



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

**P.O. Box 827
Gaborone**

Fax: 3971181

Mobile (Executive secretary): 7181 6811

e-mail: bidp@mega.bw

website: <http://www.bidp.bw>

**(A0kp)04
BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 4 2011/2012

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

4.1	Attendance		Phone
4.1.1	President:	Ndingililo Hobona	Secretary 71493357
		David Young	Member 397 1181
		Paul Shimunza	Member 7147 7822
		Evans Moje	President 310 5073
		Andreas Groth	Member 392 3462
		Kabelo Morake	Member 397 2002
4.1.2	Apologies:	Ontlametse Onneng	Treasurer 71739548
		Edward Mazhani	Vice President 397 1181
4.1.3	Absent:	Chiwala Maipambe	Member 395 1883
		Mutua Mutuku	Member 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 N D Hobona

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. EM

1.3.3 Symposium:
(Postponed need 2.5 months: date Thursday, 19th April, 2012). (E Moje: ET would assist). EM

Marketing informing other institutions and organisations.

Kweng District council requested symposium: invite them to next.

Topics:

Project inception, initiation and implementation

i) Keith Jeppries – economist – impact on the economy. Government strategic: level

ii) – Getting the brief right, Getting the project cycle write, Getting design this squeezing: examples of what projects that have gone wrong.

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
 Checking the most out developing a project) symposium topic.
 (Will request Major Hobona from BDF to give a talk on one of the topics).

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|---------|--|-----|
| 1.8.3.1 | Photographic Competition:
(Need a full recap) target for end of February: simple adverts to the point - advertise in papers: Botswana Guardian, Mmegi, The Voice.
Champagne breakfast: Gaborone Game Reserve for a Social function: ND Hobona: 10 th 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. | NDH |
| 2.3.3 | Future events: round table discussion with City Council or Fire Department for their process: on going: asking for approved plans – 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) | DY |
| 3.3.3 | Site visit to Botswana Public Service Auditorium to be arranged for later September in the year | |
| 3.3.4 | 3 rd visit to airport a possibility – establish completion date there in about 3 months: set a date for visit. | DY |
| 3.3.5 | Campus Recreation at UB – mid March | CM |

4.4 TREASURER'S REPORT

4.4.1 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.

4.5 MEMBERSHIP

4.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 1.5.3 Recruitment: Maipembe has been active recruiting by talking to people. 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 of the website: possibly make a minor works labour only available.	DY CM NDH
8.7.3	Newsletter: C Maipambe to communicate with Ellen No update from C Maipambe yet: ask ET to write a draft.	
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.	
1.4.4	Contracts: presentation or meeting with Banks. On going Mr Moje to report	EM
1.4.5	Marketing sub-committee: C Maipambe is on marketing:	
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.	EM
3.9.2.1	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 done. 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 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
4.9	ANY OTHER BUSINESS	

4.10 NEXT MEETING

3.10.1 The next council meeting will be held on Tuesday, 20th March, 2012 at 6pm at plot 915, Gaborone, BIDP shop.

3.10.2 Schedule for next year Council meetings:

Tuesday, 20th March, 2012

Tuesday, 24th April, 2012

Tuesday, 22nd May, 2012

Tuesday, 19th June, 2012

Tuesday, 24th July, 2012

Tuesday, 21st August, 2012

The meeting was adjourned at 19h42

	President		Secretary
Cc:	Evans Moje - President	Fax	Email
	Edward Mazhani - Vice President	310 5076	ekmoje@mega.bw
	Ontlametse Onneng - Treasurer	74362259	mazhaniet@mopipi.ub.bw
	Ndingililo Hobona - Secretary	538 0603	o.onneng@gmail.com
	Andreas Groth	71493357	ndhobona@yahoo.com
	David Young	392 3462	agasgroth@gmail.com
	Kabelo Morake	397 1181	ya@yabw.net
	Paul Shimunza	397 2002	kabelo@agb.co.bw
	Chiwala Maipambe	7147 7822	shimarchdesigns@yahoo.com
	Mutua Mutuku	395 1883	chiwala.m@fitzwilliam.co.bw
	File	7211 6323	mutua@symbion-int.co.bw