



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

**P.O. Box 827  
Gaborone**

**Fax: 3971181**

**Mobile (Executive secretary): 7181 6811**

**e-mail: [bidp@mega.bw](mailto:bidp@mega.bw)**

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

**(A0kp)04  
BIDP**

## **MINUTES OF BIDP COUNCIL MEETING NO. 5 2011/2012**

Held at BIDP Shop, Plot 915, Gaborone, on 20<sup>th</sup> March, 2012 at 6pm.

### **5.1 Attendance**

			<b>Phone</b>
5.1.1	President:	Evans Moje	President 310 5073
		Edward Mazhani	Vice President 397 1181 (chairing the meeting)
		Ndingililo Hobona	Secretary 71493357
		David Young	Member 397 1181
5.1.2	Apologies:	Andreas Groth	Member 392 3462
		Paul Shimunza	Member 7147 7822
5.1.3	Absent:	Chiwala Maipambe	Member 395 1883
		Mutua Mutuku	Member 395 2882
		Ontlametse Onneng	Treasurer 71739548
		Kabelo Morake	Member 397 2002

### **5.2 PREVIOUS COUNCIL MEETING**

- 5.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present, except that C Maipembe was late from the last meeting. Proposed by D Young and seconded by A Groth.

### **5.3 ACTIVITIES AND FUNCTIONS:**

#### **5.3.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 8.3.2 Visit to SADC Building: on going. EM to peak to project Manager. EM

#### **1.3.3 Symposium:**

Date: Thursday, 19<sup>th</sup> April, 2012

Venue: 1<sup>st</sup> option Mokolodi quote received

2<sup>nd</sup> option BNPC quote received.

Marketing informing other institutions and organisations.

Kweneng District Council requested symposium: invite them to next.

Topic:

"Project Inception, Initiation and Implementation: Exploit all the opportunities in Infrastructure Investment"

Speakers:		
Keith Jefferis:	Macro-economist opportunities in Infrastructure Investment - impact on the economy. Government strategic level	
Major David Hobona	Project inception, initiation and implementation	
Paul Shimunza:	Getting the brief right, Getting the project cycle right, Getting time squeezing: examples of what projects that have gone wrong.	
Chiwala Maipembe	Procurement of building supplies (BOBS standards, SAS standard): What documents to use when ordering, standards to be accessible to people on site.	
Ulf Sorderstrom	Implementation of project at DBES: defining the roles of the stakeholders: Deputy PS (MIST)	
David Young	Site supervision: Clerk of works, Resident staff, proportionate of professionals.	
Morning session up till lunch: some discussion after lunch: fairly 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.	NDH
	1 <sup>st</sup> May 2012: advertise at the symposium: inform people: grocery & cutlery: gas stove	NDH
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: 10 <sup>th</sup> May 2012.	DY
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: once completed: on going	DY
3.3.5	Campus Recreation at UB – E Mazhani will assist.	ETM
<b>5.4 TREASURER'S REPORT</b>		
5.4.1	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
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 advising Council has increased rate. More work required to get up accounts: work on D Young's computer but not on Ellen's yet: petty cash need proper records.	NDH
5.4.2	Received Invoice from Young Architects: to pay.	ET
5.4.3	Bank balance: P36,350.41	
<b>5.5 MEMBERSHIP</b>		
5.5.1	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
1.5.3	Recruitment: On going	

## 5.6 CORRESPONDENCE

- 5.6.1 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.  
D Young meet P Lyamuya: D Young draft letter presented for comment.  
Revise the first part of the letter still making the point that all affected must be  
given the opportunity to comment. Add that council agrees.

## 5.7 PUBLICATIONS/NEWS LETTER

### 5.7.1 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. DY  
Website: We have a machine t Mega – operating system needs to be  
replaced as new one breaks down and requires them to fix every so  
often.  
Propose a secure website and a public website. Use the same and D  
Young's system.  
Up date of website will require Ellen to be assisted so far D Young but  
short of time will need more people.  
Check that Ellen has sent out the draft of Minor Works Labour Only  
Contract: it is sufficiently done.
- 8.7.3 Newsletter: No update from C Maipambe yet: ask ET to write a draft. NDH
- 1.7.2.1 Labour Only Contract: Will put a draft to council for approval soon.  
- Insurance  
- BURS  
E Mazhani, E Moje & M Mogomela to follow through EM/ETM
- 1.4.4 Contracts: presentation or meeting with Banks. On going  
Mr Moje to report EM  
Talk to the committee of banks: Banks still using valuers to inspect and  
measure stages.  
Talk to banks about developments and contracts  
Propose to professional architects and engineers.
- 5.7.2 Publications committee:
- 5.7.2.1 Must report once a year: invite other organisations: people who participate get P100  
setting allowance plus breakfast. ET
- 5.7.2.2 Has achieved the Labour Only Contract: also note not possible to have.

## 5.8 PUBLIC RELATIONS

### 5.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

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

## 5.9 ANY OTHER BUSINESS

- 5.9.1 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

NDH/DY/AG

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.

AG

- 5.9.3 Propose to invite ARC to BIDP symposium in April: ask if they would be prepared to make presentation to DIBP and the General Public: introduce BIDP as a multi Disciplinary Professional Association.

- 5.9.4 Facilities Management has been classified at PPADB under Real Estate: E Mazhani 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, 24<sup>th</sup> April, 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 19h50

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

