



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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(A0kp)04  
BIDP

## MINUTES OF BIDP COUNCIL MEETING NO. 4 2011/2012

Held at BIDP Shop, Plot 915, Gaborone, on 21<sup>st</sup> February, 2012 at 6pm.

4.1	Attendance	Phone
4.1.1	President: ✓ Ndingililo Hobona David Young Paul Shimunza (apology) ✓ Evans Moje Andreas Groth (apology) Kabelo Morake	Secretary Member Member President Member Member 71493357 397 1181 7147 7822 310 5073 392 3462 397 2002
4.1.2	Apologies: Ontlametse Onneng present Edward Mazhani Apologies from last week	Treasurer Vice President 71739548 397 1181 (chairing the meeting)
4.1.3	Absent: Chiwala Maipambe (late) Mutua Mutuku	Member Member 395 1883 395 2882

## 4.2 PREVIOUS COUNCIL MEETING

4.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present. Proposed by D Young and seconded by A Groth.

## 4.3 ACTIVITIES AND FUNCTIONS:

### 4.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 8.3.2 Visit to SADC Building: on going. Speak to project Manager. *Samango* EM
- 1.3.3 Symposium:  
Proposed date: Thursday, 19<sup>th</sup> April, 2012 (E Moje: ET would assist). EM  
Marketing informing other institutions and organisations.  
Kweneng District Council requested symposium: invite them to next.  
Topics:  
Proposed speakers:  
i) Keith Jefferis – economist – impact on the economy. Government strategic level  
ii) – Getting the brief right, Getting the project cycle right, Getting time squeezing: examples of what projects that have gone wrong.

Venue - 1st choice Mokolodi quote received  
- 2nd option BOPC quotes received  
speakers - Keith Jefferis -  
- Hobona (BOP)  
- DBES

Mortu Moganda  
or Chinwale

DPS

David Young

iii) Procurement of building supplies – BOBS standards, SAS standard:  
What documents to use when ordering, standards to be accessible to people on site.

iv) Implementation of project at DBES: defining the roles of the stakeholders: client end user, interested parties: PS, Minister, Director (DBES)

v) Site supervision: Clerk of works, Resident staff, proportionate of professionals.

Project inception, initiation and implementation

Getting the most out of developing a project) symposium topic.

Major David Hobona: Project inception, initiation and implementation

Morning session up till lunch - some discussion after lunch.  
Feeling sure of speakers

#### 1.8.3.1 Photographic Competition:

On going

Champagne breakfast: Gaborone Game Reserve for a Social function: ND

Hobona: 10<sup>th</sup> March 2012 have a social event: Saturday morning: D Young to

volunteer: company stove; get a speaker: Sandy Grant? (Ask Ellen for Sandy's details. 1<sup>st</sup> to May - advertise at the symposium - inform people - lobby & culture has stove

#### 2.3.3

Future events: round table discussion with City Council or Fire Department regarding their process: on going: streamline processes to encourage development – why there no meaningful record keeping. Chief Planner, Chief Engineer.

#### 3.3.2

Linux presentation by D Young (mid May) on going (date as 10<sup>th</sup> May

#### 3.3.3

Site visit to Botswana Public Service Auditorium to be arranged for later

September in the year: on going

#### 3.3.4

3<sup>rd</sup> visit to airport a possibility – establish completion date there in about 4 months: set a date for visit: on going once completed - on going

#### 3.3.5

Campus Recreation at UB – mid March Edward Maturu will assist

June

### 4.4 TREASURER'S REPORT

#### 4.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

1.4.7.1 D Young propose Ellen to be employed to run petty cash etc under supervision from acting treasurer: propose – president, up and Secretary to be signatory: P Shimunza volunteered to be acting treasurer

Review secretary salary to P30.00/hour: vehicle allowance P2.50/km. On course to happen: Write letter to ET saying council has reviewed rates (Wah/ET) more work required to set up accounts. Work on bus computer but not on Ellen's yet. Petty cash needs (DY)

\* Bill from Young Architects

\* bank Statement

#### 4.5

#### MEMBERSHIP

#### 4.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

1.5.3 Recruitment: On going

#### 4.6

#### CORRESPONDENCE

4.6.1 Received resignation letter from P Lyamuya.

Resolve to ask P Lyamuya to clarify as BIDP has not sent communication to ARC: Email and then call him.

#### 4.6.2

ERB notice received from BOCCIM and copied to BIDP members.

#### 4.7

#### PUBLICATIONS/NEWS LETTER

#### 4.7.1 MATTERS ARISING FROM PREVIOUS MINUTES

7.7.3 BIDP electronic forms on website: on going

There are samples on the website: possibly make a minor works labour only available. Will aim for June

#### 8.7.3

Newsletter: No update from C Maipambe yet: ask ET to write a draft.

#### 1.7.2.1

Labour Only Contract: Will put a draft to council for approval soon.

#### 1.4.4

Contracts: presentation or meeting with Banks. On going

Mr Moje to report - will visit BOBS this week (Insurance, bus, to follow through EM)

Website - We have a machine of a Mega - operating system needs to be replaced as new one breaks down & requires them to fix every so often  
- propose a secure website and a public website. Use the same a D op system

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\* Updating of website will require Ellen to be assisted so far  
DY but short of time will need more people

#### 4.8 PUBLIC RELATIONS

##### 4.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.1 Government non-payment: letter to DBES: on going  
Check with Kille & Dannhauser if they have been paid: opportunity for  
BIDP to help members. - *still not paid - still hoping it will be resolved.*

EM

#### 4.9 ANY OTHER BUSINESS

##### 4.9.1 Registration of Architects

Write a letter to ARC. Concerns about the consultation process.  
Request a consultation process that will be properly advertised, given enough time  
to consider consultation of all stakeholders rather than architects alone.

Must study Act.

Turns AAB in parastatal as government embraces AAB

In comparison the SA. Any institution representing 75% of architects.

The government will link - but any body can logon their behalf.

Political rather than technical

A Groth made comments upon receiving correspondence from ARC..

A consultation process for such an important event should be given time.

BIDP should put protest to ARC that not enough time given

Why is ARC, not informing BIDP?

Why is this consultation only for Architects - must involve other  
stakeholders eg clients?

Competition act - questing of Implication of regulations.

Registration is to protect the client

Registration of title (protection of title)

Reservation of work for architects

The are regulations that should not be in ARC scope

Letter from President to DBES must be written - quite strong calm. D Young

will make notes for President's letter: not anti ARC but consider on the  
table. A Groth will contribute to the letter as well.

Other stake holders should have been invited.

Draft letter by ND Hobona

Ask council members to comment on the regulations

Liaise with members of BIDP and also members of AAB and ARC.

Consumer's association

Competition authority

Construction Industry Body Meeting Mr A Groth to continue dealing with  
this.

Currently in consultation, then issue re draft final report: then will organise a  
workshop so everyone can have a look.

NDH/DY/AG

AG

- Do not*  
Propose to invite ARC *in May or April* to come on for a talk and if they  
would be prepared to make a presentation to BIDP & the General Public  
introduce BIDP as a multi disciplinary professional association.
- ~~Facilitation of~~  
- ~~Facilities~~ Management has been classified at PPAOS under  
~~Real Estate~~  
~~estate management~~. G. Matham will look in to it to. Worry  
is that the wrong people will be doing it.

**4.10 NEXT MEETING**

4.10.1 The next council meeting will be held on Tuesday, 20<sup>th</sup> March, 2012 at 6pm at plot 915, Gaborone, BIDP shop.

4.10.2 Schedule for next year Council meetings:

Tuesday, 24<sup>th</sup> April, 2012

Tuesday, 22<sup>nd</sup> May, 2012

Tuesday, 19<sup>th</sup> June, 2012

Tuesday, 24<sup>th</sup> July, 2012

Tuesday, 21<sup>st</sup> August, 2012

The meeting was adjourned at 19h42

**President**

Cc: Evans Moje - President  
Edward Mazhani - Vice President  
Ontlametse Onneng - Treasurer  
Ndingililo Hobona - Secretary  
Andreas Groth  
David Young  
Kabelo Morake  
Paul Shimunza  
Chiwala Maipambe  
Mutua Mutuku  
File

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**Secretary**

### Publications Committee -

Must reference a year <sup>sitting allowance</sup> invite other organisation. People who - ET  
participate get £100 plus breakfast

• has achieved the labour only contract -  
also not possible to have

## • Correspondence

draft letter ~~to~~ from DY presented for comment.

- ~~raise by making~~
- raise the first part of the letter still making the point that all affected must be given the opportunity to comment.
- add that council agrees.

meeting adjourned at 1950 HRS