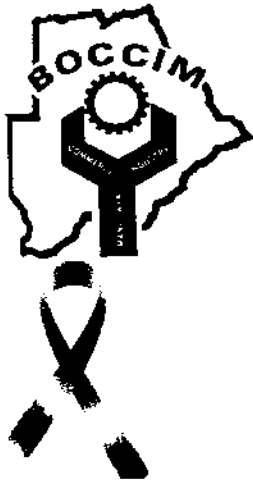
You can also use the BB Card as a tangible incentive to motivate your staff by offering them the privilege to enjoy the discount available through the card. Additional cards are offered to your staff at a cost of P12.50 each. Please fill in the attached Order Form for Additional Cards and return it to BOCCIM.

Please find enclosed a provisional list of registered suppliers and the packages they offer. We continue to register new suppliers, and will be sending you updated list from time to time.

Thank you

Yours faithfully

pp 81  
Maria Machailo-Ellis  
**Executive Director**



# BOTSWANA CONFEDERATION OF COMMERCE INDUSTRY AND MANPOWER

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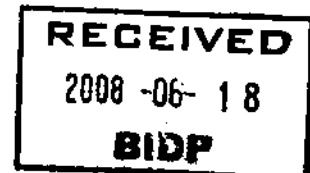
## North Region

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Private Bag F /85  
Francistown  
Phone: 2414622  
Fax: 2414494  
boccimft@boccim.co.bw

2<sup>nd</sup> June 2008

To: BOCCIM Members

From: Executive Director



## **RE: CLARIFICATION OF VENUE OF THE ANNUAL GENERAL MEETING**

It has come to our attention that the first draft that we sent of this same notice did not clearly state the venue of the **Annual General meeting** hence the venue is **Gaborone Sun Conference Centre**. The date for the Annual General meeting is still on **Thursday 26<sup>th</sup> June 2008 at 08:00 am**. His Excellency Lt General Seretse Khama Ian Khama will make brief remarks.

We apologize for any inconvenience.



## 2008 BOCCIM TRAINING SCHEDULE COURSE ANNOUNCEMENTS JULY - OCTOBER

WORKSHOP	CONTENT	FEE
<b>Culture at the Workplace</b>  08-09 July 2008 – Gaborone 07-08 October – Francistown	-What is Culture -Cultural Values -Intercultural Competence -What Botswana and Batswana expect from foreigners -Conflict Resolution etc.	P880.00 BOCCIM Member P1320.00 Non-Member
<b>Supervisors' Forum</b> 24-25 July - Gaborone		P2200.00 BOCCIM Member P3300.00 Non-Member
<b>Customer Service</b>  12-13 August - Gaborone 18-19 September - Palapye	-An overview: What is Service? -All in your attitude -Communication -What is a customer? -Making and keeping promises -What customers love and hate -Action plans towards superior customer service etc.	P880.00 BOCCIM Member P1320.00 Non-Member
<b>Supervisory Skills</b>  19-20 August – S/Phikwe	-Supervisory functions -Organising themselves -Controlling and co-ordinating resources -Time management -Performance management -Communication	P880.00 BOCCIM Member P1320.00 Non-Member
<b>Training the Trainer</b>  04-08 August - Palapye	-Building the Foundation -Dealing with stereotypes, prejudice and assumptions -Understanding culture as a shaper of behavior -Developing flexibility as a Trainer and Internal Consultant -Applying learning for maximum results.	P3000.00 BOCCIM Member P4500.00 Non-Member
<b>Disciplinary Hearing &amp; Grievance Procedures</b>  23-24 September – Gaborone	-Preparing for Disciplinary charge -Preparing for Disciplinary inquiry -Roles of various parties -Verdict (guilt or not guilt) -Penalty -Decision of disciplinary inquiry -Right of appeal etc.	P880.00 BOCCIM Member P1320.00 Non-Member

**Please note that these workshops can be conducted In-house**



**COURSE DETAILS AND REGISTRATION FORM  
DISCIPLINARY HEARING & GRIEVANCE PROCEDURES**

**Dates : 23-24 September – Gaborone (Boipuso Hall)**

**Time : 0800 – 1630 hours**

**Fees : BOCCIM Members P880.00 per delegate  
Non-Members P1320.00 per delegate  
[This fee includes certificates and refreshments]**

Name	Company Name	Title at Work	Telephone

**Nominated by:**

**Cancellation Clause**

6 days – 0%

7 days – 50%

14 days – 75%

**100% Reimbursement if we cancel the course**

Cheques should be made payable to BOCCIM before commencement of the course

**COURSE DETAILS AND REGISTRATION FORM  
CUSTOMER SERVICE**

**Dates :** 12-13 August 2008 - Gaborone – (Boipuso Hall)  
18-19 September 2008 - Palapye – (Botsalo Hotel)

**Time :** 0800 – 1630 hours

**Fees :** BOCCIM Members P880.00 per delegate  
Non-Members P1320.00 per delegate  
[This fee includes certificates and refreshments]

Name	Company Name	Title at Work	Telephone

**Nominated by:**.....

**Cancellation Clause**

**6 days – 0%**

**7 days – 50%**

**14 days – 75%**

**100% Reimbursement if we cancel the course**

**COURSE DETAILS AND REGISTRATION FORM  
SUPERVISORY SKILLS**

**Dates** : 19-20 August - S/Phikwe (Bosele Hotel)  
16-17 September - Gaborone(Boipuso Hall)

**Time** : 0800 – 1630 hours

**Fees** : BOCCIM Members P880.00 per delegate  
Non-Members P1320.00 per delegate  
[This fee includes certificates and refreshments]

Name	Company Name	Title at Work	Telephone

**Nominated by:**

.....

**Cancellation Clause**

6 days – 0%

7 days – 50%

14 days – 75%

**100% Reimbursement if we cancel the course**

Cheques should be made payable to BOCCIM before commencement of the course

**COURSE DETAILS AND REGISTRATION FORM  
TRAINING THE TRAINER**

**Date** : 04-08<sup>TH</sup> August - Botsalo Hotel(Palapye)  
**Time** : 0800 – 1630 hours  
**Fees** : BOCCIM Members P3000.00 per delegate  
Non-Members P4500.00 per delegate  
[This fee includes Vat certificates and refreshments]

Name	Company Name	Title at Work	Telephone

**Nominated by:**

.....  
**Cancellation Clause**

6 days – 0%

7 days – 50%

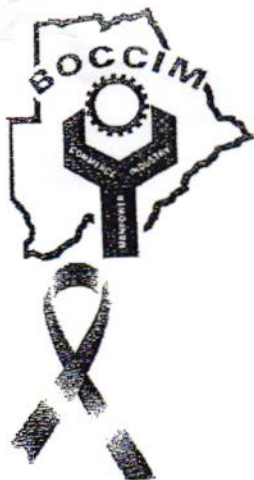
14 days – 75%

**100% Reimbursement if we cancel the course**

**Cheques should be made payable to BOCCIM before commencement of the course**



Sent by email to members 46/08



# BOTSWANA CONFEDERATION OF COMMERCE INDUSTRY AND MANPOWER

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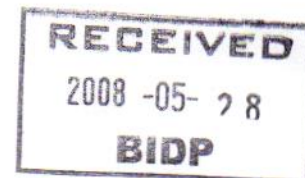
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Fax: 2414494  
boccimft@boccim.co.bw

20<sup>th</sup> May 2008

To: BOCCIM Members

From: Executive Director



## RE: ANNUAL GENERAL MEETING AGENDA AND MINUTES

The Annual General Meeting will be held on Thursday 26<sup>th</sup> June 2008 at Gaborone Conference Centre starting at 08:00 am. Brief Remarks will be done by His Excellency Lt. General Seretse Khama Ian Khama.

Gaborone SM  
as advised  
by Lizy  
of BOCCIM

Enclosed are AGM Agenda and Minutes of the last meeting.



**36<sup>th</sup> ANNUAL GENERAL MEETING (AGM)**

**GABORONE SUN – CONFERENCE ROOM**  
**THURSDAY 26<sup>TH</sup> JUNE 2008**

**AGENDA**

08:00 – 09:00	Registration
09:00 – 09:05	Meeting is called to order and Welcome Remarks by BOCCIM President – Mr. M.J. Mbaakanyi
09:05 – 09:25	Minutes of the last AGM and Matters Arising
09:25 – 09:45	Brief Remarks by H.E Lt. General Seretse Khama Ian Khama
09:45 – 10:30	General Discussions
10:30 – 10:45	Football Development Appeal – Ms. E.S. Kanaimba
10:45 – 10:55	Vote of Thanks — BOCCIM Vice President
10:55 – 11:25	<b><u>TEA/COFFEE BREAK</u></b>
11:25 – 11:50	Hon. Treasurer's Report and adoption of the 2007 Audited Accounts and Appointment of Auditors
11:50 – 12:05	Election of BOCCIM Vice President - North
12:05 – 12:10	Announcement of the 2008/2009 BOCCIM Council
12:10 – 12:30	Any Other Business

**END**

**BOCCIM ANNUAL GENERAL MEETING – MINUTES**  
**WEDNESDAY 27<sup>TH</sup> JUNE 2007**

ITEM NO.	TITLE OF ITEM	ACTION
1.0	<p><b>FAREWELL REMARKS</b></p> <p>Addressing the AGM for the last time as the BOCCIM President, Mr Ebrahim stated that one of BOCCIM's achievements during his term was being able to bring business issues to the top of the national agenda. Also, a lot of trust was built between the Government and the private sector, and advised that this cordial relationship between the two institutions must be nurtured to promote public-private sector dialogue.</p> <p>Mr Ebrahim briefed members that the recently held public-private sector dialogue sponsored by CIPE at the GICC brought delegates from the region to benchmark against Botswana, and the delegates were impressed by the success of public-private dialogue model used in Botswana.</p> <p>He highlighted several challenges that BOCCIM has to stand to, amongst those being:</p> <ul style="list-style-type: none"> <li>• BOCCIM must all the time have researched positions, and also ensure that Government implements what the organisation advocates for;</li> <li>• Ensure that personal interest doesn't find it's way into the BOCCIM agenda;</li> <li>• Build internal capacity of staff to make them competent in articulating issues;</li> <li>• Remain self supportive because external support has the potential of derailing the organisation from its mandate;</li> <li>• Should be firm yet flexible;</li> <li>• Should be conscious of the competing demands of SMMEs and large businesses. The challenge is to keep the debate alive because BOCCIM has always been accused of giving conflicting positions;</li> </ul>	

- Urged business people not be driven by the profit motive, but to also show a gesture of patriotism;
- At times views of the private sector may not be accepted, and in that case, the private sector must go back to the drawing board and come up with alternatives;
- Show respect to our leaders;
- BOCCIM to remain the voice of business by retaining trust and confidence of its members;
- Council members to dedicate their time to serve national interests;
- When dealing with Government, the private sector must not think it has a sole franchise of running the economy. He advised that BOCCIM's responsibility is to flag any problems to Government, and convince them on methodologies, and if not accepted, leave them and come back with more ideas.

Concluding his address, Mr Ebrahim paid tribute to H.E. The President, Vice President and the Members of Parliament for the way that they had accepted his criticisms. He stated that his views at times may have not been popular, and cautioned that as a leader, that's the price that one has pay.

He thanked the media for the support that they had always given him. He acknowledged their contribution in converging BOCCIM opinions.

Mr Ebrahim thanked members for having provided an opportunity for him to lead an organisation such as BOCCIM. He stated that the leadership has been exciting yet mentally challenging experience.

He paid tribute to Mr Dewah for his stewardship, and stated that his job was made easier by the support he provided him.

He expressed confidence on the new Executive Director and that she will carry the mission of BOCCIM forward.



2.0	<p><b>MINUTES OF THE LAST AGM AND MATTERS ARISING</b></p> <p>The minutes were adopted. There were no matters arising.</p> <p><b><u>ADDRESS BY MR JOHN KALUZI – CEO OF BPC</u></b></p> <p>Mr Kaluzi addressed the AGM under the theme, “<i>The current and future power supply situation in Botswana</i>”.</p> <p>Beginning his address, Mr Kaluzi stated that Botswana imports 70% of her power requirements. The new peak of 490MW was a confirmation that the economy was growing, and indeed the growth was essential to achieve prosperity for all by 2016.</p> <p>He informed the AGM that loads had been growing at an average of 3% per annum; thus the equivalent of building Morupule Power Station per annum.</p> <p>Mr Kaluzi briefed members that with the new BPC structure. Transmission unit will service big consumers such as mines; Rural Unit will service villages and the Business Unit will ring fence for all services rendered to the rural areas.</p> <p>He briefed members on the power blackout that occurred in June 2007. He stated that, out of 70% of power imported into the country, 80% comes through Matimba. On that day, at 16:00 hrs, Eskom had a problem with supplying the Matimba line. There was a problem in Tlokweng and Morupule could not manage because Morupule only supplies 30% of the power. He highlighted that it was one of the reasons why the expansion at Morupule was taking place instead of increasing supply from South Africa.</p> <p>Regarding the growing demand, Mr Kaluzi stated that the 2006 monthly demand indicated that June-August was the maximum peak. As a result, the new tariff would be based on high and low demand. The unit at peak would be 3.5 times that of low peak. There would be incentives for industries that move loads from peak to off peak.</p> <p>Current strategies for power supply were outlined as follows:</p> <ul style="list-style-type: none"> <li>• Internal BPC generation to be increased to 600MW</li> </ul>	
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3.0	<ul style="list-style-type: none"> <li>• Other generation at Mmamabula</li> <li>• Imports: Eskom, Open cycle turbines (2x50 MW) and EDM (Mozambique)</li> </ul> <p>He urged members to use energy efficient bulbs so as to save electricity. Mr Kaluzi urged business people to move loads to off peak and BPC will give incentives. He cautioned that between 2008-2010 wastage should be discouraged at all costs.</p> <p><b>Questions and Comments</b></p> <p>Ques: Whether business people could assist in energy shortfall over and above the Mmamabula project?</p> <p>Ans: Mr Kaluzi stated that currently BPC was in partnership with CIC. He stated that the BPC Act was being reviewed to allow private entities to operate in this field.</p> <p>Ques: BPC was asked why it took them so long to expand yet there was a report justifying the expansion dating back to the 80's? Further to that, wasn't there a need to involve architects in designing energy compatible buildings?</p> <p>Ans: Mr Kaluzi stated that in 1986, South Africa had a lot of idle plant therefore, there was no need to expand Morupule. The economic factors could not have sold Morupule and Mmamabula. With regard to the design of buildings, BPC was said to be involved with BOBS.</p> <p>Ques: How would one avoid maximum demand since it starts in the morning?</p> <p>Ans: In a factory where there are a lot of processes, you avoid starting machines all at a go because you will reach maximum demand. The consumer will be charged on 90% of what they have consumed and this was a strategy for BPC to recover its costs.</p> <p>Ques: When will BPC have prepaid cards distributed in towns and nearby villages?</p>	
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<p>4.0</p>	<p>Ans: Mr Kaluzi stated that some prepaid consumers bypass meters, and as a result BPC was now introducing Automatic Meter Readings which have an advantage of noting tampering.</p> <p>Ques: What percentage of electricity will Botswana get from Mmamabula?</p> <p>Ans: Mr Kaluzi stated that about 25% will remain in Botswana, and the rest exported because Mmamabula is an export project, aiming at diversification and job creation.</p> <p><b>ACCOUNTS</b></p> <p>The Treasurer, Mr Matthews briefed members that costs were escalating; yet income was not growing. He cited that revenue for salaries had grown, and this has to match with income.</p> <p>He advised that instead of using telephones to call overseas, rather use skype to cut costs.</p> <p>He stated that bad debts were being collected, since some weren't really bad debts like courses that were cancelled.</p> <p>He recommended an increase of 10% in 2008 in line with inflation, and the last increase was in January 2006.</p> <p>Mr Matthews briefed members that for 2007, a surplus of P30,000 has been budgeted for. There was a need to have cost controls emphasized, with a definitive plan.</p> <p>He briefed members that BOCCIM Secretariat intends to undertake a restructuring exercise for effectiveness and improvement of services to members.</p> <p>Commenting on the accounts, a member wanted to know whether BOCCIM has an Accountant. Mr Matthews stated that BOCCIM needs to restructure and recommend a Chief Financial Manager.</p> <p>The Accounts were adopted.</p> <p><b>ANNOUNCEMENT OF COUNCIL</b></p>	
<p>5.0</p>	<p>The following were specially elected; Mr S. Dada, Mr M. Mooney, Dr N. Mbere and Ms R. Vaka.</p>	

6.0

## **ELECTION OF PRESIDENT AND VICE PRESIDENT**

Mr Dada proposed that the candidates for President and Vice President be endorsed accordingly since they were unopposed. This proposal was endorsed by the membership, making Mr Mbaakanyi the new BOCCIM President and Mr Johnson the Vice President.

7.0

## **REMARKS BY MR MBAAKANYI**

Accepting his new position, Mr Mbaakanyi thanked members for having confidence in him, in particular the BOCCIM Council for continuing to believe in his capabilities.

He stated that he was taking over from a man who has built a solid structure for BOCCIM, and that his tracks are clear and visible. He assured members that he will not leave them fade but will advance them further.

Mr Mbaakanyi assured members that the BOCCIM Secretariat under the leadership of the Executive Director will have his support.

He briefed members that with regard to private-public sector dialogue, BOCCIM will continue to discuss topical issues with the Government of the day, and the strength of BOCCIM would be in coming up with one united voice. He urged members to state their views through the Secretariat.

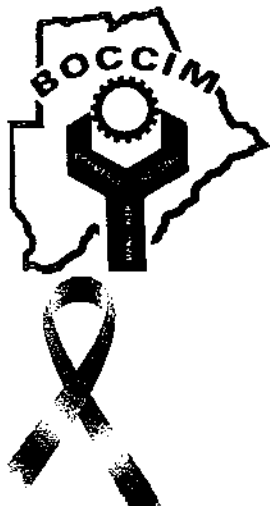
He cautioned members that good governance was one of the key mandates of BOCCIM, and urged members to stay out of corruption and promote high integrity.

In managing the affairs of BOCCIM, Mr Mbaakanyi requested members not to wash their linen in public, to avoid becoming a laughing stock.

He promised members that the fight against crime would continue. He assured members that BOCCIM would also be committed to the global trade agenda.



8.0	<p>The private sector as a partner in development would continue to complement Government efforts. He stated that the private sector would be gender sensitive in all its structures, in line with the gender policy.</p> <p>Mr Mbaakanyi stated that his vision in the medium and long term is to see the private sector with a business agenda. He called on all members to dream and take their organisation to greater heights.</p> <p>In conclusion, Mr Mbaakanyi stated that he was open to views of every BOCCIM member, and promised that he was their messenger not their master.</p> <p><b>CLOSING REMARKS BY THE EXECUTIVE DIRECTOR</b></p> <p>Ms Machailo-Ellis thanked all the people who welcomed her, in particular the President of BOCCIM and his Council.</p> <p>She stated that BOCCIM has challenges, especially during this era in which countries are signing bilateral and multilateral agreements, and BOCCIM has to look at the implications of these agreements in business.</p> <p>She informed members that Economic Partnership Agreements (EPAs) will be signed before the end of 2007 and stated that she was not sure what this meant for Botswana. She stated that South Africa has an agreement with the European Union, and there was already a rumour that the new agreement would be based on the South African one.</p> <p>Ms Machailo-Ellis stated that BOCCIM was facing financial challenges, and she was tasked with turning the organisation from an P800,000 loss to P30,000 profit. She urged members to support their organisation.</p> <p>Commenting on the words of the Executive Director, Mr Ramesh briefed members that they had signed a Memorandum of Understanding with the Indian Merchant Chamber. He stated that it was an organisation that BOCCIM could learn from, including their structure. He also briefed members that some of the members of the Indian Chamber would be coming to Botswana and urged those who would be available to meet them.</p>	
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# BOTSWANA CONFEDERATION OF COMMERCE INDUSTRY AND MANPOWER

## Main Office

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Fax: 2414494  
boccimft@boccim.co.bw

6<sup>th</sup> June 2008

To: BOCCIM Members

From: Executive Director

## **RE: AGENDA ITEMS FOR THE HIGH LEVEL CONSULTATIVE COUNCIL (HLCC)**

Members are requested to send in agenda items for the up coming HLCC meeting in November 2008 for various ministries. As you may be aware, the HLCC takes place twice a year, chaired by the State President and is attended by all Ministries and their top policy making officials. The private sector is represented by BOCCIM through sector coordinators from various industry sectors.

These meetings are mandated to Consider and resolve a wide range of issues which constrain the performance of the economy. Prior to the main HLCC, there are ministerial sectoral HLCC meetings where agenda items are required for discussion therefore members are requested to provide these agenda items to BOCCIM.

Please indicate your suggested agenda items in the attached form and respond immediately.

We look forward to hearing from you.

Please kindly send by e-mail your suggested agenda items as shown below or fax to 3973142 and attention it to the relevant contact person as stated below:

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**1. MINISTRY OF STATE PRESIDENT**

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**2. MINISTRY OF LANDS AND HOUSING**

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**3. MINISTRY OF FINANCE AND DEVELOPMENT PLANNING**

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[mellis@boccim.co.bw](mailto:mellis@boccim.co.bw) or [lmataboge@boccim.co.bw](mailto:lmataboge@boccim.co.bw)

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**4. MINISTRY OF EDUCATION**

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**5. MINISTRY OF TRADE AND INDUSTRY**

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**6. MINISTRY OF LABOUR AND HOME AFFAIRS**

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**7. MINISTRY OF ENERGY AND WATER RESOURCES**

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## **8. MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL COOPERATION**

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[mmoleele@boccim.co.bw](mailto:mmoleele@boccim.co.bw) or [pnkwe@boccim.co.bw](mailto:pnkwe@boccim.co.bw)

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## **9. MINISTRY OF COM, SCIENCE AND TECHNOLOGY**

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## **10. MINISTRY ENVIROMENT, WILDLIFE AND TOURISM**

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## **11. MINISTRY OF YOUTH, SPORTS AND CULTURE**

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[publicrelations@boccim.co.bw](mailto:publicrelations@boccim.co.bw)

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**12. MINISTRY OF AGRICULTURE**

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**13. MINISTRY OF HEALTH**

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**14. MINISTRY OF LOCAL GOVERNMENT**

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**15. MINISTRY OF WORKS AND TRANSPORT**

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[ketlaaleka@boccim.co.bw](mailto:ketlaaleka@boccim.co.bw) or [pshadrack@boccim.co.bw](mailto:pshadrack@boccim.co.bw)

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## FAX TRANSMISSION

To: MR D. YOUNG Company: BIDP

Fax #: 3971181 Date: 26/05/2008

From: BOCCIM

*If this transmission fails, or is incomplete, please telephone the  
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## MESSAGE

PLEASE FIND ATTACHED

REGARD



# **BOTSWANA CONFEDERATION OF COMMERCE INDUSTRY AND MANPOWER**

## Main Office

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Francistown  
Phone: 2414622  
Fax: 2414494  
boccimf@boccim.co.bw

20 May 2008

The Secretary  
BIDP  
PO Box 827  
Gaborone

Dear Sir,

## **RE: MEMBERSHIP**

Your letter dated 28<sup>th</sup> March refers.

Please be advised that since you are Development Professionals in the Construction Sector, your issues will be better represented in that sector. We have scheduled dates for the construction sector which we will forward to you.

The Ministry of Works and Transport Sector meeting is also convened every quarter. We will advise you about the date as soon as we have the next meeting date. The other HLCC is the Ministry of Lands where you can also participate. However you can also contact BOCCIM Secretariat if you have issues that you would like PPADB to respond to.

Yours faithfully

L. Ketlaaleka  
Membership Services Manager



## THE BOCCIM BENEFIT CARD (BB CARD)

### ARE YOU A BOCCIM BENEFIT CARD HOLDER?

If you are, then buy from the following suppliers of goods and services and enjoy a BOCCIM DISCOUNT

#### GABORONE

Gaborone Sun 3951111	Accommodation Rack Rate	10% Discount
Grand Palm Hotel	Accommodation Rack Rate	10% Discount
Cresta Marakanelo	Accommodation Rack Rate	10% Discount
Taurus Batteries	Batteries	38% Discount
	Auto Electrical Spares	40% Discount
	Burglar Alarms	30% Discount
	Car Sound	40% Discount
	Agrippa Gear Lock	30% Discount
Jamal Trading	All items except cement and goods on special offer	10% Discount
Solahart Botswana	Solar Water – 180 JD/JK	P250 Discount
	Solar Water – 300 JD/JK	P450 Discount
	Other	5% Discount
Century Office Supplies 3912655	Stationery	10% Discount
Quick Print 3923309	Business Cards	10% Discount
	Compliment Slips	10% Discount
	Letters Heads	10% Discount
Notwane Nurseries	Flowers	5% Discount
	Plants	5% Discount
	Fertilisers	5% Discount
	Wedding arrangements	5% Discount
	Valentines	5% Discount



Africa Sales (Pty) Ltd.,	Cleaning Chemicals	10% Discount
	Cleaning Equipment	5% Discount
	Brushware	10% Discount
	Pesticides	5% Discount
	Laboratory Chemicals	2.5% Discount
	Medical Equipment	2.5% Discount
Donroy Marketing	V-Belts	10% Discount
	Bearings	10% Discount
	Safety Equipment	10% Discount
Momek Technologies	Streetlights Installation	5% Discount
	Domestic & Industrial Wiring	10% Discount
	Photovoltaic Lighting	10% Discount
	Electrical Repairs & Maintenance	10% Discount
	Security Lights	10% Discount
Xscapes	Planning Services	5% Discount
	Landscape Designing	5% Discount
	Landscape Construction Services	5% Discount
	Landscape Maintenance Services	5% Discount
Best Builders Construction	Bricklaying & Plaster	15% Discount
	Painting & Tiling	15% Discount
	Partitioning	20% Discount
	Plumbing	10% Discount
	Electricity	15% Discount
	Carpentry	15% Discount
Flying Chef	Menu Costing	10% Discount
	Renting of Chef	10% Discount
	Staff Training	10% Discount
	Confectionary	10% Discount
	Management rental	5% Discount
Budget Rent A Car	Car Rental Rack Rate	20% Discount
Available at Maun & F/town Airport		
RMC Marketing	Training	10% Discount
	Market Research	5% Discount
	Advertising	10% Discount
	Conference Communication	10% Discount
	Event Management	10% Discount

AK Marketing Consultants	Photocopying	10% Discount
	Typing	10% Discount
	Printing	10% Discount
	Company Formation	10% Discount
	Business Cards	10% Discount
	Faxing	10% Discount
Pego Projects	Estimating	40% Discount
	Project Management	30% Discount
Opticals Botswana	Spectacles	10% Discount
	Sunglasses	10% Discount
Japs Security	Security Guard Services	10% Discount
	Dog Training	10% Discount
Bonanza Equipment	Kitchen Small	3% Discount
	Glass Ware	3% Discount
	Bakery	3% Discount
	Butchery Equipment	3% Discount
	Cold room, Fridges	3% Discount
	Shelving, racking	3% Discount
Leseding Interiors	Aluminum Doors, Windows	10% Discount
	Snoptrunts	10% Discount
	Shower Calicles & Doors	10% Discount
	Sliding Doors (Aluminum)	10% Discount
	Skylight & canopy	10% Discount
	Glass Polishes/Images	10% Discount
	Sand Blasting	10% Discount
Iqraa Agencies & Investments	Shelving & Racking	5% Discount
	Catering, Bakery & Butcher Equipment	5% Discount
	Office Furniture & Equipments	5% Discount
	Office Blinds	10% Discount
	Wooden Joiney walks	10% Discount
	Stationery	10% Discount
Academy of Business Management	Business School Courses	20% Discount
	Business Plans	20% Discount
	Company Registration	20% Discount
Elliott Removals	Household Removals	5% Discount
	Customs clearing + forwarding	10% Discount
	Warehousing	10% Discount



Prudential Capital Services	Accounting & Secretarial Services	15% Discount
Craftman Registry	Conditions of Service (Company Profile)	20% Discount
	Job descriptions (Contract of employment)	10% Discount
	Leave Register	10% Discount
Real Time Solutions	IT Rentals Lap top, PC's Projector	10% Discount
	Video & Photographic Services	10% Discount
	IT Maintenance & Services	10% Discount
	Website Design & Maintenance	10% Discount
	Computers & Software	10% Discount
	Toners, Cartridges & Consumables	10% Discount
Rep Office World	Stationery and Paper	15% Discount
	Office Machines	15% Discount
	Toners, Cartridges, Ribbons	20% Discount
	Office Furniture	20% Discount
	Filing Cabinets & Cupboards	20% Discount
	Printers, Scanners, Fax Machines	15% Discount
Spaceage Dry Cleaners	Men's Suits	5% Discount
	Costumes	5% Discount
Thiite Rubble Screeners	Civil Works (Earth Works)	10% Discount
	Equipment & Plant Hire	10% Discount
	Engineering, Architecture &	
	Structural Designs & Drawings	10% Discount
	Stationery, Food Stuffs, Toiletry	10% Discount
Weblogic	Professionally Designed Static Website	10% Discount
Tel. No. 3971249	Professionally Designed Static Website with	
	Content Management	10% Discount
	Ecommerce Websites with database integration	
	Product catalogue, product search, product enquiry cart.	15% Discount

### FRANCISTOWN

The Marang Motel	Accommodation Rack Rate	10% Discount
Oasis Lodge (Shashe)	Accommodation	10% Discount

Buy 'N Build	Paints	20% Discount
	Tools	20% Discount
	Timber	20% Discount
	Plumbing Supplies	20% Discount
ANBA Investments	Liquid Soap	30% Discount
	Floor Polish (Wax)	15% Discount
	Mops, Brooms, Brushes	12.5% Discount
	Pot scourers, steel wool	12.5% Discount
	Battery Acid	30% Discount
	Science Equipment & Lab	30% Discount
	Chemicals	10% Discount
	Floor care detergents	10% Discount
	Cleaning (Cars, carpets, lounge)	25% Discount
Telfer Enterprises	Pool chemicals	10% Discount
	Satellite Dishes	10% Discount
	Computer Hardware	5% Discount
	Computer Software	10% Discount
Building Material Supplies	Computer Stationery	10% Discount
	Plumbing/Sanitary ware	20% Discount
	Tools/Ironmongery/Abrasives	20% Discount
	Timber/Boards/Doors	20% Discount
	Fencing/Steel/Hardware	20% Discount
PG Timbers	No Discount for goods on special	
	Timber	17.5% Discount
	Boards & Doors	17.5% Discount
Pie City	Roof Trusses	17.5% Discount
	Pies Per Ten	P37.30 Discount
Waste Tech (Pty) Ltd.,	Removal of solid waste	10% Discount
Opticals Botswana	Spectacles	10% Discount
	Sunglasses	10% Discount
Steel & Timber Merchants t/a U-Build	Vertical & Horizontal Tanks	20% Discount
	Creosoted & Tenalth Poles	20% Discount
	Pool Equipment	20% Discount
	All Paints	20% Discount
	Steel	20% Discount
	Timber	20% Discount

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### LOBATSE

Cumberland Hotel	Accommodation	25% Discount
K & N Furniture	Furniture	20% Discount
	Household Appliances	20% Discount
Lobatse Pharmacy	Medicines	15% Discount
	Perfumes & Toys	20% Discount
	Fancy Goods & Gifts	15% Discount

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### MAUN

J.S. Wellio	Groceries	5% Discount
	Clothing	10% Discount
	Footwear	10% Discount
	Liquor	10% Discount
	Furniture	10% Discount
Sedia Hotel	Accommodation	10% Discount
Opticals Botswana	Spectacles	10% Discount
	Sunglasses	10% Discount
Maun Lodge	Accommodation	10% Discount

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### MOLEPOLOLE

Taj Trading Company	Groceries	5% Discount
	Materials	5% Discount
	Clothes	5% Discount
	Cosmetics	5% Discount
	Fruit & Vegetables	5% Discount
	Crockery	5% Discount

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### KASANE

Hot Bread Shop	Bread & Confectionery	10% Discount
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**SELIBE PHIKWE**

Syringa Lodge	Accommodation	10% Discount
O & B Trading	Textiles	15% Discount
	Accessories	15% Discount
G.S.P. Products	All Products	10% Discount

**MAHALAPYE**

Opticals Botswana	Spectacles	10% Discount
	Sunglasses	10% Discount





## Botswana Institute of Development Professions

Box 827, Gaborone, Botswana  
Email: bidp@mega.bw

Cell: 7181 6811  
Fax: (+267) 397 1181

- ◆ DATE:  
**30<sup>th</sup> June, 2008**
- ◆ TO:  
**Mr Magogwe**
- ◆ COMPANY:  
**Hukuntsi Sub-District Council**
- ◆ FAX NUMBER:  
**651 0286** 16-1-22-44
- ◆ FROM:  
**E Tshoganetso**
- ◆ FILE REFERENCE:  
**(A0kp)02**

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### ◆ RE: ORDER FOR BIDP CONTRACT FORMS

Could you please advise us which BIDP contract forms do you need on electronic format.

Please note phone number for RICS Botswana group: Secretary, Mr K Chikerema tel 395 3950.

Please contact us if you need any more information.

Yours faithfully,

Executive Secretary, BIDP  
Ellen Tshoganetso

Cc

File

Kind Regards

Dennis H. Nyekele

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This message has been scanned for viruses and dangerous content by the BBI SMTP filter, and is believed to be clean.

B1AP

24/10/08

Apologies: Nyckele GV  
Present ETM BY AZ BM

PRW mins: OK

Matters arising

2.3.1 ~~BOUV~~ ✓

4.3.2 Prop Vire: email  
Confirmed by 25th: BCSA: Have hall, block 9. or  
5.3.2 Done. Pego projects dining

6.3.2 No action

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6.4 GV will supply bank Vakance.

6.5.1 SKM

6.6. 5.6.1: No UIA response: Leave in.

6.6.1 Thursday am: Borcum AZM: ETM will go.

6.7.1 <sup>invite</sup> 1.10.4 UB mms. Aim to add School of Arc  
to list. Also invite Faculty. For join in scheduled  
monthly lecture.

3 10.4 Done

2 Borcum is doing.

NABB: SKM

4.8.3 SKM

9.8.5. a Directory proceeding.

6.11.2: No action: Seminars.

Nothing from JN to ET: Drop.  
Meeting remains.