



## BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

*E. Mazhani will be late*

*O. Onneng will be late (apologies)*

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(A0kp)04  
BIDP

### MINUTES OF BIDP COUNCIL MEETING NO. 3 2011/2012

Held at BIDP Shop, Plot 915, Gaborone, on 22<sup>nd</sup> November, 2011 at 6pm.

#### 3.1 Attendance

			Phone
3.1.1	President:	✓ Ndingilio Hobona	Secretary 71493357
		✓ David Young	Member 397 1181
		✓ Paul Shimunza	Member 7147 7822
		Chiwala Maipambe	Member 395 1883
		✓ Andreas Groth	Member 392 3462

3.1.2	Apologies:	Ontlametse Onneng	Treasurer 71739548
		Edward Mazhani	Vice President 397 1181
	<i>absent</i>	Mutua Mutuku	Member 395 2882
	<i>(Present)</i>	✓ Evans Moje	President 310 5073
		<del>Paul Lyamuya</del>	<del>Member 355 2107</del> ?

3.1.3	Absent: <i>(Present)</i>	Kabelo Morake	Member 397 2002
		<del>late E. Mazhani</del>	

#### 3.2 PREVIOUS COUNCIL MEETING

3.2.1 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 *N-D Hobona A Groth*

#### 3.3 ACTIVITIES AND FUNCTIONS:

##### 3.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 8.3.2 Visit to SADC Building: on going *Ellen tasked but no response from them* E.T
- 1.3.3 Symposium: *Ellen would assist, E Moje could be designated charge* E Moje
- 1.8.3.1 Photographic Competition: *Marketing, informing institutions & organisations, need to next* EM
- (Need a full recap) target for end of February: simple adverts to the point - A.G
- advertise in papers: Botswana Guardian, Mmegi, The Voice.
- Champagne breakfast: Gaborone Game Reserve for a Social function: ND
- Hobona: *end of February* have a social event: Saturday morning: D Young to
- volunteer: company stove: get a speaker: Sandy Grant? *(Ask Ellen for Sandy)* NDH
- 1.3.2 CBD: Visit to High Court: on going *not likely to happen* details) *last*

- for their process.
- 2.3.3 Future events: round table discussion with City Council or Fire Department; on going - asking for approved plans - Streamline processes to encourage development - why there is no meaningful development keeping Chief Planner, Engineer
- 3.4 TREASURER'S REPORT**
- 3.4.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 1.4.7 D Young propose Mr Onneng be kept on for next year while waiting for employer to respond.
- 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
- 2.4.2 List of cheques presented for signing: BOCCIM Subscription fee: P1266.00, ET paysheet: P1186.50 and Petty cash: P1000.00.
- 3.3.2 Linux presentation by D Young (mid May)
- 3.3.3 Site visit to Botswana Public Service Auditorium to be arranged for later September in the year
- 3.3.4 3<sup>rd</sup> visit to airport a possibility - establish completion date they in about 3 months
- 3.3.5 Campus Recreation at UB - mid March
- 3.5 MEMBERSHIP**
- 3.5.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 1.5.2.6 G Manis: membership certificate: issued - done
- 1.5.3 Recruitment: Maipembe has been active recruiting by talking to people. on going KM
- 2.5.1 T Modisagape membership certificate: issued. - done
- 3.6 CORRESPONDENCE**
- 3.6.1 Letter from Know How Magnum requesting typed Labour Only Contract. BIDP offered P70000 - paid
- 3.7 PUBLICATIONS/NEWS LETTER**
- 3.7.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 7.7.3 BIDP electronic forms on website: on going - here are samples on the website  
Kefilwe Makgetho Invoice paid - done - not possible make minor work know only
- 8.7.3 Newsletter: C Maipembe to communicate with Ellen - no update from CM yet - ask Ellen to write a draft CM
- 1.7.2.1 Labour Only Contract: There is now a form and as a test using on new project. Will put a draft to council for approval soon.
- O Keoletile has volunteered to join the Publications Review Committee.
- 1.4.4 ~~6.10~~ Contracts: presentation or meeting with Banks. On going  
Mr Moje to report - Financiers EM
- 1.4.5 Marketing sub-committee: E Moje to confirm C Maipembe is on marketing: or look amongst Council members. - EM/CM
- 3.6.1 Received letter from EBB: forward to general membership. Get Executive secretary to follow up with phone calls.  
ET asked E Moje to talk to P Gillika: ET to make another attempt to get to him. On going. - stated matter closed ET
- 3.8 PUBLIC RELATIONS**
- 3.8.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 6.6.1 Government non-payment: letter to DBES: on going - Check with KD if they have been paid. If still an opportunity for BIDP to help members EM
- 3.9 ANY OTHER BUSINESS**
- 3.9.2 Correspondences from AAB
- 3.9.2.1 Registration of Architects  
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  
 List BOBS: Construction Pitso: PS 3 people  
 Construction Industry Body Meeting. My A Groth to continue dealing with this.  
*currently in consultation then will re draft final report. then will  
 organise a work shop so that everyone can have a look*

NDH/DY/A

### 3.10 NEXT MEETING

- 3.10.1 The next council meeting will be held on Tuesday, 21<sup>st</sup> February, 2012 at 6pm at  
 plot 915, Gaborone, BIDP shop.
- 3.10.2 Schedule for next year Council meetings:
- Tuesday, 20<sup>th</sup> March, 2012 ✓
  - 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 19h50 - 1948

#### President

#### Secretary

Cc:	President	Fax	Email
	Evans Moje - President	310 5076	ekmoje@mega.bw
	Edward Mazhani - Vice President	74362259	mazhaniet@mopipi.ub.bw
	Ontlametse Onneng - Treasurer	538 0603	o.onneng@gmail.com
	Ndingiilo Hobona - Secretary	71493357	ndhobona@yahoo.com
	Andreas Groth	392 3462	agasgroth@gmail.com
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	Chiwala Maipambe	395 1883	chiwala.m@fitzwilliam.co.bw
	Mutua Mutuku	7211 6323	mutua@symbion-int.co.bw
	File		

### 1.3.3. Symposium topic

#### Project inception, initiation & implementation

- ① Keith Jeffries - economist - impact on the economy. Government strategic level.
- 
- ② {
  - \*Getting the brief right
  - " the project cycle write
  - " design time squeezing} } examples of what projects that have gone wrong
- 
- ③ Procurement of building supplies - BOBS standards, SAS standard
  - what documents to use when ordering
  - Standards to be accessible to people on site
- ④ Implementation of project <sup>at DESS</sup> defining the roles of the stakeholders  
~~Client~~ Client, ~~End user~~ End user, interested parties.  
PS, Minister, Director (DESS)
- ⑤ <sup>site</sup> Supervision  
Clerk of Works, Resident staff, proportionate involvement of professionals.

[ PROJECT INCEPTION, INITIATION & IMPLEMENTATION  
[ Getting the most out ~~of~~ developing a project ] (Symposium topic)

\* (Will request Major Hobson from BDF to give a talk on one of the topics)

Date: ~~13th April~~ Date is Thursday 19th April 2012

#### A.O.B. Correspondence:

3. PL resignation letter ready.  
+ resolve to ask PL to clarify as BIOD has not sent communication to ARC.-D  
email & then call him

#### A.O.B.

1. ~~write~~ letter to ARC.  
+ concerns about the consultation process - must write a letter  
Request a consultation process that will be properly advertised, given enough time  
to consider, consultation of all stakeholders rather than architects alone.